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**Leicester City Council: Equal Pay Review 2014**



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## **Part 1: Introduction and background to the Council**

### **1. Introduction**

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- 1.1. Project HR Consultants Limited was commissioned to carry out an equal pay review for Leicester City Council (the 'Council' / the 'organisation').
- 1.2. The purpose of this equal pay review is to determine whether there are any significant average differences in base pay within the protected characteristics 'gender', 'race', 'age' and 'disability'.
- 1.3. The review also analyses additional payments to determine whether there are any significant average differences within the protected characteristic 'gender'.
- 1.4. The report explains the methodology followed, summarises the findings and provides recommendations.

### **2. Scope**

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- 2.1. This equal pay review covers the pay arrangements for Local Government Services (LGS) employees, including those based in community and voluntary controlled schools and voluntary aided and foundation schools. A list of the schools is attached at Appendix A.

### **3. Methodology**

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- 3.1. The review has been conducted by following the Equality and Human Rights Commission (EHRC) 5-Step Equal Pay Review model. A summary of the process is shown at Appendix B. The guidance says as a general rule any differences of 5% or more or patterns of differences of 3% or more will require investigation and explanation. In this report this has been illustrated using colour-coding in the analyses. Where the difference is greater than +/-3% but less than +/-5%, the record has been colour-coded 'amber' and where the difference is greater than +/-5%, the record has been colour-coded 'red'.
- 3.2. However, it should be noted that an employee (or former employee) may bring a claim to an employment tribunal for unequal pay even though they have not been identified through a 3% or 5% gender pay gap analysis. The purpose of an equal pay review is to identify possible provisions, criteria or practices within an organisation that may be causing unequal pay; it is not to identify individual employees.

### **4. The Equality Act 2010**

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- 4.1. The Equal Pay Act was replaced by The Equality Act 2010, along with other pieces of discrimination legislation, eg Sex Discrimination Act. As far as equal pay legislation is concerned there were no major changes in the legislation when it was consolidated into The Equality Act 2010. Equal pay provisions within the legislation concern differences in contractual pay and contractual terms between men and women only. They do not cover non-contractual elements, such as discretionary pay. Non-contractual terms are covered by other discrimination law within the Equality Act, eg under race, age, disability etc.

4.2. The key differences between the two provisions<sup>1</sup> are explained in the table below:

Discrimination Law	Equal Pay Law
Covers differences in employment terms, benefits and treatment	Only covers difference in contract terms and pensions
No need for actual comparator but must still compare like with like	Actual comparator needed in like work/work of equal value
Claimant has initial burden of proving possible discrimination	Claimant has to prove pay difference; the burden is then on employer to show non-discriminatory reason
Claim can only be brought in an Employment Tribunal	Claim in Employment Tribunal or Civil Court
Time limit for claim is 3 months from discrimination (can be extended)	Standard time limited for claim in Employment Tribunal is 6 months from termination in court or 6 years from breach
Injury to feelings compensation	No injury to feelings compensation

4.3. The above differences should be kept in mind when considering the findings and recommendations throughout this report so that any decisions taken are appropriate to the relevant legislation.

## 5. Data source and limitations

- 5.1. The Council provided the data in January 2014. The data is for the period April 2013 to December 2014 inclusive (nine months) and therefore reflects the grade and salaries of employees at that time.
- 5.2. The data included base salary and the diversity strands of gender, race, age and disability for a snapshot period in time.
- 5.3. The analyses of base pay are based on all employees described in paragraph 2.1 in post in December 2013. Employees may have changed job or working arrangements or left the Council since the data was submitted.
- 5.4. The race data provided included some definitions that are no longer used. Following a conversation with the Application Support Team Leader (HR), employee records containing the obsolete definitions were re-categorised as follows:

From	To
Asian	Asian Other
Afro-Caribbean	Black Other
USWhit	White Other
White	White British

<sup>1</sup> Eversheds: Not just a gender issue (Autumn 2012)

## 6. Job evaluation

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- 6.1. Job evaluation is a means of establishing a robust and defensible rank order of jobs within an organisation. It measures the relative worth of jobs within an organisation and it is this that is of paramount importance and not necessarily the absolute score achieved by each job.
- 6.2. An analytical points-factor based job evaluation scheme provides an organisation with the cornerstone for equal pay defence. Without such a scheme employers cannot objectively justify their grading structures and rates of pay.
- 6.3. In order to provide the most robust defence and to get the best results from a job evaluation exercise two factors are important. Firstly, the scheme chosen should be appropriate for the range of jobs in the organisation. Secondly, the process used to evaluate jobs must be fair, consistent and non-discriminatory.

### **Greater London Provincial Council JE Scheme**

- 6.4. The Council uses the Greater London Provincial Council (GLPC) job evaluation scheme for jobs below senior managers. This is a well-established and 'tried and tested' job evaluation scheme that is widely used in the public sector, particularly by the majority of London Borough Councils.
- 6.5. The scheme was developed to support local authorities in carrying out their obligations under the national agreement on single status. The job evaluation scheme was the subject of consultation with the Equal Opportunities Commission. The scheme is jointly agreed by the employers and unions in London local government. It was developed by a working party of experienced evaluators and tested jointly at regional and local authority levels.<sup>2</sup>
- 6.6. The scheme is accompanied by a code of good practice and a framework procedure to inform local arrangements. The scheme is used by nearly all the London boroughs and many other local authorities and voluntary sector bodies.

### **The job evaluation process**

- 6.7. The Council operates a job evaluation policy and procedure. The single status job evaluation process involved joint management union job evaluation panels. Since single status implementation 'business as usual' evaluation is carried out by trained and experienced Job Analysts.
- 6.8. In addition, the Council operates a moderation process through a Governance Panel where a sample of jobs are investigated each quarter and any trends identified. A report is produced that provides feedback to the evaluators to ensure that evidence and equality standards are maintained in the job evaluation process and the integrity of the scheme preserved. The panel is made up of GLPC trained senior managers; the unions were given the opportunity to be involved but declined.

### **Summary**

- 6.9. The JE scheme used by the Council and the method of operation should provide reliable and consistent job evaluation results. The use of an ongoing moderation process is good and is something that is not very often seen in other organisations.

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<sup>2</sup> [www.londoncouncils.gov.uk](http://www.londoncouncils.gov.uk)

## 7. Pay Structure and Pay Progression

- 7.1. The purpose of analysing the Council's pay structure is to examine it for robustness in relation to equality and equal pay.
- 7.2. The Council generally operates one pay structure for the employees in scope of this equal pay review. The pay structure is included at Appendix C.
- 7.3. However, as at 31 December 2013, there were seven employees who were not paid within the standard pay structure. Four were school based employees who remained on the 'old' APT&C grades and this was until the schools have decided how they wish to proceed with their pay. Two employees were within Legal Service on grade 'Legal T/L'. One employee was paid on a 'spot' rate of LG Max 25. Since the initial analysis was carried out the majority of these employees have now either been placed on the new pay structure or are now longer employed by the Council.

### Number of Grades – main pay structure

- 7.4. There are 15 grades in the Council's main grading structure, which includes grades for Heads of Service. An analysis of the construction of the grades Bands 01 to 15 is shown below:

Grade	Min	Max	Span	Min	Max	Span %	Overlap %	MP Differential	MP
Band 1	1	6	5	12,266	13,725	12%			12,995
Band 2	7	10	3	14,013	15,598	11%	-18%	13.9%	14,805
Band 3	11	14	3	15,882	16,998	7%	-25%	11.0%	16,440
Band 4	15	18	3	17,333	19,317	11%	-17%	11.5%	18,325
Band 5	19	22	3	19,817	21,734	10%	-26%	13.4%	20,775
Band 6	23	26	3	22,443	24,892	11%	-29%	13.9%	23,667
Band 7	27	30	3	25,727	28,127	9%	-35%	13.8%	26,927
Band 8	31	34	3	28,922	31,160	8%	-36%	11.6%	30,041
Band 9	35	38	3	32,072	34,894	9%	-32%	11.5%	33,483
Band 10	39	42	3	35,784	38,422	7%	-34%	10.8%	37,103
Band 11	43	46	3	39,351	42,032	7%	-35%	9.7%	40,691
Band 12	47	50	3	43,102	46,312	7%	-33%	9.9%	44,707
Band 13	51	54	3	47,478	50,985	7%	-33%	10.1%	49,231
Band 14	55	58	3	52,263	56,119	7%	-33%	10.1%	54,191
Band 15	59	62	3	57,468	61,757	7%	-31%	10.0%	59,612

- 7.5. The Equality Act 2010, which replaced the Employment Equality (Age) 2006 Regulations, makes it potentially unlawful to reward employees with service related benefits if they exceed five years. However, it may still be lawful for the employer to use length of service above five years to award or increase a benefit, provided they reasonably believe that this 'fulfils a business need'. Examples of a business need could include rewarding higher levels of experience, or encouraging loyalty, or increasing or maintaining the motivation of long-serving staff<sup>3</sup>.

<sup>3</sup> Equality Act 2010 Schedule 9, Part 2 and Equality and Human Rights Commission Statutory Code: Employment



- 7.6. Pay grades consisting of six or less increments meets the provisions of the Equality Act 2010 and minimise the risk of age discrimination in pay. As shown in the above table, apart from Band 1 which has six increments, all other pay bands have four increments.
- 7.7. There is no grade overlap within the pay structure. This eliminates the risk of claims for equal pay for work of equal value caused by overlapping grades.
- 7.8. All employees were paid within the pay band for the job.

### Employees' positions in the pay structure

- 7.9. An analysis was also carried out to ensure employees have been placed in the grade for the job as determined through the job evaluation. The analysis identified 205 occasions where a grade, and therefore the rate of pay, did not match the agreed grade as determined by job evaluation. In some instances employees were in lower grades and in others, higher grades.

Department	F#	F%	M#	M%	T#	T%	F#	F%	M#	M%	T#	T%	#	%
Adults Social Care, Health & Housing	10	9%	0	0%	10	5%	3	3%	0	0%	3	1%	13	6%
Children's Services	11	9%	14	12%	25	12%	3	3%	0	0%	3	1%	28	14%
City Development & Neighbourhoods	5	4%	8	7%	13	6%	1	1%	3	3%	4	2%	17	8%
Corporate Resources & Support	5	4%	2	2%	7	3%	4	4%	2	2%	6	3%	13	6%
CYPS (Schools)	50	43%	11	9%	61	30%	57	64%	13	15%	70	34%	131	64%
Unknown	0	0%	0	0%	0	0%	3	3%	0	0%	3	1%	3	1%
<b>Totals</b>	<b>81</b>	<b>70%</b>	<b>35</b>	<b>30%</b>	<b>116</b>	<b>57%</b>	<b>71</b>	<b>80%</b>	<b>18</b>	<b>20%</b>	<b>89</b>	<b>43%</b>	<b>205</b>	<b>100%</b>

- 7.10. The above analysis shows that the majority of the issues occur in CYPS (Schools).
- 7.11. More detail was provided to the Head of Business Services and further investigation carried out. It was found that:
- 145 employees were in the incorrect post and have now been moved to the correct post which is in the same pay grade;
  - 3 employees were in the incorrect post and had been over/underpaid, they have now moved into the correct post and pay adjusted;
  - 55 employees are being paid the correct rate for the job occupied and there are other reasons for the difference in grade

### Contract Type

- 7.12. An analysis of contract types has been carried out. The standard working week for employees under scope of this review is 37 hours. However, the analysis identified 70 employees who have a contractual working week greater than 37 hours. A summary of the analysis is given below:

Division	Contracted Hours	F #	M #
Culture and Neighbourhood Services	40.00		2
Property	42.00		7
	37.50	20	3
	37.68	1	
Schools	38.42	1	
	38.75	2	
	38.90	1	

Division	Contracted Hours	F #	M #
	39.00	1	3
	39.50	2	1
	40.00	14	2
	40.50	1	
	40.75	1	1
	41.25	2	
	41.50	1	
	42.50	2	1
	43.50		1
<b>Grand Total</b>		<b>49</b>	<b>21</b>

- 7.13. It was confirmed that all employees with extended contractual hours are paid the same hourly rate as employees working the standard 37-hour week.
- 7.14. Details of the Division and Job Title are provided at Appendix D. Further details have been provided to the Head of Business Services for investigation.
- 7.15. It is recommended that the Council investigates the reasons for the enhanced contractual hours to ensure that no employees are being treated more or less favourably than other employees unless there is an objectively justifiable reason.**

#### **Pay Progression**

- 7.16. Pay progression is by annual, time-served increments only, subject to satisfactory performance.
- 7.17. The Council does provide for accelerated increments; however the application of this was not investigated as part of this review.
- 7.18. An analysis was carried out to see whether eligible employees had received their annual increments. The criteria used was all employees in post before 1 April 2008 and whether these employees had reached their grade maximum.
- 7.19. 70 employees were found not to have reached their grade maximum despite there being sufficient service to do so. Further details have been provided to the Head of Business Services who is looking into this.
- 7.20. It is therefore recommended that a further analysis of incremental progression is carried out to ensure that employees are correctly progressing through their pay grade.**

#### **Summary**

- 7.21. In summary:
- the Council generally operates one pay structure for all LGS employees; there were seven employees not on an 'LG' pay band, however the Council is working towards assimilating remaining employees onto the main structure;
  - the grades are evenly constructed, there are six or less increments to a grade, and there is no grade overlap providing for a robust structure;
  - some anomalies regarding employees potentially not being allocated to the correct grade for the job have been identified and the HR service has already resolved these;
  - some anomalies have been identified with regards to contractual hours and this is being investigated; and
  - some employees may not have received an annual time served increment and this is being investigated.

7.22. Overall, there are no major concerns with the construction of the pay structure. However, there are two issues regarding contractual hours and incremental progressions, both impacting on small number of employees, which require further investigation.

## Part 2: Analyses of base pay

### 8. Introduction to analyses of base pay

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- 8.1. This section of the report contains an assessment of the Council's base pay arrangement on the protected characteristics gender, race, age and disability.
- 8.2. The purpose of the analyses is to determine whether there are significant average differences in base pay between men and women, within different race categories, age groups and categories of disability.
- 8.3. The analyses do not include any additions to base pay, such as an honoraria payment, market supplement, unsociable hours payments, etc.
- 8.4. The EHRC principles have been followed for this section of the analysis, which are as a general rule any differences in pay of 5% or more or patterns of differences of 3% or more will require investigation and explanation. This has been illustrated using colour-coding in the analysis. Where the difference is greater than +/-3% but less than +/-5%, the record has been colour-coded 'amber' and the where the difference is greater than +/-5%, the record has been colour-coded 'red'.

## 9. Gender profile for the Council and base pay analysis

9.1. This section of the report analyses the Council's gender distribution and determines a gender profile. It also analyses the base pay for the Council's employees by gender and each pay grade. It explores in more detail any averages differences in pay which are 3% or more.

9.2. The gender distribution for the Council has been analysed by employee grade and the outcomes are shown in the table below:

Group	Full time		Part time		Total	
	#	%	#	%	#	%
Female	2,083	17.2%	6,635	54.6%	8,718	71.8%
Male	2,377	19.6%	1,047	8.6%	3,424	28.2%
<b>Grand Total</b>	<b>4,460</b>	<b>36.7%</b>	<b>7682</b>	<b>63.3%</b>	<b>12,142</b>	<b>100.0%</b>

9.3. The above analysis shows there are 12,142 employees included in the review; 8,718 (71.8%) are female employees and 3,424 (28.2%) are male. Therefore the Council's gender profile is 71.8% women and 28.2% men; this profile is used throughout the report.

9.4. The overall averages for base pay by gender are shown in the table below.

Gender	No of Employees	Average Base Pay
Women	8,718	£20,193
Men	3,424	£23,448
Average Difference (£)		£3,255
Pay Gap (%)		13.9%

9.5. The above analysis of the average pay of men and women identified an overall pay gap of 13.9%. Therefore, on average men earn higher salaries than women.

### Analysis of base pay by gender and grade

9.6. The table below shows the average base pay for women and men within the pay bands and the seven LGS employees paid on other arrangements:

Grade	F#	M#	Ave F Pay	Ave M Pay	F Pay as % of M Pay
APT&C SC4	1	0	19,317	0	0.0%
LG MAX 25	1	0	21,734	0	0.0%
APT&C SC6	1	0	22,443	0	0.0%
LEGAL T/L	0	2	0	39,351	0.0%
APT&C PO5	1	1	42,032	41,148	102.1%
Band 01	917	182	13,426	13,343	100.6%
Band 02	1,419	243	15,352	15,281	100.5%
Band 03	2,300	508	16,744	16,681	100.4%
Band 04	866	546	18,905	18,843	100.3%
Band 05	918	373	21,323	21,320	100.0%
Band 06	780	492	24,234	24,275	99.8%
Band 07	624	372	27,513	27,629	99.6%
Band 08	289	243	30,775	30,660	100.4%
Band 09	350	234	34,366	34,386	99.9%
Band 10	144	127	37,908	37,899	100.0%
Band 11	55	46	41,369	41,374	100.0%

Grade	F#	M#	Ave F Pay	Ave M Pay	F Pay as % of M Pay
Band 12	11	18	45,047	45,896	98.1%
Band 13	24	14	50,108	50,567	99.1%
Band 14	11	10	54,717	55,734	98.2%
Band 15	6	13	59,363	60,322	98.4%

- 9.7. The above analysis did not identify any significant differences between the average base pay for women and men within the pay bands and the seven LGS employees paid on other arrangements.

#### **Analysis of base pay by gender and job evaluation score**

- 9.8. A similar analysis has been carried out based on the job evaluation ranges for each grade rather than the pay band that employees are (see paragraph 7.9). This purpose of this analysis was to identify any impact of the potential misapplication of employees to grades.

Grade	F#	M#	Ave F Pay	Ave M Pay	F Pay as % of M Pay
Up to 279	865	170	13,473	13,395	100.6%
280-328	1438	261	15,292	15,219	100.5%
330-374	2254	441	16,783	16,727	100.3%
375-414	814	511	19,000	19,011	99.9%
415-449	891	223	21,384	21,340	100.2%
450-484	754	357	24,271	24,325	99.8%
485-519	584	313	27,539	27,667	99.5%
520-559	260	178	30,719	30,724	100.0%
560-609	341	231	34,355	34,412	99.8%
610-659	134	122	37,992	37,914	100.2%
660-699	35	42	41,295	41,439	99.7%
700-739	9	17	45,360	45,871	98.9%
740-779	23	14	50,223	50,567	99.3%
780-819	10	10	54,834	55,734	98.4%
820+	7	13	57,665	60,322	95.6%

- 9.9. This analysis showed that there were a number of variances in the average pay percentage and these were mainly less than 1%. However, it did identify one occasion where women were on average paid 4.4% less than men (colour-coded amber). This anomaly was investigated further. It was found that an acting up arrangement was in place where the job holder was not undertaking the full duties of the higher graded role and therefore received a proportionate amount of the salary.

#### **Summary and recommendations**

- 9.10. It is uncommon to carry out an equal pay analysis of base pay by gender and have few outcomes for further investigation. The above findings pay credit to a well-constructed pay and grading structure and effective management of the Council's pay policies.
- 9.11. There are no recommendations.

## 10. Race profile for the Council and base pay analysis

10.1. This section of the report analyses the Council's race profile. It also analyses the base pay for the Council's employees by race and pay grade. It explores in more detail any averages differences in pay which are 3% or more.

10.2. The race profile for the Council has been analysed and is shown in the table below:

Category	Total#	Total%
Asian Bangladeshi	40	0.3%
Asian Indian	2511	20.7%
Asian Other	148	1.2%
Black African	149	1.2%
Black Caribbean	239	2.0%
Black Other	55	0.5%
Chinese	18	0.1%
Chinese Other	3	0.0%
Mixed Other	28	0.2%
Mixed White Asian	40	0.3%
Mixed White Black African	26	0.2%
Mixed White Black Caribbean	81	0.7%
Not Declared	1897	15.6%
Other	46	0.4%
White British	6442	53.1%
White European	17	0.1%
White Irish	111	0.9%
White Other	181	1.5%
Asian Pakistani	104	0.9%
Black Somali	5	0.0%
Other, Gypsy, Romany, Irish Traveller	1	0.0%
<b>Grand Total</b>	<b>12,142</b>	<b>100%</b>

10.3. The overall averages for base pay by race are shown in the table below. The data excludes the 'Not Declared' category.

Gender	No of Employees	Average Base Pay
Non White - British	3,803	20,987
White – British	6,442	22,182
Average Difference (£)	10,245	1,195
Pay Gap (%)		5.4%

10.4. The above analysis of the average pay of Non White – British and White – British employees identified an overall pay gap of 5.4%; therefore White British employees on average earn higher salaries than those in Non-White – British categories.

10.5. The EHRC principles have been followed for this section of the analysis, which are as a general rule any differences in pay of 5% or more or patterns of differences of 3% or more will require investigation and explanation. This has been illustrated using colour-coding in the analysis. Where the difference is greater than +/-3% but less than +/-5%, the record has been colour-coded 'amber' and the where the difference is greater than +/-5%, the record has been colour-coded 'red'.

10.6. Details of the analysis of race by grade is shown at Appendix F. The analysis is split into two tables to accommodate the number of race categories; these are labelled Part One and Part Two.

**Summary of findings**

10.7. The analysis identified 13 grades where there are differences of 3% or more in the average pay between race categories. These are :

- 4 grades (colour-coded red) where there are differences of +/-5% or more in the average pay between race categories; and
- 10 grades (colour-coded amber) where there are differences of +/-3%<5% in the average pay between race categories

10.8. Details of the grades are given in the table below.

Grades with differences of +/-5% or more	Grades with differences of +/-3%<5%
Band 01	Band 02
	Band 03
Band 04	Band 04
	Band 05
	Band 07
Band 10	Band 08
	Band 11
Band 13	Band 12
	Band 14
	Band 15

10.9. The analysis found that, excluding the ‘Not Declared category the category ‘White European’ category had the most instances (four) across all grades where on average employees are paid 3% or more less than White British employees

10.10. There were no race categories where on average employees were paid 3% or more than White British employees.

10.11. Each amber or red indicator was investigated in detail and the analysis is attached at Appendix F. The analysis found that the pay differences were due to recent appointments and employees being appointed at or near the grade minimum.

10.12. However, there were also many instances where employees within other race groups were appointed on a higher SCP; many of these employees were Asian Indian or White British. The reason for the higher pay could be due to taking relevant experience into account at the time of appointment and/or the outcomes of any redeployment or restructures.

10.13. The Council’s policy on starting pay is that ‘new starters will normally commence employment on the first increment on the new pay scale. On an exceptional basis, employees may be appointed to a higher incremental start point, where there is a requirement to do so for market purposes, and that requirement is evidence-based and transparent. Such appointment must be approved by the relevant Director and by the HR Business Partner’.



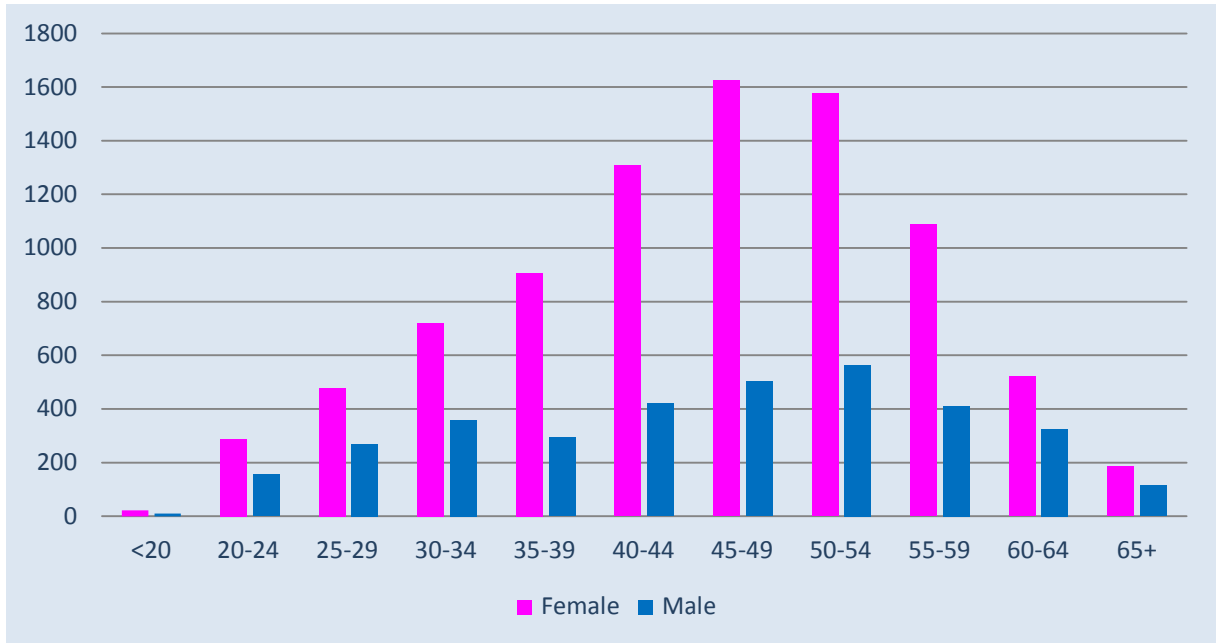
## **Recommendations**

- 10.14. It is recommended that further investigation takes place to understand the current pay arrangements in the grades identified above and whether there could be any underlying reasons for the differences in pay.**
- 10.15. It is also recommended that the Council considers steps it can take to help managers make consistent starting pay decisions and ensure that decisions to appoint on a starting salary that is above the grade minimum is appropriately recorded.**

## 11. Age profile for the Council and base pay analysis

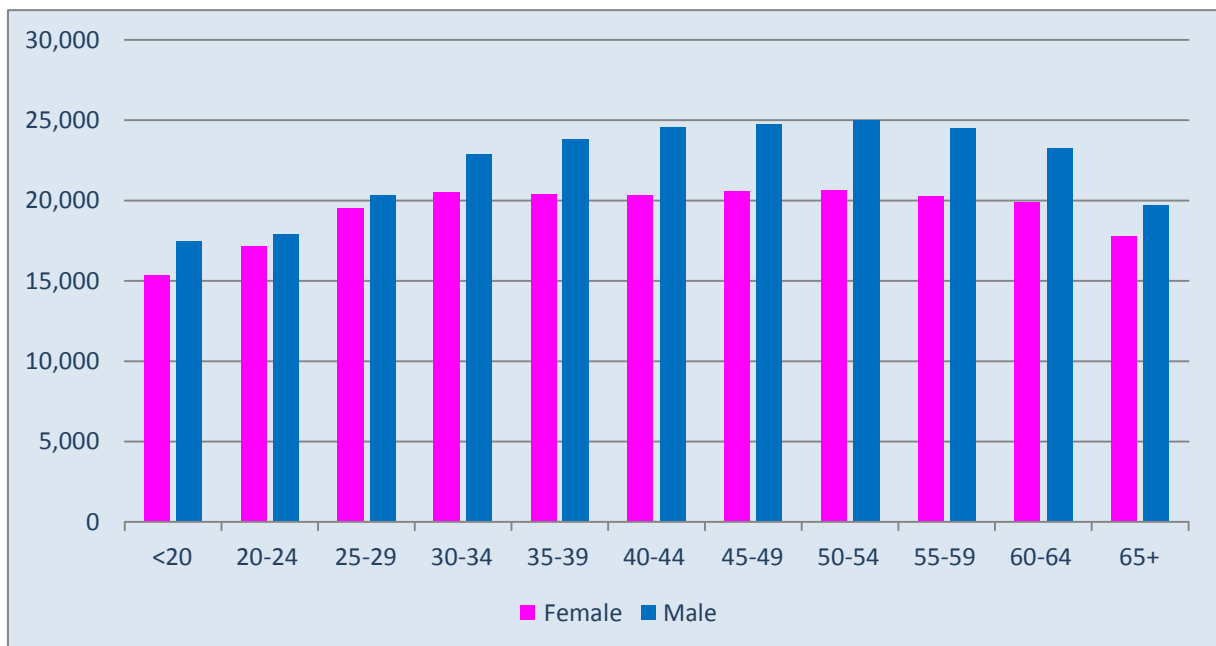
11.1. This section of the report analyses the Council’s age profile. It also analyses the base pay for the Council’s employees by age and pay grade. It explores in more detail any averages differences in pay which are 3% or more.

11.2. The age profile for the Council has been analysed using five-year intervals from the age of 15 to 65+; ages above 65 are grouped together. The chart below shows the distribution of employees by age and gender:



11.3. The above chart shows how employee numbers increase within each age group up to ‘45-49’ years and then declined as individuals approach the state pension age and beyond. There are more women than men in all age groups.

11.4. The chart below shows the distribution of employees by gender, age and average full time salary.



- 11.5. The above chart shows that women’s average pay is less than men’s within all age groups.
- 11.6. The EHRC principles have been followed for this section of the analysis, which are as a general rule any differences in pay of 5% or more or patterns of differences of 3% or more will require investigation and explanation. This has been illustrated using colour-coding in the analysis. Where the difference is greater than +/-3% but less than +/-5%, the record has been colour-coded ‘amber’ and the where the difference is greater than +/-5%, the record has been colour-coded ‘red’.
- 11.7. Details of the analysis of age by grade is shown at Appendix H.

**Summary of findings**

- 11.8. The analysis identified a total of 11 grades where there are differences of 3% or more in the average pay between age categories. The analysis identified:
- 8 grades (colour-coded red) where there are differences of +/-5% or more in the average pay between age categories; and
  - 7 grades (colour-coded amber) where there are differences of +/-3%<5% in the average pay between age categories
- 11.9. Details of the grades are given in the table below:

Grades with differences of +/-5% or more	Grades with differences of +/-3%<5%
Band 01	Band 01
Band 02	
	Band 03
Band 04	Band 04
Band 05	Band 05
Band 06	Band 06
Band 07	
	Band 08
Band 12	
Band 14	
	Band 15

- 11.10. Each amber or red indicator was investigated in detail and the analysis is attached at Appendix H. The analysis found that many of the pay differences were due to recent appointments and employees being appointed at or near the grade minimum.
- 11.11. However, there were also many instances where employees within other age categories were appointed on a higher SCP. The reason for the higher pay could be due to taking relevant experience into account at the time of appointment and/or the outcomes of any redeployment or restructures.
- 11.12. The Council’s policy on starting pay is that “new starters will normally commence employment on the first increment on the new pay scale. On an exceptional basis, employees may be appointed to a higher incremental start point, where there is a requirement to do so for market purposes, and that requirement is evidence-based and transparent. Such appointment must be approved by the relevant Director and by the HR Business Partner”.

### **Recommendations**

- 11.13.** It is recommended that further investigation takes place to understand the current pay arrangements in the above grades and whether there could be any underlying reasons for the differences in pay.
- 11.14.** It is also recommended that the Council considers steps it can take to help managers make consistent starting pay decisions and ensure that decisions to appoint on a starting salary that is above the grade minimum is appropriately recorded.

## 12. Disability profile for the Council

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12.1. This section of the report analyses the Council's disability profile. It also analyses the base pay for the Council's employees by disability and pay grade. It explores in more detail any averages differences in pay which are 3% or more.

Disability Status	Total#	Total%
Disabled	451	3.7%
Not Disabled	8,317	68.5%
Unknowns	1	0.0%
Not disclosed / Unknown	3,368	27.7%
Refused to Disclose	5	0.0%
<b>Total</b>	<b>12,142</b>	<b>100%</b>

12.2. The EHRC principles have been followed for this section of the analysis, which are as a general rule any differences in pay of 5% or more or patterns of differences of 3% or more will require investigation and explanation. This has been illustrated using colour-coding in the analysis. Where the difference is greater than +/-3% but less than +/-5%, the record has been colour-coded 'amber' and the where the difference is greater than +/-5%, the record has been colour-coded 'red'.

12.3. Details of the analysis of age by grade is shown at Appendix I.

12.4. A full analysis of disability by grade is shown at Appendix E. The analysis shows the average pay for each disability status for each grade in scope of the base pay analysis. The information is presented as a percentage of the average pay for employees in the grade who do not have a disability.

### Summary of findings

12.5. The analysis identified one grade where there is a difference of 3% or more in the average pay between disability statuses.

12.6. This grade was Band 01 where there is, on average, a 3.7% difference in pay between employees who do not have a disability and those in the category 'Refused to Disclose'. As this difference is with the category 'Refused to Disclose' no further analysis has been carried out.

12.7. There are no concerns in the analysis of base pay by disability and therefore there are no recommendations.

### 13. Summary of findings and recommendations for base pay analysis

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No	Finding and Recommendation
6	<b>Job evaluation</b> <p>The JE scheme used by the Council and the method of operation should provide reliable and consistent job evaluation results. The use of an ongoing moderation process is good and is something that is not very often seen in other organisations.</p> <p>There are no recommendations concerning the current process for job evaluation.</p>
7	<b>Pay structure and pay progression</b> <p>The Council generally operates one pay structure for all LGS employees; there were seven employees not on an 'LG' pay band, however the Council is working towards assimilating remaining employees onto the main structure. The grades are evenly constructed, there are six or less increments to a grade, and there is no grade overlap providing for a robust structure.</p> <p>There were some anomalies regarding employees potentially not being allocated to the correct grade for the job and the HR service has already investigated and resolved these.</p> <p>There were some anomalies have been identified with regards to contractual hours in excess of 37 hours per week and this is being investigated.</p> <p>There were some employees who may not have received an annual time served increment and this is being investigated.</p>
9	<b>Base pay analysis by gender</b> <p>The base pay analysis by gender and grade did not identify any significant differences between the average base pay for women and men within the pay bands and the seven LGS employees paid on other arrangements.</p> <p>The base pay analysis by gender and job evaluation points identified one grade (Band 15) where there was a significant difference between the average base pay for women and men. This was due to an acting up arrangement where the employee was not carrying out the full duties of the higher graded role and therefore received a proportionate amount of the salary.</p>
10	<b>Base pay analysis by race</b> <p>The analysis identified 13 grades where there are differences of 3% or more in the average pay between race categories. The analysis found that, excluding the 'Not Declared category the category 'White European' category had the most instances (four) across all grades where on average employees are paid 3% or more less than White British employees.</p> <p>There were no race categories where on average employees were paid 3% or more than White British employees.</p> <p>The analysis found that the pay differences were due to recent appointments and employees being appointed at or near the grade minimum. However, there were also many instances where employees within other race groups were appointed on a higher SCP; many of these employees</p>

were Asian Indian or White British. The reason for the higher pay could be due to taking relevant experience into account at the time of appointment and/or the outcomes of any redeployment or restructures.

It is recommended that further investigation takes place to understand the current pay arrangements in the grades identified above and whether there could be any underlying reasons for the differences in pay.

It is also recommended that the Council considers steps it can take to help managers make consistent starting pay decisions and ensure that decisions to appoint on a starting salary that is above the grade minimum is appropriately recorded.

## **11 Base pay analysis by age**

The analysis identified a total of 11 grades where there are differences of 3% or more in the average pay between age categories. The analysis found that many of the pay differences were due to recent appointments and employees being appointed at or near the grade minimum. However, there were also many instances where employees within other age categories were appointed on a higher SCP. The reason for the higher pay could be due to taking relevant experience into account at the time of appointment and/or the outcomes of any redeployment or restructures.

It is recommended that further investigation takes place to understand the current pay arrangements in the above grades and whether there could be any underlying reasons for the differences in pay.

It is also recommended that the Council considers steps it can take to help managers make consistent starting pay decisions and ensure that decisions to appoint on a starting salary that is above the grade minimum is appropriately recorded.

## **9 Base pay analysis by disability**

The analysis identified one grade where there is a difference of 3% or more in the average pay between disability statuses. This grade was Band 01 where there is, on average, a 3.7% difference in pay between employees who do not have a disability and those in the category 'Refused to Disclose'. As this difference is with the category 'Refused to Disclose' no further analysis has been carried out.

There are no concerns in the analysis of base pay by disability and therefore there are no recommendations.

## Part 3: Review of additional payments

### 14. The analysis of additional payments

- 14.1. This section of the report contains an analysis of a range of additional payments by the protected characteristic 'gender'. It explores in more detail any averages differences in pay which are 3% or more.
- 14.2. For the purpose of the review the Council selected 22 pay elements for analysis. The period under review is April 2013 to December 2013 inclusive and the analysis includes employees who left the Council during this period.
- 14.3. This section concludes with a summary of total pay, ie all the additional payments contained in the review plus actual basic pay received during the 9-month period under review. The summary includes as analysis of the distribution of total payments between male and female employees.
- 14.4. The Council spent £5.6m on the additional payments included in the review. An analysis of this cost by gender is shown in the table on page 22. The analysis shows that the distribution of this cost was 58.4% to women and 41.6 % to men, which varies from the Council's gender profile of 71.8% women and 28.2% men.
- 14.5. The purpose of the analysis is firstly to identify where payments are made proportionately to both genders or disproportionately to one gender. Where a payment is within 3% of the gender profile, eg it was paid to 75% of women, it is colour-coded green. Where a payment is more than 3% but less than 5% of the gender profile, it is colour-coded amber. Finally, where a payment is 5% or more than the gender profile, it is colour-coded red:

Distance from Gender Profile	% Women	% Men	Colour Coded
within 3%	71% to 77%	23% to 29%	Green
+/-3% but less than 5%	69% to 70%	21% to 22%	Amber
	78% to 79%	30% to 31%	
+/-5%	0% to 68%	0% to 20%	Red
	80% to 100%	32% to 100%	

- 14.6. This analysis identified that men were disproportionately receiving more additional payments than women in comparison to the Council's gender profile. This is likely to be caused by occupational segregation, ie men occupying more roles than women which attract additional payments.
- 14.7. The analysis identified:
- 2 additional payments that were paid proportionately to women and men when compared to the gender profile (colour-coded green)
  - 1 additional payment that was paid slightly disproportionately to more women than men when compared to the gender profile (colour-coded amber)
  - 19 additional payments that were paid disproportionately more to one gender compared to the other when compared to the gender profile (colour-coded red):
    - 4 were paid disproportionately to more women than men
    - 15 were paid disproportionately more to men than women
- 14.8. Each allowance has been examined in further detail and summaries are provided in the following paragraphs. Where the payment of an additional payment was paid



disproportionately more to one gender, further analysis has been carried out to determine job type, grade and area of the business to ascertain whether there may have been an underlying policy, practice or criterion that is resulting in one group of employees being treated differently.

14.9. The summary analysis of each payment generally follows a standard format:

- each payment is identified
- a distribution is given of the payment by female, male and all employees, both in terms of numbers, values and percentages. This identifies which gender received the greater value of the payment and whether the distribution of the payment is the same as the distribution of the gender. If it is the same or broadly similar, then the distribution is considered to be proportionate and if is not, then it is considered to be disproportionate
- a colour-coded indicator as to whether the percentage values are in line with the Council’s gender profile (red, amber or green)
- some of the analyses provide maximum payments and in the majority of the analyses this has been carried out by grade. The purpose of this analysis is to identify any significant payments which may be unusual for the Council. Where significant payments have been identified, these have been explored further to identify the job so that the Council can undertake further investigation if appropriate
- some of the analyses also provide the average pay for each gender and gives an average percentage of the females’ pay to the males’. The additional analysis identifies where both genders on average receive the same or where one gender on average receives more than the other. This enables the Council to undertake further investigation and take any appropriate remedial action
- where appropriate, recommendations have been provided. Sometimes the recommendation is to carry out further investigation and sometimes it is to review a payment to ensure it is fairly, consistency and equitably applied. Each summary provides an opinion on the level of risk the current arrangements present the Council
- an overall summary of the analyses, proportionality and whether recommendations are provided is given in the table overleaf. The level of risk has been colour-coded as follows:

Level of risk	Colour Coded
No or low risk	Green
Medium level	Yellow
High level	Red

14.10. A summary of the key recommendations and the potential level of risk to the organisation is given in the table below.

## 15. Summary of findings and recommendations for analysis of allowances and enhancements

App No	Allowance / Enhancement	Female £	Male £	Total £	Female %	Male %	Distance from Gender Profile	Level of Risk	Recommendations	
1	Market Sup	148,179	250,539	398,718	37.2%	62.8%	Red	Low	None	
2	Honorarium	125,134	76,733	201,867	62.0%	38.0%		Medium	Yes	
2	Honorarium2	10,548	300	10,848	97.2%	2.8%		Medium	Yes	
3	First Aid	13,790	16,611	30,401	45.4%	54.6%		Low	None	
3	First Aid2	8,322	1,610	9,932	83.8%	16.2%		Low	Yes	
4	Misc Allow	220	0	220	100.0%	0.0%		Low	None	
5	Prot Earns	135,803	73,401	209,204	64.9%	35.1%		Low	None	
6	Living Wag	223,854	61,901	285,755	78.3%	21.7%		Yellow	Low	Yes
7	Phone All	928	3,653	4,582	20.3%	79.7%		Red	Low	None
8	PhoneCalls	100	379	479	20.9%	79.1%		Red	Low	None
9	Add Hrs	1,458,430	350,065	1,808,495	80.6%	19.4%	Red	Low	None	
10	Night 0.33	266,586	95,833	362,419	73.6%	26.4%	Green	Low	Yes	
10	Night 0.33	527,081	259,944	787,025	67.0%	33.0%	Red	Low	Yes	
11	Sleep in	33,467	38,162	71,629	46.7%	53.3%	Red	Low	Yes	
11	Sleep In2	27,884	20,203	48,087	58.0%	42.0%	Red	Low	Yes	
11	Sleep In3	228	65	293	77.8%	22.2%	Green	Low	Yes	
12	Standby	43,226	117,727	160,953	26.9%	73.1%	Red	Low	Yes	
12	Standby/NP	1,301	720	2,021	64.4%	35.6%	Red	Low	Yes	
13	O/Time x 1	93,131	420,355	513,486	18.1%	81.9%	Red	Low	Yes	
14	O/T 1.33	155,169	545,370	700,539	22.2%	77.8%	Red	Low	Yes	
15	Extra Duty	23,675	14,011	37,685	62.8%	37.2%	Red	Low	None	

## 16. Market Supplements

16.1. The Council pays market supplements and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Market Supplement	148,179	250,539	398,718	37.2%	62.8%	

### Market Supplement

16.2. 125 employees received this payment, which was paid disproportionately to more men than women compared to the gender profile (50 women and 75 men). Employees in a wide range of jobs across the Council received a market supplement payment. The lowest payment was £72 and the highest was £18,874. The lowest grade to receive the payment was Band 03, the highest was Band 15 and the grade with the most jobs in receipt of the payment was Band 08 . Details of maximum payments by grade and gender are shown in the table below:

Grade	F#	Max £	M#	Max £
Band 03	7	2,237	4	1,491
Band 04			2	2,301
Band 05	2	1,829	1	2,256
Band 06	4	3,538	5	1,923
Band 07	3	5,547	22	3,597
Band 08	22	2,903	19	3,808
Band 09	2	18,874	5	3,045
Band 10	3	5,960	6	6,410
Band 11	1	5,965	2	3,865
Band 12	1	5,662	7	12,444
Band 13	1	15,465	1	14,985
Band 14	4	6,822		
Band 15			1	6,536
<b>Grand Total</b>	<b>50</b>		<b>75</b>	

16.3. Further analysis into the 'highlighted' market supplement values has been carried out and the findings shown below.

### Band 09

16.4. There are 584 employees in Band 09, 350 women and 234 men. Seven employees in Band 09 received a market supplement:

16.5. All the above employees were paid on SCP 38, £34,894 and are full time.

**Band 12**

- 16.6. There are 29 employees in Band 12, 11 women and 18 men. Eight employees in Band 12 received a market supplement.
- 16.7. Further investigation into the market supplements paid to Heads of Service has been carried out. This found that the heads of service apart from Development Projects are men and earning £46,312 (SCP 50).  
All the heads of service are full time.

**Band 14**

- 16.8. There are 21 employees in Band 14, 11 women and ten men. Four employees in Band 14 received a market supplement.
- 16.9. The above employees all work in Children's Services, three posts are within Children's Social Care & Safeguarding and the other in Learning Services.

**Band 15**

- 16.10. There are 19 employees in Band 15, six women and 13 men. One employee in Band 15 received a market supplement.
- 16.11. The Council has a market related payments policy in place which states that all payments are for a "period of two years at the end of which they will terminate unless a review has taken place and a decision made as to whether they are justified for a further defined period". Market supplements are determined by a working group consisting of representatives from HR, Finance and Legal who consider a business case prepared by a manager and signed off by the relevant director.
- 16.12. Whilst there appears to be some anomalies within four grades, it is likely that the need for each market supplement and the value of the payments can be justified and supported by contemporaneous market data.
- 16.13. There are no concerns with this payment and therefore no recommendations.
- 16.14. The level of this risk for this payment is considered to be low.
-

## 17. Honoraria

17.1. The Council pays two honorarium payments and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Honorarium	125,134	76,733	201,867	62.0%	38.0%	
Honorarium2	10,548	300	10,848	97.2%	2.8%	

### Honorarium

17.2. This is a pensionable payment for non-schools employees.

17.3. 112 employees received this payment, which was paid disproportionately more to men than women compared to the gender profile (66 women and 46 men). Employees in a wide range of jobs across the Council received a market supplement payment. The lowest payment was £112 and the highest was £9,112. The lowest grade was Band 01 and the highest was Band 13. Details of the jobs in receipt of the supplement and the Department and Division in which they are located are attached at Appendix J.

17.4. An analysis of the maximum values of the honoraria payments by grade and gender is shown in the table below:

Grade	F #	F Max £	M #	M Max £
APT&C PO5			1	750
Band 01	1	225		
Band 02	4	5,718	1	543
Band 03	11	4,573	2	962
Band 04	5	1,804	7	3,355
Band 05	4	1,901	6	9,113
Band 06	10	4,164	6	5,951
Band 07	9	7,500	7	1,310
Band 08	10	6,742		
Band 09	2	1,289	8	4,949
Band 10	7	7,000	4	8,003
Band 11	1	2,104	4	4,893
Band 13	2	602		
<b>Grand Total</b>	<b>66</b>		<b>46</b>	

### Honorarium 2

17.5. This is a non-pensionable payment for schools-based employees. This payment is used for extra duty in schools – a payment for work not associated with an employee's substantive grade.

17.6. There are a further 10 employees who received honoraria under a different payroll code. All except for one employee are female. The payments range from £150 to £4,680. The lowest grade is Band 03 and the highest Band 12. Details of the jobs in receipt of the supplement and the Department and Division in which they are included in Appendix K.

Grade	F #	F Max £	M #	M Max £
Band 03	3	500		
Band 04	1	752	1	300
Band 06	1	250		
Band 07	1	800		
Band 08	1	1,000		

Grade	F #	F Max £	M #	M Max £
Band 09	1	2,000		
Band 12	1	4,680		
<b>Grand Total</b>	<b>9</b>		<b>1</b>	

- 17.7. The Council has an honoraria policy that states that generally an honoraria payment should not exceed the value of two increments. Honoraria payments are applied following a robust process where a manager is required to justify the purpose of the payment.
- 17.8. The purpose of the above analysis is to identify whether one gender receives a greater honoraria payment than the other where jobs have been rated as equivalent. There are a number of occasions (colour-coded amber) where one gender has received an honoraria payment that was significantly more than an employee of the opposite gender in the same grade.
- 17.9. The values of all the payments in the above table exceed a payment equivalent to two increments over a maximum of nine months.
- 17.10. It is recommended that the above honoraria payments are investigated further to ensure that there is an objectively justifiable reason recorded for the purpose of the payment.
- 17.11. Additionally, there are 16 Business Manager L3 (13 women and three men), 14 of whom at Band 10 and two are Band 12. Four of the Band 10 Business Managers also received an honorarium payment between £1,000 and £7,000. It is recommended that further investigation is carried out to establish:**
- a) the reasons for the differences in grades for this role; and**
  - b) the purpose for the honoraria payments.**
- 17.12. The differences in the honoraria payments could reflect different working hours, lengths of service or purposes for the payment.
- 17.13. In view of the above findings, it is recommended that a review of the honorarium payments identified above takes place to ensure that employees are being treated fairly, equally and consistently.
- 17.14. The level of risk for this payment is considered to be medium.
-

## 18. First Aid Payments

18.1. The Council pays two first aid payments and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
First Aid	13,790	16,611	30,401	45.4%	54.6%	
First Aid2	8,322	1,610	9,932	83.8%	16.2%	

### First Aid

18.2. 248 employees received this payment, which was paid disproportionately to more men than women compared to the gender profile (116 women and 132 men). Employees in a wide range of jobs across the Council received this payment. The payment was received by employees in the following areas:

Department	Division
<b>Adults Social Care, Health &amp; Housing</b>	Adult Social Care & Safeguarding
	Care Services & Commissioning
<b>Children's Services</b>	Housing
	Children's Social Care & Safeguarding
	Learning Services
<b>City Development &amp; Neighbourhoods</b>	Young People's Services
	Culture and Neighbourhood Services
	Environmental & Enforcement Services
	Planning, Transportation & Economic Dev
	Property
<b>Corporate Resources &amp; Support</b>	City Barrister & Head of Standards
	Delivery, Comms & Political Governance
	Finance
	Human Resources & Workforce Development
<b>CYPS (Schools)</b>	Information & Customer Access
	Schools

18.3. The lowest payment was £3 and the highest was £163. The lowest grade to receive the payment was Band 02, the highest was Band 14 and the grade with the most jobs in receipt of the payment was Band 03.

### First Aid 2

18.4. 214 employees received this payment, which was paid disproportionately to more women than men compared to the gender profile (187 women and 27 men). Two employees within Children's Services (Learning Services and Children's Social Care & Safeguarding) received this payment; the remaining 212 employees are schools based employees. Teaching assistants who administer medicines to children are eligible to receive this payment.

18.5. The lowest payment was £1 and the highest was £102. The lowest grade to receive the payment was Band 02, the highest was Band 10 and the grade with the most jobs in receipt of the payment was Band 03.

18.6. Overall, there is little concern with this payment and the level of risk for this payment is considered to be low.

18.7. **The only recommendation is to ensure that Schools are appropriately applying the payment to employees who are required to administer medicine.**

## 19. Miscellaneous Allowance

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19.1. The Council pays a miscellaneous allowance and details of the payment for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Misc Allow	220	0	220	100.0%	0.0%	

19.2. There was one female employee who received a miscellaneous payment of £220. The post was a Business Manager L2 in a primary school.

19.3. It appears that this is a one-off payment. However, the Council is advised to try and avoid such payments where possible to prevent inconsistencies and inequalities in pay.

19.4. There are no concerns with this payment and therefore no recommendations.

19.5. The level of risk for this payment is considered to be low.



## 20. Protected Earnings

20.1. The Council has a protected earnings payment and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Prot Earns	135,803	73,401	209,204	64.9%	35.1%	

20.2. The Council pays protection at 100% value of the loss for a maximum period of two years.

20.3. 159 employees received this payment (greater than £0), which was paid disproportionately to more men than women compared to the gender profile (111 women and 48 men). Employees in a wide range of jobs across the Council received this payment. The lowest payment was -£3,985 and the highest was £6,080. The lowest grade to receive the payment was Band 01, the highest was Band 14 and the grade with the most jobs in receipt of the payment was Band 07.

20.4. An analysis of the payments by grade, gender and minimum and maximum values is shown below:

Grade	F Min £	F Max £	M Min £	M Max £
Band 01	266	300		
Band 02	-93	2,646		
Band 03	25	3,391	193	2,315
Band 04	232	2,753	35	2,646
Band 05	6	2,536	-1,197	1,563
Band 06	-1,111	3,288	326	2,218
Band 07	-1,017	4,151	334	2,912
Band 08	417	5,975	2,542	6,080
Band 09	223	3,284	-3,986	3,284
Band 10	1,036	1,036	1,739	1,739
Band 11	351	351	505	2,866
Band 12	1,254	1,254	656	656
Band 13	-1,898	-1,898		
Band 14	4,749	4,749		

20.5. The analysis shows that there were some significant differences in the minimum and maximum payments. This is to be expected as payments are based on individual calculations to supplement a loss in earnings at a given point in time.

20.6. Pay protected is paid to cushion the [financial] blow to an individual who has seen a reduction in their pay. Pay protection set within a reasonable period is far more likely to be seen as a 'proportionate response to achieve a legitimate aim' by an Employment Tribunal. As long as protection is time limited for the same period of time for all employees and the employer does seek to protect potentially discriminatory payments there appears little risk of equal pay litigation in this area.

20.7. There is no concern with this payment and therefore there are no recommendations.

20.8. The level of risk for this payment is considered to be low.

## 21. Living Wage

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21.1. The Council pays a living wage supplement and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Living Wag	223,854	61,901	285,755	78.3%	21.7%	

21.2. A living wage supplement is paid to all Council employees. Some voluntary aided and foundation school have also chosen to pay their employees this supplement.

21.3. 1,274 employees received this payment (greater than £0), which was paid slightly disproportionately to more women than men compared to the gender profile (1,044 women and 230 men). Employees in a wide range of jobs across the Council received this payment.

21.4. The lowest payment was £2.44 and the highest was £1,495. The lowest grade to receive the payment was Band 01, the highest was Band 03 and the grade with the most jobs in receipt of the payment was Band 01. The distribution of this payment reflects the Council's profile where women dominate jobs in Bands 1 and 2 (see table at paragraph 9.6). Therefore, occupational segregation explains the reason for the distribution of this payment.

21.5. Details of these employees has already been provided to enable further investigation.

21.6. There is no concern with this payment and therefore there are no recommendations.

21.7. The level of risk for this payment is considered to be low.

## 22. Phone Allowance

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22.1. The Council pays a telephone allowance and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Phone All	928	3,653	4,582	20.3%	79.7%	

22.2. 61 employees received this payment, which was paid disproportionately to more men than women compared to the gender profile (48 men and 13 women). Employees in a wide range of jobs across the Council received this payment.

22.3. The lowest payment was £5 and the highest payment was £90. The lowest grade to receive the payment was Band 02, the highest was Band 15 and the grade with the most jobs in receipt of the payment was Band 09

22.4. The payment is not a significant value.

22.5. There are no concerns with this payment and therefore no recommendations.

22.6. The level of risk for this payment is considered to be low.

## 23. Phone Calls

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23.1. The Council reimburses employees for the cost of telephone calls and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
PhoneCalls	100	379	479	20.9%	79.1%	

23.2. The lowest payment was £1 and the highest payment was £46. The lowest grade to receive the payment was Band 04, the highest was Band 15 and the grade with the most jobs in receipt of the payment was Band 10.

23.3. There are no concerns with this payment and therefore no recommendations.

23.4. The level of risk for this payment is considered to be low.

## 24. Additional Hours

24.1. The Council pays additional hours and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Add Hrs	1,458,430	350,065	1,808,495	80.6%	19.4%	

24.2. This is a pensionable payment.

24.3. 3,126 employees received this payment (greater than £0), which was paid disproportionately to more women than men compared to the gender profile (2,577 women and 549 men). Employees in a wide range of jobs across the Council received this payment. It was paid to employees in grades Band 01 to Band 13.

24.4. 7,682 employees work part-time; this is 63% of the workforce. 6,635 (86%) are women and 1,047 (14%) are men. Therefore, 39% of part-time women and 52% of part-time men were paid for additional hours; this is disproportionate to the gender profile of part-time employees.

24.5. It could be concluded from this analysis that part-time men have greater opportunity to work additional hours. However, working additional hours is also a personal choice to complement an individual's work / life balance.

24.6. The level of risk for this payment is considered to be low.

**24.7. It is recommended that the Council reviews additional hours to ensure that opportunities to work additional hours are equally available to both men and women.**

## 25. Night Allowances

25.1. The Council pays two night allowances of 33% and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Night 0.33	266,586	95,833	362,419	73.6%	26.4%	
Night 0.33	527,081	259,944	787,025	67.0%	33.0%	

25.2. An enhancement is paid for employees who work a shift including the hours 12 midnight to 5 am.

### Night 0.33(1)

25.3. 253 employees received this payment (greater than £0), which was paid proportionately to women and men compared to the gender profile (123 women and 130 men). The distribution of the payment was as follows:

Gender	Full-Time #	Part-time #	Total #
Female	26	97	123
Male	105	25	130
<b>Total</b>	<b>131</b>	<b>122</b>	<b>253</b>

25.4. The lowest payment was £2 and the highest payment was £5,409. Employees in a wide range of jobs across the Council received this payment. It was paid to employees in grades Band 01 to Band 13, excluding Band 12.

### Night 0.33(2)

25.5. 1,316 employees received this payment (greater than £0), which was paid disproportionately to more men than women compared to the gender profile (790 women and 526 men). The lowest payment was and the highest payment was £3,154. The distribution of the payment was as follows:

Gender	Full-Time #	Part-time #	Total #
Female	209	581	790
Male	368	158	526
<b>Total</b>	<b>577</b>	<b>739</b>	<b>1,316</b>

25.6. Employees in a wide range of jobs across the Council received this payment. It was paid to employees in grades Band 01 to Band 13.

25.7. One payment is for part time employees, which is pensionable and the other is for full-time employees and is non-pensionable. Some employees received both payments. The above analysis shows that the both payments are used for part- and full-time employees.

25.8. There is some concern that men have a greater opportunity to work nights due to the disproportionate distribution of the second night work payment. However, working nights is also a personal choice to complement an individual's work / life balance.

25.9. The level of risk for this payment is considered to be low.

**25.11. However, it is recommended that the Council investigates night work payments in more detail to:**

- a) identify any payments which should have been pensionable; and

- b) ensure opportunities to work additional hours are equally available to both men and women.**

## 26. Sleeping In Payments

26.1. The Council pays three sleeping in payments and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Sleep in	33,467	38,162	71,629	46.7%	53.3%	Red
Sleep In2	27,884	20,203	48,087	58.0%	42.0%	
Sleep In3	228	65	293	77.8%	22.2%	Green

### Sleep in

26.2. 91 employees received this payment, which was paid disproportionately more to men than women compared to the gender profile (51 women and 40 men). The lowest payment was £33 and the highest was £2,417. 86 employees were based in Children's Services, five in Adults Social Care, Health & Housing. One employee also received a Sleep In(2) payment.

### Sleep In2

26.3. 42 employees received this payment, which was paid disproportionately more to men than women compared to the gender profile (24 women and 18 men). The lowest payment was £33 and the highest was £2,747. 29 employees were based in Adults Social Care, Health & Housing and 13 in CYPS (Schools). Two employees also received Sleep in payments.

### Sleep In3

26.4. Five employees received this payment, which was paid proportionately between the two genders (four women and one man). The lowest payment £33 and highest was £98. All the employees were based in CYPS (Schools). All employees also received Sleep In(2).

26.5. One payment is pensionable, one is non-pensionable and one is used for special schools only. From the data supplied it was not possible to determine which payment was pensionable. Sleep In3 was paid to five employees at the Millgate Centre; however eight other employees also received Sleep In2.

26.6. Employees in receipt of the payments worked in the following Divisions or Department (where the Division was not provided):

Division	Sleep In #	Sleep In2 #	Sleep In3 #	Total
Adults Social Care, Health & Housing		1		1
Children's Services	1			1
Children's Social Care & Safeguarding	85			85
Housing	5	28		33
Schools		13	5	18
<b>Total</b>	<b>91</b>	<b>42</b>	<b>5</b>	<b>138</b>

26.7. There is some concern that men have a greater opportunity to carry out sleeping-in duty due to the disproportionate distribution of the first and second sleep-in payments. However, sleeping in duty is a personal choice to complement an individual's work / life balance.

26.8. The only concern with this payment is that employees are being paid the correct element, ie pensionable or non-pensionable.

26.9. The level of risk for this payment is considered to be low.



26.10. It is recommended that the Council investigates sleeping-in payments in more detail to:

- a) identify any payments which should have been pensionable;and
- b) ensure opportunities to carry out sleeping in duty are equally available to both men and women.

## 27. Standby Payments

27.1. The Council pays two standby payments, one pensionable and one non-pensionable, and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Standby	43,226	117,727	160,953	26.9%	73.1%	
Standby/NP	1,301	720	2,021	64.4%	35.6%	

### Standby

27.2. 239 employees received this payment, which was paid disproportionately to more men than women compared to the gender profile (80 women and 159 men). This payment is pensionable. Employees within a range of different roles received this payment. The lowest payment was £11 and the highest payment was £3,720. The payment was made to employees within grades Band 02 to 15, excluding 12 and 14. The most payments were made to employees in Band 8.

### Standby/NP

27.3. Five employees received the non-pensionable standby payment, which was paid disproportionately to more men than women (four men and one woman). The lowest payment was £90 and the highest was £1,301. The payment was made to employees within grades Band 06, 08 and 10.

27.4. Employees in receipt of the payments worked in the following Divisions or Department (where the Division was not provided):

Division	Standby #	Standby/NP #	Total
Adult Social Care & Safeguarding	19		19
Care Services & Commissioning	20		20
Children's Social Care & Safeguarding	33		33
City Barrister & Head of Standards	8		8
Delivery, Comms & Political Governance		1	1
Environmental & Enforcement Services	29	4	33
Housing	97		97
Information & Customer Access	11		11
Planning, Transportation & Economic Dev	22		22
<b>Total</b>	<b>239</b>	<b>5</b>	<b>244</b>

27.5. The standby payment is a standard weekly rate, which is paid pro rata for each period of 24 hours during which the employee is required to standby, regardless of the standby period.

27.6. It may be concluded that men have greater opportunity to work overtime. However, working overtime is also a personal choice to complement an individual's work / life balance.

27.7. The level of risk for this payment is considered to be low.

**27.8. However, it is recommended that the Council reviews standby payments to ensure that opportunities to carry out standby are equally available to both men and women.**

## 28. Overtime at plain rate

28.1. The Council pays overtime at plain rate and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
O/Time x 1	93,131	420,355	513,486	18.1%	81.9%	

28.2. 730 employees received this payment, which was paid disproportionately to more men than women (513 men and 217 women). Employees across the Council, within a range of different roles, received this payment. The lowest payment was £5 and the highest payment was £8,644. The payment was made to employees within grades Band 01 to 11.

28.3. Employees up to and including those on Band 06 are eligible to receive an overtime payment for work beyond 37 hours per week. Employees above Band 06 are usually granted TOIL, unless an overtime payment has been agreed by the Director.

28.4. Distribution of overtime payments by grade and gender is given below:

Grade	F #	M #	T #
Band 01	6	5	11
Band 02	22	42	64
Band 03	37	55	92
Band 04	30	124	154
Band 05	20	77	97
Band 06	47	100	147
Band 07	19	46	65
Band 08	9	45	54
Band 09	17	9	26
Band 10	8	9	17
Band 11	1	1	2
Band 13	1		1
<b>Grand Total</b>	<b>217</b>	<b>513</b>	<b>730</b>

28.5. The above table shows that 165 (23%) of employees in received of an overtime payment were in Band 07 or above.

28.6. It may be concluded that men have greater opportunity to work overtime. However, working overtime is also a personal choice to complement an individual's work / life balance.

28.7. The level of risk for this payment is considered to be low.

**28.8. However, it is recommended that the Council reviews overtime payments to ensure that opportunities to work overtime are equally available to both men and women, for example by providing sufficient notice to work overtime so that employees are able to make suitable arrangements.**

## 29. Overtime at time and a third

29.1. The Council also pays overtime at time and a third and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
O/T 1.33	155,169	545,370	700,539	22.2%	77.8%	

29.2. 879 employees received this payment (greater than £0), which was paid disproportionately to more men than women compared to the gender profile (302 women and 577 men). Employees across the Council, within a range of different roles, received this payment. The lowest payment was £5 and the highest payment was £8,644. The payment was made to employees within grades Band 01 to 13, excluding Band 12.

29.3. Payment for working additional hours at weekends, bank holidays, rest days and where the employee works during the hours 12 midnight to 5 am is paid at plain time plus a premium of 33.3%.

29.4. Employees up to and including those on Band 06 are eligible to receive an overtime payment for work beyond 37 hours per week. Employees above Band 06 are usually granted TOIL, unless an overtime payment has been agreed by the Director.

29.5. Distribution of overtime payments by grade and gender is given below:

Grade	F #	M #	T #
Band 01	18	10	28
Band 02	32	51	83
Band 03	44	76	120
Band 04	53	137	190
Band 05	33	72	105
Band 06	63	105	168
Band 07	20	48	68
Band 08	10	48	58
Band 09	16	19	35
Band 10	11	10	21
Band 11	1	1	2
Band 13	1		1
<b>Grand Total</b>	<b>302</b>	<b>577</b>	<b>879</b>

29.6. The above table shows that 185 (21%) of employees in received of an overtime payment were in Band 07 or above.

29.7. Thirty-four employees received a payments that totalled £3,000 or more.

29.8. It may be concluded that men have greater opportunity to work overtime. However, working overtime is also a personal choice to complement an individual's work / life balance.

29.9. The level of risk for this payment is considered to be low.

**29.10. However, it is recommended that the Council reviews overtime payments to ensure that opportunities to work overtime are equally available to both men and women, for example by providing sufficient notice to work overtime so that employees are able to make suitable arrangements.**

### 30. Extra Duty Payment

30.1. The Council pays an extra duty payment and details of the payments for the period under review are:

Additional payment	F £	M £	T £	F%	M %	Colour Code
Extra Duty	23,675	14,011	37,685	62.8%	37.2%	

30.2. 107 employees received this payment, which was paid disproportionately to more men than women (26 men and 81 women). Employees from City Development & Neighbourhoods and CYPS (Schools), within a range of different roles, received this payment. The lowest payment was £2 and the highest payment was £4,142. The payment was made to employees within grades Band 01 to 10.

30.3. The payment is made to employees who have worked in a different role to their substantive role and a different hourly rate.

30.4. Employees in receipt of the payments worked in the following Divisions or Department (where the Division was not provided):

Division	F #	M #	Total
Culture and Neighbourhood Services	1		1
Environmental & Enforcement Services	1	2	3
Property	1	3	4
Schools	78	21	99
<b>Total</b>	<b>81</b>	<b>26</b>	<b>107</b>

30.5. The majority of extra duties carried out are within Schools, where the distribution of the payments between women and men is slightly disproportionate to the Council's gender profile. This is likely to be caused by occupational segregation.

30.6. There are no concerns with this payment and therefore no recommendations.

30.7. The level of risk for this payment is considered to be low.

### 31. Total Pay Analysis

31.1. This section includes an analysis of total pay. Total pay is defined as all the additional payments contained in paragraphs 16 to 30 inclusive plus actual basic pay received during the 9-month period under review.

31.2. An analysis of additional payments has been calculated as a percentage of total pay received, ie how much of an employee's total pay was made up by additional payments and the findings have been summarised into five ranges and shown in the table below:

Additional payment % of total pay	F #	F%	M#	M %	T #	T %
0 or less	4,780	55%	1,814	53%	6,594	54%
0 - 24	3,737	43%	1,546	45%	5,283	44%
25 - 49	188	2%	60	2%	248	2%
50 - 74	13	0%	3	0%	16	0%
75 - 100		0%	1	0%	1	0%
<b>Total</b>	<b>8,718</b>	<b>72%</b>	<b>3,424</b>	<b>28%</b>	<b>12,142</b>	<b>100%</b>

31.3. 5,548 employees received an additional payment (2,223 women and 1,610 men). Of those who did receive additional payments, the majority of employees' pay consisted of less than 25% of additional payments.

31.4. The distribution of employees who received additional payments by gender and grade is shown in the table below:

Grade	F #	F%	M#	M %	T #	T %
APT&C PO5		0%	1	0%	1	0%
Band 01	900	23%	178	11%	1,078	19%
Band 02	641	16%	153	10%	794	14%
Band 03	914	23%	219	14%	1,133	20%
Band 04	486	12%	291	18%	777	14%
Band 05	305	8%	158	10%	463	8%
Band 06	266	7%	205	13%	471	8%
Band 07	169	4%	138	9%	307	6%
Band 08	112	3%	106	7%	218	4%
Band 09	71	2%	67	4%	138	2%
Band 10	41	1%	54	3%	95	2%
Band 11	15	0%	18	1%	33	1%
Band 12	3	0%	11	1%	14	0%
Band 13	9	0%	7	0%	16	0%
Band 14	5	0%	3	0%	8	0%
Band 15	1	0%	1	0%	2	0%
<b>Total</b>	<b>3,938</b>	<b>71%</b>	<b>1,610</b>	<b>29%</b>	<b>5,548</b>	<b>100%</b>

31.5. The above analysis shows that distribution of additional payments between women and men is the same as the Council's gender profile.

31.6. Bands 1, 2 and 3 were the three grades most populated by women, whereas men were in Bands 3, 4 and 6.

31.7. An analysis of the lowest and highest payments by gender and grade was also undertaken and the findings shown in the table below.

Grade	F Min £	F Max £	M Min £	M Max £
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Grade	F Min £	F Max £	M Min £	M Max £
APT&C PO5			750	750
Band 01	5	7,712	14	9,378
Band 02	2	5,718	6	5,525
Band 03	2	6,982	9	10,463
Band 04	3	14,912	8	9,497
Band 05	6	5,642	6	10,548
Band 06	3	9,031	13	8,574
Band 07	3	13,017	16	6,254
Band 08	26	10,039	25	14,251
Band 09	40	18,874	64	5,443
Band 10	64	15,332	76	11,193
Band 11	74	12,141	38	4,950
Band 12	1,254	5,662	70	12,444
Band 13	74	15,465	90	14,985
Band 14	3,104	6,822	74	144
Band 15	40	40	6,536	6,536

- 31.8. The above analysis shows the lowest payment was £2 and the highest was £18,874. (There were a large number of payments of less than £1 and these were not included).
- 31.9. There were some significant differences in additional payments between men and women in each grade. This is likely to be due to occupational segregation and the opportunities available to work additional hours, night work or overtimes according to job type.
- 31.10. The above analysis shows that all the women worked part time. The majority of women, nine, were in Band 01, five in Band 02 and three in both Bands 03 and 04. Their total pay consisted of between 47% to 74% of additional payments. The lowest additional payment was £853 and the highest was £10,442. The lowest total pay was £1,785 and the highest was £25,353.
- 31.12. The above analysis shows that three men worked full-time and 17 worked part-time. The majority of men, six, were in Band 02, five in Band 01, three in Band 03, four in Band 04, two in Band 05 and one in Band 06. Their total pay consisted of between 33% to 77% of additional payments. The lowest additional payment was £2,098 and the highest was £10,548. The lowest total pay was £4,560 and the highest was £32,282.
- 31.13. The above analyses on a small sample of employees identified some differences between men and women's total pay which the Council may wish to investigate further to ensure that one group is not being treated less favourably than the other.

## **Part 6: Appendices**

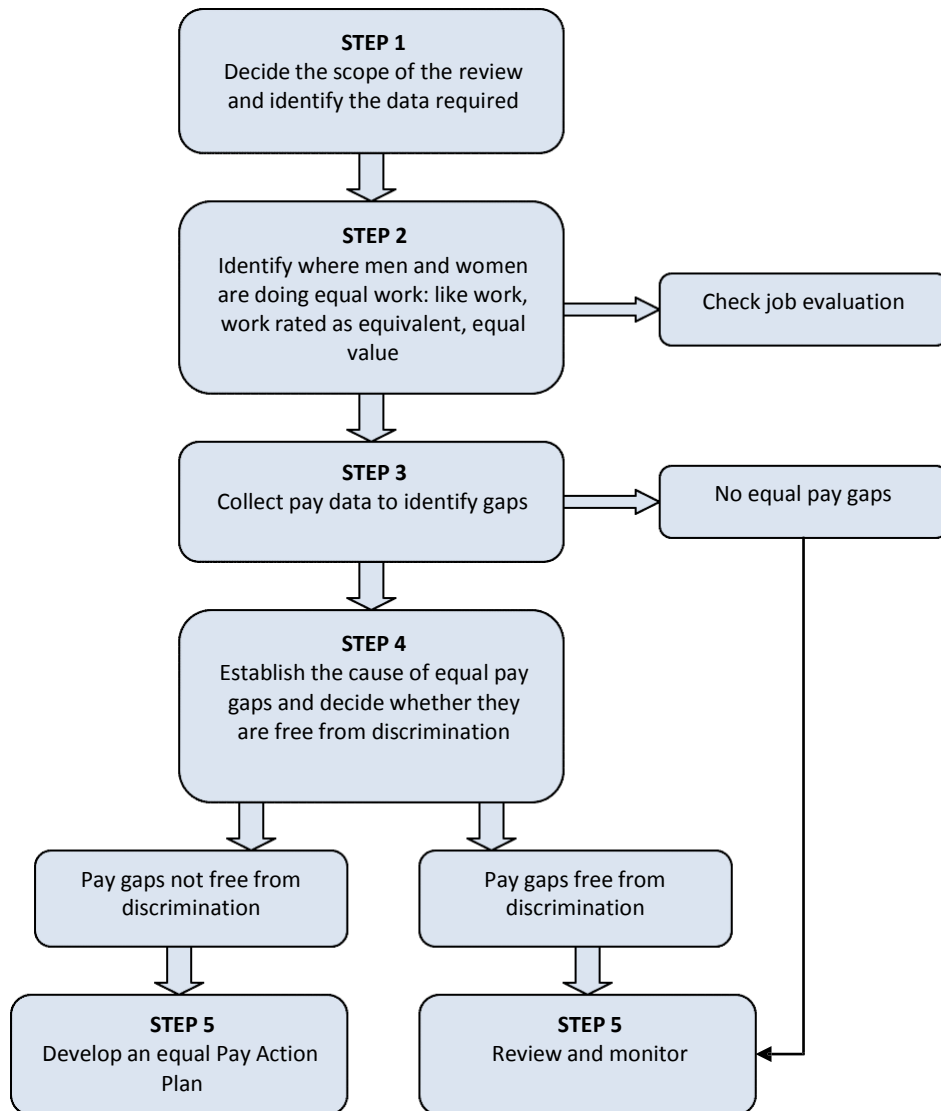
- Appendix A: Schools included in the Equal Pay Review
- Appendix B: Equality and Human Rights Commission 5-Step Equal Pay Review Model
- Appendix C: Salary ranges for Bands 5 – 13 (revised April 2010)
- Appendix D: Base pay analysis by grade and race
- Appendix E: Base pay analysis by grade and age
- Appendix F: Detailed analysis of base pay by grade and age
- Appendix G: Base pay analysis by grade and disability



## Appendix A: Schools included in the Equal Pay Review

NAME	Type		
Abbey Primary Com School	Maintained	Overdale Infant School	Maintained
Avenue Primary School	Maintained	Overdale Junior School	Maintained
Alderman Richard Hallam Primary	Maintained	Rowlatts Hill Primary	Maintained
Barley Croft Primary School	Maintained	Rushey Mead Primary	Maintained
Heatherbrook Primary School	Maintained	Rolleston Primary	Maintained
Beaumont Lodge Primary School	Maintained	Sandfield Close Primary	Maintained
Braunstone Frith Primary School	Maintained	Scraftoft Valley Primary	Maintained
Braunstone Community Primary	Maintained	Shaftesbury Com Junior	Maintained
Bridge Junior School	Maintained	Shenton Primary School	Maintained
Buswells Lodge Primary School	Maintained	Slater Primary School	Maintained
Caldecote Community Primary	Maintained	Spinney Hill Primary School	Maintained
Catherine Infant School	Maintained	St Marys Fields Infant School	Maintained
Catherine Junior School	Maintained	Stokes Wood Primary School	Maintained
Charnwood Primary School	Maintained	Taylor Road Primary School	Maintained
Coleman Primary School	Maintained	Thurnby Lodge Primary	Maintained
Dovelands Primary School	Maintained	Uplands Infant School	Maintained
Evington Valley Primary School	Maintained	Uplands Junior School	Maintained
Eyres Monsell Primary School	Maintained	Whitehall Primary School	Maintained
Folville Junior School	Maintained	Willowbrook Primary School	Maintained
Forest Lodge Primary	Maintained	Wolsey House Primary School	Maintained
Fosse Primary	Maintained	Woodstock Primary School	Maintained
Granby Primary	Maintained	Wyvern Primary School	Maintained
Green Lane Infant	Maintained	Oaklands School	Maintained
Glebelands Primary	Maintained	Ellesmere College	Maintained
Kestrels Field Primary	Maintained	Keyham Lodge School	Maintained
Hazel Primary	Maintained	Millgate School	Maintained
Herrick Primary	Maintained	Beaumont Leys School	Maintained
Sparkenhoe Com Primary	Maintained	City of Leicester School	Maintained
Highfields Primary	Maintained	Crown Hills Community College	Maintained
Humberstone Infant	Maintained	Hamilton Community College	Maintained
Imperial Avenue Infant	Maintained	Judgemeadow Com College	Maintained
Inglehurst Infant	Maintained	The Lancaster School	Maintained
Inglehurst Junior	Maintained	Moat Community College	Maintained
King Rich III Infant & Nursery	Maintained	Rushey Mead School	Maintained
Knighton Fields Primary	Maintained	Sir Jonathan North Com College	Maintained
Linden Primary	Maintained	Soar Valley College	Maintained
Marriott Primary	Maintained	Belgrave St Peters CofE Primary	VA
Mayflower Primary	Maintained	Children's Hopital School	VA
Medway Community Primary	Maintained	Holy Cross Catholic Primary	VA
Mellor Community Primary	Maintained	St John The Baptist CofE	VA
Merrydale Infant	Maintained	St Patricks Catholic Primary	VA
Merrydale Junior	Maintained	Hope Hamilton CofE Primary	VA
Montrose School	Maintained	English Martyrs Catholic School	VA
Mowmacre Hill Primary	Maintained	Madani Girls High School	VA
Parks Primary School	Maintained	St Pauls Catholic School	VA
Northfield House Primary	Maintained	Madani Boys High School	VA
		St Barnabas CofE Primary	VC

## Appendix B: Equality and Human Rights Commission 5-Step Equal Pay Review Model



## Appendix C: LG Bands 2013 – 2014 (Pay award applied August 2013)

Grade	JE Points	SCP	Annual £	Monthly £	Hourly Rate £
1	Up to 279	1	12,266	1,022.17	6.3578
		2	12,435	1,036.25	6.4454
		3	12,614	1,051.17	6.5382
		4	12,915	1,076.25	6.6942
		5	13,321	1,110.08	6.9046
		6	13,725	1,143.75	7.1140
2	280 - 328	7	14,013	1,167.75	7.2633
		8	14,880	1,240.00	7.7127
		9	15,189	1,265.75	7.8729
		10	15,598	1,299.83	8.0849
3	330 – 374	11	15,882	1,323.50	8.2321
		12	16,215	1,351.25	8.4047
		13	16,604	1,383.67	8.6063
		14	16,998	1,416.50	8.8105
4	375 – 414	15	17,333	1,444.42	8.9842
		16	17,980	1,498.33	9.3195
		17	18,638	1,553.17	9.6606
		18	19,317	1,609.75	10.0125
5	415 – 449	19	19,817	1,651.42	10.2717
		20	20,400	1,700.00	10.5739
		21	21,067	1,755.58	10.9196
		22	21,734	1,811.17	11.2653
6 (1 month notice)	450 – 484	23	22,443	1,870.25	11.6328
		24	23,188	1,932.33	12.0190
		25	23,945	1,995.42	12.4113
		26	24,892	2,074.33	12.9022
7 (2 month notice)	485 – 519	27	25,727	2,143.92	13.3350
		28	26,539	2,211.58	13.7559
		29	27,323	2,276.92	14.1622
		30	28,127	2,343.92	14.5790
8 (2 month notice)	520 – 559	31	28,922	2,410.17	14.9910
		32	29,528	2,460.67	15.3051
		33	30,311	2,525.92	15.7110
		34	31,160	2,596.67	16.1511
9 (2 month notice)	560 – 609	35	32,072	2,672.67	16.6238
		36	33,128	2,760.67	17.1711
		37	33,998	2,833.17	17.6221
		38	34,894	2,907.83	18.0865
10 (3 month notice)	610 – 659	39	35,784	2,982.00	18.5478
		40	36,676	3,056.33	19.0101
		41	37,578	3,131.50	19.4777
		42	38,422	3,201.83	19.9151
11 (3 month notice)	660 – 699	43	39,351	3,279.25	20.3967
		44	40,254	3,354.50	20.8647
		45	41,148	3,429.00	21.3281
		46	42,032	3,502.67	21.7863
12 (3 month notice)	700 – 739	47	43,102	3,591.83	22.3409
		48	44,173	3,681.08	22.8960
		49	45,239	3,769.92	23.4486
		50	46,312	3,859.33	24.0047
13 (3 month notice)	740 – 779	51	47,478	3,956.50	24.6091
		52	48,651	4,054.25	25.2171
		53	49,814	4,151.17	25.8199
		54	50,985	4,248.75	26.4269
14 (3 month notice)	780 – 819	55	52,263	4,355.25	27.0893
		56	53,550	4,462.50	27.7564
		57	54,840	4,570.00	28.4250
		58	56,119	4,676.58	29.0880
15 (3 month notice)	820 +	59	57,468	4,789.00	29.7872
		60	58,863	4,905.25	30.5103
		61	60,294	5,024.50	31.2520
		62	61,757	5,146.42	32.0103

## Appendix D: Base pay analysis by grade and race

### Part One

Grade	Asian Bangladeshi	Asian Indian	Asian Other	Black African	Black Caribbean	Black Other	Chinese	Chinese Other	Mixed Other	Mixed White Asian	Mixed White Black African
APT&C SC4	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LG MAX 25	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
APT&C SC6	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LEGAL T/L	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
APT&C PO5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Band 01	100.3%	99.7%	98.8%	98.6%	99.3%	99.8%	0.0%	98.3%	0.0%	97.2%	101.3%
Band 02	99.6%	100.5%	100.6%	98.7%	100.0%	100.8%	100.8%	0.0%	95.7%	100.8%	100.3%
Band 03	99.8%	99.9%	99.6%	99.6%	100.3%	99.1%	100.7%	0.0%	99.8%	99.5%	99.5%
Band 04	100.4%	99.1%	100.8%	98.5%	99.1%	98.6%	101.6%	0.0%	99.0%	101.6%	98.1%
Band 05	101.6%	100.1%	100.6%	100.3%	100.0%	97.1%	100.8%	0.0%	101.6%	98.6%	100.5%
Band 06	97.9%	99.9%	100.6%	98.4%	99.0%	99.9%	99.9%	102.4%	101.1%	98.1%	98.2%
Band 07	97.7%	100.2%	100.7%	98.5%	100.5%	101.7%	97.7%	0.0%	102.0%	101.1%	0.0%
Band 08	97.7%	100.1%	99.3%	100.0%	100.2%	101.4%	96.1%	0.0%	98.7%	100.0%	101.4%
Band 09	101.6%	100.2%	101.0%	100.2%	101.0%	97.2%	101.6%	0.0%	101.0%	101.6%	100.3%
Band 10	0.0%	100.2%	99.9%	101.3%	101.3%	101.3%	0.0%	0.0%	94.3%	0.0%	0.0%
Band 11	99.5%	100.3%	0.0%	0.0%	100.9%	0.0%	0.0%	0.0%	0.0%	97.4%	0.0%
Band 12	0.0%	97.7%	97.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Band 13	0.0%	100.5%	0.0%	0.0%	101.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Band 14	0.0%	0.0%	0.0%	0.0%	96.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Band 15	0.0%	98.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	95.1%	0.0%

## Part Two

Grade	Mixed White				White European	White Irish	White Other	Asian Pakistani	Black Somali	Other, Gypsy, Romany, Irish Traveller	
	Black Caribbean	Not Declared	Other	White British							
APT&C SC4	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LG MAX 25	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
APT&C SC6	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LEGAL T/L	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
APT&C PO5	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Band 01	99.9%	94.6%	99.8%	100.0%	91.8%	100.6%	98.5%	100.8%	92.2%		0.0%
Band 02	98.1%	96.0%	100.0%	100.0%	96.1%	100.8%	100.1%	100.8%	100.8%		0.0%
Band 03	99.1%	96.9%	100.2%	100.0%	97.4%	99.9%	99.9%	99.7%	0.0%		0.0%
Band 04	100.1%	96.2%	99.1%	100.0%	92.9%	101.4%	99.5%	100.6%	0.0%		0.0%
Band 05	98.6%	96.9%	101.6%	100.0%	97.1%	100.1%	99.4%	100.7%	0.0%		101.6%
Band 06	99.2%	97.3%	97.7%	100.0%	0.0%	100.4%	100.3%	100.5%	102.4%		0.0%
Band 07	99.5%	98.4%	102.0%	100.0%	96.2%	100.9%	100.5%	100.7%	0.0%		0.0%
Band 08	100.3%	99.2%	101.4%	100.0%	97.4%	100.8%	99.7%	100.1%	0.0%		0.0%
Band 09	100.4%	99.7%	0.0%	100.0%	98.9%	100.1%	100.7%	99.0%	0.0%		0.0%
Band 10	99.0%	99.0%	0.0%	100.0%	0.0%	100.9%	98.2%	94.3%	0.0%		0.0%
Band 11	0.0%	100.3%	95.2%	100.0%	0.0%	99.5%	101.2%	0.0%	0.0%		0.0%
Band 12	0.0%	0.0%	0.0%	100.0%	0.0%	101.2%	96.5%	0.0%	0.0%		0.0%
Band 13	0.0%	0.0%	0.0%	100.0%	0.0%	94.4%	0.0%	0.0%	0.0%		0.0%
Band 14	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	101.6%	0.0%	0.0%		0.0%
Band 15	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%

## Appendix E: Base pay analysis by grade and age

Grade	Under 20 yrs	20-24 yrs	25-29 yrs	30-34 yrs	35-39 yrs	40-44 yrs	45-49 yrs	50-54 yrs	55-59 yrs	60-64 yrs	65+ yrs
APT&C SC4	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
LG MAX 25	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
APT&C SC6	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
LEGAL T/L	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%
APT&C PO5	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	101.1%	98.9%	0.0%	0.0%	0.0%
Band 01	93.4%	94.8%	96.2%	98.1%	98.9%	99.1%	99.9%	100.8%	100.5%	101.3%	101.5%
Band 02	94.6%	97.1%	98.6%	98.7%	99.1%	99.4%	100.6%	100.7%	101.1%	101.4%	101.2%
Band 03	96.0%	96.8%	98.4%	99.2%	99.7%	100.3%	100.7%	101.0%	101.2%	101.1%	101.2%
Band 04	93.5%	94.7%	96.3%	98.4%	99.5%	100.1%	100.4%	101.0%	101.2%	101.5%	101.4%
Band 05	92.9%	96.4%	98.1%	99.1%	99.5%	99.9%	100.3%	100.5%	101.1%	101.3%	101.1%
Band 06	0.0%	93.1%	96.8%	98.9%	100.0%	100.3%	100.6%	100.9%	100.6%	101.5%	102.6%
Band 07	93.4%	94.3%	97.3%	98.2%	99.9%	100.3%	100.5%	100.7%	101.1%	100.7%	102.1%
Band 08	0.0%	97.0%	97.5%	98.7%	99.3%	99.8%	100.6%	100.0%	102.0%	101.0%	100.7%
Band 09	0.0%	0.0%	98.2%	98.8%	99.3%	100.3%	99.9%	100.7%	100.6%	100.8%	101.0%
Band 10	0.0%	0.0%	97.6%	98.6%	99.0%	100.1%	100.4%	100.2%	100.6%	100.5%	97.9%
Band 11	0.0%	0.0%	0.0%	98.7%	98.6%	99.2%	100.1%	100.2%	100.9%	100.5%	101.6%
Band 12	0.0%	0.0%	0.0%	99.3%	0.0%	99.9%	100.6%	99.5%	94.6%	101.6%	0.0%
Band 13	0.0%	0.0%	0.0%	0.0%	101.4%	100.9%	98.7%	100.2%	101.4%	99.7%	0.0%
Band 14	0.0%	0.0%	0.0%	0.0%	94.7%	97.0%	99.3%	100.7%	101.0%	101.7%	0.0%
Band 15	0.0%	0.0%	0.0%	95.7%	96.9%	102.9%	98.9%	102.9%	100.5%	98.1%	0.0%

## Appendix F: Detailed analysis of base pay by grade and age

### Band 01

There are 1,099 employees in this grade. The analysis identified one 'red' and one 'amber' indicator:

31.15. Three age groups have been identified as being paid on average 6.6%, 5.2% and 3.8% less than other age groups; these are 'under 20', '20-24' and '25-29'. There are 44 employees within these three age groups; 25 employees are paid at either SCP 1, 2 or 3 and 19 are paid on SCP 4, 5 or 6. All the employees paid at one of the first three SCP have a post start date from 2011 onwards. However, it should be noted that there are employees also with recent post start dates in older age groups who are paid on SCP 4, 5 or 6. Additionally, there are 740 employees paid on SCP 6; 672 (91%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the differences in average pay between older and younger age groups.

### Band 02

There are 1,662 employees in this grade. The analysis identified one 'red' indicator:

- There are 10 employees in the 'under 20' age group who are on average paid 5.4% less than other age groups within this grade. Five employees are paid on SCP 7, four at 8 and one at 10; all have a post start date of 2013 or 2014. However, it should be noted that there are employees also with recent post start dates in older age groups who have been appointed above SCP 7 (four also receive protected earnings). Furthermore, there are 1,254 employees paid on SCP 10; 993 (79%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the differences in average pay between older and younger age groups.

### Band 03

There are 2,808 employees in this grade. The analysis identified two 'amber' indicators:

- Two age groups have been identified as being paid on average 4% and 3.2% less than other age groups; these are 'under 20' and '20-24'. There are 266 employees within these two age groups; 139 are paid on SCP 11, 63 on SCP 12, 27 on SCP 13 and 37 on SCP 14. Employees paid on SCP 11 were appointed in 2013 or 2014. However, it should be noted that there are employees also with recent post start dates in older age groups who have been appointed above SCP 11. Furthermore, there are 1,899 employees paid on SCP 14; 1,463 (77%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

#### **Band 04**

There are 1,412 employees in this grade. The analysis identified two 'red' and one 'amber' indicators:

- Three age groups have been identified as being paid on average 6.5% and 3.7% less than other age groups; these are 'under 20', '20-24' and '25-29'. There are 131 employees within these three age groups; 62 are paid on SCP 15, 24 on SCP 16, 11 on SCP 17 and 34 on SCP 18. Employees paid on SCP 15 were appointed between 2010 and 2014. ***It is likely that there needs to be further investigation into the pay of some employees with longer lengths of service paid on SCP 15.*** However, it should be noted that there are employees also with recent post start dates in older age groups who have been appointed above SCP 15. Furthermore, there are 993 employees paid on SCP 18; 802 (81%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

#### **Band 05**

There are 1,291 employees in this grade. The analysis identified one 'red' and one 'amber' indicator:

- Two age groups have been identified as being paid on average 7.1% and 5.7% less than other age groups; these are 'under 20' and '20-24'. There are 43 employees within these two age groups; 17 are paid on SCP 19, 13 on SCP 20, three on SCP 21 and 10 on SCP 22. Employees paid on SCP 19 were appointed in 2012 or 2013. However, it should be noted that there are employees also with recent post start dates in older age groups who have been appointed above SCP 19. Furthermore, there are 922 employees paid on SCP 22; 721 (78%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

#### **Band 06**

There are 1,272 employees in this grade. The analysis identified one 'red' and one 'amber' indicator:

- Two age groups have been identified as being paid on average 6.9% and 3.2% less than other age groups; these are '20-24' and '25-29'. There are 124 employees within these two age groups; 51 are paid on SCP 23, 32 on SCP 24, 17 on SCP 25 and 24 on SCP 26. Employees paid on SCP 23 were appointed between 2010 and 2014. ***It is likely that there needs to be further investigation into the pay of some employees with longer lengths of service paid on SCP 23.*** There are employees with recent post start dates in older age groups who have been appointed above SCP 23. Furthermore, there are 826 employees paid on SCP 26; 642 (78%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.



### **Band 07**

There are 996 employees in this grade. The analysis identified two 'red' indicators:

- Two age groups have been identified as being paid on average 6.6% and 5.7% less than other age groups; these are 'under 20' and '20-24'. There are 13 employees within these two age groups; 11 are paid on SCP 27, one on SCP 28, and one on SCP 30. All employees in this age group were appointed in 2011 or 2013. There are employees with recent post start dates in older age groups who have been appointed above SCP 27. Furthermore, there are 637 employees paid on SCP 30; 577 (91%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

### **Band 08**

There are 532 employees in this grade. The analysis identified one 'amber' indicator:

- There are 11 employees in the age group '20-24' who have been identified as being paid on average 3% less than other age groups. Two are paid on SCP 31, six on SCP 32, one on SCP 33 and two on SCP 34. The two employees paid on SCP 31 were appointed in 2011 and 2013. There are employees with recent post start dates in older age groups who have been appointed above SCP 31. Furthermore, there are 369 employees paid on SCP 34; 301 (82%) are aged 40 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

### **Band 12**

There are 29 employees in this grade. The analysis identified one 'red' indicator:

- There is one employee in the age group '55-59' who has been identified as being paid on average 5.4% less than other age groups; he is paid on SCP 47 and has a post start date of 2013. However, there are employees within older and younger age groups also with recent post start dates who have been appointed above SCP 47. Furthermore, there are 18 employees paid on SCP 50; five of these are in the age group '60-65'. It therefore appears likely that it is length of service and previous experience which are the causes of the differences in pay.

### **Band 14**

There are 21 employees in this grade. The analysis identified one 'red' indicator:

- There is one employee in the age group '35-39' who has been identified as being paid on average 5.3% less than other age groups; she is paid on SCP 55 and has a post start date of 2013. There are other employees within older age groups also with recent post start dates who have been appointed above SCP 55. Furthermore, there are 14 employees paid on SCP 58, all of whom are 45 or over. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

**Band 15**

There are 19 employees in this grade. The analysis identified two 'amber' indicators:

- Two age groups have been identified as being paid on average 4.3% and 3.1% less than other age groups; these are '30-34' and '35-39'. There are three employees within these two age groups; two are paid on SCP 59 and one on SCP 60. All employees in these age groups were appointed in 2013. There are other employees with recent post start dates in older age groups who have been appointed above SCP 59. It is therefore likely that length of service and previous experience explain the difference in average pay between older and younger age groups.

## Appendix G: Base pay analysis by grade and disability

Grade	Not Disabled	Not disclosed/ Unknown	Unknown	Refused to Disclose
APT&C SC4	0.0%	100.0%	0.0%	0.0%
LG MAX 25	0.0%	100.0%	0.0%	0.0%
APT&C SC6	0.0%	100.0%	0.0%	0.0%
LEGAL T/L	100.0%	0.0%	0.0%	0.0%
APT&C PO5	98.9%	101.1%	0.0%	0.0%
Band 01	100.8%	97.7%	0.0%	96.3%
Band 02	101.0%	98.6%	0.0%	0.0%
Band 03	100.8%	99.1%	0.0%	0.0%
Band 04	0.0%	98.5%	0.0%	0.0%
Band 05	0.0%	98.9%	0.0%	0.0%
Band 06	100.2%	99.2%	0.0%	0.0%
Band 07	100.2%	99.0%	0.0%	0.0%
Band 08	100.0%	99.8%	0.0%	0.0%
Band 09	100.0%	99.1%	0.0%	0.0%
Band 10	100.0%	0.0%	0.0%	0.0%
Band 11	100.0%	99.7%	0.0%	0.0%
Band 12	100.1%	99.3%	0.0%	0.0%
Band 13	99.9%	0.0%	0.0%	0.0%
Band 14	99.9%	0.0%	0.0%	0.0%
Band 15	99.7%	0.0%	0.0%	0.0%

### Band 01

There are 1,099 employees in this grade. There is one occasion where 3.7% of employees within a disability category are paid less than employees who do not have a disability. However, as this category is 'Refused to Disclose' no further analysis has been carried out.