

SCRA Equal Pay Audit Statement

March 2015



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION



Changing for children and young people

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Executive Summary

SCRA has now conducted four Equal Pay Audits (2003, 2007, 2012 and 2014). This document follows the best practice of The University of Sunderland as recommended by the Equality and Human Rights Commission. This audit is the second since the implementation of an incremental pay structure (See Appendix 5) in 2009 which ensured all staff were placed on steps within a pay structure. The current pay remit and pay structure are underpinned by job evaluation. Equal pay for work of equal value is the cornerstone of job evaluation and SCRA uses the Hay Job Evaluation process. The following information is drawn from data at 31st December 2014. A -% demonstrates a pay gap in favour of men or a non-protected characteristic.

SCRA, in line with the Scottish Government and its partners, has historically used the average (or mean) figure. We believe that the mean better represents the nature of the gender pay gap.

The Equality Act 2010 describes nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex (male or female); and sexual orientation. SCRA has looked at: age; disability; race and sex (male or female) as part of this Equal Pay Audit, but not sexual orientation due to the low level of current reporting on this characteristic.

The headline figures show the gaps in pay between male and female earnings. They represent a 4.25% increase in the gender pay gap for full-time employees between 2003 and 2014 and a reverse in the gender pay gap for all employees from 3.29% favourable to women, to 26.0 % less favourable. Changes in SCRA's staff demographics since 2003, through higher levels of female turnover given the predominant female workforce, which ultimately impacts on staff length of service can explain this adjustment. Please see Appendix 1 and 3 of this report.

| SCRA Headline Gender Pay Gaps | 2003 | 2007 | 2012 | 2014 |
|-------------------------------------|---------|------------------------------|------------------------------|-------|
| Full-time Employees only | -19.75% | Not available in this format | Not available in this format | -24.0 |
| All employees | 3.29% | 0.77% | 9.31% | -26.0 |

Appendix 2 looks at gender pay in more detail, specifically at the differences per grade. This provides sufficient evidence that there are no unexplainable or significant equal pay gender gaps in SCRA.

The gender pay gap amongst senior managers (Grade F and above) is 6.55% favourable to males. SCRA is currently engaging with the workforce to encourage and develop female staff into senior management roles.

The current pay gap analysis for the protected characteristics previously detailed are as follows:

| 2014 | BME | Disability | Part-time | Full and Part-time Comparison |
|----------|-------|------------|-----------|-------------------------------|
| Pay gaps | -8.13 | -9.17 | -25.2 | -12.0 |

The above figures for BME and Disability should be looked at in the context of significant low reporting of sensitive data which skews headline figures.

For the first time, SCRA has also examined pay data and age relationships and the results are shown later in this report in Table 3.8. SCRA has a larger pay gap between staff aged 30-59 than the UK workforce. This gender pay gap is distorted by the small numbers of males within the organisation. There are only seven male staff in Grades A to D who are 30-59 years old, compared to 189 females. Similarly there are only 44 male staff between Grades E1 to F who are 30-59 years old, compared to 163 females. Of this grouping, the males have an average (mean) 11.5 years' service and the females 9.7 years.

This 2014 equal pay audit also analysed the pay gaps of various categories of staff (Reporters, Admin, Support Staff and Senior Managers) enabling SCRA to have a fuller picture of our staff profile.

| 2014 | Reporters | Admin Support for our Reporters | Shared Services Support Staff |
|----------|-----------|---------------------------------|-------------------------------|
| Pay gaps | -4.11% | 11.3 | -24.7 |

Who do the above headlines represent?

- The **Reporters** figure includes Assistant Reporters, Trainee Reporters and Reporters.
- **Admin Support to the Reporters** includes Support Assistant (Reception), Caretakers, Security Staff, Trainee Support Administrator and Support Administrators.
- **Shared Services Staff Support** includes all SCRA staff supporting SCRA and Children's Hearings Scotland. It does not include any Practice and Policy related posts, but does include a small group of senior managers.

The pay gap in our administrative support is due to the significantly high numbers of women in post compared to males (See Appendix 2 on page 19).

The gap in shared services support staff can be explained by the number of males in our Head Office posts in Grades E and above. Staff involved in the recruitment and selection process are required to undertake mandatory recruitment training which covers equality and diversity. Interview panels must be comprised of both male and female interviewers and our recruitment and selection equality statistics are analysed on a regular basis. Successful appointments to SCRA have always been made on merit.

1 Introduction.

- 1.0 The Scottish Children's Reporter Administration (SCRA) is committed to the principles of equal pay for work of equal value and recognises we should operate a pay system that is based on objective criteria. We introduced clear reference to Equal Pay in our Recruitment and Selection Policy in 2005 and have consistently followed Scottish Government guidance on Equal Pay. As part of our commitment to putting equal pay principles into practice, we carry out Equality Impact Assessments on our pay remits.
- 1.1 This is the fourth Equal Pay Audit undertaken by SCRA. It uses Human Resources data to provide an overview of patterns across the organisation.

2 Context

- 2.0 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 required SCRA to publish by 30th April 2013 and then every fourth year after an equal pay statement.
- 2.1 The statement must specify—
- (a) the authority's policy on equal pay among its employees between—
 - (i) men and women;
 - (ii) persons who are disabled and persons who are not; and
 - (iii) persons who fall into a minority racial group and persons who do not; and
 - (b) occupational segregation among its employees, being the concentration of—
 - (i) men and women;
 - (ii) persons who are disabled and persons who are not; and
 - (iii) persons who fall into a minority racial group and persons who do not,in particular grades and in particular occupations.
- 2.2 SCRA is an equal opportunities employer and all staff should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, employment status, gender identity (transgender), caring responsibility, or trade union membership. SCRA will operate a pay and reward system which is transparent, based on objective criteria and free from bias. This statement addresses gaps we identified in our 2013 data reporting.

2.3 SCRA has ensured since 2013 that all key equal opportunities data is published on our website:

http://www.scra.gov.uk/children_s_hearings_system/about_scra/equality_and_diversity.cfm and is available when requested in other alternative formats.

2.4 SCRA's pay commitment links into our strategy to mainstream Equality into all aspects of work – please see our Revised Equality Outcomes 2014 which is available on our website.

2.5 Our last Equal Pay Audit was in March 2011, and SCRA committed to a follow up audit in 2014 and every subsequent three years. This Equal Pay Audit in line with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 will detail progress made in relation to equal pay.

2.6 Research* indicates that organisations who proactively address equality issues and have mainstreamed equality deliver a better service.

(*e.g. <http://www.ecu.ac.uk/publications/rationale-equality-diversity-vice-chancellors-principals-leading-change/> ,<http://accessible-training.visitscotland.org/> and <http://www.raeng.org.uk/publications/other/the-business-case-for-equality-and-diversity>)

2.7 The law gives a woman the right to be paid the same as a man (and vice-versa) for:

| | |
|--------------------------|--|
| Like work | Two employees doing the same or very similar roles. |
| Work rated as equivalent | Different jobs which have been given the same rating as the result of an analytical job evaluation scheme. |
| Work of an equal value | Different jobs that the employee claims require a similar level of skill and ability. |

2.8 SCRA's pay awards are negotiated with UNISON in line with the Scottish Government Public Sector Pay Policy for Staff Pay Remits. SCRA's Chief Executive's pay is determined by the Scottish Government Senior Appointments Pay Policy. SCRA has included the Chief Executive's pay within the audit in line with advice from [The Coalition for Racial Equality and Rights \(CRER\)](#).

2.9 The method for determining any pay gap is outlined in Close the Gap's publication:

<http://www.closesthegap.org.uk/content/resources/CTG-PSED-guidance-for-employers-August-2012.pdf>

3 Findings

3.1 All staff

| All staff | Female | Male | Total | Pay Gap (%) 2014 |
|------------------------|--------|------|-------|------------------|
| All Grades Grand Total | 422 | 71 | 493 | -26.0% |

Of these 493:

- 15 members of staff (female) were on maternity leave
- 2 members of staff (female) were on secondment to the Office of the Children's Convenor, Guernsey
- 5 members of staff (female) were on a career break

All of these have been included in all the above calculations as they are permanent members of staff.

There are 17 members of staff who have two posts on different grades or contracts. Data has been analysed to ensure that an individual's protected characteristic is only counted once, but that pay gaps are based on all posts.

SCRA employed two female Modern Apprentices as of 31/12/14 and their salary data has not been analysed in this audit as their rate is determined by the National Minimum Wage. The current rate can be found on:

<https://www.gov.uk/national-minimum-wage-rates>.

3.2 Full-time staff

| Full-time staff | Female | Male | Total | Pay Gap (%) 2014 |
|-----------------|--------|------|-------|------------------|
| Total | 246 | 63 | 309 | -24.0% |

There are 10 female members of staff who have two posts on different grades or contracts, but whose hours add up to 35 hours (full-time). Data has been analysed to ensure that an individual's protected characteristic is only counted once, but that pay gaps are based on all posts.

The full-time figures are significant as a benchmark. They are more commonly quoted within the UK employment sector, and are seen as more reliable. Comparisons of the UK workforce headline pay gaps with SCRA are shown later in this section.

3.3 Part-time staff

| Part-time staff | Female | Male | Total | Pay Gap (%) 2014 |
|-----------------|--------|------|-------|------------------|
| Total | 176 | 8 | 184 | -24.1% |

The pay gap appears to indicate that male part-time staff are paid higher average pays than female part-time staff however, the -24.1% pay gap is influenced by the fact that 58.5% of the part-time female workers are in Grades A to D compared to less than 20% of male part-timers.

3.4 Comparison with the Scottish workforce headline pay gaps

| Pay gap | Scottish Workforce~ | SCRA |
|---------------------|---------------------|--------|
| Full-time Employees | -11.5 | -24.0% |
| All Employees | -32.4% | -26.0% |

(~ ONS Annual Survey of Hours and Earnings provisional results 2014 from

<http://www.closesthegap.org.uk/content/gap-statistics/> accessed 12th January 2015)

3.5 Full and Part-Time Comparison

| Full/Part-time Comparison | Full-time | Part-time | Total | Pay Gap 2014 # |
|---------------------------|-----------|-----------|-------|----------------|
| Total | 309 | 184 | 493 | -11.9 |

(Part-time average (mean) hourly rate all staff/Full-time average (mean) hourly rate all staff) x 100 =

TOTAL

$$100 - \text{TOTAL} = \text{PAY GAP}$$

Part-time staff average take home pay is lower than that of full-time staff. Although this pay gap is not based on gender but upon average (mean) hourly rate of pay between full-time and part-time staff, it has an influence on the Gender pay gap. 41.9% of female employees work part-time, compared to 11.1% of male employees. If average (mean) part-time hourly earnings are lower than full-time earnings, the Gender pay gap will be widened.

3.6 Race Pay Gap

| Ethnic Origin | White | BME | Refused/Not known | Total | Pay Gap (%) 2014 |
|---------------|-------|-----|-------------------|-------|------------------|
| Total | 382 | 9 | 102 | 493 | -9.03 |

Our 9 BME staff are evenly spread across Grades B to E. There is no reported concentration above Grade E.

The pay gap figures are misleading as around a fifth of all employees chose not to declare their race. SCRA is working with UNISON and our Equalities Network to ensure fuller reporting of future sensitive data.

3.7 Disability Pay Gap

| Disabled/Not Disabled | Not disabled | Declared Disabled | Refused/Not known | Total | Pay Gap (%) 2014 |
|--------------------------|--------------|----------------------|----------------------|-------|---------------------|
| Total | 59 | 13 | 421 | 493 | -9.17% ^ |

^ The disabled pay gap is not a meaningful figure due to the low declaration rate (14.6% of staff group). As noted earlier, SCRA is working with UNISON and our Equalities Network to ensure fuller reporting of future sensitive data.

Our Recruitment and Selection Policy and Equalities Outcomes set out our commitment to providing a supportive environment for disabled staff. We have been a Double Tick (positive about disabled people) disability symbol user since June 2008 and recognise that many of our disabled staff choose not to describe themselves as disabled. Disabled staff are spread across Grades B to F.

3.8 Age Pay Gap by Gender

| Age Group | Female | Male | Total | SCRA Pay Gap (%) 2014 | UK Workforce Pay Gap>> |
|-------------|--------|------|-------|--------------------------|---------------------------|
| 18-21 | 5 | 0 | 5 | 0% | - 5.7% |
| 22-29 | 39 | 4 | 43 | 42.7% | - 2.4% |
| 30-39 | 93 | 15 | 108 | -15.2% | -7.7% |
| 40-49 | 145 | 22 | 167 | -40.6% | -19.7% |
| 50-59 | 117 | 19 | 136 | -27.5% | -21.4% |
| 60 and over | 23 | 11 | 34 | -20.8% | -18.5% |

>>ONS Provisional Results Annual Survey of Hours and Earnings 2013 Table 20.6a Age by

Occupation (2 digit SOC 2010) hourly pay (excluding overtime) from

<http://www.ons.gov.uk/ons/publications/re-reference-tables.html?edition=tcm%3A77-328216>

4. Conclusion

Whilst SCRA has transparent pay structures, its ability to address gender occupational segregation since 2003 has been limited in part due to low turnover rates and, recently, low recruitment levels. SCRA has delivered on strengthening equality for its staff through its pay remits. Our 2014/16 pay remit significantly reduced the progression timescales (the time it takes to get from the bottom of a grade to the top) for all staff. Our progression timescales range from one to three years.

SCRA's Equalities Network has reviewed the data and specific duties, and has made the following proposals linked to SCRA's revised equality outcomes:

- SCRA's Organisational Development Manager to implement a training plan which supports women into senior leadership both within/outwith the organisation;
- The above training plan is supported by mentoring arrangements created through the Justice Sector Equality Sub Group and hopefully in time through the NDPB Equality Forum;
- SCRA works in partnership with UNISON to highlight the need for better employee self-reporting on sensitive data for future equality work and provides explanations as to why this information is so vital;
- SCRA's Equalities Network records real-life employment case studies of employees with SCRA who would be classified as having protected characteristics to encourage applications from individuals who might not otherwise apply and to also counter gender stereotypes;
- SCRA's Equalities Network identifies whether there are any potential barriers to progression for all staff in SCRA and subsequently works with internal and external partners to address these.
- SCRA will continue to work with partners (NDPB Equality Forum Group and the Justice Sector Equality Sub Group) to address concerns across the wider public service around recruitment and retention of staff from protected groups.
- SCRA's Recruitment and Selection Policy is revised in early 2015, in partnership with UNISON, to ensure processes meet best practice and encourage applications from the widest pool of applicants.
- SCRA rolls out unconscious bias training for staff in 2016 following unconscious bias training for senior management developed by the Justice Board.
- SCRA will review the pay rate for our Modern Apprentices against the Scottish Living Wage in future pay remits.

Do you have suggestions SCRA's Equalities Network could consider in relation to our future Equal Pay publications?

Please email: equalities@scra.gsi.gov.uk

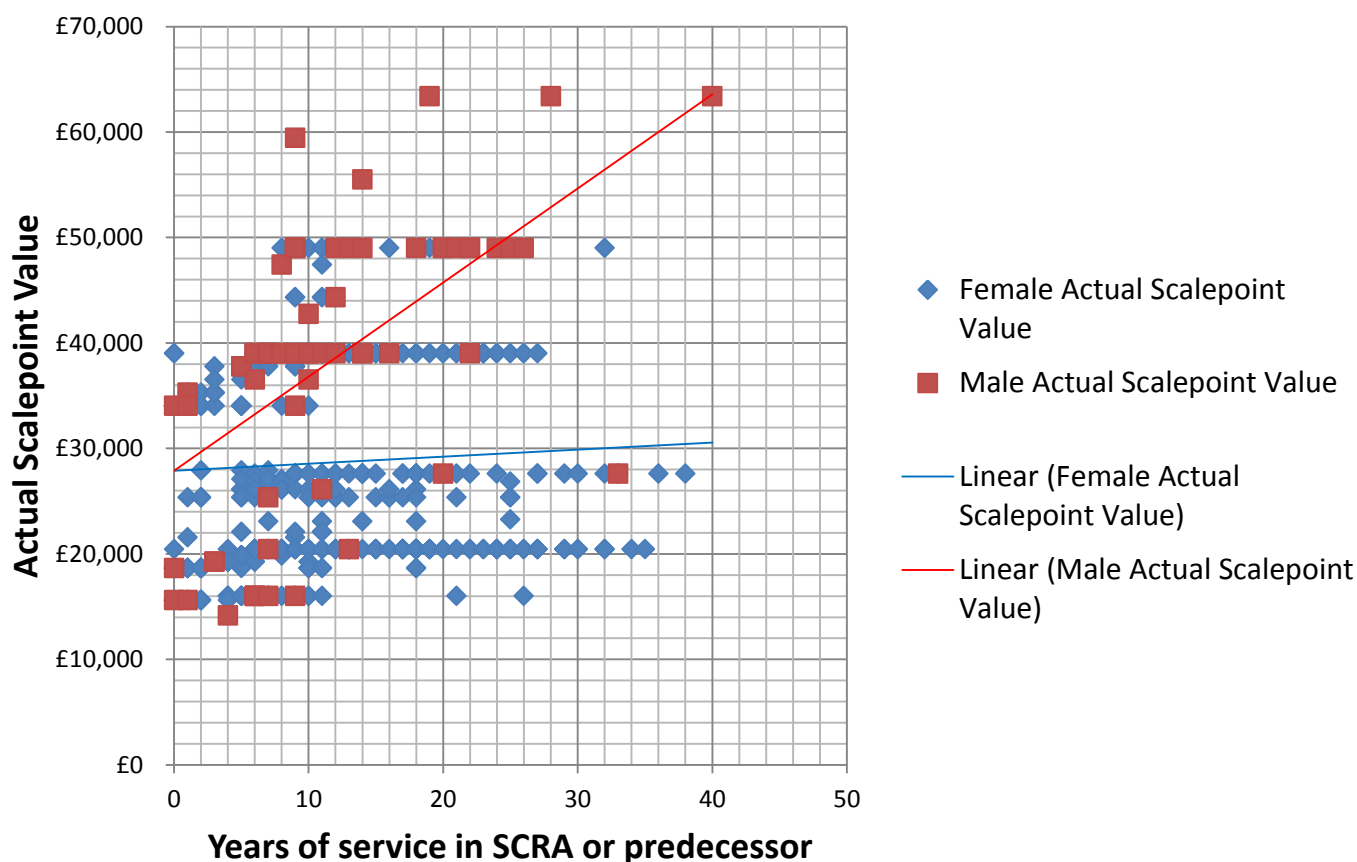
or write to us at: Equalities Network, c/o SCRA, Ochil House, Springkerse Business Park, Stirling, FK7 7XE

Appendix 1 - Salary compared to length of service.

This chart plots individual salary (vertical axis) against length of service (horizontal axis) within SCRA. Salary level has been cropped at £63,390 to protect individuals who would be readily identifiable. Each dot on the scatter graph represents an employee (men are red squares and women are blue diamonds).

Two trend lines were added that show the relationship between salary and length of service for men and for women. Those trend lines demonstrate the existence of a gender pay gap throughout the working careers of women and men within SCRA. Socio-economic factors and occupational choice in the wider marketplace influence these statistics, but as an organisation we will continue to work to reduce this gender pay gap.

SCRA has already been involved in the Justice Sectors Equality Sub Group work on “Scottish Future’s Workforce” to try and encourage more young people and those with protected characteristics into careers in the Justice sector.



The chart on the previous page does not show the years in a particular post in SCRA (this analysis cannot easily be extrapolated from our system). Over the past few years, SCRA has worked hard to ensure there are internal promotion prospects. This has resulted in staff with significant experience (both genders and all ages) moving on to better paid posts.

Staff are able to join SCRA as Support Assistant (Reception) and progress on to Support Administrator or Locality Support Manager roles with the appropriate training and development from SCRA. If they have the relevant qualifications and experience, they can also progress on to Assistant or Trainee Reporter posts. Staff in Trainee Reporter roles can progress into Reporter roles and ultimately Locality Reporter Manager positions in time. Case studies of career progression within SCRA are available on request.

As noted earlier, significant levels of female staff within SCRA skew our statistics. Many of our female staff are the primary carer for dependants (children or wider family) and this is clearly seen to have an impact upon their careers. They often choose to work part-time and concentrate on family life until situations with dependants change.

Appendix 2**Number of Staff per Grade by Gender**

| Grades | Female | Male | Grand Total |
|--------------------|---------------|-------------|--------------------|
| A | 36 | 7 | 43 |
| B | 121 | 5 | 126 |
| C | 10 | | 10 |
| D | 69 | 4 | 73 |
| E | 153 | 29 | 182 |
| E1 | 6 | | 6 |
| F | 23 | 19 | 42 |
| G | 1 | 5 | 6 |
| Miscellaneous | 3 | 2 | 5 |
| Grand Total | 422 | 71 | 493 |

Average (mean) Hourly Rates per Gender and Grade

| Grades | Female average (mean) hourly rate | Male average (mean) hourly rate | % difference |
|----------------|--|--|---------------------|
| A | £8.68 | £8.73 | -5% # |
| B | £10.88 | £10.77 | +1% |
| C | £12.29 | | n/a |
| D | £14.66 | £14.65 | 0% |
| E | £20.68 | £20.94 | -1.2% |
| E1 | £15.10 | | n/a |
| F | £26.32 | £26.55 | -0.8% |
| G | | £33.53 | n/a |
| Miscellaneous^ | £27.52 | £28.49 | n/a |

Note:

Where staff had 2 posts at different grades, the higher grade has been analysed and reported on for the purposes of this table.

The mean service for males and females was both 5 years however the medians for males were 6 and for females were 4. There were no equal pay issues evident when the data was looked at more closely.

^ Staff have been anonymised due to their small numbers in line with Partnership agreements with UNISON. Miscellaneous has a significantly wide range of staff and includes 2 staff on pay protection, a trainee Support Assistant and 2 Senior Managers.

Appendix 3

Leavers by Grade and Gender 2014

| Grades | Female | Male | Grand Total |
|--------------------|-----------|----------|-------------|
| A | 9 | 1 | 10 |
| B | 16 | | 16 |
| C | 2 | | 2 |
| D | 1 | 1 | 2 |
| E | 10 | 2 | 12 |
| E1 | | | 0 |
| F | 1 | 1 | 2 |
| G | | | 0 |
| Miscellaneous | | | 0 |
| Grand Total | 39 | 5 | 44 |

Leavers by Grade and Gender 2013

| Grades | Female | Male | Grand Total |
|--------------------|-----------|----------|-------------|
| A | 6 | 1 | 7 |
| B | 9 | 1 | 10 |
| C | 2 | 0 | 2 |
| D | 7 | 0 | 7 |
| E | 14 | 5 | 19 |
| E1 | | | 0 |
| F | 1 | 2 | 3 |
| G | | | 0 |
| Miscellaneous | | | 0 |
| Grand Total | 39 | 9 | 48 |

Appendix 4**Grading Structure**

| Grade | Roles | |
|-----------------------------|---|--|
| A | Support Assistant (Reception) Finance Administrator | Caretaker Security Person |
| B | Support Administrator | Admin Assistant (Property) |
| C | Business Assistant Lead Finance Administrator Information & Research Assistant Policy Assistant | Area Support Assistant Personal Assistant Communications Assistant Quality & Performance Assistant |
| D | Business Manager Assistant Reporter ICT/Support Services Officer Assistant Accountant Publications & Events Officer Procurement Officer Transactions Officer IT Operations/Project Officer | Locality Support Manager Victim Information Co-ordinator Technical Development Officer Assistant HR Officer Property Officer Payroll Officer IT Service Delivery/Training Officer Data Protection Officer |
| E1 | Trainee Reporter | |
| E | Reporter Accountant Health & Safety Adviser Database Administrator Executive Officer Corporate Performance Analyst Participation Officer | Senior Practitioner (with allowance) Human Resources Business Partner Property Development Officer IS Security/Technical Assurance Officer Research Officer Data Analyst |
| F | Locality Reporter Manager Technical Manager CMS Business Development Manager Quality Assurance Manager Head of Property Practice Reporter Accreditation Manager | Press & Communications Manager Service Delivery Manager Human Resource Manager Data Manager Estates Manager Policy and Public Affairs Manager |
| G | Head of Practice and Policy Head of Finance and Resources | Senior Operational Manager Head of Planning and Strategy |
| Miscellaneous Grades | Practice Manager Director of Support Services | Trainee Support Assistant Chief Executive/Principal Reporter |

Appendix 5 –

SCRA Pay Structure

| Scales 1/4/14 | Salary Step | | | | | | |
|--------------------------------------|--------------------|----------|----------|----------|----------|----------|----------|
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| A | | | | 15596 | 15997 | | |
| B | | | | 18651 | 19247 | 19844 | 20441 |
| C | | | | 21556 | 22065 | 22574 | 23083 |
| D | | | | 25366 | 26110 | 26854 | 27599 |
| E1 | 27071 | 27899 | | | | | |
| E | | | 34048 | 35288 | 36528 | 37768 | 39008 |
| F | | | 42755 | 44312 | 45869 | 47426 | 48984 |
| G | | | 55503 | 57475 | 59447 | 61419 | 63390 |
| H | | | 68319 | 70368 | 72417 | 74466 | 76514 |
| Trainee Support Administrator | 13976 | 14395 | | | | | |

| Scales 1/4/15 | Salary Step | | | | | | |
|--------------------------------------|--------------------|----------|----------|----------|----------|----------|----------|
| Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| A | | | | 15896 | 16297 | | |
| B | | | | | 19547 | 20144 | 20741 |
| C | | | | | 22285 | 22684 | 23083 |
| D | | | | | 26371 | 26985 | 27599 |
| E1 | 27371 | 28199 | | | | | |
| E | | | | 35641 | 36763 | 37885 | 39008 |
| F | | | | 44756 | 46165 | 47574 | 48984 |
| G | | | | 58049 | 59829 | 61609 | 63390 |
| H | | | | 71072 | 72868 | 74664 | 76514 |
| Trainee Support Administrator | 14342 | 14772 | | | | | |

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