



Lewes District Council

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Equal Pay Audit 2009

October 2009

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Introduction

1. This Equal Pay Audit compares the pay of men and women in the Council, explains any pay gaps and sets out how any such gaps that cannot be justified on grounds other than sex will be closed.

Scope

2. All items in a pay and benefit package need to be included in an Equal Pay Audit. The previous full audit in 2005 dealt with pension, holiday, allowances and bonuses and no changes have been made since then except that the bonus paid in the Planning Department has been discontinued. As a result, these items are not discussed in this report which concentrates on issues of basic pay and grading.
3. Women should receive equal pay to men when the work they do is "equal work". Equal work is "like work", "work rated as equivalent" or "work of equal value". The comparators should be doing "equal work" as established through one of those comparator mechanisms and must be employed by the Council.
4. All information used in this report is based upon pay records for current staff on 1 October 2009.

"Like Work"

5. To assess "like work" a comparison of jobs with similar job titles was carried out. The results for those jobs with both male and female occupants are in the following table.

Jobs with both male and female occupants	Average Full Time Equivalent (FTE) Salaries £		
	Female	Male	%Gap
Accounting Technician	25190	24792	1.61%
Administration Assistant	18422	19240	-4.25%
Benefits Assessor	19970	19791	0.90%
Benefits Technical Assessor	22162	22162	-
Building Control Surveyor	27918	27918	-
Caretaker	15617	14768	5.75%
Clerical Assistant	17840	15941	11.91%

Jobs with both male and female occupants	Average Full Time Equivalent (FTE) Salaries £		
	Female	Male	%Gap
Document Management Assistant	16371	15941	2.70%
Graphics Officer	22864	24393	-6.27%
Helpdesk Assistant	20321	20321	-
Housing Advice Officer	25190	23610	6.69%
Housing Officer	24991	25190	-0.79%
Kerbside Driver Collector	17840	17421	2.41%
Local Taxation Assistant	19618	19852	-1.18%
Parks Superintendent	21460	21460	-
Planning Assistant	25190	27918	-9.77%
Post Room Assistant	16371	16371	-
Recycling Operative	15010	15213	-1.33%
Senior Env. Health Officer	33739	32220	4.71%
Senior Env. Health Technician	27918	27918	-
Senior Planning Officer	32222	31921	0.94%
Systems Administrator	21460	22864	-6.14%
Team Clerk	17840	17840	-
Team Leader	21604	21806	-0.93%
Web Development Officer	22864	21162	8.04%

6. So there are 25 jobs with similar job titles that have both male and female occupants. In 10 of these the average FTE salary for women is higher than that for men and in 8 jobs the opposite applies.
7. What are the reasons for the gaps? The two most obvious areas for further investigation are:
- If the jobs being compared are not similar, even though the job titles may be

- If the difference in average salary is because of the incremental structure of our grades and higher salaries are being paid because those staff have been employed longer.
8. The table below shows those jobs that have both male and female occupants with identical periods of service with the Council.

Jobs with both male and female occupants with identical service length	Average Full Time Equivalent (FTE) Salaries £			
	Years service	Female	Male	%Gap
Administration Assistant	1	18067	17017	6.17%
Administration Assistant	3	17840	17840	-
Administration Assistant	12	19606	22864	-14.25%
Kerbside Driver Collector	2	17840	17426	2.38%
Local Taxation Assistant	20	20321	20321	-
Parks Superintendent	0	21460	21460	-
Post Room Assistant	2	16371	16371	-
Recycling Operative	7	15617	15617	-
Senior Env. Health Officer	2	33739	29590	14.02%
Senior Planning Officer	2	33739	32779	2.93%
Team Leader	8	27064	17426	55.31%

9. So for example, we have both male and female Senior Planning Officers who have two year's service with the Council, but the pay gap is 2.93%. In all, we have six jobs like this that need further investigation.
10. In the case of the Administration Assistant job, the comparators are in three separate roles, each paid at a different grade i.e. although the job titles are the same the jobs themselves are not..
11. In all the other cases, the differences can be explained by length of service. The table shows length of employment with the Council, but each of these remaining four jobs includes people who have had other jobs with the Council. There are differences in service length in those particular jobs that explains the apparent pay gap.

“Work Rated as Equivalent” or “Work of Equal Value”

12. The Council uses a job evaluation system to assess the grades of all staff except the heads of department who form the Corporate Management Team (CMT). The system breaks down each job into seven factors:

- Knowledge
- Relations with People
- Creativity
- Accountability
- Impact
- Management and Supervision
- Initiative and Independent Action

13. In brief, a panel consisting of CMT members (observed by UNISON) gives scores against each factor and the total score obtained determines the grade set for that job.

14. By using a job evaluation scheme, each job with “work rated as equivalent” and “of equal value” is given the same grade. The scheme has been in use since 1991 when it was accepted by both the Council and the union that it was “gender neutral”. This was reconfirmed in 2002 when the Council introduced the results of the single status exercise and it was agreed that the job evaluation scheme would continue to be used.

15. So it should be possible to use an analysis of grades to show whether there are any significant differences between man and women for “work of equal value”. The table below shows results for those grades with both male and female occupants.

Jobs with both male and female occupants	Average Full Time Equivalent (FTE) Salaries £		
Grade	Female	Male	%Gap
CMT MT1	66168	66168	-
PO3-6	33419	33311	0.32%
PO7-10	37410	37470	-0.16%
PO11-14	41070	41396	-0.79%

Jobs with both male and female occupants **Average Full Time Equivalent (FTE) Salaries £**

Grade	Female	Male	%Gap
Sc1	14765	14827	-0.42%
Sc2	16554	16263	1.79%
Sc3	17790	17656	0.76%
Sc4	19804	20141	-1.67%
Sc5	22458	22559	-0.45%
Sc6	25158	24911	0.99%
SO1	27861	27747	0.41%
SO2	30426	30309	0.39%

16. So we have 12 grades with both male and female staff. In 5 of these the average FTE salary for women is less than that for men and in 6 the opposite applies.

17. Once again, the most obvious explanation for the gaps is because of the incremental structure of our grades and higher salaries are being paid because those staff have been employed longer.

18. The table below shows those grades that have both male and female occupants with identical periods of service with the Council.

Jobs with both male and female occupants with identical service length

Grade	Years Service	Average Full Time Equivalent (FTE) Salaries £			Cause of Pay Gap
		Female	Male	% Gap	
PO03-06	2	33739	32779	2.93%	Individually agreed starting salaries within the grade
PO03-06	9	32779	33739	-2.85%	Service in the grade
PO03-06	14	33739	32813	2.82%	Service in the grade
PO07-10	6	36708	36708	-	

Jobs with both male and female occupants with identical service length

Grade	Years Service	Average Full Time Equivalent (FTE) Salaries £		% Gap	Cause of Pay Gap
		Female	Male		
PO07-10	9	37644	37644	-	
PO11-14	19	41396	41396	-	
SC01	0	14357	13980	2.70%	Individually agreed starting salaries within the grade
SC01	2	14404	14343	0.43%	Individually agreed starting salaries within the grade
SC01	7	15617	15162	3.00%	Individually agreed starting salaries within the grade
SC02	1,2 and 3	16371	16371	-	
SC03	0	17186	16785	2.39%	Individually agreed starting salaries within the grade
SC03	1	17386	17119	1.56%	Individually agreed starting salaries within the grade and service in the grade
SC03	2	17788	17426	2.08%	Service in the grade
SC03	3	17702	17771	-0.39%	Service in the grade
SC03	4	17737	17840	-0.58%	Service in the grade
SC03	5	17840	17840	-	
SC03	7	17840	17840	-	
SC03	8	17840	17426	2.38%	Service in the grade
SC03	11	17840	17840	-	

Jobs with both male and female occupants with identical service length

Grade	Years Service	Average Full Time Equivalent (FTE) Salaries £		% Gap	Cause of Pay Gap
		Female	Male		
SC03	12	17840	17840	-	
SC03	20	17840	17840	-	
SC04	0	18404	19341	-4.84%	Individually agreed starting salaries within the grade
SC04	1	19145	18915	1.22%	Individually agreed starting salaries within the grade
SC04	2	20321	20142	0.89%	Individually agreed starting salaries within the grade
SC04	3	20082	20321	-1.18%	Service in the grade
SC04	4	19963	20321	-1.76%	Service in the grade
SC04	5,7 and 9	20321	20321	-	
SC04	12	19963	20321	-1.76%	Service in the grade
SC04	14,17,19 and 20	20321	20321	-	
SC05	0	21460	21757	-1.37%	Individually agreed starting salaries within the grade
SC05	4	22864	22162	3.17%	Service in the grade
SC05	5,7 and 8	22864	22864	-	
SC06	0	25190	24393	3.27%	Service in the grade
SC06	2	25190	24400	3.24%	Service in the grade

Jobs with both male and female occupants with identical service length

Grade	Years Service	Average Full Time Equivalent (FTE) Salaries £		% Gap	Cause of Pay Gap
		Female	Male		
SC06	3	25190	25190	-	
SC06	4	25190	24393	3.27%	Service in the grade
SC06	5	25190	25190	-	
SC06	6	25190	24393	3.27%	
SC06	7,9 and 10	25190	25190	-	
SO01	3	28193	27918	0.99%	Service in the grade
SO01	7	27918	27918	-	
SO01	16	27918	27918	-	
SO02	7	30426	29585	2.84%	Service in the grade

19. There are 8 cases where the pay gap favours men and 18 where it favours women. This suggests that there is not a fundamental problem of sex discrimination within the existing grading structure

20. Once again, the length of service quoted is service with the Council, not necessarily with that grade. Grades of individual jobs change as duties are added or deleted and it is policy to re-evaluate each job before recruitment. Staff may also ask for re-evaluations if they think their job has changed.

21. In the majority of cases the cause of the pay gap is the length of time staff have been in that grade i.e. some staff have received more incremental rises because they have been employed in that grade longer.

22. The other main cause for differences is starting salaries. Because each grade has a number of incremental points, starting salaries sometimes vary so that we can recognise the “market” or significant experience with other employers. In time, these differences disappear as staff reach the top of the grade.

Summary

23. Overall, the Council's position on equal pay appears to be sound. Perhaps the only issue to tackle is to check the position of the long term personal salary protections.
24. Overall, the average FTE pay in the Council is £22,639 for females and £25,514 for males. This reflects that males are more likely to occupy the more senior posts in the Council. That needs to be tackled through the actions already underway as part of the Workforce and Workforce Development Plans rather than anything specific pay or grading changes arising from this audit.
25. The action plan arising from this audit including the outcomes the Council should seek is set out in the next section. The audit will be repeated in 3 years time.

Action Plan

Actions identified in 2005 Audit

Action Identified	Action Taken
Review the existing personal protections in place and see whether staff can be redeployed to jobs more appropriate for the salaries paid	Personal protections have been reviewed, but there has been little opportunity to redeploy staff to jobs more appropriate for the salaries paid. Additional protection sfor medical redeployment, redundancy protection etc. are introduced each year but these are all now time limited.
Identify any effects on equal pay objectives when new employment policies or procedures are being introduced	All new employment policies or procedures have an equalities impact assessment made that includes equal pay considerations.
Monitor the male/female pay gap annually and identify, where possible, steps to take to help close that gap	Annual reports to Employment committee have shown that the overall pay gap is narrowing each year.

Actions from 2009 Audit

Desired Outcome	Action	Resources	Target Date	Responsibility
The Council has employment policies and procedures that support equal pay objectives	Identify any effects on equal pay objectives when new employment policies or procedures are being introduced	Staff time	On-going	Head of Business Services

Closing the overall Council wide male/female pay gap	Monitor the gap annually and identify, where possible, steps to take to help close that gap	Staff time	Annual	Head of Business Services
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Resources

26. The main resource needed for delivery of the action plan is staff time – time for research, analysis and to design and implement any necessary programmes.
27. The finance available to deliver the action plan is limited to the annually agreed revenue budgets. The actions listed will be constrained by those budgets. In the event that additional money is needed, those costs will be identified and specific approval sought before any expenditure is incurred.

Risk Assessment

28. The major risks for the achievement of this plan are:
 - Lack of finance to fund the necessary programmes
 - Lack of staff time to complete the activities listed because of other conflicting demands
29. The risks will be minimised by building the individual projects into the annual service plans and through use of the Council's project management methodology to identify and limit the size and cost of each individual activity.