



Appendix 1

Employment Information – February 2013

February 2013

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Introduction to equal pay and occupational segregation statements

The Care Inspectorate is an equal opportunities employer and all staff should be treated equally irrespective of their age, disability, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or transgender, sexual orientation, working pattern, employment status, caring responsibility, or trade union membership, and receive equal pay for doing equal work or work of equal value. We will operate a pay and reward system which is transparent, based on objective criteria and free from discrimination.

Our staff

As at January 2013, we employed 591 people. Around 85% were directly concerned with scrutiny, inspection and regulation on a day to day basis. The remainder provide business and support services such as legal advice, finance and information technology.

What the Law says we must do:

On 27 May the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force and this says we must:

- publish information on the percentage difference among employees between mens average hourly pay (excluding overtime) and womens average hourly pay (excluding overtime)
- publish a statement about our policy on equal pay among our employees between men and women; people who are disabled and people who are not and; people who are in a minority ethnic group and people who are not
- publish a statement about our policy on occupational segregation among our employees between men and women; people who are disabled and people who are not and; people who are in a minority ethnic group and people who are not.

Equal Pay – Policy Statement

We are committed to ensuring equal pay. We believe that staff should receive equal pay for work of equal value, for the same or broadly similar work and work rated as equivalent irrespective of gender, disability race or ethnicity, part time or fixed term status.

We operate a single job evaluation scheme to measure the relative value of all jobs in our pay and grading structure within an overall framework that is consistent, transparent and fair.

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Occupational Segregation – Policy Statement

We are committed to ensuring equal pay and to removing barriers in terms of occupational segregation. We believe that all staff should have the same opportunity for employment development and promotion irrespective of gender, disability race or ethnicity, part time or fixed term status.

We operate fair selection procedures within an overall recruitment framework that is consistent, transparent and equal.

Percentage difference between men and women's average hourly pay

The figures in tables A and D below show that the average salary between most men and women compare favourably. Most of our staff are employed as Inspectors and our figures show a 2% difference in the average salary for that role, with men being paid 2% more than women. Of our 591 staff members, 81% are female and 19% are male. 80% of full time jobs are occupied by women and 20% by men. Of the 78 people we employ in part time work 96% are female.

All payments are made on a salary basis and the percentages shown can equally be applied to an hourly rate.

We follow Pay Policy Guidance of the Scottish government which aims to ensure that pay is fair and non discriminatory.

The Pay Policy unit have advised that there are a higher proportion of women, those with disability and younger and older people earning under £21,000. We have put into place low pay measures from 2011 to protect these individuals. This will also reduce the gender pay gap through increasing the overall base levels of pay where women are overly concentrated.

Across the public sector women are significantly under represented among senior appointments. Table D shows this is clearly not the case within the Care inspectorate.

Our objectives in relation to promoting equal pay and removing occupational segregation are to:

- operate a reward system that is transparent, based on objective criteria and free from bias or discrimination
- regularly review our pay and reward system to eliminate any discrimination including taking appropriate measures to ensure fair promotion, and development opportunities
- work with our recognised trade unions to ensure equality within our reward system.
- conduct an annual equal pay audit.

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- all human resources policies and procedures are subject to an equality impact assessment where appropriate
- develop an equality and diversity in employment action plan
- attract and retain employees who are committed to delivering excellent public service through supporting equality of opportunity and by valuing diversity within the workforce.

All Employees

Table A

	Total Employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT Salary (£)	Average Salary Female (£)	Average Salary Male (£)	Female Salary as a % of Male Salary	Average Age	Average Age Female	Average Age Male
All employees	591	565.8	460.7	105.1	81%	19%	33,200.29	32,311.79	37,173.88	86.9%	48.0	47.9	48.8
Full-time employees	513	513	410.0	103.0	80%	20%	34,000.12	33,128.41	37,470.04	88.4%	47.9	47.8	48.6
Part-time employees	78	52.8	50.7	2.1	96%	4%	27,939.89	27,725.29	31,073.00	89.2%	48.7	48.5	51.6

Table B

Salary Scales
2012 - 2013

	Range Minimum	Range Maximum
Chief Executive (14)	£110,000	£110,000
11	£64,389	£73,995
10/C2	£55,584	£64,389
9	£45,192	£51,309
8	£40,929	£47,019
7	£35,721	£41,751
6	£31,719	£36,435
5/6	£27,570	£36,435
5	£27,570	£31,719
4/B1	£22,401	£25,737
3/B1	£19,544	£22,457
2/A3	£17,078	£19,544
1	£14,600	£16,742

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Table C Job Titles

<p>Grade 14 Chief Executive</p>	<p>Grade 6 Comments and Complaints Co-ordinator</p>
<p>Grade 11 Director of Corporate Services Director of Strategic Development</p>	<p>Grade 5/6 ROCA PLA Employee Development Adviser Inspectors</p>
<p>Grade 10 Head of Legal Services Head of Quality & Improvement Inspection Programme Manager Inspection Programme Manager Inspection Programme Manager Nurse Consultant - CAMHS Nurse Consultant Infection Control Nurse Consultant - Dementia Champion Registration Manager Rehab Consultant for Older People Senior Inspector</p>	<p>Grade 5 Administrative Officer Communications Co-ordinator Facilities Adviser HR Adviser - Health & Safety Human Resources Adviser Income Control Officer Information Analyst Lead Developer - Online Services Network Support Administrator Office Manager Participation Devel Officer Payment Control officer Policy Analyst Senior Accountant Technician User Support Co-ordinator</p>
<p>Grade 9 Complaints & Quality Assurance Manager Employee Development Manager Head of Finance & Corp Governance Head of ICT Human Resources Manager Intelligence & Methodologies Manage Projects Adviser</p>	<p>Grade 4 Desktop Support Analyst Inspection Support Manager Involvement Co-ordinator Executive Assistant</p>
<p>Grade 8 Inspector Manager Senior Solicitor - SCRC Technical Services Manager Communications Manager Development Officer</p>	<p>Grade 3 Administrative Officer Graphic Designer Helpdesk Administrator Finance Assistant Lotus Notes & PMS Support Analyst Web & Database Administrator Inspection Support Administrator HR Assistant Corporate Services Administrator Information Governance Co-ordinator</p>
<p>Grade 7 Senior HR Adviser Corporate Admin Manager P A Infection Prevention & Control Policy and Research Officer Prof Adviser - Equalities & Involve Prof Adviser - Palliative Care Prof Adviser - Tissue Viability Prof Adviser, Info Governance Professional Adviser - Finance Professional Adviser - IHD Professional Adviser - Medicine Professional Adviser - Mental Health Professional Adviser - Nutrition Professional Adviser - Pharmacy Professional Adviser - Pharmacy Professional Adviser - RSDI ROCA Programme Co-ordinator Senior Accountant Senior Communications Adviser Senior Em Dev Advisor Ops Senior Human Resources Adviser Solicitor</p>	<p>Grade 2 Secretary Helpdesk Administrator - eForms</p>
	<p>Grade 1 Administrative Assistant Receptionist</p>

Table D All Employees by Grade

Grade	Total Employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT Salary (£)	Average Salary Female (£)	Average Salary Male (£)	Female Salary as a % of Male Salary	Average Age	Average Age Female	Average Age Male	Count of Female Employee	Count of Male Employee
14	1	1.0	1.0		100%	0%	110,000.00	110,000.00	-		57	57		1	
11	2	2.0	1.0	1.0	50%	50%	83,500.00	85,000.00	82,000.00	104%	45	43	46	1	1
10/C2	29	24.6	16.6	8.0	67%	33%	53,333.55	52,106.25	56,060.89	93%	53	53	54	20	9
9	7	7.0	5.0	2.0	71%	29%	51,351.86	50,514.00	53,446.50	95%	49	50	47	5	2
8	40	39.6	25.6	14.0	65%	35%	46,165.30	46,156.66	46,181.36	100%	51	51	50	26	14
7	24	23.2	20.9	2.3	90%	10%	42,041.79	41,878.14	43,187.33	97%	48	47	49	21	3
6	1	1.0		1.0	0%	100%	36,435.00		36,435.00	0%	60		60		1
5/6	308	297.5	242.7	54.8	82%	18%	35,283.87	35,153.12	35,872.20	98%	50	49	52	252	56
5	31	30.3	23.3	7.0	77%	23%	30,530.32	30,479.13	30,705.86	99%	39	41	35	24	7
4/B1	6	5.5	4.5	1.0	82%	18%	25,226.67	25,124.60	25,737.00	98%	42	43	37	5	1
3/B1	35	33.9	28.9	5.0	85%	15%	22,016.51	22,084.33	21,609.60	102%	45	46	40	30	5
2/A3	11	11.0	10.0	1.0	91%	9%	19,578.36	19,581.80	19,544.00	100%	45	47	27	10	1
1	96	89.2	81.2	8.0	91%	9%	16,614.75	16,628.71	16,461.13	101%	44	45	36	88	8

Table E Full Time Employees by Grade

Grade	Total Employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT Salary (£)	Average Salary Female (£)	Average Salary Male (£)	Female Salary as a % of Male Salary	Average Age	Average Age Female	Average Age Male	Count of Female Employee	Count of Male Employee
14	1	1.0	1.0		100%	0%	110,000.00	110,000.00			57	57		1	
11	2	2.0	1.0	1.0	50%	50%	83,500.00	85,000.00	82,000.00	104%	45	43	46	1	1
10/C2	23	23.0	15.0	8.0	65%	35%	61,994.61	61,421.87	63,068.50	97%	54	53	55	15	8
9	7	7.0	5.0	2.0	71%	29%	51,351.86	50,514.00	53,446.50	95%	49	50	47	5	2
8	39	39.0	25.0	14.0	64%	36%	46,143.41	46,122.17	46,181.36	100%	51	52	50	25	14
7	22	22.0	20.0	2.0	91%	9%	41,872.36	41,884.50	41,751.00	100%	48	48	48	20	2
6	1	1.0		1.0	0%	100%	36,435.00		36,435.00	0%	60		60		1
5/6	271	271.0	218.0	53.0	80%	20%	35,317.37	35,190.22	35,840.35	98%	50	49	52	218	53
5	28	28.0	21.0	7.0	75%	25%	30,402.96	30,302.00	30,705.86	99%	39	41	35	21	7
4/B1	5	5.0	4.0	1.0	80%	20%	25,325.00	25,222.00	25,737.00	98%	40	40	37	4	1
3/B1	28	28.0	23.0	5.0	82%	18%	21,996.71	22,080.87	21,609.60	102%	46	47	40	23	5
2/A3	11	11.0	10.0	1.0	91%	9%	19,578.36	19,581.80	19,544.00	100%	45	47	27	10	1
1	75	75.0	67.0	8.0	89%	11%	16,564.24	16,576.55	16,461.13	101%	42	43	36	67	8

Table F Part Time Employees by Grade

Grade	Total Employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT Salary (£)	Average Salary Female (£)	Average Salary Male (£)	Female Salary as a % of Male Salary	Average Age Female	Average Age Male	Count of Female Employee	Count of Male Employee
10/C2	6	1.6	1.6	0.0	100%	0%	20,132.83	24,159.40	-		52	46	5	1
8	1	0.6	0.6		100%	0%	47,019.00				43		1	
7	2	1.2	0.9	0.3	74%	26%	43,905.50	41,751.00	46,060.00	91%	43	51	1	1
5/6	37	26.5	24.7	1.8	93%	7%	35,038.50	34,915.28	36,435.00	96%	50	54	34	3
5	3	2.3	2.3		100%	0%	31,719.00	31,719.00			42		3	
4/B1	1	0.5	0.5		100%	0%	24,735.00	24,735.00			52		1	
3/B1	7	5.9	5.9		100%	0%	22,095.71	22,095.71			42		7	
1	21	14.2	14.2		100%	0%	16,795.14	16,795.14			49		21	

Table G Employees Disability

	Total Employees	Total Employees Disabled	Total Employees not Disabled	Employees (FTE)	Disabled (FTE)	Not Disabled (FTE)	% Disabled	% Not Disabled	Average FT Salary (£)	Average Salary Disabled (£)	Average Salary - Not Disabled (£)	Disabled Salary as a % of Not Disabled Salary
All employees inc CE	591	15	576	565.8	14.5	552.4	3%	98%	£ 33,200.29	£ 33,668.00	£ 32,718.39	102.9%
Full-time inc CE	513	12	501	513.0	12.0	502.1	2%	98%	£ 34,000.12	£ 35,782.17	£ 33,417.40	107.1%
Part-time	78	3	75	52.8	2.5	50.3	5%	95%	£ 27,939.89	£ 25,211.33	£ 28,049.03	89.9%

Table H

Employees – Ethnicity

	Total Employees	Total British Employees	Total non British Employees	Total Unknown Employees	Employees (FTE)	British (FTE)	Non British (FTE)	Unknown (FTE)	% British	% Non British	% Unknown	Average FT Salary (£)	Average Salary - British (£)	Average Salary - Non British (£)	Average Salary - Unknown (£)
All employees inc CE	591	489	31	71	565.8	468.5	30.5	68.0	83%	5%	12%	£ 33,200.29	£ 31,566.35	£ 33,096.26	£ 40,695.39
Full-time inc CE	513	427	29	57	513.0	427.1	29.0	58.1	83%	6%	11%	£ 34,000.12	£ 32,271.59	£ 33,031.41	£ 42,695.14
Part-time	78	62	2	14	52.8	41.4	1.5	9.9	78%	3%	19%	£ 27,939.89	£ 26,701.43	£ 34,036.50	£ 32,553.57

	Total Employees	Total African Employees	Total Any Mixed Employees	Total Any Other White Employees	Total Indian Employees	Total Irish Employees	Total Other British Employees	Total Scottish Employees	Total Unknown Employees
All employees inc CE	591	2	5	12	2	10	65	424	71
Full-time inc CE	513	2	5	10	2	10	55	372	57
Part-time	78	0	0	2	0	0	10	52	14

	Total (FTE)	Total African (FTE)	Total Any Mixed (FTE)	Total Any Other White (FTE)	Total Indian (FTE)	Total Irish (FTE)	Total Other British (FTE)	Total Scottish (FTE)	Total Unknown (FTE)
All employees inc CE	566.9	2.0	5.0	11.5	2.0	10.0	61.5	406.9	68.0
Full-time inc CE	514.1	2.0	5.0	10.0	2.0	10.0	55.0	372.1	58.1
Part-time	52.8	0.0	0.0	1.5	0.0	0.0	6.5	34.9	9.9

Table H continued

Employee Ethnicity

		% African	% Any Mixed	% Any Other White	% Indian	% Irish	% Other British	% Scottish	% Unknown
All employees inc CE	100%	0.35%	0.88%	2.03%	0.35%	1.76%	10.86%	71.78%	11.99%
Full-time inc CE	100%	0.39%	0.97%	1.94%	0.39%	1.94%	10.70%	72.36%	11.30%
Part-time	100%	0.00%	0.00%	2.81%	0.00%	0.00%	12.40%	66.06%	18.73%

	Average FT Salary (£)	Average Salary - African (£)	Average Salary - Any Mixed (£)	Average Salary - Any Other White (£)	Average Salary - Indian (£)	Average Salary - Irish (£)	Average Salary - Other British (£)	Average Salary - Scottish (£)	Average Salary - Unknown (£)
All employees inc CE	£33,200.29	£36,078.00	£31,150.40	£33,972.92	£41,727.00	£30,694.70	£33,604.13	£31,252.80	£40,695.39
Full-time inc CE	£34,000.12	£36,078.00	£31,150.40	£33,960.20	£41,727.00	£30,694.70	£35,094.22	£31,854.26	£42,695.14
Part-time	£27,939.89	£ -	£ -	£34,036.50	£ -	£ -	£25,408.64	£26,950.04	£32,553.57

Tables A - F show numbers of men and women we employ, how many hours they work, what jobs they do and how much we pay them.

We employ 591 staff members, of these 81% are female and 19% are male. 80% of full time jobs are occupied by women and 20% by men.

Of the 78 people we employ in part time work 96% are female. Most of our staff are employed as inspectors and our figures show that the average salary between men and women in that role compared favourably with a 2% difference in favour of men.

Table G shows numbers of people with a disability who we employ, how many hours they work, what jobs they do and how much we pay them.

Of our 591 staff members, 15 declared themselves disabled. The average salary of those staff is marginally higher than people who have not declared themselves disabled. 12 of the 15 people work full time and 3 work part time. In the interests of maintaining anonymity for individual staff, with such low numbers being reported on, we have not broken the information down in terms of roles.

Table H shows diversity of race and ethnicity within our workforce, how many hours people work, what jobs they do and how much we pay them.

Of our 591 staff members, 2 staff identified as African, 2 as Indian, 12 as White Other, 5 as mixed ethnicity, 10 as Irish, 65 as British and 424 as Scottish. 71 of our employees have preferred not to identify themselves in terms of race or ethnic origin.

Of our 78 staff members who work part time, 2 identify as White Other, 10 are British Other, 52 are Scottish. 14 employees have preferred not to identify themselves in terms of race or ethnic origin.

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