

**COMMITTEE:** Joint Consultative Committee [insert]  
**MEETING DATE:** 04 March 2026  
**BY:** Executive Director for Council Resources  
**REPORT TITLE:** Employee Equal Pay Audit Report (2024-25)  
**REPORT STATUS:** Public

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## **1 PURPOSE OF REPORT**

- 1.1 To provide the Joint Consultative Committee (JCC) with the details of the 2024-25 Equal Pay Report.

## **2 RECOMMENDATIONS**

- 2.1 The JCC are asked to note this paper.

## **3 BACKGROUND**

- 3.1 East Lothian Council is currently bound by duties arising from the Equality Act 2010 (Specific Duties and Public Authorities) Regulation 2012 which sets out that public bodies with more than 250 employees (20 employees in Scotland) must report on gender issues. The Council must comply with regulations for any year where it has a headcount of 20 or more employees on the snapshot date (31 March annually). Best practice outlined by the Equality and Human Rights commission (EHRC) recommends that equal pay reviews are the most appropriate method of delivering a pay system free from gender biases.
- 3.2 The duty requires public authorities to publish gender pay gap information on the percentage difference between the average hourly pay (excluding overtime) for males and females.
- 3.3 The Council has 4 separate grading structures:
- Local Government employees – Grades 1 to 13 underpinned using the Scottish Joint Councils Job Evaluation Scheme.

- Teachers and associated professionals – Jobs sized in accordance with Scottish Negotiating Committee for Teacher (SNCT) rules.
- Chief Officials – Local Collective Agreement (pay based on nationally agreed scales).
- CRAFT Workers – Local Collective Agreement.

3.4 The Council is committed to monitoring equality and in providing analysis and recommendations regarding reward management, policy and the best practice of managers and employees across the entire council.

### Methodology

3.5 An analysis of all pay and grading structures by gender at the snapshot date of 31<sup>st</sup> March 2025 was carried out to determine the gender impact on the workforce.

3.6 Analysis included the following pay elements:

Pay Element	Description
Basic pay	Including contractual overtime
Allowances	e.g., first aid allowances, on call payments, recruitment and retention payments, car allowance, homeworking allowance etc.
Pay for leave	e.g., annual leave, maternity, paternity, parental or shared parental leave, sick leave, special leave etc.
Shift premium pay	i.e., the difference between basic pay and any higher rate paid for work during different times of the day or night

3.7 Non-contractual overtime payments, redundancy, or termination of employment payments, pay in lieu of annual leave or pay which is not money must not be included in the above. As well as non-contractual overtime pay, payments such as allowances earned during paid overtime hours should also be excluded from ordinary pay. Additional exclusions include benefits in kind & interest free loans. Where an employee has a salary sacrifice arrangement, their gross pay after the salary sacrifice reduction is used in the calculations.

3.8 Analysis was conducted within the following scope:

Data Scope	Staffing Demographic
Employees Group in Scope	LGE, Chief Official, Teaching, CRAFT Workers
Employee Groups Excluded	Agency workers
Contracts in Scope	Permanent, Fixed Term, Temporary
Contracts Excluded	Casual Workers

- 3.9 ELC is required to calculate the required information as set out in the regulations.
- Its mean gender pay gap.
  - Its median gender pay gap.
  - The proportion of each gender in each quartile pay band.
- 3.10 There are specific rules set out in the regulations which employers must follow in relation to how they calculate the pay gap figures:
- A month must be treated as 30.44 days.
  - A year must be treated as 365.25 days.
  - When calculating quartile data; the workforce must be divided into four equal sized groups of full-pay relevant employees based on their hourly pay.
  - Should employees on the same hourly pay overlap between hourly pay quarters, employees should be split as evenly as possible across the quartiles either side of the overlap – with respect to the gender distribution of that hourly pay.
- 3.11 It is a legal requirement for all relevant employers to publish their gender pay gap report. Failing to do so within one year of the snapshot date is unlawful.
- 3.12 The Equality and Human Rights Commission has the power to enforce any failure to comply with the regulations.

### **Gender Pay Gap**

#### Gender Pay Gap - What is it?

- 3.13 Gender pay gap is expressed as a percentage and is calculated by working out the difference between the average pay of all male employees and the average pay of all female employees.

A negative pay gap figure for example means that the average pay of men is lower than the average pay of women. Within East Lothian Council all employees are paid equally for doing equivalent jobs. All roles are evaluated using the Scottish Joint Council Job Evaluation Scheme.

### **General Findings**

- 3.14 The headcount of employees in East Lothian Council was 4773 as at the snapshot date (31<sup>st</sup> March 2025) The percentage of East Lothian Council employees in each gender analysis group was:

Female: 71.9%

Male: 28.1%

- 3.15 The gender split is reflective of other local authorities.

The 2024 Scottish Local Government Workforce Report reported that 74.3% of Council Employees were women, compared with 52% of the

adult population (Unison Scotland [link](#)). This demonstrates an increase in women's representation from the 2017 data. 2019 Government statistics showed part-time employment accounts for 41.2% of all women's employment compared with 12.4% of all men's employment (Scottish Government [link](#)).

### Mean Gender Pay Gap

- 3.16 The mean of a group of values is the sum of all values added together and then divided by the number of values in the dataset. The mean hourly rate is the average hourly rate across the entire organisation. The mean gender pay gap represents the pay gap across the entire organisation between men's mean hourly wage and women's hourly wage.
- 3.17 The mean average pay for East Lothian Council was £21.51.

Mean Average Hourly Rate		Mean Average Pay Gap between Female and Male Employees
Female Employees	Male Employees	
£21.44	£21.58	0.64%

The mean average gender pay gap has increased from 0.51% to 0.64%. For every £1 a male employee earns, on average a female employee earns 0.99p (rounded to the nearest penny).

### Median Gender Pay Gap

- 3.18 The median hourly rate is calculated by ranking all employees by gender from the highest paid to the lowest paid and taking the hourly wage of the person in the middle; the median gender pay gap is the difference between the median hourly wage of female employees and the median hourly wage of male employees.
- 3.19 The median average pay for East Lothian Council was £18.65.

The median average gender pay gap has decreased from 4.36% to 4.21%. However, for every £1 a male employee earns; a female employee continues to earn 4p less (rounded to the nearest pence).

Median Average Hourly Rate		Median Average Pay Gap between Female and Male Employees
Female Employees	Male Employees	
£18.45	£19.26	4.21 %

### Bonus Pay Analysis

- 3.20 East Lothian Council does not pay bonus payments to any group of employees. Therefore, our bonus gender pay gap is 0 % for male

employees and 0 % for female employees. This is following the implementation of Single Status in 2008.

**Proportion of Female Employees and Male Employees by Quartile**

3.21 The expectation would be that the gender breakdown in each quartile would reflect the overall gender breakdown 71.90% female and 28.10% male.

Quartile	Female Employees	Male Employees
Lower Quartile	73.95%	26.05%
Lower Middle Quartile	75.27%	24.73%
Upper Middle Quartile	63.45%	36.55%
Upper Quartile	74.94%	25.06%

3.22 Since last year’s data was captured, we have seen a decrease in the proportion of females in the Upper Quartile, however, this proportion remains broadly representative of the gender spread (+/-3%).

3.23 In both the Lower Quartile and the Lower Middle Quartile the ratio of males-to-females has slightly increased. This differs from previous years where decreases have been reported.

3.24 In the Upper Middle Quartile, the male-to-female ratio has declined but remains higher than the overall gender distribution. This quartile includes a significant concentration of craft workers and amenity services staff—roles that are entirely male (100%). It also encompasses positions in IT, Roads, Transport & Waste, Engineering Standards, and Building Standards, where more than 80% of employees are male.

3.25 Several jobs within the Council include a payment over and above the basic rate for the job which explains the discrepancies above. For example:

- Payment for higher graded duties/acting up allowance
- Shift Allowance/Night Shift Premium
- Contractual call out/Contractual standby payments
- First aid allowance
- Sleeping-in allowance

**Working to Close the Gap**

3.27 East Lothian Council is committed to reducing the gender pay gap. It continues to implement measures to reduce the gender pay gap and

any inequalities in specific areas, including, but not limited to the following:

**Equalities Monitoring** - ELC will continue to report annually on gender equalities and monitoring within both its employee and recruitment profiles. We commit to monitoring the gender imbalance in the promotion process.

**Ensure related policies and practices are up to date** - ELC will continue to review its Equal Employment Opportunities policy which aims to create a “Fair and Diverse East Lothian”. The Council has already developed a range of policies - e.g. Recruitment and Selection Policy - which is currently under review to ensure it continues to support these strategic aims. The Council seeks to emphasise its commitment to equal opportunities and diversity within all its employment practices and procedures as outlined in our Equal Opportunities Statement. The role of HR Advisor: Equality, Diversity and Inclusion has now been established to support this commitment. In order to prevent discrimination on the grounds of gender within the council, decisions on all aspects of employment will be based solely on job-related criteria.

**Manage family-friendly leave successfully** - ELC will continue to review, monitor and update its Family Leave policy (last updated in May 2025) and practices to ensure it is equally accessible to all employees.

**Make the most of flexible working** – ELC will continue to review and monitor its Home Working and Worksmart (Flexible Working) policies and practices to reduce the negative impact that flexible working can have on career development. These policies were last updated in 2024 to include modifications to the Homeworking Policy and the introduction of Hybrid working under the Worksmart Policy.

**Minimise any negative impact from pay systems** – ELC will continue to review its use of the Job Evaluation Scheme to ensure consistency and equality in its application. It will continue to review pay and grading structures, as well as their associated terms and conditions.

**Train and support line managers** – ELC will continue to work closely with the Organisation Development Team and Human Resources to develop and deliver training/briefings to Managers on HR policies and procedures. Approximately 1 Development Session per month has been delivered on HR Policies to Managers by HR Advisers. They will endeavour to ensure that all managers are aware of any policy changes and have received appropriate training to ensure they understand what behaviours and actions are expected within the workplace. Similarly, one employee of each panel involved in the recruitment of other employees will be trained and responsible for ensuring, fair, non-discriminatory and consistent processes are followed. Annually, ELC updates and reissues its mandatory Equality &

Diversity Awareness training module to ensure all employees, including managers and employees responsible for recruitment, were fully conversant with the equalities expectations of East Lothian Council. Employees must complete this training annually.

**Equally Safe at Work Accreditation** – ELC aspires to become an Equally Safe at Work Accredited Employer. Equally Safe at Work was developed to support the implementation of Equally Safe - Scotland's national strategy to prevent and eradicate violence against women and girls. The strategy recognises that violence against women is a cause and consequence of wider gender inequality. Addressing gender inequality in the workplace is therefore a fundamental step in preventing violence against women. A dedicated working group has been formed to develop a council-wide strategy and embed Equally Safe principles across all areas of our work.

**Menopause and Hormonal Conditions** – East Lothian Council will continue to support menopausal women to remain in the workplace, having introduced a Menopause and Hormonal Conditions Policy and will also continue to enable the Menopause Support Group. This group is now expanding to offer alternate meeting times, maximising accessibility to our broad & diverse workforce.

**Positive action** – In line with the Equalities Act 2010 ELC will continue taking 'positive action' to help employees or job applicants it believes:

- are at a disadvantage because of their sex, and/or
- are under-represented in the organisation, or whose participation in the organisation is disproportionately low, because of their sex and/or
- have specific needs connected to their sex.

## **4 POLICY IMPLICATIONS**

- 4.1 East Lothian Council will continue to monitor policies and practices to address any potential gender pay related issues that arise.

## **5 RESOURCE AND OTHER IMPLICATIONS**

- 5.1 Finance: None
- 5.2 Human Resources: None
- 5.3 Other (e.g. Legal/IT): None
- 5.4 Risk: None

## **6 INTEGRATED IMPACT ASSESSMENT**

6.1 **Select the statement that is appropriate to your report by placing an 'X' in the relevant box.**

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

**or**

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

*[Enter information on impacts that have been identified]*

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

[https://www.eastlothian.gov.uk/info/210602/equality\\_and\\_diversity/12014/integrated\\_impact\\_assessments](https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments)

**7 APPENDICES**

7.1 Appendix 1: Ethnicity Pay Gap

7.2 Appendix 2 Disability Pay Gap

## 8 BACKGROUND PAPERS

8.1 None

## 9 AUTHOR AND APPROVAL DETAILS

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### Head of Service Approval

<b>Name</b>	Hayley Barnett
<b>Designation</b>	Head of Corporate Support
<b>Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed</b>	Confirmed
<b>Approval Date</b>	23/02/2026

## Appendix 1 Ethnicity pay gap

The ethnic background of East Lothian Council employees at the snapshot date of 31<sup>st</sup> March 2025 was as follows:

<b>Ethnic Group</b>	<b>Headcount</b>	<b>% of Total</b>
Not Known	958	19.33%
Minority Ethnic	61	1.24%
Prefer not to answer	123	2.48%
White	3813	76.95%
<b>Total</b>	<b>4955</b>	<b>100</b>

### Mean Ethnicity Pay Gap

The mean of a group of values is the sum of all values added together and then divided by the number of values in the dataset. The mean ethnicity pay

gap represents the pay gap across the entire organisation between the mean hourly wage for White employees and mean hourly wage for Minority Ethnic employees. NB “not known” and “prefer not to answer” values were excluded from the calculation.

The mean average pay gap between White and Minority Ethnic employees is shown in the table below.

<b>Mean Average Hourly Rate</b>		<b>Mean Average pay gap between Minority Ethnic and White Employees</b>
Minority Ethnic Employees	White Employees	
£22.02	£21.94	-0.36%

The mean average ethnicity pay gap was -0.36%, compared to 2.51% in 2023/2024. For every £1.00 a White employee earns, on average an employee from a Minority Ethnic background earns £1.00 (rounded to the nearest penny), indicating that the gap is effectively closed (minority ethnic employees earn fractionally more).

### **Median Ethnicity Pay Gap**

The median hourly rate for each ethnic group is calculated by ranking all employees by ethnicity (data for “not known” and “prefer not to answer” values were excluded from the calculation) from the highest paid to the lowest paid and taking the hourly wage of the person in the middle. The median ethnicity pay gap is the difference between the median hourly wage of Minority Ethnic employees and the median hourly wage of White employees.

<b>Median Average Hourly Rate</b>		<b>Median Average pay gap between Minority Ethnic and White Employees</b>
Minority Ethnic Employees	White Employees	
£20.37	£19.19	-6.15%

The median average hourly rate of pay for Minority Ethnic employees at the report date was £20.37. The median average hourly rate of pay for White employees was £19.19. The Median Average pay gap between Minority Ethnic and White Employees is -6.15%. For every £1 a white employee earns, a minority ethnic employee earns £1.06.

### **Appendix 2 Disability pay gap**

The composition of East Lothian Council’s workforce by disability grouping at the snapshot date of 31<sup>st</sup> March 2024 was as follows:

<b>Group</b>	<b>Headcount</b>	<b>% of Total</b>
Disabled	215	4.26%
Not Disabled	3367	67.94%
Not Known	1342	27.14%
Prefer not to answer	31	0.65%
<b>Total</b>	<b>4955</b>	<b>100</b>

### **Mean Disability Pay Gap**

The mean of a group of values is the sum of all values added together and then divided by the number of values in the dataset. The mean disability pay gap represents the pay gap across the entire organisation between the mean hourly wage for Non-Disabled employees and mean hourly wage for Disabled employees. NB “not known” and “prefer not to answer” values were excluded from the calculation.

The mean average pay gap between Non-Disabled and Disabled employees is shown in the table below.

<b>Mean Average Hourly Rate</b>		<b>Mean Average pay gap between Disabled and Non-Disabled Employees</b>
Disabled	Not Disabled	
£20.24	£22.15	8.64%

The mean average disability pay gap was 8.64%, increased from 8.04% the previous year. For every £1.00 a Non-Disabled employee earns, on average a Disabled employee earns £0.91 (rounded to the nearest penny).

### **Median Disability Pay Gap**

The median hourly rate for each disability group is calculated by ranking all employees by disability from the highest paid to the lowest paid and taking the hourly wage of the person in the middle. The median disability pay gap is the difference between the median hourly wage of Disabled employees and the median hourly wage of Non-Disabled employees. NB “not known” and “prefer not to answer” values were excluded from the calculation.

<b>Median Average Hourly Rate</b>		<b>Median Average pay gap between Disabled and Non-Disabled Employees</b>
Disabled	Not Disabled	
£18.45	£19.19	3.86%

The median average hourly rate of pay for Disabled employees at the report date was £18.45. The median average hourly rate of pay for Non-Disabled employees was £19.19. The median disability pay gap was 3.86%. For every £1.00 a Non-Disabled employee earns, on average a Disabled employee earns £0.96 (rounded to the nearest penny).