

## **NHS Education for Scotland: Equal Pay Statement**

This statement has been agreed in Partnership and will be reviewed on a regular basis by NHS Education for Scotland (NES).

NHS Education for Scotland (NES) is committed to the promotion of equality in valuing the diversity of our workforce and the elimination of discrimination in all its forms from every aspect of the service we provide to direct and indirect service users, stakeholders, and to our own staff. We are therefore, committed to developing policies and practices that aim to ensure that discrimination, including unlawful discrimination and harassment on grounds of gender, plays no part in the way that we deliver our vision, goals and aims.

NES is committed to ensuring that our employees are remunerated fairly and equitably for the work they do, free from any gender bias. NES promotes gender equality across all employment practices, not only in recognition of legislative requirements, but also as to ensure our workforce feel valued for their vital contribution in achieving organisational success.

NES understands that the right to equal pay between women and men is a legal right under both domestic and European law and that other legislation is in place in the UK, concerning race, colour, nationality, ethnicity and national origin, disability, sexual orientation, religion or belief, age and part time and fixed term employees. The legislation includes provisions relating to pay.

NES staff are currently remunerated on the following nationally agreed pay scales:

- Executive/ Senior Cohort
- GP Educators
- Consultants
- Agenda for Change
- CRUMP<sup>1</sup>

Through consultation with staff and trade unions, NES applies national pay scales consistently and transparently to all our staff.

The application of pay agreements to our workforce is undertaken by appropriately trained specialists within the HR and OD Directorate, who provide accessible advice and guidance to all staff. The NES Grievance Policy is available to any employees who consider that they may have been treated unfairly and wish to seek redress. All grievances are treated confidentially and timeously. NES actively monitors grievances and reviews employment practices appropriately.

---

<sup>1</sup> CRUMP is the name of the pay scale for senior managers with a General Practice background.

In order to inform our commitment to equal pay and our future strategy in delivering gender equality, information on our staffing establishment has been included in Appendix 1. This analysis is used to plan and implement actions in partnership with trade union/employee representatives.

NES will on annual basis through our Staff Governance Committee and Patient Focus Public Involvement (PFPI), review and monitor this policy statement and achievement against the key actions detailed below:

- Ensure there are communication systems in place to inform all employees on how pay practices work and how their pay is determined. Included is information about the policies in existence to deal with concerns about their pay.
- Ensure that all managers and those involved in making decisions about pay, benefits and grading decisions are provided with policies and guidance to enable consistent and fair practice.
- To continuously monitor our existing and future pay practices for all our employees, including part – time workers, those on fixed term contracts or contracts of unspecified duration, and those on pregnancy, maternity or other authorised leave.
- Undertake regular monitoring of the impact of our practices in line with our Equality and Diversity policy.
- To develop and implement a planned programme of equal pay reviews in line with the EOC guidance which will be developed in Partnership nationally.

Responsibility for implementing the policy is held by the Chief Executive of NHS Education for Scotland.

Malcolm Wright  
Chief Executive  
NHS Education for Scotland

# Appendix 1

## Equal Pay: Information on the staff establishment within NHS Education for Scotland

---

### Introduction

NHS Education for Scotland (NES) aims to be an exemplar employer, promoting gender equality across the organisation, through equal pay and the elimination of gender bias in any employment practices. NES aims to apply nationally agreed pay systems to its staff in a just and equitable manner, as is the legal right of every employee.

### Employee data

Employee data within NES is held on 'Workforce'. This is an information management system, accessible only by authorized users and containing employee information gathered and managed in accordance with data protection principles.

### Organisational Profile

The workforce data is taken at 31<sup>st</sup> March 2010. This captures the year-end composition of the NES workforce.

1. Headcount of core workforce (including medical/ dental staff on GP Educator, CRUMP and Consultant grades)

Gender	No.	%
Male	214	28%
Female	551	72%
<b>Total</b>	<b>765</b>	

2. Headcount of core workforce (excluding medical/ dental sessional staff)

Gender	No.	%
Male	123	20%
Female	507	80%
<b>Total</b>	<b>630</b>	

### 3. Headcount of medical/ dental sessional staff

Gender	No.	%
Male	91	67%
Female	44	33%
<b>Total</b>	<b>135</b>	

At June 2005, 52% of Scotland's population were female and 48% were male. Despite the rise in female employment rates (67.5% in 1999 to 72.1% in 2006), female employment rates remain more than 5 percentage points lower than males (77.2%),<sup>2</sup> this trend is not reflected within NES.

#### **Staff Profile**

As of 31st March 2010, NES had 765 staff in post.

#### Ethnicity

The majority of NES staff are white. Approximately 4% of staff are from black and minority ethnic backgrounds, predominantly Asian communities. Our rate of disclosure of ethnicity improved from 89% in 2008 to nearly 96% in 2009.

#### Disability

Just over 3% of staff identified themselves as disabled in 2009, declaring a range of different types of impairments. Only 5% of staff declined to answer, an improvement on the 20% non-response rate recorded in the previous year.

#### Religion

Forty-eight percent of NES staff identified themselves as Christian and 35% as belonging to no religion. A variety of other religious backgrounds, including Buddhist, Hindu, Jewish, Muslim and Sikh are represented among the staff, although the overall numbers from these communities are small. In 2009 our rate of disclosure of religion or belief increased from 70% to just under 87%.

#### Age

The largest age cohort in our workforce is 41-50 years old, with 16-20 and 61+ age groups being least represented.

#### Sexual Orientation

Our most significant increase in response rate was in the area of sexual orientation. As of 2008, our response rate was only 40%, improving dramatically to 88% in 2009. This improved rate is likely to be a result of improved communications and the demonstration of our commitment to equality for LBG staff by joining the Stonewall Diversity Champions programme. Just over 98% of staff identified themselves as heterosexual, but Stonewall advises organisations to interpret data with caution until the monitoring exercise has been completed several times.

#### Gender

NES staff are predominantly female (72%). The majority of our male staff are employed as sessional GP educators. There is a significant gender distinction between staff employed on Agenda for Change (AfC) terms and conditions and those employed on other clinical payscales. The latter are primarily doctors and dentists and are typically part-time sessional staff.

---

<sup>1</sup> High Level Summary of Equality Statistics: Key Trends for Scotland 2006

## Pay bands

Summary of the establishment and staffing levels:

Post Grade	Salary Range	Current Staffing Headcount	Current Staffing WTE	ESTABLISHMENT WTE
Band 9	£75383 upwards	3	3	3
Exec Cohort		4	4	4
GP/GDP Ed's & Crump		120	39.65	40.22
Consultants		15	8.22	10.56
Band 8D	£37996 - £79031	6	5	5
Band 8C		36	30	29.2
Band 8B		41	38.2	37
Band 8A		38	32.92	36.12
Band 7	£29789 - £39273	77	70.13	63.62
Band 6	£24831 - £33436	84	79.2	60.9
Band 5	£20710 - £26839	126	109.76	102.07
Band 4	£17732 - £21318	96	86.78	81.85
Band 3	£15190 - £18157	101	85.12	100.86
Band 2	£13233 - £16333	18	16.39	19.41
Other*	Various	0	0.21	10.7
<b>TOTAL**</b>		<b>765</b>	<b>608.58</b>	<b>604.51</b>

\*Other - Employees on university contracts, Board Members, Service Level Agreements and those on other pay scales

\*\* The headcount figure does not include employees on university contracts, Service Level Agreements and those on other pay scales but are reflected in the WTE total

The workforce remunerated via Agenda for Change and Senior Cohort arrangements is predominantly female (80%). The workforce remunerated via CRUMP, GP Educators and Consultants arrangements, also identified as the medical/ dental cohort, is predominantly male (67%).

Overall, there is a gender difference in distribution across pay bands, with a higher concentration of female staff (and especially part-time females) at band 5 and of male staff at band 8. The majority of male employees in NES are employed GP Educators (on medical and dental terms and conditions). Review of gender pay patterns within AfC bands indicated that there was no gender differential in pay within our pay bands. We will continue to monitor gender and pay, and we have highlighted

career progression for women and a review of family-friendly working arrangements as priorities for action going forward.

### Part time working

The NES workforce is a mix of full time, part time and sessional staff. Information is reported in terms of gender and whole time equivalent (WTE) excluding sessional staff.

Number of men/ women working part time as represented in the workforce.

Gender	No.	%
Male	95	12.4%
Female	189	24.7%
<b>Total</b>	<b>284</b>	<b>37.10%</b>

Part time workforce by grade

Salary Range	Full time			Part time			Total Workforce
	Total	Male	Female	Total	Male	Female	
Bands 1-3/ equivalent	80	16	64	39	3	36	119
Bands 4-6/ equivalent	232	47	185	74	2	72	306
Band 7/ equivalent	60	21	39	17	1	16	77
Band 8 - 9/ equivalent	97	27	70	27	5	22	124
Senior Cohort	4	1	3	0	0	0	4
<b>Total</b>	<b>473</b>	<b>112</b>	<b>361</b>	<b>157</b>	<b>11</b>	<b>146</b>	<b>630</b>
<b>Medical and Dental Cohort</b>							
GP Educators, CRUMP	3	2	1	119	81	38	122
Consultants Grade	5	5	0	8	3	5	13
<b>Total</b>	<b>8</b>	<b>7</b>	<b>1</b>	<b>127</b>	<b>84</b>	<b>43</b>	<b>135</b>
<b>GRAND TOTAL</b>	<b>481</b>	<b>119</b>	<b>362</b>	<b>284</b>	<b>95</b>	<b>189</b>	<b>765</b>

Amongst the core workforce, 37% are part time members of staff. Of the total number of part time workers (284), 67% are female and 33% are male. Of the part time female workforce the majority are on Agenda for Change bands 4-6 or equivalent. Of the total workforce in higher Agenda for Change bands (band 7 plus) 22% are part time workers and 18% of these are female. Only 4% of non medical/ dental cohort posts are held by men.

NES aims to be a family friendly employer and to this end has implemented a range of policies which aim to enable staff to achieve work life balance and to enable NES to attract and retain a diverse workforce.

## Pay Packages

NES employees are remunerated on national terms and conditions; these cover staff falling into the following remuneration packages:

- Agenda for Change
- Executive/ Senior Cohort
- GP Educators
- Consultants
- CRUMP

Terms and Conditions	Pay package	Total	Male	Female
Agenda for Change	Basic salary	<b>626</b>	122	504
Executive/ Senior Cohort	Basic salary plus performance related pay	<b>4</b>	1	3
Medical/ Dental Cohort	As detailed below	<b>135</b>	91	44

Medical & Dental Terms and Conditions	Pay package	Total	Male	Female
GP Educators, CRUMP or equivalent*	Basic Salary plus discretionary pay	<b>122</b>	83	39
Consultants or equivalent	Basic Salary plus discretionary pay	<b>13</b>	8	5

\* 'Or equivalent' – this covers those who chose not to transfer to the GP Educators scale and who remain on the Interim Associate Adviser scale.

## Pay and pay progression

The salary for a job will be determined prior to advertisement and recruitment of the postholder. Starting salary within the evaluated grade is determined by experience of the applicant and the appropriate terms and conditions.

Pay and progression have not been linked to performance management for most staff. However, NES is continuing to develop its use of the NHS Knowledge and Skills Framework (KSF) for all Agenda for Change staff. The KSF is a framework defining the knowledge and skills which are essential to each post. The KSF has a 'gateway' system whereby progression and pay can be linked to the requirement to achieve a defined level of knowledge and skills relevant to the post. The 'gateways' are not yet in effect, but the existence of the gateways means that in the future progress through the KSF may be linked to progression and pay. At that point we will develop a system to review and monitor the impact of the KSF gateway system on diverse groups of staff.

At present, executive cohort pay is based on the assessment of performance against objectives, which are approved and monitored by the Remuneration Committee of the Board. Final gradings are approved by an NHS National Performance Management Committee. NES has fewer than five staff members in this cohort.

Initial data analysis suggests that there was gender segregation in different grades within the organisation. This prompted a fuller analysis to be undertaken with the breakdown of staff by grade being further reviewed by gender and by full time/ part

time status. This more detailed analysis confirmed that there were no gender issues within pay bands arising within NES. Moreover it is difficult to draw robust conclusions from such a small group. We will continue to monitor and report gender data by grade on a regular basis in line with the Scottish Government Health Department guidance.

### Initial Salary Placement

<b>Terms and Conditions</b>	<b>Initial placement</b>
Agenda for Change	Section 6.33: Pay on promotion should be set at either the minimum of the new pay band, or if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay.
Senior Cohort	
<b>Medical/ Dental Cohort</b>	<b>Initial placement</b>
GP Educators or equivalent	Initial appointment is to the introductory pay point for first year in post or for Assistant Directors to the first point on the AD scale. An annual review of the GP Educators would result in an increment. Any subsequent increments will be based on an evaluation process.
Consultants or equivalent	Based on existing seniority or if a new consultant, on the first point of the consultants scale. This cohort is eligible for distinction awards and discretionary points
CRUMP	Flat rate of salary based on 10% of maximum Assistant Director scale and seniority payment. Application for discretionary payment can be made after 2 years in post subject to demonstration of delivering on corporate objectives. This cohort is eligible for seniority payments and distinction awards.

Pay progression within NES is linked to the following arrangements:

<b>Terms and Conditions</b>	<b>Pay progression</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>
Agenda for Change	Knowledge and Skills Framework	<b>626</b>	122	504
Executive/ Senior Cohort	Performance Appraisal	<b>4</b>	1	3
Medical/ Dental Cohort	As detailed below	<b>135</b>	91	44

<b>Medical &amp; Dental Terms and Conditions</b>	<b>Pay progression</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>
GP Educators, CRUMP or equivalent	Performance Appraisal	<b>122</b>	83	39
Consultants or equivalent	Job Planning and Performance Appraisal	<b>13</b>	8	5

### **Promotions**

Currently a promotion within NES is any change in a postholder's grade/ band. This does not include the re-evaluations of posts.



During 2009 there were 24 'promotions' within NES. The promotions were predominately of females (21), with only 3 being for male staff. The majority of promoted females were Band 5, whereas the majority of male promotions were Band 7. Ethnicity was known for 95.7% of promoted employees, of this cohort, 96% were white.

In 2010 a review is planned as to how NES deals with promotions & re-gradings compared against other NHS and non-NHS organisations.

## Conclusions

NES applies nationally negotiated pay scales to its workforce and remuneration for posts is established through a job evaluation system. The post, and the tasks and responsibilities, are graded, and not the individual. Therefore, there is no evidence that gender informs the level of pay for any post within NES.

NES has a predominantly female workforce (72%) and the female workforce is represented across all the pay bands within the organisation. The part time workforce within NES is 37%, and of the total workforce within NES, 25% are female and work part time.

No member of staff within NES has had pay progression withheld. Part time workers are represented across the pay bands, with the exception of the senior cohort grouping. This suggests that part time workers have access to a range of roles within NES; however, there may be a barrier to accessing the most senior posts. In the medical/ dental cohort, full time workers are predominantly male. It is suggested that this is historical, and as the demographic of the medical/ dental workforce in the service changes, so too will the NES medical/ dental workforce. This will be monitored and reported on as applicable.

NES has not received any grievances with regards to pay however as an employer we will continue to monitor this on a regular basis.

## Key improvements to employment policy and practice

Sine the analysis was completed, NES has continued to ensure that it achieves its objective of fair recruitment and employment practices. In addition, the HR & OD Directorate has updated its Single Equality Scheme Action Plan to address strategic outcomes, and has identified the deliverables required in achieving these. This plan is reviewed regularly by the Staff Governance Committee and by the Patient Focus Public Involvement Committee (PFPI).

The NES Disability Policy has been updated and it aims to better reflect our **positive commitment to promoting disability equality** across our organisation and reflects feedback received from disability stakeholder groups on the focus and emphasis of the policy. The key features of the updated policy are:

- Specific reference to the 2005 Act;
- Reflection of the duty to promote an environment free from discrimination, harassment and victimisation;
- Consultation and involvement of stakeholders, including those with disabilities;
- Explanation of reasonable adjustments and approach to these;
- Positive commitment to remove barriers; and
- Inclusion of our commitment to the 'See Me' pledge, signed by the organisation this year.

NES joined the **Stonewall Diversity Champions Scheme** and undertook an informal trial run of the workforce equality indicator (WEI) benchmarking tool. We have used the feedback received from this to inform our action plan for the next year, with staff and community engagement being identified as key areas for action.

The 2010/11 Action Plan will also focus on actions that NES can take to make progress in relation to staff engagement and community engagement. Longer term actions will also be identified for inclusion in future action plans.

## **Next Steps for 2010 / 11**

NES as an employer and a service provider is making progress in eliminating discrimination and promoting equality of opportunity. We are also promoting positive images of disabled people and have undertaken measures to encourage their participation in public life.

We are currently reviewing our recruitment policy in light of the Equality Act 2010 and findings from our recruitment and selection monitoring. As part of this process we will also redevelop our recruitment and selection training, develop a bank of good practice case studies and provide further guidance on good equality and diversity practice to recruitment and selection panels.

We have developed and launched a line managers' toolkit, an information resource to support managers. Equality and diversity is a key element of the toolkit.

NES has raft of family friendly policies which will be reviewed in 2011. The recruitment team will record location, tenure and grade of posts in recruitment metrics. This will enable further analysis to be taken as to the impact of these factors in relation to the recruitment outcomes by gender and will improve our ability to analyse and address any potential occupational segregation.

NES will be focussing on delivering the outcomes of our Single Equality Scheme and are in the process of developing HR systems to support the aims and objectives of the Business Plan, enabling regular analysis and monitoring of data.

Specific priorities for the coming year are:

- Implementing the Inclusive Education Policy;
- Delivering a range of equality and diversity learning and development opportunities for staff, particularly at KSF levels 2 and 3;
- Influencing and supporting culture change for inclusion of people with mental health difficulties, through educational development and NES staff development;
- Contributing to improved services for people with mental health difficulties, dementia and learning disabilities through educational support for NHS staff ;
- Contributing to the long-term sustainability of the programme of routine enquiry for gender-based violence by mainstreaming learning into relevant programmes;
- Undertaking a programme of engagement with LGB staff and communities to identify ways to support staff and improve our practice;
- Embedding equality and diversity measures and outcomes into our corporate planning and performance management processes; and
- Reviewing and improving our arrangements for equality and diversity governance, our Single Equality Scheme and our arrangements for equality impact assessment in response to the Equality Act 2010.

NES will continue to actively engage with equality groups to work with HR on a variety of workstreams on a consultative basis to promote diversity amongst the workforce.