

## Scottish Courts and Tribunals Service

### Gender Pay Gap Report 2021

Publishing date: 30 March 2022

#### 1. Introduction

The Gender Pay Gap (GPG) is a measure of the difference between women and men's average earnings across an organisation. Scottish Courts and Tribunals Service (SCTS) is required by law to publish an annual GPG report.

The GPG data supplied is correct for all SCTS employees in post on 31 March 2021 (the snapshot date for the purpose of GPG reporting). The calculations are based on standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Each metric is presented as a percentage figure and shows how large the pay gap is between female and male employees in SCTS. The metrics set out in the Regulations, relevant to SCTS, are:

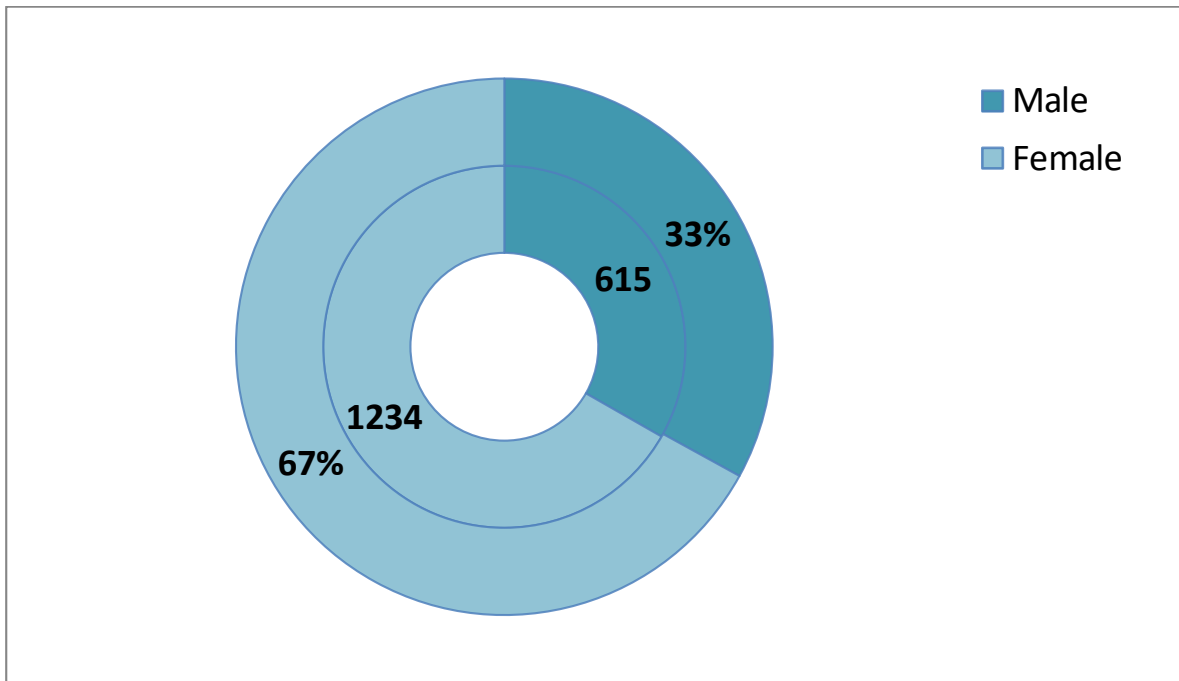
- the difference in the mean hourly rate of pay between female and male full pay relevant employees;
- the difference in the median hourly rate of pay between female and male full pay relevant employees;
- the proportions of female and male full pay relevant employees in each of the four quartile pay bands.

Gender pay is different to equal pay, which is a legislative act to prevent pay discrimination between female and male employees performing the same or similar work. SCTS is fully compliant with equal pay legislation and publishes an Equal Pay Statement every 4 years.

#### 2. SCTS Workforce

The number of SCTS employees in post on 31 March 2021 was 1849, 67% were female and 33% were male (see Figure A).

**Figure A - Total full time relevant employees 1849**



Of the 1849 employees in post, 54 individuals were excluded from the calculations in line with official guidance as these employees would not reflect a true hourly rate as part of the gender pay gap analysis. The exclusions were:

- 12 SCTS Board and Committee members who were paid on a fee basis
- 39 individuals who were excluded due to sickness, maternity and/or due to part month calculations for New Starts and Leavers
- 3 individuals were not on the officially published SCTS pay scales - 2 are covered by TUPE regulations and 1 is on Scottish Government terms and conditions.

Therefore there are 1795 eligible employees included in the following analysis. Of the 1795 eligible employees, 67% are female and 33% are male.

### **3. SCTS Gender Pay Results - Mean and Median Pay**

Mean is defined as the sum of all values divided by the number of relevant values. The mean pay gap is the difference between average hourly rate of pay of female and male employees. The average hourly rate for a female was £14.34. For a male, the rate was £14.84. SCTS has a mean gender pay gap of 3.4% (Figure B).

Median is defined as the middle value in the list of amounts when in ascending order. The median pay gap is the difference between the midpoints in the range of hourly rate of pay of female and male employees. The median information for both female and male employees was £11.82, resulting in a 0% difference. SCTS has a median gender pay gap of 0% (Figure B).

SCTS does not award bonus payments therefore we are not able to report a bonus gender pay gap as defined in the Regulations.

**Figure B — Mean & Median Hourly Pay Gap**

<b>Gender</b>	<b>Mean Hourly Pay</b>	<b>Median Hourly Pay</b>
Female	14.34	11.82
Male	14.84	11.82
Percentage difference between Female and Male	<b>3.4%</b>	<b>0.0%</b>

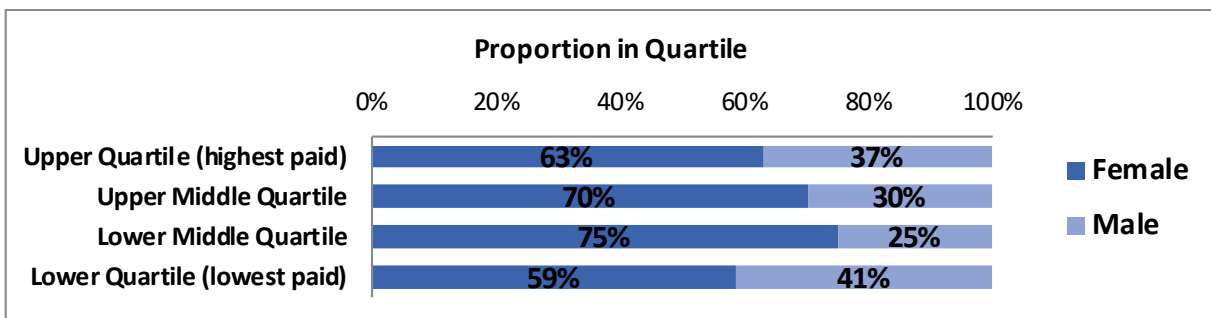
**4. SCTS Pay Quartiles**

Quartile pay bands are achieved by dividing the SCTS workforce into four equal parts (see Figure C), sorting the hourly rates by lowest rate to highest rate and recording the number of female and male employees in each quartile as a percentage figure (see Figure D). The percentages of females and males in each quartile illustrate the ratio of females to males according to their hourly rate of pay.

**Figure C - Number of Females and Males in Pay Quartiles**

<b>Gender Split</b>	<b>Lower Quartile (lowest paid)</b>	<b>Lower Middle Quartile</b>	<b>Upper Middle Quartile</b>	<b>Upper Quartile (highest paid)</b>	<b>TOTAL</b>
Female	264	337	315	282	1198
Male	185	112	134	166	597
Total	449	449	449	448	1795

**Figure D - Percentage of Females and Males in Pay Quartiles**



## 5. Comparison of Gender Pay Gap Results in 2020 and 2021

SCTS headcount increased slightly during 2020-21 by 26. There has been a 1 percentage point change to the proportion of female to male employees, with males decreasing to 33% and females increasing to 67%. The median gender pay gap remains at 0%. The mean gender pay gap has changed from 3.5% to 3.4% (Figure E) indicating that there has been a slight decrease in the gap.

**Figure E — Comparative figures between 2020 and 2021**

	<b>Percentage as at March 2020</b>	<b>Percentage as at March 2021</b>	<b>Percentage Point Difference (pp)</b>
<b>Mean</b>	3.5%	3.4%	-0.1 pp
<b>Median</b>	0%	0%	0 pp
<b>Upper Quartile</b>	Female: 63% Male: 37%	Female: 63% Male: 37%	0 pp 0 pp
<b>Upper Middle Quartile</b>	Female: 70% Male: 30%	Female: 70% Male: 30%	0 pp 0 pp
<b>Lower Middle Quartile</b>	Female: 74% Male: 26%	Female: 75% Male: 25%	+1 pp -1 pp
<b>Lower Quartile</b>	Female: 57% Male: 43%	Female: 59% Male: 41%	+2pp -2pp

## 6. Understanding the SCTS Gender Pay Gap

SCTS is pleased to be able to report there is no median gender pay gap and a very low percentage mean gender pay gap with a decrease of 0.1 percentage point between March 2020 and 2021. SCTS is committed to maintaining a low gender pay gap. SCTS has a proactive commitment to equality, diversity and inclusion. SCTS has a number of provisions which contribute positively to our culture and to a reduction in the gender pay gap as outlined below:

## Equality and Diversity

- Publication of the Mainstreaming Equality Report 2021 in April 2021 which includes progress on the SCTS Equality Outcomes from 2019 to 2023 (publication is every two years - the next one will be published in 2023).
- The Equality Advisory Group (EAG), comprising members from 12 equality organisations that represent all the protected characteristics, contributes to the development and improvement of our working practices and policies.
- The internal Equality Steering Group (ESG), chaired by the Chief Executive, monitors the equality work being undertaken by the organisation in support of the SCTS Equality Outcomes and comprises colleagues from different areas of the business and a PCS Representative.
- SCTS is a member of the cross justice working group, race and employment.
- Equality and Diversity metrics are recorded and reported annually on our People Scorecard which is published on our website.
- A combination of activities including virtual awareness sessions, informative videos and training workshops are currently being developed to raise the profile and importance of equality, diversity and inclusivity.
- Launch of a campaign in May 2021 to encourage our people to share their sensitive, equality data on the employee self-service portal of our new people system - we are anticipating we will have more comprehensive data to report on in future years.
- Development of a customised film for SCTS on “Valuing Equality and Difference” as part of a training package to encourage team discussions on equality matters.
- To mark “National Inclusion Week”, SCTS hosted a webinar for all employees organised by Inclusive Employers: “United for Inclusion” fostering diverse and inclusive workplace cultures.
- Working collaboratively with the external research agency, Screenmedia, to determine the equality business requirements of our website redevelopment with the aim of uploading the content of the new equality hub for employees on SharePoint during 2022.
- Submission of SCTS Employer’s Network for Equality and Inclusion’s (ENEI) Talent Inclusion and Diversity Evaluation (TIDE) assessment 2022 by the end of June 2022.

## Recruitment and Resourcing

- Continued progress with the objectives of the Recruitment and Resourcing Strategy, published in August 2020. One of the four key themes of the Strategy; “Diversity,” includes a commitment, with key measures of success, that SCTS recruitment campaigns reach candidates accounting for all protected characteristics and socioeconomic inequalities.
- Introduction of a new e-recruitment module allowing easier access and greater flexibility for all people applying for our job vacancies (to be implemented during 2022).
- Recruitment campaigns are facilitated using guidance that promotes gender balance and diverse selection panels; structured interviews and standardised marking criteria; online tests for entry level jobs and the option for skill-based assessments for posts at other grades.
- SCTS has contributed to Skills Development Scotland’s initiative to raise awareness on work opportunities across the public sector, what our selection process is and how to apply for a job. Hints and tips are shared with Career

Advisers in Schools, Colleges and Universities and with people seeking to return to work.

- Development of a strong, distinctive employer brand, promoting SCTS as an employer of choice and identifying the best places and ways to advertise our vacancies including our use of social media and specific recruitment job boards and micro sites.
- Working in partnership with local communities, specialist organisations and academic institutions to develop SCTS as a socially inclusive employer.
- Working in collaboration with Disability Inclusion Scotland (DIS) to deliver formal training to Recruiting Managers on how to be inclusive when assessing candidates for our vacancies.
- Consideration of how to develop “inclusion champions” across SCTS.

### **Flexible Working**

- A wide range of flexible working options to enable our employees to effectively manage their work/life balance including enhanced policies and payments in relation to parental leave and shared parental pay.
- Development of new working practices and enhancement of technology and digitalisation in response to Covid-19.
- Supporting our carers by having a Carers Register and Carers Policy, together with a Carers Hub which contains relevant information and advice.
- Working in partnership with PCS colleagues to develop our Hybrid Working Policy which will provide a set of principles and a framework for hybrid working – this will continue to be developed as we learn more about hybrid working and there will be other guidance documents available for employees on the application of the Hybrid Working Policy.

### **Performance Management**

- Scoping the design and development of our new process and approach including the links with the probation and poor performance policies, procedures and processes during 2022-23.

### **Learning**

- Working in partnership with the SCTS Equality, Diversity & Inclusion Manager within SCTS, the new Equality and Diversity mandatory learning was launched in January 2022.
- Introduction of Mandatory e-learning on Unconscious Bias.
- Provision of an Equality and Diversity Learning Hub on our Learning Management System.
- Induction Day events for all new employees include a presentation on equality, diversity and inclusion.
- A “Women in Leadership” programme, empowering and enabling women and celebrating events such as International Women’s Day.

### **Wellbeing**

- The strapline of our Wellbeing Initiative is: “Supporting you to be your best” and our work has support from the very top of our organisation through our Commitment to Wellbeing. The aims of our Wellbeing Initiative are threefold:

- to enable our employees to function to their maximum capacity in a supportive environment, without prejudice or discrimination, in balance with the needs of the business;
  - to provide a healthy working environment and improve the quality of working lives for all our employees; and
  - to support our core values of respect, service and excellence and recognise that our employees are our greatest asset.
- Wellbeing initiatives and support – an engaging wellbeing hub and monthly newsletter provide a range of hints and tips to improve the quality of lives for all our employees.
  - Collaborative working with “See Me Scotland”, the mental health charity, to ensure that our policies and procedures are conducive to maintaining a mentally healthy workplace.
  - We have trained the majority of our line managers in mental health awareness.
  - Development of a number of tools to support line managers in their role, such as our Work and Wellbeing Passport, a way of confidentially recording any personal or work circumstances that are affecting work.
  - Wellbeing Toolkit for line managers to provide advice on how best to improve wellbeing in teams.
  - Specialist support and training options through our Trauma Support Service.
  - Our Dignity at Work hub, the strapline for which is “Challenge it, change it”, gives full details of our proactive and robust approach to bullying and discrimination.
  - Working collaboratively with PCS colleagues to develop a Menopause Policy.

### **Partnership Working**

- A revised Partnership Working Statement in 2021 outlines our commitment to working collaboratively with the PCS Union and provide a supportive and inclusive work environment for everyone.
- Pulse survey on dignity at work, equality and inclusion to enable us to build on information provided in our people survey and develop activities in partnership with PCS to continue to promote equality and inclusion.

### **Pay and Reward**

- Simple, fair and transparent pay and reward processes – a new people and payroll system was implemented in autumn 2020 and we continue to improve accessibility for employees and managers; automate processes and deliver business process improvement. During 2021, people system development focused on People Manager Processes and we anticipate replacing all paper Action Sheets/ Notification Forms by late 2022.
- A review of the current SCTS reward, benefits and recognition offering was taken forward in 2020 and a plan is now in place to take forward some of the recommendations including a strategic review of processes across pay, reward, benefits and recognition elements.
- Accreditation and leadership as a Living Wage Employer.
- SCTS has a rigorous job evaluation scheme – a further review of our approach, policy and associated documents will be carried out during 2022-23.

## Equal Pay

:

- maintain the JEGS job evaluation system which provides a systematic role analysis scheme which incorporates the principles of equal pay
- carry out regular monitoring of the impact of pay policies and practices and take appropriate remedial action to resolve issues identified
- provide guidance for managers involved in decisions about recruitment, pay, benefits and promotions
- work in partnership with trade union representatives to ensure equality in pay and benefits
- investigate and respond promptly to any complaints in relation to equal pay.

Although the results of our gender pay gap analysis are positive, we will continue to keep our performance in this area under review and seek to continuously improve the experience of all of our employees in respect of equality, diversity and inclusion.

### 7. Declaration

I, Eric McQueen, Chief Executive, Scottish Courts and Tribunals Service, confirm that the information in this statement has been calculated according to the requirements of The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and is accurate.

Signed



30 March 2022