

**Scottish Courts and Tribunals Service Gender Pay Gap Report 2020**

**Publishing date: 31 May 2021**

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 staff in post on 31 March 2020 (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.

1. **SCTS Workforce**

The number of SCTS staff in post on 31 March 2020 was 1823. 66% were female and 34% were male (see Figure A).

**Figure A - Total full time relevant employees 1823**

Of the 1823 staff in post, 68 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:

* + 11 individuals who were employed on a fee basis
  + 52 individuals who were excluded due to sickness, maternity and/or due to part month calculations for New Starts and Leavers
  + 5 individuals were not on the officially published SCTS pay scales - 4 are covered by TUPE regulations and 1 is on Scottish Government terms and conditions.

Therefore there are 1755 eligible staff included in the following analysis. Of the 1755 eligible staff, 66% are female and 34% are male.

1. **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 staff. The average hourly rate for a female was £13.76. For a male, the rate was £14.26. SCTS has a mean gender pay gap of 3.5% (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 staff. The median information for both female and male staff was £11.43, 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**

|  |  |  |
| --- | --- | --- |
| **Gender** | **Mean Hourly Pay** | **Median Hourly Pay** |
| Female | 13.76 | 11.43 |
| Male | 14.26 | 11.43 |
| Percentage difference between Female and Male | **3.5%** | **0.0%** |

1. **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 staff 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender Split** | **Lower Quartile**  (lowest paid) | **Lower**  **Middle Quartile** | **Upper Middle Quartile** | **Upper Quartile**  (highest paid) | **TOTAL** |
| Female | 251 | 327 | 306 | 274 | 1158 |
| Male | 188 | 112 | 133 | 164 | 597 |
| Total | 439 | 439 | 439 | 438 | 1755 |

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

1. **Comparison of Gender Pay Gap Results in 2019 and 2020**

SCTS headcount increased slightly during 2019-20 by 36. There has been no change to the proportion of female and male staff and the median gender pay gap remains at 0%. The mean gender pay gap has changed from 3.4% to 3.5% (Figure E) indicating that there has been a slight increase in the gap.

**Figure E — Comparative figures between 2019 and 2020**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Percentage as at March 2019** | **Percentage as at March 2020** | **Percentage Point Difference (pp)** |
| **Mean** | 3.4% | 3.5% | +0.1 pp |
| **Median** | 0% | 0% | 0 pp |
| **Upper Quartile** | Female: 63%  Male: 37% | Female: 63%  Male: 37% | 0 pp  0 pp |
| **Upper Middle Quartile** | Female: 71%  Male: 29% | Female: 70%  Male: 30% | -1 pp  +1 pp |
| **Lower Middle Quartile** | Female: 77%  Male: 23% | Female: 74%  Male: 26% | -3pp  +3pp |
| **Lower Quartile** | Female: 55%  Male: 45% | Female: 57%  Male: 43% | +2pp  -2pp |

1. **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. 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**

* Appointment of a new Equality and Diversity Manager in November 2020 to take forward the SCTS equality agenda.
* Publication of the Mainstreaming Equality Report 2021 in April 2021 which includes progress on the SCTS Equality Outcomes from 2019 to 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.
* Launch of a campaign on 14 May to encourage our people to share their sensitive, equality data so we are anticipating we will be able to have more comprehensive data to report on in future years.

**Recruitment and Resourcing**

* Publication of our Recruitment & Resourcing Strategy in August 2020. It has four key themes, one of which is ‘Diversity,’ and 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 in March 2022).
* Recruitment initiatives continue to include 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.
* 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 landing pages.
* Working in partnership with local communities; specialist organisations and academic institutions to develop SCTS as a socially inclusive employer.
* 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.
* The Carers Advisory Group is committed to helping staff balance demands of work and home life and supporting managers to play their part in creating an environment in which staff can meet their responsibilities at work while being supported in managing their caring role.

**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 2021-22.

**Learning**

* Comprehensive learning and development provisions including Coaching and Mentoring workshops, Leadership Development programmes and a webinar on International Women’s Day identifying, celebrating and increasing visibility of women's achievements.

**Wellbeing**

* 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.

**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 staff 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 to improve accessibility for employees and managers; automate processes and deliver business process improvement.
* 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 astrategic 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 policy and associated documents will be carried out during 2021-22.

**Equal Pay**

The SCTS also recognises the importance of achieving equal pay for employees carrying out equal work and that we should operate a pay system which is transparent, based on objective criteria and free from unfair bias on any grounds, including sex, race or disability. This is a fundamental principle which is central to SCTS policy on equality and diversity and pay related policies and practices. The latest SCTS Equal Pay Statement and Report was published in November 2019 and we will publish an updated Statement following our 2 year review during 2021.

In order to achieve equal pay, the SCTS is committed to ensuring that we

* 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 PCS union representatives to ensure equality in pay and benefits, through ongoing discussions on pay, reward and recognition
* 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 staff in respect of equality, diversity and inclusion.

1. **Declaration**

l, 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



8 June 2021