



## **EQUAL PAY STATEMENT & POLICY**

Version Date: \_\_\_\_\_ January 2021

Review Date: \_\_\_\_\_ January 2022

## Introduction

North East Scotland College (the "College") is committed to the principle of equal pay for doing 'equal work' (work that equal pay law classes as the same, similar, equivalent or of equal value) for all its employees.

This policy does not form part of any employee's contract of employment and the College may amend it at any time.

## Equal Pay Statement

North East Scotland College is committed to the principle of equal pay for work of equal value for all its employees. The College believes that staff should receive equal pay for work that is rated as the same, similar, equivalent or of equal value regardless of: age; disability; ethnicity/race; gender reassignment; marital/civil partnership status; pregnancy; religion or belief (including no religion or belief); sex (gender); sexual orientation.

## Legislative Framework and Definitions

The law relating to equal pay is governed by the Equality Act 2010.

The College has implemented a transparent pay and grading system and uses the FEDRA job evaluation system (specifically designed for the FE and HE sectors) to ensure that our grading and pay outcomes are equitable and free from bias:

- "Work rated as equivalent" is defined as work which has achieved the same/or similar number of points under the College job evaluation scheme.
- "Work of equivalent value" is defined as work which is not similar but is broadly of equal value under headings such as skills and decision-making when compared using an agreed job evaluation scheme.

## Objectives and Values

To ensure a fair system of pay, the College works in partnership with recognised staff representatives and consults with the Local Joint Negotiating Committees. The College has signed the National Recognition and Procedures Agreement and as such will abide by the outcome of National Collective Bargaining.

The College's objectives relating to equal pay are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay
- Operate fair and just remuneration practices for staff, across all protected characteristics
- Take appropriate remedial action should the need arise
- Review other College policies to ensure consistency with equal pay principles

To achieve these objectives the College will:

- Determine staff salaries through agreed national mechanisms
- Determine pay through National Bargaining
- Work in consultation with the Local Joint Negotiating Committee
- Provide training and guidance for staff involved in determining pay
- Inform staff of how these practices work and how their own pay is determined
- Respond to grievances on equal pay
- Monitor pay statistics and gather other relevant information to assess the impact of this Policy
- Ensure that any differential in pay is due to a "material factor" such as, skills and qualifications, and levels of responsibility
- Publish information on the gender pay gap in the College and on occupational segregation (in relation to gender, disability and race/ethnicity)

### **Complaints**

The College commits to responding promptly to any grievances or complaints on Equal Pay.

### **Responsibilities**

The College's Senior Management and Board have a responsibility to promote an ethos and culture that reflects the commitments in this statement and policy.

### **Monitoring and Review**

This Equal Pay Statement and Policy will be reviewed and monitored by the Director of People Services to ensure that it remains effective.

Status:		<b>Summary of changes</b>
Approved by:	Executive Team January 2021 HR Committee April 2021	Updated: Equal Pay Statement; Legislation; Objectives; Responsibilities  Added in: Complaints section; Monitoring & Review section
Date of version:	January 2021	
Date of Consultation:	February 2021 (EIS & UNISON)	
Responsibility for Policy:	Director of People Services	
Responsibility for Review:	Director of People Services	
Review date:	January 2022	
DPIA date:	January 2021	
EIA date:	January 2021	

**DATA PROTECTION IMPACT ASSESSMENT (DPIA)**

<p><b>1. Does the activity that this policy or procedure relates to use personal data in any way?</b> (Use may refer to collecting and gathering; storing electronically; storing by paper; sharing with other parties (internal or external to college); use of images as well as written information; retaining and archiving; or erasing, deleting and destroying)</p>	<p>Yes</p>
<p><b>2. Does the activity that this policy or procedure relates to use special category personal data in any way?</b> (Special category data is data about: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation)</p>	<p>No</p>
<p><b>3. Does the activity that this policy or procedure relates to involve the use of social media or a third-party system?</b></p>	<p>Yes</p>

If the answer is 'yes' to one or more of the above questions, the Data Protection Officer must be consulted.

<p>Date of DPO consultation:</p>	<p>19-01-21</p>
<p>Description of outcome and actions required (if any):</p> <ul style="list-style-type: none"> <li>• Activity of Job Evaluation to be added to the People Services Register of Processing Activity (RoPA)</li> <li>• DPIA to be concluded for HR system</li> </ul>	
<p>DPIA screening/full DPIA required:</p>	<p>No –see above</p>

**EQUALITY IMPACT ASSESSEMENT (EIA)**

**Part 1. Background Information**

<b>Title of Policy:</b>	Equal Pay Policy
<b>Person Responsible:</b>	Director of People Services
<b>Date of Assessment:</b>	January 2021
<b>What are the aims of the Policy?</b>	Please refer to the introduction, equal pay statement and objectives detailed in the Equal Pay Policy
<b>Who will this Policy impact upon?</b>	This policy will impact on all staff, in that it aims to eliminate gender bias from the pay that staff receive

**Part 2. Public Sector Equality Duty Comparison**

(Consider the proposed action against each element of the PSED and describe potential impact, which may be positive, neutral or negative. Provide details of evidence.)

<b>Need</b>	<b>Impact</b>	<b>Evidence</b>
<b>Eliminating unlawful discrimination, harassment and victimisation</b>	<ul style="list-style-type: none"> <li>This Policy applies to all staff, in that it aims to eliminate gender bias from pay and promote equality of opportunity between all staff.</li> <li>The policy applies to staff who may be on maternity/paternity/shared parental leave or on sick leave. There is no age limit that applies to this policy</li> <li>All information is on the Intranet – arrangements need to be in place for staff unable to use these mediums –e.g. visually impaired.</li> </ul>	Consulted with LJNC.
<b>Advancing Equality of Opportunity</b>	<ul style="list-style-type: none"> <li>This Policy applies to all staff, in that it aims to eliminate gender bias from pay and promote equality of opportunity between all staff.</li> </ul>	Consulted with LJNC.

	<ul style="list-style-type: none"> <li>The policy applies to staff who may be on maternity/paternity/shared parental leave or on sick leave. There is no age limit that applies to this policy</li> </ul>	
<b>Promoting good relations</b>	<ul style="list-style-type: none"> <li>This Policy applies to all staff in that it aims to eliminate gender bias from pay and promote equality. This allows for all employees to gain equal pay for their work which promotes a respectful relationship between the college and it's employees.</li> </ul>	

**Part 3. Action & Outcome** (Following initial assessment, describe any action that will be taken to address impact detected)

People Services will monitor both the data and process to ensure compliance with this policy.

Assistance will be given by People Services and Management for any reasonable adjustments which may be required in applying this Policy

Some consideration may need to be given regarding equal pay for transgender staff or staff who consider themselves not to have a gender as the policy currently focuses on equal pay between males and females. Further data will need to be analysed to determine whether this may be an issue.

<b>Sign-off *</b>	
Name:	Alison Kerr
Position:	HR Business Partner
Date of original EIA:	June 2016
Date EIA last reviewed:	January 2021

*\*Please note that an electronic sign-off is sufficient*