

Equal Pay Policy

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1. Scope

This policy applies to all employees, regardless of full or part-time status, casual or temporary contract or length of service, and outlines the University's principles and commitment to equal pay.

Ultimately the University Court is responsible for ensuring that employees are not treated unlawfully. The Director of People and Organisational Development has direct management responsibility for ensuring the success of this policy and will report to the University Court via the People, Health & Equality Committee on its implementation. It should be noted that all employees involved in issues of recruitment and selection, grading, promotion, pay reviews or any other matter which impacts on pay and benefits, have a responsibility to ensure that salaries and benefits are consistent with the principles set in this policy.

For the purposes of this policy, pay includes any salary and any other consideration, whether in cash or kind, which employees receive directly or indirectly, in respect of their employment with the University including pensions, sick pay as well as other additional benefits. This policy does not form part of any employee's contract of employment and it may be amended at any time. The University may also vary any parts of this policy, including any time limits, as appropriate in any case.

2. Policy Statement

The University acknowledges the relevant legislation concerning equal pay, as contained within the [Equality Act 2010](#), the [Pensions Act 1995](#), and in a number of statutory instruments.

The University is committed to equality and diversity, as outlined in its Equality & Diversity Policy, and strives to maintain a working environment free of unlawful discrimination. This policy is an element of the University's overall commitment to equality of opportunity.

The University supports the principle of equal opportunities in employment and believes that employees should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value, free of any bias and irrespective of age; disability; gender reassignment, marriage and civil partnership; pregnancy and maternity; race (including colour, nationality and ethnic or national origins); religion or belief; sex; or sexual orientation.

In order to achieve equal pay for employees doing equal work the University will operate a pay system, which is transparent, based on objective criteria, and free from unlawful bias. The University will use the HERA (Higher Education Role Analysis) system to assist with determining pay, in line with the University Role & Grading Framework.

3. Operating Procedure

In order to show commitment to equal pay in practice, the University will:

- 3.1 Undertake equal pay reviews at least every two years, including the periodic evaluation of existing pay practices to ensure they remain fit for purpose. All such reviews will take into consideration guidance and good practices from government bodies and other appropriate external organisations. Equal Pay reviews will be undertaken with meaningful consultation and in partnership with recognised trades unions and staff representatives.
- 3.2 Monitor University policies, procedures and practices in relation to equality and pay practices, in line with the University Equality & Diversity Policy, and take appropriate remedial action where any inequality exists.
- 3.3 Monitor pay statistics and other related information for use in equal pay reviews. Monitoring will include complaints/grievances from employees about unequal pay.
- 3.4 Respond to identified equal pay issues and employee complaints/grievances in relation to equal pay as a matter of priority, as and when received from individual employees or through a recognised trades union.
- 3.5 Through the Director of People and Organisational Development (OD), present findings of equal pay reviews to appropriate committees and meetings including People, Health & Equality Committee and the Joint Liaison Group.
- 3.6 Provide appropriate staff development, training and guidance for line managers and staff involved in decisions about pay and benefits e.g. recruitment, promotion, grading of roles. Staff development, training and guidance opportunities will also be provided for general staff on an ongoing basis and will include the broad issues of pay practices, grading, promotion, etc.
- 3.7 Complaints regarding equal pay issues should, in the first instance, be made to the line manager or to the Faculty/Other Academic Unit/Service designated People & OD Partner. If informal discussions do not resolve the matter satisfactorily the employee may raise the issue through the University Grievance Procedure.

4. Definitions

For the purposes of this policy document and related policy documents, terms are defined in the Policy Document Library Glossary.

5. Related Policy Documents and Supporting Documents

Legislation	Equal Pay Act 1970; Equality Act 2010; Pensions Act 1995
Strategy	People Strategy
Policy	Equality & Diversity Policy
Procedures	Grievance Procedure
Guidelines	N/A
Local Protocol	N/A
Forms	N/A