

Perth & Kinross Council Equal Pay Policy

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Perth and Kinross Council Equal Pay Policy Statement

Perth and Kinross Council:

- Is committed to the principle of equal pay for work of equal value for all its employees and to address any differences between the pay of men and women that are related to gender.
- Aims to operate fair and just pay and reward systems which are transparent, based on objective criteria and free from bias.
- Will introduce annual equal pay audits for all employees to monitor the application of the Equal Pay Policy.
- Will regularly review its pay and reward systems, to eliminate any bias including taking appropriate measures to ensure fair promotion, development opportunities, and tackle occupational segregation.
- Work in partnership with the recognised Trade Unions to ensure that employees have confidence in the process of eliminating any bias in its pay and reward systems.

These steps will support the Council's Human Resources strategy and the Council's commitment to equality will promote a positive image of the Council as an employer of choice.

1. INTRODUCTION

1.1 What does this document do?

The Council has a Corporate Equalities Policy which sets out the statutory requirements placed on this Council by the relevant and related legislation and codes of practice which cover service delivery and employment. (add link to Corporate Equality Policy).

The purpose of this document is to state and publicise Perth and Kinross Council's commitment to equal pay for work of equal value for all employees, ensuring they are paid fairly and that the Council operates pay and reward systems which are transparent, based on objective criteria and free from bias.

1.2 Why do we need an Equal Pay Policy?

The Equal Pay Act (1970) requires that employees doing equal work in the same employment must receive equal pay. Equal work is work that is the same; or broadly similar work that has been rated as equivalent; or work that is of equal value.

The Council is required to monitor and analyse data on its workforce which includes measures to ensure the Council promotes equality in order to identify and address any under-representation by implementing positive actions strategies.

The Equality Act (2006) created a public sector duty (the Gender Duty) to have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity between men and women. The duty, which came into effect on 6 April 2007, requires public sector employers to develop, publish and regularly review their policy on equal pay arrangements, including measures to ensure fair promotion, development opportunities, and tackle occupational segregation.

This Equal Pay Policy sets out how Perth and Kinross Council will comply with these requirements.

This policy has been developed in line with good practice following guidelines set out by EOC's Code of Practice on Equal Pay, its Guidance on the Duty for Local Government in Scotland and the Scottish Code of Practice on Gender Duty.

1.1 Scope of Equal Pay Policy

The scope of the policy extends to all Council employees, irrespective of their employment status and length of service, that is;

- Single Status employees
- Chief Officers

- Teachers
- Craft employees

2. Aims of the Equal Pay Policy

The main aim of the policy is to state and publicise Perth and Kinross Council's commitment to the principles of equal pay for work of equal value and to develop a foundation for the management of equal pay at a corporate and service level. Specifically this includes;

- To commit to the principle of equal pay for work of equal value for all employees
- To eliminate any unfair discrimination, unjust or unlawful practices that impact on pay equality
- To reward fairly the skills and experience of all employees
- To work in partnership with the recognised Trade Unions to ensure employees have confidence in the process of eliminating any bias identified
- To operate pay and reward systems which are transparent, based on objective criteria and free from bias.
- To secure the future together with our employees by attracting and retaining employees who are committed to delivering excellent public service and making us a dynamic and innovative Council by supporting equality of opportunity and valuing diversity within our workforce.

3. Management of Equalities Policy

Perth and Kinross Council will;

- Undertake annual equal pay audits and provide appropriate analysis in a report format to Senior Management.
- Examine existing and future pay practices for all employees to ensure that they comply with any future developments in employment legislation.
- Continue to seek improvements to the equal pay practices it operates by monitoring and impact assessing any developments in best practice.
- Provide information to employees on the Council's equal pay responsibilities by publishing the outcomes of the annual pay audit.

- Provide appropriate training and guidance for those involved in making decisions about pay and benefits.
- Plan and implement actions in partnership with the relevant Trade Unions.
- Carry out equality impact assessments prior to the introduction or revision of any pay related condition of employment, either corporate or at a Service level.
- Ensure equal pay developments are subject to an equalities impact assessment and that these are consistent with the Council's Equal Pay Policy.
- Provide management information about the Council's workforce and analyse the findings and take any appropriate action in relation to equal pay.
- Analyse and publish equal pay related data for the workforce and job applicants annually on the Council's website. This will include appropriate positive action strategies identified to address any areas of concern such as occupational segregation.

4. Roles and Responsibilities

The principle of equal pay is mandatory for the Council. Successful implementation of the Equal Pay Policy will depend on appropriate steps being taken at a corporate and service level and on ongoing partnership with the recognised Trade Unions.

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| Corporate | <ul style="list-style-type: none"> ▪ to ensure the policy complies with legislation ▪ to ensure appropriate training is available for employees responsible for the application of the policy ▪ to develop a corporate reporting framework ▪ to report, monitor, analyse and publish equal pay data on the Council's workforce and job applicants ▪ to provide a scrutiny role ▪ to work in partnership with the recognised trade unions to address areas of concern |
| Executive Directors and Service Management Teams | <ul style="list-style-type: none"> ▪ to comply with the Council's Equal Pay Policy ▪ to ensure employees involved in the application of the policy receive training ▪ to allocate resources appropriately to ensure the Service complies with the Council's policy ▪ to provide a scrutiny role |

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|-----------------------------|---|
| Employees | <ul style="list-style-type: none">▪ to become familiar with the Council's Equal Pay Policy▪ to raise any concerns with their line manager in the first instance |
| Trade Union representatives | <ul style="list-style-type: none">▪ to become familiar with the Council's Equal Pay Policy▪ to work in partnership with the Council to address any areas of concern▪ to raise any concerns with regard to the application of the policy through appropriate procedures. |

5. Policy Review

An equalities impact assessment of the Equal Pay Policy will be carried out every three years in accordance with the Council's Gender Duty.

The outcomes of the equal pay audits will be reviewed annually. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.