



EQUAL PAY POLICY

1. Policy Statement

1.1 NHS Borders understands that the right to equal pay between women and men is a legal right under UK law. In addition, the Equality Act 2010 (Specific Duties) (Scotland) Regulations require NHS Borders to take the following steps:

- Publish gender pay gap information on a four-yearly cycle;
- Publish a statement on equal pay between men and women, persons who are disabled and persons who are not, and persons who fall into a minority racial group and persons who do not, to be updated every four years;
- Publish information on occupational segregation among its employees, being the concentration of men and women, persons who are disabled and persons who are not; and persons who fall into a minority racial group and persons who do not, to be updated every four years.

1.2 NHS Borders has zero tolerance of sex discrimination. NHS Borders will work to :

- Encourage harmony between employees from different backgrounds;
- Nurture the highest standards of fairness & equality within the workplace and;
- Investigate all allegations of behaviours which fall short of the NHS Scotland Staff Governance Standard.

2. Definitions

2.1 The following words/terms used in this document are broadly defined as follows :

- Pay - money from employment, before tax and National Insurance.
- Employee - someone who works under an employment contract.
- Equal pay - men and women in the same employment performing equal work must receive equal pay, unless any difference in pay can be justified.

3. Objectives or actions

3.1 NHS Borders will provide and maintain equal pay by :

- Fulfilling a commitment to provide equal pay for equal work (including basic pay, non-discretionary bonuses, and other contractual benefits);
- Discussing and agreeing Equal Pay Policy with trade unions;
- Undertaking regular equal pay reviews or audits for all employees in line with the Code of Practice and repeat at regular intervals, using the details to address any instances of discrimination in pay;
- Use the Equality, Diversity & Inclusion in Employment Group to assess findings of any equal pay review and take remedial action where necessary;
- Communicating the results of any equal pay audit to staff and publicise this on-line;
- Monitoring starting salaries for new staff;
- Providing training and guidance for those involved in determining pay.

4. Complaints

4.1 Should any NHS Borders employee have grounds to believe that there may have been a breach of the Equal Pay Policy, then they should use the NHS Borders (Once for Scotland) Grievance Policy found at <https://workforce.nhs.scot/policies/grievance-policy-overview/>

5. Monitoring

5.1 NHS Borders will regularly review the Equal Pay Policy (no less than every 4 years) and will assess progress in delivering its' aims within the Equality, Diversity & Inclusion in Employment Group Work-plan.

5.2 The Area Partnership Forum and Staff Governance Committee will monitor progress with this policy.

6. Responsibilities

6.1 The following stakeholders have responsibilities under the Equal Pay Policy :

- Director of HR and Employee Director – as Co-chairs of the Health Board's Equality, Diversity & Inclusion in Employment Group, responsible for the design and implementation of the Equal Pay Policy;
- HR & Payroll Departments – responsible for interrogation of payroll system;
- Trades Unions & Professional Organisations – responsible for monitoring compliance with the Equal Pay Policy and supporting members with any concerns & complaints;
- Line Managers – responsible for applying the national pay framework for the different staff groups.

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