

## TERMS OF REFERENCE – EQUAL PAY AUDIT

### Purpose & Scope:-

As part of the Framework Agreement Negotiations it was agreed that an equal pay audit would be undertaken within 12 months of implementation of HERA, i.e. by 01/08/2008.

The audit will review pay across all staff within the Institution and the processes which lead to pay determination.

The audit will be conducted using best practice and will follow both the JNCHEs guidance and the EOC guidance on conducting Equal Pay Audits. The audit will cover not only gender but also ethnicity, age and disability where the availability of information allows.

### Management of the Project:-

The Hay Group will be employed to undertake this project on behalf of the College.

Three different internal groups will be set up to ensure that the project progresses smoothly without compromising the research, outcomes and findings.

- (i) A Steering Group will be convened to oversee matters relating to the Project and to ensure that the Project is completed on time and in line with the agreed Project Plan. The Group will be chaired by the Senior Vice-Principal, and will also include Jackie Ballard, the former acting Equal Opportunities Adviser, the Director of Personnel and the three local union representatives who are leading the project on behalf of the local Campus unions, namely, Silke Placzek (UCU), Andy Alway (UNITE) and John Brannan (GMB). The Group will also be attended by the Chair of the HR and EO Committee where possible. This Group will meet every three to four weeks and the Hay Group Consultants will be invited to attend where appropriate.
- (ii) An informal group, comprising the Director of Personnel (and other staff as required) will meet as necessary with the three local union representatives identified hitherto. This group will consider matters in order to feed ideas into the Steering Group as appropriate and to help drive the project forwards.
- (iii) A Project Group, comprising various representatives from the H.R. team, including the Director of Personnel, Deputy Director of Personnel and the H.R. Systems Administrator will liaise with and meet the Consultants so appointed to undertake the exercise, in order to provide information as required. The Group will meet as and when required.

## Conclusions and Findings

The final report and recommendations will be delivered before the end of July 2008 and will then be presented to both the H.R. and E.O. and the Remuneration Committees. An action plan will be devised to implement recommendations as appropriate.

The College sees this as the start of an ongoing process where equal pay will be kept under review and further formal monitoring will be undertaken on a regular basis and with the active involvement of the local trade union representatives.

Director of Personnel 14<sup>th</sup> May 2008