

Equal Pay – Policy Statement



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1. Introduction

We are building a workplace where fairness and equality are at the core of everything we do. We pay fairly for their skills, experience, and contributions. We do not base pay on sex, race or other protected characteristics. This statement sets out our commitment to equal pay and how we make sure our practices reflect equity and inclusion.

Purpose

The Equality Act 2010 brings together past laws, including the Equal Pay Act 1970 and the Sex Discrimination Act 1975. It gives men and women the right to receive the same pay for the same or equivalent work. This statement explains how we maintain fair and equitable pay systems and how we promote a workplace free from bias and discrimination.

Alongside our Equality and Diversity Policy, this Equal Pay Statement sets out our core commitments.

- **Valuing diversity:** we recognise and value our workforce's diversity as a strength that enhances performance and helps us meet the diverse needs of people who experience care.
- **Promoting equality:** we prevent discrimination (direct and indirect). We are creating a culture that promotes equality and diversity, ensuring a respectful and inclusive environment that prevents unlawful discrimination, harassment, and victimisation.

These commitments support our goal of equal pay and a workplace free from unfair discrimination and unjust practices.

- **Fair reward:** we reward everyone's skills and experience fairly.
- **Collaboration and monitoring:** we work with trade unions to review pay regularly and keep our processes transparent ensuring employees trust our processes.
- **Transparency and objectivity:** we use clear, objective pay and reward systems that are free from bias.

We also review how other employment policies and practices affect equality in pay and access to benefits, recruitment, promotions, training, or other development opportunities. We carry out and publish equality impact assessments for new and revised policies.

Our commitment goes beyond legal requirements. It reflects our values and supports a positive, fair and productive workplace.

Understanding equal pay

Equal pay covers contractual pay and non-cash contractual benefits. The law says men and women must receive the same pay for the following.

- **Like work:** jobs that are the same or very similar.
- **Work rated as equivalent:** jobs the job evaluation system has rated as equivalent in level of skill, responsibility, and effort.
- **Work of equal value:** different jobs that, while not identical, require similar skills, training, responsibility, or have similar working conditions.

While equal pay often refers to differences between the pay of men and women, the Equality Act 2010 also protects people from discrimination because of race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, and disability.

Our commitment to equal pay helps build trust, supports wellbeing and strengthens a diverse workplace.

Guiding Principles

In line with the ACAS Code of Practice on Equal Pay, we will:

- **promote equal opportunities:** we give equal opportunities to all employees, across all protected characteristics, sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment and disability
- **guarantee equal pay:** we pay equally for work of equal value
- **review pay and reward systems:** we review our pay and reward systems regularly to keep them transparent, objective and free from bias, using job evaluation
- **collaborate with trade unions:** we work closely with recognised trade unions to maintain and improve equality in our reward system
- **monitor employment policies:** we check related policies and practices so they do not disadvantage anyone in access to pay, benefits, recruitment, promotion, training, or other development opportunities
- **address complaints promptly:** we respond quickly to any complaints related to equal pay, keep matters confidential and monitor outcomes
- **conduct equal pay audits:** we carry out equal pay audits for all employees and monitor how we implement this equal pay policy statement.

Values

Our values reflect who we are, what we stand for - however the real impact comes from how we bring these values to life in practice every day. We reflect [our values](#) in all of our policies.

Person-centred: we put people, empathy, compassion and kindness at the heart of everything we do.

Impact: we focus on making a positive impact for everyone experiencing care in Scotland whilst ensuring our work delivers the best value to the public.

Respect: We value everyone's dignity and are respectful in everything we do.

Equity: we embrace diversity and nurture an inclusive environment where everyone is supported to achieve equal outcomes.

Integrity: We act impartially, fairly and consistently, upholding transparency and accountability in all our actions.

Scope

This policy applies to all permanent and temporary employees of the Care Inspectorate. Different arrangements may apply to secondees, locum and agency workers. In all cases, we follow a fair and transparent process. For further guidance, please contact Human Resources.

Monitoring and review

We meet the Equality Act 2010 requirements to publish an equal pay statement every four years. This statement covers April 2025 to April 2029.

The Partnership Forum (including the Executive Team on the management side) oversees this policy. They review it regularly to keep it relevant, compliant, and in line with best practice in equal pay.

We will review the policy in line with the four-year cycle. We record minor changes made in the change log and version control to maintain transparency. If we need to make significant changes; we will consult through the policy review group and seek approval from the strategic management group to ensure thorough evaluation and engagement.

This approach keeps our equal pay policy current, effective, and aligned with our commitment to fairness and equality.

Data protection

Where we handle equal pay issues, we will process personal data under our data protection policy. We only collect what we need, store it securely, use it for the stated purpose and keep it only for as long as necessary.

2. Roles and responsibilities

Executive Team and Strategic Management Group

As an employer, we are legally responsible for acts of discrimination, harassment, and victimisation by employees during their employment. The Executive Team and Strategic Management Group will:

- keep this policy statement compliant with the law. They will provide effective oversight and monitor how we implement and follow the equal pay statement
- make sure managers involved in job evaluation, pay and grading, recruitment, selection, and learning and development have clear guidance on equal pay
- oversee the annual audit of pay and benefits for all employees, including those on adoption leave, maternity leave, sick leave, and career breaks
- ensuring all people management policies have an equality impact assessment to identify and address risks and promote fair treatment.

Line managers

Line managers play a key role in supporting equal pay. They will:

- seek advice and support from Human Resources on equal pay, including job evaluation, recruitment, development, and training, before they take action
- respond quickly, listen with empathy and keep matters confidential when they receive concerns
- keep accurate written records of equal pay conversations and discussions (informal and formal) to support transparency, accountability, and ongoing monitoring.

Employees

Employees support equal pay by:

- reading the equal pay policy statement and understanding how it applies to their role
- raising concerns as soon as possible if they believe they are not being paid equally for the same or similar work, work rated as equivalent (following a job evaluation), or work of equal value
- addressing issues informally with their line manager in the first instance or contact Human Resources for advice.

If an informal discussion does not resolve the issue, employees can raise a formal grievance under the Grievance Policy. This provides a clear process for concerns that need formal review.

Human Resources

Human Resources ensure we implement this policy into practice. HR will:

- develop, communicate, and maintain the equal pay policy statement
- provide guidance and support to employees and managers on equal pay and keep the policy aligned with the law and best practices
- address concerns promptly, confidentially, fairly and without bias
- keep accurate and confidential records of equal pay concerns, complaints, and outcomes. Use this to monitor trends and maintain transparency
- work with the executive team and strategic management group to review and update the policy and report on progress
- Complete equality impact assessments for all people management policies and address risks to equal pay
- work with OWD and the Equalities Professional Adviser to provide training and raise awareness for all employees
- Make sure the policy is accessible to all employees ensuring awareness and transparency.

Trade Unions

Trade unions are key partners in supporting equal pay. They will:

- take part in the consultation the Equal Pay Statement
- share expertise on equal pay and fair reward
- engaging in regular dialogue with the partnership forum on pay practices and areas of concern
- support employees to raise concerns and provide guidance on how to address and resolve issues
- assist employees with formal grievances related to equal pay
- helping share information about the equal pay policy so employees know their rights.

3. Support

We help employees understand and address equal pay issues. We provide safe, confidential and accessible support.

Human Resources

Human Resource offer confidential consultations about pay, job grading and equal pay rights.

Employee Assistance Programme

Employees can use our Employee Assistance Programme for counselling and support. This service is confidential.

Training and awareness

We provide training and clear communications so everyone understand their rights.

Trade union representatives

Our partnership with trade unions provides additional advocacy and representation for employees. We keep all concerns confidential, protect people from retaliation and make the process as safe and respectful as possible.