

Policy Number: HR 40

**PAY POLICY**

**Policy statement**

Beccles Medical Centre (BMC) is committed to tackling all forms of discrimination and to providing equal pay as set out in the Equality Act 2010. This policy is applicable to all staff within their employment, irrespective of their age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, marriage or civil partnership.

Definitions

For the purpose of this policy the following definitions will apply:

* Basic salary – weekly or monthly sum due in respect of hours worked by the employee at BMC concerned with the standard working agreed week. (This excludes any payments made in respect of ‘acting up’ (additional responsibilities, overtime, standby or on call duties.)
* Equal work – work of the same level of risk, responsibility, effort, and difficulty requiring the same (or equivalent) level of prior qualification.
* Employee – person undertaking work for BMC wages paid monthly with an employee’s contract.
* Business department – Business Manager and Business Administrator.

Any temporary payments made in respect of acting up or additional responsibility allowances are not included in monthly average calculations.

Objectives or actions

This policy is based on the need to ensure a fair system of pay for all employees at BMC which supports modernised working practices; recognising that modern forms of healthcare rely on flexible working hours and applying a wide range of skills.

BMC is committed to maintaining a pay system that supports service modernisation and meets the reasonable aspirations of staff and patients:

* That the pay system leads to more patients being treated, more quickly and given higher quality of care.
* Providing the best range and quality of services required and as effective as possible.
* Achieving a quality workforce with the right numbers of staff, with the right skills and diversity.
* Improve and maintain recruitment.
* Improve all aspects of equal opportunity and diversity, especially in the areas of career and training opportunities and to ensure working patterns that are flexible and responsive.

Equal Pay action plan:

* BMC commits to provide equal pay for equal work (this includes basic pay, non-discretionary bonuses, and other contractual benefits)
* BMC commits to provide an opportunity to discuss and agree this equal pay policy with trade unions.
* BMC business department commits to undertaking regular equal pay reviews or audits for all employees in line with the Code of Practiceand repeat them at regular intervals and BMC partners will use the details to address any instances of discrimination in pay
* BMC partners will be advised of and will assess findings of the equal pay review and take action where necessary, in conjunction with advice from the business department and accountants.
* BMC commits to communicating the results of any equal pay audit to staff.
* BMC commits to monitoring starting salaries for new staff.
* BMC commits to providing training and guidance for new partners on determining pay.

Other pay reviews:

* Following the annual GMS contract review, a recommendation is made on staff pay rises by the Government, normally every April.
  + NB this is NOT the same pay rise received by other areas of the NHS.
  + NB salaried GPs pay is assessed and recommended separately.
* BMC commits to implement these pay rises in November of each year, subject to as satisfactory set of accounts.
* Any deviation from this and the reasons for it will clearly be communicated to staff.

Grading reviews:

* Please follow the Job Description Review policy which can be found on Agilio Teamnet

Complaints

Any concerns or complaints about breaches of the equal pay policy should be raised via the Grievance Procedure in order for BMC to ensure that correct procedure is followed. For further escalation please refer to BMC’s whistleblowing policy.

Grievance procedure

* Informal
  + Discussion with line manager
  + The Operations Team to investigate informally and provide response.
  + Whilst ‘informal’ – due to audit of process, the Operations Team must provide response in writing.
  + If employee does not feel that the issue has been resolved, then Formal grievance should be the next step.
* Formal
  + Employee to set out writing their grievance, stating their concerns clearly and factually as they understand them.
  + BMC will investigate and set meeting for grievance hearing.
  + Employee status and employment is protected under the whistleblowing policy.
  + Employee is entitled to have support from a trade union or staff member at the meeting.
  + Further investigation may be required, and employee will be fully informed at all stages.
  + Decision.
* Appeal
  + You may appeal the decision by writing to the HR Officer within 7 days of the decision, stating your reasons why.

(Please see BMC Grievance procedure for further information)

Monitoring

Include a statement of your commitment to regularly review the policy and assess your progress in delivering the action plan and explain how you will share information from these reviews with other stakeholders.

BMC commits to regularly review this policy, in line with BMC policy protocol. BMC business department will audit and review the policy and implementation of the policy annually, reporting back to the partners. Results of the annual review will be communicated to staff clearly.

Responsibilities

Identify all those involved in the implementation of your equal pay policy and what their responsibilities are.

Teams responsible for implementation:

**BMC Board of Partners** – oversight of the policy, ratification of pay reviews, action on annual audit.

**Business Department** – Implementation of the policy, payroll, annual audit, annual report to the partners on the audit, recommending pay levels to the partners based on business intelligence.

**Accountants** – providing confidential, anonymised regional annual average primary care salary data to the partners to inform pay reviews.

**People Department** – communication to staff and unions, as appropriate

**People Department** – applying the policy at recruitment.

**Care Quality Officer** – maintenance of an up-to-date policy, accessibility of the policy