

PROJECT OUTLINE

Project Name

2011 Equal Pay Review

Project Team

Richard Boggie, Reward Manager (Project Manager)

Jane Elliott-Simm, Reward Adviser

Julie Bullimore, Equality and Diversity Adviser

Pamela Graham, Equality and Diversity Adviser

Tracey Charlton, HR Adviser – Faculty of Medical Sciences

Project Sponsor

Veryan Johnston, Executive Director of HR

Project Aims

- **To establish whether there are pay inequalities arising because of any protected characteristics and/or from differing contractual arrangements**
- **To analyse in more detail the nature of any inequities**
- **To analyse the factors creating inequities and diagnose the cause or causes**
- **To determine what action is required to deal with any unjustified inequities revealed by the analysis and diagnosis.**
- **To demonstrate fairness and accountability in pay practices to staff and stakeholders by publishing results.**
- **Additionally, to achieve the above in a way which engages key stakeholders in both identifying the issues and any potential remedial action.**

Key Deliverables

1. A report to Staff Committee, EB and Council outlining key findings and action plan.
2. A section of the HR website to explain results.
3. A communication plan for results.

Project Timescales

June – July Project planning

Aug – Oct Analysis and consultation

Dec Report

Scope of Review

The Review will include an analysis of pay by most of the 'protected characteristics':

- Gender
- Ethnicity
- Age
- Disability
- Maternity/Paternity/Adoption Leave
- Sexual Orientation (qualitative only)

Excluded (due to lack of data)

- Religion or Belief
- Marriage / civil partnerships
- Transgender

We will also look at pay differentials by:

- Open-ended / fixed-term
- Full-time / part-time
- Length of service
- Faculty
- Employee sub-group
- Grade

The analysis will be for Regular staff only and will look at

- Gaps in mean FTE pay
- Starting salaries
- Promotions
- Pay Review
- Grading / pay structure

WORK BREAKDOWN SCHEDULE

Activity	Planned Date	Actual Date	Comments
Initial Planning Meeting	27 May	27 May	
Prepare first draft project plan – RB	10 June		
Confirm project sponsor and team members – RB	10 June		
Project Meeting 1	24 June		Confirm plan Plan first consultation
Consultation Workshop 1	22 July		Consult on plan, review scope and style.
Initial download and data cleansing – JB/JES	26 August		
First set of results analysed – All	16 Sep		
Project Meeting 2	16 Sep		Consider first set of results Plan consultation workshop 2
Consultation Workshop 2	30 Sep		Share first results Gather key questions for further analysis
Further analysis and reporting	21 October		
Project Meeting 3	21 October		Consider second set of reports Plan consultation workshop
Preparation of communication materials and plan	18 Nov		
Consultation workshop 3	25 Nov		Share final results
Report to Staff Committee	Dec		
Report to Diversity Committee			
Report to Council			
Publish results on web			