

## Stage 1: Rapid Impact Checklist

**Document title: Market Pay Supplement Policy**

**Author & School/Service: Carolyn Boland, People Services**

### Reason for the Equality Impact Assessment:

Proposed new document	X
Proposed change to existing document	
Review of existing document	
Other (please state):	

### Could any protected characteristics be affected by this proposal?<sup>1</sup>

Yes	No
Yes	

### If yes, which protected characteristic groups could be affected?

Age	x	Disability	x
Gender reassignment		Pregnancy and maternity	
Race/ethnicity		Religion or belief (including lack of belief)	
Sex	x	Sexual orientation	

### Will the proposal have any impact on:

	Yes	No
Discrimination?	x	
Equality of opportunity?	x	
Relations between groups?		x

<sup>1</sup> 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.

**Will the proposal have an impact on the physical environment? For example, will there be impacts on:**

Living conditions?	
Working conditions?	
Pollution or climate change?	
Accidental injuries or public safety?	

**If the answer to any of the above is 'yes', please proceed to complete the Comprehensive Equality Impact Assessment, overleaf.**

## Stage 2: Comprehensive Equality Impact Assessment (CEIA)

### Details of document

Document title	<b>Market Pay Supplement Policy</b>
Document owner	<b>Carolyn Boland</b>
School/Service	<b>People Services</b>

### Aim of the document

What are the aims and objectives of the document?

Abertay University is committed to the principles of equal pay for work of equal value. However, there are situations in which the usual pay scale for a role is insufficient to attract applicants or retain existing employees due to a variety of market factors. In these cases, it may be necessary to pay a market supplement on top of the grade salary to ensure that posts can be filled, staff can be retained and that employees remain in post for a reasonable period.

How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?

Where there is evidence to support the case for a market supplement, the evidence will provide the material reason for a higher pay level than for other jobs in the same grade. In such circumstances, where there is a clear business need supported by objective market data, and other non-pay approaches have proved ineffective, the University will consider offering a market pay supplement in addition to the normal reward package for the post. Such payments will only be made in exceptional circumstances and will be kept under review.

Who is affected by the document and how have they been involved in the development of it?

All staff may be affected by this policy, in particular areas where pay issues have been identified e.g. IT staff.

Are any persons affected by the document likely to benefit from it and in what way?

As above, identified individuals or groups of staff where a pay supplement is required. The policy ensures that there is transparency regarding the criteria used to determine the rate of pay supplement for each employee.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)

Age		Race	
Disability		Religion or Belief	
Gender Reassignment		Sex	X
Pregnancy & Maternity		Sexual Orientation	
Marriage & Civil Partnership			

Further details:

How does the document fit into the broader strategic aims of the University?
<p>In managing the use of this policy, the University will:</p> <ul style="list-style-type: none"> <li>• ensure that it meets its obligations under equal pay legislation;</li> <li>• allow market supplements to be considered only where a clear and demonstrable business need exists;</li> <li>• ensure that other non-pay issues are fully explored and addressed before a market supplement payment is considered;</li> <li>• permit market supplement payments where an objective assessment of appropriate evidence supports the proposed approach, and a rationale is recorded;</li> <li>• review all market supplement payments on a regular basis, and vary or remove them where a specific business need has changed, or no longer exists; and</li> <li>• monitor all payments made under this policy and ensure they are included in pay gap calculations.</li> </ul>

### Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?
<p>Market Pay Supplements are additional to the normal salary for a specific post, or group of posts. They may be paid in circumstances where substantially higher pay rates offered by other employers (the market rate) prevent the University from being able to recruit or retain employees on the salary range for the grade of the job in the University's grade and pay structure. The total reward package (basic salary plus all other benefits e.g. pension, annual leave) will be considered when making comparisons.</p>

What do we know from existing data which is available externally?

We have determined via various job comparison exercises externally and external pay reports that some of our roles are required to be paid a market pay supplement. This includes recruitment and retention data.

Are there any apparent gaps in knowledge?

All knowledge required has been gained and investigated.

### Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?

Possible equal pay concerns as mentioned above.

Could there be a differential<sup>2</sup> impact on any protected characteristics? Could any differential impact be adverse?

Impact will be limited and based on providing the evidence to show that pay is the primary issue, that other attempts to resolve the issue have been determined and by providing market data showing the difference between the salaries offered and the external market rate.

### Please consider:

Is this policy directly discriminatory? If yes, is it intended to increase equality? If no, this is unlawful discrimination.

Is this policy indirectly discriminatory? If yes, is this justifiable or proportionate? If no, this is unlawful discrimination.

If this policy is not indirectly discriminatory, but could have an adverse impact on any of the protected characteristics, you must provide details of how the University will act to address this.

Is this policy unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

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<sup>2</sup> Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

**Consultation**

What did this equality analysis conclude?
Data on all market pay supplements will be reviewed by People Services for equality monitoring purposes. Market pay supplements will also be included in pay gap calculations.

Is any action required to be taken in response to the findings from the consultation?
Continual monitoring of the pay supplements awarded to ensure that the pay supplements offered are still fair and valid. Any proposal to apply a supplement will be put to the Executive Group for decision.

What is the recommendation for this document following consultation?

Reject the document		Approve and publish the document	x
Amendment required		Other (please provide details below)	

**Declaration**

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Carolyn Boland	<b>CEIA owner</b>
Eilidh Fraser	<b>Line manager</b> (if appropriate)

**Committee approval**

Which Committee has this document gone before for approval?
University Court
Date of Committee meeting: 14 June 2023

Following Committee consultation, what is the decision for this document?

Reject the document		Approve and publish the document	X
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.