

Guidance on Agenda for Change Job Evaluation Equality Monitoring

The Executive of the NHS Staff Council is committed to ensuring that Agenda for Change provides for fair pay that accords with the principle of equal pay for equal value and improves all aspects of equal opportunities.

An Equalities Sub Group of the NHS Staff Council is to be established and one of its key tasks will be to undertake an equality assessment of the new pay system. This note is intended to give preliminary guidance on the information that needs to be collected to allow equality monitoring in relation to the job evaluation process.

All employing organisations are encouraged to monitor the outcomes of the job evaluation process and the assimilation of staff to the new pay system. Monitoring is important because:

- One of the primary drivers for Agenda for Change was to ensure that any inequalities in pay between jobs carried out predominantly by men and those carried out predominantly by women were corrected. Equality monitoring will help ensure that this aim is met.
- In the event of an Equal Pay claim the Employment Tribunal may make unfavourable inferences if there are no records available relating to changes to pay by gender following assimilation.
- Equality monitoring is good practice and is mentioned in the Codes of Practice issued by the EOC and CRE.
- It is difficult to obtain monitoring data retrospectively.

Employers are therefore advised that it is important that systems are established locally to ensure that information is routinely collected in a way that enables equality monitoring to be undertaken.

Essential Monitoring Information

- a) Information is necessary to monitor gender, ethnicity and age. Additionally first language should be collected in Wales and religion in Northern Ireland.
- b) Each person should have a unique reference number which will link the individual to their job matching / evaluation form. If organisations can make a link with payroll information, this number could be the individual's payroll number.
- c) The job title is necessary for monitoring information by job and job family.
- d) The pay information recorded should be that of a full time worker. Therefore if an individual's basic hours are more or less than this, the pay should be increased /decreased pro-rata so that all the salary information is for the same number of hours.

- e) Basic hours worked is to identify those who work more or less than standard hours. This is necessary to ensure that part-time workers, who are typically women, are not treated differently from those working full-time.
- f) The ethnicity fields are those used by the Department of Health statistics centre. Although ethnicity can be broken down into many more ethnic categories, this will make the collection of data more difficult and may result in information which is not statistically valid because of the small number of returns in each category. If your organisation currently uses more categories than these for equality monitoring purposes, the information can be easily entered onto the categories listed.

Collection of Monitoring Information

All organisations should be recording monitoring information throughout the assimilation process. The attached spreadsheet in Excel could be used to collect this information. Some organisations may be able to create a link between this and their payroll or staff record data so that information on job title, basic salary, gender and ethnicity can be automatically transferred.

Whatever local systems are put in place, the Executive of the Staff Council asks that the information described above should be collected. This will allow the Agenda for Change partners to ensure that the new pay system and its processes is equality proof

The need for more detailed advice on equality monitoring requirements will be considered by the equalities group.

For information on the NHS job evaluation system and related processes please contact Eleanor.Ransom@nhsemployers.org.

**Agenda for Change Partners
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