

EQUAL PAY QUESTIONS

Organisational Profile

1. Please provide breakdown of your workforce by gender, job title, grade and salary.
2. Please provide a list of all staff employed as a [*insert job title*] or equivalent status within the last 5 years indicating their sex, starting salary and salary paid annually to each person.
3. Is your organisation part of a larger group of organisations/companies? If so, please provide details.

Policies

4. Please provide details of your organisation's policy (or policies) relating to the following:
 - (a) Annual Pay Review/ Pay rises
 - (b) Starting Salaries
 - (c) Performance Related Pay
 - (d) Overtime
 - (e) Bonuses
 - (f) Commission
5. Does the organisation have a pay policy? If yes, who is responsible for its implementation?
6. What steps have been taken by the Respondent to implement the Equality Commission's Code of Practice on Equal Pay?
7. What steps have been taken by the organisation to ensure that pay rates and other contractual terms and conditions do not, either directly or indirectly, conflict with Equal Pay Legislation?
8. What training has been given in relation to the implementation of the Equality Commission's Code of Practice and your organisation's obligations under the Equal Pay Legislation?

Pension

9. Does your organisation have an Occupational Pension Scheme? If so provide full details of those eligible to join the scheme and members of the scheme by gender, job title, grade and salary.

Pay Structure

10. Please provide details of your organisation's pay structure including grading structure, pay scales and incremental scales together with copies of all relevant documentation.
11. Please provide full details of how individual pay is determined within the organisation, how pay is reviewed annually and how pay rises are awarded within the organisation.

Evaluation & Audit

12. Please provide details of the method of determining the value of jobs relative to each other (e.g. grading, job evaluation) within the organisation.
13. Please confirm the implementation date in relation to any grading/job evaluation referred to in response to 12. above
14. Other than any job evaluation referred to in response to 12 above has there been any other job evaluation undertaken in your organisation? If so, please provide full details.
15. Has your organisation ever undertaken a review of pay or pay audit? If so please provide details of that review/audit.

Comparators

16. Please provide full details of the duties (e.g. job description and person specification) of my post and the posts of each of my comparators, X, Y and Z.
17. Please provide full details of the basic pay, pay benefits (e.g. company car, private health insurance, occupational

pension, bonus scheme, company credit cards etc.) and any other terms and conditions of the posts held by me and my comparators, X, Y and Z.

18. Please provide details of how the relative value of my job and my comparators has been determined together with copies of all relevant documentation.
19. I believe that my job involves responsibilities that are equal to my comparators' duties. Do you agree?
20. If you do not agree that my job is of equal value to that of my comparators, please set out the job duties for each comparator showing the differences in our jobs that you consider justified the pay difference, indicating for each comparator the relative pay value of each job duty.
21. If there are any other reasons that you consider accounts for the difference in pay please provide full details.
22. Please provide details of my starting salary and that of each of my comparators and explain how and by whom these starting salaries were determined.
 - i. Please specify the reason(s) for the difference in starting salaries and other terms and conditions.
 - ii. What evidence do you have that the reason(s) were the cause of the pay difference?
23. What evidence do you now have that the reason(s) remains the cause of the pay difference?

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) All written policies relating to any aspect of pay or remuneration;

- b) Contracts of Employment/Statement of Main Terms and Conditions for me and each of my comparators X, Y & Z;
- c) Minutes of all meetings relating to the determination of my pay/remuneration and that of my comparators;
- d) If there has been a job evaluation/ grading exercise, copies of all relevant documents of whatsoever nature relating to the design and implementation of that exercise;
- e) Documentation relating to the determination of individual pay;
- f) Documentation relating to the organisation's existing pay structure;
- g) Documentation relating to access to the occupational pension scheme;
- h) Documentation relating to the organisation's Grievance and Disciplinary procedure;
- i) All documents in the respondent's possession, care or control relevant to my equal pay claim.