

Equal pay checklist

Equal pay is a legal obligation under the Equality Act 2010. Check and address the following in your organisation to avoid the risk of an equal pay claim.



1. Know your pay systems

Know all your different pay systems.
Check there are no disparities.
Ensure you cover all staff, including apprentices.

2. Use job evaluation

Make sure you consistency check banding outcomes.
Use local recruitment and retention premia.
Ensure you're up to date with training.

3. If you make changes to any of your pay systems, you must:

Compare your pay data.
Review proposed changes.
Decide whether any detrimental impact is justified.

4. Document your decisions

All decisions and agreements should be documented and retained for at least six years.

- Job descriptions
- Job matching outcomes
- Local evaluation outcomes and JAQs
- Pay rates for all staff
- Justification for applying RRP
- Information about promotion and downgrading
- Information about organisational change and mergers
- Equal pay reports
- Gender pay gap reports
- Equality Impact Assessment reports.

For more information on equal pay, read [this document](#) from the Job Evaluation Group.