

Private and voluntary-sector employers in England, Scotland and Wales with 250 or more employees must calculate their gender pay and gender bonus gaps as they are on 5<sup>th</sup> April each year. These organisations then have 12 months in which to publish this information on their website in a prescribed format. Similar rules apply to employers in the public sector.

### The difference between the gender pay gap and equal pay

The gender pay gap is different from equal pay. Equal pay deals with the pay differences for men and women who carry out the same jobs. Unequal pay is unlawful. The gender pay gap shows the disparity in the average pay between men and women. It does not relate to equal work and there are many variables that can influence this data such as part-time working, taking time out of work for family and caring responsibilities and returning to work in lower paid roles.

### The new legal framework

- The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (the "Regulations")
- Consultation on draft legislation launched in February 2016
- Originally expected to come into force on 1<sup>st</sup> October 2016
- Final Regulations published 6<sup>th</sup> December 2016
- Came into force 6<sup>th</sup> April 2017

### Which organisations must comply?

Organisations which currently have 250 or more employees, public authorities in England, private organisations and voluntary organisations.

### What needs to be calculated?

1. Your mean gender pay gap
2. Your median gender pay gap
3. Your mean bonus gender pay gap
4. Your median bonus gender pay gap
5. Proportion of males and females receiving a bonus payment
6. Proportion of males and females in each quartile band

## How must the information be reported?

- Reports must be published every 12 months
- Organisations can decide when to publish within the 12 month window
- Must report data on the organisation's website
- Must remain there for 3 years
- Data must also be uploaded to a government website
- A director must sign an accompanying statement confirming the information is accurate

## Your pay gap reporting action plan

1. Check your systems
2. Identify who and what is in scope
3. Brief the Board and identify who will sign the written statement confirming the accuracy of the information
4. Carry out an informal review or a full gender pay audit to understand what your figures will look like
5. Identify harmful issues which may impact reputation and get a communications plan in place
6. Start identifying actions for improvement, set targets to drive change
7. Ensure those who will be closely involved have had appropriate training and brief the wider workforce
8. Keep a watching brief on future developments - the Government has committed to a review of the Regulations within 5 years

## Useful Links

Government website: <https://gender-pay-gap.service.gov.uk/Viewing/search-results>

ACAS Guide: [http://www.acas.org.uk/media/pdf/m/4/Gender\\_Pay\\_Reporting\\_GUIDE3.pdf](http://www.acas.org.uk/media/pdf/m/4/Gender_Pay_Reporting_GUIDE3.pdf)

A useful explanation of how to do the calculation for gender pay gap reporting: <https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations>

For more information on Equal Pay: [www.acas.org.uk/equalpay](http://www.acas.org.uk/equalpay).