

10-step guide to the gender pay gap regulations 2017

Under the new gender pay gap regulations, private and voluntary sector employers with 250 or more employees (as of 5 April 2017) must publish an annually updated report on their gender pay gap figures, both on their own website and a government website, by 4 April 2018.

If your company falls within this category, follow our 10-step guide to collating and publishing your gender pay gap report.

Step	Action
1	Identify relevant employees and confirm if subject to the regime. This includes all employees, apprentices, workers and self-employed people (where they personally perform the work), employed by you on or before 6 April 2017. Part-time employees and job-share employees count as one. Partners and LLP members are not included, unless they are also an employee.
2	Identify the difference between the mean hourly rate of pay of male full-pay employees and that of female full-pay employees and express as a percentage.
3	Identify the difference between the median hourly rate of pay of male full-pay employees and that of female full-pay employees and express as a percentage.
4	Identify the difference between the median bonus pay paid to male employees and that paid to female employee and express as a percentage.
5	Identify the proportions of male and female employees who were paid bonus pay and express as a percentage.
6	Identify the proportions of male and female full-pay employees in the lower, lower middle, upper middle and upper quartile pay bands and express as a percentage.
7	Write a narrative which confirms the information is accurate and is signed by the relevant person. Consider using the narrative to explain the reason for any substantial pay gaps, if necessary.
8	If you are concerned about what your calculations indicate concerning gender pay gaps, seek legal advice . Pitmans Law can explain how your information will be interpreted and how to maximise the narrative.
9	Publish the information above on your website by 4 April 2018.
10	Consider whether you need to produce an action plan to narrow any gender pay gaps.



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"The level of service has always been exemplary; they are fast to respond, proactive in approach and have a deep understanding of our business due to a long-term relationship."



Angela Shields

Employment Partner

D +44 (0)118 957 0450

M +44 (0)788 195 1362

E ashields@pitmans.com

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Contact us
 T +44 (0)345 222 9222
 E law@pitmans.com