

By April 2018 all organisations with over 250 employees will have to report publicly on any average pay difference between male and female employees. Whilst this may seem like a long way off employers need to act now to ensure they are ready for this change.

So what do you need to know?

Employers are required to publish the following information:

- Mean pay gap between male and female employees
- Median pay gap between male and female employees
- Mean bonus pay gap between male and female employees
- Median bonus pay gap between male and female employees
- Proportion of male and females receiving a bonus payment
- Details of the number of men and women working across salary quartiles

The first gender pay gap reports will have to be published by 4th April 2018 and will be based on pay rates as at 5th April 2017. The bonus pay gap will be based on bonuses paid between 6th April 2016 and 5th April 2017.

The reports have to be published annually on an organisation's UK website in a format that is accessible by employees and members of the public. The reports must remain on there for 3 years to enable progress to be monitored as subsequent reports are added over the years. Employers must also submit evidence of compliance to the Government which will involve uploading the report to a government website where it can be accessed by the public.

There is no obligation on an employer to publish any narrative to accompany the reports but we would advise employers to do so as it gives you an opportunity to explain why there may be a particular gap in your business. For example providing pay information based on grade or job type or full-time and part-time working is likely to be more accurate and show a smaller pay gap.

What happens if you don't publish a gender pay report?

Whilst there are no specific sanctions for private sector employers who fail to comply, there are significant reputational risks for those who do not. In this regard the Government has already said that it may name and shame offenders and any organisation included on such a list is likely to see not only damage to its reputation but also its ability to recruit and retain staff and secure future work particularly in the public sector.

How can we help?

We can help you prepare for the introduction of gender pay gap reporting by conducting a gender pay review now to identify any gender pay gaps that exist and work with you to identify steps you can take to reduce gender pay gaps.

We can also help produce the formal gender pay gap report and will work with you to put together some suitable commentary to accompany the report to explain any differentials in gender pay.

Get in touch now

If you would like more information on your gender pay reporting obligations please contact a member of our Employment Team, our contact details are overleaf.



We view them as one of our key business partnerships.

Meet our team



Russell Brown

Russell is a Partner and Head of Employment at Glaisyers Solicitors.

He advises owner managed businesses to PLC's across a diverse range of business sectors including retail, transport, engineering, IT, education and financial services, acting mainly for employers.

Russell focuses on keeping his clients informed of the frequent changes to employment law and to advise them on all aspects of various day to day legal and HR related issues. He is experienced in acting for clients involved in litigation in Employment Tribunals, the High Court and the Employment Appeals Tribunal. He is known for his calm, down to earth, common sense approach and recognises the need to provide his clients with quick, commercial, practical advice.

Russell is a frequent contributor to a wide range of employment law publications. He is a regular speaker on the subject to both clients and the media. He is a member of the Employment Lawyers Association.

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Sarah Scholfield

Sarah joined Glaisyers as a trainee solicitor in 2007 having graduated from the University of Sheffield in 2006 with a BA(Hons) in Law with German. She qualified as a solicitor in 2009 and joined our Employment department.

Sarah has become a valued member of the team and has extensive experience advising employers on a wide range of employment matters including unfair dismissal, discrimination and whistleblowing claims, drafting contracts of employment and dealing with disciplinary/grievance matters. She is a member of the Employment Lawyers Association.

Sarah has been described as "extremely knowledgeable, diligent, sharp" whilst retaining "that all important client focus".

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Get in Touch

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