



Reward Connected
Specialist Pay and Reward Consultancy



GENDER PAY GAP REPORTING

AS AN EMPLOYER, WHAT DO YOU NEED TO KNOW?

If you have 250 or more employees on the snapshot date of 31st March (public sector) or 5th April (private and voluntary sector) in any year, it is a legal requirement for all relevant employers to publish a gender pay report.

Do part time workers count towards your number of 250 employees? What about agency workers? There are nuances to both the answers, but here at Reward Connected we can help clarify what you need to do.

250 +



The 'Snapshot Date' is the key date used to calculate the percentage difference in the gender pay gap.

It also provides the start of the 365 day countdown towards the latest day you will need to publish your gender pay report.

Full reporting requirements and further information can be found at the Advisory, Conciliation and Arbitration Service www.acas.org.uk.

WHAT CAUSES THE PAY GAP BETWEEN MEN AND WOMEN?

There are many different causes, but some of the more common ones include:



LACK OF ROLE MODELS

Lack of female role models in management or executive positions.



CAREER ADVICE

Stereotyped career advice given to men and women about the work they can do.



PART-TIME WORK

Lack of well paid & flexible part-time work for those with other responsibilities.



RIGID STRUCTURES

Rigid and out of date corporate structures that do not allow for or encourage promotion.



MARKET RATES OF PAY

If employers do not benchmark their pay rates against the market, they do not have an objective yardstick against which to set pay levels and can end up paying too much for some jobs and too little for others.

REPORTING REQUIREMENTS

There are a number of pieces to this puzzle, that must be completed for you to be up to date and within the law.

In its simplest form, the report must contain both the mean and the median averages of your "full pay relevant employees". This gives a balanced view of the overall gender pay gap and, expressed as a %, it becomes a simple tool for assessing where you need to improve equality in the workplace.

After you have run the figures for the report, you can easily discover what the difference is between levels of pay between men and women. If you find a positive % figure then it tells you men are paid more. A negative % tells you the women in your organisation are paid more. Found a 0% figure? It may be unlikely, but it means both genders are paid the same.

All employers should then add a supporting statement, detailing how they view the gender pay gap and what they will do with the information they have received. It is understood that in some sectors the gender pay gap is higher - but everyone must work to eliminate any element of discrimination. Your statement helps ensure that you intend to do something about any pay gap in your organisation.

You can also use this part of the report to tell people how you have reduced the pay gap successfully, or what measures are in place but have not yet come to fruition.

For prospective employees, a clear and transparent pay system may make your company the place they choose to work, or even showcase you as an industry leader - a perfect way to help you win a big contract.

All of this information must then be published on both your website and a designated government website, within one year of the relevant snapshot date.

HOW TO REPORT?

If you have over 250 employees, then your business has a legal responsibility to comply with equality laws and reduce the gap in gender pay.

So how do you carry out gender pay reporting?

You will have to calculate and then publish the following information:

- ✓ The mean gender pay gap.
- ✓ The median gender pay gap.
- ✓ The mean and median average of bonuses for your organisations gender pay gap.
- ✓ Proportion of men to women who receive a bonus payment.
- ✓ Proportion of men and women in each quartile pay band.
- ✓ Create a written statement, authorised by the appropriate person, that confirms the calculations are accurate. This information must then be made available on your website and a designated government website.

Reward Connected are here to help you with this. See below for the costs, but remember that having this information to hand also provides you with other benefits - you can take actions necessary to remedy the gender pay gap, promote a culture of equality and show your workforce how much you value them.

This report will help you minimise the gender pay gap and give you a reputation as a progressive employer.

REDUCING THE GENDER PAY GAP



With the help of Reward Connected, this report will provide you with the information you need to meet your reporting obligations and detect any areas that need attention. Having effective gender monitoring in place helps to identify where any problems might exist.

EQUALITY AUDIT



BENEFITS

As well as helping with your gender pay report, Reward Connected can also help with an equality audit.

Over time, organisational structures and pay practises can easily become out of date. A simple equality audit not only helps keep your business compliant with the law but offers you the tools to take positive action on gender or equal pay issues.

Reward Connected will be happy to help you with this.

GOOD PRACTISE

FAIRNESS

To encourage fairness in your reward system at your business, make sure:



The system you use is transparent.



Regularly assess job roles and evaluate market reward standards.



Use checks and balances to be fair and consistent in all aspects of pay within your organisation.

An organisation that is transparent about its gender pay gap sends a clear message to its workforce - that we are a non-discriminatory organisation.

Hugely motivating and earns the goodwill of many.

HOW CAN REWARD CONNECTED HELP?

At Reward Connected, we like to make it simple.

We carry out your annual gender pay review. We write you the report, with the methodology and outcomes.

Prices start from £1500 plus VAT. You stay compliant and your organisation is armed with the data it needs to reduce the differences in the gender pay gap.

So let us help you with your Gender Pay Review, contact us today for more information.



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