

Are you ready for Gender Pay Reporting?

Key steps for compliance

“a thorough grasp of the commercial practicalities of so many aspects of employment law and its practical application in the workplace.”

“extremely responsive and have an excellent approach to client care.”

(Chambers UK, 2017)

New regulations require employers in the private sector with 250 or more relevant employees to report on key measures relating to gender, pay and work profile by April 2018 at the latest.

To ensure full compliance with the new reporting obligations, organisations will need to work through a number of key stages, outlined below.

Key stages overview

Your actions	How we can help you
1 Strategy and project plan	<ul style="list-style-type: none"> Secure the protection of legal privilege Advise on the scope and definition of the regulations for your organisation Check to ensure your interpretations are correct Agree the timetable and key steps with you
2 Data capture	<ul style="list-style-type: none"> Advise on data issues as they emerge Ensure calculations are legally correct
3 Analysis	<ul style="list-style-type: none"> Identify statistically significant gaps with reference to good employment practice Undertake benchmarking Identify underlying causes, legal risks and challenges Assessment of different data sets
4 Drafting narratives and publication, consider reputational issues	<ul style="list-style-type: none"> Advise on publication and website requirements Advise on Government publication requirements and sign-off obligations Input on narrative and potential for subsequent questionnaire issues/adverse inference Employee relations risks and Board reports
5 Action plans and implementation	<ul style="list-style-type: none"> Input on action plan in light of issues identified in narrative Addressing gaps and systemic issues in your workforce Risk assessments Setting targets, positive action and justification Avoiding positive discrimination and unlawful action Delivering training in key areas
6 Review action plans	<ul style="list-style-type: none"> Reporting updates Advise on accountability and implementation
7 Legal and internal challenges	<ul style="list-style-type: none"> Responding to questionnaires Defending claims and legal proceedings Assessing discrimination and equal pay risks Dealing with internal grievances

In order to report effectively, it is critical that organisations consider their strategy, narrative, action plans and ongoing obligations and risks, as well as future reporting cycles. Board and remuneration committee members will have a strategic overview, whilst HR, reward compliance, finance and other personnel will have a role to play in an organisation's project team.

Our expertise

Our team has the experience to work with you and advise on these essential stages.

Fox Williams has been at the forefront on this emerging legislation, advising clients and working closely with a number of the organisations involved in drafting the regulations. We have also worked on the supporting guidance.

We have expertise and vast experience of board and operational issues and advise on equal pay and discrimination claims and on reward and bonus issues. Our in-depth experience includes advising on reward policies, positive action, talent management, dignity at work, unconscious bias and inclusive leadership.

Budget and project plan

We will work with you at the outset of your Gender Pay Reporting project to help develop your project plan. We will also work with you as your plan develops. Priority areas will be based on your workforce profile and GPR analysis. The budget agreed will reflect the key project stages on which we will advise you.

At the outset, we can work with your senior management or members of your project team, including for example HR, reward, talent, recruitment, ER, communications and PR, and employee engagement, to ensure they are familiar with the implications of the new regulations for your organisation and what this will mean for their roles.

In all cases, we will advise you on the key requirements of the new Regulations, the priorities and risks if not addressed. We will also work with you on your narrative and effective, deliverable action plans. If your action plan identifies the need for training on key areas of concern, we are able to assist with our bespoke interactive training programme.

Get in touch

For further information about how we could work with you to deliver your Gender Pay Reporting project effectively, please get in touch with your usual Fox Williams contact or email hrlaw@foxwilliams.com