

# Key Obligations: Gender Pay Gap Reporting



Government  
Equalities Office

## Do these regulations apply to me?

You must comply with the regulations for any year where you have a 'headcount' of 250 or more employees on April 5th. If you're close to having 250 employees it's worth checking the Acas guidance for more detail because there are specific rules. For example, each part time worker equals one whole employee.

## What do I have to calculate?

There are six basic calculations, but you will need to gather your information first and take your time working things out the first time round. The calculations are:

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. Your proportion of males and females receiving a bonus payment
6. Your proportion of males and females in each quartile band

## Do I need to do anything else?

You also need to provide a written statement confirming that the calculations are accurate. This must be signed by an appropriate senior person, such as a director or Chief Executive.

Providing a narrative will help people to understand your view of why a gender pay gap is present and what your organisation intends to do to close it.

## I've done all that, what now?

First, publish the information somewhere accessible on your own website.

Then, you'll need to place the information on a designated government website. Details of the government website will be available closer to 5th April 2017

## How often do I need to do this?

You'll need to publish these calculations annually if you have 250 employees or more. These calculations will always be based on the situation at 5<sup>th</sup> April every year.

## I can't do that right away, is there a deadline?

The sooner the better, but you have up to one calendar year to get each set of calculations published.

## Is that all there is to it?

That gets you compliant with publishing the calculations – the real business benefit is to do something about the results and start closing your gap – there's plenty of advice on how to start doing this in the Acas guide on Gender Pay Reporting.

You can learn more about Gender Pay Reporting by visiting

[www.acas.org.uk/genderpay](http://www.acas.org.uk/genderpay)