



# Gender Pay Gap Reporting



## Lewis Silkin is advising employers on producing their first gender pay gap reports.

The first reports must be published by no later than April 2018 based on payroll data from April 2017.

Key advantages of working with Lewis Silkin on gender pay gap reporting compliance are:

- We are able to give you a fully informed legal view on the degree of equal pay risk you may be running as an organisation
- Properly structured, our associated advice to you can be provided on a legally privileged basis, allowing you to plan for how to address difficult issues raised by the results without creating disclosable documents

We understand that addressing the gender pay gap is also about wider HR and employment relations issues such as hiring, promotion and appraisal processes. We are ideally placed to help you develop and implement an action plan addressing all relevant legal, HR, practical and operational challenges.

Key steps for employers include the following:

- Working out if you are in scope. A legal entity with 250 or more employees will have to report its gender pay gap. If you are part of a group of companies, multiple entities may need to comply. Employee for these purposes includes some non-payrolled workers such as consultants and independent contractors.
- Assembling the data. You will need to pull together all relevant pay and bonus data for the pay period within which 5 April falls to be able to produce the required numbers on mean and median pay gap, mean and median bonus gap, number of male and female employees in each of four pay quartiles, and proportion of men and women who receive bonuses.
- Undertaking the process. If you provide us with the relevant employee information on an anonymised basis, we can produce a report for you as well as advising on associated issues such as what factors might be generating any pay gap or skewing your figures, what additional analysis you might want to undertake, what degree of equal pay risk you appear to be running, and what narrative you could include in your report to put your gender pay gap statistics into context.
- Considering the best timing for publishing your report, and putting into effect any initiatives aimed at addressing issues arising.

## How else can we help?

**WORKSPHERE** is a comprehensive HR service providing a holistic solution for all your people needs.

WORKSPHERE is ideally placed to help you implement a range of solutions identified in preparing and advising on your gender pay gap report. Our team of legal and HR professionals provide a flexible resourcing solution to help you achieve the strategic aims of your business.

We can:

- Conduct a job family review of the roles on your organisation
- Advise on changing your reward strategy and pay practices to improve your pay gap
- Recommend and deliver training for both HR and managers on all aspects of the employee life cycle to reduce unconscious bias on hiring and promotion decisions
- Advise on practical training interventions and provide clearer guidance to mid managers on how to make decisions on salary reviews and bonuses
- Review performance management processes, identify areas of risk and develop training programmes to ensure appraisals are conducted fairly
- Develop and run leadership development programmes to encourage the career progression of female staff
- Introduce a coaching and mentoring programme for high potential managers



## For further information please contact



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