

Preparing for gender pay reporting – stage one

This is the first in our three-stage series of guides to help organisations get ready for the introduction of the Gender Pay Gap Information Regulations on 6 April 2017.

For all organisations, step one must be to ask:

- do the regulations apply to my organisation?
- who do we need to report on?

The regulations apply to employers, including in the [charity](#), not-for-profit, and voluntary sectors, who have 250 or more employees on the snapshot date.

They **do not** apply to:

- government departments
- the armed forces
- public authorities in [schedule 19 of the Equality Act 2010](#)

Who is an employee?

The regulations adopt the ‘extended’ definition of employee in the Equality Act 2010. This includes:

- employees including people on zero hours contracts – (employees who work part-time or job-share each count as one employee)
- apprentices
- workers including bank staff and casual workers – (agency workers will count as employees of the agency that provides them)
- self-employed people who have a contract to personally do work – (if someone is provided through a service company they will count as employees of that company)

The regulations **do not** apply to partners in partnerships or LLPs.

Employee status is a hot topic right now and employers may need to think carefully about who in their workforce will be caught by the regulations. [Contact us](#) if you are unsure.

When is the snapshot date?

The snapshot date will be 5 April in any given year.

Employers who have 250 or more employees on 5 April date must carry out the gender pay gap calculations for that year and publish a report on their website within 12 months.

Employers with fewer than 250 employees may still wish to calculate their gender pay gap, particularly if there is a likelihood that the organisation will grow in size over the coming years. They may then have time to analyse and attempt to address the causes of any pay gap without being required to publish the results for that year.

The snapshot date is also the date that will be used to capture pay and bonus data for employees. In our stage two guide, we will explain what pay information you need to gather and how to deal with tricky issues including casual workers, piecework and self-employed consultants.

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