



## Human Resources & Health and Safety



Do you employ staff?

### Regulations on Gender Pay Gap Reporting for the Public Sector Introduced

On the 31<sup>st</sup> March 2017, the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 will come into force. These regulations are specific to the public sector only, as regulations for the private and voluntary sectors have already been introduced.

Public sector employers with 250 or more employees will be required to disclose their gender pay gap and gender bonus gap information. Specifically, they will be required to publish:

1. The differences in mean and median pay between men and women
2. The differences in mean and median bonus pay between men and women over a period of 12 months, ending on the date 31<sup>st</sup> March
3. The proportion of men and women who were paid a bonus, and
4. The proportion of men and women employed in quartile pay bands for the overall pay range.

Payments in relation to annual leave, sickness, maternity, or special leave are excluded from the calculations.

This information must be published by the 30<sup>th</sup> March 2018, and must be displayed on the public authority's website, and a specially designated Government database, which is yet to be designed. The information must be made available to both employees and the public, and must remain available for a period of three years.

### New additional 'HR Plus' Services

We are pleased to confirm that we will be offering new additional **hands-on** and **fixed-fee** 'HR Plus' services throughout 2017; these will include outsourced support with the management of;

- **Maternity, adoption, shared parental leave and associated flexible working requests;** we will meet with you in order gather relevant information, introduce ourselves to your employee, take care of all associated administration (letters etc.) including the pregnancy risk assessment. Keep in contact with your employee during the leave period, keeping you up-dated as is necessary, meet again with both parties (independently) prior to the return to work, discuss and design the re-induction process and carry out a post-return to work review to ensure a successful return for both parties.
- **Recruitment;** we will meet with you in order gather relevant information, discuss and agree with you how to advertise the vacancy and source candidates, receive and sift all applications to select suitable candidates for first stage interviews, interview candidates selecting a short-list of candidates for second stage interviews. Includes all administration prior to second stage interviews.
- **Absence Management;** we will meet with you in order to gather relevant information. For short-term absences we will hold return to work interviews and complete necessary administration and if appropriate manage the formal absence management process for you. For long-term absences we will meet with the employee, complete all necessary administration (follow up letters etc.), refer to occupational health if appropriate, manage the return to work process or the formal capability dismissal process as required. Keeping you updated, every step of the way.

### How We Can Help

If you have any questions about any of the subjects raised in this newsletter, please don't hesitate to contact us via [hradvice@hasslefreehr.co.uk](mailto:hradvice@hasslefreehr.co.uk)