



## Gender Pay Gap Reporting Q&A

### 1. What is the Gender Pay Gap?

The gender pay gap is an indicator of the roles that women undertake in the work place in comparison to men, measured by comparing their average mean and median hourly rates.

### 2. What are mean and median hourly rates?

The mean is the average, i.e. add together all the hourly rates of pay and divide by the total number of employees. The median is the mid-point, i.e. the numerical value that sits in the middle of a list of numbers (or hourly rates).

### 3. Which employers have to report on the Gender Pay Gap?

All employers in the public and private sector with more than 250 employees (as on the snap shot date) now have to publish an annual gender pay gap report.

### 4. Why are employers being asked to provide this data?

The Government wants greater transparency in pay, so that organisations start addressing the issues which disadvantage women. Making such information public is the first step on the journey.

### 5. What data must be published?

Employers are being asked to provide the following data:

- The difference between the mean hourly rate of the pay of male employees and female employees
- The difference between the median hourly rate of the pay of male employees and female employees
- The difference between the mean bonus pay of male employees and female employees
- The difference between the median bonus pay of male employees and female employees
- The proportion of male and female employees who were paid bonus pay
- The proportion of male and female employees in the lower, lower middle, upper middle and upper quartile

In addition, employers can publish a narrative explaining the outcome of their report.

### 6. When will the data be published?

The 'Snap Shot' date for the public sector is the 31 March in each year, and the 5 April for the private sector. Employers then have 12 months in which to publish their report. (30 March and 4 April respectively)

## **7. How can I get access to my employer's data?**

All relevant employers must publish their report on their own website and on the gov.uk website:  
<https://www.gov.uk/government/news/view-gender-pay-gap-information>

## **8. My employer has not chosen to publish a 'narrative' with their data. Do they have to?**

No. There is no requirement for an employer to publish a narrative with their report.

## **9. If there is a gap between the pay gap of men and women in my workplace, does that mean I can bring an equal pay claim?**

No. The gender pay gap and equal pay are two separate things. The gender pay gap is the average (mean or median) difference between men and women's combined hourly rates of pay regardless of their role, unlike equal pay which is about paying men and women the same for like work, work rated as equivalent under a job evaluation scheme or work found to be of equal value in terms of effort or skill. There are many legitimate reasons why the gender pay gap may exist and these can vary across sectors. The aim of this report is to encourage employers to start putting measures in place to help bridge the gap and ensure that men and women are represented equally in all sectors and levels of the workplace.