Overview of Pay Gap Reporting
What is a pay gap?
A pay gap is a measure of disadvantage (a gap) expressed as a comparison between what, on
average, one group of staff earn and what, on average, another earn across an organisation.
How are they calculated?
Pay gap calculations are based on a snapshot of our payroll data as at 31 March each year. Bonus
pay gap calculations are based on bonuses paid throughout the year ending 31 March.
Mean and median pay gaps are calculated based on the hourly pay of full pay relevant employees.
Calculations follow methodology set by Government.
Not all staff are included in the calculation. It is based on the calculated “hourly pay” for each
relevant employee, which means that data for part-time staff are directly comparable with data for
full-time staff.
Pay is based on the ordinary salary which is gross basic pay and allowances less salary sacrifice (e.g.
for pension contributions, childcare, cycle to work schemes) paid in March.
Any staff who are receiving less than full pay because they are on ‘leave’ eg those on maternity
leave, long term sick leave are excluded from the calculations. Staff who have been on strike during

What are we doing to address our disability pay gap?
The Disability Equality and Inclusion Steering Group (DEISG) is reviewing and analysing the disability
pay gap data in more detail and will make recommendations for actions in consultation with the
Staff Disability Network to address the cause of any significant gaps.
What is an ethnicity pay gap?
An ethnicity pay gap shows the difference in the average hourly rate of pay between Black, Asian