

Gender Pay Gap Reporting in Jersey: Guidance Note

Jersey has adopted a recommended approach for gender pay gap reporting which is very similar to the UK.

Because of this, it is advisable to follow the comprehensive UK guidance which can be found at:

<https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers>

The key points of difference are:

- **Snapshot date.** 30th June is the recommended snapshot date for Jersey businesses. Reports are to be published by 31st March the following year, in line with the analysis done by Statistics Jersey. This is due to differences between the UK and Jersey on tax years and bonus payment cycles which impact the pay gap.
- **Business size.** Businesses of 50+ employee headcount are advised publish their gender pay gaps in Jersey. This is proportionate to the number of businesses that could report when compared to the UK.
- **Anonymity.** If there is less than 5 people per gender (for example, a business that has 60 employees with only 4 women), external reporting is not recommended.

FAQs

What data points do we need to report on?

The mean and median hourly gender pay gap; bonus pay gaps; and pay quartiles. It is also recommended to report headcount for context.

It is recommended that businesses with larger employee headcounts provide a considered action plan to try to close gender pay gaps.

- **250+ employees** - Full reporting with narrative and action plans. Should provide possible reasons why pay gaps might exist and details of actions to be taken to target any large gaps.
- **50-249 employees** – Full reporting with some narrative into the data points. Action plans can be high level bullet points.
- **Less than 50 employees** – Report internally using guidance and calculator to monitor any trends. Take action where large pay gaps exist.

What is the definition of mean, median and pay quartiles?

- The **mean** is the average of a set of numbers, calculated by adding all the values and dividing by the total number of values
- The **median** is the middle number when the values are arranged in order, separating the higher half from the lower half
- **Pay quartiles** are values that divide a distribution of wages into four equal parts, so each part contains 25% of the employees ordered from lowest to highest pay.

What data point should we use as our headline measure?

It is recommended to use the median pay gap as your headline measure rather than the mean. This is because it is less impacted by outliers than the mean (e.g. if your CEO is male and paid much higher than everyone else, your gender pay gap will be wider).

This is consistent with existing Government of Jersey and Statistics Jersey publications.

Do I include overtime in my additional pay or allowances?

No.