



Government  
Equalities Office



# Four steps to developing a gender pay gap action plan

**GENDER  
PAY GAP**

Closing it together

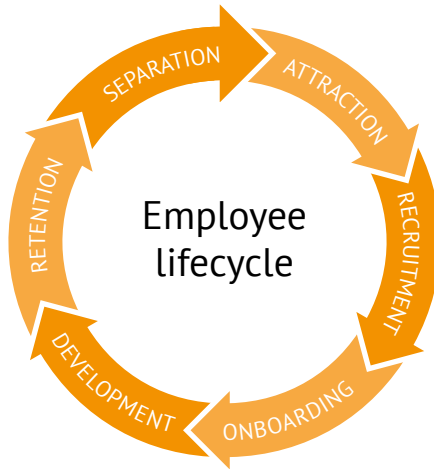
# 4 steps to developing a gender pay gap action plan

An effective gender pay gap (GPG) action plan will help your organisation understand its GPG and signal to employees and the public your commitment to taking serious steps to tackle it. This guidance is based on what employers who have successfully developed and implemented an effective action plan told us about the process<sup>1</sup>. It should be considered in parallel with complementary guidance published on the [gender pay gap service](#).

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1 OMB Research (2019) Employers' gender pay gap action plans: Research report. (<https://www.gov.uk/government/publications/gender-pay-gap-employers-action-and-understanding>)

# 1. Analyse your data and identify actions

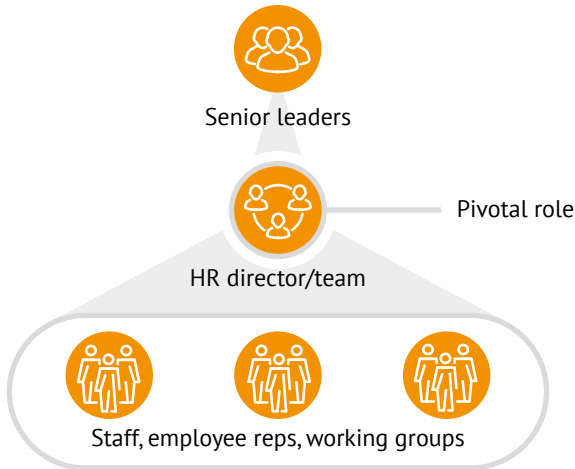


**Understand why your organisation's GPG exists:** Before seeking to tackle your GPG, it is important to diagnose exactly what is driving it as evidence shows that the cause can vary greatly, even between companies operating in the same sector. This will allow you to develop a meaningful, strong action plan that will have a real impact on your GPG. For further guidance on how to diagnose your gender pay gap please refer to [Eight ways to understand your organisation's gender pay gap](#).

**Adopt a systematic approach to identifying actions:** Considering every stage in the employee life cycle from recruitment to exit interviews can help identify barriers, and actions to tackle them at each stage.

**Identify evidence driven actions:** Ensure actions are developed based on the diagnosis of your GPG and address specific underlying causes. For recommended actions which deliver real results please refer to [Evidence based actions for employers](#).

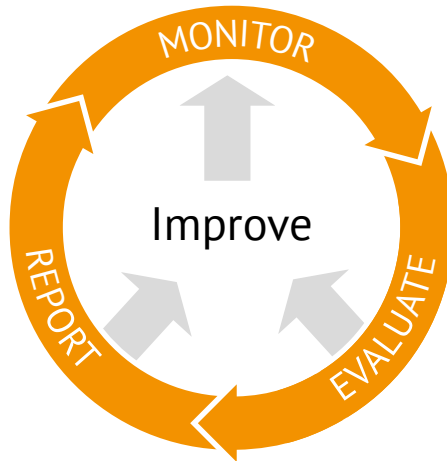
## 2. Consult and engage



**Gain buy-in from senior people:** Senior-level leadership, role modelling, and support is vital for tackling your organisation's GPG. HR directors can play a pivotal role in ensuring that senior leaders understand the meaning of the GPG and the best actions to take. Highlighting case studies from other organisations both within your sector and other sectors can help secure overall support for your GPG action plan.

**Involve a wide range of stakeholders:** The involvement of staff, employee representative bodies and different levels of management will help deliver an action plan which is innovative, fit for purpose and well supported. Engage with stakeholders through working groups, informal feedback sessions and surveys. The more staff are included in the early stages of the process, the greater their buy-in going forward.

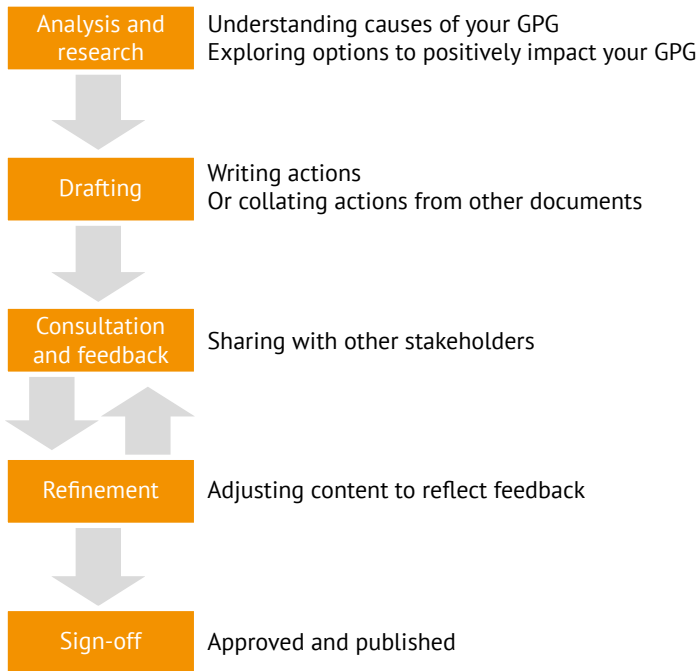
### 3. Revise, assess and embed your action plan



**Let plans evolve:** It is important to monitor and evaluate your action plan, changing and adapting it as required. Setting specific, time-bound targets and appointing a named individual (e.g. a diversity officer) to drive the plan forward can help you do this. Be clear with colleagues you expect your plans to develop over time.

**Embed actions in working practices:** Ensure that actions to close the GPG become part of your 'business as usual' activity. This will demonstrate your commitment and reduce burden on staff and managers. Consider existing monitoring and review processes and the wider equality and diversity context when developing and embedding your action plan.

## 4. Allow enough time



**Allow enough time for the process:** Developing an effective action plan is an ongoing and iterative process. Time is required to both consider in detail the approach to adopt, and to refine the content so that it reflects the issues driving your GPG.



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