

# Gender Pay Gap Reporting: Understanding the Results

[Gender pay gap reporting: guidance for employers - GOV.UK](#)



## What is Gender Pay Gap Reporting?

Gender pay reporting is the process where employers analyse and publish the differences in pay between male and female colleagues within their organisation.

## What is the aim of Gender Pay Reporting?

This reporting aims to highlight any disparities in earnings and promote transparency and equality in the workplace.

## What is reported?

- The mean and median gender pay gaps based on hourly rates
- The distribution of men and women across different pay quartiles
- The mean and median bonus pay gaps paid in the preceding 12 months
- The percentages of males and females receiving a bonus in the preceding 12 months

There is an opportunity to include a narrative regarding the results, although it is not mandatory and something we have not done in the past.

## Who Needs to report their Gender Pay Gap?

Employers with 250 or more employees are required to report their gender pay gap data annually. This includes calculating and publishing figures on the Government website ([Report your gender pay gap data - GOV.UK](#)), as well as the Company's website.

We complete a 250+ Employee Scope Test to ascertain if a business's figures should be reported. For William Jackson Food Group, this currently includes Abel & Cole, Jackson's Bakery and Wellocks. We complete the calculations for all of the subsidiaries and WJFG overall, however we are not required to report for Belazu, Group Office or WJFG as a whole.

## When is the Gender Pay Gap Reported?

The Gender Pay Gap figures must be reported and published by the 4<sup>th</sup> of April of each year, although can be submitted any time up to the deadline.

## What pay data is used in the calculations?

The snapshot date for the data used in the calculations is the 5<sup>th</sup> of April in the previous year to the reporting date.

*For example:*

*The results which are reported in 2025 are based on a snapshot date of 5<sup>th</sup> April 2024 and any bonus data in the preceding 12 months of this date.*

## What pay data is INCLUDED?

### Ordinary Pay Data Includes:

- Basic pay
- Allowances
- Shift premium pay
- Pay for leave (including holiday pay)
- Pay for piecework

### Ordinary Pay Data Excludes:

- Pay referable to overtime
- Pay referable to redundancy or termination of employment
- Pay in lieu of leave
- Expenses
- Benefits in kind
- Value of salary sacrifice schemes

We only use pay data for full-pay relevant employees in the calculations for pay data.

### Bonus Pay Data Includes Remuneration:

- In the form of money, vouchers, securities, securities options or interests in securities
- Which relates to profit sharing, productivity, performance, incentive or commission

### Bonus Pay Data Excludes:

- Ordinary pay
- Pay referable to overtime
- Pay referable to redundancy or termination of employment

We only use pay data for relevant employees in the calculations for bonus data.

## Where is the pay data obtained from?

The pay data is downloaded in an iTrent report developed especially for Pay Gap reporting. In this report we have the option to select which elements are included, for example salary and company sick pay. We also are required to download a Position and Structure report to filter the data by organisation.

## How is the data checked?

Whilst it would be a mammoth task to check each individual record, we can be confident that the data included in the report (assuming the relevant elements are included) is accurate as it is purely what has been paid to the colleague. We also complete random spot checks on payslips to ensure this is reflective.

There are some limitations to the data, predominantly in how pay is processed for certain colleagues across the Group.

### What do the results show?

Gender pay calculations are expressed as a percentage of a man's earnings. A gender pay gap that is negative shows the average percentage which females are paid higher than males, and a positive shows the average percentage which males are paid higher than females. In short, a negative is in favour of females and a positive is in favour of males.

You can browse our previous reported results, and other companies results here: [Search and compare gender pay gap data - Gender pay gap service - GOV.UK](#)

## Definitions

### Mean:

The mean gender pay gap refers to the difference in the average hourly earnings of men and women. It is calculated by adding up all the hourly pay rates for men and dividing by the number of men and doing the same for women. The mean gender pay gap is then expressed as a percentage of men's average pay.

*For example:*

*If the average hourly pay for men is £20 and for women is £15, the mean gender pay gap would be:*

$$((20-15)/20) * 100 = 25\%$$

*This means that, on average, women earn 25% less than men per hour.*

The mean gender bonus gap refers to the difference in the bonus pay of men and women. It is calculated by adding up all the bonus' for men and dividing by the number of men receiving a bonus and doing the same for women. The mean gender bonus gap is then expressed as a percentage of men's average bonus.

### **Median:**

The median gender pay gap refers to the difference in the median (middle value) hourly earnings of men and women within an organisation. To calculate it, we list all the hourly pay rates for men and women separately in ascending order, then find the middle value for each list. The median gender pay gap is expressed as a percentage of men's median pay.

*For example:*

*If the median hourly pay for men is £18 and for women is £14, the median gender pay gap would be:*

$$((18-14)/18)*100 = 22.2\%$$

*This means that, at the median, women earn 22.2% less than men per hour.*

The median gender bonus gap refers to the difference in the median (middle value) bonus of men and women within an organisation. To calculate it, we list all the total bonus payments for men and women separately in ascending order, then find the middle value for each list. The median gender bonus gap is expressed as a percentage of men's median bonus.

### **Pay Quartiles:**

Pay quartiles are a way of dividing an organisation's workforce into four equal groups based on their hourly pay rates. This helps to show the distribution of men and women across different pay levels. The four quartiles are Lower Quartile, Lower Middle Quartile, Upper Middle Quartile, Upper Quartile. Each quartile is made up of 25% of the workforce.

By analysing pay quartiles, we can identify where gender disparities exist within different pay ranges.

*For example:*

*If a higher proportion of men are in the upper quartile compared to women, it may indicate a gender pay gap at higher pay levels.*

### **250+ Employee Scope Test:**

This test is used to check if a business's results should be reported on the Government website. This takes into account:

- Employees
- Workers
- Apprentices
- Self-employed and personally performing work
- Casual/ Zero hours workers
- Partners

- Individuals who do not identify as male or female
- Colleagues whose pay data is not available

**Snapshot date:**

A snapshot date is a specific date each year on which employers must capture their payroll data to calculate and report their gender pay gap.

Employers use the payroll data from the snapshot date to calculate the results.

**Ordinary Pay Data:**

Ordinary pay data refers to the regular earnings that employees receive during a specific pay period, excluding any bonuses.

**Full – Pay Relevant Employees:**

Calculations for the pay gap are only based on Full-Pay Relevant Employees. This includes any of the following that were not on reduced pay (for example maternity or statutory sick pay).

- Employees
- Workers
- Apprentices
- Self-employed and personally performing work
- Casual/ Zero hours workers

Partners, individuals who do not identify as male or female and colleagues whose pay data is not available are not included for the bonus calculations.

**Relevant Employees:**

Calculations for the bonus gap are only based on Relevant Employees. This includes:

- Employees
- Workers
- Apprentices
- Self-employed and personally performing work
- Casual/ Zero hours workers

Partners, individuals who do not identify as male or female and colleagues whose pay data is not available are not included for the bonus calculations.

**Elements:**

The elements are names of things processed in pay, for example as salary, holiday pay or company sick pay. We are able to select the elements we want to be included in the report.

## Our Results

<b>Jacksons Bakery</b>		<b>Results 2024</b> (Snapshot date 5 <sup>th</sup> April 2023)	<b>Results 2025</b> (Snapshot date 5 <sup>th</sup> April 2024)
Mean hourly pay gap		<b>-7.13%</b>	<b>-9.65%</b>
Median hourly pay gap		<b>6.67%</b>	<b>-8.11%</b>
Mean bonus pay gap		<b>48.40%</b>	<b>14.22%</b>
Median bonus pay gap		<b>0.00%</b>	<b>0.00%</b>
Male receiving bonus pay		<b>85%</b>	<b>83%</b>
Females receiving bonus pay		<b>84%</b>	<b>84%</b>
<b>Hourly pay quartiles</b>			
Upper (highest paid)	Male	<b>66.95%</b>	<b>71.79%</b>
	Female	<b>32.20%</b>	<b>28.21%</b>
Upper middle	Male	<b>82.20%</b>	<b>81.20%</b>

	Female	<b>17.80%</b>	<b>18.80%</b>
Lower middle	Male	<b>69.49%</b>	<b>68.38%</b>
	Female	<b>30.51%</b>	<b>31.62%</b>
Lower (lowest paid)	Male	<b>73.73%</b>	<b>76.07%</b>
	Female	<b>26.27%</b>	<b>23.93%</b>