

Appendix 5

Action	Analysis	Outcome	Lead	Timescale
Upload Gender, Disability and Ethnicity Pay Gap Data to medway.gov.uk	NA	Transparent sharing of data	People Data & Projects Consultant.	Q2 2026/27.
Commence Deep-Dive Pay Gap analysis.	Conduct detailed review of directorates.	Improved understanding of pay gaps.	People Data & Projects Consultant/ EDI Lead.	Q3 2026/27.
Produce workforce profile by directorate for gender, ethnicity and disability	Headcount and representation by protected characteristic	Directorate demographics analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Calculate mean and median pay gaps by directorate	Compare hourly pay rates for each characteristic group	Directorate pay gap analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Analyse representation across lower, lower-middle, upper-middle and upper quartiles	Identify over- or under-representation in higher paid roles	Quartile distribution analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Review distribution of staff by grade and protected characteristic	Identify concentration of groups in lower or higher grades	Grade profile analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Assess representation at Head of Service, Assistant Director and Director level	Compare leadership representation with overall workforce	Leadership diversity analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Review bonus payment allocation by directorate	Compare recipients and values by protected characteristic	Bonus pay analysis shared with directorates.	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Commence Deep-Dive Menopause Analysis.	Conduct detailed review of menopause-related workforce data,	Improved understanding of the impact of menopause	People Data & Projects Consultant/ EDI Lead	Q3 2026/27.

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	policies, employee experience and support arrangements.	on employee wellbeing, retention and progression.		
Review current menopause-related policies, guidance and support arrangements	Assess existing provision against recognised good practice	Baseline assessment completed and gaps identified	EDI Lead	Q4 2026/27.
Gather workforce data relating to menopause	Review age profile, absence trends, turnover and wellbeing data	Evidence base established to inform action planning	People Data & Projects Consultant/ EDI Lead.	Q4 2026/27.
Share deep dive analysis with directorates	NA	Directorates receive evidence-based analysis and identified drivers of pay gaps within their areas.	EDI Lead.	Q4 2026/27
Directorates provide proposals to address gaps.	NA	Directorate-specific recommendations developed to address identified pay gap causes.	EDI Lead.	Q1 2027/28
Pay Gap Action Plan agreed with CMT	NA	Corporate Pay Gap Action Plan approved with agreed priorities, actions and accountabilities.	EDI Lead.	Q2 2027/28

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Action	Analysis	Outcome	Lead	Timescale
Pay Gap Action Plan shared with EMC	NA	Members informed of pay gap findings, proposed actions.	EDI Lead.	Q2 2027/28 (Sept 2027 EMC meeting)