

Reference Number: FOI202223/429
From: Commercial
Date: 23 November 2022
Subject: Cost of producing an annual gender pay gap report

This is an information request relating to the cost of producing an annual gender pay gap report.

- Q1 Please include the information for each of the following periods; 2019-20; 2020-21, 2021-22:
- The cost of producing each gender pay gap report, including a breakdown of the cost such as the number of FTE staff working on the report and any costs involved with design, printing, distribution

A1 The Gender Pay Gap report is produced by the HR department as part of the portfolio of work. The time taken for staff to produce the gender pay gap report is not documented within HR, so it is difficult to quantify for the cost of producing the report for the years detailed in the request.

For the previous financial year (2021/2022), there was a Band 5 responsible for producing the report and they estimated they spent 15 hours (cost of this = £223.85). Please be aware this is the minimum costs, as narrative is added to the report by a senior member of the HR team, but we are not able to provide this as it is not recorded.

As the cost of producing the report isn't documented, it isn't possible to accurately provide costing for the financial years 2019/2020 and 2020/2021.