Equality action plan: preparation template

Gender pay gap and menopause actions, prepared for the GOV.UK gender pay gap service

Version: 4 November 2026. Based on GOV.UK guidance 'Creating an action plan: guidance for employers' (updated 13 May 2026) and Equality Act 2010, section 78A.

Before you start

Action plans are voluntary for the 2026 to 2027 reporting year. The government says they will become mandatory from spring 2027, subject to legislation. The power to require them is in section 78A of the Equality Act 2010 (inserted by section 33 of the Employment Rights Act 2025, in force 6 April 2026), but the duty only applies once regulations under that section are made. Check the current position before you rely on any date.

Voluntary deadlines for 2026 to 2027: 4 April 2027 for private, voluntary and most other employers; 30 March 2027 for most public authority employers. Plans apply to employers with 250 or more employees, one plan per legal entity with 250 or more employees.

This template helps you prepare the content. You submit the plan itself on the gender pay gap service (gender-pay-gap.service.gov.uk).

Part 1: Your organisation

Item	Your answer
Legal entity name	
Companies House number	
Number of employees on snapshot date	
Snapshot date	
Responsible person (director, partner or senior officer)	
Person submitting on the service	
Web page where the plan will also be published	

Part 2: Understand the issues (GOV.UK step 1)

Use your gender pay gap data and anything else you hold (staff surveys, exit interviews, absence data, flexible working requests).

Question	Your findings
Mean gender pay gap (hourly)	
Median gender pay gap (hourly)	
Bonus gap (mean / median)	
Share of women in each pay quarter (lower to upper)	
Where women are under-represented (roles, levels, teams)	
What staff tell you about menopause support	
Other factors (sector, part-time roles, ethnicity, disability, background)	

Part 3: Choose your actions (GOV.UK step 2)

You must choose at least 2 actions: at least one on the gender pay gap and at least one supporting employees experiencing menopause. At least 2 must be 'new or in progress'. You can also list actions already 'embedded'.

Government's list of 18 recommended actions (tick the ones you choose):

Recruiting staff

☐ Make job descriptions inclusive

☐ Encourage applications from a range of candidates

☐ Reduce unconscious bias in CV screening

☐ Use fair and structured interview techniques

☐ Advertise leave policies in job adverts

☐ Advertise flexible working arrangements in job adverts

Developing and promoting staff

☐ Automatically consider eligible employees for promotion

☐ Encourage employee development through actionable steps

☐ Offer mentoring, sponsorship and other development programmes

Building diversity into your organisation

☐ Set targets to improve gender representation

Increasing transparency

☐ Increase transparency for pay, promotion and rewards

☐ Enhance and promote flexible working and leave policies

Supporting employees experiencing menopause

☐ Train managers to support employees experiencing menopause

☐ Offer occupational health advice for employees experiencing menopause

☐ Set up menopause support groups and networks

☐ Offer workplace adjustments for employees experiencing menopause

☐ Conduct a menopause risk assessment for your workplace

☐ Review policies and procedures to meet the needs of employees experiencing menopause

Part 4: Your chosen actions and supporting text (GOV.UK step 3)

For each 'new or in progress' action, explain why you chose it and how you will track whether it is working. The service allows up to 100 words per action, no links and no attachments.

Action	Addresses	Status	Why we chose it (max 100 words)	How we will measure it	Owner	Target date
	Gender pay gap / Menopause	New or in progress / Embedded				
	Gender pay gap / Menopause	New or in progress / Embedded				
	Gender pay gap / Menopause	New or in progress / Embedded				
	Gender pay gap / Menopause	New or in progress / Embedded				

Part 5: Overall supporting narrative

Up to 200 words, published with your gender pay gap data. Background, context and your gender equality objectives. No attachments.

_____

_____

_____

_____

_____

_____

_____

_____

Part 6: Sign-off and submission checklist

☐ Gender pay gap figures checked and final

☐ At least one gender pay gap action and one menopause action chosen

☐ At least two actions marked 'new or in progress'

☐ Supporting text written for each new or in-progress action (100 words max each)

☐ Overall narrative written (200 words max)

☐ Responsible person has reviewed and approved the plan

☐ Plan also published on our own website

☐ Submitted on the gender pay gap service before the deadline

☐ Review date set for next year's plan

Item	Detail
Approved by (responsible person)	
Job title	
Date approved	
Date submitted	
Next review date	

Need help?

Electra HR can prepare your action plan for a fixed fee: reviewing your gender pay gap data, recommending actions that fit your organisation, and drafting the supporting text and narrative for your sign-off. electra-hr.com/contact

This template is general information, not legal advice on your situation. Electra HR Ltd, company number 11077627.