Glossary of key terms in this report

Full-pay Employees	'Full-pay Employees' are employees that are paid their full usual pay during the pay period in which the snapshot date falls (March 2017 for the Council)
Mean	The mean can be defined as the average of a set of numbers. This is achieved by adding up the values and then dividing by the number of values
Median	The median can be defined as the middle number in a ranked list of numbers. The median can be used to determine an approximate average
Quartile	Quartiles divide ranked data into four quarters. These are: • **Lower quartile** - The lowest 25% of numbers • **Lower middle quartile** - The second lowest 25% of numbers • **Upper middle quartile** - The second highest 25% of numbers • **Upper quartile** - The highest 25% of numbers

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