

OFFICIAL

Human Resources Activity Report

Human Resources Committee

Date: 26 March 2021

Agenda Item: **7**

Submitted By: Chief Employment Services Officer

Purpose To inform Members of sickness absence to the end of December 2020 and personnel activity to the end of December 2020.

Recommendations That Members note the content of the report.

Summary This report informs Members of the Authority's key areas relating to Human Resources for 2020/2021.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Christine Cooper, Corporate HR Manager
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Background papers open to inspection: None

Annexes: None

1. STAFF PROFILE (EMPLOYEE HEADCOUNT) - 1 January 2020 TO 31 December 2020

Wholetime

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jan 2020	850	8	7	13	16	3	1	33	55	876	931
Apr 2020	837	7	5	13	16	3	1	32	54	860	914
Jul 2020	831	8	6	13	16	3	1	34	55	857	912
Sep 2020	813	8	6	12	16	3	1	35	54	840	894
Dec 2020	808	7	6	12	16	3	1	35	53	835	888

Control

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jan 2020	42	0	1	1	1	0	0	1	34	12	46
Apr 2020	42	0	1	1	1	0	0	1	34	12	46
Jul 2020	45	0	0	2	1	0	0	3	36	15	51
Sep 2020	45	0	0	2	1	0	0	3	36	15	51
Dec 2020	47	0	0	2	1	0	0	1	36	15	51

Retained (On-Call)

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jan 2020	132	1	0	1	1	0	0	16	8	143	151
Apr 2020	137	1	0	1	1	0	0	15	9	146	155
Jul 2020	137	1	0	1	1	0	0	15	10	145	155
Sep 2020	142	1	0	1	1	0	0	15	9	151	160
Dec 2020	142	1	0	1	1	0	0	16	8	153	161

Fire Staff

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jan 2020	264	5	2	2	20	2	0	12	165	142	307
Apr 2020	264	5	2	2	18	2	0	16	170	138	308
Jul 2020	262	5	2	4	17	1	0	16	171	136	307
Sep 2020	265	4	2	2	19	1	0	16	172	137	309
Dec 2020	265	5	2	2	19	2	0	17	172	140	312

Brigade Total

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jan 2020	1288	14	10	17	38	5	1	62	262	1173	1435
Apr 2020	1280	13	8	17	36	5	1	64	267	1156	1423
Jul 2020	1275	14	8	20	35	4	1	68	272	1153	1425
Sep 2020	1265	13	8	17	37	4	1	69	271	1143	1414
Dec 2020	1262	13	8	17	37	5	1	69	269	1143	1412

The above figures include: (CB, Mat & Secondment)

Wholetime employees – (4 Career Break, 1 Maternity, 3 Secondment)

Control employees – (2 Maternity)

Retained (On-call) employees – (5 Career Break, 1 Maternity, 0 Secondment)

Fire Staff employees – (2 Career Break, 3 Maternity, 2 Secondment)

2. Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE
JANUARY 2020 - DECEMBER 2020 PER MONTH

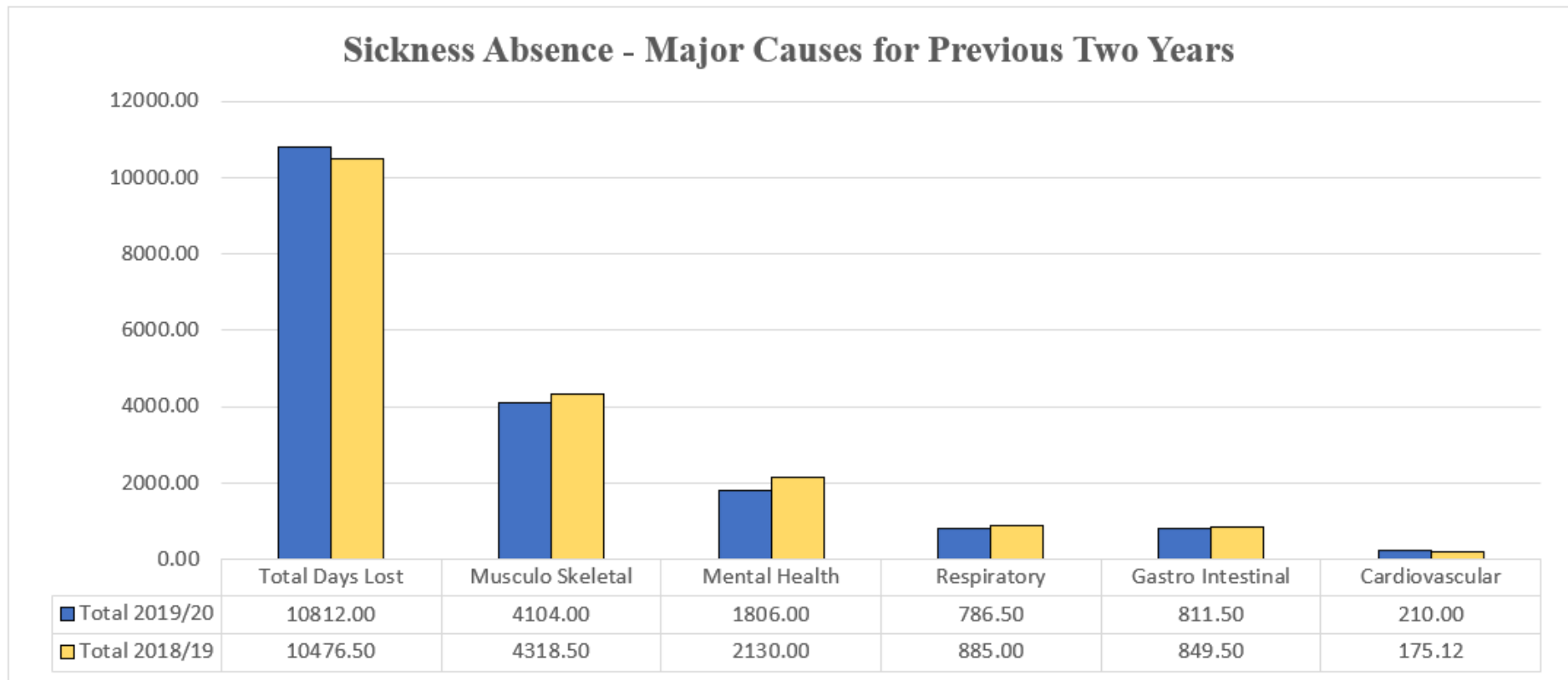
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Ops Response	0.59	0.02	1.21	1.76	1.26	1.13	0.79	0.54	1.08	1.57	1.75	1.04
Ops Support	0.83	0.64	0.46	0.00	0.21	0.00	0.56	0.80	1.55	1.24	0.82	0.11
Prev & Prot	1.73	0.98	1.53	0.78	0.41	0.64	0.16	0.41	0.79	1.41	0.89	0.65
Legal & Gov	0.38	0.50	0.46	0.17	0.00	0.52	0.09	1.43	1.61	0.96	0.02	0.00
Service Support	0.68	0.74	1.23	1.20	0.85	0.99	0.51	0.35	0.59	0.92	1.16	0.24
Emp Services	0.53	0.54	1.26	1.28	1.04	1.21	1.24	0.45	0.86	1.14	1.74	1.33
Finance	0.00	0.00	0.00	0.24	1.12	1.29	1.28	1.11	1.44	2.17	2.44	2.89
Corporate Comms	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.71	0.59	0.53	0.00
FSHQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.65	0.63	1.15	1.52	1.37	1.05	0.74	0.53	1.03	1.45	1.60	0.92
Target	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Previous Year Total (2019)	0.72	0.60	0.67	0.57	0.54	0.57	0.59	0.45	0.54	0.58	0.60	0.57

The figure from March 2020 onwards includes absence due to Covid19 and Self Isolating per employee.

GREEN - BELOW TARGET
AMBER - WITHIN 10% OF TARGET
RED - OVER 10% OF TARGET

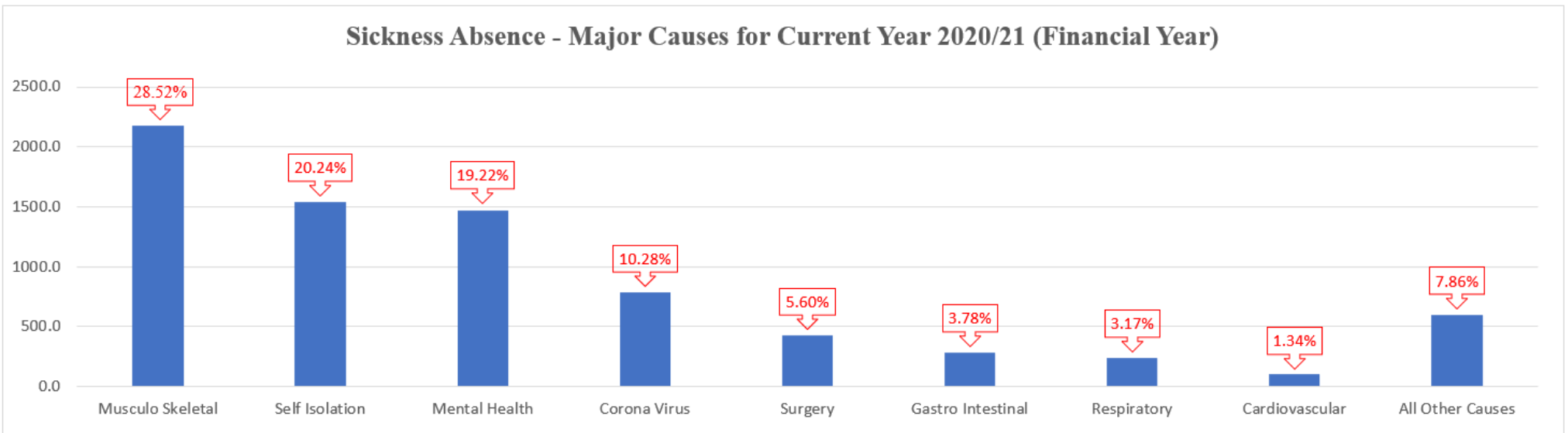
SICKNESS ABSENCE - MAJOR CAUSES FOR PREVIOUS TWO YEARS (Financial Years)

	Total Days Lost	Musculo Skeletal	Mental Health	Respiratory	Gastro Intestinal	Cardiovascular
Total 2019/20	10812.00	4104.00	1806.00	786.50	811.50	210.00
Total 2018/19	10476.50	4318.50	2130.00	885.00	849.50	175.12
Total	21288.50	8422.50	3936.00	1671.50	1661.00	385.12
Percentage	100.00%	39.56%	18.49%	7.85%	7.80%	1.81%



SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2020/21 (Financial Years)

	Total Days Lost	Musculo Skeletal	Self Isolation	Mental Health	Corona Virus	Surgery	Gastro Intestinal	Respiratory	Cardiovascular	All Other Causes
Total 2020/21	7627.5	2175.0	1544.0	1466.0	784.0	427.0	288.0	242.0	102.0	599.5
Percentage	100.00%	28.52%	20.24%	19.22%	10.28%	5.60%	3.78%	3.17%	1.34%	7.86%



3. ESTABLISHMENT AND STRENGTH APRIL 2015 to 31 DECEMBER 2020

Summary Figures – Establishment and Strength

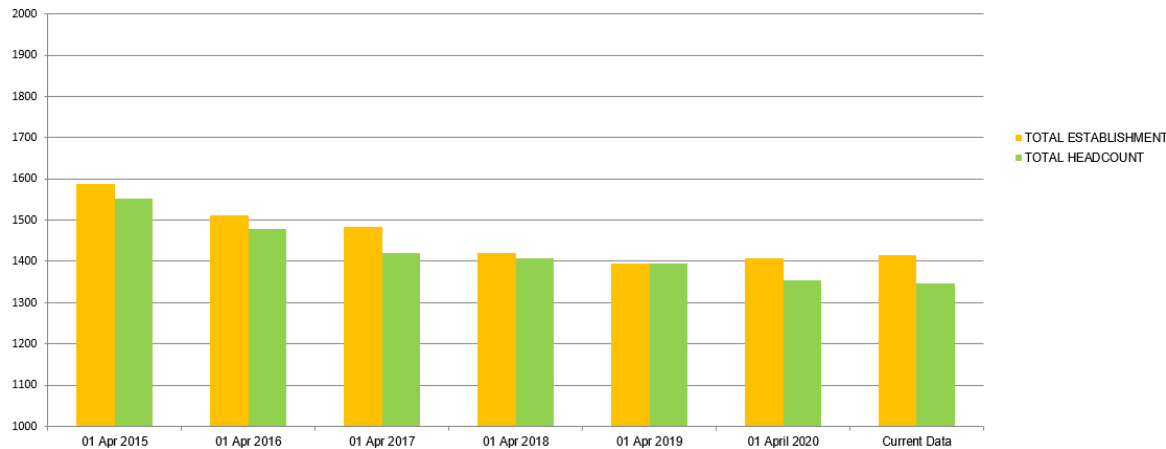
Stats for Oct-Dec 2020 report

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	RETAINED POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
01 Apr 2015	1587	1552	1153	1144	120	96	42	41	272	271
01 Apr 2016	1511	1479	1074	1059	120	96	42	49	275	275
01 Apr 2017	1483	1421	1032	985	120	94	43	49	288	293
01 Apr 2018	1420	1408	963	959	120	87	43	47	294	315
01 Apr 2019	1396	1394	927	951	120	82	44	48	305	313
01 April 2020	1408	1355	930	914	120	87	44	46	314	308
Current Data	1415	1347	900	888	120	96	44	51	317	312
Reductions to date	172	205	253	256	0	0	-2	-10	-45	-41

* Retained strength shown as number of positions covered not people employed (this includes posts that will be covered by Trainees)

Graphical Representation of Establishment and Strength

Graphical Representation of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

	Current Headcount	Current Employee FTE
Wholetime	888	881.76
Control	51	48.00
Retained	161	96.00
Fire Staff	312	271.40

4. HEALTH AND SAFETY PERFORMANCE 1 APRIL 2020 – 31 DEC 2020

Lost time up to 3 days

Actual performance 2020/21	Target 2020/21
5	24

Lost time over 3 days

Actual performance 2020/21	Target 2020/21
12	22

RIDDOR Major injury/disease

Actual performance 2020/21	Target 2020/21
14	No target set

5. OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS 1 OCTOBER 2020 – 31 DECEMBER 2020

OH KPI's

Period 1st October 2020 TO 31st December 2020

Ref No.	KPI	Target	Quarter 1 st October - 31 st December 2020	YTD 1 st April 2020 – 31 st March 2021	Target achieved for present quarter
1	Management referral to appointment date (3 weeks)	90%	100%	100%	Yes
2	AMA report to management within 48hr	90%	100%	100%	Yes
3	No. of Did Not Attends (DNA's) or cancellation <48 hr notice*		0 (Nurse) 2 (AMA)	0 (Nurse) 5(AMA)	
4	No. of physiotherapy referrals		30	74	
5	No. of counselling referrals		11	38	
6	No. of management referrals		7	18	
7	No. of health screenings		0	0	
8	No. of self-referrals		1	9	
9	No of AMA consultations		118	372	

6. DISCIPLINE AND GRIEVANCE CASES – 1 OCTOBER TO 31 DECEMBER 2020

Period 1 Oct 2020 - 30 Dec 2020

Disciplinary Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)
		In Target	Out of Target		
FSHQ					
Service Delivery	1			1	
Legal & Governance					
Employment Services					
Service Support	1			1	

Green < 60 Days
Red > 60 Days

Grievance Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)
		In Target	Out of Target		
FSHQ					
Service Delivery	1			1	
Legal & Governance					
Employment Services					
Service Support					

Green < 15 Days
Red > 15 Days

Bullying and Harrassment Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)
		In Target	Out of Target		
FSHQ					
Service Delivery					
Legal & Governance					
Employment Services					
Service Support					

Green < 45 Days
Red > 45 Days

Mediation Cases by Directorate

Directorate	Total in Period
FSHQ	0
Service Delivery	0
Legal & Governance	0
Employment Services	0
Service Support	0

7. RECRUITMENT STATISTICS – 1 OCTOBER TO 31 DECEMBER 2020

External Recruitment by Directorate 1 October to 31 December 2020

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance	1	1	1			49	
Service Delivery							
Legal & Governance	1	1	1			43	
Employment Services							
Corporate Comms							
Service Support	2	1	1		1	29	

Target Timescale

Green < 84 Days
Red > 84 Days

Internal Only Recruitment by Directorate 1 October to 31 December 2020

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance							
Service Delivery	2	2	2			26	
Legal & Governance							
Employment Services							
Service Support	2	2	1	1		32	

Target Timescale

Green < 30 Days
Red > 30 Days



OFFICIAL

2019 - 20 Gender Pay Gap report

Human Resources Committee

Date: 26 March 2021

Agenda Item:

8

Submitted By: Chief Employment Services Officer

Purpose To report the 2019 / 20 Gender Pay Gap

Recommendations It is recommended that the report be noted.

Summary West Yorkshire Fire and Rescue Authority is required to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The UK Gender Pay Gap figure for all employees according to data released by the ONS in November 2020 is 15.5%.

WYFRA has a pay gap of 11.6% which is a further reduction on the 2019 pay gap which was 14.7%. Annex one provides the "WYFRA 2020 Gender Pay Report" prior to its official publication on the WYFRS website. Data from the report will be collected by the Government Equalities Office.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone, Organisational Development Manager

Background papers open to inspection: None

Annexes: Gender Pay Gap Report 2020

1 Introduction

- 1.1 West Yorkshire Fire and Rescue Authority (WYFRA) is required to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, to be published by 30 March 2021. The attached report (Annex 1) provides the Fire Authority with the opportunity to review the “WYFRA 2020 Gender Pay Report” ahead of its official publication.
- 1.2 WYFRA is required to provide mean and median pay gap information on 31 March 2020. This will be published on gov.uk and the Authority’s website. To add extra depth to the report a comparison with the 2019 data is also included.
- 1.3 Due to the continuing impact of the Coronavirus (COVID-19) pandemic, the Equality and Human Rights Commission (EHRC) have announced that employers will have an additional six months after the current deadline to report their gender pay gap information. This means all employers now have until 5 October 2021 to report their gender pay gap information. At WYFRS we intend to publish in line with the original deadline, as we did last year.

2 Information

- 2.1 A “gender pay gap” shows the difference between average hourly earnings of men and women. This is expressed as a percentage of men’s earnings e.g. a gender pay gap of 15% indicates women earn 15% less than men, whereas a figure expressed as a minus indicates there is a gap present where women earn more than men.
- 2.2 WYFRA has a gender pay gap of **11.6%**, a reduction of 3.1% from the 2019 figure of 14.7%. The Office for National Statistics (ONS) has published a national pay gap figure of 15.5% (November 2020). This means that the WYFRA pay gap is tracking 3.9% below, which is an improvement on 2019 which was 2.6% lower.
- 2.3 WYFRA is expected to provide statements to outline any underlying causes of the gender pay gap and detail steps to be taken reduce the gap year on year. The data from the report will inform the next iteration of the Diversity and Inclusion Action Plan.
- 2.4 Deadline for publication on the Government portal is 30 March 2021 and 31 March 2020 is the date used for calculations in line with reporting requirements.
- 2.5 An infographic summarising the key data alongside the Gender Pay Gap Report 2020 will be published on our public facing website and data uploaded to the gender pay gap reporting portal within the www.gov.uk site.

The figures found in the attached report were calculated using the standard methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. It is based on “ordinary pay” received by “relevant employees”. Ordinary pay does include shift allowances but not overtime. There are six calculations to carry out:

- a) The mean (average) pay gap
- b) The median pay gap
- c) The proportion of males and female employee in each salary quartile band.
- d) The mean bonus pay gap
- e) The median bonus pay gap
- f) The proportion of males and females receiving a bonus payment

- 2.6 This report defined an employee as all employees under any terms and conditions of employment. Any employee employed on 31st March 2020 paid their usual full basic pay during the relevant pay period will be included.

3 Financial Implications

3.1 There are no financial implications arising from this report.

4 Human Resource and Diversity Implications

4.1 The gender pay gap obligations were introduced under the Public Sector Equality Duties (Equality Act, 2010). The service continues to work to ensure it is an inclusive employer and to increase gender representation in the workplace.

4.2 WYFRA is confident that people are paid on the basis of the work they do and not their gender or any other protected characteristic as all jobs are evaluated using either the Local Government Job Evaluation Scheme or the Hay Job Evaluation Scheme.

5 Health, Safety and Wellbeing Implications

5.1 None directly arising from this report.

6 Environmental Implications

6.1 None directly arising from this report.

7 Your Fire and Rescue Service Priorities

- Continue to work towards delivering a more inclusive workforce, which reflects and serves the needs of the diverse communities of West Yorkshire.
- Support, develop and enable our people to be at their best

8 Conclusions

8.1 WYFRA remains confident that the gender pay gap does not stem from paying men and women differently for the same or equivalent work. The gap is the result of the different roles in which men and women work within the organisation and the salaries these roles attract.

8.2 WYFRA remains committed to diversity and inclusion. We promote equality of opportunity and fair and equitable treatment for all employees, regardless of protected characteristics or personal circumstance.

8.3 Whilst it is encouraging that the gender pay gap is lower than national figures, and that our pay gap continues to track well below the ONS national average, there is more to do.

8.4 Work continues to enable all employees to take up opportunities for learning, talent planning, professional development and progression.

8.5 Continuing to tackle the gender pay gap helps WYFRA to deliver on its priorities, in particular to work towards an organisation which reflects our communities. Ensuring all our people are enabled to achieve appropriate 'work life balance' and a fulfilling career within WYFRA will also support our priority to enable all our people to be at their best at work.



West Yorkshire Fire and Rescue Service

Gender Pay Gap Report 2020





Statement from the Chief Fire Officer, John Roberts & Chair of West Yorkshire Fire & Rescue Authority, Councillor Darren O'Donovan

Draft

“West Yorkshire Fire and Rescue Authority passionately believes in fair treatment for everyone who works with us, regardless of protected characteristics they share or personal circumstances. We are proud of our commitment to an inclusive workforce.

WYFRA remains proud of our transparency. All our salary scales are available to view and we never pay people different salaries for the same job. Every job has a set pay range.

We know there is further work to do which is why we continue to invest in encouraging people from underrepresented groups to join us. We work hard to reach out to women thinking of a career as a firefighter, encouraging women who share our values to join us.

We work tirelessly to break down stereotypes and are proud of the work our people put in to continue this work. It is shocking that there are still people out there who believe being a Firefighter is a “Man’s job”; these people don’t work for WYFRA but such views do still exist within our communities. We continue to work hard to change how people perceive roles within fire and rescue services and wish to reassure our communities that people of all genders can, and do, make fantastic Firefighters.

For decades there have been significantly more men in operational roles than women. This is changing, but slowly. Being a Fire Fighter is a tremendously rewarding role and your gender or any other protected characteristic is not an indicator of how great you’ll be at making West Yorkshire Safer.

Our gender pay gap is 11.6%, some **3.9%** below ONS figures for 2020. There is still more to do to achieve gender parity. We pay all our people doing the same job in the same salary range. People are appointed based on their experience and expertise alone; our pay structure is completely transparent and does not favour one gender over another.

We are a proud public service organisation and remain proud of all the work we do to become an organisation that more closely reflects the communities we serve. There is still a long road ahead, but we are working tirelessly and continue making progress. We have a plan in place to continue moving forward to achieve the enormous benefits a diverse workforce and inclusive organisation brings to our people and communities”

Cllr Darren O'Donovan
Chair of the Fire Authority

John Roberts
Chief Fire Officer



Introduction

West Yorkshire Fire and Rescue Authority (WYFRA) is required to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This is because the organisation is identified as a public sector employer with over 250 staff in employment.

Gender pay reporting compares rates of pay and bonuses by gender. At WYFRA all jobs are evaluated against a consistent pay scheme and allocated to a specific grade(s). People recruited are appointed to an agreed pay point for each job. Pay rates are transparent and everyone is appointed based on knowledge, skills and experience within the pay range for the role.

The Gender Pay Gap enables WYFRA to assess gender equality in our workplace; the balance of male and female employees at different levels and enables steps to be put in place to address inequalities identified.

Regulatory Requirements

The regulations give a wide definition of who counts as an employee, (e.g. the self-employed & agency workers); for WYFRA this includes all employees regardless of role and terms and conditions of employment.

In order to report the Gender Pay Gap there are six calculations organisations must carry out:

- A) Mean (or average) pay gap
- B) Median pay gap, (mid way between lowest and highest paid, by gender)
- C) Male and female employees in each salary quartile band.

There are a further three calculations required under the regulations, which do not apply to WYFRA because the organisation does not pay any bonus:

- D) The mean (average) bonus pay gap
- E) The median bonus pay gap
- F) The proportion of males and females receiving a bonus payment

WYFRA voluntarily shares data on overtime and additional responsibly allowances (ARAs) in the spirit of transparency. Figures reported were calculated using the methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and from guidance issued by Government Equalities Office (GEO) and ACAS.

WEST YORKSHIRE FIRE AND RESCUE SERVICE GENDER PAY DATA

31st March 2020

Workforce Information - Total Employees

WYFRS Staff 2020 Data			
	Female	Male	
Green	162	139	
Grey	53	861	
Control	32	13	
Retained	9	147	
Totals	256	1160	1416

A) Mean (Average) Pay Gap

In 2020 average hourly rates for women increased by £0.86 to **£14.49**. In 2019 this was £13.63 and in 2018, £13.28. Male average hourly rates in 2020 stand at **£16.39** an increase of £0.42, rising from £15.97 in 2019 and £15.65 in 2018.

The gender pay gap has, once again, reduced, by a further 3.1% to **11.6%** in 2020, significantly lower than the 2019 reported gender pay gap of 14.7%, which demonstrates further progress.

To help identify actions, further detailed analysis has been carried out to establish where the pay gap is greatest. As shown below, our largest gap is within 'Green Book' group, where Fire Staff and support services are located.

2020	Female	Male	Gap	%	Increase / Decrease compared to 2019 pay	Trend ■ Negative ■ Slight change ■ Positive
All People - Mean (Average) Hourly Pay Rate	£14.49	£16.39	£1.90	11.6%	3.1%	↓
FRS Operational (Grey Book)	£15.93	£16.99	£1.06	6.2%	0.4%	↓
FRS Retained	£13.92	£13.95	£0.03	0.2%	-0.2%	↑
FRS Control	£15.38	£15.10	-£0.28	-1.9%	-1.2%	↑
FRS Fire Staff (Green Book)	£13.87	£15.38	£1.44	9.8%	3.3%	↓



The 2020 gender pay gap is **11.6%**. This has continued to decrease further from 14.7% in 2019 and 15.1% in 2018. The pay gap in monetary terms has dropped by a further **£0.44**, standing at **£1.90** as at 31 March 2020.

The gap continues to move slowly in the right direction. A number of factors such as relatively low levels of recruitment, turnover and modest pay rises are all factors. There is a greater pay gap in Fire Staff roles is because many lower paid support roles are occupied by women; in upper quartile service leads and heads of department are mostly men.

B) Median Pay Gap

2019	Female	Male	Gap	%	Gender Difference from 2018
Median Hourly Pay	£13.63	£14.85	£1.22	8.2%	0.9%

2020	Female	Male	Gap	%	Gender Difference from 2019
Median Hourly Pay	£14.21	£15.04	£0.83	6%	2.2%
Grey Book	£14.90	£16.01	£1.11	7%	
Retained	£14.22	£14.22	£ -	0%	
Control	£13.91	£15.37	£1.46	10%	
Green Book	£12.35	£14.92	£2.57	21%	

Median pay gap is **6%**, a decrease of **2.2%** when compared with 2019, the lowest since reporting began.

All people are paid according to the rate for the job, which is evaluated and placed within a defined pay range. There is no difference in how men and women are paid for the same roles at WYFRS. Our pay structure is transparent and based on job requirements alone. Jobs are measured against a consistent common job evaluation / grading scheme, based on a nationally determined and fixed grading structure for Firefighters.

The median pay gap now stands at **6%**, the lowest since gender pay gap reporting. In 2019 is stood at 8.2%, 7.3% in 2018, 8% in 2017 and in 2016 was 13%.

The median pay gap is now **83p**, reducing from last year's figure of £1.22. The median salary pay rate difference for men and women shows men still earn more per hour than female counterparts.

The most profound difference across the main pay groups across the organisation occurs in the Fire Staff / Green Book group. This currently stands at **21%**, a further increase on the previous year which stood at 18.1%. The gap can be explained as there has been limited movement in senior roles, which continue to be occupied mainly by men and some recruitment to lower paid roles (Support services, admin), occupied by a higher proportion of women.



C) Salary Quartile Bands

A quartile is defined as four equal 'slices' of pay data which is filtered by the proportion of women and men and in each:

Salary Quartile Bands – Overview 2019								
Gender	High	Gender Difference from 2018	Mid (Upper)	Gender Difference from 2018	Mid (Lower)	Gender Difference from 2018	Low	Gender Difference from 2018
Women	11%	1.1% ↑	14%	0.6% ↑	8%	1.7% ↓	39%	1.7% ↑
Men	89%		86%		92%		61%	
1.7% ↑					0%			

Salary Quartile Bands – Overview 2020								
Gender	High	Gender Difference from 2019	Mid (Upper)	Gender Difference from 2018	Mid (Lower)	Gender Difference from 2018	Low	Gender Difference from 2018
Women	11%	0% ↔	17%	3% ↑	7%	1% ↓	37%	2% ↓
Men	89%		83%		93%		63%	
3% ↑					3% ↓			

There continues to be a positive trend of increasing numbers of women in the high and mid-upper quartile, rising again by 3% from last year. The shift over time of women moving from the bottom half of pay rates into the top half demonstrates that women are increasing their pay rates year on year when compared to men.

Salary Quartile Bands – Breakdown 2019						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Total
High	£16.70-£77.75	40	11%	321	89%	361
Mid Upper	£14.75-£16.70	49	14%	312	86%	361
Mid Lower	£13.94-£14.75	30	8%	331	92%	361
Low	£8.75-£13.94	140	39%	221	61%	361
Total		259		1185		1444

Salary Quartile Bands – Breakdown 2020						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Total
High	£17.52-£75.88	44	12%	319	88%	363
Mid Upper	£14.92-£17.51	56	16%	290	84%	346
Mid Lower	£14.22-£14.91	27	7%	357	93%	384
Low	£9.00-£14.21	129	40%	194	60%	323
Total		256		1160		1416



The high quartile salary band continues to be underrepresented by women; however, there has been a further slight increase in the top quartile again. In 2017, 8% of posts were occupied by women, 10% in 2018, 11% in 2019 and **12%** in 2020. This shows an increase of **50%** in three years.

There is a further increase in the number of women in the mid-upper pay band, 13% 2017, 14% in 2019 and **16%** in 2020 an increase of **23%**.

Most women are still found in the lowest two quartile salary bands. There are more Fire Staff women employed in lower paid, mainly admin roles. People in support roles don't routinely work unsociable hours or shifts meaning hourly rates don't routinely attract enhancements. **40%**, of the lowest salary band are women; however, the **60%** of men are mostly on-call "retained" operational colleagues.

Fire Staff (Support / "Green Book") 2019:							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2018	Grand Total
High	£15.93 - £55.57	37	47%	41	53%	3%↓	76
Mid Upper	£13.04 - £15.93	25	32%	53	68%	3%↓	77
Mid Lower	£10.08 - £12.77	47	60%	31	40%	5%↓	76
Low	£8.75 - £10.07	56	72%	22	28%	6%↑	77
Total		165		147			312

Fire Staff (Support / "Green Book") 2020:							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2019	Grand Total
High	£16.26 - £56.68	35	46%	41	54%	1%↓	76
Mid Upper	£13.64 - £16.26	30	40%	45	60%	8%↑	75
Mid Lower	£10.76 - £13.64	41	55%	34	45%	5%↓	75
Low	£9.00 - £10.76	56	75%	19	25%	3%↓	75
Total		162		139			301

In order to 'slice' our pay data into four equal quartiles, there are people on the same hourly rate at the point the data splits equally.

There is a slight decrease of **1%** in the highest Fire Staff data quartile since 2019. The proportion of women in upper quartile 'Green Book' roles is favourable when compared to other areas of the organisation.

The Mid-Upper quartile has seen to largest positive gains, rising closer to gender balance by some **8%**. Likewise, the Mid-Lower quartile has also seen a positive shift of **5%** towards gender parity.

A further increase in the proportion of women in the Low Quartile equates to further negative change of **3%**.

D-G) Bonus Payments



The Fire Service does not offer a bonus scheme. Therefore:

- D) The mean bonus pay gap – **N/A**
- E) The median bonus pay gap - **N/A**
- F) The proportion of males receiving a bonus payment - **N/A**
- G) The proportion of females receiving a bonus payment - **N/A**

Additional Allowances

WYFRA pay Additional Allowances on top of base salary for operational colleagues trained in specific skills or carrying specific additional responsibilities such as training, casualty care, water rescue and technical rescue. WYFRS does not offer a bonus scheme.

In line with our commitment to transparency we include data on these allowances below. Work has been carried out rationalise SSA/ARA's.

Additional Responsibility Allowance (ARA) 2019						
	Women	% Women	Men	% Men	Gender Difference from 2018	Grand Total
People Receiving ARA Payments						
Operational Grey Book Staff Receiving SSA/ ARA (Excl Retained / Control)	25	48%	497	58%	5% ↑	521
Retained, Control & Other staff receiving ARA payments	6	14%	20	14%	-	26
Totals	31	33%	517	50%	3% ↑	547
Gender Split – ARA		6%		94%	1% ↑	

Additional Skill / Responsibility Allowance (SSA/ARA) 2020						
	Women	% Women	Men	% Men	Gender Difference from 2019	Grand Total
People Receiving ARA Payments						
Operational Grey Book Staff Receiving SSA/ ARA (Excl Retained / Control)	27	51%	477	55%	3% ↑	504
Retained, Control & Other staff receiving ARA payments	5	12%	21	13%	2% ↓	26
Totals	32	34%	498	49%	1% ↑	530
Gender Split – ARA		6%		94%	-	
Additional Skill / Responsibility Allowance (SSA/ARA) 2020						
People NOT Receiving ARA Payments						



	Women	% Women	Men	% Men	Gender Difference from 2019	Grand Total
Grey Book Staff - Operational NOT Receiving ARA (Excl Retained & Control)	26	49%	384	45%		410
Retained & Control Staff NOT receiving ARA payments	36	88%	139	87%		175
Totals	62	66%	523	51%		585
Gender Split – No ARA		11%		89%	5%	

A review and realignment of ARA (Additional Responsibility) and SSA (Specialist Skills) payments has concluded. Overall numbers of people claiming has reduced from 2019. It is positive to see an almost equal percentage of women and men in operational roles claiming an ARA/SSA for their specialism.

Now the review has concluded we are able to determine such allowances more accurately and the 2020 data reflects this work. All pay data, including shift enhancements, etc, is captured within the hourly rate, mean and median pay gap charts; people who are in receipt of other enhancements (such as shift allowance or flexibility payments) have been removed from this table. The above only includes those allowances paid for specific skills or responsibilities outlined in the revised policy in operation.

There has been a further slight increase in the number of women claiming an ARA/SSA, rising from 31 to **32** in 2020 (a rise of 3.5%). The numbers of men claiming reduce slightly to **498** from 516, which equates to a drop of **3.5%**.

Women make up **6%** of the operational workforce. Women claim **6%** of allowances, which demonstrates shows a gender balance.

Additional Responsibility Allowance Pay Data 2019				
Average ARA Payment	Women	Men	Gap	%
	£142.49	£233.49	£91.00	39.0%
# Above figures include shift allowance & other payments alongside ARA Payments.				0.2%

Additional Responsibility Allowance Pay Data 2020				
Average ARA / SSA Payment	Women	Men	Gap	%
	£43.15	£58.16	£15.01	35.0%
				4%

2. Overtime



As a 24/7 service overtime payments are used to ensure we remain at safe levels, are operationally resilient and able to respond at all times.

Overtime (2019)						
All Staff	Female		Male		Gender Difference from 2018	Totals
Gender Composition	259	18%	1185	82%	↑ 1%	1444
Staff Receiving Overtime	45	9%	441	91%	↑ 2%	486
Staff Not Receiving Overtime	213	22%	744	78%	↓ 2%	958
% of gender category receiving OT		20%		42%	↓ 8%	
					Gap	%
Average OT Payment	£125.11		£178.47		£53.36	30% (↓ 24%)
Median OT Payment	£67.93		£51.84		-£15.45	-31%

Overtime (2020)						
All Staff	Female		Male		Gender Difference from 2019	Totals
Gender Composition	256	18%	1160	82%	-	1416
Staff Receiving Overtime	75	12%	563	88%	↑ 3%	638
Staff Not Receiving Overtime	181	23%	597	77%	↓ 1%	778
% of gender category receiving OT		29%		49%	↓ 2%	
					Gap	%
Average OT Payment	£166.74		£181.65		£14.91	8% (↓ 22%)
Median OT Payment	£140.61		£84.30		-£56.31	-60%

Women make up a smaller proportion of people receiving overtime payments, however, median overtime payment for women is significantly higher at **£140.61** when compared with men (**£84.30**), a reverse gap of **-60%**.

Average overtime payments are higher for men at **£181.65**; women receive **£140.61**, a significantly reduced gap of **8%**. A breakdown is shown below.



Overtime – Split by operational area (2019)				
Grey Book & Retained (Operational)	Female	Male	Gap	%
Gender composition of area	5%	95%		
Gender split - staff receiving OT	(29) 6%	(421) 94%		-1%
Average OT Payment	£82.35	£176.05	£93.70	53%
Green Book (Fire Staff)	Female	Male	Gap	%
Gender composition of area	53%	47%		
Gender split - staff receiving OT	(12) 39%	(19) 61%		14%
Average OT Payment	£224.74	£239.02	£14.28	6%
Control	Female	Male	Gap	%
Gender composition of area	28%	72%		
Gender split - staff receiving OT	(4) 75%	(1) 25%		-47%
Average OT Payment	£136.27	£49.24	-£87.03	-100%

Overtime – Split by operational area (2020)				
Grey Book & Retained (Operational)	Female	Male	Gap	%
Gender composition of area	6%	94%		
Gender split - staff receiving OT	(29) 5%	(524) 95%		1%
Average OT Payment	£89.62	£178.74	£89.12	50%
Green Book (Fire Staff)	Female	Male	Gap	%
Gender composition of area	53%	47%		
Gender split - staff receiving OT	(32) 50%	(32) 50%		3%
Average OT Payment	£205.74	£211.99	£6.25	3%
Control	Female	Male	Gap	%
Gender composition of area	71%	29%		
Gender split - staff receiving OT	(13) 68%	(6) 32%		3%
Average OT Payment	£242.77	£274.60	£31.83	12%

A slightly lower percentage of women in operational roles take up overtime, however, the gender payment gap is **50%** lower, (A reduction of 3%). Some specific locations and specialist roles where overtime is more prevalent are mostly staffed by men. This accounts for the pay gap.



Progress & Steps Taken

The mean (average) gender pay gap is now at **11.6%**, a decrease of **3.1%**. The pay gap continues to track favourably with Office for National Statistics reported gap of **15.5%** by **3.9%**. This is a positive trend and one we hope to continue in future years.

The key reasons for the pay gap remain consistent, and include:

- Over representation of men in operational roles. There are positive signs of a shift in this area; however, given recruitment remains relatively low any change has a relatively small impact on the overall numbers. This challenge remains common across the Fire and Rescue labour market. Progress has been made through actions such as:
 - Significant efforts to target women for upcoming recruitment (Some positive action activities have been impossible due to Covid-19).
 - Updating the Firefighter-Crew Manager development process from a recruit/develop model to a develop/recruit model which led to a significant increase in numbers of women taking up development.
 - We are active regionally and nationally through work with the National Fire Chiefs Council (NFCC), including representation on national groups, key partner in the pilot regional women' mentoring programme alongside NYFRS, SYFRS, Humberside FRS, Women in the Fire Service and the NFCC.
- Women continue to be under-represented in senior positions, though this continues to improve slightly.
- Women continue to be over represented in lowest quartile as more women than men occupy admin and clerical roles in lower pay quartile.

We continue to work hard to position West Yorkshire Fire and Rescue Authority as an employer of choice. We are proud of our record of narrowing the gender pay gap.

Our transparent pay structure means we can be sure any gender pay gap does not stem from paying men and women differently for equivalent work. The gender pay gap is a result of the specific roles in which men and women currently work within the organisation and the salaries each role attracts.

WYFRA have already taken steps to encourage gender parity, including:

- **Creating an evidence base:** Equality Data is captured and published
 - Promotion and encouragement for people to willingly share their diversity data including gender, though there is much more to do.



- Continued pay gap reporting and putting in place actions to address issues identified.
- Empowering our Gender Staff Network to review data and provide case studies to support the organisation to continue narrowing the gap.
- **Raising the profile of gender issues:** the organisation is keen to ensure gender issues are high on the agenda and continues to offer a series of awareness and training events to promote initiatives. This includes:
 - Celebrating International Women's Day and Men's Day.
 - Strengthening our Gender Staff Network. A gender issues network which has a membership made up of women and male allies to raise the profile and identify actions around gender issues.
 - A seat on our Diversity and Inclusion Board (a strategic body) for the network Chair to ensure gender issues are raised and actioned at a strategic level.
 - A Board level gender champion is in place, (Deputy Chief Fire Officer).
 - We are actively involved with Women in the Fire Service and continue to be represented at a regional level. We also promote the sector wide network, increasing our presence at regional and national events.
- **Training:** Significant training has already been delivered to managers and staff using internal and external experts to equip managers with a deeper understanding of diversity. We make available practical tools to support diversity and inclusion at work, including gender issues, in particular avoiding bias, menopause and health and wellbeing.
- **Parent and Carer Support:** WYFRA has a range of family friendly policies we are proud of including maternity leave, adoption leave and other leave for emergencies such as caring responsibilities. The updated flexi-time policy offers a wider band width to help achieve better work life balance. The increasing requirement for some people to work from home as a result of Covid-19 has enabled further flexibility to be in place whilst colleagues home-school their children.
- **Menopause:** WYFRA has put in place a range of support measures for women, particularly consideration of the operational impact on women firefighters. We provide information and training to ensure any colleague going through the menopause feels supported and can access trained people to talk to. Our Occupational Health team provide advice and specific adjustments as required. The organisation has been at the forefront of developing a kit-pack available for women in operational roles dealing with the menopause.



- **Equality Impact Assessments:** WYFRA have now mainstreamed the EIA process, integrating it both within performance improvement frameworks and project management tools. The improved use of EIAs has led to improvements in identifying potential bias in projects, including better consideration of gender issues in new-build fire stations as an example. The significant investment in this area will also ensure we future proof facilities on our newly developed buildings, in particular stations.
- **The Women in the Fire Service Development Programme:** This has been delivered and was well received with positive evaluations.
- **Changes in Promotions Process:** Work to change the approach to promotion has led to more women coming forward to take the step up from Firefighter to Crew Manager. Work will continue to change the Watch Manager to Station Manager process, which starts in 2021.

Going Forward – What Next?

Work which positively impacts on the gender pay gap will focus primarily on initiatives which will open up opportunities at all levels to women. Continued work is underway to support operational women to take up promotion and development opportunities.

Continued budget squeeze continues to limit opportunities to address pay gap through recruitment. The organisation is fortunate that it retains the talent it has. Our 2019 staff survey showed a further increase in the levels of employee engagement. However, the downside of low turnover and few opportunities for growth is that we find it challenging to change the gender pay gap. We are, however, continuing our drive to make a positive impact:

- **Positive Action & Community Engagement:** The successful interventions to support and enable women to get the 'start line' of Firefighter recruitment programmes have been reviewed and fine-tuned. Further evaluation will establish the impact of the changes, but early indications are positive with more women getting to the job offer stage than in previous years.
- **Talent Management & Succession Planning:** The programme is being operationalised and includes focused opportunities for mentoring and coaching to raise confidence, with a particular emphasis on women and other underrepresented groups. Research indicates women set a much higher personal bar than men before applying for a role. The programme supports people from underrepresented groups, including women to take their next career steps.



- **Refining Equality Impact Analysis (EIA):** EIA is in place and has been recently reviewed, simplified, refined and built into project management support and training. This embedding of EIA will be monitored and reviewed to ensure it continues to raise potential diversity and inclusion issues which can be removed before projects or initiatives are delivered.
- **Flexible Working:** Following the review of 'family friendly' policies there has been an increase in people taking up opportunities for flexible working, however, there remains more to do, particularly with operational roles.

Operational Management roles in particular are to be reviewed with a view to looking at ways in which more flexibility can be built in.

Removing barriers (real and perceived), and supporting women to gain more confidence to compete for promotion opportunities is at the heart of our drive.

It takes time to significantly reduce the pay gap further, but the trend is incredibly positive. We remain committed to continue making a difference and working tirelessly to further reduce the gender pay gap.

I, John Roberts, Chief Fire Officer, confirm that the information in this statement is accurate.

Signed

A handwritten signature in black ink, appearing to read 'John Roberts'.

Date:

**MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION
HELD VIRTUALLY ON THURSDAY 21st JANUARY 2021.**

Present:

Metropolitan Districts

Cllr James Lewis	Leeds CC (Chair)
Cllr Graham Turner	Kirklees Council
Cllr Sue Duffy	Bradford MDC
Cllr Silva Dacre	Calderdale MBC
Cllr Terry Fox	Sheffield City Council

District Councils

Cllr Cliff Lunn	Scarborough Borough Council
Cllr Mark Crane	Selby District Council

Fire Authorities

Cllr John Briggs	Humberside Fire & Rescue Service
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In Attendance

Ian Brandwood	West Yorkshire Fire
Debbie Gordon	Scarborough BC
Mark Bennett	Sheffield CC
Emma Wyatt	Leeds CC
Gemma Taskas	Leeds CC
Debbie Haines	North Lincs
Kay Atherton	Harrogate BC
Jill Parker	Doncaster MBC
Jackie Addison	Calderdale MBC
Rebecca King	ERYC
Lindsey Linton	ERYC
Justine Brooksbank	North Yorkshire
Trudy Forster	City of York
Sarah Robertson	Craven DC
Deborah Lucas	Kirklees Council
Jacqui Blesic	Hull CC
Anne Lloyd	Bradford MDC
Joanne Holland	Richmondshire DC
Nicola Miller	NELincs
Joanne Grigg	West Yorkshire Combined Authority
Michael Potter	Barnsley MBC
Sam O'Conner	Humberside Fire and Rescue
Nigel Carruthers	LGA
Julie Brookes	YHEA

Employers Secretary

Steve Walmsley (YHEA),

1. Introductions and Apologies

Apologies for absence were received on behalf of

Cllr Healing ERYC, Cllr Jane Nightingale, Doncaster MBC, Cllr Gardiner, Barnsley MBC, Jill Clayton, Wakefield MDC

2. Presentation/Discussion on Cyber Security

Katie Owen, LGA Advisor gave a presentation on cyber security. Slides will be circulated.

3. Notes of the last meeting

Notes were agreed.

4. Matters Arising.

Nothing raised.

5. Update on LGS and Other Pay

Trade Unions have not submitted the claim at this stage. LGA are expecting to receive an ambitious claim in February which will focus on pay, not terms and conditions. Employers are looking at how they can conduct the consultation exercise in the regions. Government recently announced a pay freeze for the public sector but LGS pay is not covered by this as any settlement is agreed through national bargaining. In advance of the pay claim each region will be sending a survey to authorities to try and establish what authority expectations are. The surveys will be issued as soon as possible before the pay claim is received.

6. COVID-19 19 and Workforce Matters

HR Directors will still meet monthly moving forward and the Regional Directors meetings with LGA are on a fortnightly basis. Regionally we are working on problems and finding solutions as they arise. Cllr Fox raised a concern on home working and staff in contact centres who are dealing with aggressive call. HR Directors in the region are aware of the concerns and have discussed this and shared solutions. Support to staff continues and any action necessary will be taken at local level.

7. Exit Pay.

Local Government is still caught in the restrains the exit pay cap as the pension regulations are not in place. Majority of Local Authorities are putting off making decisions until the regulations are implemented.

Action: If Local Authorities are needing to make decisions to implement service changes prior to the new financial year notify Steve on steve.walmsley@yhemployers.org.uk he will then inform LGA

8. GDPR – Any Matters to Raise

Nothing reported.

9. Any Other Urgent Business

Nothing reported.

10. Planning for the Next Meeting

Next meeting is on Thursday 15 April 2021

If anyone has any other specific agenda items for future meetings, please email Steve on steve.walmsley@yhemployers.org.uk