



OFFICIAL

HR Activity Report

Human Resources Committee

Date: 15 March 2024

Agenda Item:

06

Submitted By: Chief Employment Services Officer

Purpose	To inform Members of HR activity to the end of December 2023, incorporating data for Quarter 3 (October to December 2023).
Recommendations	That Members note the content of the report. That members approve the establishment changes (which have been approved as part of the budget) detailed in section 2.9
Summary	This report informs Members of key data relating to the functional areas within the Employment Services directorate.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Rachel McArdle, Head of HR
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Background papers open to inspection: None

Annexes: None

1 Introduction

1.1 This report informs Members of key data relating to the functional areas within the Employment Services directorate.

2 Information

2.1 STAFF PROFILE (EMPLOYEE HEADCOUNT) – As of 1 Feb 2024.

Wholetime

Ethnicity	Q1 (Apr 23- Jun 23)	Q2 (Jul 23- Sep 23)	Q3 (Oct 23- Dec 23)
Total	926	912	872
Any other Black / African / Caribbean Background	1	1	0
Any other Ethnic Group	6	6	6
Any other Mixed / Multiple Ethnic Background	4	4	5
Any Other White	11	11	11
Asian or Asian British	16	16	16
Black or Black British	3	3	4
Chinese	2	2	2
Indian	1	1	2
Irish	1	1	0
Mixed	11	11	11
Not Declared	47	47	8
Pakistani	1	1	1
Prefer not to specify	8	7	7
White and Asian	1	1	1
White and Black African	1	1	1
White and Black Caribbean	5	5	4
White British	82	91	103
White British or Irish	716	703	690

Control

Ethnicity	Q1 (Apr 23- Jun 23)	Q2 (Jul 23- Sep 23)	Q3 (Oct 23- Dec 23)
Total	48	48	47
Mixed	1	1	1
Not Declared	1	1	1
White and Asian	1	1	1
White British	8	10	9
White British or Irish	37	35	35

On-Call

Ethnicity	Q1 (Apr 23- Jun 23)	Q2 (Jul 23- Sep 23)	Q3 (Oct 23- Dec 23)
Total	152	154	149
Any Other White	2	2	2
Asian or Asian British	1	1	0
Chinese	1	1	1
Not Declared	2	2	2
Prefer not to specify	0	1	1
White and Asian	1	1	1
White and Black Caribbean	1	1	1
White British	11	13	13
White British or Irish	133	132	128

Green Book

Ethnicity	Q1 (Apr 23- Jun 23)	Q2 (Jul 23- Sep 23)	Q3 (Oct 23- Dec 23)
Total	300	298	302
African	1	2	1
Any other Asian Background	1	2	1
Any other Black / African / Caribbean Background	1	1	1
Any other Ethnic Group	1	2	1
Any Other White	4	3	5
Asian or Asian British	12	11	11
Bangladeshi	0	1	0
Indian	2	2	2
Irish	0	0	2
Mixed	0	1	0
Not Declared	2	2	2
Pakistani	1	1	3
Prefer not to specify	3	3	3
White and Asian	1	1	1
White and Black Caribbean	2	2	1
White British	70	71	84
White British or Irish	199	193	184

2.2 Gender Breakdown of Wholetime Firefighters

	Female	Male	Prefer Own Term	% Female	Total Staff
Jun-21	57	855		6.25%	912
Sep-21	61	846		6.73%	907
Dec-21	62	850		6.80%	912
Mar-22	67	849		7.31%	916
Jun-22	67	844		7.35%	911
Dec-22	71	851	1	7.70%	922
Feb-23	72	866	1	7.68%	938
May-23	76	866	1	8.07%	942
Sep-23	82	849	1	8.81%	931
Dec-23	83	824	1	9.15%	907

2.3 Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE
January 2023 - December 2023 PER MONTH

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Ops Response	0.96	0.88	0.92	0.78	0.92	0.92	1.10	1.03	0.81	1.06	0.97	0.98
Ops Support	0.70	0.41	0.44	0.29	0.26	0.62	0.79	0.15	0.38	0.23	0.40	0.69
Prev & Prot	0.09	0.11	0.72	0.43	1.08	0.49	0.53	0.59	0.05	0.25	0.93	1.21
Legal & Gov	0.11	0.00	0.00	0.20	0.00	0.64	1.79	0.21	0.20	0.27	0.18	0.06
Service Support	0.58	0.47	0.41	0.35	0.50	0.64	0.91	1.16	0.97	1.01	1.15	1.13
Emp Services	0.19	0.27	1.04	0.60	0.55	0.66	0.27	0.00	0.33	0.71	0.61	0.66
Finance	0.88	0.56	2.80	1.20	1.33	0.07	0.88	2.06	0.00	0.24	0.50	0.00
Corporate Comms	0.77	0.00	0.00	0.00	0.00	0.00	0.00	0.42	1.28	1.69	1.00	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	0.83	0.74	0.83	0.68	0.83	0.83	1.01	0.96	0.75	0.97	0.94	0.95
Target (overall)	0.58	0.58	0.58	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60

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

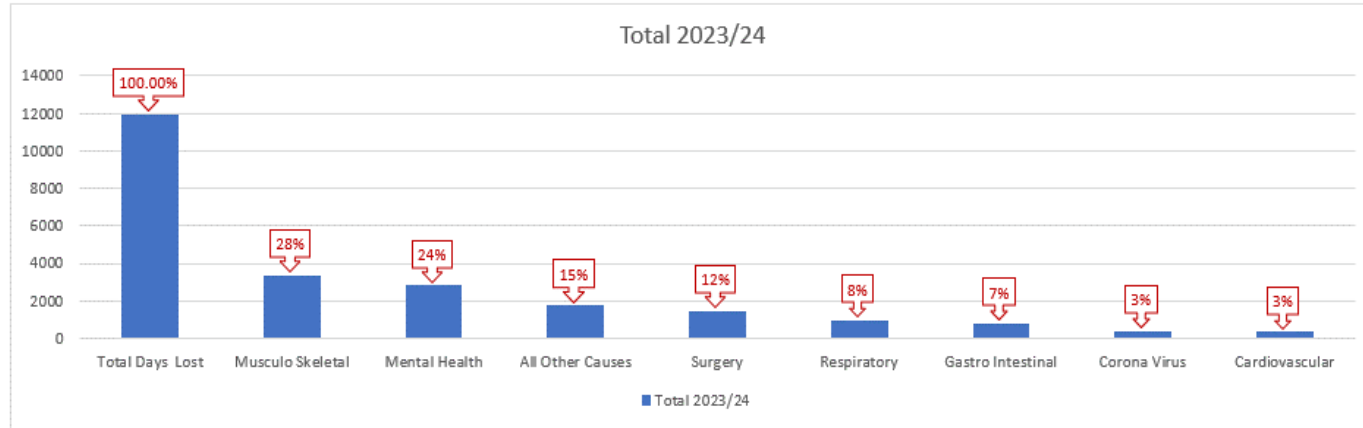
From April 2023

Ops Response & Ops Support Target = 0.75
All Other Departments Target = 0.50
Overall Target = 0.60

Previous Year Total (2022/23)	1.50	0.91	1.07	0.86	0.73	0.75	0.87	0.82	0.72	0.97	0.94	0.98
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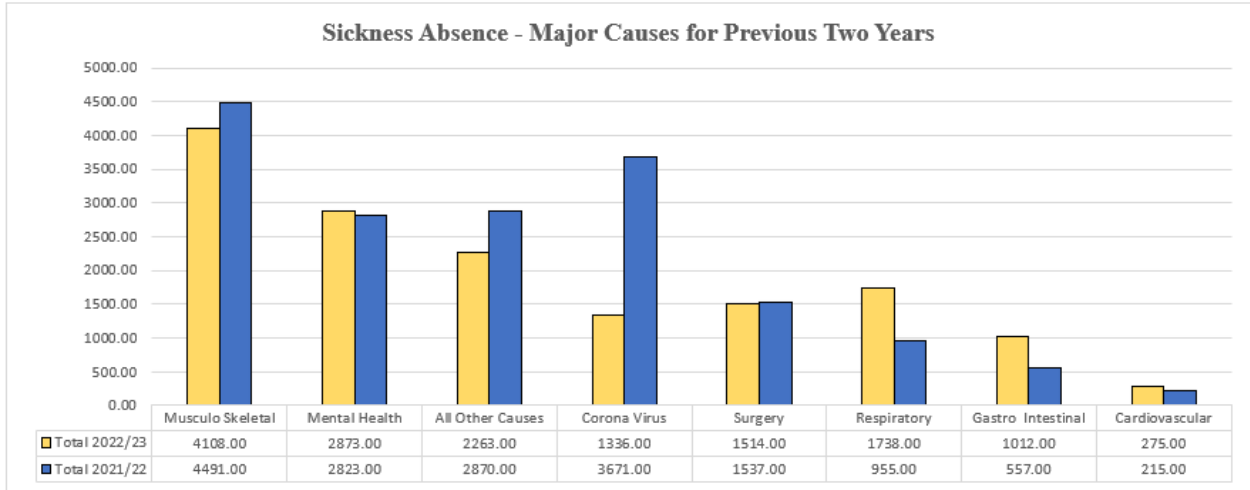
SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2023/24 (Financial Years)

	Total Days Lost	Musculo Skeletal	Mental Health	All Other Causes	Surgery	Respiratory	Gastro Intestinal	Corona Virus	Cardiovascular
Total 2023/24	11970.0	3384.0	2835.0	1768.0	1488.0	951.0	799.0	396.0	349.0
Percentage	100.00%	28%	24%	15%	12%	8%	7%	3%	3%



SICKNESS ABSENCE - MAJOR CAUSES FOR APRIL 2021 to MARCH 2023 (Financial Years)

	Total Days Lost	Musculo Skeletal	Mental Health	All Other Causes	Corona Virus	Surgery	Respiratory	Gastro Intestinal	Cardiovascular
Total 2022/23	15119.00	4108.00	2873.00	2263.00	1336.00	1514.00	1738.00	1012.00	275.00
Total 2021/22	17119.00	4491.00	2823.00	2870.00	3671.00	1537.00	955.00	557.00	215.00
Total	32238.00	8599.00	5696.00	5133.00	5007.00	3051.00	2693.00	1569.00	490.00
Percentage	100.00%	26.67%	17.67%	15.92%	15.53%	9.46%	8.35%	4.87%	1.52%

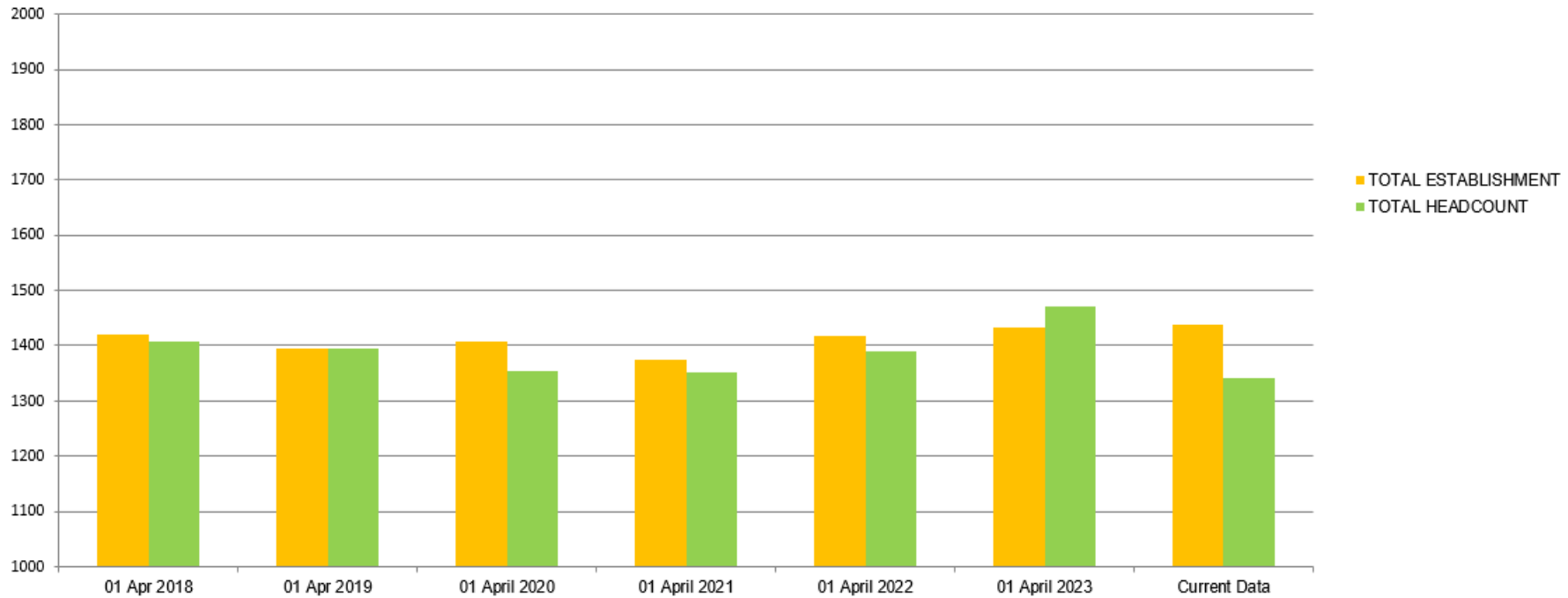


2.4 STRENGTH AND ESTABLISHMENT

Summary Figures – Establishment and Strength

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	ON CLL POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
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
01 April 2021	1375	1351	900	895	120	96	44	51	311	309
01 April 2022	1418	1390	934	917	120	96	44	50	320	327
01 April 2023	1433	1471	941	943	120	82	44	51	328	316
Current Data	1438	1341	941	905	120	80	44	46	333	310
Reductions to date	-18	67	22	54	0	7	-1	1	-39	5

Graphical Representation of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

	Current Headcount	Current Employee FTE
Wholetime	921	904.90
Control	46	42.11
On Call	150	80.00
Green Book	310	280.96

2.5 HEALTH AND SAFETY PERFORMANCE 1 APRIL 2023 – 31 DEC 2023

Lost time up to 3 days

Actual performance 2023/24	Target 2023/24
17	24

Lost time over 3 days

Actual performance 2023/24	Target 2023/24
24	22

RIDDOR Major injury/disease

Actual performance 2023/24	Target 2023/24
2	No target set

2.6 OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS.

Period 1st October 2023 – 31st December 2023

Ref No.	KPI	Target	Quarter 1 st October 2023 – 31 st December 2023	YTD 1 st April 2023 – 31 st March 2024	Target achieved for present quarter.
1	Management referral to appointment date (3 weeks).	90%	75%	76%	NO
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. 0 AMA.	0 0	
4	No. of physiotherapy referrals.		29	120	
5	No. of Employee Assistance Programme (EAP) cases.*		9 (advice). 58 (counselling).	9 (advice). 83 (counselling).	
6	No. of management referrals.		12	25	
7	No. of health screenings.		59	169	
8	No. of self-referrals.		8	19	
9	No of AMA consultations.		183	580	

Please note the health screenings include the Asbestos medicals.

*The new EAP provider who commenced in October 2023, now provides a breakdown of counselling and advice, which the previous provider didn't. This breakdown will be reported going forward.

2.7 Discipline and Grievance cases

01/10/2023	31/12/2023	Total Disciplinaries Completed		Current Live Cases	Time to Complete if Outside of Target, Examples.
		Total in Period	In Target [within 60 days]		
Green Book	3	3	0	1	Live case still within 60 days.
On Call	1	1	0	1	Still within 60 days and due to be completed.
Wholetime	10	10	0	1	1 live case still within 60 days
Total	14	14	0	1	

01/10/23	31/12/23	Total Grievances Completed		Current Live Cases	Average / Time to Complete
	Total Received in Period	In Target [under 30 days].	Out of Target [Over 30 days].		
Control	0	0	0	0	
Green Book	2	1	1	0	31.5 days – this was due to the Christmas break.
Wholetime	3	2	1	0	23.5 days
Total	5	3	2	0	

2.8 RECRUITMENT STATISTICS

External Recruitment by Directorate 1 October 2023 to 31 December 2023

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 & Procurement	1	1	1			30	
Service Delivery	6	0			5		1*
Corporate Services	1	1	1			54	
Employment Services	2				2		
Service Support	4	1		1	3	97**	

Target Timescale

Green < 84 Days

Red > 84 Days

Internal Only Recruitment by Directorate 1 October 2023 to 31 December 2023

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 & Procurement	0						
Service Delivery	8	4	2	2***	4	46	

Target Timescale

Green <30

Corporate Services	0					
Employment Services	0					
Service Support	1	1	1		22	

Days
Red > 30 Days

* Firefighter Control (12-month fixed term), September 2023.

** Ops Research and Data Analyst – delays due to references and suitable ID for DBS check

***Crew Manager Technical Rescue and Crew Manager BA Instructor – delays due to 28 days' notice period

2.9 Establishment Changes

Please see the schedule of new posts below which have been approved as part of the budget setting process.

Members are requested to approve the establishment changes detailed.

Revenue Bid no	Staffing requirements	FTE	GRADE	Establishment changes	Length of requirement	Cost - Excluding On-Costs
REVEMPLOY242501	Employee Resourcing Team Officer	0.6	6	Fixed term to be made permanent	Permanent	£34,834.00
REVFIN242502	Apprentice Financial Accountant (Apprentice)	1	6-7	Additional 1FTE until apprenticeship ends	to the end of the apprenticeship	£39,186.00
REVICT242502	ICT Security Engineer	1	7?	New post to be evaluated	Permanent	£39,186.00
REVOHU242502	Wellbeing Co-ordinator	1	Unknown	New post to be evaluated	Permanent	£29,269.00

REVOPS242501	SharePoint Analyst	1	6	Additional 1FTE until Apprenticeship ends	2 years	£34,834.00
REVPROC242501	Procurement Administrator	1	4	New post	Permanent	£29,269.00
REVTRANS242502	Transport Staffing	1	Unknown	Additional 1FTE until Apprenticeship ends	to the end of the apprenticeship	£26,873.00

3 Financial Implications

3.1 The Financial Implications are included within section 2.8

4 Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

5.1 This report concentrates on Human Resource and diversity implications.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
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7 Health, Safety and Wellbeing Implications

7.1 This report considers health, safety and wellbeing as part of the content and narrative.

8 Environmental Implications

8.1 There are no environmental implications arising from this report

9 Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below;

- Promote the health, safety, and wellbeing of all our people.
- Provide ethical governance and value for money.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.



OFFICIAL

Gender Pay Gap Report 2023

Human Resources Committee

Date: 15 March 2024

Agenda Item:

07

Submitted By: HR Director

Purpose

To report the 2023 Gender Pay Gap.

To provide an update to the HR Committee of the West Yorkshire Fire and Rescue Service on the submitted Gender Pay Gap data for the year ending 31 March 2023 and actions to support closing the gap.

Recommendations

HR Committee to note the report.

Summary

West Yorkshire Fire and Rescue Authority is required to conduct 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 2023 is 14.3% (14.9% in 2022).

WYFRA has a pay gap of 8.3% which is an increase on the 2022 pay gap which was 2%. Annex one provides the "WYFRA 2023 Gender Pay Report" prior to its official publication on the WYFRS Website. Yorkshire & the Humber Gender Pay Gap Data is currently 16.2%, (17.6% in 2022).

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone – Head of Organisational Development
Tel: 01274 682311 x 671198

Background papers open to inspection: None

Annexes: Annexe 1: Gender Pay Gap Report 2023

1 Introduction

- 1.1 West Yorkshire Fire and Rescue Authority (WYFRA) is required to conduct gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, to be published by 31st March annually. The attached report (Annex 1) provides the Fire Authority with the opportunity to review the “WYFRA 2023 Gender Pay Gap Report” ahead of its official publication.
- 1.2 WYFRA is required to provide mean and median pay gap information from 31st March 2023. This will be published on gov.uk and the Authority’s website. To add extra depth to the report a comparison with previous years data is included.

2 Information

- 2.1 A “gender pay gap” shows difference in average hourly earnings of men and women. This is expressed as a percentage of men’s earnings, e.g. a 10% gender pay gap indicates women earn 90p on average for each £1.00 of male earnings, whereas a (minus) -5% pay gap indicates women earn £1.05 for each £1.00 of male earnings.
- 2.2 WYFRA has a gender pay gap of 8.3%, an increase of 6.3% from the 2022 gender pay gap of 2%. The Office for National Statistics (ONS) has published a national pay gap figure of 14.3% (November 2023).
- 2.3 WYFRA pay gap continues to track lower, year on year than the ONS all employees pay gap. In 2023 this is some 6% lower.
- 2.4 As in previous years, WYFRA is expected to provide statements to outline underlying causes of any gender pay gap and outline actions and steps to be taken reduce the gap. Data from the report is used to inform the next iteration of the Diversity and Inclusion Strategy and associated Action Plan.
- 2.5 Deadline for publication on the Government portal is 31 March 2023 and 31 March 2022 is the date used for calculations in line with reporting requirements.
- 2.6 Data and analysis included in the annexe are calculated using standard methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. It is based on “ordinary pay” received by “relevant employees,” which includes additional responsibility allowances / specialist skills 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
- 2.7 All employees under any terms and conditions of employment are counted for reporting purposes. Any employee employed on 31st March 2022 paid their usual 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 Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

5.1 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 all parts of the organisation.

5.2 WYFRA remains confident that all people are paid on the basis of the work they do and not their gender or any other protected characteristic. All jobs are evaluated using an objective job evaluation scheme.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
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7 Health, Safety and Wellbeing Implications

7.1 None directly arising from this report.

8 Environmental Implications

8.1 None directly arising from this report.

9 Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below.

- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

10 Conclusions

- 10.1 WYFRA is confident that its 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 roles in which men and women work within the organisation and the salaries that these roles attract.
- 10.2 WYFRA remains committed to diversity and inclusion and the work to promote careers with the organisation alongside support for equality of opportunity and fair and equitable treatment for all employees, regardless of protected characteristics or personal circumstance all demonstrate that commitment.
- 10.3 Work continues to encourage more women to come forward to compete for operational firefighting opportunities. This work is having an impact and this increase in newer female firefighting colleagues goes some way to explaining the increasing pay gap as new employees join at the bottom of the pay range. Within the Fire Staff (Green Book) cohort there have been changes to pay and grading, which aims to narrow the gap between WYFRS salaries and those offered in other organisations, this is not gendered, but does impact changes in the proportion of men and women in the top salary quartile.
- 10.4 It is encouraging the organisations gender pay gap continues to track significantly lower than national figures. The regional pay data (Yorkshire and Humber) is a better measure, as the WYFRA pay gap (8.3%) is close to half the equivalent figure in Yorkshire and the Humber (16.2%); there is much more to do.
- 10.5 Work to deliver practical developmental opportunities which support women's development continues. A pilot talent programme (WYFire Aspire) has supported eight women to be developed. Upcoming changes to the Station Manager promotion processes put development ahead of promotion, which is expected to lead to a rise in women coming forward for promotion. Recent changes to Watch Manager and the embedding of the new Crew Manager promotions process have seen a significant uptick in women seeking development and promotion.
- 10.6 The pay gap has increased over the reporting year, which is disappointing, however, this is not caused by men and women being paid differently for the same/equivalent job role and we continue to put in place measures to narrow the pay gap.



West Yorkshire
Fire & Rescue Service

Gender Pay Gap Report 2023



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

“West Yorkshire Fire and Rescue Authority continues to track and monitor the gender pay gap and are assured that despite differences in pay for women and men we continue to deliver equitable treatment for everyone who works with us, regardless of protected characteristics or personal circumstances. We are proud of our ongoing commitment to an inclusive workforce and the steps we take, including positive action measures to deliver it.

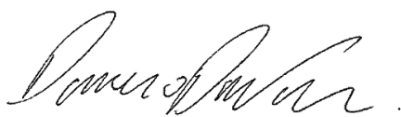
Our salary scales are transparent and available for anyone to view, our pay scales show WYFRA pays all people doing the same job within the same range. Incremental increases are based on experience and not gender, or indeed any other protected characteristic.

We are not complacent however and continue to make sure women who share our values and are thinking of a career as a firefighter are encouraged to join us. There are still significantly more men than women in operational roles, but this continues to change. Our ongoing investment in enabling and encouraging women to join, improvements in how we connect with and recruit people from underrepresented groups; the practical steps we take to shift our gender imbalance in operational firefighting roles through positive action initiatives are all things of which we are proud. Being a Fire Fighter is incredibly rewarding and your gender or other protected characteristic does not indicate how great you will be at making West Yorkshire Safer from fires and other emergencies.


We stand up for what is right and work hard to challenge and remove stereotypes. People who have old fashioned views of what or who an effective firefighter is are not welcome here. People of all genders can and do make fantastic Firefighters and we work regionally and nationally to highlight the many diverse people and roles within fire and rescue services.

Our gender pay gap is **8.3%**, some **6%** below the ONS all pay gap which stands at **14.3%** for 2023. We always pay people doing the same job within the same salary range. People are appointed on their values, experience, and expertise alone; our pay structure is completely transparent and does not favour one gender over another.

We continue to move forward over the longer term and are making progress, but the road ahead is long. Actions continue help move WYFRA forward to achieve the enormous benefits a diverse workforce and an 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) carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 because we are a public sector employer with over 250 staff.

Gender pay reporting compares pay rates and bonuses by gender. At WYFRA all jobs are evaluated against a consistent pay scheme and allocated to a specific grade range based on the evaluation of the job itself. 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 range of pay for the role.

The Gender Pay Gap enables WYFRA to understand 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 pay gap – average of hourly pay for men compared with women.
- b) Median pay gap – mid-way point from lowest to highest hourly rates for men compared with women.
- 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 additional pay data in the spirit of transparency. Figures reported are calculated using methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 using guidance issued by Government Equalities Office (GEO) and ACAS.

West Yorkshire Fire and Rescue Service Gender Pay Data

■ Workforce Information - Total Employees

The report data is from 31 March 2023, for reporting purposes, our workforce is laid out as five employee groups.

1. **Fire & Rescue Staff:** our enabling and support teams who provide professional services to support the operational (firefighting) workforce.
2. **Operational Whole Time:** our professional firefighting colleagues and people in front line firefighting operations and operational ranks.
3. **Control:** colleagues who take and prioritise emergency fire calls and carry out initial incident management until crews arrive.
4. **Retained:** on call firefighters who provide services within communities where a wholetime station is not provided.
5. **Community Response:** a new team established in the event of a withdrawal of services by firefighters during strikes (planned strikes were cancelled due to a negotiated pay settlement agreement).

WYFRS Staff 2023 Data*			
Employee Group	Female	Male	
FRS Staff	173	134	
Operational Whole Time	75	856	
Control	35	15	
Community Response*	1	46	
Retained	8	143	Totals
Totals	292	1194	1486

* Data includes all staff, not just people included within pay gap reporting.

■ A) Mean (Average) Pay Gap

In 2023 average hourly rates for women decreased by £0.36 to **£16.59**. In 2022 pay on average was £16.95 and in 2021 this was £14.71. Male average hourly rates in 2023 were £18.09 an increase of £0.80. In 2022 this was £17.29 and in 2021 stood at £16.58.

The gender pay gap has increased to **8.3%** this year, leaving a pay gap of £1.50 per hour, meaning women have to work an extra five minutes every hour to attain parity. In 2022 the gap was 2%, IN 2021 the gap was 6% and in 2020 the gap was 6%.

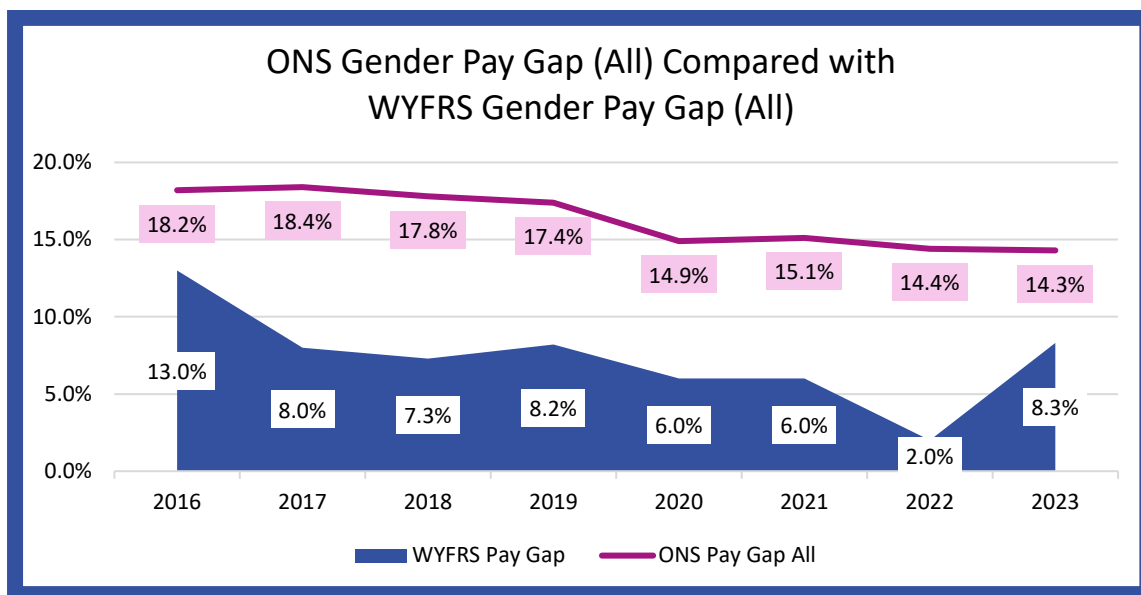
2023	Female	Male	£ Gap	% Gap	Change compared to 2022 pay	Trend
						■ Negative ■ Slight change ■ Positive
All - Mean (Average) Hourly Pay	£16.59	£18.09	£1.50	8.3%	6.3%	↑
FRS Operational (Grey Book)	£16.79	£18.77	£1.97	10.5%	4.5%	↑
FRS Retained	£14.17	£15.39	£1.22	7.9%	7.5%	↑
FRS Control	£16.24	£15.96	-£0.28	-1.8%	-5.1%	↓
FRS Fire Staff (Green Book)	£16.70	£18.48	£1.77	9.6%	2.4%	↑
Community Response*	£13.40	£13.40	-£0.00	0.0%	0.0%	

The pay gap for firefighting colleagues currently stands at **10.5%**, an increased gap compared to 2022 when it stood at 6%. In 2021, that gap was 4.7%. On Call (Retained) has seen a significant change with the pay gap now standing at **7.9%**, a significant increase from 0.4% in 2022. The pay gap fluctuates each year and stood at 3.6% in 2021. Changes in pay gap are caused by staff turnover, promotions, and new starters, rather than specific changes to the 'Grey Book' pay structure itself.

Changes in Fire Staff (Green Book) colleagues are a result of a revised pay and grade structure introduced in September 2022, which is within the reporting period.

Some of the changes noted within pay gap data for the reporting year are connected to rising staff turnover. The pattern of ongoing public sector pay restraint and inflation pressures means more people choose to leave the organisation for better paid jobs elsewhere. A change in grade boundaries for FRS Staff pay scales sought to address a growing recruitment challenge but coming into force mid-year it is unclear the impact this will have over the longer term. Senior Fire Staff roles and senior FRS Operational roles continue to show more males than females in upper quartile roles.

The gender pay gap changed significantly during 2022 but has moved more in line with the trend over time. The pay gap continues to narrow over the longer time period, though not this year. The gender pay gap for 2023 is **8.3%**, which compares favourably with ONS (Office for National Statistics) national pay gap published figure for 2023 which stands at 14.3%; the WYFRA pay gap is **6%** below this figure. The chart which follows illustrates the pay gap performance of the organisation over reporting years. The WYFRS gender pay is consistently lower than official ONS UK figure and this has been the case each year since reporting began in 2017. However, change over time is limited.



The ONS has released pay gap data for the Yorkshire & Humber region, showing the pay gap for employees stands at 16.2% across the region, higher than the UK figure and almost double West Yorkshire Fire and Rescue Service.

B) Median Pay Gap

2023	Female	Male	Gap	%	Gender Difference from 2022
Median Hourly Pay	£ 15.75	£ 16.74	£ 0.99	5.9%	4.2% ↑
FRS Operational (Grey Book)	£ 16.35	£ 17.58	£ 1.23	7.0%	
FRS Retained	£ 14.03	£ 15.75	£ 1.72	10.9%	
FRS Control	£ 15.41	£ 16.35	£ 0.94	5.7%	
FRS Fire Staff	£ 14.48	£ 16.98	£ 2.50	14.7%	
Community Response	£ 13.40	£ 13.40	£ -	0.0%	

The median pay gap has grown, standing at **5.9%** over all, an increase on 2022 (1.7%) which was an outlier when compared to previous reporting years. The 2023 data shows a positive longer-term trend as it tracks lower than the 6% reported in 2020 and 2021, and significantly lower than 2018 (8.2%).

People of all genders are paid the pay rate for the job. Each job is objectively evaluated and placed within a defined pay range or grade based on spinal column points. Pay is based on the job, without regard to post holder or protected characteristics meaning there is no difference in how male and female pay is calculated for the same roles.

Our pay structure is transparent. Jobs are graded, based around a nationally determined and fixed grading structure for Firefighters and FRS Staff aligned with appropriate fire/public sector pay rates and agreements.

The median pay gap has increased in cash terms from last year and is now **99p**, an increase on the 26p gap from 2022 and very close to the 2021 figure of £0.98. The median salary pay rate difference for men and women shows men still earn more per hour than women.

The biggest difference across the main pay groups across the organisation occurs in the Fire Staff / Green Book group. This is now **14.7%**, a reduction of 6.1% from 20.8% reported in 2022, which is in part attributable to the restructuring of pay and grading. This is lower than any year from 2020 to date. There has been some movement in senior roles, which continue to be occupied mainly by men, conversely lower paid support roles are mainly occupied by 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, as a result there may be people on the same hourly rate showing in two quartiles:

The data is shared in three ways, the whole organisation, Fire Staff and Firefighting colleagues as shown by the tables below.

Whole Organisation

Salary Quartile Bands – Overview 2023								
Gender	High	Gender Difference from 2022	Mid (Upper)	Gender Difference from 2018	Mid (Lower)	Gender Difference from 2022	Low	Gender Difference from 2022
Women	15%	5% ↓	18%	2% ↑	8%	2% ↓	38%	6% ↑
Men	85%		82%		92%		62%	
3% ↓					4% ↑			

The changes across each of the four quartiles tells a story of leavers, new starters, and changes in grades for colleagues. The reduction of women in the top salary quartile, dropping from 70 women in 2022 to 54 in 2023 explains the 5% decrease in women in the high quartile, a result of people changing jobs.

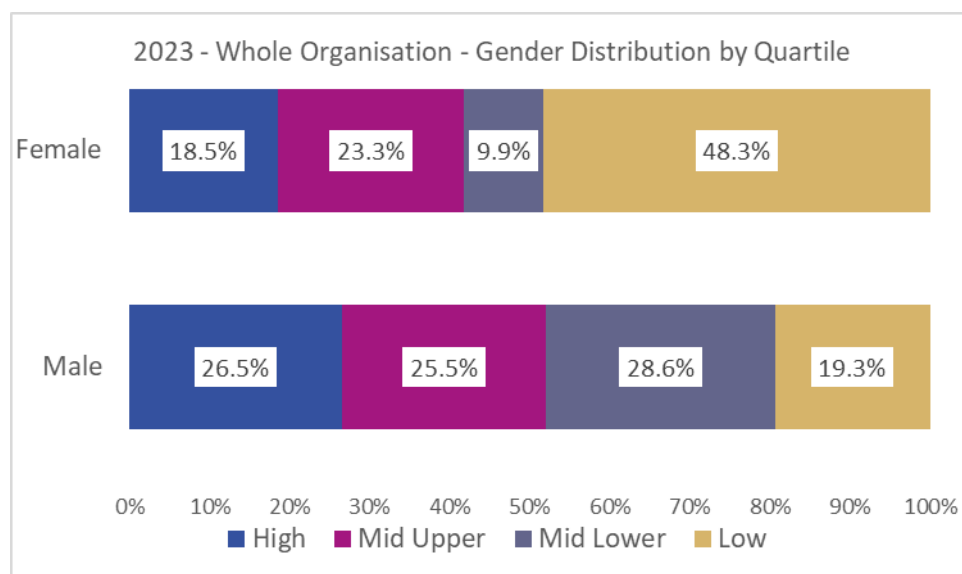
Salary Quartile Bands – Breakdown 2023						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Total
High	£19.53 - £79.36	54	15%	317	85%	371
Mid Upper	£16.51- £19.53	68	18%	304	82%	372
Mid Lower	£15.75 - £16.51	29	8%	343	92%	372
Low	£10.98 - £15.75	141	38%	230	62%	371
Total		292		1194		1486

Over all, staff numbers included in the report increased from 1388 in 2022 to 1486 in the 2023 reporting year; the increase over all has seen more women than men joining (6.8% more women and 6.5% men). However the high quartile salary band continues to be underrepresented by women.

There is a slight increase in women in the mid-upper pay band which is now **18%**, an increase on the previous three years which was 16%.

Despite some positive progress in the mid upper quartile, when comparing women and men in the bottom half of salary distribution, there are more women in the lowest two quartile salary bands, (**58%**) than men, (**48%**).

A comparison of the distribution of women and men in each of the four quartiles is shown below. Men are distributed relatively evenly across each quartile, which is not the case for women as a much greater proportion show in the lowest quartile.



The proportion of men and women in the top quartile shows a widening gap with men at **26.5%**, whereas **18.5%** of all women are in the top quartile. For the bottom quartile, **48.3%** of all women are in the lowest quartile a significant change from the **41% in 2022**, compared to **19.3%** of all men.

Fire Staff - Support & Enabling Staff / Green Book)

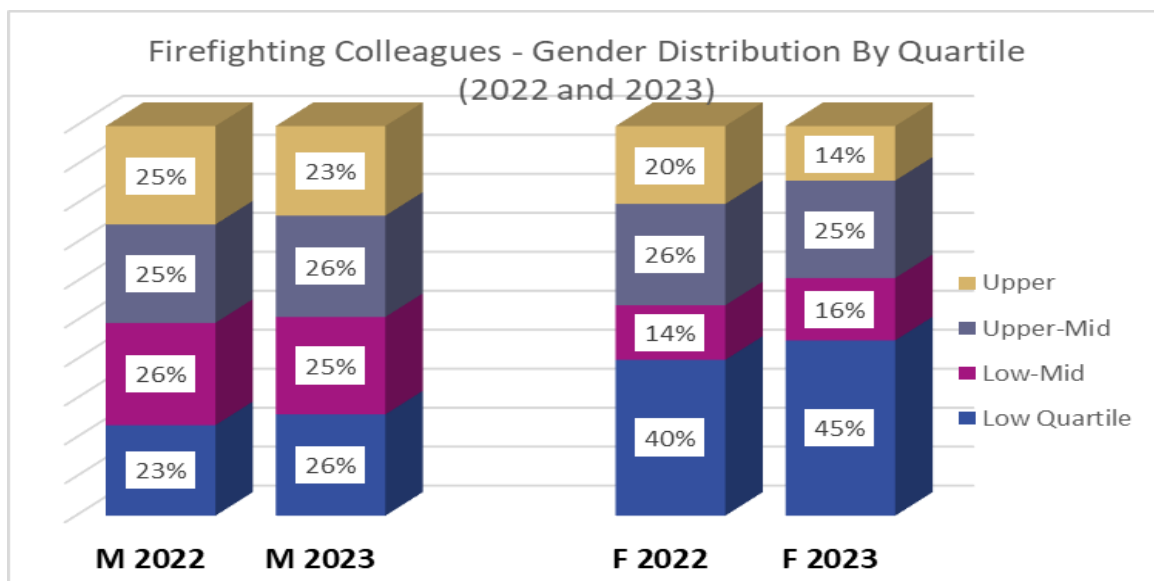
Fire Staff (Support / "Green Book") 2023							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2021	Grand Total
High	£19.57-£61.34	34	45%	42	55%	6% ↓	76
Mid Upper	£15.63-£19.57	42	55%	35	45%	17% ↑	77
Mid Lower	£19.89-£15.63	39	51%	38	49%	7% ↓	77
Low	£10.98-£12.89	58	75%	19	25%	0% ↔	77
Total		173		134			307

There is a decrease in the proportion of women in the High quartile of **6%** which is, with a significant positive increase of **17%** in the mid-upper quartile. There is a decrease in the mid-lower quartile of **7%**, and no change in low.

The gender split has remained static with 75% of women still sitting in the low pay band, however, though the high band has seen some reductions (from 51% to 45%), the mid upper has seen a significant positive shift and mid lower has moved closer to parity.

Firefighting Colleagues – Wholetime, On Call & Control)

Firefighting Colleagues (Grey Book Including Control) 2023						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Grand Total
High	£19.76-£79.36	17	6%	266	94%	
Mid Upper	£16.74-£19.71	29	10%	254	90%	
Mid Lower	£15.75-£16.74	19	7%	264	93%	
Low	£11.08-£15.75	53	19%	230	81%	
Total		118		1014		1132



The chart above highlights the proportion of male and female staff in each quartile. The data clearly shows that for male firefighting colleagues the split is fairly even, but for women there are significantly more women as a proportion in the low quartile, and few in the top quartile. Significantly more women are in the low quartile, which is a direct result of our success in recruiting more women into firefighting roles.

■ 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**

In line with our commitment to transparency we include data on additional allowances and overtime overleaf.


■ Additional Allowances

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


Additional Responsibility / Skill Allowance (SSA/ARA) 2023					
	Women	% Women	Men	% Men	Grand Total
People Receiving ARA Payments					
Total Operational Firefighting (Grey Book) Staff Receiving SSA / ARA	31 (118)	26%	413 (1014)	48%	444 (1132)

There has been an increase in operational colleagues in receipt of Specialist Skills Allowances and Additional Responsibility Allowances. The data indicates a growing gap as 26% of women are in receipt compared to 48% of men. The gap has reversed from a positive pay gap in 2022 to a negative gap of 5.7%, which is still significantly below the wider pay gap.

Additional Responsibility Allowance Pay Data 2023				
Average ARA / SSA Payment	Women	Men	Gap	%
	£58.32	£61.83	£3.51	5.7%

 7.5%

Additional Responsibility Allowance Pay Data 2022				
Average ARA / SSA Payment	Women	Men	Gap	%
	£63.62	£62.28	-£1.34	-2.2%

 5%

The average payment has reduced slightly, with a drop in cash terms for both men and women on average, though men have seen a slight reduction of £0.45 compared to women who have seen a larger drop of £5.30.

■ Overtime

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

Overtime (2023)						
All Staff	Female		Male		Gender Difference from 2022	Totals
	Gender Composition	292	20%	1194		
Staff Receiving Overtime	52	11%	401	89%	↓ 4%	453
Staff Not Receiving Overtime	240	23%	793	77%	↓ 2%	1033
% Of gender category receiving OT		18%		34%	↓ 5%	
					Gap	%
Average OT Payment	£257.01		£248.77		-£ 8.24	-3.8%
Median OT Payment	£162.97		£61.18		-£ 101.79	-166.4%

There has been a slight drop in the numbers of women receiving overtime payments and the cost of overtime for the reporting period has changed minimally from the previous reporting year.

Average and median overtime figures continue to be favourable to women, with average overtime pay gap decreasing from -17% in 2022 to **-3.8%** in 2023, closer to gender parity. There has been a sharp reduction in the gap for median overtime, shifting significantly from -237% in 2022 to **-166.4%** in 2023 – a significant shift but still showing a large gender pay gap.

Over all the overtime payments have remained similar to 2022, men received on average **£248.77** for the period, whereas women received on average **£257.01** which is a slight negative pay gap of **£8.24**. Median payments are also tracking significantly more favourable towards women than men. The payments were **£162.97** (Women) and **£61.18** (Men). A (minus) **-166.4%** gap.

Overtime – Split by operational area (2023)				
Grey Book & Retained (Operational)	Female	Male	Gap	%
Gender composition of area	(83) 8%	(999) 92%		
Gender split - staff receiving Overtime (OT)	(31) 8%	(383) 92%		
Average OT Payment	£176.10	£242.15	£66.05	27.3%
Green Book (Fire Staff)	Female	Male	Gap	%
Gender composition of area	(173) 56%	(134) 44%		
Gender split - staff receiving Overtime	(11) 48%	(12) 52%		
Average OT Payment	£224.11	£271.39	£57.26	17.4%
Control	Female	Male	Gap	%
Gender composition of area	(35) 70%	(15) 30%		
Gender split - staff receiving Overtime	(24) 60%	16 40%		
Average Overtime Payment	£514.95	£498.43	-£16.52	-3.3%

Distribution of overtime in operational and retained roles remains the same as the organisations gender profile for a further year, which is great to see. There is a gender difference for overtime which has change from -14.2% in 2022 to **27.3%**, which is a significant negative change over the year. For Fire Staff roles the gap has increased to **17.4%** from 8% last reporting year. Control has a reverse pay gap of **-3.3%**.

■ Progress & Steps Taken

The mean (average) gender pay gap has increased to **8.3%**. This is tracking significantly below the Yorkshire and Humberside pay gap of 16.2% and national pay gap of 14.3%. The West Yorkshire Fire and Rescue Service pay gap at continues to track much lower than the Office for National Statistics and has done so in all reporting years since gender pay gap reporting began. The key reasons for the pay gap remain consistent, and include:

- More men than women in operational roles. There are positive signs of a shift in this area and recent recruitment has significantly impacted this as more women join the service. Continue work around positive action supports this. However, though headcount is increased, and more women are joining than in the past the overall headcount shows a relatively small proportion of women in the operational roles. This challenge remains common across the Fire and Rescue labour market, progress is being made:
 - Significant and sustained efforts to attract women for upcoming recruitment campaigns, with continued deployment of targeted advertising, workshops, and other positive action events.

- Launching the updated Watch Manager development process, which shifts from a 'recruit/develop' model to a 'develop/recruit' approach. This focus on development first has seen greater numbers of women coming forward for development. Research indicates women will talk themselves out of applying for a job without the requisite development being in place. This echoes improvements seen as a result of changes implemented in the Firefighter-Crew Manager promotions process.
- Development of a new Station Manager development scheme, again moving towards a development process before recruitment. This is now almost complete, with a greater emphasis on leadership and management skills alongside the operational skills required.
- We are active regionally and nationally through work with the National Fire Chiefs Council (NFCC), including leading on national groups.
- Launch of a pilot talent programme (WYFire Aspire), which has nine colleagues enrolled, eight of whom are women.
- Engaging our 'Fire GIN' (Gender Inclusion Network) in work to understand the barriers women face and development of projects to overcome where possible.

We continue to work hard to position West Yorkshire Fire and Rescue Authority as an employer of choice and remain proud of our record.

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:

- **Consolidating our evidence base:** Equality Data is routinely captured:
 - Significantly more people share their diversity data during the recruitment process enabling better quality data reporting; work continues to encourage all staff to share their protected characteristics data.
 - The work continues to identify barriers in firefighter recruitment and implement improvements which maintain our incredibly high standards but also seeks to identify and remove bias from the process.

- Continued pay gap reporting and putting in place real and practical actions to address issues identified.
- Empowering our Gender Inclusion Staff Network to review data, share stories and influence decision making to narrow 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 rolling programme of awareness and training events to promote awareness. This includes:

- Celebrating International Women's Day and International Men's Day.
- Giving a genuine voice to our staff networks, including our Gender Network, with a membership of women and male allies.
- A seat on our Diversity and Inclusion Board (a strategic body) for the Gender network Chair to ensure gender issues raised are actioned at a strategic level, including a Board level gender champion, (Deputy Chief Fire Officer) who is an active participant in meetings.
- Championing the great work of Women in the Fire Service, with continued representation regionally and nationally. We also promote regional and national events, including the highly regarded annual 'WFS Weekend'.
- Deliver further improvements to Equality Impact Assessments including consultation and input from members of the Gender Inclusion Network to ensure issues which impact on women for example are considered and addressed.

■ **Removing Inequality Through Impact Assessments:** A review of how the organisation conducts the EIA process is underway to further improve how we deliver fairness and equality across major and minor projects. The previous approach led to improvements in identifying and removing potential bias in projects. The next iteration seeks to make the process easier to use and capture better quality to ramp up our efforts to remove unconscious bias.

■ **Further Changes in Promotion Process:** Work to change our approach to promotion has led to greater transparency and more women coming forward to step up to Crew Manager and Watch Manager as we embed our 'develop/recruit' promotion model. The Station Manager process will move to business as usual imminently.

■ **Going Forward – What Next?**

Work which positively impacts our gender pay gap will focus primarily on initiatives which open up talent management, career development and learning opportunities for women. Upcoming changes to Group Manage and above development packs will further support opportunities for operational women to take up promotion and development opportunities.

There are limited opportunities to address the gender pay gap through recruitment. The organisation is fortunate to retain the talent it has, and employee engagement remains strong. The 'Great resignation' caused by people reflecting on their experiences and priorities of the pandemic and the time that has passed since is now seeing a significant shift in employees, some of whom have long service leaving us. The impacts on gender pay gap reporting data have started to be evident.

We continue to drive changes to make a positive impact:

- **Leadership Development:** Significant and ongoing training is delivered to managers and staff using internal and external experts to equip managers with a deeper understanding of leadership with a significant uptick in the use of 360° feedback as a developmental tool. A greater emphasis on developing people before promotion is now starting to see great results and will continue.
- **The Women in the Fire Service (WFS) Development Programme:** This has now become part of our annual programme following fantastic feedback, with attendance at annual development weekend sessions planned and supported by the organisation; we expect to significant increase our representation within WFS.
- **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. A greater flexibility through the deployment of hybrid working contracts also supports people who have child/elder care responsibility, which are more likely to be women than men. The updated flexi-time policy offers greater flexibility of working hours to support a better work life balance.
- **Menopause:** We are proud of our range of support measures for women experiencing menopause, taking specific steps to support women firefighters by understanding the operational impact and supporting people during their menopause. We provide information and training to

managers to ensure colleagues going through menopause feel supported. Our Occupational Health team provide advice and specific adjustments as required. WYFRS remains at the forefront of this work.

- **Positive Action & Community Engagement:** We are proud of the steps we have taken and continue to take to get closer to our communities; there is much to do, but we are working tirelessly to make a positive impact. We put in place a number of successful interventions to support and enable women to get to the 'start line' of Firefighter recruitment and will review our approach again before implementing further improvements before each recruitment campaign.
- **Talent Management & Succession Planning:** The pilot programme is almost complete. Nine colleagues, eight of whom are women will make recommendations on the success of the programme through their involvement in evaluation before the launch of the finalised programme which will be delivered during 2024. Early indications are that participants have gained significantly from opportunities for mentoring, coaching, access to psychometric assessments and confidence building.
- **Promotion Process Continuous Improvement:** We will continue to embed the success achieved through development of emerging Crew Manager and Watch Manager talent. This year sees the embedding of the Station Manager process and work on Group Manager and above.

We take the work seriously and work tirelessly to put in place actions to further reducing our pay gap. This report shows our data 'warts and all' and demonstrates the many positive steps taken in this, and every year helping us move further in the right direction.

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

Date: March 2024

