

# ROYAL BERKSHIRE FIRE AUTHORITY

## Gender Pay Gap Report 2019



## Background

Gender pay gap reporting requires employers with more than 250 employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. The method for calculating this information is published on the UK government website gov.uk.

Royal Berkshire Fire and Rescue Service (RBFRS) are required to report on the following:

<b>Mean gender pay gap</b>	The difference between the mean hourly rate of pay of male employees and that of female employees as a percentage.
<b>Median gender pay gap</b>	The difference between the median hourly rate of pay of male employees and that of female employees as a percentage.
<b>Mean bonus gap</b>	The difference between the mean bonus pay paid to male employees and that paid to female employees as a percentage.
<b>Median bonus gap</b>	The difference between the median bonus pay paid to male employees and that paid to female employees as a percentage.
<b>Bonus proportions</b>	The proportions of male and female relevant employees who were paid a bonus during the relevant period
<b>Quartile pay bands</b>	The proportions of male and female employees in the lower, lower middle, upper middle and upper quartile pay bands.

In 2018 the UK average Gender Pay Gap using Office for National Statistics Data shows the average pay gap for all employees is 17.1% for the mean and 17.9% for the median. (Figures for 2019 are not available at the time of publication).

## RBFRS' Pay and Bonus Gender Pay Gap

This Gender Pay Gap Report is based on data as at 31 March 2019. RBFRS employed 640 staff with 502 (78%) being male and 138 (22%) being female

	<b>Mean</b>	<b>Median</b>
<b>Pay</b>	<b>6.7%</b>	<b>4.1%</b>
<b>Bonus*</b>	<b>N/A</b>	<b>N/A</b>

\* RBFRS does not offer a bonus scheme therefore this measure has not been calculated. Additional Responsibility Allowances (ARAs) and Continuous Professional Development (CPD) payments are included in ordinary pay. For clarity, ordinary pay is defined as basic pay, shift premium pay, pay for piecework, pay for leave and allowances.

A **positive** pay gap shows that males earn 6.7% more than females based on a **mean** hourly rate of pay and 4.1% more than females on **median** hourly rates of pay

### What do the mean and median gender pay gap figures tell us?

The mean gives an overall indication of the size of the gender pay gap in RBFRS. A high mean gender pay gap indicates that a payment system is operated that disadvantages women. At RBFRS, the mean gender pay gap is less than national figures. This indicates that when comparing the mean hourly rates for the workforce as a whole, males earn on average slightly more than females.

The median is typically a more representative figure as the mean can be skewed by a handful of highly paid employees. The median value for RBFRS across all staff shows males earning a lower median average hourly rate in comparison to the mean average, suggesting there is some skewing throughout the organisation (this can be seen more clearly when you compare quartile on quartile).

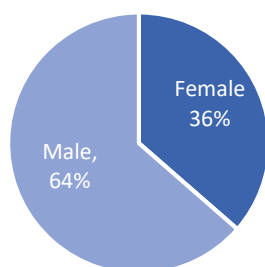
The quartile distribution detailed below gives an indication of how males and females are distributed across the organisation, in addition to the mean and median pay gap in each of the quartiles.

### Quartile Pay Bands

The proportion of males/females in each quartile pay band is as follows:

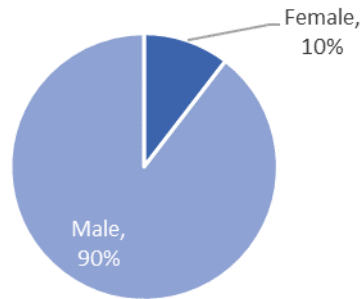
Quartile	Mean Pay Gap	Median Pay Gap	Year
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Lower



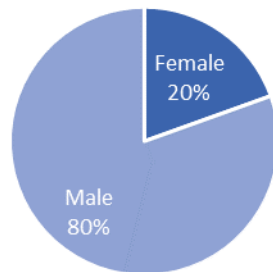
2.23%	6.27%	2019
-6.54%	-7.63%	2018

**Lower Middle**



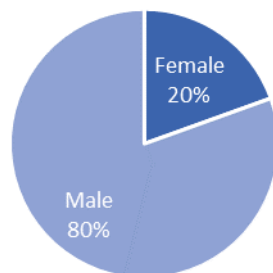
<b>1.06%</b>	<b>0.98%</b>	<b>2019</b>
0.81%	0.55%	2018

**Upper Middle**



<b>1.25</b>	<b>3.19%</b>	<b>2019</b>
0.18%	0.02%	2018

**Upper**



<b>3.82%</b>	<b>7.93%</b>	<b>2019</b>
1.04%	-1.25%	2018

**Commentary**

The mean and median pay gap was calculated for each of the quartiles to give an indication of the range and distribution of male and female pay. The figures above differ from the overall gender pay gap for RBFERS due to the scope for variation in hourly pay. This is as a result of the large range of roles and grades in the upper quartile compared to the smaller ranges in the lower quartiles.

The proportion of female employees has increased by 2% since the last report.

A review of the quartiles shows an increase in the pay gap from last year with men being paid more than women in all quartiles. This may be explained by the fact that the high number of operational recruits (mostly male) were at the training rate of pay last year and have now moved up within the quartile to the development rate of pay. In the lower quartile the three apprentices in post were female and appear at the lower end of the band, whilst the top end of the quartile is made up of competent Firefighters who are mostly male. The ratio of females in the lower quartile has increased by 12%. This is because 36 Retained Duty System (On-call) employees have moved from the lower quartile to the lower middle quartile, leaving only 14 in the lower quartile.

Control Firefighters who are mainly female are paid the same rate as their male colleagues but receive an allowance for uniform (tights) which moves them into the bottom of the Lower Middle Quartile. The average hourly pay for women in this quartile lower than that of men. Additional payments for specific skills are included in the hourly rate and most additional payments are made for skills associated with the role of Firefighters who are mainly male. This makes a difference to the overall mean and median in the lower middle band and in the RBFRS as a whole.

In the Upper Middle quartile, the bottom is made up of Green Book grade 4 employees who are mainly female, whilst the top of the quartile is made up of Crew Managers and Watch Managers who are mainly male.

The upper quartile includes seven Heads of Service (four male and three female) and four Directors (three male and one female). The ratio of male to female employees in this band has moved from 75:25 (male to female) in 2018 and 80:20 in 2019. This quartile contains a high proportion of higher earning male employees, employed on the National Joint Council (NJC) for Local Authority Fire and Rescue Service (Grey Book), which attract additional allowances that are not available to staff conditioned to the NJC for Local Government Services (Green Book) support staff, half of which are female. Uniformed directors, all of whom are male, also attract an additional operational allowance.

It is recognised that women are still significantly underrepresented in the operational workforce accounting for 7.4% of this group, although there has been a year on year improvement from the 2017 figure of 3.85% and 4.39% in 2018. The service continues to work hard to attract a more diverse workforce through a positive action plan and recruitment opportunities. Recruitment documentation has been reviewed to take out unconscious bias by using gender neutral and gender positive language. The service has also recruited an EDI coordinator to further this agenda. RBFRS is confident that it is paying the same salary to roles of equivalent value to all staff.

An action plan has been developed to help the organisation to address the gap.

**Trevor Ferguson**  
**Chief Fire Officer and Chief Executive**  
**December 2019**



Action reference	Date Action added	Government Equalities office suggested Focus Area	Questions asked as recommended by Government Equalities Office	Action	Progress to date	Last review date	Target date	Stakeholders	Responsible owner	Comments	Open / Closed
1	Oct-19	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do we have a plan to address under representation	See Positive Action, Action Plan to address under representation within our organisation	<a href="#">Equality Diversity &amp; InclPositive Action</a>	01-Jun-19	see Action Plan	All Staff	Various		Open
2	Oct-19	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do women and men join RBFRS at different levels	Equal pay Audit undertaken to assess starting salaries	Equal Pay audit did not highlight any issues with this area - enhanced monitoring for future audit has begun to simplify the review in future years and introduction of HR quarterly checks to ensure accuracy of reporting	01-Oct-19	30-Oct-19	SLT / HR /Staff	Philippa Walker	completed	Closed
3	Oct-19	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Is there a gender imbalance at application / shortlist / job offer	Monitor different sector recruitment throughout recruitment process	WT campaign monitoring completed and percentage progression consistent throughout the process up to interview - appointment info to follow Green book - review on going Control - review to be undertaken following October recruitment campaign completion	21-Oct-19	30-Mar-20	All staff and potential applicants	Emma Rickards/ Emma Scott	Attraction rates for operational staff known issue see Action ref 1	Open
4	Oct-19	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do women and men leave RBFRS at the same rate and for the same reasons	Review leaver data Male V Female consider reasons and pay levels on leaving	leaver demographics analysis undertaken, further analysis to be undertaken of leaver data to review pay levels on leaving	21-Oct-19	30-Mar-20	All Staff	Jorgie Wright	Initial leaver report covering numbers to be presented to workforce planning group December 2019 (Pay rates on leaving to be considered following this review)	Open
5	Oct-19	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do people get 'stuck' at certain levels within your organisation. Are women applying for promotions at the same rate as men	Review promotion process to consider demographics of applicants .	Not yet commenced		30-Mar-20	All Staff	Lorraine Sullivan	not started as at 21/10/19	Open
6	Oct-19	Is RBFRS clear in its pay and progression processes	Do we advertise flexible working Policies Internally and externally	Review benefits pages	Reviewed as part of recruitment project	31-Jul-19	31-Jul-19	All Staff and potential applicants	Emma Rickards/ Emma Scott	completed	Closed
7	Oct-19	Is RBFRS clear in its pay and progression processes	Do you have standardised transparent recruitment processes that remove opportunities for bias	Review of recruitment policies and awareness training	Policy reviewed and published - training to be rolled out incorporating job design / advert writing / shortlisting and unconscious bias	21-Oct-19	30-Mar-20	All recruiting Mangers	Philippa Walker /Emma Scott		Open
8	Oct-19	Is RBFRS clear in its pay and progression processes	Do all employees have the same access to information on promotion pay rises and bonuses	Equal pay audit undertaken to assess merit payments  Operational promotion policy to be reviewed	Equal pay audit completed  Promotion policy see Action 5	21-Oct-19	30-Mar-20	All staff	Philippa Walker / Lorraine Sullivan	Audit completed / promotion policy to be reviewed (action ref 5)	Open
9	Oct-19	Organisational responsibility for EDI and driving Change	Do you have a dedicated head of Diversity and Inclusion	Ownership of EDI considered at SLT level	Allocated to AM in Service Delivery,		01-Apr-19	SLT / EDI Forum members	SLT	Completed To note - A temporary dedicated EDI Coordinator has been recruited to support embedding of EDI agenda within the organisation	Closed
10	Oct-19	Organisational responsibility for EDI and driving Change	Is diversity and inclusion a regular item on your board agenda	Consideration of EDI at appropriate forum	EDI forum set up which feeds back to SLT for areas for decision making		01-Apr-19	SLT / EDI Forum members	Becci Jefferies	Completed	Closed
11	Oct-19	Organisational responsibility for EDI and driving change	Do you review your actions to monitor effectiveness and adapt to changing circumstances	Review of EDI action Plan and Positive Action plan to monitor effectiveness and adapt to changing circumstances	EDI Action plan / Positive Action plan reviewed regularly and reported back through to EDI Forum		01-Apr-19	SLT / EDI Forum members	Becci Jefferies and Forum	Completed	Closed
12	Oct-19	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are all allowances paid by RBFRS equitable.	Review of uniform allowance	Proposal to consult instigated	21-Oct-19	30-Mar-20	TVFCS	HR / GM TVFCS		Open
13	Oct-19	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Is CPD allowance accessible to all employees	Review application process and form required to receive CPD	Feedback sought and plan in place to update the process	16-Sep-19	31-Dec-19	Operational Staff	Philippa Walker	Mgs advised to encourage application and feedback obtained ready for review of CPD policy 25/10/19	Open
14	Oct-19	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are spinal column starting points free from unconscious bias	Development of enhanced system for monitor and review starting pay points and reasons thereof	Spreadsheet in place and HR inputting as required, utilising hyperlink to evidence. This provides a detailed audit trail.	20-Oct-19	30-Oct-19	All Green Book staff	Philippa Walker	completed	Closed
15	Oct-19	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are merit payments given in a fair and equitable manner	Monitor the allocation of merit payments and reasons thereof.	Recording mechanism reviewed and process updated to ensure all requests are logged in HR and monitored by the HR Manager	16-Sep-19	30-Oct-19	All Staff	Philippa Walker	completed	Closed

Action reference	Date Action added	Government Equalities office suggested Focus Area	Questions asked as recommended by Government Equalities Office	Action	Progress to date	Last review date	Target date	Stakeholders	Responsible owner	Comments	Open / Closed
16	Oct-19	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review the attraction of applicant for Green Book roles over last 2 years to identify if the gender make up of applicants varies depending on grade of role to ascertain if fewer women are joining at higher salaries	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker / Maja Piekarska	This action is to compliment the work looking at starting salaries within a grade undertaken in the Equal Pay audit	Open
17	Oct-19	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Undertake further analysis of length of service at each role before achieving promotion (male v female) (support action ref 5)	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker		Open
18	Oct-19	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review of Maternity returners - do they come back on same or lower roles ?	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker		Open
19	Oct-19	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review process for seeking views regarding barriers female employees face within RBFRS	Not yet commenced		30-Mar-20	HR / All Staff	EDI coordinator	Note - work has been completed in 2018 in relation to gathering information from Female fire fighters through an e-mailed questionnaire - response was poor so further feedback mechanisms to be considered . Including gathering data on an ongoing basis from new recruits and unsuccessful applicants .	Open
20	Oct-19	"Reducing the gender pay gap and improving gender equality in organisations" (Guidance form GEO) 2019	<a href="https://gender-pay-gap.service.gov.uk/public/assets/pdf/Evidence-based_actions_for_employers.pdf">https://gender-pay-gap.service.gov.uk/public/assets/pdf/Evidence-based_actions_for_employers.pdf</a>	Review actions as outlined in the "Reducing the gender pay gap and improving gender equality in organisations" (Guidance form GEO) 2019 and incorporate into GPG action plan as appropriate	A number of areas have been actioned as recommended in the report - <ul style="list-style-type: none"> <li>• Sought sort Review of work based assessments</li> <li>• Review of Interview practices - leading to the development of further training</li> <li>• Advert templates reviewed in line with language and recommended publicity of pay ranges</li> <li>• EDI Forum development</li> <li>• Benefits review including flexible benefits</li> </ul> - This review identified that RBFRS offers a comprehensive and very flexible range of benefit options which support inclusion <ul style="list-style-type: none"> <li>• Targeting underrepresented groups - eg Women returners</li> <li>• Provision of enhanced training for recruiting managers (Job design through to selection including unconscious bias )</li> </ul>	23-Oct-19	30-Mar-20	All Staff and Applicants	HR / EDI Coordinator		Open

