1. Introduction

1.1 This report outlines the Authority's requirements associated with complying with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017. It outlines the factors contributing to the gender pay gap and the key initiatives being taken forward to help bridge this gap. It is thought helpful to state from the outset that gender pay reporting is a different requirement to carrying out an equal pay audit - it is not a review of equal pay for equal work, rather it compares hourly rates of pay and any bonuses staff may receive by gender, seeking to expose any imbalance.

2. About the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

- 2.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. They require employers with 250 or more employees to publish gender pay gap details by 30 March each year and highlight the difference in gross pay and bonus payments made to female, as compared with male, employees and promote gender diversity in the workplace.
- 2.2 Gender pay reporting is a different requirement to carrying out an equal pay audit it is not a review of equal pay for equal work, rather it compares hourly rates of pay and any bonuses staff may receive by gender, seeking to expose any imbalance.
- 2.3 Under the regulations, the following calculations are required to be carried out:
 - the difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
 - the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
 - the proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands
 - the difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
 - the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
 - the proportions of male and female relevant employees who were paid bonus pay.

- 2.4 The only payment that could be deemed as a bonus in relation to this exercise is the CPD (Continuous Professional Development) payment. As this payment, which is paid to wholetime, on-call and fire control staff, is based on time served after reaching competence in role rather than being gender related, no separate analysis has been provided. The CPD payment has been included in the hourly pay calculation.
- 2.5 The Gender Pay Gap report at Appendix B is the document that we will be submitting for publication on the gender pay gap service website (<u>www.gender-pay-gap.service.gov.uk</u>). The data in the report is based on pay records for qualifying individuals at the 'snapshot' date of 31 March 2018. The figures found in Appendix B were calculated using the standard methodologies set out in the regulations. The data has been broken down by both full and part time staff and by the four different staff groups employed by the Authority.

3. About our workforce

- 3.1 Like all fire and rescue services, our workforce is predominantly male (82.5%). The operational workforce (excluding Fire Control) is 96% male. Operational and control staff are 7% female and 93% male. Corporate staff are 50.2% female and 49.8% male.
- 3.2 The Service has the following staff groups:
 - Wholetime staff these are full time firefighters and operational managers. Their terms and conditions are negotiated nationally, and their salaries are determined in accordance with the role, with no reference to gender or any other personal characteristic. Firefighters are paid on an incremental firefighter competence based pay scale starting as a trainee, progressing to development after their initial training is complete, and then competent once their development has been completed and verified.
 - On Call staff these are our firefighters and operational managers whose primary employment is outside of the Service. Again, their terms and conditions are negotiated nationally, and salaries are determined according to the role, with no reference to gender or any other personal characteristics. The Service has many fire stations that are operated under a salaried scheme that has been negotiated locally based on the national pay elements.
 - *Fire Control* These are our emergency call handlers and their managers. Their terms and conditions are also negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristics.

- Corporate Staff These are our non-uniformed staff who support those in the other staff groups to provide the effective delivery of our front-line services. They are both full time and part time. Again, their terms and conditions are negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristics.
- 3.3 The nationally agreed terms and conditions ensure that we are paying the same salary to roles of equal value for all our staff regardless of gender.
- 3.4 The "high" quartile salary band is dominated by male staff, meaning they are the highest earners in the organisation. In contrast, a much larger proportion of female staff are found in the lower quartile salary band compared to the other bandings. This can be explained to some extent by the fact that the majority of females employed within the Service are corporate staff, on "Green Book" terms and conditions which generally offer lower rates of pay. In contrast, operational, "Grey Book" posts remain dominated by male staff that are paid at a significantly higher rate from entry (firefighter) level through to strategic level (brigade manager).
- 3.5 Female staff can mostly be found in the "low" quartile of pay scales. However, there is a larger proportion of male staff compared to female staff in this quartile, due to the high representation of men in the organisation as a whole and particularly in the cohort for firefighters working the on-call duty system.
- 3.6 For corporate staff, there are broadly the same number of males and females with the same number of men and women in the top four grades however there is a significant pay gap by gender. In the middle grades there are significantly more males than females and at the lower grades significantly more females than males.
- 3.7 When corporate staff are looked at in isolation, there is still a high proportion of females in the lower quartiles. There is also a high number of women in part-time roles. The proportion of females in upper quartile of green book salaries has increased due to recruitment and promotion of females in support staff roles (specialist or middle management).
- 3.8 In terms of Fire Control Staff it is interesting to note that there is a negative pay gap where females are paid more than men, this is due to the larger numbers of women than men, with no male Watch Managers. However, given Fire Control make up just 2.9% of the workforce, this does not have a big impact on overall picture.
- 3.9 We are therefore confident that the gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather the gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

4. Comparison between March 2017 and March 2018

- 4.1 The table below sets out a comparison between the mean and median hourly pay rate in 2017 and 2018. As a reminder for Members:
 - The mean is the total amount of the hourly pay divided by the number of employees
 - The median is the mid-point value for the individual(s) between the lowest and highest hourly pay
- 4.2 This data indicates that whilst the number of women working for the Service has increased, predominantly in corporate roles, they are still in the lower and low mid quartile, whilst male employees dominate the upper mid and upper quartiles. This has resulted in the mean hourly rate pay gap increasing from 7% to 10.38%. Similarly, the median figure has fallen from 11.9% to 7.11% due to more female occupying mid quartile roles.

	Mean Hourly Pay Rate 2017	Mean Hourly Pay Rate 2018	Difference %	Median Hourly Pay Rate 2017	Median Hourly Pay Rate 2018	Difference %
All Staff	£14.81	£15.22	2.69%	£14.07	£14.27	1.40%
Female	£13.94	£13.89	-0.35%	£12.41	£13.45	7.73%
Male	£14.99	£15.50	3.29%	£14.08	£14.48	2.76%
Pay Gap	7.00%	10.38%		11.86%	7.11%	

5. Comparison between other Fire and Rescue Services

5.1 The graphs at Appendix A show a comparison of the 2017 mean and median hourly pay rates of other fire and rescue services. The three Services with the lowest mean hourly pay rate gaps (East Sussex, London and Kent) are those who have a female Chief Fire Officer/Chief Executive. This indicates that the gender pay gap can be skewed by individual factors and may not be representative of the composition of the workforce as a whole.

6. Progress against initiatives to address gender pay gap

6.1 The Service has several key initiatives in place to help bridge this gap including:

- 6.1.1 Recruitment processes to help rebalance workforce composition:
 - Agreed a corporate target to increase the diversity of our operational workforce, by ensuring that 20% of recruitment is from under-represented groups

At September 2018 16% of new starters in our operational workforce were from underrepresented groups. Specifically, in relation to our wholetime operational workforce 4 out of 21 new starters during 2018 were female.

• Encouraging more female applicants to the Service.

Our positive action campaign "#BeOneOfUs" was launched in October 2017 and was designed for females and other people from underrepresented groups to consider a career as an operational firefighter. As part of the campaign six "have a go" sessions were held across the Service area which gave potential applicants the opportunity to try out the practical tests and ask questions of serving female firefighters. The standards for entry being the same for men and women. This campaign resulted in our highest number of female applicants. Unfortunately, the increased number of female applicants did not translate into a higher number of female recruits. We will be evaluating our recruitment processes to ensure they continue to be fit for purpose.

• Apprenticeships

The Service participated in the Trailblazer group responsible for development of a new Operational Firefighter standard for apprentices. We are currently seeking a training provider to work with to provide these apprenticeships. We are also looking at broadening the use of apprenticeships in roles across the Service. A paper on our approach to apprenticeships is due to be considered by the Finance and Governance Committee in March.

- 6.1.2 Continuing to retain and develop female members of staff:
 - Female networks

The Service is active in national and local networks to support females working within the fire and rescue sector. Regular meetings take place with representatives from women's networks in order to identify and resolve any potential barriers that could prevent females joining and remaining within the service. • Established training programmes for managers and staff about equality, diversity and inclusion

In October 2018 we held a successful menopause conference in partnership with Devon and Cornwall Police and Dorset Police. This has resulted in the creation of an employee advocate group as well as providing more information to staff. We will be rolling out Equality and Inclusion awareness sessions across all stations.

• Reviewing and improving workplace facilities for women to help provide a welcoming and supportive environment

The Service is ensuring, through its integrated property asset management planning, that stations and workplaces are suitable for female members of staff. The Service has addressed uniform and personal protective equipment needs in the past and will continue to do so as they arise.

- 6.1.3 Embedding equality within key plans and processes to help ensure that it is thought about from the outset:
 - Service Delivery Plan

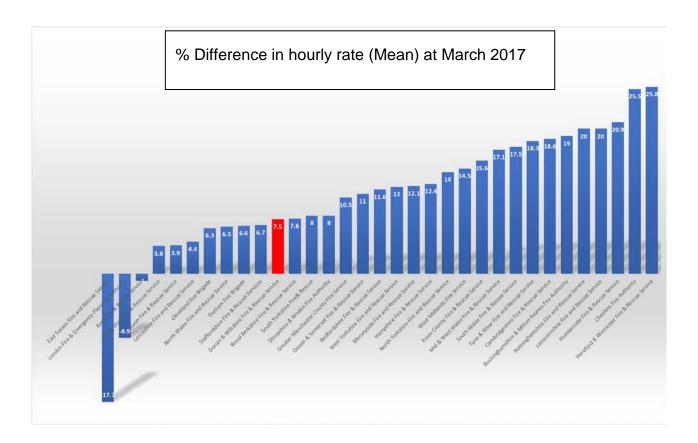
Our Service Delivery Plan sets out our equality and inclusion priorities. This work is currently being refreshed and will ensure that inclusion activities are mainstreamed and embedded across the work of all directorates and is not viewed as an isolated function.

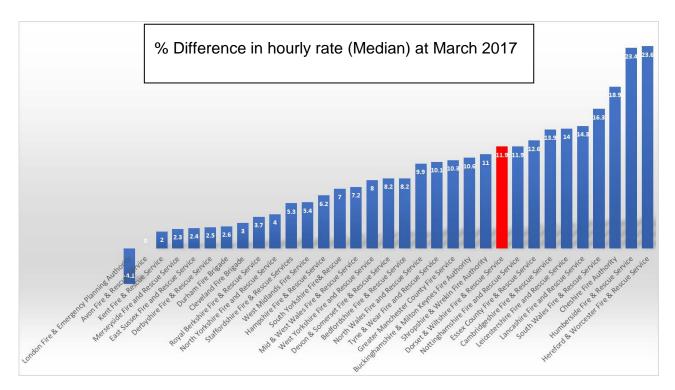
• Increased Flexibility

We have a positive suite of HR procedures in place and have delivered a programme of smarter working to support the attraction, progression and retention of female staff. We continue to review our procedures to ensure there is a healthy balance between organisation and individual needs.

6.2 **Summary and next steps**

6.2.1 The Service is not in a unique position with regards to its workforce composition and overall has a favourable position for its mean hourly rate differential. There are many initiatives and processes in place to both help address this balance and to better support the retention and attraction of more females to the Service. These are all included within the Service Delivery plan and are monitored by senior management and Members through the Finance and Governance Committee.





Gender Pay Report 2018

1. Introduction

- 1.1. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. They require employers with 250 or more employees to publish gender pay gap details highlighting the difference in gross pay and bonus payments made to female, as compared with male, employees. The data in this report for Dorset & Wiltshire Fire and Rescue Service is based on pay records for qualifying individuals as at 31st March 2018. The data has been broken down by both full and part time staff and by the four different staff groups that the Service employ who each have distinctive terms and conditions:
 - a) Wholetime Operational: These are full time firefighters and operational managers. Their terms and conditions are negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristic. Firefighters are paid on an incremental competence based pay scale starting as a trainee, progressing to development after the initial training is complete and then competent once the development programme has been successfully completed and verified
 - b) On-call Operational: These are on call firefighters and operational managers whose primary employment is outside the organisation. Again, their terms and conditions are negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristic. The Service do have certain stations that are operated under a salaried scheme that are negotiated locally based on the NJC pay elements
 - c) **Fire Control:** These are the emergency call handlers. Again, their terms and conditions are negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristic
 - d) **Corporate Staff:** These are non-uniformed support staff who are both full and part time. Again, their terms and conditions are negotiated nationally, and salaries are determined in accordance with the role, with no reference to gender or any other personal characteristic.
- 1.2. The nationally agreed terms and conditions ensure that we are paying the same salary to roles of equal value for all our staff however this does not translate when

looking at the mean and mode hourly pay rates due to the predominantly male operational workforce.

1.3. The total number of staff included in the calculations was 1157, the breakdown of which is set out at table 1. 68 staff (6 female) were not included in the calculation as they did not fulfil the required reporting criteria in that they were not in receipt of full pay (for example they were on sick leave or maternity leave). A further 199 staff (2 female) were on-call salaried staff, whose pay arrangements differ to the majority of our on-call staff. For completeness a mean and median table for these on call salaried staff is included at table 3b, but further calculations have not been undertaken as it is felt that they show a significantly distorted picture.

Staff Group	Female Employees	% Female Employees	Male Employees	% Male Employees
Wholetime	25	5.8	407	94.2
On-call	9	2.2	401	97.8
Fire Control	28	82.4	6	17.6
Corporate	141	50.2	140	49.8
Total	203	17.5	954	82.5

Table 1: Gender by staff group



2. Gender Pay Gap Summary

- 2.1 The requirement is to report the average pay using two calculations, mean and median (table 2 & 3a).
 - The mean is the total amount of the hourly pay divided by the number of employees
 - The median is the mid-point value for the individual(s) between the lowest and highest hourly pay

	Mean Hourly Pay Rate	Median Hourly Pay Rate
All Staff	£15.22	£14.27
Female	£13.89	£13.45
Male	£15.50	£14.48
Pay Gap	10.38%	7.11%

Table 2: Mean hourly pay rate by gender

Wholetime	Mean Hourly Pay Rate	Median Hourly Pay Rate
Wholetime (all staff)	£16.29	£14.23
Female	£15.66	£14.21
Male	£16.33	£14.23
Pay Gap	6.38%	0.14%
On-call	Mean Hourly Pay Rate	Median Hourly Pay Rate
On-call (all staff)	£14.88	£14.88
Female	£13.49	£13.68
Male	£14.91	£14.90
Pay Gap	9.52%	8.19%

Table 3a: Mean hourly pay by operational staff group

2.2 Due to the way on-call personnel are paid, the retaining fee element of hourly paid retained staff has been discounted for the hourly pay calculations as this would not give a true reflection of the actual pay for duties performed. As this element of pay is not gender specific, the removal from the calculation had no bearing on the final results.

2.3 As set out in paragraph 1.3 of this appendix, 199 on-call staff are salaried rather than pay as you go; which means the makeup of their pay is based on a predefined amount per grade and then based on the actual number of hour's available cover provided per week. These staff have not been included within the on-call staff group due to these differing pay arrangements but for increased transparency the mean and median hourly pay rates for these members of staff are set out in table 3b below.

On Call	Mean Hourly Pay Rate	Median Hourly Pay Rate
On Call (salaried staff)	£2.25	£1.98
Female	£2.03	£1.98
Male	£2.26	£1.97
Pay Gap	10.17%	-0.50%

Table 3b: Mean hourly pay by on call salaried staff

2.4 Table 4 below references the salary payable based on being available to work 24/7, i.e. 168 hours per week, and an individual's actual salary is defined from this point, e.g. a competent firefighter providing 90 hours cover per week would receive an annual salary of $\pounds14713 \times 90/168 = \pounds7882$ per annum. If this is then broken down to an hourly rate based on the 90 hours, it would equate to only £1.68 per hour but the majority of this would be for being available to work as opposed to the actual hours worked. As stated previously the rates of pay are agreed locally but aligned to the NJC pay grades and there is no variation in pay between female and male employees.

Operational	Maximum Annual Salary	Hourly Rate
Firefighter Trainee	£11035	£1.26
Firefighter Development	£11501	£1.31
Firefighter Competent	£14713	£1.68
Crew Manager	£16311	£1.86
Watch Manager A	£17128	£1.96
Watch Manager B	£18241	£2.08

 Table 4: Mean hourly rate (continued on page 12)

Fire Control			Mean Hou	rly Pay Rate	V Rate Median Hourly Pay Rate			Pay Rate
Control (all	staff)	£14.58				£14.40		
Female		£15.08				£14.71		
Male		£12.27				£12.98		
Pay Gap		-22.90%			-13.32%			
Corporate	Mean Hourly P Rate Overal	ay	Mean Hourly Pay Rate Full Time	Mean Hourly Pay Rate Part Time	Ho Pay	dian ourly Rate rerall	Median Hourly Pay Rate Full Time	Median Hourly Pay Rate Part Time
Corporate	£14.14	ŀ	£14.25	£13.85	£12.73		£13.18	£12.53
Female	£13.37		£13.10	£13.77	£11.74		£12.47	£12.05
Male	£14.91		£15.04	£14.09	£14.54		£14.41	£14.69
Pay Gap	10.32%	, 0	12.89%	2.27%	18.	02%	13.46%	17.97%

Table 4: Mean hourly rate

3. Quartile summary

3.1 The quartile data has been calculated in accordance with the methodology as set out in the Mandatory Gender Pay Gap Reporting document (tables 5 - 8). It recommends that employers need to calculate their quartile data by dividing the workforce into four equal sized groups. These four groups will be separated according to the hourly pay rate, starting from the lowest paid to the highest.

	Mean Hourly Pay						
All Staff	Female		Male				
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap		
Lower Quartile	£11.13	102	£11.22	187	0.81%		
Lower Mid Quartile	£13.88	20	£13.97	271	0.64%		
Upper Mid Quartile	£15.32	44	£15.40	245	0.52%		
Upper Quartile	£19.84	37	£20.43	251	2.88%		

 Table 5: Mean Hourly Pay by Quartile by gender

	Mean Hourly Pay						
Wholetime	Female		Male				
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap		
Lower Quartile	£13.20 5		£13.19	103	-0.08%		
Lower Mid Quartile	£14.11	9	£14.08	99	-0.21%		
Upper Mid Quartile	£15.82	6	£15.51	102	-2.00%		
Upper Quartile	£20.74	5	£22.42	103	7.49%		
	Female		Male				
On-call	Hourly Rate	Number	Hourly Rate	Number	Pay Gap		
Lower Quartile	£11.05	3	£11.39	99	2.98%		
Lower Mid Quartile	£13.68	3	£14.02	100	2.43%		
Upper Mid Quartile	£15.74	3	£15.63	100	-0.70%		
Upper Quartile	£0.00	0	£18.51	102	-		
	Female	Male					
Fire Control	Hourly Rate	Number	Hourly Rate	Number	Pay Gap		
Lower Quartile	£12.98	4	£11.59	4	-11.99%		
Lower Mid Quartile	£13.21	7	£13.69	2	3.50%		
Upper Mid Quartile	£15.05	9	£0.00	0	-		
Upper Quartile	£17.76	8	£0.00	0	-		
	Female	I	Male				
Corporate	Hourly Rate	Number	Hourly Rate	Number	Pay Gap		
Lower Quartile	£9.84	44	£10.07	26	2.28%		
Lower Mid Quartile	£11.79	38	£11.99	33	1.66%		
Upper Mid Quartile	£14.59	31	£14.86	39	1.81%		
Upper Quartile	£19.73	28	£20.25	42	2.58%		

Table 6: Mean Hourly Pay by Quartile by staff group

Median Hourly Pay								
All Staff	Female		Male					
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap			
Lower Quartile	£11.02	100	£11.09	187	0.63%			
Lower Mid Quartile	£13.96	20	£13.98	271	0.14%			
Upper Mid Quartile	£15.20	44	£15.47	245	1.75%			
Upper Quartile	£18.15	37	£17.61	251	-3.06%			

Table 7: Median Hourly Pay by Quartile by gender

Median Hourly Pay								
Wholetime	Female		Male	Male				
Whereathe	Hourly Rate	Number	Hourly Rate	Number	Pay Gap			
Lower Quartile	£13.67	5	£13.98	103	2.21%			
Lower Mid Quartile	£14.12	9	£13.99	99	-0.93%			
Upper Mid Quartile	£15.59	6	£15.47	102	-0.78%			
Upper Quartile	£17.60	5	£19.75	103	10.88%			
On-call	Female		Male					
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap			
Lower Quartile	£10.26	3	£11.24	99	8.71%			
Lower Mid Quartile	£13.67	3	£13.94	100	1.93%			
Upper Mid Quartile	£15.82	3	£15.64	100	-1.15%			
Upper Quartile	£0.00	0	£17.66	102	-			

Table 8: Mean Hourly Pay by Quartile by staff group (continued on page 15)

Fire Control	Female		Male		
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap
Lower Quartile	£12.98	4	£11.57	4	-11.06%
Lower Mid Quartile	£13.29	7	£13.69	2	2.92%
Upper Mid Quartile	£14.71	9	£14.56	0	-
Upper Quartile	£16.43	8	£18.60	0	-
Corporate	Female		Male		
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap
Lower Quartile	£9.72	44	£10.07	26	3.47%
Lower Mid Quartile	£11.74	38	£12.13	33	3.21%
Upper Mid Quartile	£14.76	31	£14.83	39	0.47%
Upper Quartile	£18.19	28	£17.33	42	-4.96%

Table 8: Mean Hourly Pay by Quartile by staff group

4. Grade Summary

4.1 Gender pay is analysed below (tables 9 and 10) in relation to the Service's grading structure. The level of analysis can provide a more in depth look at the distribution of pay across the organisation.

Wholetime	Mean Hourly Pay by Role					
	Female		Male			
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap	
Apprentice	-	0	£6.13	6	-	
Firefighter	£13.82	15	£13.93	223	0.79%	
Crew Manager	£15.84	4	£15.66	64	-1.15%	
Watch Manager	£17.35	4	£17.77	65	2.36%	
Station Manager	£24.26	1	£23.44	33	-3.50%	
Group Manager	£27.32	1	£27.89	8	2.04%	
Area Manager	-	0	£33.64	4	-	
ACFO	-	0	£49.01	3	-	
CFO	-	0	£65.86	1	-	

Table 9: Mean Hourly Pay by role (Wholetime)

	Mean hourly rate by role					
On-call	Female		Male			
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap	
Firefighter	£12.10	5	£14.08	310	14.06%	
Crew Manager	£15.74	3	£16.35	58	3.73%	
Watch Manager	-	0	£18.75	42	-	
Fire Control	Female		Male			
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap	
Firefighter	£13.13	11	£12.98	3	-1.15%	
Crew Manager	£14.66	7	£14.39	1	-1.87%	
Watch Manager	£16.42	7	-	0	-	
Station Manager	£20.01	3	-	0	-	

Table 10: Mean Hourly Pay by role (On Call, Fire Control and Corporate)(continued on page 17)

Corporate	Female		Male		
	Hourly Rate	Number	Hourly Rate	Number	Pay Gap
Grade A	£8.62	2	£8.36	1	-3.11%
Grade B	£9.42	22	£9.40	5	-0.21%
Grade C	£10.65	27	£10.62	25	-0.28%
Grade D	£11.94	31	£12.09	29	1.24%
Grade E	£13.51	12	£14.55	18	7.15%
Grade F	£15.23	20	£15.75	35	3.30%
Grade G	£17.63	17	£17.63	13	0%
Grade H	£20.01	5	£20.43	7	2.06%
Grade I	£22.07	3	£22.69	2	2.73%
Grade J	£28.03	1	£29.99	3	6.53%
Director	£42.30	1	£47.61	2	11.15%

Table 10: Mean Hourly Pay by role (On Call, Fire Control and Corporate)

5. Bonuses

5.1 The only payments deemed as a bonus in relation to this exercise is for CPD. As this payment is based on time served after reaching competence in role rather than being gender related, no separate analysis is provided as the amount has been included in the hourly pay calculation.