

[Protective Markings]

Job Evaluation and Grading Structure

Human Resources Committee

Date: 25 March 2022

Agenda Item:

6

Submitted By: Chief Employment Services Officer

Purpose	To advise Members of a proposed change to the job evaluation and grading structure to ensure that the service continues to pay above the Real Living Wage and to improve the competitiveness of the salaries.
Recommendations	That Members approve the amendment to the job evaluation and grading structure.
Summary	<p>WYFRS is facing increasing challenges in terms of the recruitment and retention of critical support staff. The annual pay increases have failed to keep pace with changes in market conditions and our salaries are generally lower than those paid in neighbouring fire services and local authorities for comparable posts.</p> <p>To address this, the report proposes some changes to the job evaluation and grading structures.</p>

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Brandwood – Chief Employment Services Officer
Tel : 01274 682311 x 671358

Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 WYFRS is facing increasing challenges in terms of the recruitment and retention of critical support staff. The annual pay increases have failed to keep pace with changes in market conditions and our salaries are generally lower than those paid in neighbouring fire services and local authorities for comparable posts. Consequently, several key staff have left the organisation in recent times and we are currently paying annual market supplements to 34 staff totalling circa £53k per annum.
- 1.2 The current grading and job evaluation structure has been in place since the Local Government Single Status Agreement in 1998, subject to some minor amendments in 2019 when the national pay spine was reconfigured. When the scheme was implemented following single status, it was suggested that the grading structure was designed to accommodate the pay bill at the time rather than by any objective assessment of job evaluation and gradings. Consequently, it appears that little attention was given to benchmarking posts with the county's local authorities or neighbouring fire authorities, all faced with implementing the same scheme. In general, this has led to fire authority salaries being lower than those in comparable organisations. In addition, as several pay awards in recent years have been bottom loaded, this has led to an erosion of differentials between grades.
- 1.3 It is critical that the organisation's pay and reward structure is competitive and adequately rewards staff for the duties and responsibilities undertaken. It also needs to protect against the risk of unfairness through equal pay claims.
- 1.4 Job evaluation has developed and been carried out objectively over the years, taking account of all new posts and changes to existing posts

2 Information

- 2.1 The current grading structure divides the national pay spine into 12 grades. Each job is evaluated and allocated a points score based on a range of factors in line with the nationally agreed NJC Job Evaluation Scheme. The points score reflects the demands placed on the postholder and the higher the points score, the higher the grade. The current arrangements are:

Grade	Salary From	Salary To	JE Score From	JE Score To	Range
Grade 1	18,333	19,264	0	349	
Grade 2	19,650	20,852	350	419	69
Grade 3	21,269	22,571	420	434	14
Grade 4	23,023	24,920	435	474	39
Grade 5	25,419	27,514	475	509	34
Grade 6	28,226	30,095	510	565	55
Grade 7	30,984	32,798	566	599	33
Grade 8	33,486	35,336	600	649	49
Grade 9	36,371	38,553	650	699	49
Grade 10	39,571	41,591	700	709	9
Grade 11	42,614	44,624	710	719	9
Grade 12	45,648	47,665	720	749	29

- 2.2 It is clear from the above that there is little differential between grades and inconsistent ranges between the job evaluation ranges.
- 2.3 The Living Wage Foundation Rate (LWF), which is the minimum that the Authority is committed to pay is now £19,047. It is also becoming increasingly clear that our pay for middle and senior managers and for those in several specialist roles is not competitive when we compare to other local public sector employers.
- 2.4 The LWF rate is higher than the National Living Wage (NLW) which the Authority is statutorily obliged to pay. The NLW is based on a target to reach 66% of median earnings by 2024. The LWF rate is calculated based the cost of living, using a basket of household goods and services.
- 2.5 The NLW from April 1st, 2022, is £18,278. This is forecast to rise to £19,586 in 2023 and £20,586 from 2024. This represents a 13% increase over those 2 years and means that the bottom of the national pay scale will need to increase by the same rate. The LWF rate will be higher but at this stage, no forecast has been made.
- 2.6 The national pay spine and consequently the national negotiations take no account of the RLW as it is discretionary as to whether organisations choose to implement this.
- 2.7 It is therefore proposed that the number of grades be reduced and the job evaluation scheme adjusted accordingly. The revised structure is shown below:

Grade	Salary From	Salary To	JE Score From	JE Score To	Range
Grade 1	19,264	20,043	1	349	348
Grade 2	20,852	21,695	350	405	55
Grade 3	22,129	23,023	406	444	38
Grade 4	24,432	25,419	445	469	24
Grade 5	26,446	27,514	470	500	30
Grade 6	28,226	30,984	501	565	64
Grade 7	32,798	35,336	566	648	82
Grade 8	38,553	41,591	649	708	59
Grade 9	44,624	47,665	709	749	40

2.8 The proposals lift the bottom of the pay scale above the Living Wage Foundation Rate. In addition, pay differentials between grades are increased and there is more headroom in some grades allowing some staff to earn more commensurate with their responsibilities and experience.

2.9 The impact of the revisions would mean that

Year 1

118 staff see a pay increase.

15 Staff see pay detriment and would need protecting (Circa £24k pa)

Top of Grade

249 staff see a pay increase.

13 Staff see pay detriment and would need protecting (Circa £24k pa)

54 staff see no change

2.10 By way of example, the impact on a few key posts would be:

	Current Max	Proposed Max	Change
Accountant	32,234	34,728	2,494
IT Technician	29,577	30,451	874
HR Business Partner	32,234	34,728	2,494
Comms Officer	29,577	30,451	874
Fire Protection Senior Inspector	36,922	40,876	3,954
Fire Protection Inspector	32,234	34,728	2,494
ICT Infrastructure Technician	32,234	34,728	2,494

2.11 The proposals will go some way to negate the need for market supplements but there may be some posts where these continue to be required in accordance with the Authority's policy.

3 Financial Implications

3.1

Current Salary Costs	8,052,575
Year 1 Salary Costs	8,213,253
Implementation Cost	160,678
Current Top of Grade Cost Including On-Costs	10,337,166
Proposed Top of Grade Costs	10,677,201
Implementation Cost	340,035

3.2 Based on maximum costs, the cost of implementation is £343,663 + £30,922 (pay protection for 18 individuals).

3.3 Year 1 including on-costs assuming that the spinal column point (SCP) is increased by 1 for staff due to have an increment in April, the rest to transfer over on the current SCP and have increments in subsequent years if applicable) will be £127,753 + £30,922 pay protection = £158,675.

3.4 Budget provision has been made for these costs

4 Legal Implications

4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

5.1 The implementation of the proposal is subject to agreement with Unison. Constructive discussions are progressing.

5.2 Demonstrating that the Authority has had due regard to advance equality of opportunity (particularly equal pay for employees with protected characteristics) would provide evidence of compliance with the Public Sector Equality Duty. The job evaluation scheme to which the Authority subscribes aims to deliver this.

6 Equality Impact Assessment

6.1 Initial impact is shown in the table below. Unison also carry out their own independent check which so far, has raised no concerns.

	Staff Nos	Male	Female	BAME	White British
Staff on protected grade	13	7 54%	6 46%	3 23%	10 77%
Staff on same grade	54	26 48%	28 52%	5 9%	45 83%
Staff Not Benefiting	67	33 49%	34 51%	8 12%	55 82%
Total Staff Numbers	322	144 45%	178 55%	29 9%	269 84%

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))	Yes / No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

7 Health, Safety and Wellbeing Implications

7.1 None arising from this report

8 Environmental Implications

8.1 None arising from this report

9 Your Fire and Rescue Service Priorities

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

10 Conclusions

10.1 The proposals as set out help to ensure that the service's remuneration packages remain above the minimum required to allow people to earn a decent wage. In addition, it improves the competitiveness of posts where recruitment and retention is an issue.

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Human Resources Activity Report

Human Resources Committee

Date: 25 March 2022

Agenda Item:

8

Submitted By: Chief Employment Services Officer

Purpose To inform Members of sickness absence to the end of December 2021 and personnel activity to the end of December 2021.

Recommendations

1. That Members approve the amendment to the establishment.
2. That Members note the content of the report.

Summary This report informs Members of the Authority's key areas relating to Human Resources for 2018/2021.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Joanne Hardcastle – Assistant HR Manager
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Background papers open to inspection: None

Annexes: None

1. STAFF PROFILE (EMPLOYEE HEADCOUNT) - 1 July 2020 TO 31 December 2021

Wholetime

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jul 2020	831	8	6	13	16	3	1	34	55	857	912
Sep 2020	813	8	6	12	16	3	1	35	54	840	894
Dec 2020	808	7	6	12	16	3	1	35	53	835	888
Mar 2021	808	7	6	12	16	3	1	42	53	842	895
Jun 2021	817	8	6	12	16	3	1	49	57	855	912
Sep 2021	813	8	6	12	16	3	1	48	61	846	907
Dec 2021	813	9	6	14	16	3	1	50	62	850	912

Control

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jul 2020	45	0	0	2	1	0	0	3	36	15	51
Sep 2020	45	0	0	2	1	0	0	3	36	15	51
Dec 2020	47	0	0	2	1	0	0	1	36	15	51
Mar 2021	47	0	0	2	1	0	0	1	36	15	51
Jun 2021	44	0	0	2	1	0	0	1	34	14	48
Sep 2021	42	0	0	2	1	0	0	1	31	15	46
Dec 2021	46	0	0	2	0	0	0	2	35	15	50

Retained (On-Call)

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jul 2020	137	1	0	1	1	0	0	15	10	145	155
Sep 2020	142	1	0	1	1	0	0	15	9	151	160
Dec 2020	142	1	0	1	1	0	0	16	8	153	161
Mar 2021	144	1	0	2	1	0	0	15	11	152	163
Jun 2021	147	1	0	2	1	0	0	12	11	152	163
Sep 2021	143	2	0	1	1	0	1	13	11	150	161
Dec 2021	144	2	0	2	1	0	1	12	8	154	162

Fire Staff

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jul 2020	262	5	2	4	17	1	0	16	171	136	307
Sep 2020	265	4	2	2	19	1	0	16	172	137	309
Dec 2020	265	5	2	2	19	2	0	17	172	140	312
Mar 2021	266	5	2	3	18	2	0	21	172	145	317
Jun 2021	262	5	2	3	18	2	0	21	179	142	312
Sep 2021	269	4	2	2	17	4	0	24	178	144	322
Dec 2021	269	6	2	2	16	3	0	21	176	143	319

Brigade Total

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Jul 2020	1275	14	8	20	35	4	1	68	272	1153	1425
Sep 2020	1265	13	8	17	37	4	1	69	271	1143	1414
Dec 2020	1262	13	8	17	37	5	1	69	269	1143	1412
Mar 2021	1265	13	8	19	36	5	1	79	272	1154	1426
Jun 2021	1270	14	8	19	36	5	1	83	281	1163	1435
Sep 2021	1267	14	8	17	35	7	2	86	281	1155	1436
Dec 2021	1272	17	8	20	33	6	2	85	281	1162	1443

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

Wholetime employees – (0 Career Break, 2 Maternity, 3 Secondment)

Control employees – (0 Career Break, 0 Maternity, 0 Secondment)

Retained (On-call) employees – (4 Career Break, 0 Maternity, 0 Secondment)

Fire Staff employees – (0 Career Break, 3 Maternity, 2 Secondment)

2. Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE
JANUARY 2021 - DECEMBER 2021 PER MONTH

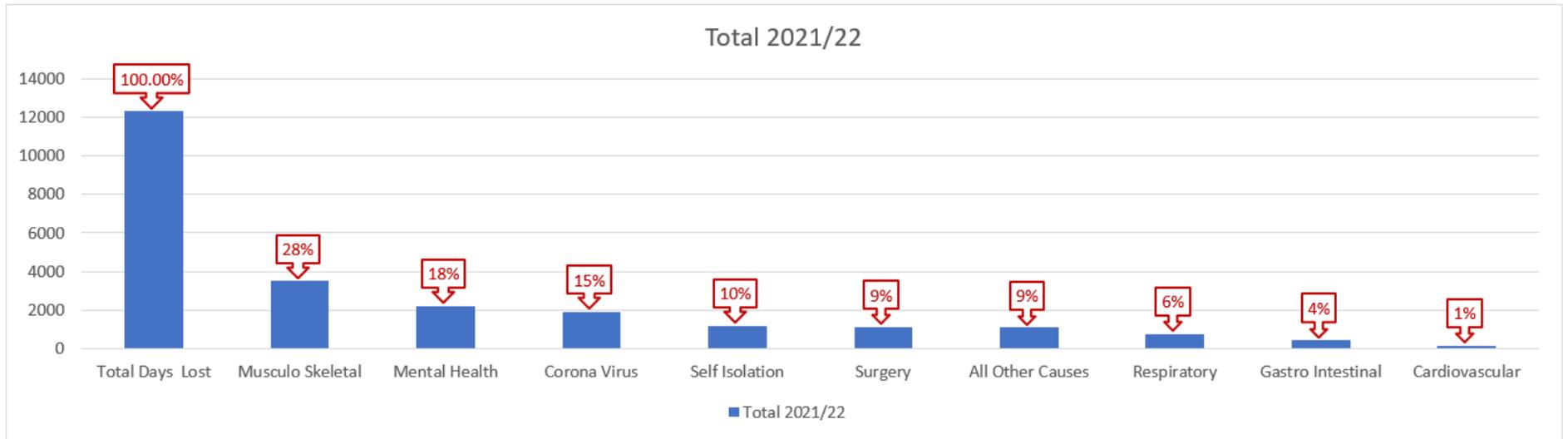
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Ops Response	1.78	1.53	1.02	0.87	1.12	1.26	2.20	1.53	1.31	1.57	1.26	1.95
Ops Support	0.00	0.35	0.15	0.58	0.69	1.07	0.90	0.51	0.33	0.37	0.50	0.45
Prev & Prot	0.78	0.27	0.56	0.51	0.44	0.10	0.87	1.05	0.73	0.73	1.35	1.62
Legal & Gov	0.00	0.10	0.80	0.85	1.42	1.26	2.05	2.32	3.68	2.30	1.10	0.65
Service Support	1.01	1.16	0.68	0.65	0.34	0.72	1.37	0.78	0.94	0.76	0.95	1.14
Emp Services	0.89	1.03	0.75	0.20	0.49	0.44	1.12	0.96	1.03	1.47	1.21	2.02
Finance	1.29	1.18	1.00	1.59	1.65	0.00	0.18	1.71	0.65	0.53	0.71	2.68
Corporate Comms	1.33	1.05	1.05	0.32	0.00	0.28	0.94	0.06	0.00	1.56	1.81	1.94
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	1.51	1.34	0.92	0.79	0.96	1.07	1.91	1.36	1.21	1.40	1.20	1.79
Target	0.58											
Previous Year Total (2020)	0.58	0.60	0.57	0.65	0.63	1.15	0.74	0.53	1.03	1.45	1.59	0.96

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

These figures include absence due to Covid19 and Self Isolating per employee.

SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2021/22 (Financial Years)

	Total Days Lost	Musculo Skeletal	Mental Health	Corona Virus	Self Isolation	Surgery	All Other Causes	Respiratory	Gastro Intestinal	Cardiovascular
Total 2021/22	12305.1	3491.6	2213.0	1892.0	1193.0	1101.0	1079.5	752.0	418.0	165.0
Percentage	100.00%	28%	18%	15%	10%	9%	9%	6%	4%	1%



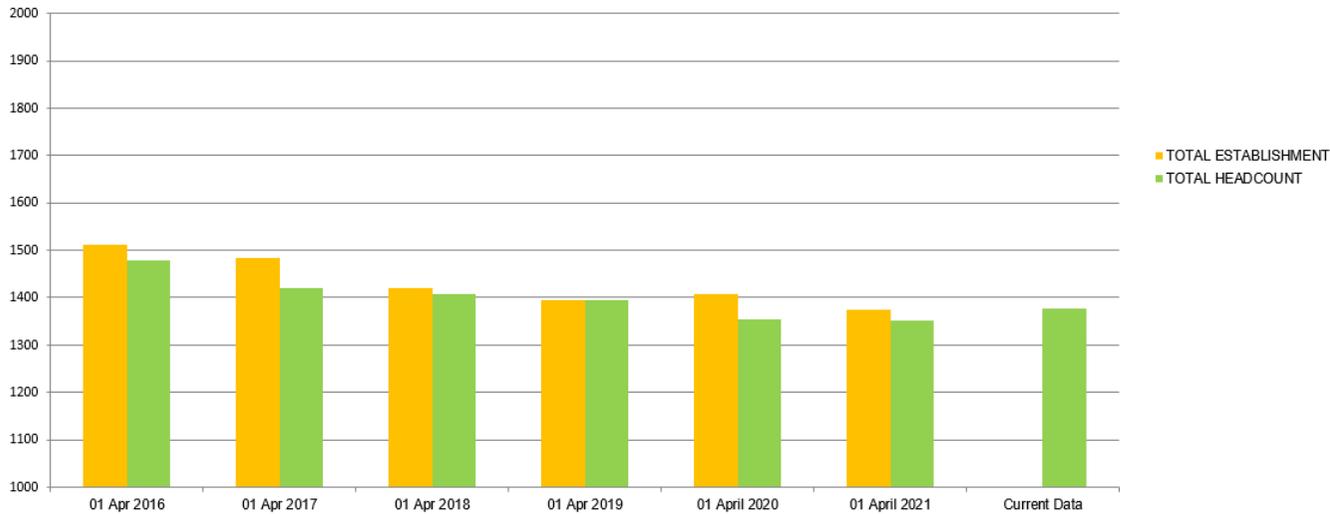
3. ESTABLISHMENT AND STRENGTH APRIL 2016 to 30 DECEMBER 2021

Summary Figures – Establishment and Strength

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	RETAINED POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
01 Apr 2016	1511	1479	1074	1059	120	96	42	49	275	275
01 Apr 2017	1483	1421	1032	985	120	94	43	49	288	293
01 Apr 2018	1420	1408	963	959	120	87	43	47	294	315
01 Apr 2019	1396	1394	927	951	120	82	44	48	305	313
01 April 2020	1408	1355	930	914	120	87	44	46	314	308
01 April 2021	1375	1351	900	895	120	96	44	51	311	309
Current Data		1377	900	912	120	96	44	50	317	319
Reductions to date	1511	102	174	147	0	0	-2	-1	-42	-44

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

Graphical Representation of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

	Current Headcount	Current Employee FTE
Wholetime	912	899.70
Control	46	44.26
Retained	146	84.42
Fire Staff	319	278.87

4. HEALTH AND SAFETY PERFORMANCE 1 APRIL 2021 – 31 DEC 2021

Lost time up to 3 days

Actual performance 2020/21	Target 2020/21
15	24

Lost time over 3 days

Actual performance 2020/21	Target 2020/21
23	22

RIDDOR Major injury/disease

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

5. OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS 1 APRIL 2021 – 31 DECEMBER 2021

OH KPI's

Period 1st April 2021 – 31st March 2022

Ref No.	KPI	Target	Quarter 1 st October 2021 – 31 st December 2021	YTD 1 st April 2021 – 31 st March 2022	Target achieved for present quarter
1	Management referral to appointment date (<u>3</u> weeks)	90%	100%	100%	Yes
2	AMA report to management within 48hr	90%	100%	100%	Yes
3	No. of Did Not Attends (DNA's) or cancellation <48 hr notice*		0 (Nurse) 3 (AMA)	1 (Nurse) 7(AMA)	
4	No. of physiotherapy referrals		37	128	
5	No. of counselling referrals		19	46	
6	No. of management referrals		12	20	
7	No. of health screenings		27	58	
8	No. of self-referrals		10	16	
9	No of AMA consultations		257	598	

Please note the health screenings now include the Asbestos medicals.

6. DISCIPLINE AND GRIEVANCE CASES – 1 OCTOBER TO 31 DECEMBER 2021

Period 1 Oct - 31 December
2021

Disciplinary Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)	
		In Target	Out of Target			
FSHQ						
Service Delivery	4	1		3	46	Green < 60 Days
Legal & Governance						Red > 60 Days
Employment Services						
Service Support	3	3			23	

Grievance Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)	
		In Target	Out of Target			
FSHQ						
Service Delivery	5		5		50	Green < 15 Days
Legal & Governance						Red > 15 Days
Employment Services						
Service Support						

7. RECRUITMENT STATISTICS – 1 OCTOBER TO 31 DECEMBER 2021

External Recruitment by Directorate 1 Oct to 31 Dec 2021

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance	1	1	1			31	
Service Delivery	1	1			1		
Legal & Governance	1	1			1		
Employment Services	6	6	6			26	1
Corporate Comms	1	1				20	1
Service Support	8	8	1		2		5

Target Timescale

Green < 84 Days

Red > 84 Days

Internal Only Recruitment by Directorate 1 Oct to 31 Dec 2021

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance							
Service Delivery	6	2		4		38	2
Legal & Governance							
Employment Services							
Corporate Comms							
Service Support	3	3	1			10	2

Target Timescale

Green < 30 Days

Red > 30 Days

OFFICIAL

Wholetime Recruitment Update

Human Resources Committee

Date: 25 March 2022

Agenda Item:

9

Submitted By: Chief Employment Services Officer

Purpose To update HR Committee on the changes made to the Wholetime Fire Fighter Recruitment Process to further improve the openness and transparency of the process and to make it as inclusive as possible. To update on the situation regarding Wholetime Fire Fighter numbers and the current position regarding recruitment.

Recommendations To note the report.

Summary A decision was made in 2021 to change the Wholetime Fire Fighter recruitment process to engage more people from the under-represented groups before, and at the start of, the process. This report outlines the changes made and the current position regarding recruitment.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Joanne Hardcastle – Assistant HR Manager
Tel: 01274 682311 x 671014

Background papers open to inspection: None

Annexes: Annex 1 – Stage 1 Awareness Sessions
Annex 2 – Stage 2 Application Process
Annex 3 – Stage 3 On-line Testing (Maths and English)
Annex 4 – Stage 4 POEST Physical testing

1 Introduction

Whole time Fire Fighter recruitment recommenced in 2017 after a period of 9 years inactivity. This was to allow the establishment numbers to naturally reduce to the 900 then regarded as the establishment number to be maintained. Since 2017, the recruitment process has been run once per year, with open invitation for applications from anyone with a West Yorkshire postcode, and these were then directed straight into the automated sift system. The majority of the process involved on line testing until it came to the physical testing and interview process.

The first recruitment in 2017 attracted 7000 applicants and subsequent ones around 3000 applicants per process.

Whilst this process was successful in attracting and recruiting talented Fire Fighters and we have seen some excellent calibre coming through, it did not meet our diversity aspirations as the small numbers of applications from under-represented groups (female and BAME) were getting lost in the thousands of applications from white males.

Since 2017 we have made improvements to the process year on year to attract and remove barriers to under-represented groups. Also, the positive action work carried out by the Positive Action Co-ordinator has started to reap some reward. Diversity has been improving year on year for applications and success in the process, however the percentage remains low compared to white male applications which still translates into more white males being successful in the process. Significant improvements are becoming noticeable in the success of females in the process but little progress has been made with BAME numbers which still remain unsatisfactorily low when compared with the community of West Yorkshire.

2 Information

The decision was made in 2021 to change the Whole time Fire Fighter recruitment process to engage more people from the under-represented groups before, and at the start of, the process. The key features of the new process (started November 2021) are:

- Recruitment will take place 3 times per year but recruiting smaller numbers. This hopefully will allow the on-going positive action work to show some reward sooner rather than having to wait a full year for people to reapply.
- Advertising is targeted on social media (thinkology) and focusses on people from under-represented groups. No other general advertising takes place although the website is clear about recruitment and how to apply, for everyone. General enquiries are directed to the website for information on how to register their interest.
- Anyone interested in applying for a position as WT Fire Fighter is required to register their interest to attend an awareness day.
- Only those who applicants who attend an awareness day are then invited to apply for a Whole Time Fire Fighter position.
- Previously all awareness days took place at HQ. These days have now moved out to District, and District teams and Crews manage the process with support from the Training Department and the HR team.
- Places on awareness days are allocated as:

40% white male
30% female
30% BAME

- On-call colleagues do not have to attend an awareness day in order to enter the process – they are able to automatically progress to the assessment and interview stage.

Whole Time Steering Group

The Whole time Steering Group is a regular meeting chaired by a senior HR colleague but it is not entirely a HR based process. The group is diverse, and membership includes operational colleagues, non operational colleagues (HR, Communications, Occupational Health, Diversity and Inclusion), Training staff, and representatives from the staff network groups.

Sub groups are formed to work on and develop specific aspects of the process and this has very much been a collaborative and inclusive process.

The Application Process

Once the applicants have attended an awareness session they are then invited to complete an application form to enter the process. A new application form has been designed for this purpose and this reintroduces some personalisation to the process where previously the first few stages of the sift process was faceless. Applicants are required to give examples of how their values match those of the Fire Service and tests their understanding of the role of a Fire Fighter and their role in the community.

Applications are then shortlisted in a traditional way by a diverse group of volunteer employees after attending standardisation meetings. A benchmark score has been set to progress to the next stage.

Maths and English On-line Testing

The Maths and English testing has always been part of the process and these are on-line tests. Previously this was used a sift with only the top scorers progressing to the next stage, however it has been acknowledged that a pass score is all that is required at this stage as Fire Fighters only require a standard level of maths and English and other skills and attributes are more important to the role. The majority of applicants achieved the pass score and therefore this has not proved to be a barrier for any specific groups.

Physical Testing (POEST) Stage

The successful applicants at this stage then progress to the POEST day. The physical tests remain the same as in previous processes, however a team exercise has been added as part of this day and the score for this carries over to the assessment and interview stage. The equipment assembly test is to be reintroduced in the next process as it has been reviewed by colleagues and not found to be a barrier to any particular group (males and females were found to be equally capable of successfully passing the test) and is felt to be a useful test which replicates a practical element of the Fire Fighter role.

The Interview and Assessment Stage

The interview and assessment centre held over 'Teams' was designed specifically during covid to allow recruitment to continue but avoiding large numbers of people having to attend Head Quarters when it was unsafe to do so. However, feedback was so positive,

and it worked so efficiently, that the decision was made to continue with this format which is convenient for both candidates and assessors. Interviewers/assessors are volunteers from all areas of the Service at all ranks including representatives from the staff network groups. Candidates visit a total of 5 'pods' where they are asked a traditional interview question or some other form of assessment and are then scored on each task.

Recruitment 2022/2023

Additional funding due to the £5 addition to the council tax precept has allowed the Fire Service to recruit an additional 34 Fire Fighters in addition to the 900 establishment. This will allow us to put some flexibility and resilience in the system allowing for leave and sickness without an over-reliance on overtime.

The latest recruitment process is due to come to an end on Friday 11th March 2022. Decisions will be made on 14th March 2022 on the first 33 recruits for the June course. A new process has already commenced and we are at application stage for the 33 places on the September course.

Due to the redevelopment of the Training Centre and Head Quarters the June course is to be delivered at Halifax Fire Station. It is still uncertain where the September course will be held but conversations are taking place at neighbouring Fire and Rescue Services within region.

On-going Positive Action/Support for Candidates

- Support sessions have been held for candidates at Head Quarters with a Forster College (linked to Bradford College) tutor to support those candidates who do not feel comfortable with maths and English to prepare them for the on-line test.
- Three application support sessions have been held with Forster College and they have engaged with approximately 70 candidates. Sessions have been successful and have supported candidates with the application process
- Four interview support sessions have been held with candidates. Feedback was gathered from those on the initial session which was overwhelmingly positive. Both support sessions covers the STAR method of response to interview questions.

Fitness development sessions

- Fortnightly development sessions for candidates who need minimal support on their fitness began 1 March 2022 and are held every Tuesday and Thursday by Training Centre instructors. 32 people have signed up to attend. We have offered places to all those who showed the need for extra support before POEST, with the majority being females.

Resources

- A sub-group of the Whole time Steering Group is currently working to create some new resources available for crews and staff to use when attending recruitment fairs/community events.
- Roll out will support crews to do recruitment events to and will be supported by a strategy which will be led by HR ADCs to get crew involvement.

Schools sessions

- A 10 week programme with other public services and CATCH to begin in May – targeting BAME female students from Carr Manor school.

Diversity Statistics

The four annexes (attached) follow the diversity of applicants in the process from the Awareness sessions through to Interview and Assessment. The data identifies where candidates fall out of the process so we are able to determine whether there are still aspects of the process which are presenting as a barrier for certain groups.

Annex 1 Awareness Sessions

Full data is available in Annex 1

1679 people registered their interest on our microsite to attend an awareness session.

234 people were offered a place and of these 176 people attended.

Non-attendance was most notable in the following groups:

36.84% (7 out of 19 invited) of Asian Pakistani applicants did not attend.

40% (2 people) of Black African applicants did not attend

50% (4 people) of Mixed white and Asian applicants did not attend.

The biggest percentage in terms of gender who did not attend were females. 76 of the 111 invited attended (31.53% did not attend).

Clearly these places are at a premium and the non attendees had taken a place from another applicant who would have attended and then been eligible to join the recruitment process.

Action 1: we are researching why these people from under-represented groups did not attend the awareness days when they were invited to do so

Action 2: Moving forward if an applicant does not confirm their attendance in advance of the awareness day their place will be reallocated to someone else.

Annex 2 Application Stage

Full data is available in Annex 2

No one group seemed to be more disadvantaged than others with the Application form process.

Headlines:

2 out of 10 British Asian Pakistani applicants were not successful (20%)

2 out of 2 Mixed Heritage White and Black African were not successful (100%)

19 out of 123 White British were not successful (15.44%)

In total 146 out of the 180 applicants were successful (81%)

Annex 3 On-line Testing (Maths and English)

Full data is available in Annex 3

No one group seemed to be more disadvantaged than others with the on-line Maths and English testing. Out of 140 applicants who participated in this part of the process, 125 passed and only 15 were not successful.

Headlines:

2 out of 4 British Pakistani applicants were not successful (50%)

1 out of 2 British Black Caribbean were not successful (50%)

9 out of 93 White British were not successful (9.68%)
2 out of 6 White Other were not successful (33.3%)

51 females passed – 6 failed
70 males passed – 9 failed

Annex 4 Physical Testing (POEST) **Full data is available in Annex 4**

The ethnic groups that fared worst at the physical testing stage

1 of 2 British Asian Pakistani applicants were not successful (50%)
2 of 2 British Asian Indian applicants were not successful (100%)
Of the 69 White British applicants at this stage 17 were not successful (24.63%)
Of the 4 Other White applicants 2 were not successful (50%)

Females 26 passed – 16 failed
Males 45 passed – 6 failed

Successful Applicants for the June 2022 course

The successful applicants/highest performers have now identified been notified.

11 on call colleagues performed well in the interview process and have therefore been offered Whole time Fire Fighter contracts. They are all competent Fire Fighters and do not require a course so can be placed out on Station with effect from June 2022.

The Diversity of these 11 is:

- 1 x Male British Pakistani
- 7 x Male white British
- 1 x PNTS
- 1 x Female Chinese
- 1 x male other white background

33 conditional contracts have been offered for 22 places on the June course. This is to allow for medical failures and drop outs.

Should more than the 22 be successful then the remainder will be offered a place on the September course.

The Diversity of these 33 is:

- 1 x non binary White British
- 10 x female White British
- 13 x Male White British
- 8 x Male BME
- 1 x Male white other background

We are very pleased with the diversity of this successful group which is the most diverse group since we commenced recruitment in 2017.

The NFCC Recruitment Project

The work on the NFCC recruitment project which has sought to capture best practice across all of the sector, of which West Yorkshire Fire and Rescue Service have had 3 participants, is now complete and the results of the project are now out for consultation within the Sector. Consultation ends at the end of March 2022.

3 Financial Implications

The additional 34 Whole Time Fire Fighters are funded through the additional funding as a result of the £5 additional council tax precept.

4 Legal Implications

The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

The implications are generally covered in the report. The actions taken are consistent with the Authority's People Policy and support the aim to ensure that the service is as inclusive as possible. It also seeks to address concerns expressed nationally by the HMICFRS about the lack of diversity in the fire service.

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 (westyorkfire.gov.uk))	Yes / No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from diversity.inclusion@westyorkfire.gov.uk

7 Health, Safety and Wellbeing Implications

- None.

8 Environmental Implications

- None.

9 Your Fire and Rescue Service Priorities

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

10 Conclusions

The new process is in its infancy and it is still to be seen whether it results in a more diverse trainee Fire Fighter intake but it allows us to manage the numbers of applicants from under-represented groups that start in the process.

**APPENDIX 1
STAGE 1**

**Registration and
Awareness days**

Diversity Breakdown	Registered interest on microsite	Invited to awareness day	Attended awareness day	Percentage invited and attended	Drop out (%)
Asian British / Asian - Bangladeshi	4	1	1	100.00	0.00
Asian British / Asian - Indian	7	4	4	100.00	0.00
Asian British / Asian - Pakistani	79	19	12	63.16	36.84
Asian other	6	1	1	100.00	0.00
Black British / Black - Black African	18	5	3	60.00	40.00
Black British / Black - Black Caribbean	10	2	2	100.00	0.00
Black other	2	0	0	0.00	
Chinese	3	0	0	0.00	
Mixed Heritage - Other mixed heritage	10	5	5	100.00	0.00
Mixed Heritage - White and Asian	25	8	4	50.00	50.00
Mixed Heritage - White and Black Caribbean	38	6	4	66.67	33.33
Mixed Heritage - White and Black African	5	2	2	100.00	0.00
Other ethnic group	9	3	2	66.67	33.33
Prefer not to specify	14	1	0	0.00	100.00
White - British	1405	164	128	78.05	21.95
White - Other white background	44	13	8	61.54	38.46
	1679	234	176		
Females	298	111	76	68.47	31.53
Males	1369	120	99	82.50	17.50
Non-binary	2	2	1	50.00	50.00
Prefer not to say	10	1	0	0.00	100.00
	1679	234	176	75.21	24.79

APPENDIX 2
STAGE 2

Application Outcomes

Ethnic Origin	Total Applications received November 2021	Total Successful Applications	Total Unsuccessful Applications
Asian British / Asian – Bangladeshi	1	1	0
Asian British / Asian – Indian	5	5	0
Asian British / Asian - Other Asian background	1	0	1
Asian British / Asian – Pakistani	10	8	2
Black British / Black - Black African	1	1	0
Black British / Black - Black Caribbean	3	3	0
Black British / Black - Other Black background	1	0	1
Chinese	1	1	0
Mixed Heritage - Other mixed heritage	7	4	3
Mixed Heritage - White and Asian	4	3	1
Mixed Heritage - White and Black African	2	0	2
Mixed Heritage - White and Black Caribbean	4	3	1
Other ethnic group	2	2	0
Prefer not to specify	4	3	1
White – British	123	104	19
White – Irish	1	0	1
White - Other white background	10	8	2
Total	180	146	34

APPENDIX 3**STAGE 3****On-line testing
(Maths and
English)**

Diversity Breakdown	Number passed	Number failed
Asian British / Asian - Bangladeshi	1	
Asian British / Asian - Indian	5	
Asian British / Asian - Pakistani	4	2
Black British / Black - Black African	1	
Black British / Black - Black Caribbean	2	1
Chinese	1	
Mixed Heritage - Other mixed heritage	3	
Mixed Heritage - White and Asian	2	
Mixed Heritage - White and Black Caribbean	3	
Other ethnic group	1	1
Prefer not to specify	3	
White - British	93	9
White - Other white background	6	2
	125	15

Females	51	6
Males	70	9
Non-binary	1	
Prefer not to say	3	
	125	15

**APPENDIX 4
STAGE 4**

POEST (Physical testing outcomes)

Diversity Breakdown	Successful (pass)	Unsuccessful (fail)
Asian British / Asian - Bangladeshi	1	
Asian British / Asian - Indian	2	2
Asian British / Asian - Pakistani	2	1
Black British / Black - Black African	1	
Black British / Black - Black Caribbean	2	
Chinese		
Mixed Heritage - Other mixed heritage	3	
Mixed Heritage - White and Asian	2	
Mixed Heritage - White and Black Caribbean	2	
Other ethnic group	1	
Prefer not to specify		
White - British	52	17
White - Other white background	4	2
	72	22

Females	26	16
Males	45	6
Non-binary	1	
Prefer not to say		
	72	22

plus 22 successful
On-call Candidates
94

OFFICIAL

Gender Pay Gap Report 2021

Human Resources Committee

Date: 25 March 2022

Agenda Item:

10

Submitted By: Chief Employment Services Officer

Purpose

To report the 2021 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 2021 and actions to support closing the gap.

Recommendations

HR Committee to note the report.

Summary

West Yorkshire Fire and Rescue Authority is required to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The UK Gender Pay Gap figure for all employees according to data released by the ONS in October 2021 is 15.4%.

WYFRA has a pay gap of 11.3% which is a further reduction on the 2020 pay gap which was 11.6%. Annex one provides the "WYFRA 2021 Gender Pay Report" prior to its official publication on the government website and inclusion in the WYFRS Website.

Local Government (Access to information) Act 1972

Exemption Category: None

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

Background papers open to inspection: None

Annexes: Annex 1: Gender Pay Gap Report 2021

1 Introduction

- 1.1 West Yorkshire Fire and Rescue Authority (WYFRA) is required to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, to be published by 31st March annually. The attached report (Annex 1) provides the Fire Authority with the opportunity to review the “WYFRA 2021 Gender Pay Report” ahead of its official publication.
- 1.2 WYFRA is required to provide mean and median pay gap information from 31st March 2021. 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 **11.3%**, a further reduction of 0.3% from the 2020 figure of 11.6%. The Office for National Statistics (ONS) has published a national pay gap figure of 15.4% (October 2021). This means that the WYFRA pay gap continues the trend of tracking lower, by some 4.1% this year. It should be noted that the Government Office for National Statistics have indicated that the pay gap data for the year is subject to more uncertainty than previous years because of the Covid-19 pandemic and the various schemes in place to support the economy.
- 2.3 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 Action Plan.
- 2.4 Deadline for publication on the Government portal is 31 March 2022 and 31 March 2021 is the date used for calculations in line with reporting requirements.
- 2.5 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
- 2.6 All employees under any terms and conditions of employment are counted for reporting purposes. Any employee employed on 31st March 2021 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 has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

5.1 The gender pay gap obligations have been 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 is 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 the Public Sector 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 (westyorkshire.gov.uk))	No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from diversity.inclusion@westyorkshire.gov.uk

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

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

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. We promote equality of opportunity and fair and equitable treatment for all employees, regardless of protected characteristics or personal circumstance. We also deliver positive action measures, such as ongoing work to enable women to compete for operational firefighting opportunities and increased support to raise the levels of confidence in women to step forward for development opportunities
- 10.3 It is encouraging that the gender pay gap continues to track much lower than national figures. There is more to do.
- 10.4 Work continues to support and enable employees to take up opportunities for professional development and progression and to ensure all people are enabled to achieve appropriate 'work life balance' and a fulfilling career within WYFRA.



West Yorkshire
Fire & Rescue Service

Gender Pay Gap Report 2021



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

“This year’s gender pay gap report covers another challenging and unusual period – the continued global Covid-19 pandemic. We stepped up and provided support beyond our normal work and this impacted on sections of this report, such as overtime. The Office for National Statistics indicate that figures produced for this year nationally are subject to more uncertainty than in previous years because of this.

West Yorkshire Fire and Rescue Authority remain committed and determined to deliver fair treatment for everyone who works with us, regardless of protected characteristics or personal circumstances. We are proud of our commitment to an inclusive workforce.

Our salary scales are transparent and available for anyone to view, our transparent pay scales show WYFRA pays our people within the same salary range for the same job.

There remains more to do, which is why we invest in reaching out and encouraging people from underrepresented groups to join us. We work hard to make sure women thinking of a career as a firefighter have access to practical support to enable fair access to our recruitment process – we actively encourage women who share our values to join us. There are still significantly more men than women in operational roles. This is changing, but slowly. Being a Fire Fighter is a rewarding role and your gender or other protected characteristic does not indicate how great you’ll be at making West Yorkshire Safer.

Stereotypes exist and we stand up for what is right and work hard to remove them. It still surprises us that some people still believe being a Firefighter is a “Man’s job”; these people are not welcome at WYFRA, but such outdated views still exist. We continue to work tirelessly locally and nationally to highlight the many diverse people and roles within fire and rescue services. People of all genders can and do make fantastic Firefighters.

Our gender pay gap is 11.3%, some **4.1%** below ONS figures for 2021. There is still more to do to achieve gender parity. We pay all our people doing the same job in the same salary range. Every job. People are appointed based on their experience and expertise alone; our pay structure is completely transparent and does not favour one gender over another.

We are a transparent, welcoming and high performing public service organisation and continue to work hard to become an organisation that more closely reflects the communities we serve. There is still a long road ahead, but we work tirelessly and continue making progress. Our actions continue help move WYFRA forward to achieve the enormous benefits a diverse workforce and inclusive organisation brings to people and communities”



Cllr Darren O'Donovan
Chair of the Fire Authority



John Roberts
Chief Fire Officer

Introduction

West Yorkshire Fire and Rescue Authority (WYFRA) is a public sector employer with over 250 staff, and therefore is required to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Gender pay reporting compares rates of pay and bonuses by gender. At WYFRA all jobs are evaluated against a consistent pay scheme and allocated to a specific grade(s). People recruited are appointed to an agreed pay point for each job. Pay rates are transparent and everyone is appointed based on knowledge, skills, and experience within the 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 (or average) pay gap
- b) Median pay gap, (mid-way between lowest and highest paid, by gender)
- c) Male and female employees in each salary quartile band.

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

- d) The mean (average) bonus pay gap
- e) The median bonus pay gap
- f) The proportion of males and females receiving a bonus payment

WYFRA voluntarily shares data on overtime and additional allowances 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 2021, for reporting, our workforce is split into four groups. 1. Fire & Rescue Staff provide professional services to support the operational (firefighting) workforce. 2. Operational Whole Time includes professional firefighting colleagues and people in front line firefighting operations. 3. Control includes all colleagues who take calls and carry out initial incident management until crews arrive. 4. Retained includes all firefighters who provide services on an 'On Call' basis.

WYFRS Staff 2021 Data*			
Employee Group	Female	Male	
FRS Staff	172	145	
Operational Whole Time	53	842	
Control	36	15	
Retained	11	152	Totals
Totals	272	1154	1426

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

A) Mean (Average) Pay Gap

In 2021 average hourly rates for women increased by £0.22 to **£14.71**. In 2020 this was £14.49 and in 2019, £13.63. Male average hourly rates in 2021 stand at **£16.58** an increase of £0.19, rising from £16.39 in 2020 and £15.97 in 2019.

The gender pay gap has, once again, reduced, slightly by a further **0.3%** to **11.3%** in 2021, lower than the 2020 reported gender pay gap of 11.6%, which demonstrates further progress, particularly as our pay gap tracks some **4.1%** below ONS (Office for National Statistics) average reported 2021 pay gap.

2021	Female	Male	Gap	%	Increase / Decrease compared to 2020 pay	Trend
						■ Negative ■ Slight change ■ Positive
All People - Mean (Average) Hourly Pay Rate	£14.71	£16.58	£1.87	11.3%	0.3%	↓
FRS Operational (Grey Book)	£16.55	£17.37	£0.82	4.7%	1.5%	↓
FRS Retained	£13.30	£13.79	£0.49	3.6%	-3.8 %	↑
FRS Control	£14.46	£14.74	£0.28	1.9%	-3.8 %	↑
FRS Fire Staff (Green Book)	£14.26	£15.22	£0.96	6.3%	3 %	↓

The 2021 gender pay gap is **11.3%**. This continues our positive trend as it drops further from 11.6% in 2020 and 14.7% in 2019. The pay gap in monetary terms has dropped by a further **£0.03**, standing at **£1.87** as at 31 March 2021.

The gap broadly continues to move in the right direction, however there are two key areas where the pay gap has changed negatively; both these areas have seen some turnover and new starters, which is why the gap has changed so much. There has been a further positive shift in the operational workforce (1.5%), and Fire Staff (3%), which is good news and indicates the slight change in staff turnover is having a positive impact on pay gap in these areas.

Overall, factors which impact on the ability to influence the pay gap, such as relatively low levels of recruitment, turnover, (which is still low, but has increased and is expected to continue as the disparity between public and private sector pay rates continues to grow). The largest pay gap in Fire Staff roles is because many lower paid support roles are occupied by women and upper quartile service leads and heads of departments are mostly men, though this is starting to change.

B) Median Pay Gap

2020	Female	Male	Gap	%	Gender Difference from 2019
Median Hourly Pay	£14.21	£15.04	£0.83	6%	2.2% 

2021	Female	Male	Gap	%	Gender Difference from 2020
Median Hourly Pay	£14.51	£15.49	£0.98	6%	0.0% 
FRS Operational (Grey Book)	£16.45	£16.75	£0.30	2%	
FRS Retained	£14.51	£14.51	£0.00	0%	
FRS Control	£15.19	£14.19	-£1.00	-7%	
FRS Fire Staff	£12.69	£15.33	£2.64	17%	

Median pay gap is **6%**, the same as 2020, joint lowest since reporting began.

All people are paid according to the rate for the job, which is evaluated and placed within a defined pay range which does not include any reference to protected characteristics. There is no difference in how men and women are paid for the same roles at WYFRS. Our pay structure is transparent and based on job requirements alone. Jobs are measured against a consistent common job evaluation / grading scheme, based on a nationally determined and fixed grading structure for Firefighters. The ONS has provided a provisional UK figure of **7.9%**, meaning the WYFRS gap is tracking below by some 1.9%, or **26%** lower.

The median pay gap remains consistent at **6%**, the lowest since gender pay gap reporting began. In 2020, the gap was also 6%, 2019 8.2%, 7.3% in 2018, 8% in 2017 and in 2016 was 13%.

The median pay gap has increased in cash terms slightly from last year and is now **98p**, from last year's figure of £0.83. 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 currently stands at **17%**, which has reduced from the 2020 rate of 21%, by a further **4%**. There has been limited 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:

Whole Organisation

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

Salary Quartile Bands – Overview 2021								
Gender	High	Gender Difference from 2020	Mid (Upper)	Gender Difference from 2018	Mid (Lower)	Gender Difference from 2018	Low	Gender Difference from 2020
Women	14%	3% ↑	16%	1% ↓	8%	1% ↑	37%	0%
Men	86%		84%		92%		63%	
2% ↑				1% ↑				

There continues to be a positive trend of increasing numbers of women in the top two quartiles, rising **2%**; high pay quartile rose 3% from last year.

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

Salary Quartile Bands – Breakdown 2021						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Total
High	£17.91-£77.40	48	14%	307	86%	363
Mid Upper	£15.33-£17.91	55	16%	298	84%	346
Mid Lower	£14.51-£15.33	28	8%	325	92%	384
Low	£9.25-£14.51	128	37%	222	63%	323
Total		259		1152		1411

The high quartile salary band continues to be underrepresented by women; there has been a further **2%** increase in the top quartile. In 2020 12% of 'high' quartile roles were occupied by women; 2019, 11% and **14%** in 2021.

There is no significant change in the number of women in the mid-upper pay band, 14% in 2019 and 16% in 2020, and **16%** in 2021.

Most women are still found in the lowest two quartile salary bands, which equates to 60% of women; for men this is 47%.

37% of the lowest salary band are women, a 3% negative change. The **63%** men in the low pay band includes "retained" operational colleagues.

Fire Staff (Support & Green Book)

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

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

Fire Staff (Support / "Green Book") 2021:							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2020	Grand Total
High	£17.39-£48.22	39	51%	38	49%	5% ↑	77
Mid Upper	£14.08-£17.38	29	38%	48	62%	2% ↓	77
Mid Lower	£11.27-£14.07	42	55%	35	45%	0% ↔	77
Low	£9.25-£11.27	54	70%	23	30%	5% ↓	77
Total		164		144			308

There are now more women in the highest Fire Staff data quartile than men, and the split is now 51%/49% which is almost gender parity.

The Mid-Upper quartile has seen a slight negative shift, though this appears to be women moving into the high pay band. The Mid-Lower quartile has seen no key difference, but the low quartile has seen a positive shift of **5%**.

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 below.

1. Additional Allowances

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

Additional Skill / Responsibility Allowance (SSA/ARA) 2020						
	Women	% Women	Men	% Men	Gender Difference from 2019	Grand Total
People Receiving ARA Payments						
Operational Grey Book Staff Receiving SSA/ ARA (Excl Retained / Control)	27	51%	477	55%	3%	504
Retained, Control & Other staff receiving ARA payments	5	12%	21	13%	2%	26
Totals	32	34%	498	49%	1% 	530
Gender Split – ARA		6%		94%	-	

Additional Skill / Responsibility Allowance (SSA/ARA) 2021						
	Women	% Women	Men	% Men	Gender Difference from 2020	Grand Total
People Receiving ARA Payments						
Operational Grey Book Staff Receiving SSA/ ARA (Excl Retained / Control)	28	55%	546	65%	6%	574
Retained, Control & Other staff receiving ARA payments	12	27%	42	25%	3%	54
Totals	40	42%	588	58%	1% 	628
Gender Split – ARA		6.4%		93.6%	-	

Additional Skill / Responsibility Allowance (SSA/ARA) 2021						
People NOT Receiving ARA Payments						
	Women	% Women	Men	% Men	Gender Difference from 2020	Grand Total
Grey Book Staff – Ops NOT Receiving ARA (Excluding Retained & Control)	23	45%	291	35%	a	314
Retained & Control Staff NOT receiving ARA pay	32	73%	129	75%		161
Totals	55	60%	420	51%		475
Gender Split – No ARA		12%		88%	1% 	

People claiming ARA or SSA increased from 2020, with a greater increase in men claiming than women. Men claiming increased by 10%, Women by 4%.

There has been a further slight increase in the numbers of women claiming an ARA/SSA, rising from 32 to **40** in 2021 (an increase of 25%). The numbers of men claiming increased to **588** from 498, (an increase of 18%).

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

Additional Responsibility Allowance Pay Data 2021					 32.3%
Average ARA / SSA Payment	Women	Men	Gap	%	
	£58.97	60.65	£1.68	2.8%	

There is a significant positive difference in the ARA / SSA pay gap between men and women, which stood at £91.00 in 2019, £15.01 in 2020 and now stands are £1.68.

2. Overtime

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

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

Overtime (2021)						
All Staff	Female		Male		Gender Difference from 2020	Totals
Gender Composition	259	18%	1152	82%	-	1411
Staff Receiving Overtime	110	11%	906	89%	↓1%	1016
Staff Not Receiving Overtime	149	38%	246	62%	↑15%	395
% Of gender category receiving OT		42%		79%	↓17%	
					Gap	%
Average OT Payment	£1270.47		£1143.95		-£126.52	-11.1%
Median OT Payment	£875.70		£754.05		-£121.65	-16.1%

Overtime requirements has been impacted by a number of factors, including operational incidents, resilience requirements and Covid-19. Though a comparison is included in the report, the nature of overtime requirements has been such that the types of employees receiving overtime is different than previous years; it is therefore not helpful to directly compare previous years.

Women make up a smaller proportion of people receiving overtime payments, though this has increased significantly from the previous year with. Both the average and median overtime figures favourable for women, with the gap showing **-12%** average and **-16%** median.

Average overtime payments for men are **£1143.95** for the period, which is a negative pay gap of **£126.52** as women received **£1282.13**, an average overtime pay gap of **-11.1%**.

Median payments are also tracking as more favourable towards women than men. The payments were **£875.70** (Women) and **£754.05** (Men). A **16.1%** gap.

It is difficult to make any direct comparison to any year pre pandemic, as the organisation rose to meet the challenges it faced whilst continuing to deliver our services without negative impact on our communities. The overtime payments here are one measure of how the people who work for West Yorkshire Fire and Rescue Service have gone above and beyond to ensure we keep West Yorkshire safer.

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

Overtime – Split by operational area (2021)				
Grey Book & Retained (Operational)	Female	Male	Gap	%
Gender composition of area	6%	94%		
Gender split - staff receiving Overtime (OT)	(49) 5.5%	(843) 94.5%		0.5%
Average OT Payment	£1,039.54	£1,122.13	£82.59	7%
Green Book (Fire Staff)	Female	Male	Gap	%
Gender composition of area	53%	47%		
Gender split - staff receiving Overtime	(34) 40%	(50) 60%		13%
Average OT Payment	£1,243.57	£1,090.55	-£153.02	-12%
Control	Female	Male	Gap	%
Gender composition of area	71%	29%		
Gender split - staff receiving Overtime	(27) 68%	(13) 32%		3%
Average Overtime Payment	£1,723.45	£2,764.65	£1041.20	38%

Distribution of overtime in operational roles is broadly the same as the organisations gender profile. The gender pay gap for 'grey book' overtime is **7%**, a huge difference from the previous year, which tracked at 50%. It is however important not to suggest a long-term pattern as it remains difficult to directly compare previous years. Fire Staff and Control see a female majority of overtime.

Progress & Steps Taken

The mean (average) gender pay gap has reduced slightly to **11.3%**. The pay gap continues to track favourably with Office for National Statistics reported gap of **15.4%** by **4.1%**. This continues our positive trend and one we hope to continue over future years.

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; however, given recruitment remains relatively low any change has a relatively small impact on the overall numbers. This challenge remains common across the Fire and Rescue labour market. Progress has been made through actions such as:
 - Significant efforts to target women for upcoming recruitment (Some positive action activities remained impossible due to Covid-19, but further online events were held and gender-neutral fitness advice).
 - Updating the Firefighter-Crew Manager development process from a recruit/develop model to a develop/recruit model which led to a significant increase in numbers of women taking up development. A project is underway to replicate this approach across other ranks.
 - We are active regionally and nationally through work with the National Fire Chiefs Council (NFCC), including leading on national groups, being a key partner in a pilot regional women's mentoring programme alongside NYFRS, SYFRS, Humberside FRS, Women in the Fire Service and the NFCC; evaluation is underway, but it is hoped this will be picked up nationally.
- Women continue to be under-represented in senior positions, though this has improved again this year.

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

Our transparent pay structure means we can be sure any gender pay gap does not stem from paying men and women differently for equivalent work.

The gender pay gap is a result of the specific roles in which men and women currently work within the organisation and the salaries each role attracts.

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

- **Consolidating our evidence base:** Equality Data is captured and published
 - Promotion and encouragement to share diversity data is chipping away at this data gap, including gender data, though there is more to do.
 - 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 and provide case studies to support WYFRS to continue narrowing the gap.
- **Raising the profile of gender issues:** the organisation is keen to ensure gender issues are high on the agenda and continues to offer a series of awareness and training events to promote initiatives. This includes:
 - Celebrating International Women's Day and International Men's Day.
 - Strengthening our Gender Network. A gender issues network which has a membership made up of women and male allies to raise the profile and identify actions around gender issues.
 - A seat on our Diversity and Inclusion Board (a strategic body) for the Gender network Chair to ensure gender issues are raised and actioned at a strategic level, including a Board level gender champion, (Deputy Chief Fire Officer) who is an active participant in meetings.
 - We are actively involved with Women in the Fire Service and continue to be represented at a regional level. We also promote the sector wide network, increasing our presence at regional and national events.
 - Equality Impact Assessments are mainstreamed, and members of the Gender Inclusion Network are consulted and asked to comment on each to ensure a robust and comprehensive EIA is in place.
- **Training:** Significant training has already been delivered to managers and staff using internal and external experts to equip managers with a deeper understanding of diversity. We make available practical tools to support diversity and inclusion at work, including gender issues, in particular avoiding bias, menopause and health and wellbeing. This delivery continued throughout the pandemic and beyond, though sessions shifted from face to face to online, (which enabled more people to attend).
- **The Women in the Fire Service Development Programme:** This has been delivered and was well received with positive evaluations. Further sessions are planned and supported by the organisation.

- **Parent and Carer Support:** WYFRA has a range of family friendly policies we are proud of including maternity leave, adoption leave and other leave for emergencies such as caring responsibilities. The updated flexi-time policy offers a wider band width to help achieve better work life balance. The increasing requirement for some people to work from home as a result of Covid-19 has enabled further flexibility to be in place whilst colleagues home-school children and/or deal with immediate emergencies.
- **Menopause:** WYFRA has put in place a range of support measures for women, particularly consideration of the operational impact on women firefighters. We provide information and training to ensure any colleague going through the menopause feels supported and can access trained people to talk to. Our Occupational Health team provide advice and specific adjustments as required. The organisation has been at the forefront of developing a kit-pack available for women in operational roles dealing with the menopause.
- **Equality Impact Assessments:** WYFRA have now mainstreamed the EIA process, integrating it both within performance improvement frameworks and project management tools. The improved use of EIAs has led to improvements in identifying potential bias in projects, including better consideration of gender issues in new-build fire stations as an example. The significant investment in this area will also ensure we future proof facilities on our newly developed buildings, in particular stations.
- **Further Changes in Promotion Process:** Work to change the approach to promotion has led to more women coming forward to take the step up from Firefighter to Crew Manager. Work continues apace to change the Watch Manager to Station Manager process, which will launch in Spring 2022.

Going Forward – What Next?

Work which positively impacts our gender pay gap will focus primarily on initiatives which open up development and learning opportunities for women. Continued encouragement for operational women to take up promotion and development opportunities and the upcoming changes to the promotions process will support this work.

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 has started to have some impacts on the organisation, though it is too early to say what this means for our next gender pay gap reporting data.

We continue to drive changes to make a positive impact:

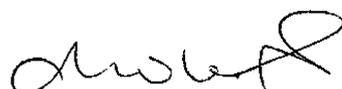
- **Positive Action & Community Engagement:** Successful interventions to support and enable women to the 'start line' of Firefighter recruitment have been further reviewed and updated. Further evaluation established where initiatives had impact and where such impacts were smaller than hoped. Further work is underway, but early indications are positive with more women being offered and accepting firefighter roles than in previous years.
- **Talent Management & Succession Planning:** The programme will be launched in Spring 2022. Where extra roles are impossible, we will provide opportunities to enable people with talent to access projects and other workstreams which enhance skills and enable people to share their talents. The programme will be aligned to our operational promotions process, ensuring opportunities for all staff. Opportunities will include mentoring, coaching, access to psychometric assessments, and an individualised learning programme to raise knowledge, skills, and confidence. The scheme includes greater support for women and other underrepresented groups. Research indicates women set a much higher bar than men before applying for a role, so this will be part of the women's learning programme.
- **Mainstreaming Equality Impact Analysis (EIA):** EIA is now embedded across the organisation and is particularly strong in major projects. The simplified and robust approach, which includes contributions from the WYFRS staff Gender Inclusion Network provides assurance that changes, such as new buildings, refurbishments and other projects consider the different needs of everyone and remove gender barriers at the design stage. In addition to the project side of EIAs, additional training is provided to ensure people consider the needs of women and men within projects.
- **Flexible & Hybrid Working:** The significant challenges of work/life balance include much more emphasis on flexible and hybrid working. Many colleagues are enabled to work from home, other WYFRS locations, not just 'at work'. Hybrid and flexible working are starting to positively impact on senior operational roles. There is more to do for operational roles.

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

It takes time to reduce the pay gap further, but the trend continues to move in the right direction. We work tirelessly and remain committed to making a positive difference and further reducing the pay gap.

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

Date: 25 March 2022



OFFICIAL

Government Kickstart Scheme Update

Human Resources Committee

Date: 25 March 2022

Agenda Item:

11

Submitted By: Chief Employment Services Officer

Purpose	To inform HR Committee of how West Yorkshire Fire and Rescue Service have participated in the Government Kickstart Scheme to support young people who are currently on Universal Credit and at risk of long term unemployment.
Recommendations	HR Committee to note West Yorkshire Fire and Rescue Service's commitment to support this scheme, and young people who are currently not in employment or education.
Summary	The Kickstart Scheme is a government initiative and provides funding to create new jobs for 16 to 24 year olds on Universal Credit (not in employment or education) and who are at risk of long term unemployment.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Joanne Hardcastle – Assistant HR Manager
Tel: 01274 682311 x 671014

Background papers open to inspection: None

Annexes: None

1 Introduction

Government Kickstart scheme

The Kickstart Scheme is a government initiative and provides funding to create new jobs for 16 to 24 year olds on Universal Credit (not in employment or education) and who are at risk of long term unemployment. Only applicants who are referred through their DWP Coach are eligible for the scheme.

Entry to the scheme has now closed, only organisations who applied by December 2021 are eligible to participate in the scheme. West Yorkshire Fire and Rescue Service met this deadline and had our application accepted.

2 Information

What the Scheme funding covers:

- 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on the age of the participant) for 25 hours per week for a total of 6 months
- associated [employer National Insurance contributions](#)
- [minimum automatic enrolment pension contributions](#)

Employers can spread the job start dates up until 31 March 2022. Funding is available for 6 months once the young person has started their job.

What the Scheme means for West Yorkshire Fire and Rescue Service

- A young person in a new job (not a current vacancy) for 25 hours per week for 6 months. The job must only require basic training.
- There does not have to be a permanent job at the end of the 6 months
- £1500 funding per job. This may be spent on setup costs and supporting the young person to develop their employability skills.

Employability Skills

A key objective of the scheme is to help make the young people more employable in the future. We have partnered with Calderdale and Kirklees Careers Service and they will be delivering the employability skills on our behalf for a fee of £500 per person (to be taken from the £1500 funding per job).

Our Commitment/Responsibility

For each job we must help the young person become more employable. This will include:

- Developing their skills in the workplace including communication, teamwork
- Mentoring and guidance around basic workplace expectations e.g. punctuality, workplace values, workplace etiquette.

West Yorkshire Fire and Rescue Service Kickstart positions

HR advertised the scheme widely to managers and supported those managers who were interested with preparing a suitable job description and submitting the position. Five managers wanted to take advantage of the scheme and the following positions were created:

- Employment Services Assistant (working between HR, Organisational Development and Diversity and Inclusion teams)
- IT Project Assistant (working with SM Matt Wolski on delivering the Gartan rostering project)
- Hydrant Technician Assistant (working with the water team)
- Youth Intervention Assistant (working with the Youth Interventions team particularly around social media)
- Fire Ground Assistant (working with the 2 Fire ground Assistants at Head Quarters)

Current Position

Appointments

Appointments have been made to four positions and start dates have been agreed before 31st March 2022 which is the cut-off date to be eligible for the funding.

Unfortunately, we have had to withdraw the Fire Ground Assistant vacancy due to the Headquarters redevelopment which will mean the Fire Ground Assistants will be working in a different way for some time and it is not felt to be a suitable time for them to support a young person.

3 Financial Implications

The appointments are fully funded by the DWP. The £500 per job we are paying to Calderdale and Kirklees Careers service for the employability skills will come from the £1500 per job which is part of the funding.

4 Legal Implications

The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

The positions have been advertised by the DWP and interested applicants have been referred to us. The positions have been open to any applicants who meet the criteria in terms of being unemployed, on benefits and between the age 16-24 as specified by the 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))	Yes / No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

7 Health, Safety and Wellbeing Implications

The young people will be closely supervised and a risk assessment will be undertaken for each of the positions prior to them commencing. The £1000 funding (£1500 minus the £500 for employability) will fund any PPE or other equipment required for them to do the job safely.

8 Environmental Implications

None

9 Your Fire and Rescue Service Priorities

- Support, develop and enable our people to be at their best.
- We will continue working towards delivering a more inclusive workforce, which reflects and serves the needs of the diverse communities of West Yorkshire.
- We will be innovative and work smarter throughout the service.

10 Conclusions

There is no guarantee of a permanent post at the end of the 6 months but hopefully the young people will be in a good position to apply for a suitable position at West Yorkshire Fire and Rescue Service if they take the opportunities offered to them whilst on the Kickstart scheme. This is particularly key for the Hydrant Technician Assistant position as this is a difficult to recruit to position and the manager is hopeful that the Kickstart trainee will eventually become a permanent employee.

**MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION
HELD VIRTUALLY ON THURSDAY 13 JANUARY 2022**

Present:

Metropolitan Districts

Cllr Jane Nightingale	Doncaster MBC (Chair)
Cllr Alan Gardiner	Barnsley MBC
Cllr Stuart Sansome	Rotherham MBC
Cllr Paul Davies	Kirklees Council
Cllr Cate MacDonald	Sheffield City Council

Unitary Councils

Cllr Stan Shreeve	North-East Lincs
Cllr Nigel Ayre	City of York

Fire Authorities

Cllr John Briggs	Humberside Fire & Rescue Service
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County Council

Cllr Cliff Lunn	North Yorkshire County Council
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In Attendance

Ian Brandwood	West Yorkshire Fire
Emma Wyatt	Leeds CC
Gemma Taskas	Leeds CC
Sarah Ridley	Sheffield CC
Jill Clayton	Wakefield MDC
Debbie Haines	North Lincs
Georgina Garlick	Harrogate
Jill Parker	Doncaster MBC
Jackie Addison	Calderdale MBC
Helen Whiting	City of York
Lyndsey Linton	ERYC
Trudy Forster	NYCC
Nick Smith	Bradford MDC
Joanne Holland	Richmondshire DC
Vicky Leach	NE Lincs
Joanne Grigg	West Yorkshire Combined Authority
Michael Potter	Barnsley MBC
Lynne Halls	Hambleton DC
Jacquie Hodgson	Craven DC
Haroon Rashid	North Yorkshire County Council
Sue Kelsey	South Yorkshire Fire and Rescue
Julie Brookes	YHEA

Employers Secretary

Steve Walmsley (YHEA),

1. Introductions and Apologies

Apologies for absence were received on behalf of Cllr Silva Dacre - Calderdale MBC, Cllr Michelle Collins – Wakefield MDC

2. Notes of the last meeting

Notes were agreed.

3. Matters Arising.

Certification Officers Levy will be subject to a maximum of approximately 2.5K to 3K relating to the income level of the Employers Organisation, and an absolute maximum of £5k. Certification Office have been checking the status of all Employers Organisations' , evidence of this was returned by the region in December 21. No confirmation has been issued to date.

4. Appointment of Vice Chair for 2021/22

Nominations of interest to be sent to Steve Walmsley on steve.walmsley@yhemployers.org.uk or Cllr Jane Nightingale (Chair) on janecouncillor.Nightingale@doncaster.gov.uk

5. 2021 Pay Negotiations

Ballot response from Unison is due on 14 January, it is expected that the result will be a yes vote but without the 50% turnout.

Unite has only just commenced their ballot process, a result will not be given until later in February. This presents challenges with regard to the sign off of a pay circular in time for payment to be made in March 2022.

Employees in the region are stating that they want the pay award settling as soon as possible to help with the rising cost of living.

In North Yorkshire, the lack of agreement is impacting on recruitment locally as other employers are paying more to attract new employees.

Due to the settlement delay Issues were raised regarding grant claims. Many of these have to be claimed for the current budget year and will have to be claimed without the pay increase.

Once the pay circular is issued it forms part of the NJC agreement and is incorporated into contracts of employment providing the legal basis for payment. If an authority wished to make payment in advance of an agreed national circular a clear legal basis for such a payment would be needed.

6. Labour Market Shortages

Authorities were asked to report, as necessary.

7. Future Organisational and Budget Issues

Consultation with authorities had demonstrated showed that the Employers Organisation will be required in the region in some form. Moving forward the two options that achieved the most support were either the hosting of the organisation within Wakefield MDC (as currently applies) or the merger with the Regional Policy Unit based in Wakefield MDC.

There will be some financial challenges ahead. Non staffing savings are limited, audit and SLA costs need to be covered and these are kept as low as possible. Staffing cost are low but will be looked at as part of the review. There are opportunities to utilise lower cost routes to deliver some services.

Steve and Julie left the meeting for discussions to take place.

It was agreed that a further paper that incorporated a revised operating model and budget options be presented to the April YHEA meeting.

9. GDPR

Nothing reported.

10. Any Other Urgent Business

Nothing reported.

11. Planning for the Next Meeting

Next meeting is on Tuesday 5 April 2022 at 10am

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