



Gender Pay Gap Report

2018

Diversity & Inclusion and HR Services

Devon & Somerset
Fire & Rescue Service

March 2019



DSFRS Gender Pay Gap Report

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ACAS guidance

Document Control

Purpose

The purpose of this report is to provide a narrative for the Gender Pay Gap results published by Devon & Somerset Fire & Rescue Service (DSFRS) on the www.gender-pay-gap.service.gov.uk to meet the requirements of the Equality Act 2010, Public Sector Equality Duty. The results on the website will be linked to this report published on Devon & Somerset Fire & Rescue Service (DSFRS) intranet and internet site.

Distribution List

Executive Board
HRMD Members Committee
Diversity & Inclusion Strategic Steering Group
Public sharing for Government & DSFRS Website

Devon and Somerset Fire and Rescue Service (the Service) believe in equal treatment for all and this includes equal employment opportunities and equal treatment for all employees within the Service. The Service is an equal pay employer based upon recent measurement of men and women in the same employment, performing equal work, with equal responsibilities, receiving equal pay using nationally established pay scales ('Grey book', 'Gold book' and 'Green book') as identified within our Equal Pay Audit 2017.

The Service is working to actively reflect the communities we serve in all areas of inclusion and diversity. However, more work remains to be done to ensure equality for all, to increase the number of uniformed female staff from the current 5% of roles and to ensure that the Service fully reflects the communities it serves. This report sets out a calculation of average difference in pay between male and female employees and sections 4 and 5 ('Where is the Gap coming from?' and 'Action Plan to Reduce Gender Pay Gap') demonstrate that the Service is committed to doing everything possible to understand, reduce and eradicate the Gender Pay Gap.

Declaration

I can confirm that the data included within our Gender Pay Gap Report is accurate and has been calculated according to the requirements of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

Glenn Askew
Chief Fire Officer



Sara Randall Johnson
Chair of Fire Authority





Devon & Somerset Fire & Rescue Service Gender Pay Report

1. Introduction

Legislation, in force since April 2017, in relation to the Equality Act 2010 (Gender Pay Gap Information, Specific Duties and Public Authorities) requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. Reports are required to be on the employer's website for 3 years.

“*Gender pay gap reporting is an incredibly important step forward, because if companies are transparent about gender pay and the root causes behind any gap, they can find the solutions they need to build businesses that work for their employees and reflect the communities they serve.*”

Helen Rose, Chief Operating Officer, TSB

The pay gap is the percentage difference between average hourly earnings for male staff and female staff. There are six calculations and the results must be published on the Devon & Somerset Fire & Rescue Service (“the Service”) website and a government website within 12 months of the data point (31 March each year). The calculations are:

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



2. Methodology

2.1 Pay within the Service

In the UK, various nationally agreed schemes of pay and conditions apply to all Fire and Rescue Services. There are the following categories of staff terms and conditions within the Service:

Uniformed Staff: This includes Whole-time and On-call staff and also the Control Room uniformed staff. The remuneration levels for these staff are subject to national negotiation as contained in the Scheme of Conditions of Service of the National Joint Council for Local Authority Fire & Rescue Services which is known as the “Grey Book”. Any other remuneration is subject to local agreement.

Support Staff: This category is the non-uniformed employees who support our Operational Service. The Scheme of Conditions of Service for these employees is set out within the National Joint Council for Local Government Services known as the “Green Book”.

Executive Board Officers (including Chief Fire Officer): The Executive Board is a mix of uniformed Brigade Managers and non-uniformed Officers who are the Directors of the Service. The salary structure for Brigade Managers and other Executive Board members has previously been determined by the Authority and is subject to annual reviews in accordance with the Constitution and Scheme of Conditions of Service of the National Joint Council for Brigade Managers of Local Authorities’ Fire Brigades which is known as the “Gold Book”.

Grey Book posts within the Service are classified according to national role maps, in line with guidance contained in various circulars published by the National Joint Council for Local Authority Fire & Rescue Services. Green Book posts are evaluated using the Greater London Provincial Council Job Evaluation Scheme which was specifically designed for local authorities.

The job evaluation scheme for Green Book employees and national role maps for Grey Book employees provide assurance within the pay scales, i.e. male and female staff are paid equally for the work they do within the scales and within national conditions of service.

Through undertaking a regular Equal Pay Audit, we are confident that male and female staff are paid equally for the work they do under the nationally approved (and union agreed) systems. Consequently, the emphasis in this report is on an analysis of the number of male and female staff in various categories who are in particular salary grades.

2.2 Employee’s working hours

As part of the Grey Book, On-call Firefighters, i.e. those who respond from home or primary employment or from the local vicinity of the Fire Station, are paid an On-call fee or ‘Retainer’ fee which 10% of the full-time basic annual salary. This Retainer is for the staff to be available to attend emergency incidents occurring within agreed periods of the week. When attending emergency incidents or training then they are remunerated with an hourly rate of pay in accordance with the role they performed and at the same rate as Wholetime Firefighters who are full-time but have a shift working pattern.

Within The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, Schedule 1, Section 7, Employee’s working hours in a week, paragraph (8) states:



(8) In this paragraph, “working hours”-

(a) includes hours when an employee is available, and required to be available, at or near a place of work for the purposes of working unless the employee is at home, and (b) excludes any hours for which an employee is entitled to overtime pay.

In considering this for our On-call staff who are available near to their station this will include hours when the employee is at home. However in Schedule 1, Section 2 Duty to publish annual information relating to pay, paragraph (3) states:

(3) In compiling the information required by sub-paragraph (1), a relevant public authority is not required to include data relating to a relevant employee if-

(a) the employee is employed under a contract personally to do work, and

(b) the public authority does not have, and it is not reasonably practicable for the public authority to obtain, the data.

In terms of On-call staff, the Service does not hold data on the location from where the employee is providing availability from ie whether it is in their home. For this reason, the Service has not included the Retainer as part of the calculation of On-call hourly pay. All other payments that On-call staff receive have been taken into account in the calculation of hourly pay.

The Service also has 10 out of 70 On-call stations that are paid a salary based on historic levels of emergency incidents. The salary includes an On-call Retainer fee but again, the Service does not hold data on the location from where the employee is providing availability and for this reason, these staff have not been included in the calculation of hourly pay.

The Service employs Flexi-duty Officers who are full-time employees but will respond to Emergency Incidents to provide Incident Command. This could be during normal business hours or during periods outside of the normal day ie evenings and weekends. For these staff, they receive a 20% allowance for providing positive working hours and standby cover. For the calculation of hourly pay, the 20% allowance has been included. The same principle has been used for other Support Staff who also provide standby cover.

The Service has a Training Allowance paid for required additional hours and these hours are incorporated into the working hours.

2.3 Hourly Pay

All data for the purpose of the Gender Pay Gap calculations has been extracted from the HR system 'Workforce', the availability system 'Gartan' (both used within the Service) and the payroll system 'Prism' (used by the external payroll provider). The data provided by the Service's Human Resources Department was anonymised and analysed using Microsoft Excel 2013. Data is correct as of **31/03/2018**.

Employees included in the calculations are Full Time workers, Part Time workers (with job sharers counting as two), Casual workers and Consultants if they personally perform the work. Pay covers all elements of normal remuneration (i.e. sick pay, annual leave pay, maternity pay, flexible shift pay) and car allowance. Not included are benefits in kind e.g. child care vouchers and other salary sacrifice schemes, expenses, overtime and redundancy payments.

The Service has used a reference period of March for staff with normal working hours and anyone who was not employed for the whole of March or were on unpaid leave or maternity leave in the reference period have been excluded.



For On-call staff, where weekly hours can be variable, the pay and working hours are based on the average of a three month period i.e. January-March 2018 preceding the snapshot date. Any On-call staff who were not employed for the whole of January-March 2018 or were on unpaid leave or maternity leave in the reference period have been excluded. Any On-call staff whose derived “annualised” hours were less than 104, i.e. minimum annual hours for On-call staff were also excluded.

2.4 Bonus pay

The Service does not offer a bonus scheme therefore this calculation has not been performed. Additional Responsibility Allowances (ARAs) and Continuous Professional Development (CPD) payments are included in ordinary pay.

3. Results and key issues

3.1 Gender Pay Gap

Mean pay for the Service shows a gap in favour of male staff of 13%, against a gap across the UK of male workers earning 17.9% more than female workers in 2018 - Office for National Statistics (ONS) 25/10/18. The median pay gap indicates there is a pay disparity in typical rates of pay between male workers and female workers of 13.6%.

All Staff	Male staff	Female staff	Gap £	Gap %
Mean hourly rate	£15.83	£13.77	£2.06	13.0%
Median hourly rate	£15.30	£13.22	£2.08	13.6%

3.2 Pay by quartiles: hourly pay quartiles

29% of people in the lower pay quartile are female with the percentage declining going up the quartiles with 6% in the upper middle quartile and 10% in the upper quartile.

2018 Quartile	Male staff	Female Staff
Lower	71%	29%
Lower Middle	92%	8%
Upper Middle	94%	6%
Upper	90%	10%

2017 Quartile	Male staff	Female staff
Lower	75.8%	24.2%
Lower Middle	93.0%	7.0%
Upper Middle	92.6%	7.4%
Upper	90.5%	9.5%

In summary, female representation has increased in the lower quartiles and reduced in the upper middle quartile. This has widened the pay gap.

3.3 Key issues

The key issues identified as contributors to the current Gender Pay Gap are:

- Female representation has increased in the lower quartiles and reduced in the upper middle quartile.
- Female staff are under-represented in senior operational roles;
- Female staff are under-represented in all uniformed roles other than in Control;



- Female staff in the On Call staff group are disproportionately excluded from the calculations
- the majority of Green Book posts in the lowest two grades are held by female staff;
- Female staff are under-represented in all quartiles due to the low percentage of females in the overall workforce.
- Occupational segregation remains a feature of the Fire and Rescue labour market:

4. Where is the Gap coming from?

4.1 General factors influencing an organisational Gender Pay Gap

Various factors, including occupational segregation, flexible working and discrimination (Equal Pay), impact on the Gender Pay Gap within organisations nationwide and the impact of each factor depends on the nature of the organisation.

4.2 Equal Pay

The Service is committed to achieving a diverse workforce. Providing equal pay for equal work is central to the concept of rewarding people fairly for what they do. The Service is confident that it is paying the same salary for equivalent roles. Determining the pay of Service employees is done through national collective bargaining for all staff.

The Service's pay system covers Green Book, Grey Book and Gold Book grades/roles and pay scales. The Green Book grades range from administrative to managerial level (scale point 6-49). Grey Book roles include Firefighter to Area Manager. Gold Book covers the roles above Area Manager. The level of responsibility varies between different roles and all roles have been evaluated to determine the appropriate pay grade.

Each Green Book grade has a set pay range with pay increments in between grades. Staff are expected to move through the scale points associated with their role until they reach the maximum scale point for the role. Consequently, the longer someone has been in a role the more they will earn (subject to the maximum scale point) irrespective of their gender.

The Service is therefore confident that the identified gender pay gap does not stem from paying males and females differently for the same or equivalent work (i.e. discrimination). Rather, it is a result of the roles in which males and females work within the Service and the salaries these roles attract. This is known as occupational segregation (see paragraph 4.3).

The Service carries out regular Equal Pay Audits, the most recent one based on data from 31 March 2017.

4.3 Occupational Segregation in the Service

Occupational segregation is defined as the distribution of workers across and within occupations, based upon demographic characteristics, most often gender. The nature of occupations in the Service, and as a result the male/female distribution, varies between staff groups and this is explained below.

Wholetime

The uniformed element of the workforce of the Service consisted mainly of male staff who occupy 95% of roles. Of the 5% female Wholetime staff, 2 occupied higher paid roles i.e. Group Manager and above, compared to 41 male staff.

Wholetime	Male staff	Female staff	Gap £	2018 Gap %	2017 Gap %
Mean hourly rate	£17.15	£15.67	£1.48	8.6%	11.7%
Median hourly rate	£15.39	£13.96	£1.43	9.3%	7.7%

The national gender pay gap for Full Time workers in 2018 is also 8.6% - Office for National Statistics (ONS) 25/10/18.

As a result of recruitment of Wholetime Firefighters in 2017, the percentage of female staff who were at Firefighter level increased from 55% to 61%, compared to 49% of male staff. There were fewer female than male staff, proportionately to the gender group, at Station Manager and Watch Manager level, but the same percentage of 14% at Crew Manager level (4 of the 28 Wholetime women and 77 of the 547 men).

As many allowances are linked to roles of Watch Manager and above, many female staff did not receive them as part of their terms & conditions, which reduced their average hourly rate in comparison to their male colleagues.

On Call

On Call	Male staff	Female staff	Gap £	2018 Gap %	2017 Gap %
Mean hourly rate	£15.31	£13.59	£1.72	11.2%	3.2%
Median hourly rate	£15.36	£14.38	£0.98	6.4%	0.6%

Within the On Call male staff group (1,080), 8% were Watch Managers, 17% were Crew Managers and 75% were Firefighters. Of the 56 female staff, none were Watch Managers, 14% were Crew Managers and 86% were Firefighters. The female representation in the On Call workforce increased from 48 to 56.

There are 3 role levels within the On Call staff group (Wholetime has 8 role levels), which limits the difference between pay for the highest role and the lowest role. Allowances paid in this duty system often relate to additional responsibilities and are available to all roles.

As a result of these differences in relation to the Wholetime terms & conditions, the Median Gender Pay Gap within the On Call staff group is less than within the Wholetime Group.

It should be noted that the methodology to calculate the Pay Gap has resulted in some female and male staff being excluded for one of 3 reasons; the first being that they are staff from one of 10 stations that are paid a salary based on historic levels of emergency incidents. The second that they are staff who were not employed for the whole of January-March 2018 or were on unpaid leave or maternity leave in the reference period and the third that they are staff whose derived "annualised" hours were less than 104, i.e. minimum annual hours for On-call staff.

Female staff were disproportionately affected as only 66% were included in the calculations compared to 81% of the male staff.

Although the female contingent increased by 8, only 3 of those were included and, at Firefighter level, would have ended up in the Lower Quartile. This issue of not including staff in the calculation does not arise in any of the other staff groups. The low percentage of female staff in the uniformed part of the workforce is a matter of national attention. Research shows that many women in the community don't consider joining the uniformed fire & rescue service for various reasons, including that it is a male-dominated environment and a perception that the work is too physical or too dangerous.

Control

Control	Male staff	Female staff	Gap £	Gap %
Mean hourly rate	£14.06	£14.38	-£0.32	-2.3%
Median hourly rate	£14.51	£13.81	£0.70	4.9%

There is less segregation in what is generally perceived as “men’s work versus women’s work” within the Green Book and Control staff groups where the roles are, in the main, more office based. This is reflected in the percentages of male and female staff in those roles, i.e. 45% of Green Book and 74% of Control staff were female.

There were no male staff in the highest grade in Control with 3 female Station Managers. Compared to the overall ratio of female to male staff in control, there were proportionately fewer female (10%) than male (40%) Watch Managers, but nearly the same percentage Crew Managers. 55% of the 29 female Control staff are at Firefighter level, compared to 40% of the 10 male staff. This means that, although there are not many male staff in Control, proportionally a lot of them are in the Watch Manager role.

The higher roles in Control (Station and Group Manager), as with the Wholetime staff group, also attract flexibility allowances. As there were no male staff in those roles, the pay gap in this staff group is in favour of female staff.

Green Book staff

Green Book	Male staff	Female staff	Gap £	2018 Gap %	2017 Gap %
Mean hourly rate	£15.69	£13.90	£1.79	11.4%	13.1%
Median hourly rate	£14.33	£12.12	£2.21	15.4%	16.1%

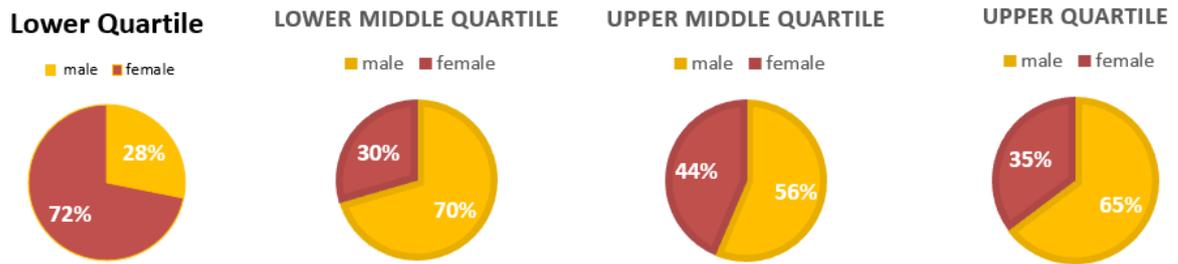
Overall there were 128 female staff in Green Book (Support, non-uniformed) roles and 156 male staff. Whilst female staff were well represented amongst this staff group, there were many more female than male staff in the most junior posts, grades 2 and 3, with most of the female staff in clerical or administrative posts and most of the male staff in caretaking or technician roles. Only around 8% of male staff are in grades 2 and 3, whilst this percentage is around 37% for female staff.

There were significantly more male than female staff in most of the middle grades (grades 4, 5, 6 and 8, though not 7), and also at grades 10 and 11. The numbers at grade 9 were equal and at grade 7 nearly equal.

It is encouraging that even though the increase of female staff (7) was a lot less than the increase in male staff (19 men), the pay gap decreased.

The above can also be seen in the male/female distribution in the pay quartiles of Green Book staff.

Figure 1 Male/female distribution in the pay quartiles of Green Book staff



Casual Workers

Casual	Male staff	Female staff	Gap £	2018 Gap %	2017 Gap %
Mean hourly rate	£12.66	£11.12	£1.54	12.2%	10.7%
Median hourly rate	£13.45	£9.88	£3.57	26.5%	27.8%

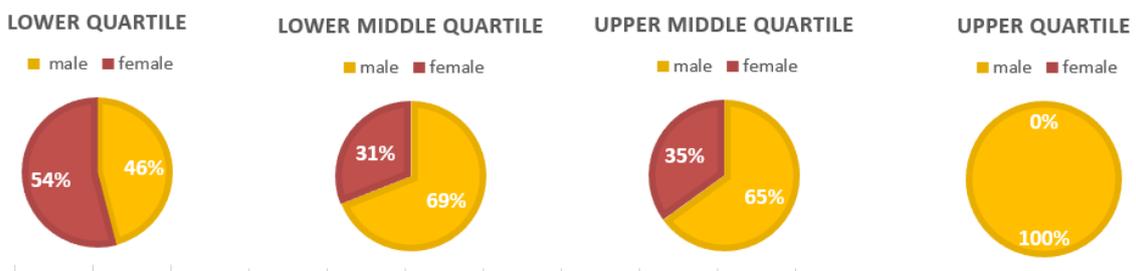
The majority of our group of Casual workers is involved in Community Fire Safety work, which includes general community activities (Advocates) and working with Children and Young Persons (CYP worker). A smaller group consists of individuals who support the training function of the Service's Training Academy or provide general administrative support.

Male/female distribution within the casual worker's roles

	female %	male %
Advocate	40%	60%
CYP	31%	69%
Support Casual	38%	62%
Training academy	0%	100%

The Advocates have the lowest average hourly pay and the Academy Casuals the highest. This results in the lower 2 quartiles virtually all Advocates on the lowest hourly rate, the Upper Middle quartile mainly consisting of CYP individuals with an average pay 41% higher. The Upper quartile consists entirely of male staff and they mainly undertake Academy Casual work with an average pay 15% higher than CYP casuals. This difference of pay between the lower 2 quartiles and the upper 2, explains the resulting gender pay gap.

Figure 2 Distribution of male/female casual workers in pay quartiles





Although the Gender Pay Gap calculations demonstrate occupational segregation, they are not able to identify whether there is a 'glass ceiling' (a metaphor used to represent an invisible barrier that keeps a given demographic from rising beyond a certain level in a hierarchy) within any organisation or within any individual staff group.

As with most companies in Britain, the number of women holding the most senior jobs in the boardroom of the Service (1 of 5 positions in the Executive Board) has barely changed in the past 10 years, despite a series of government-backed initiatives to boost gender diversity.

4.4 Flexible working in the Service

The Service is committed to ensuring that every employee, each with their own family commitments and personal aspirations, is facilitated in achieving a work life balance, and recognises that employees perform best and achieve the highest standards when this is so. Solutions to improve or maintain employees' work-life balance should be achieved through discussion and agreement between employees and managers and will often have benefits to both individuals and the Service.

The Service has a Flexible Working policy and a Family Leave policies which outline a number of options in relation to flexible working. It is recognised, however, that one size does not fit all and managers and employees are asked to look at creative solutions to balance Service requirements with those of the individual, taking account of fairness and consistency in approach.

Across the Service, 29% of male staff were part-time (most being On Call firefighters providing part cover) and 36% of female staff (most in Green Book roles). The proportion of part-time workers was fairly equal between male and female staff in the Wholetime (male 3%,female 7%) and On Call (male 45%,female 54%) categories, but there were no part-time male staff in Control, and substantially more female part time workers in Green Book roles (38% versus 13%).

4.5 Total workforce Gender Pay Gap

Although the Gender Pay Gap within Control and On Call staff groups are relatively small, when all the staff groups are combined the pay gap widens to 13%.

This is partly because the Service employs more Grey Book employees and they are generally paid more than Green Book employees in otherwise similar posts. Of all Service employees, 88% are male, and 84% of these are Wholetime or On Call, so their generally higher pay will affect the overall difference in hourly pay. This results in Wholetime staff, mostly male, being included in the upper pay quartiles.

5 Action Plan to reduce the Gender Pay Gap

Reducing the gender pay gap in the Service is beneficial for employees and the community we serve. Research shows that a more diverse and inclusive workforce helps organisations develop by bringing new skills, creativity and innovation, better decision-making and higher staff satisfaction and retention. These benefits will apply to Devon and Somerset Fire and Rescue Service.



In the UK today, female workers earn on average 18% less than male workers. The gender pay gap exists because female workers tend to have lower-paid occupations and sectors, and occupy less senior roles. This is reflected in the Service's data. Many female workers take time out of the labour market and work part-time because of unequal sharing of care responsibilities. Unconscious bias, including stereotypes, barriers due to policies/processes and workplace culture are also factors which the Service acknowledges and aims to address.

The Service is taking short, medium and long-term approaches to achieving a more diverse workforce in order to improve the way we deliver services to the community of Devon & Somerset. Whilst we have improved in this area, we know that we can do more and recognise that patterns of under-representation and differences in outcomes can be challenged through positive action programmes. Notwithstanding national drivers, the diversity of skills, knowledge, perspectives and experiences within the workforce will ensure we will be better placed to identify and meet the needs of our community.

The Service has a Diversity & Inclusion Plan which includes annual objectives for all departments and support the aims the Service has set in the Fire and Rescue Plan:

- develop and implement a new service delivery model to improve response availability, matched to risk, and facilitate greater diversity within our workforce
- develop a People Strategy to define who we aim to be and a Workforce Plan to show how we resource our new ways of working
- deliver an improved approach to leadership and management development
- develop a recruitment process that focuses on recruiting the skills we need for the future and remove barriers to increasing diversity and inclusivity in our workforce
- introduce schemes for alternative career paths
- introduce apprenticeship opportunities for new and existing staff to develop their careers.

Through positive action we are raising the profile of females joining the Fire and Rescue Service. Explicit Positive Action activity has taken place in the recruitment of On Call staff and promotion processes for Wholetime staff. The Service has used a targeting approach on social media, advertising on specific recruitment agencies and our website. This has been successful considering the increase in interest shown by female applicants to become an On Call Firefighter (15.5% of applications in 2018) and intake of female On Call staff (8.6%).

Positive Action activities will continue and expand now the Service has implemented a positive action briefing paper and a toolkit for our recruiting managers in order to equip them with the skills and ability to plan appropriate activity and recruitment processes are revisited to ensure they are fully inclusive.

In addition, we will

1. Carefully consider the make-up of interview panels for every recruitment and promotion process
2. Engage with research to identify barriers to progression for female staff
3. Ensure that female staff are well represented and have a voice at any staff engagement events



4. Through national collaboration, research and develop Service understanding of the physiological differences between male and female staff and at different stages in life in relation to operational roles.

In order to ensure the Service will be able to meet the needs of the community, new ways of working are being explored. In doing so, particularly the effects of terms & conditions on underrepresented groups will be considered in detail through a People Impact Assessment to ensure they don't cause barriers for either joining the Service or progression.

Further actions to reduce the Gender Pay Gap and increase diversity within the workforce will be developed through the Service's Diversity & Inclusion Strategic Steering Group and captured in the annual plan which will aligns to the new People strategy.