

OFFICIAL

Agenda item: 06

Proposed Increase to Establishment

People and Culture Committee

Date: 04 April 2025

Submitted by: Director of People and Culture

Purpose: To outline the benefits, deliverables and impacts to the organisation from the additional temporary role (Positive Action and Community Engagement Officer) in increased positive action and outreach work. To request approval to make this role permanent by adding one full-time equivalent (FTE) green book position to the establishment.

Recommendations: To support our long-term ambitions to increase representation across all areas of our workforce, the Committee are asked to approve the addition of one FTE position (Positive Action and Community Engagement Officer) to the Diversity, Equity, and Inclusion team focused on positive action & outreach.

Summary: Positive action and community outreach activities underpin our ambition to be an inclusive employer of choice. Having additional capacity (one FTE Positive Action and Community Engagement Officer) has enabled increased delivery of support activities with underrepresented candidates to enable better preparation for recruitment stages.

The significant positive action and outreach work is making inroads, in particular successfully increasing female representation across the operational workforce, which as at 12 March 2025 stands at 10.28%. Progress remains slow which is why long-term investment in this area must continue as we aim to increase representation from minoritised communities and women in our operational and wider workforce.

This post successfully increases awareness of the range of work within West Yorkshire Fire and Rescue Service (WYFRS) and showcases us as a great place to work. This paper asks the People and Culture Committee to approve this temporary post to become a permanent one demonstrating long-term commitment to positive action and engagement.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone, Head of Organisational Development
Ian Stone <Ian.Stone@westyorksfire.gov.uk>

Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 West Yorkshire Fire and Rescue Service workforce does not yet represent the communities of West Yorkshire. There is significantly lower female and minority ethnic representation in the workforce, particularly within our operational roles.
- 1.2 The organisation invested in an additional FTE (Full time equivalent) Positive Action and Community Engagement Officer role on a temporary basis to increase opportunities for internal and external engagement and outreach across the communities of West Yorkshire. This work is important, and significant progress is being made, however there are many more opportunities to engage with our communities, to expand our reach and continue work to identify and remove barriers to recruitment and progression of underrepresented groups.
- 1.3 Continuing investment in the role enables the organisation to deliver positive action initiatives on an ongoing, sustained basis to increase attraction expanding our visibility, rather than focusing on a single recruitment campaign at a time.
- 1.4 Sustaining additional investment demonstrates a clear and ongoing commitment to connect with our communities and deliver ongoing community outreach and positive action work. This work helps further our ambition to achieve an employee profile which more closely matches that of our communities.

2 Background

- 2.1 The current postholder initially joined WYFRS as a Youth Interventions Trainer on 16 January 2023.
- 2.2 After receiving approval for a team member to take a sabbatical, the current postholder took up the role as Positive Action and Community Engagement Officer on 12 October 2023 as a secondment.
- 2.3 The return from sabbatical of the established Postholder coincided with an opportunity to secure a temporary budget uplift and create an additional temporary role to expand the work of the team. This enabled retention of the secondee as they moved into the temporary post, though they had to give up their substantive to do so.
- 2.4 A budget bid was submitted for the post to become a substantive role. Following the 2025 STAR Chamber, ongoing revenue budget has been identified to enable this post to be made permanent as an additional 1 FTE headcount for the DEI team.

3 Benefits of Increasing Permanent Establishment to 2 x FTE Positive Action and Community Engagement Officers

- 3.1 Previously, there was significant but insufficient outreach and engagement work undertaken to improve the perception of WYFRS as an employer of choice with underrepresented groups, particularly people who are ethnically diverse and women.

- 3.2 There is an ongoing need to future proof by continuing to invest in this area to increase the speed and pace of progress.
- 3.3 Increasing from one to two dedicated roles connecting with our communities and delivering ongoing outreach and positive action work is transforming our approach. With the temporary increase in headcount the team offer sustained and ongoing positive action initiatives, and significantly more outreach work to understand barriers (perceived and real) people from underrepresented groups face and enable delivery of a step change in how we encourage, engage and attract underrepresented groups to join us.
- 3.4 Connecting with candidates and tracking their journey provides valuable insights and data to identify pinch points, difficulties and gaps in our recruitment approach. The DEI team are able to address these gaps through interventions, such as 'have a go days' to develop understanding, signposting potential candidates to funded functional skills support for maths and English, and sharing tips and techniques to help candidates perform better at each stage of the selection process.
- 3.5 The team identified a potential for bias within the physical testing stage through their engagement and 'keeping in touch' work with unsuccessful candidates. These outreach insights led to research and data gathering to better highlight specific hurdles some candidates face. This in turn identified that the bleep test could be disadvantageous to female candidates. Data was fed into the review of recruitment and led to changes in how and when physical testing is delivered. (it will be deployed later in the process and a choice of bleep test or Chester treadmill will be given).
- 3.6 The post supports an increase in need for positive action work for current and future firefighter vacancies alongside other recruitment campaigns. Reasons are twofold; firstly as a result of increased operational firefighter numbers; secondly increased attrition with a greater than expected rise in colleagues leaving the service, growing numbers of operational colleagues reaching their potential retirement age and choosing to leave, (exacerbated by the years when no new firefighters were recruited).
- 3.7 We must continue our additional outreach activities to widen representation and attract diverse candidates for all roles.
- 3.8 The post supports current and future vacancies for firefighters alongside work to support work in enabling services such as Protection, through increased engagement and outreach.
- 3.9 The change from an additional temporary role to an established permanent role within the structure provide further opportunities for additional interventions alongside improved tracking and data analysis. It provides capacity to better plan and deliver continuous engagement with potential applicants at a much earlier stage.

3.10 Equally important, additional resource will expand the capacity to work with our current workforce to help colleagues understand benefits of positive action, allay any fears, provide opportunities for their involvement and buddy/mentor new recruits more effectively and increase support for diversity in On-Call recruitment.

3.11 The additional temporary role has enabled even more positive action and outreach work to be delivered and sustained, some of the activities and events delivered from June 2024 to March 2025 (In line with current strategy reporting cycle) are outlined below:

- Increased engagement through events, including careers fairs, open days, sixth form, university and job centre talks extending our reach to many hundreds of students and job seekers across West Yorkshire.
- 91 outreach and positive action events attended across West Yorkshire (10-month period), targeting hundreds of young people and job seekers.
- Connecting with communities through engaging and attending key DEI focused community events, such as Leeds Pride, Leeds West Indian Carnival
- Increasing network of internal and external contacts, leading to more outreach in places we haven't always been present, greater community engagement and increased attraction of underrepresented people.
- Improving team visibility internally too; helping increase understanding of what positive action is and how to support it with our operational colleagues. This is moving apace across all stations and teams to help build collaborative working and change perceptions along the way.
- Successful Ignite programme (piloted in Leeds) lead to 3 participants being successfully recruited as Firefighters in 2024. Currently being rolled out to other districts.
- Development and delivery of a series of 'hands on' experience events for public services students from Kirklees College with Huddersfield fire station.
- Greater engagement with the Sikh community in Leeds, Bradford and Kirklees.
- Increasing engagement with the Muslim community across Bradford, including engaging with an Imam to deliver our first WYFRS Iftar event at our new HQ site.
- Involvement with Leeds Learning Alliance to ensure education professionals and students alike are aware of opportunities to work with and for WYFRS.
- Buddy scheme for firefighters in training, matching recruits with people with similar backgrounds and experiences to help create a community and support retention.

- Support and enabling work with ‘nearly there’ applicants, including fitness advice, bleep testing techniques and ‘after care’ for those who do and don’t attain the firefighter recruitment standard to support and enable development for the next opportunity.

4 Financial Implications

- 4.1 The post is evaluated as a WYFRS Grade Six post. The salary range for this post is from £33,366 to £36,124, plus oncosts (for employers NI contributions and pension costs to the authority).
- 4.2 The ongoing revenue budget to deliver this change from temporary post to an increase in the establishment has been agreed and resources are in the budget.

5 Legal Implications

- 5.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority’s Constitution.

6 People and Diversity Implications

- 6.1 There are a number of potential diversity implications from approval of this post, in particular continuation of outreach and engagement activities which are supporting more diversity across applicants.
- 6.2 The interventions designed to support females and minority ethnic candidates to be in the strongest position to compete for firefighter roles have already seen a sharp increase in the number of successful female candidates. There is significant further work to deliver to repeat this success with other underrepresented groups, in particular candidates from minority ethnic backgrounds.
- 6.3 The existing postholder is in a temporary role but with over two years of continuous service.

7 Equality Impact Assessment

- 7.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No, though approving this post supports the implementation of EIAs in other key areas, such as recruitment and promotion.

8 Health, Safety and Wellbeing Implications

- 8.1 No direct health, safety and wellbeing implication arising from this report.

9 Environmental Implications

- 9.1 There are no direct environmental implications arising from this report.

10 Your Fire and Rescue Service Priorities

10.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Improve the safety and effectiveness of our firefighters.
- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Focus our prevention and protection activities on reducing risk and vulnerability.
- Collaborate with partners to improve all of our services.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

11 Conclusions

11.1 The creation of the temporary Positive Action and Community Engagement Officer post to boost our reach and scope of outreach activities has achieved significant positive outcomes for the organisation and its people.

11.2 This role has augmented the work to increase awareness of the West Yorkshire Fire and Rescue Service (WYFRS) as an employer of choice, particularly among underrepresented groups.

11.3 The positive outcomes achieved through this temporary position underscore the importance of making this role permanent. By doing so, we can continue to build on the progress made, further our commitment to diversity, equity, and inclusion, and ensure that our workforce better reflects the diverse communities we serve.

11.4 The long-term investment in this area is crucial for sustaining and expanding our positive action initiatives, ultimately contributing to a more inclusive and effective organisation.

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Agenda item: 07

People and Culture Activity Report

People and Culture Committee

Date: 4 April 2025

Submitted by: Director of People and Culture

Purpose: To inform Members of HR activity to the end of December 2024, incorporating data for Quarter 3 (October 2024 to December 2024)

Recommendations: That Members note the content of the report.

Summary: This report informs Members of key data relating to the functional areas within the People Directorate.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Joanne Hardcastle, Acting Head of HR
Joanne.Hardcastle@westyorkfire.gov.uk

Background papers open to inspection: None

Annexes: None

1. Introduction

- 1.1 This report informs Members of key data relating to the functional areas within the People Directorate.

2. Information

2.1 Staff Profile (Employee Headcount)

This summary table shows our current headcount as a full time equivalent (FTE) value against our target establishment.

	FTE Headcount (March 2025)	Target Establishment	Variance
Control	42.11	44	-1.89
Green Book	311.5	322	-10.5
On Call	71.51	120	-48.49
Whole time	936.2	938	-1.8
Total	1361.32	1424	-62.68

The Wholtime operational headcount and strength is as follows. The figures in Black relate to the total headcount whilst red relates to the FTE headcount.

Wholtime Headcount (FTE in Red) as at 13/03/2025

	Total	FF	CM	WM	224 WM	SM	GM	AM	ACO	DCFO	CFO
Total	953	593	194	51	59	40	10	3	1	1	1
FTE Total	936.20	584.90	190.00	49.30	59.00	37.00	10.00	3.00	1.00	1.00	1.00
People and Culture	14	4	2	3	0	4	1	0	0	0	0
	4.90	1.40	0.00	1.50	0.00	1.00	1.00	0.00	0.00	0.00	0.00
Service Delivery	863	558	165	40	59	30	7	2	0	1	1
	856.50	552.50	164.00	40.00	59.00	30.00	7.00	2.00	0.00	1.00	1.00
Service Support	76	31	27	8	0	6	2	1	1	0	0
	74.80	31.00	26.00	7.80	0.00	6.00	2.00	1.00	1.00	0.00	0.00

The table below details the On-Call headcount for each station as well as FTE headcount in red. Establishment at On-Call station include 1 x WM, 2 X CM, 9 X FF (total 12 FTE).

On-Call

	Total	
Featherstone Station	10	5.18
Holmfirth Station	17	9.34
Ilkley Station	12	5.40
Meltham Station	12	6.72
Mirfield Station	15	7.42
Mytholmroyd Station	14	7.83
Otley Station	16	8.85
Silsden Station	10	4.71
Skelmanthorpe Station	15	9.18
Slaithwaite Station	14	6.88
Total	135	71.51

The table below details on the Control headcount at each level in Control as well as current FTE headcount in red.

	Total	CM	FF	GM	WM
Control	46 42.11	14 12.50	23 21.00	1 1.00	8 7.61

Finally, the table below details our current headcount in black across all Directorates, as well as FTE headcount in red.

Green Book

Headcount (FTE in red)	Total
Corporate Services	20 16.05
Finance & Procurement	20 19.90
People and Culture	45 42.46
Service Delivery	137 121.17
Service Support	117 111.92
Total	339 311.50

The tables below show the ethnic diversity of our workforce as of 18 Feb 2025.

Wholetime:

Ethnicity	Q1 (Apr 24- Jun 24)	%	Q2 (Jul 24- Sep 24)	%	Q3 (Oct 24- Dec 24)	%	Q4 (Jan 25 - Mar 25)	%
Total	869	%	883	%	911	%		%
Arab	1	0.11	1	0.11	1	0.11		
Any other Ethnic Group	6	0.69	6	0.68	5	0.55		
Any other Mixed / Multiple Ethnic Background	5	0.57	5	0.57	5	0.55		
Any Other White	11	1.26	11	1.25	13	1.42		
Asian or Asian British	16	1.84	16	1.81	15	1.65		
Black or Black British	4	0.46	4	0.45	4	0.44		
Chinese	2	0.23	2	0.23	2	0.22		
Indian	2	0.23	2	0.23	2	0.22		
Mixed	11	1.26	11	1.24	11	1.21		
Not Declared	8	0.92	8	0.90	8	0.88		
Pakistani	1	0.11	1	0.11	1	0.11		
Prefer not to specify	7	0.80	7	0.79	7	0.77		
White and Asian	1	0.11	1	0.11	1	0.11		
White and Black African	2	0.23	3	0.34	3	0.33		
White and Black Caribbean	6	0.69	6	0.68	6	0.66		
White British	121	13.92	146	16.54	176	19.32		
White British or Irish	665	76.52	653	73.96	651	71.45		
SUMMARY ROW	WHITE BRITISH/IRISH	786	90.44	799	90.49	827	90.78	
SUMMARY ROW	ETHNIC MINORITY	68	7.83	60	7.81	69	7.57	
SUMMARY ROW	NOT DECLARED	15	1.73	15	1.70	15	1.65	

Control

		Q1 (Apr 24- Jun 24)	%	Q2 (Jul 24- Sep 24)	%	Q3 (Oct 24- Dec 24)	%	Q4 (Jan 25 - Mar 25)	%
Ethnicity									
Total		48	%	44	%	46	%		%
Mixed		1	2.08	0	0	0	0		
Not Declared		1	2.08	1	2.27	1	2.17		
White and Asian		1	2.08	0	0	0	0		
White British		11	22.92	10	22.73	13	28.26		
White British or Irish		34	70.83	33	75	32	69.57		
SUMMARY ROW	WHITE BRITISH/IRISH	45	93.75	43	97.73	45	97.83		
SUMMARY ROW	ETHNIC MINORITY	2	4.17	0	0	0	0		
SUMMARY ROW	NOT DECLARED	1	2.08	1	2.27	1	2.17		

On-Call

Ethnicity		Q1 (Apr 24- Jun 24)	%	Q2 (Jul 24- Sep 24)	%	Q3 (Oct 24- Dec 24)	%	Q4 (Jan 25 - Mar 25)	%
Total		147	%	147	%	141	%		%
Any Other White		2	1.36	1	0.68	1	0.71		
Chinese		1	0.68	1	0.68	1	0.71		
Not Declared		2	1.36	2	1.36	2	1.42		
Prefer not to specify		1	0.68	1	0.68	1	0.71		
White and Asian		1	0.68	1	0.68	1	0.71		
White and Black Caribbean		1	0.68	1	0.68	1	0.71		
White British		17	11.56	20	13.61	20	14.18		
White British or Irish		122	82.99	120	81.63	114	80.85		
SUMMARY ROW	WHITE BRITISH/IRISH	139	94.56	140	95.24	134	95.03		
SUMMARY ROW	ETHNIC MINORITY	5	3.40	4	2.72	4	2.84		
SUMMARY ROW	NOT DECLARED	3	2.04	3	2.04	3	2.13		

Green Book

Ethnicity	Q1 (Apr 24- Jun 24)	%	Q2 (Jul 24- Sep 24)	%	Q3 (Oct 24- Dec 24)	%	Q4 (Jan 25 - Mar 25)	%
	309	%	331	%	334	%		%
African	1	0.32	2	0.60	2	0.60		
Any other Asian Background	1	0.32	1	0.30	1	0.30		
Any other Black / African / Caribbean Background	2	0.64	2	0.60	2	0.60		
Any other Ethnic Group	1	0.32	1	0.60	1	0.60		
Any Other White	5	1.61	5	1.51	5	1.50		
Asian or Asian British	10	3.23	9	2.71	9	2.69		
Caribbean		0.32	1	0.60	2	0.60		
Gypsy or Irish Traveller	1	0.32	1	0.60	1	0.30		
Indian	3	0.97	4	1.21	4	1.20		
Irish	1	0.32	1	0.30	1	0.30		
Mixed	0	0	1	0.30	1	0.30		
Not Declared	2	0.64	2	0.60	2	0.60		
Pakistani	1	0.32	4	1.21	4	1.20		
Prefer not to specify	3	0.97	3	0.90	3	0.90		
White and Asian	1	0.32	2	0.60	2	0.60		
White and Black African	1	0.32	2	0.60	2	0.60		
White and Black Caribbean	1	0.32	1	0.30	1	0.30		
White British	100	32.36	119	35.95	122	36.52		
White British or Irish	173	55.98	170	51.36	169	50.59		
SUMMARY ROW	WHITE BRITISH/IRISH	273	88.35	289	87.31	291	87.13	
SUMMARY ROW	ETHNIC MINORITY	31	10.03	37	11.18	38	11.37	
SUMMARY ROW	NOT DECLARED	5	1.62	5	1.51	5	1.50	

2.2 Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE

Jan 2024 - Dec 2024 PER MONTH

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Ops Response	1.00	0.93	1.08	0.94	0.87	0.79	0.89	0.82	0.97	1.10	1.01	1.15
Ops Support	0.33	1.07	1.44	1.51	1.70	1.00	0.45	0.38	0.51	0.20	0.20	0.28
Prev & Prot	1.23	1.35	0.82	0.81	0.25	0.54	1.03	0.98	0.72	0.83	0.70	0.65
Legal & Gov	0.29	0.12	0.00	0.00	0.12	0.00	0.06	0.00	0.00	0.00	0.00	0.00
Service Support	0.85	0.90	1.08	0.96	0.74	0.71	0.77	0.78	0.68	0.78	0.94	0.92
Emp Services	0.92	0.32	0.02	0.16	0.00	0.55	0.04	0.04	0.24	0.18	1.10	0.28
Finance	0.00	0.06	0.59	0.41	0.17	0.44	0.22	1.05	0.15	0.39	1.06	0.00
Corporate Comms	1.06	0.00	0.00	0.00	0.00	0.00	0.21	0.00	0.30	0.00	0.00	0.00
FSHQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total	0.95	0.90	1.02	0.90	0.80	0.74	0.81	0.77	0.87	0.96	0.92	1.01
Target (overall)	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60

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

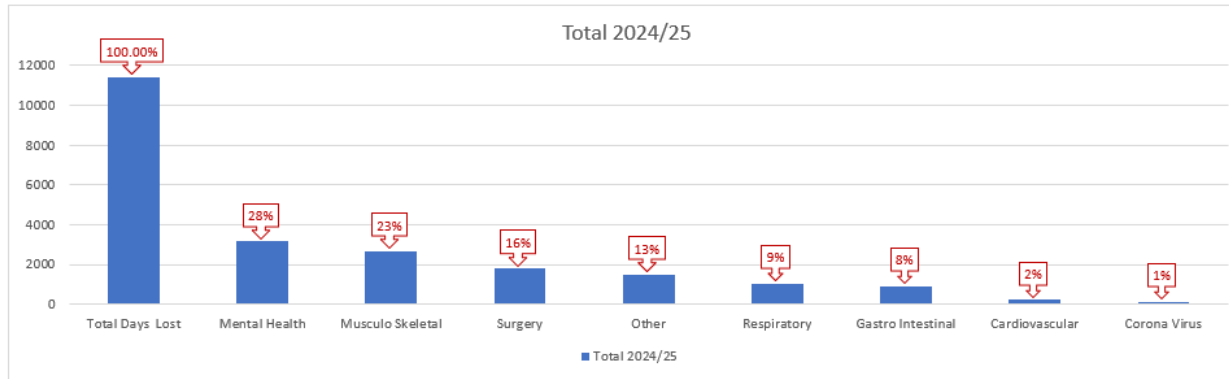
From April 2023

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

Previous Year Total (2022/23)	0.83	0.74	0.83	0.68	0.83	0.83	1.01	0.96	0.75	0.97	0.92	0.93
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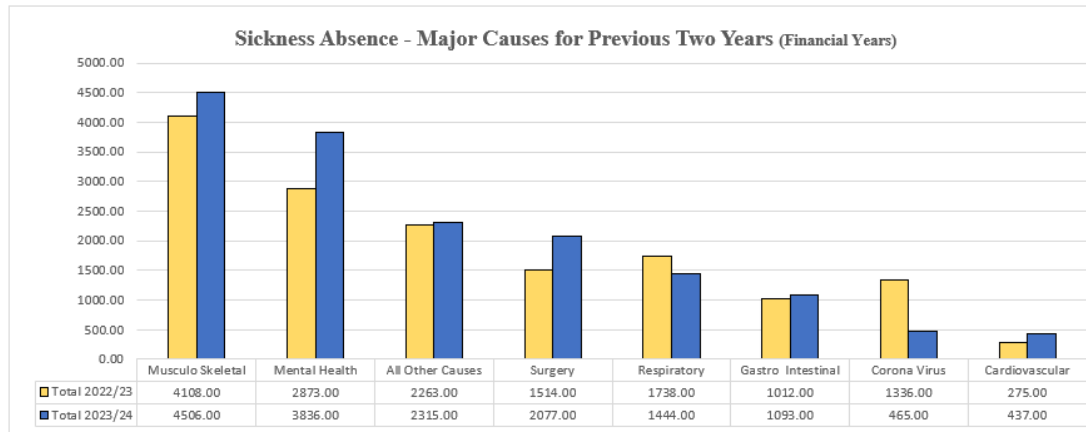
SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT FINANCIAL YEAR 2024/25 (April to December)

	Total Days Lost	Mental Health	Musculo Skeletal	Surgery	Other	Respiratory	Gastro Intestinal	Cardiovascular	Corona Virus
Total 2024/25	11425.0	3153.0	2665.0	1803.0	1485.0	1050.0	915.0	225.0	129.0
Percentage	100.00%	28%	23%	16%	13%	9%	8%	2%	1%



SICKNESS ABSENCE - MAJOR CAUSES FOR APRIL 2022 to MARCH 2024 (Financial Years)

	Total Days Lost	Musculo Skeletal	Mental Health	All Other Causes	Surgery	Respiratory	Gastro Intestinal	Corona Virus	Cardiovascular
Total 2022/23	15119.00	4108.00	2873.00	2263.00	1514.00	1738.00	1012.00	1336.00	275.00
Total 2023/24	16173.00	4506.00	3836.00	2315.00	2077.00	1444.00	1093.00	465.00	437.00
Total	31292.00	8614.00	6709.00	4578.00	3591.00	3182.00	2105.00	1801.00	712.00
Percentage	100.00%	27.53%	21.44%	14.63%	11.48%	10.17%	6.73%	5.76%	2.28%



2.3 Health And Safety Performance

1 April 2024 – 31 Dec 2024

Lost time up to 3 days

Actual performance 2024/25	Target 2024/25
10	19

Lost time over 3 days

Actual performance 2024/25	Target 2024/25
20	28

RIDDOR Major injury/disease

Actual performance 2024/25	Target 2024/25
-	No target set

2.4 Occupational Health Key Performance Indicators.

Period 1st October 2024 – 31st December 2024.

Ref No.	KPI	Target	Quarter 1 st October 2024 – 31 st December 2024	YTD 1 st April 2024 – 31 st March 2025	Target achieved for present quarter
1	Management referral to appointment date (3 weeks)	90%	80	65	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*		9 Nurse 0 AMA	9 0	
4	No. of physiotherapy referrals		24	86	
5	No. of counselling referrals		37 calls to EIA 3 specific referrals for counselling	119 calls to EIA 14 specific referrals for counselling	
6	No. of management referrals		5	23	
7	No. of health screenings		120	281	
8	No. of self-referrals		10	20	
9	No of AMA consultations		236	679	

Health screenings include the Asbestos medicals.

2.5 Discipline and Grievance cases

01/10/24	31/12/24	Total Disciplinarys Completed.		Current Live Cases.	Time to Complete if Outside of Target, Examples.
		In Target [within 60 days].	Out of Target [over 60 days].		
Green Book.	2	0	0	0	Completed within 60 days = 2 Informal Warnings
Control.	0	0	0	0	N/A
On Call.	0	0	0	0	N/A
Wholetime.	23	19	4	3	Completed with 60 days = 15 Informal Warnings, 2 Written Warnings, 2 No Case to Answer. Out of Target of 60 days = 1 Written Warning, 3 outstanding
Total.	25	19	4	3	

01/10/24	31/12/24	Total Grievances Completed.		Current Live Cases.	Average / Time to Complete.
	Total Received in Period.	In Target [under 30 days].	Out of Target [Over 30 days].		
Green Book	0	0	0	0	
Control	0	0	0	0	
On-Call.	0	0	0	0	
Wholetime.	1	0	1	0	1 Not Upheld
Total.	1	0	1	0	

2.6 Recruitment Statistics.

External Recruitment by Directorate 1 October 2024 to 31 December 2024.

Directorate.	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement.	3	2	2			24.5	1*
Service Delivery.	4	2	2		1	74.5	1**
Corporate Services.	1	1	1			11	
Employment Services.	1	1	1			43	
Service Support.	3	3	1	1	1	89	

Target Timescale

Green < 84 Days
Red > 84 Days

Internal Only Recruitment by Directorate 1 October 2024 to 31 December 2024.

Directorate.	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement.	0						
Service Delivery.	3	3	1	2		44	
Corporate Services.	0						
Employment Services.	0						
Service Support.	4	3		3	1	47	

Target Timescale

Green <30 Days
Red > 30 Days

*Finance Manager – advert withdrawn

**Prevention Trainer; no-one shortlisted (fixed term contract)

2.7 Recruitment Achievements.

Of the 7 appointments in the Finance team from September to current date, 4 were male, meaning the gender ratio is now 57% female and 43% male.

3. Financial Implications

3.1 There are no financial implications arising from this report

4. Legal Implications

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

5. People and Diversity Implications

5.1 This report concentrates on People and Diversity implications

6. Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

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

8. Environmental Implications

8.1 There are no environmental implications arising from this report.

9. Your Fire and Rescue Service Priorities

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

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

OFFICIAL

Agenda item: 8

Gender Pay Gap Report 2024

People & Culture Committee

Date: 4 April 2025

Submitted by: Director of People & Culture

Purpose: To report the 2024 Gender Pay Gap and to provide an update to the People and Culture Committee of the West Yorkshire Fire and Rescue Authority on the submitted Gender Pay Gap data for the year ending 31 March 2024 and actions to support closing the gap.

Recommendations: To note the report.

Summary: West Yorkshire Fire and Rescue Authority is required to conduct gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

WYFRS has a pay gap of 7.6% which is lower than the 2023 pay gap (8.3%). The UK Gender Pay Gap figure for all employees published by ONS in November 2024 is 13.1%. Across the West Yorkshire Local Authorities a combined pay gap of 10.1% is report. WYFRS pay gap is lower than national and West Yorkshire figures.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone, Head of Organisational Development
ian.stone@westyorkshire.gov.uk

Background papers open to inspection: None

Annexes: Annex 1 – West Yorkshire Fire & Rescue Service Gender Pay Gap Report 2024

1. Introduction

- 1.1 West Yorkshire Fire and Rescue Authority (WYFRA) is required to conduct gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, to be published by 31 March annually. The attached report (Annex 1) provides the Authority with the opportunity to scrutinise the published Gender Pay Gap Report 2024, progress outlined, and the actions referenced in the report.
- 1.2 WYFRA is required to provide a range of pay gap calculations, including mean and median pay gap information from 31 March 2024. This is published on gov.uk (<https://gender-pay-gap.service.gov.uk/employers/228>), and the Authority's website (<https://www.westyorksfire.gov.uk/gender-pay-gap-report>). To add extra depth to the report additional data is voluntarily shared (e.g. overtime) and a comparison of the current data alongside the previous year's data is included.

2. Gender Pay Gap Reporting

- 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 West Yorkshire Fire and Rescue Service (WYFRS) has a gender pay gap of 7.6%, a reduction from the 2023 gap of 8.3%.
- 2.3 WYFRS pay gap continues to track lower, year on year than the Office for National Statistics (ONS) all employees pay gap, which is 13.1% for the same period, some 5.5% below the national gap. For the same period, WYFRS is 2.5% below the combined pay gap data from the five West Yorkshire Local Authorities.
- 2.4 WYFRS is required to include statements to outline any underlying causes of the pay gap and share the actions and steps to be taken to minimise the gap. The Gender Pay Gap Report 2024 data is used to inform the next iteration of the Diversity and Inclusion Strategic Action Plan.
- 2.5 Deadline for publication on the Government portal is 31 March 2024 and 31 March 2023 is the date used for calculations in line with reporting requirements.
- 2.6 Data and analysis included in the annexe are calculated using standard methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. It is based on "ordinary pay" received by "relevant employees," which includes additional responsibility allowances / specialist skills allowances, but not overtime. The report covers three of the six calculations, because the organisation does not pay bonuses (d, e, and f):
 - a) The mean (average) pay gap.
 - b) The median pay gap

- c) The proportion of males and female employee in each salary quartile band.
- d) The mean bonus pay gap.
- e) The median bonus pay gap.
- f) The proportion of males and females receiving a bonus payment

2.7 Any employee employed on 31 March 2023 who is paid their usual basic pay during the relevant pay period will be included, no matter their terms and conditions for reporting purposes.

3. Future Pay Gap Reporting

3.1 The Government included within The King's Speech draft legislation – The Equality (Race and Disability) Bill - to introduce mandatory pay gap reporting for large employers on ethnicity and disability and extend the right to make equal pay claims to ethnic minority and disabled people. The Government has confirmed an intention to consult on these measures before the Bill is published, though no timescales have been announced.

3.2 In readiness for the new duty the organisation will undertake further work to increase reporting of individual protected characteristics data to position ourselves to accurately report the data.

4. Financial Implications

4.1 There are no financial implications arising from this report.

5. Legal Implications

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

6. People and Diversity Implications

6.1 The gender pay gap obligations were introduced under the Public Sector Equality Duties (Equality Act, 2010). The service continues to work to ensure it meets the obligations of the Act. As an inclusive employer we seek to increase gender representation in all parts of the organisation.

6.2 All jobs are evaluated using an objective job evaluation scheme, which means members of the Authority can be assured people are paid on the basis of the work they do and not their gender or any other protected characteristic.

7. Equality Impact Assessment

7.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

8. Health, Safety and Wellbeing Implications

8.1 None directly arising from this report.

9. Environmental Implications

9.1 None directly arising from this report.

10. Your Fire and Rescue Service Priorities

10.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

11. Conclusions

11.1 The organisation is confident the 7.6% gender pay gap does not stem from paying men and women differently for the same or equivalent work. The gap exists as a result of roles men and women deliver across the organisation and salaries those roles attract. People undertaking the same job receive the pay for that job, within an agreed grade range.

11.2 Ongoing, proactive and focused positive action, outreach and inclusion work continues to raise the profile of the organisation within our communities. Colleagues within the Diversity, Equity, and Inclusion team work alongside colleagues in firefighting roles and enabling functions to promote careers with the organisation and use data and expertise to remove bias from recruitment and selection stages.

11.3 Work continues at pace to encourage more women to come forward to compete for operational firefighting opportunities.

11.4 As the organisation increases the number of female firefighting colleagues entering the workforce this slowly changes the pay gap and as female colleagues begin to progress in their roles and throughout the ranks this positively impacts on the pay gap data. Within Fire Staff (Green Book) expanded outreach and engagement work helps to showcase the organisation as a great place to work. However, ongoing differences in public and private sector wages, including WYFRS salaries though not gendered, does impact voluntary attrition.

11.5 It is encouraging the organisations gender pay gap continues to track significantly lower than national and West Yorkshire pay gap data. Though we remain focused and are not complacent of the challenges in reducing the pay gap further.

11.6 The expansion of reporting to cover disability and ethnicity pay gap reporting is being considered in the People and Culture Directorate workstreams to make data is accurate and we in the best place to deliver actions to address pay gaps.

- 11.7 Work to change the selection steps for firefighters, including delivering an equal but different approach to fitness testing alongside further ability and potential assessments will also deliver positive change. For females who are thinking of taking the next step in their careers, the changes to promotions, introduction of a new Station Manager development approach alongside further fine-tuning of promotions will also act as an enabler for our female operational colleagues to progress.
- 11.8 The pay gap has decreased over the reporting year, which is positive. Even though the pay gap is not caused by men and women being paid differently for the same/equivalent job role we remain focused and vigilant in identifying and removing barriers to narrow the gender pay gap further.



Gender Pay Gap Report

2024



Ownership: Ian Stone, Head of Organisational Development
Date Issued: 06/03/2025
File ID: Gender Pay Gap Report 2024
Version: Version1
Status: Finale

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

West Yorkshire Fire and Rescue Authority tracks and monitors our gender pay gap annually. Despite differences in pay for women and men we continue to deliver equitable treatment for everyone who works with us, regardless of personal circumstances and protected characteristic(s). We are proud of our ongoing commitment to an inclusive workforce and the steps we take, including positive action measures to deliver it.

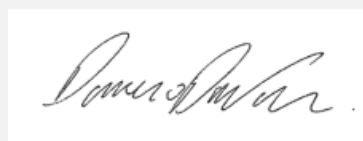
Our salary scales are available for anyone to view as we believe in pay transparency. Pay scales clearly show everyone doing the same job is paid a salary within the same range. Incremental increases are based on experience and never gender, or other protected characteristics.

We continue to take steps to make sure women who share our values and are thinking of a career as a firefighter are encouraged to join us and are making inroads. However, we are not complacent as there are significantly more men than women in operational roles. We continue to invest in measures to enable and encourage women (and people from other underrepresented groups) to join us. We review and improve how we connect with and recruit people from all genders across the communities of West Yorkshire. We deliver positive action measures and other practical steps to shift our gender imbalance in operational firefighting roles. Being a firefighter is a tough but incredibly rewarding career, and your gender or other protected characteristics do not indicate how great you will be at making West Yorkshire Safer from fires and other emergencies. We are proud of our workforce.

We stand up for what is right and work hard to challenge and remove barriers. People with old-fashioned ideas of what or who makes an effective firefighter are not welcome. People of all genders can and do make fantastic Firefighters and we work regionally and nationally to highlight diverse people and roles across fire and rescue services.

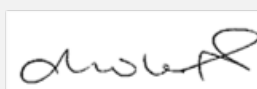
Our gender pay gap is **7.6%**, which is now tracking 5.5% below the ONS all-pay gap which stands at **13.1%** for 2024, (Provisional ONS figures). We always pay people based on salary range for the same job as each job has a specific pay scale/range. People are appointed on their values, experience, and expertise alone; our pay structure is completely transparent and does not favour one gender over another.

We continue to move forward over the longer term and are making progress, but the road ahead is long. Actions continue to help move WYFRA forward to achieve the enormous benefits a diverse workforce and an inclusive organisation bring to our people and communities.



Cllr Darren O'Donovan

Chair of the Fire Authority



John Roberts

Chief Fire Officer

Introduction

West Yorkshire Fire and Rescue Authority (WYFRA) carries out Gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information Regulations 2017).

Gender pay reporting compares pay rates and bonuses by gender. At WYFRA all jobs are evaluated against a consistent pay scheme and allocated to a specific grade range based on the evaluation of the job itself. People recruited are appointed to an agreed pay point for each job. Pay rates are transparent and everyone is appointed based on knowledge, skills, and experience within the range of pay for the role.

The Gender Pay Gap enables WYFRA to understand gender equality in our workplace; the balance of men and women 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 of West Yorkshire Fire and Rescue Service (WYFRS) regardless of role and terms and conditions of employment.

To report the Gender Pay Gap there are six calculations organisations must carry out:

- a) Mean pay gap – average hourly pay for men compared with women.
- b) Median pay gap – mid-way point from lowest to highest hourly rates for men compared with women.
- c) Men and women employees in each salary quartile band.

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

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

WYFRA voluntarily shares additional pay data in the spirit of transparency. Figures reported are calculated using methodologies from the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 using guidance issued by the 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 2024, for reporting purposes, our workforce is designated into five employee groups.

1. **Fire Staff (FRS):** our enabling and support teams who provide professional services to support the operational (firefighting) workforce.
2. **Operational Whole Time:** our professional firefighting colleagues and people in front-line firefighting operations and operational ranks.
3. **Control:** colleagues who take and prioritise emergency fire calls and carry out initial incident management until crews arrive.
4. **On Call:** Firefighters who provide services within communities where there is no whole-time station.
5. **Community Response:** a new team established in the event of a withdrawal of services by firefighters during strikes (planned strikes were cancelled due to a negotiated pay settlement agreement).

*Includes all roles, not just people included in pay gap reporting.

WYFRS Staff 2024 Data*			
Employee Group	Women	Men	
Fire Staff	172	143	
Operational Whole Time	88	831	
Control	32	15	
Community Response*	0	36	
On Call	12	146	Totals
Totals	304	1171	1475

* Includes all roles, not just people included in pay gap reporting.

A) Mean (Average) Pay Gap

In 2024 average hourly rates for women increased by £1.11 to **£17.70**. In 2023 Average pay was £16.59, and in 2022, £16.95. Men's average hourly rates in 2024 were **£19.15** an increase of £1.06. (£18.09 in 2023; in 2022, £17.29).

The gender pay gap has **decreased** to **7.6%** this year, (Dropping by 0.7%), in monetary terms reducing from £1.50 per hour in 2023 to **£1.45** in 2024. This gap equates to women having to work an additional 3 hours and 45 minutes each week (based on 42 hours) to achieve the same mean earnings as men.

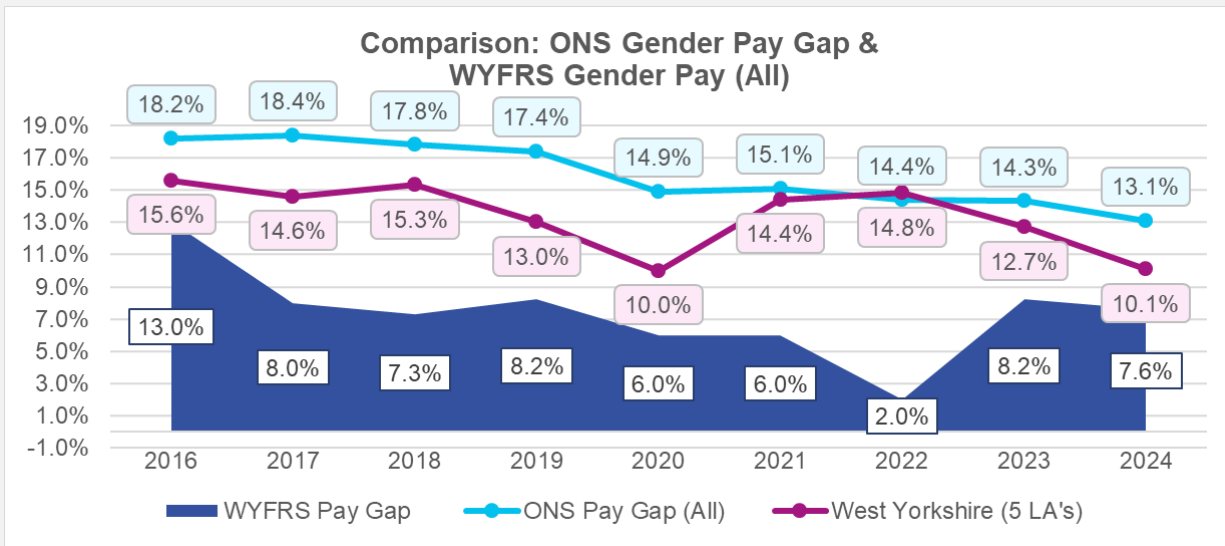
2024	Female	Male	£ Gap	% Gap	Change compared to 2023 pay	Trend ■ Negative ■ Slight change ■ Positive
All - Mean (Average) Hourly Pay	£17.70	£19.15	£1.45	7.6%	-0.7%	↓
FRS Operational (Grey Book)	£17.22	£19.78	£2.56	12.9%	2.4%	↑
FRS Retained	£15.26	£16.35	£1.09	6.7%	-1.2%	↓
FRS Control	£17.35	£16.90	-£0.28	-2.7%	-0.9%	↑
FRS Fire Staff (Green Book)	£18.16	£19.77	£1.77	8.2%	-1.4%	↓
Community Response*	-	£13.82	-£0.00	0.0%	0.0%	

The pay gap for firefighting colleagues stands at **12.9%**, an increased gap compared to 2023 when it stood at 10.5%. This is an impact of successfully recruiting more women into firefighting roles as they join the service at the bottom of the pay range, meaning the gap between new operational women and a greater number of men with more service is wider. On Call has seen a further reduction in the pay gap, now standing at **6.7%**, a significant decrease from 7.9% in 2023.

Fire Staff (Green Book) colleagues have also seen a reduced pay gap of **1.4%** (From 9.6% in 2023) to **8.2%** in 2024.

Pay gap data changes recorded are connected to staff turnover. Where there are narrowing gaps, this is mostly due to leavers, new employees, and the embedding of revised grade boundaries reported last year. Senior Fire Staff roles and senior FRS Operational roles continue to show more males than females in upper quartile roles.

The pay gap continues to change over time. The gender pay gap has reduced for 2024, falling to **7.6%**, which remains significantly below ONS (Office for National Statistics) national pay gap data for 2024 which stands at 13.1%; the WYFRS pay gap is **5.5%** below, a widening (positive) gap compared to 4.8% in 2023. The chart below illustrates organisational pay gap performance overall reporting years. The WYFRS gender pay is consistently lower than the official ONS UK figure and this has been the case each year since reporting began.



Comparing WYFRS with ONS (Provisional) pay gap data for both Yorkshire and the Humber and the five West Yorkshire Local Authority Areas (WY Combined Authority) provides a positive picture as both are higher than WYFRS:

- Yorkshire & Humber - 11.1%, which is 3.5% above WYFRS.
- West Yorks Combined Authority (5 LA's) - 10.1%, 4.6% above WYFRS.

A) Median Pay Gap

2024	Women	Men	Gap	%	Gender Difference from 2023
Median Hourly Pay	£16.54	£17.66	£1.12	6.4%	0.5% ↑
FRS Operational (Grey Book)	£17.17	£18.85	£1.69	8.9%	
FRS On Call	£16.54	£16.54	£0.00	0.0%	
FRS Control	£16.33	£17.16	£0.83	4.8%	
FRS Fire Staff (Green Book)	£16.19	£19.00	£2.81	14.8%	

The median pay gap has grown slightly by 0.5%, standing at **6.4%** overall, from 5.9% in 2023, showing limited movement over the longer term.

Our pay structure is transparent. Jobs are graded, around a nationally determined and fixed grading structure for Firefighters and FRS Staff aligned with appropriate fire / public sector pay, objectively graded on job requirements, not post holder; there is no difference in how men's and women pay is set for equivalent roles.

The median pay gap has increased in cash terms from last year, standing at **£1.12**, up from last year's 99p. The median salary pay rate difference for men and women shows men still earn more per hour than women.

The biggest difference across the organisation occurs in the Fire & Rescue Staff / Green Book group. This is **14.8%** being broadly consistent with 2023 (14.7%).

B) Salary Quartile Bands

A quartile is defined as four equal 'slices' of pay data which is filtered by the proportion of women and men and in each, as a result, there may be people on the same hourly rate showing in two quartiles:

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

Whole Organisation

Side by side (where men and women make 100% of **each** quartile).

Salary Quartile Bands – Overview 2024								
Gender	High	Gender Difference from 2023	Mid (Upper)	Gender Difference from 2023	Mid (Lower)	Gender Difference from 2023	Low	Gender Difference from 2023
Women	16%	1%	18%	0%	8%	0%	41%	3%
Men	84%		82%		92%		59%	
1% 				3% 				

The changes across each of the four quartiles are positive. The slight increase in women within the top salary quartile, from 54 in 2023 to 57 in 2024 is positive, as is the change in the distribution of roles between men and women in the low pay quartile moving 3% closer to parity.

Salary Quartile Bands – Breakdown 2024						
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Total
High	£20.51 - £87.10	57	16%	301	84%	358
Mid Upper	£17.53 - £20.51	65	18%	293	82%	358
Mid Lower	£16.53 - £17.53	29	8%	329	92%	358
Low	£11.98 - £16.53	145	41%	213	59%	358
Total		296		1136		1432

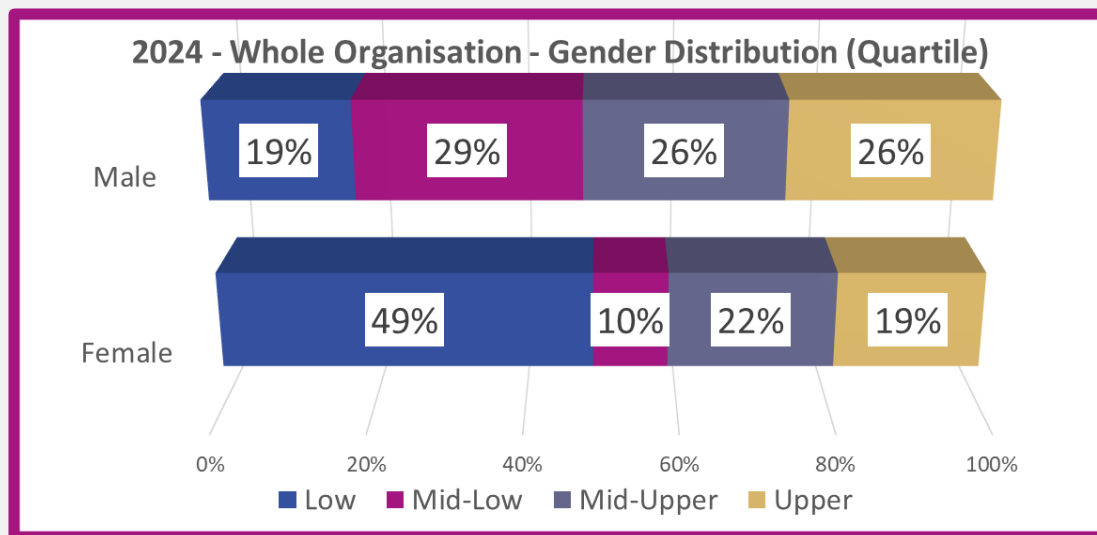
Overall, staff numbers included in the report decreased from 1486 in 2023, to 1432 in 2024; fewer men and an increase in women. The high quartile salary band continues to be underrepresented by women.

There is a slight increase in women in the upper pay band, up by 1% at **16%**, compared with men at 84%; the increase reported last year in mid-upper salaried women has been sustained at **18%**, with men at 82%.

Comparing the bottom half of salary distribution, there are increases in women in the lowest quartile, with women at 41%, and an increase in 2023 which was 38%. Mid-lower has remained static at 8%.

Comparison (Men/Women Distribution – All Quartiles)

Looking at men and women separately highlights a concentration of **49%** of women in the bottom quartile compared with just 19% of men. Women are less well represented in the top quartile, (**19%**), though this has increased by 1% they still trail men by 7%, though this is primarily because there are significantly more top quartile roles in the operational workforce, most of which are occupied by men.



This is an illustration of the jobs occupied by women and men and in no way indicates that men and women are paid differently for the same jobs.

Fire Staff – Green Book

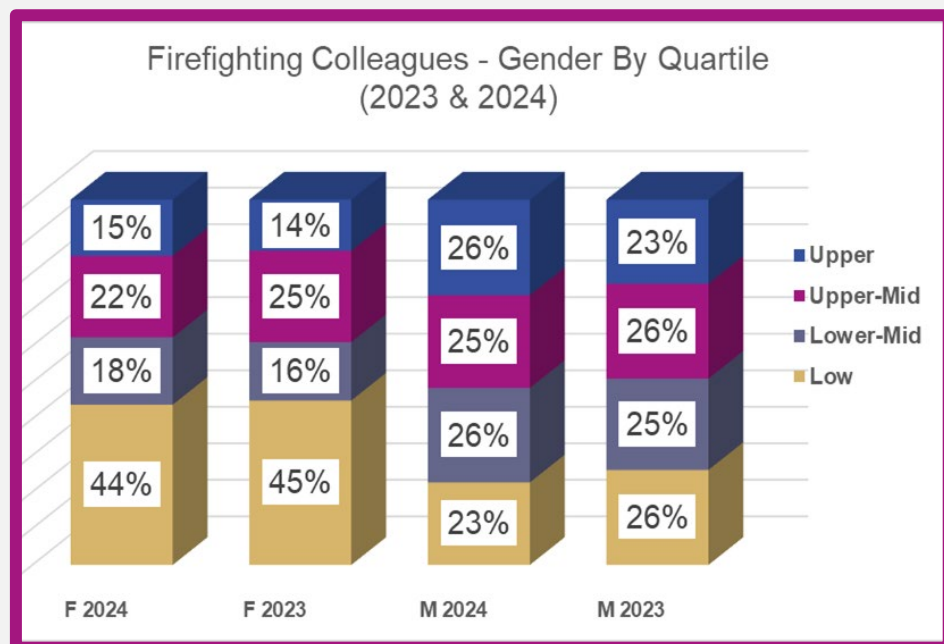
Fire Staff (Green Book) 2024							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2023	Grand Total
High	£21.08 - £63.26	36	48%	39	52%	3% ↑	75
Mid Upper	£17.55 - £21.02	37	49%	38	51%	6% ↓	75
Mid Lower	£13.93 - £17.48	39	52%	36	48%	1% ↔	75
Low	£11.98 - £13.93	54	71%	22	29%	4% ↓	76
Total		166		135			301

There is an increase in the proportion of women in the high quartile of **3% (48%)**, this sits favourable with a move to closer parity in the mid-upper quartile (**49% women / 52% men**). There is a **1% decrease** in the mid-lower quartile (**52% women**) and a **4% reduction** of women in the low quartile, (**71%**).

Firefighting Colleagues – Wholetime, On-Call & Control

Firefighting Colleagues (Grey Book Including Control) 2024							
Quartile	Hourly Rate Range	Women	% Women	Men	% Men	Gender Difference from 2023	Grand Total
High	£19.76-£79.36	20	7%	262	93%	1%↑	282
Mid Upper	£16.74-£19.71	29	10%	254	90%	0% ↔	283
Mid Lower	£15.75-£16.74	24	8%	259	92%	1%↑	283
Low	£11.08-£15.75	57	20%	226	80%	1%↑	283
Total		130		1001			1131

There have been some slight changes in the distribution of men and women firefighting colleagues across the quartiles; females in the upper quartile have increased by 1% to **7%**. As more women are recruited, this begins to show in the bottom half of pay, where representation by women has increased from 26% in 2023 to **28%** in 2024, slow but positive progress.



The chart above highlights the proportion of men and women staff in each quartile. The data clearly shows that for split across quartiles of male firefighting colleagues is fairly even, but for females, there are significantly more as a proportion in the low quartile (**44%**), and a small increase in the lower-mid (18%) and top quartile (**15%**). Higher numbers of women in the low quartile are a result of success in recruiting more women into firefighting roles.

D) to G) Bonus Payments

The Fire Service does not offer a bonus scheme. Therefore:

- D) The mean bonus pay gap - **N/A**
- E) The median bonus pay gap - **N/A**
- F) The proportion of males receiving a bonus payment - **N/A**
- G) The proportion of females receiving a bonus payment - **N/A**

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

Additional Allowances


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

There has been an increase in operational women in receipt of Specialist Skills Allowances (SSA) and Additional Responsibility Allowances (ARA) and a fall in men in receipt. The data indicates a significant narrowing of the gap between women and men in receipt of the allowances, changing from 22% more men in receive (2023) to 8% (2024).

Additional Responsibility / Skill Allowance (SSA/ARA) 2024					
	Women	% Women	Men	% Men	Grand Total
Total Operational Firefighting Colleagues (Grey Book) Receiving SSA / ARA	37 (130)	28%	364 (1001)	36%	401 (1131)

The data sees an additional 2% of women in receipt (28% in 2024, 26% in 2023), compared to a larger fall of 12% in men (from 48% to 36% of men).

Additional Responsibility / Skills Allowance Pay Data 2024				
Average ARA / SSA Payment	Women	Men	Gap	%
	£54.86	£62.78	£7.92	12.6%

 4.7%

There has been a further rise in the gap between males and females for ARA/SSA payments; this is likely to be a result of where operational colleagues are stationed and the requirements for specific skills, where more people eligible for allowances were men.

Overtime

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

Overtime (2024)						
All Staff	Women		Men		Gender Difference from 2023	Totals
	Gender Composition	304	21%	1171		
Staff Receiving Overtime	66	15%	372	85%	↑ 4%	438
Staff Not Receiving Overtime	238	23%	799	77%	↔	1037
% Of gender category receiving OT		22%		32%	↑ 6%	
					Gap	%
Average OT Payment	£335.63		£252.06		- £83.57	-33.2%
Median OT Payment	£184.45		£ 82.50		-£101.95	-100%

There has been a **6%** upturn in women receiving overtime, alongside a 2% dip in men.

The cost of overtime for the reporting period has remained relatively static for men but increased by almost £80 for women.

Average and median overtime figures continue to be favourable to women, with the average overtime pay gap from -3.8% in 2023 to **-33.2%** in 2024. There has been a further sharp reduction in the median overtime gap which is now **-100%**, shifting significantly from -166.4% in 2023, and in 2022 it stood at -237% – a positive sign but still a large median pay gap.

Overtime – Split by operational area (2024)						
Grey Book & Retained (Operational)	Women		Men		Gap	%
	Gender composition of area	100	9%	977		
Gender split - staff receiving Overtime (OT)	51	13%	349	87%		
Average OT Payment	£191.49		£240.60		£49.11	20.4%
Green Book (Fire Staff)	Women		Men		Gap	%
Gender composition of area	172	55%	143	45%		
Gender split - staff receiving Overtime	7	30%	16	70%		
Average OT Payment	£168.34		£316.63		£148.29	46.8%
Control	Women		Men		Gap	%
Gender composition of area	32	68%	15	32%		
Gender split - staff receiving Overtime	18	75%	6	25%		
Average Overtime Payment	£729.01		£772.06		£43.05	5.6%

The distribution of overtime in operational and On Call roles shows more women receiving overtime than men (as a proportion of the workforce). There is a slight change to overtime gender difference at **20.4%**, down from 27.3% in 2023. The overtime gap in Fire Staff roles

significantly increased by 29.4% to **46.8%** from 17.4% last reporting year. Control has seen an increased pay gap from -3.3% in 2023 to **5.6%** this reporting year.

Progress and Steps Taken

The mean (average) gender pay gap has changed to **7.6%**. This is tracking favourably when compared with the Yorkshire and Humberside pay gap of 11.6%, the West Yorkshire pay gap data at 12.2%, and the national pay gap of 13.1%.

The West Yorkshire Fire and Rescue Service pay gap continues to track much lower than the ONS and has done so in all reporting years since gender pay gap reporting began.

The key reasons for the pay gap remain consistent:

- More men than women in operational roles. There are a greater number of women in operational roles and there are continued positive signs in this area. Positive Action, increased engagement and improvements in targeted recruitment campaigns have significantly impacted as more women join the service. However, though more women are joining than in the past the overall headcount continues to show a relatively small proportion of women in operational roles. This challenge remains common across the Fire and Rescue labour market, progress is being made:
- Significant and sustained efforts to attract women for upcoming recruitment campaigns, with deployment of targeted advertising, development workshops, and other engagement opportunities alongside positive action outreach.
- Updating the promotions/development process, which shifts ranks from Crew Manager to Station Manager from a pure 'recruit/develop' model to a 'develop/recruit' approach. This focus on achieving a phase of development first has seen greater numbers of women coming forward for development at Crew and Watch Manager roles and changes to Station Manager selection and development too.
- We are active regionally and nationally through work with the National Fire Chiefs Council (NFCC), including leading national groups.
- Updated our pilot talent programme (WYFire Aspire), tracking progress and learning lessons to shift to a business-as-usual model of talent development.
- Proactive involvement from 'Fire GIN' (Gender Inclusion Staff Network) to understand barriers women face and deliver of projects to overcome these where possible.

- WFS (Women in the Fire Service) involvement at national, regional and local level, including delivery of developmental activities WYFRS, designed to enable women.

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

Our transparent pay structure means we can be sure any gender pay gap does not stem from paying men and women differently for equivalent work. The gender pay gap is a result of the specific roles in which men and women currently work within the organisation and the salaries each role attracts.

WYFRS has already taken steps to encourage gender parity, including:

- **Consolidating our evidence base:** Equality Data is routinely captured:
 - Significantly more people share diversity data during recruitment enabling better quality data reporting; work continues to encourage existing staff to share their protected characteristics data too.
 - Work continues to identify barriers in firefighter recruitment and implement improvements that maintain our incredibly high standards but also identify and remove bias, for example implementing different bulk testing methods and enabling candidates to choose the Bleep Test or Chester Treadmill to assess fitness.
 - Empowering our Women's Staff Network to review data, share stories, and influence decision-making to narrow the gap, including work alongside other Blue Light Services.
- **Raising the profile of gender issues:** the organisation is keen to ensure gender issues are high on the agenda and continues to offer a rolling programme of activities and training events to promote awareness. This includes:
 - Celebrating International Women's Day and International Men's Day.
 - Giving a genuine voice to staff networks, including our Gender Network, with a membership of women and input from male allies.
 - A seat on our Diversity and Inclusion Board (a strategic body) for the Gender Network Chair to ensure gender issues raised are actioned at a strategic level, including a board-level gender champion, (Deputy Chief Fire Officer) - an active participant in meetings.
 - Championing the great work of Women in the Fire Service (WFS), with continued and increasing representation regionally and nationally. We also promote networking and skills development events, including enabling attendance at the annual 'WFS Weekend'.
 - Deliver further improvements to Equality Impact Assessments (EIA's) including consultation and input from members of the Gender Inclusion Network to ensure issues that impact women.

- **Removing Inequality Through Impact Assessments:** A review of how the organisation conducts the EIA process has led to significant improvements in the process, identification, and actions to reduce/remove barriers identified. This will improve how we deliver fairness and equity across projects. The next iteration seeks to make the process easier to use and capture better-quality data to ramp up efforts to remove bias.
- **Further Changes in Promotion Process:** Work to change our approach to promotion has led to greater transparency and more women coming forward to step up to Crew Manager, and Watch Manager as we embed changes to our promotion model. The Station Manager process will move to business as usual imminently.

Going Forward – What next?

Work which positively impacts our gender pay gap will focus primarily on initiatives to open up career development and learning opportunities for women. Upcoming changes to promotions packs will further support operational women to step up into promotion opportunities.

There are limited opportunities to address the gender pay gap through recruitment. The organisation is fortunate to retain the talent it has, and voluntary attrition, particularly for operational females remains low. The failure of public sector pay to keep pace with other sectors continues to lead to increases in turnover in other areas of the organisation.

We continue to drive changes to make a positive impact:

- **Leadership and Manager Development:** Significant and ongoing training is delivered to current and aspiring managers using internal and external experts to equip managers with a deeper understanding of management leadership. A greater emphasis on developing people before promotion is delivering results and will continue. We are working on delivery of a programme of manager development to ensure all managers are clear on how they need to develop their teams, in particular people from underrepresented groups.
- **The Women in the Fire Service (WFS) Development Programme:** This has now become part of our annual programme following fantastic feedback, with attendance at annual development weekend sessions planned and supported by the organisation; we aim to increase our representation within WFS.
- **Parent and Carer Support:** WYFRA has a range of family-friendly policies we are proud of including generous maternity leave, adoption leave, and other leave for emergencies such as caring responsibilities. A greater flexibility through the deployment of hybrid working contracts also supports people who have child/elder care responsibilities, which are more likely to be women than men. The updated flexi-time policy offers greater flexibility in working hours to support a better work-life balance.
- **Menopause:** We are proud of our range of support measures for women experiencing menopause, taking specific steps to support firefighters by understanding operational impact and supporting people during their menopause journey. We provide information

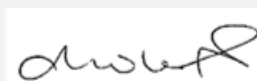
and awareness to ensure managers and colleagues are aware of menopause and its impacts on women going through menopause, focused on support and understanding. Our Occupational Health team provides advice and specific adjustments as required. WYFRS remains at the forefront of this work.

- **Positive Action Outreach & Community Engagement:** We are proud of the steps we have taken and continue to take to get closer to our communities; there is much to do but we are extending our reach to support this important work to make a positive impact. We have delivered many successful interventions to support and enable women to get to the 'start line' of firefighter recruitment and our now completed recruitment review provides further opportunities to deliver further engagement, implementing positive changes in how we recruit and select, removing unnecessary barriers as we do so.
- **Promotion Process Continuous Improvement:** We continue to embed the success achieved through our development of emerging Crew and Watch Manager talent. Embedding new Station Manager process and work on Group Manager and above.

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

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

Date: March 2025



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Agenda item: 09

Spotlight On Reports

People and Culture Committee

Date: 4 April 2025

Submitted by: Director of People and Culture

Purpose: To provide members with an update on the work of the Diversity, Equity, & Inclusion (DEI) team, along with positive action and community engagement initiatives.

Recommendations: That members note the content of the reports.

Summary: The Spotlight On Reports aim to showcase the work being delivered by the DEI team, and the specific work being done to elevate positive action and community engagement work.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone, Head of Organisational Development
Ian.Stone@westyorkshire.gov.uk

Background papers open to inspection: None

Annexes: Spotlight on reports for DEI and Positive Action and Community Engagement

1. Introduction

- 1.1 The Diversity, Equity and Inclusion (DEI) team report their activities into the Diversity, Equity and Inclusion Board (DEIB). It was noted at a recent DEIB meeting that the team deliver on a significant number of initiatives and projects which are making considerable impact across West Yorkshire. It was agreed this work should be showcased more visibly and that a series of Spotlight On reports would be provided as a regular agenda item for the People and Culture Committee going forward.

2. Information

- 2.1 The Spotlight On Reports attached showcase the work delivered by the DEI team. The first report focusses on the Positive Action and Community Engagement activities that we have overseen in the last 4 months and some of the plans for the next cycle. The second report focusses on our Staff Networks, Equality Impact Assessments and Diversity Monitoring.

3. Financial Implications

- 3.1 There are no financial implications arising from this report. The activities carried out in the development of the work described come from existing revenue budgets.

4. Legal Implications

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

5. People and Diversity Implications

- 5.1 None

6. Equality Impact Assessment

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? No

7. Health, Safety and Wellbeing Implications

- 7.1 None

8. Environmental Implications

- 8.1 None

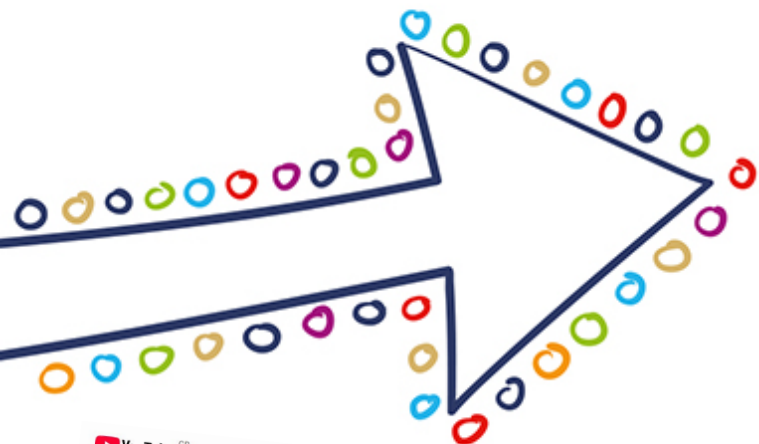
9. Your Fire and Rescue Service Priorities

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

- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Focus our prevention and protection activities on reducing risk and vulnerability.
- Collaborate with partners to improve all of our services.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

10. Conclusions

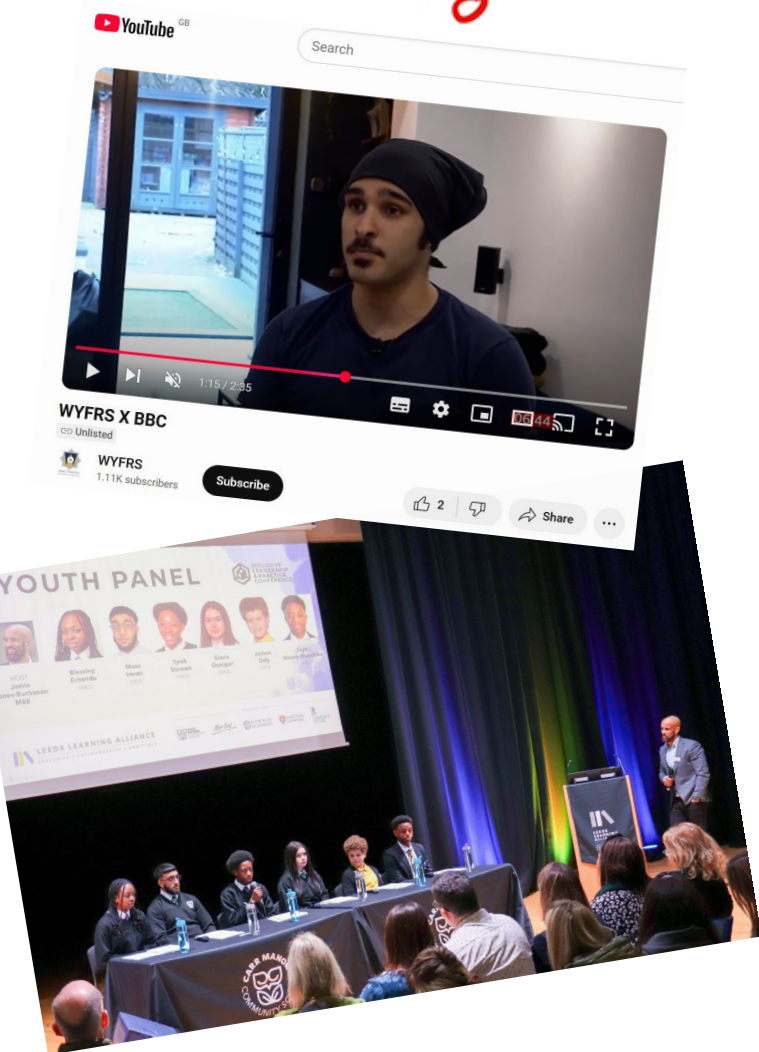
10.1 The Spotlight On Reports demonstrate how the Diversity and Inclusion team are delivering on their objectives and providing innovative and meaningful initiatives that impact positively on the organisation, the workforce and the community.



Spotlight on...

Positive Action & Community Engagement

December 2024 - March 2025



What was the need, how was it identified?

The team continues to support preparation for the opening of Wholetime Firefighter recruitment. The Positive Action Officers engaged with potential applicants to begin honing their application writing skills and support preparation in order to continue to increase representation of diverse applicants. The PA Officers continue to attend careers events and build their network to broaden the talent pool of prospective firefighters. A further outcome of the review of Wholetime recruitment is work to develop realistic job profiles, using video, text and 'a day in the life of' style content so potential candidates understand the role demands better.



What did we do?

Positive Action Application and Bleep Test Support

We ran a bleep test practise event on 07/12 for females who have registered their interest in FF recruitment. It gave them the opportunity to meet other candidates and judge their fitness levels in preparation for recruitment opening. Many of the female

attendees did not reach the bleep test pass mark, exemplifying the need for early fitness intervention for many female candidates applying for firefighter recruitment.

BBC News Interview

The BBC approached FF Danarjan Sahota and the DEI team for an interview about FF Sahota being the first West Yorkshire turban-wearing Firefighter and his experience. FF Sahota shared some interesting insights into his experience and really championed the service as a role model for young Sikhs interested in a public service careers. PA Officer Rhiannon was asked about changing attitudes to the career, where we reaffirmed the brigade's stance that it is a job for people of all backgrounds. The interview aired on BBC national news and was well received. You can see the interview here:

<https://youtu.be/HmPJIVQRNSs?feature=shared>

Leeds Learning Alliance Conference

Mani, Natasha and Rhi attended the 4th annual conference, alongside over 300 delegates at Carr Manor School in Moortown. Highlights of the conference included the keynote speech by Baptist minister and founder of Oasis UK, Steve Chalke MBE; the youth panel and Anne Longfield CBE.

Career Events

We attended career and community events across all 5 districts in the last quarter; including attendance at colleges, SEND schools and DWP events. From December to the end of February 2025, we attended 22 community engagement events, with the focus being on inspiring the next generation of firefighters from current underrepresented groups, whilst also increasing awareness of the wide variety of non-firefighter job roles that WYFRS offers.



What are we doing next?

Careers Events

With Careers Week 2025 on the horizon, the PA Officers now have a full diary of careers events and engagements across the whole of West Yorkshire.

Ignite Programme

Initial meetings have begun to run a second Ignite programme after the success of the first. The aim will still be to build on people aged 18-25's employability skills and their relationship with the fire service. We will focus on engaging young people from Killingbeck's station area, particularly Harehills, Halton Moor and Gipton. As a positive action measure, we will particularly welcome applications from women from ethnically diverse backgrounds to reflect the low numbers of applications we currently receive both for firefighter and non-firefighter roles.

Work Experience

Initial planning has begun to restart WYFRS' work experience offer for college students across the 5 districts.

Positive Action Training

Positive Action training will be run Service wide by Capsticks. We are currently agreeing content and delivery method. This will be aimed at dispelling myths about positive action and ensuring staff are more confident in using positive action measures to improve workforce diversity across the Service.

Realistic Job Profile

Work will continue apace to develop and share realistic job profiles so prospective Firefighters gain authentic insight into the nature of the role, the demands (physical and mental) and journey to competence. The resources will be delivered using video, text and a series of 'a day in the life' content so potential candidates understand the role demands better.



Contact



Rhiannon Wraith & Manjinder Uppal

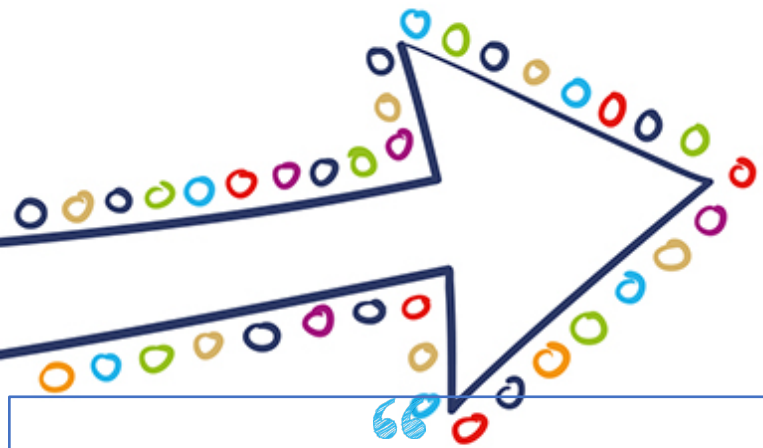


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Spotlight on...



West Yorkshire
Fire & Rescue Service

Staff networks

➔ FireWAW

Changes: Following a member consultation FireGin has become FireWAW (Women At Work) and will now concentrate on what matters for women. Male allies will continue to support the work. There is an opportunity to develop a Male network alongside if people want to engage.

International Women's Day Event: On 7th March, we held our annual International Women's Day event at Bradford Bulls Stadium. This year, in a first for the service we worked in partnership with West Yorkshire Police (BAWP). This phenomenal event was attended by 200 staff members from across the two organisations, which was opened by ACC Oz Kahn and DCFO Dave Walton.

➔ FireREACH

Iftar/Ramadan Event: Fire REACH hosted our first Iftar at our new HQ. We were joined by other services including West Yorkshire Police who attended alongside Fire Service colleagues, their families and members of our community. The event was a great opportunity to listen and learn about Ramadan from our excellent guest speaker, **Imam**

“
The 2025 Ramadan Event was warmly received by our colleagues, their families, and our external partners. As the first event of its kind at WYFRS, it successfully brought people together for meaningful discussions over food and drink. Natasha demonstrated her allyship by fasting for the day, and the EDI team collaborated to make the day a success.
Ramadan is more than just a month of fasting; it's a time for reflection, community, and growth. This event was received in that spirit, bringing people closer together.
Asif Mahroof- Fire REACH member
”



“
Our IWD was a great way to celebrate women in emergency services it included a number of speakers delivering through the day including Moira Cameron (the first female Beefeater), Dr Camilla de Camargo, Susan Gee (Yorkshire Water Wellbeing Officer), Brendan Hubbins (Performance psychologist) and many more. There was also a staff panel made up from West Yorkshires Senior leaders. All speakers and panel members spoke about this year's IWD theme of accelerating action in the workplace giving personal examples of how they had been both purveyors of accelerating actions as well as receiving support from others accelerating action on their behalf. A charity raffle was held raising money for Women Friendly Leeds and Andys Man Club. The day was closed with a call to action from Deputy Mayor Alison Lowe OBE.
Laura Boocock- FIRE WAW Chair
”



Hamzah, observe the call to prayer, open the fast together, and enjoy a delicious meal.

FireLGBTQ+

Pride: Fire LGBTQ+ have held their first meeting of the year and are busy concentrating on plans for the biggest PRIDE even in West Yorkshire (Leeds) this year, building on the success of previous years.

The planning team is happy with progress made and their plans are progressing well.

FireDAW

HQ Review: Fire DAW completed a tour of the new build and shared their views on the positive aspects of the new space alongside a series of improvements, some of which are have already been delivered!

Disability History Month: This year FireDAW will work together as a network to develop an event to take place during Disability History Month.

FireMAGNET

During FireMAGNETs last meeting healthy discussions took place around updated Menopause policy and toolkit to ensure people

experiencing menopause at WYFRS are appropriately supported. FireMAGNET is seeking to recruit a new Chair to further the work of the network.

Equality Impact Assessments

Work continues to improve how the organisation conducts Equality Impact Assessments. A survey for employee suggestions and continuous improvements to the process has been issued through the staff networks. An App is in development with our colleagues in ICT and we will incorporate feedback and any significant findings into the app. Testing will be done soon and 'fine tuning' completed before launch.

Diversity Monitoring

The Gender Pay Gap has been completed and reported. We are awaiting clear timescales for wider pay gap reporting on ethnicity and disability with work underway to fill gaps in data in preparation for the additional reporting. We are working with our workforce and staff networks to encourage people to

complete equality monitoring. This is important and helps us accurately capture our workforce diversity. WYFRS aspires to reflect the diversity of the communities it serves and the data we collect and analyse demonstrates that we are working towards this.

We produce an annual data report to present the most recent WYFRS equality data. We use data to inform and direct our actions, projects and initiatives, including positive action, recruitment, retention, progression, reasonable adjustments, and Equality Impact Assessments.

Contact

 **Natasha Logan**

 natasha.logan@westyorksfire.gov.uk



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Agenda item: 10

Outcome of the Review of the Wholetime Recruitment and Selection Process

People and Culture Committee

Date: 4 April 2025

Submitted by: Director of People and Culture

Purpose: This report highlights the work done to review the Wholetime Firefighter recruitment and selection process which forms part of the wider Wholetime Firefighter review. The full review also considered the format of the Trainee course and the learning and development elements of the Firefighter development.

Recommendations: The People and Culture Committee is asked to note the content of the report and acknowledge the steps taken to improve the recruitment and selection process in order to deliver this priority People Plan commitment.

Summary: The review of the Wholetime Firefighter recruitment and selection process is complete, and several recommended changes have been made to improve the process, reduce adverse impact and ensure the process is suitability robust.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Joanne Hardcastle, HR Manager
Joanne.Hardcastle@westyorksfire.gov.uk

Background papers None

open to inspection:

Annexes: None

1. Introduction

1.1 The review of the Wholetime (WT) recruitment and selection process is one of the priority commitments within the 12-month People Plan and supports our continuous improvement ethos.

1.2 The review had two primary objectives:

- To ensure that the process is inclusive, fair and presents no adverse impact on any under-represented groups or any potential applicants with protected characteristics.
- To ensure that the process is suitably robust and tests the relevant skills and capabilities required to ensure we recruit the very best quality trainee Firefighters.

2. Information

2.1 A conflict arises with wholetime recruitment that requires careful consideration and balance. Given the typically high number of candidates interested in a career as a Firefighter, although it is positive that we are able to select from a large pool of candidates it is equally as important that we are able to reduce numbers significantly, to a manageable level for selection activities, as the process develops. This is so that we can manage the numbers at each stage of the process with the staff and resources available.

2.2 We currently have around 2,500 interested potential applicants who have registered their interest on our website awaiting the next recruitment and selection process to commence. It is vital as these numbers reduce that we:

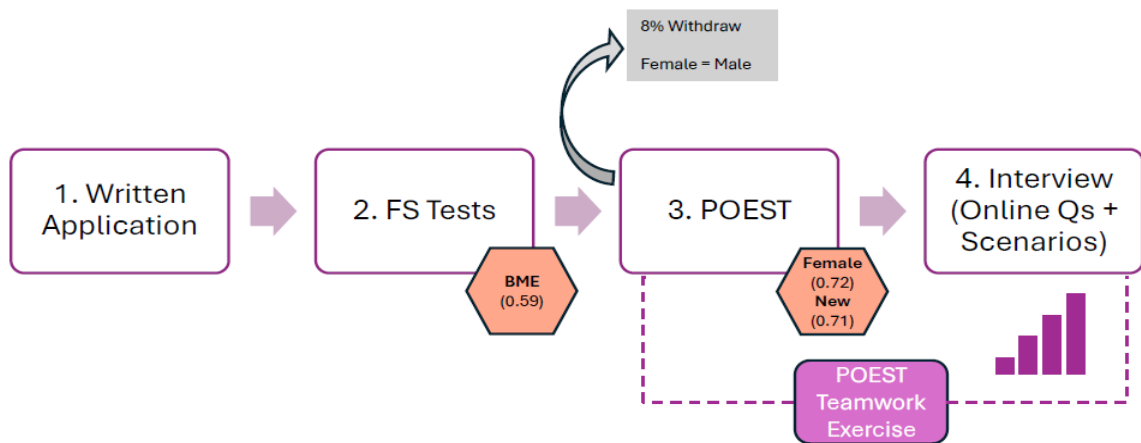
- don't choose selection activities that disproportionately impact candidates from underrepresented groups
- Identify those likely to perform most effectively in the role

2.3 The evidence-based methodology chosen to support the review incorporated:

- Literature review (scientific literature/peer reviewed research) and comparison with other FRS' WT recruitment and selection practices
- Organisational data: data analysis of the last two campaigns carried out by an independent Occupational Psychologist (Personable Psychology)
- Expertise and judgement of practitioners and managers within the organisation.
 - Stakeholder feedback including:

- colleagues responsible for training WT trainees,
- candidate voice via a survey issued to new trainees and;
- feedback gleaned through the Culture Focus Groups with station-based staff.

Sept 23 Campaign (Pre-Bleep Test)

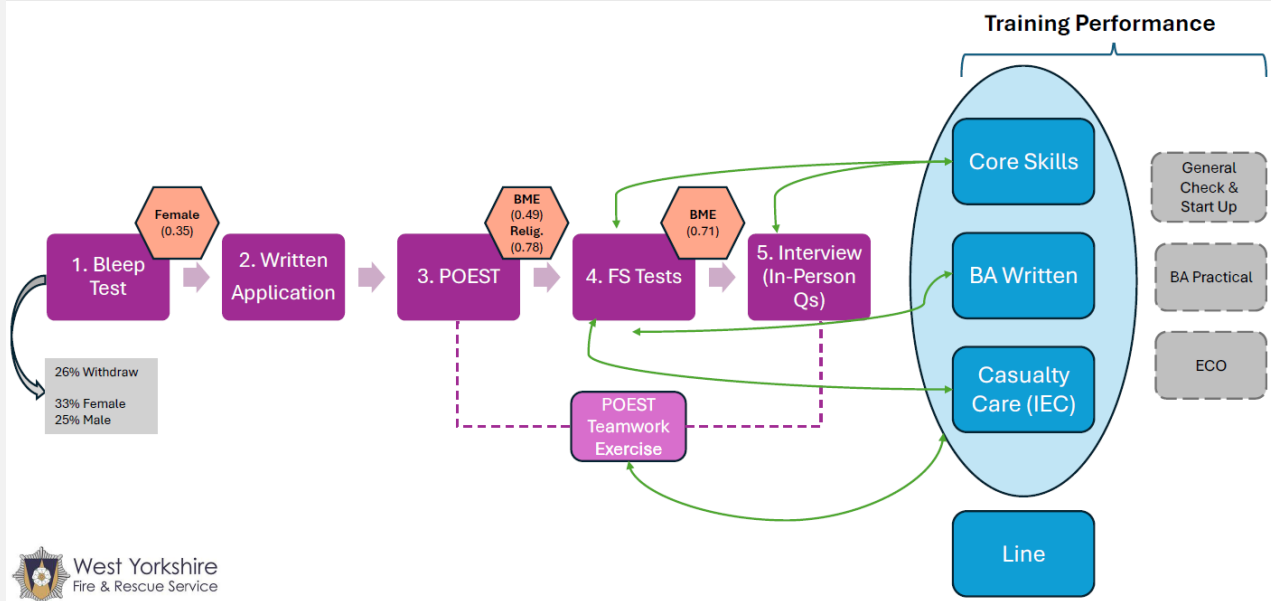


2.4 The above illustrates the selection process prior to implementation of the bleep test

In the process. When it was inserted, illustration below, we used it as the initial selection process.

The "bleep test" is a multi-stage fitness test where individuals run back and forth between two points 20 meters apart, timed by a series of beeps that progressively get faster, requiring them to run at increasing speeds to reach the next marker before the next bleep sounds; it's essentially a shuttle run used to assess aerobic fitness and is considered a key part of becoming a firefighter.

A "level" is reached with each set of beeps, and a minimum level (8.8) is required to pass.



2.5 Data Analysis

An independent consultant was contracted to work with us to analyse our data further and make recommendations to ensure that we achieve our two primary objectives.

The data analysis focused on analysing data across the two most recent recruitment campaigns. The analysis followed the journey of every candidate in the process from beginning right through to their performance on the training course for those who were successful. Data was interrogated to determine where people fell out of the process and for what reason. The analysis sought to establish any adverse impact on certain groups, identify gaps in the selection process and make recommendations to improve efficacy, including time to and diversity of hire.

2.6 Summary Adverse Impact

The analysis identified a statistically significant adverse impact in two main areas of the process:

Bleep test

Functional skills verbal and numerical reasoning tests

2.6.1 The Bleep Test

It was found that the bleep test did have an adverse impact on females. By having the bleep test at the beginning of the process this meant that more candidates were falling out of the process right at the beginning by opting not to engage in the bleep test (26%), This appears to have impacted the numbers of females the most, as 33% withdrew before the bleep test (compared to 25% of males withdrawing) and just 21.3% passed the bleep test (compared to 60.1% of males).

Fitness testing Recommendation

If the bleep test is to be retained, then it should feature further into the process and not at the beginning so we don't lose females straight away and instead can work with them to support their perception of the test and ability to pass it.

For the next recruitment campaign we are carrying out fitness testing at a later stage of the process and applicants will be offered an alternative of the Chester treadmill test which is a suitable alternative to the bleep test.

2.6.2 Functional Skills verbal and numerical reasoning tests

In the 2023 process (pre bleep test), candidates of an ethnic minority background scored lower in both verbal and numerical tests on average compared to candidates who identified as White.

Candidates with no previous experience of applying for the Wholetime Firefighter role scored lower in the verbal test on average, compared to those with experience.

In the most recent 2024 process there were generally no differences in test scores that were both practically and statistically significant, though ethnic minority candidates and candidates without a disability performed lower on average in the numerical test; females and LGBTQ+ candidates performed lower on average in the verbal test.

The functional skill numerical and verbal tests will remain for the next recruitment campaign to give us more data to determine future inclusion. The pass rate being set at an appropriate (not too high) level as a basic level of numerical and verbal abilities are required in order to succeed on the trainee course. Some Fire and Rescue Services make Maths and English qualifications an essential criteria to join the process. This will be reviewed after this campaign and the data analysed.

Recommendations and Actions

2.7 Data Management

All data from recruitment processes are captured by HR but in separate spreadsheets and different formats. Moving forward all data will be captured in one spreadsheet from start to finish and will be inclusive of all scores (not just pass and fail) from the selection processes and the training course for successful candidates. Candidate equality data will also be saved here so we can continue to assess for adverse impacts.

Progress: Actioned

2.8 Qualitative Evidence

The recommendation is to gather data regarding the candidate & employee experience of the process.

Progress: Actioned – Survey has gone out to trainees from the last three trainee courses to gather data around their experiences of the selection process and what they believe may be improved. This data is currently being analysed.

2.9 Enhance Realistic Job Preview (RJP)

The recommendation is to include some method of testing of how candidates would perform in the role of a Firefighter in a realistic situation. Several years ago we did include realistic role plays in the process which proved very insightful.

Progress: Role plays are to be re-introduced as part of the process and also enhance the recruitment material available to potential candidates to ensure it is a RJP including an Attraction and Familiarisation Activity. The role plays will assess how a candidate will typically react/deal with a realistic situation. One will replicate a RTC and one a safe and well visit with an elderly person.

Colleagues who support Positive Action along with the district teams are supporting Awareness Sessions out at District, there are being re-named to Have a Go Days to avoid confusion with our previous approach to Awareness Days. These sessions are open to any interested parties and each District now has their own kit in order to be able to facilitate these.

Progress: In place and ongoing

2.10 Review Pass / Fail Cut-Offs and Refine Assessment Criteria and Scoring Approach

The recommendation was instead of the process being a 'hurdle' approach whereby passing/failing one part determines whether progression to the next stage have more of an assessment centre approach where all scorings from all tests are considered equally so the final outcomes aren't totally reliant upon the interview performance.

Specifically, the first/second stage needs the ability to reduce numbers of candidates significantly in a way that demonstrates the abilities needed of a firefighter in role.

Progress: The scoring approach is being redesigned for the next campaign to move to a cumulative scoring system where assessments allow.

2.11 Initial selection process

Given the need to find an alternative initial sift to replace the bleep test which has been identified as having an adverse impact on females, we are currently in the procurement stage of purchasing a suite of on-line task-based assessments developed by Arctic Shores which provides a mix of Personality assessments (Security (Persistent Effort), Direction (Focused Attention)) and Cognitive Assessments (Logical & Quantitative).

Order: (Inductive Reasoning with score building), Balance: (Quantitative Reasoning). The included constructs will be mapped across the existing FF role map.

Several other Fire and Rescue Services (Hampshire, Essex, Gr Manchester) already utilise these task-based assessments as part of their recruitment process and it will be an effective (cost, quality and representation) sift of candidates instead of the bleep test. We can decide how many candidates to take through from this first part of the process based on scores and performance in the tests. We have the flexibility to determine which tests are most appropriate based on the attributes we value the most in a Firefighter.

3. Financial Implications

- 3.1 The Arctic Shores assessment tool will cost of £24,500 +VAT for the first year. (£4,500 being the initial onboarding and training). We have entered into a one year contract so we may then review its success before we decide whether to enter into a longer term contract.

4. Legal Implications

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

5. People and Diversity Implications

- 5.1 The changes to the process taking into consideration the additional tests and different approach will have resource implications. More operational colleagues will need to be involved in order to support the recruitment process which will implications for time and potentially overtime budget

6. Equality Impact Assessment

- 6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? Yes

There is already an EIA in place for the recruitment process – this will be reviewed and updated taking into account the changes made to the process

[\(EIA template and guidance\)](#)

- 6.2 Date EIA Completed:

- 6.3 Date EIA Approved:

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

7. Health, Safety and Wellbeing Implications

7.1 All assessments carried out as part of the process will be subject to appropriate risk assessments and will be supervised by competent operational colleagues

8. Environmental Implications

8.1 There are no environmental implications arising from this report.

9. Your Fire and Rescue Service Priorities

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

- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

10. Conclusions

10.1 The next WT recruitment process is due to commence March 2025 for a course to commence October 2025. There is expected to be 20 trainees on this course

MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION HELD VIRTUALLY ON TUESDAY 21 January 2025

Present:

Metropolitan Districts

Cllr Jane Nightingale	Doncaster MBC
Cllr Silvia Dacre	Calderdale MBC
Cllr Tariq Hussain	Bradford MBC
Cllr Robert Frost	Barnsley MBC

Unitary Councils

Cllr Cliff Lunn	North Yorkshire Council
Cllr Katie Lomas	York CC

In Attendance

Rebecca Hardwick	Doncaster CC
Zoe Martin	East Riding
Jackie Addison	Calderdale MBC
Jenny Sharp	WYCA
Sandra Humble	Hull CC
Harry Honnor	LGA
Claire Gierth	Bradford MBC
Michael Potter	Barnsley MBC
Shauna Coyle	Kirklees Council
Emma Lawer	Bradford MBC
Helen Whiting	York CC
Gemma Taskas	Leeds CC
Claire Matson	Leeds CC
Julie Brookes	YHEA

Employers Secretary

Martin Williams (YHEA),

1. Introductions and Apologies

Apologies for absence were received on behalf of
Cllr Healing – East Riding, Cllr Waltham - North Lincs,

2. Notes of the Last Meeting

Notes were agreed.

3. Matters Arising

Nothing reported.

4. Harry Honnor LGA – Pay Negotiations and Other Related Matters

LGS Pay claim hasn't been submitted to the Employers and they have no indication as to what it will be.

Chief Executive pay claim has been received and they are asking for the same award as awarded to the LGS.

Pay Briefing meetings in the region is on 11 February at 2.00pm. LGA Research Team has issued a link to all Local Authorities containing a series of questions that need answering ahead of the briefing. Please make sure, that these questions are answered as they will inform the negotiations and feedback to the claim.

Pay briefings will conclude on 13 March and the Employers will meet on the 24th March to take stock of all the information collected from the briefings and the responses to the questions issued by the Research Team.

A meeting will then take place in April to see an offer can be issued. After this the Employers will have to wait to see what response from the Unions will be.

The pay claim will most likely take the same approach as in previous years. Nothing has changed with regards to the bottom point on the pay spine. It is still just above the NLW for April 2025 but as we look to the pay deal for 25/26 consideration will need to be given to what the MLW will be in April 2026.

Reinstatement of the SSSNB will take 300,000 employees out of the LGS NJC. Work previously done on this was cancelled in 2010. This will cover all support staff in Maintained and Academy schools but they scope of who will be involved hasn't been decided on.

Civil Servants are nervous on equal pay issues and the costs associated with this. Employers believe the Government should pick up all costs associated with this. It is also thought that the SSSNB will apply in England only.

Adult Social Care Negotiating Body will also be established, taking a further 100,000 employees out of the LGS NJC. These changes could be problematic due to the number of private sector care providers which may fall under this negotiating body.

A review of the pay spine will be needed due to issues with the National Minimum Wage and the fact that staff covered by SSSNB and Adult Social Care tend to be on the lower end of the pay spine. Previously assimilation has taken 12 months so this will also need to be factored in.

Devolution measures will also see a lot of Councils disappear and it isn't known what impact this will have.

Clarification was sought on the scope of the ASC negotiating body. This is as defined in the Employment Survey, so is a large workforce.

Discussions took place around an 'Agenda for Change' style pay scale. Harry stated that the implementation of single status had moved away from this type of structure.

Due to equal pay issues, it was again stressed that regular pay audits should be done. Local Authorities wouldn't have any defence if they were relying on audits that were dated. You need to know where your weaknesses are.

5. Update Regional Task and Finish Group - Children's Social Work Agency Staff Memorandum of Understanding

Ruth Terry DCS in Bradford who chaired the task and finish group shared the agreed MOU with the DCS in the region. It is a requirement that agency staff and pay have to be reported. If the pay rate is above the MOU, Head of Paid Service and the DCS will need to approve.

6. Update on Drug and Alcohol Testing

Calderdale recently won an award for the testing regime it has in place. Lee Broadbent, Health, Safety and Wellbeing Manager presented to the HRD's to highlight the approach as it was felt amongst Health and Safety colleagues that a robust testing system should be in place in every Council. Lees presentation was well received, and Calderdale are now supporting of Local Authorities with the process.

Hull have contacted Calderdale as they are keen to implement the testing.

7. Update on Equal Pay

Equal pay is causing significant issues in the region. This is exacerbated by task and finish working practices. Trade Unions will know where this is in place and are using it a comparator.

Ian Hunter, LGA presented to HRD's on equal pay on November and a significant question and answer session took place after. Ian also spoke about the need for equal pay audits. Grade creep and market rate supplements will also have an impact.

NARE colleagues also highlighted that the issue is a national one. GMB are picking off certain councils across the country.

LGA has developed a series of questions to ask that help inform the risk.

<https://www.local.gov.uk/publications/equal-pay-proforma-elected-members#questions-to-consider>

8. Any Other Urgent Business

Nothing reported.

9. Close of Meeting

Next meeting is 10 June 2025 at 10.00am

Nothing reported.

It was requested that LGA attend the next meeting to discuss timetable for both the 2025 NJC pay award and NJC review of the pay spine.