APPENDIX 1

Gender Pay Gap Report

Introduction

Cleveland Fire Brigade is an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The data used in this report is based on the full pay relevant employees for Cleveland Fire Brigade as at the end of March 2018. The total number of staff in scope was 577, of which 473 were male and 104 female. The table below shows the gender profile of the Brigade at 31st March 2018, compared to 31st March 2017.

	2017/2018				2018/2019			
Full pay relevant employees	Male		Female		Male		Female	
	Number	%	Number	%	Number	%	Number	%
Uniformed Wholetime	360	95.5%	17	4.5%	326	95.3%	16	4.7%
Retained	62	96.9%	2	3.1%	92	97.9%	2	2.1%
Control	2	9.1%	20	90.9%	2	8.3%	22	91.7%
Support Staff	46	40.3%	68	59.7%	53	45.3%	64	54.7%
All Staff	470	81.5%	107	18.5%	473	82.0%	104	18.0%

Gender pay reporting involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation; it does not involve publishing individual employees data.

We are required to publish the results on our own website and the government website by 31st March, 2019.

We can use these results to assess:

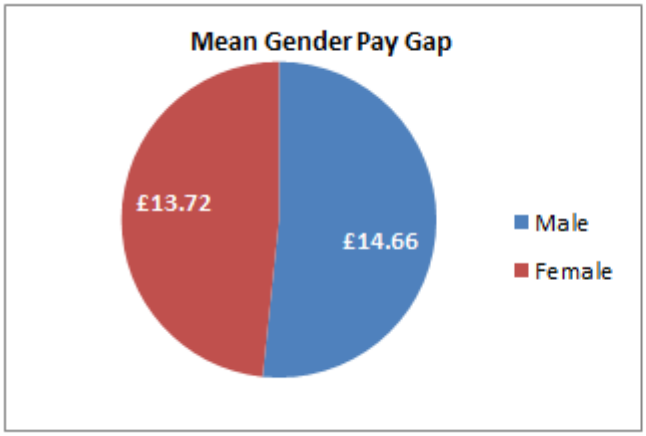
- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively skills are being maximised and rewarded.

The challenge in our organisation, and across the UK, is to eliminate any gender pay gap.

Gender Pay Reporting requires our organisation to make calculations based on employee gender. This is established by using our existing HR and payroll records. All employees can confirm and update their records if they choose to by contacting the HR department.

1. Mean Gender Pay Gap

This is the difference between the mean (or average) hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.



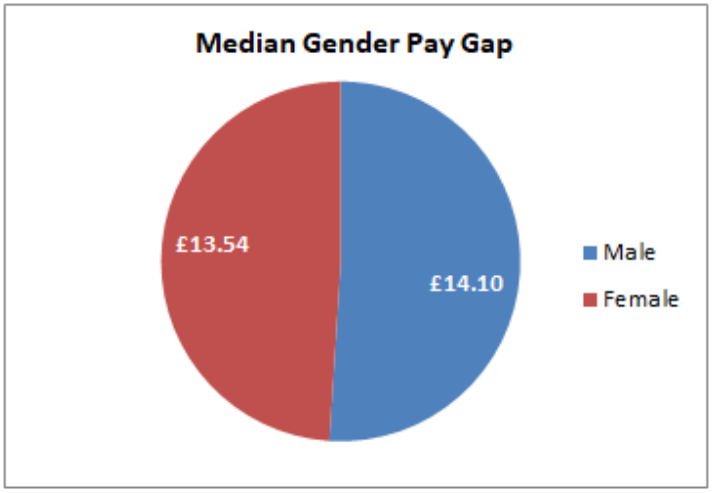
	Mean Hr Rate
Male	£14.66
Female	£13.72
Mean Gender Pay Gap	6.4%
Pay Gap	£0.94

For mean hourly pay it can be seen that there is a negative gender pay gap across the organisation meaning that male staff are paid more than female staff on average. This is slightly higher than last years figure of 6.3% (£0.93) but significantly lower than the reported national average of 18%.

2. Median Gender Pay Gap

This is the difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees. The median is the middle value in a list of values sorted in ascending order from lowest to highest. It is the data value at which 50% of data values are above it and 50% of data values are below it.

The median is used because the distribution of earnings is skewed, with more people earning lower salaries than higher salaries. When using the mean to calculate the average of a skewed distribution, it is highly influenced by those values at the upper end of the distribution and thus may not be truly representative of the average earnings of a typical person. By taking the middle value of the data after sorting in ascending order, the median avoids this issue and is therefore considered a better indicator of typical "average" earnings.



	Median Hr Rate
Male	£14.10
Female	£13.54
Median Gender Pay Gap	4%
Pay Gap	£0.56

The data shows that overall, for median hourly pay, there is a gender pay gap of 4% which is due to the higher number of male staff to female staff in senior operational roles. This is an increase on last years median gender pay gap which was 3% (£0.43).

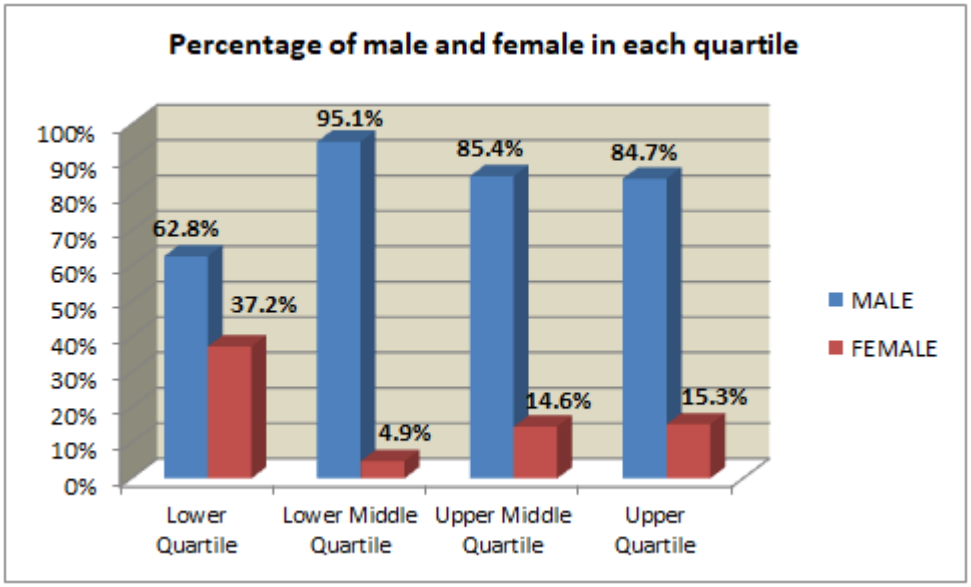
3. Mean Bonus Gender Pay Gap, Median Bonus Gender Pay Gap, and proportion of males and females receiving bonus payments.

These three calculations measure the difference between the mean and median bonus pay paid to male relevant employees and that paid to female relevant employees, and the proportions of male and female relevant employees who were paid bonus pay during the relevant peiod.

Cleveland Fire Authority expects that staff will perform to the highest level and therefore bonus payments and performance related pay enhancements do not form part of this Authority's remuneration package for any staff. We are therefore not required to report on the three questions relating to Mean bonus gender pay gap, Median gender pay gap, and proportion of male and female employees receiving bonus payments.

4. Proportion of males and females in each quartile band

This shows the proportions of male and female full pay relevant employees in four quartile pay bands, which is done by dividing the workforce into four equal parts ranked in order from the lowest hourly rate to the highest. This indicates the distribution of full pay relevant male and female employees across the organisation.



Mean Hourly Pay					
	MALE		FEMALE		
	Hr Rate	No.	Hr Rate	No.	Pay Gap
Lower Quartile	£10.61	91	£11.30	54	-6.5%
Lower Middle Quartile	£13.95	137	£14.04	7	-0.6%
Upper Middle Quartile	£14.13	123	£14.36	21	-1.6%
Upper Quartile	£19.00	122	£18.94	22	0.3%

For mean hourly pay it can be seen that there is a positive gender pay gap in the lower quartile, a small positive pay gap in the lower middle and upper quartile, with female staff being paid more than male staff, and a small negative gender pay gap in the upper upper quartile where male staff are on average paid more than their female counterparts. The above reflects the higher number of males undertaking operational middle manager and on-call retained roles. The lower quartile indicates our largest area for female staff, some of whom are in lower graded administrative roles contracted to the National Joint Council (NJC) Green Book terms and conditions. The rates of pay are lower compared to the operational roles, which are governed by the NJC Grey Book terms and conditions.

What does this mean?

The Gender Pay Gap figure is calculated to reflect the differences between average hourly rates of pay for men and women. The closer this figure is to zero then the less likelihood there is of pay gap inequalities.

A gender pay gap does not necessarily mean that we have acted inappropriately or discriminatorily and should not be confused with equal pay which deals with the pay differences between men and women who carry out the same jobs, or work of equal value.

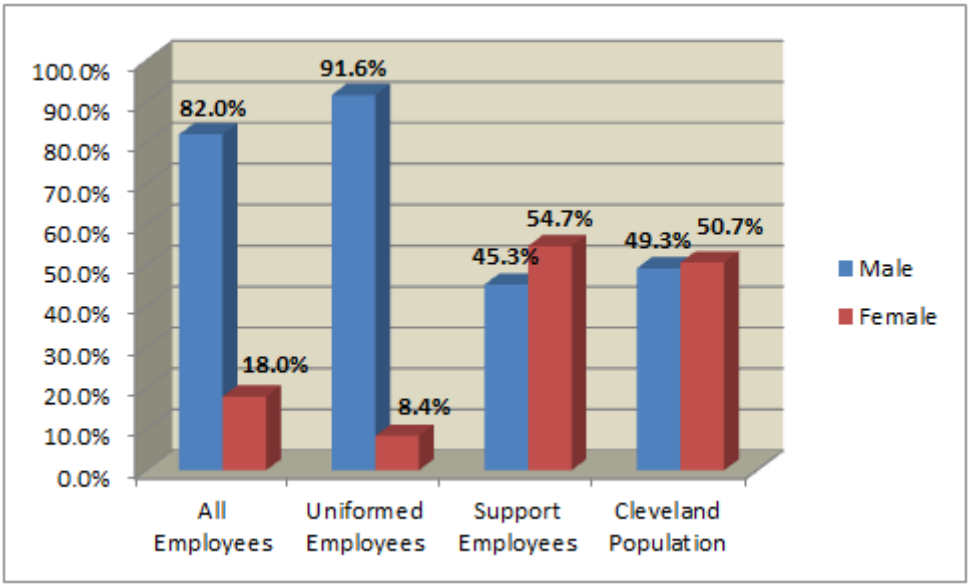
A gender pay gap shows the difference between the average (mean or median) earnings of men and women expressed as a percentage of mens earnings.

Used to its full potential, gender pay gap reporting is a valuable tool for assessing levels of equality in the workplace, female and male participation, and how effectively skills are being maximised.

The gender pay gap varies by occupation, age group, and working patterns. The gap tends to be higher in industry sectors, such as finance, energy, and construction sectors, and lower in sectors such as administration, support services, and health and social work.

Occupations where women are under represented typically produce higher pay gaps. Unequal sharing of child care responsibilities for example contributes to a higher proportion of women taking part-time work, which is generally lower paid. The Office for National Statistics in 2015 reported that mothers were still providing 74% of total childcare time.

There is evidence of occupational segregation i.e. the clustering of men and women into different levels and types of work.



- 18% of all employees are female, 82% male
- 8.4 % of Uniformed employees (all categories including WT, RDS and Control) are female, 91.6% male
- 54.7% of Support employees are female, 45.3% male
- 50.7% of the Cleveland population are female, 49.3% are male

When comparing median hourly pay, there is a 4% gender pay gap across the organisation as a whole compared to 3% the previous year(see section 2). Grey book staff make up 80% of the workforce, and 55% of all staff are in the firefighter role. Firefighter pay is the median hourly pay for both men and women across all staff, as well as for grey book staff. There is a gender pay gap amongst Control staff as there are only 2 male staff in this group. There is no gender pay gap for green book staff when comparing median hourly rates.

Grey Book	Median Hr Rate	Mean Hr Rate
Male	£14.10	£14.89
Female	£14.10	£13.91
Pay Gap	0.00%	6.55%

Green Book	Median Hr Rate	Mean Hr Rate
Male	£12.13	£12.79
Female	£12.13	£13.28
Pay Gap	0.00%	-3.85%

Control	Median Hr Rate	Mean Hr Rate
Male	£15.68	£15.68
Female	£14.83	£14.83
Pay Gap	5.43%	5.42%

However using mean hourly pay, there is a gender pay gap in each of the occupational groups taken separately, and a positive gender pay gap for green book staff as females are paid more than males on average in this group. For the organisation as a whole, there is also a gender pay gap for mean hourly pay. The reason for this is that grey book staff are predominantly male, and mean male hourly pay is higher than mean female hourly pay as most female grey book staff are in firefighter roles.

Addressing The Gender Pay Gap

Societal Attitudes

The Brigade recognises that occupational segregation in the organisation is the primary cause of the pay gaps, arising primarily from societal attitudes that shape employment patterns, particularly in the Fire Service labour market.

The Brigade has introduced an Equality Impact Assessment process to ensure that equality issues are considered at the formative stages of policy formulation, and which ensures that each policy supports the Brigade's commitment to equality. Through these measures the Brigade seeks to ensure that the individual needs of employees can be accommodated.

The Brigade considers that occupational segregation can best be addressed by ensuring our recruitment, development and promotion processes are free from discriminatory elements, and encourage applications from all parts of the organisation and the community.

The Brigade believes that the incorporation of procedures that permit flexibility within employees' terms and conditions will help employees achieve a healthy work/life balance, and permit them to meet personal challenges without compromising their professional and career development.

The Brigade's recruitment and selection processes have been accredited through the "Disability Confident Employer" scheme as being fair and free from

discrimination. This accreditation is supported through the gathering of diversity information in recruitment and promotion processes, creating the ability to monitor our success in attracting applicants from all sections of the community, and those groups protected under the Equality Act 2010.

The progress of candidates through the stages of the selection process is monitored, providing the Brigade with the ability to identify applicants from protected groups to meet our criteria. This monitoring permits us to review processes, and make improvements where necessary.

The Brigade recognises that female employees are proportionately more likely to have primary care responsibilities than male counterparts, and that disabled employees cannot always work the same hours or working patterns as their colleagues. The Brigade also acknowledges that this can result in some employees leaving the workplace, accepting part time jobs, or that their career development is inhibited. The Brigade has therefore incorporated a range of measures into its employee practices to promote flexibility, and support employees. These arrangements include Flexible Working, an Annualised Hourse Scheme and the provision of a Childcare voucher scheme.

Female staff can mostly be found in the "lower" quartile. However, there is actually a larger proportion of male staff compared to female staff in this quartile, due to the overrepresentation of men in the organization as a whole and particularly in the on-call "retained" cohort. When support staff are looked at in isolation, there is still an over representation of females in the lower quartiles. Women are under represented in management and senior positions.

As such the pattern of part time work is consistent with the general trends across UK workplaces. As these part time workers earn the same hourly rate as their full time colleagues this has no direct impact on the pay gap. It is widely acknowledged however that part-time working can delay the career development, and reinforce organisational segregation. The impact of part time working on life time earnings can therefore be significant, and there is an over representation of women in part time roles.

As occupational segregation is strongly influenced by deeply rooted societal factors, the Brigade considers that reducing pay gaps through delivering balance in the representation of employees from all backgrounds remains challenging. Nevertheless the Brigade is committed to fairness within the workplace, and will continue to build on its solid foundations.

Equal Pay

The Brigade is committed to the principles of equal pay and to ensuring that these are applied to all employees through the use of fair and transparent working practices and systems which are based on objective criteria.

To ensure pay equity amongst its employees, the Brigade introduced a pay and grading structure for support staff based on the outcomes of a comprehensive

Job Evaluation (JE) project. The JE project was founded on the National Joint Council's Job Evaluation Scheme which assesses the demands of jobs and assigns pay grades using gender neutral, evidence based criteria. Newly created posts within the structure continue to be assigned to a pay grade through the same robust job evaluation process. The process also provides a mechanism for the review and regrading of existing roles as required.

The pay structure of uniformed employees is agreed at a UK level by the National Joint Council (NJC) for Local Authorities' Fire and Rescue Services, and is based on sound principles that preclude inequalities.

The Brigade is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

Future Initiatives

The Brigade has in place an Equality Diversity and Inclusion (EDI) strategy that supports its work on EDI including addressing the gender pay gap. Further details about how the Brigade's EDI strategy supports the work to address our gender pay gap can be found by following this link.

Our work includes:

- Forming partnerships with other organisations to develop benchmarking criteria, and identify best practice.
- Keeping the Recruitment and Selection policy and procedure under review to ensure it remains free from discriminatory elements and actively encourages and supports applicants from all sections of the workforce and wider communities.
- Increase the number of Positive Action campaigns we undertake to encourage applicants from all sections of the community to seek employment with the Brigade, and to address societal stereotypes regarding traditional patterns of employment.
- Develop employee forums and support networks to identify areas of best practice in our employment practices, and identify areas for improvement.
- Examine the potential of Apprenticeship Schemes to assist young people from different backgrounds achieve employment with the Brigade.

Throughout these processes, the Brigade will work in partnership with the Trade Unions to ensure the processes are subject to scrutiny and challenge.

By ensuring that equality is at the heart of our pay grading, recruitment, development and promotion systems, the Brigade will ensure equality of pay and opportunity for all employees, and seek to develop an engaged, high

quality workforce that is representative of our communities in all functions and at all levels of the organisation.

5. Definitions

Employee – an employee is anyone with a contract of employment; workers and agency workers with a contract to do work or provide services; some self-employed people where they have to personally perform the work; police officers and the armed forces. More details about who counts as an employee can be found in the Gender Pay Gap guide at www.acas.org.uk/genderpay

Full-Pay relevant employee – is any employee who is employed on the relevant date and who is paid their full basic pay. Employees who receive no pay at all during the relevant pay period are excluded from the gender pay gap calculations.

Relevant date – This is the key date that many of the details needed to carry out the calculations will come from. It is also the date from which the employer has one year to publish their gender pay report. This will always be 31st March for specified public authorities where they have 250 or more employees, and 5th April for everyone else.

Ordinary Pay – this includes basic pay, allowances, pay for piecework, pay for leave, and shift allowances. It only includes money and excludes any benefits in kind. It does not include pay related to overtime, redundancy, termination, or pay in lieu.

Bonus Pay – includes anything that relates to profit sharing, performance, productivity, incentive and commission. Bonus pay does not include pay related to overtime, redundancy or termination of employment, or pay in lieu.

You can learn more about Gender Pay Reporting by visiting

www.acas.org.uk/genderpay