

Gender Pay Gap Action Plan

Action reference	Government Equalities office suggested Focus Area	Questions asked as recommended by Government Equalities Office	Action	Progress to date	Last review date	Target date	Stakeholders	Responsible owner	Comments	Open / Closed
1	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do we have a plan to address under representation	See Positive Action, Action Plan to address under representation within our organisation	Equality Diversity & InclPositive Action	01-Jun-19	see Action Plan	All Staff	Various		Open
2	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do women and men join RBFRS at different levels	Equal pay Audit undertaken to assess starting salaries	Equal Pay audit did not highlight any issues with this area - enhanced monitoring for future audit has begun to simplify the review in future years and introduction of HR quarterly checks to ensure accuracy of reporting	01-Oct-19	30-Oct-19	SLT / HR /Staff	Philippa Walker	completed	Closed
3	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Is there a gender imbalance at application / shortlist / job offer	Monitor different sector recruitment throughout recruitment process	WT campaign monitoring completed and percentage progression consistent throughout the process up to interview - appointment info to follow Green book - review on going Control - review to be undertaken following October recruitment campaign completion	21-Oct-19	30-Mar-20	All staff and potential applicants	Emma Rickards/ Emma Scott	Attraction rates for operational staff known issue see Action ref 1	Open
4	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do women and men leave RBFRS at the same rate and for the same reasons	Review leaver data Male V Female consider reasons and pay levels on leaving	leaver demographics analysis undertaken, further analysis to be undertaken of leaver data to review pay levels on leaving	21-Oct-19	30-Mar-20	All Staff	Jorgie Wright	Initial leaver report covering numbers to be presented to workforce planning group December 2019 (Pay rates on leaving to be considered following this review)	Open
5	Is it recruitment , retention or progression (or all three) that contribute to our GPG	Do people get 'stuck' at certain levels within your organisation. Are women applying for promotions at the same rate as men	Review promotion process to consider demographics of applicants .	Not yet commenced		30-Mar-20	All Staff	Lorraine Sullivan	not started as at 21/10/19	Open
6	Is RBFRS clear in its pay and progression processes	Do we advertise flexible working Policies Internally and externally	Review benefits pages	Reviewed as part of recruitment project	31-Jul-19	31-Jul-19	All Staff and potential applicants	Emma Rickards/ Emma Scott	completed	Closed
7	Is RBFRS clear in its pay and progression processes	Do you have standardised transparent recruitment processes that remove opportunities for bias	Review of recruitment policies and awareness training	Policy reviewed and published - training to be rolled out incorporating job design / advert writing / shortlisting and unconscious bias	21-Oct-19	30-Mar-20	All recruiting Mangers	Philippa Walker /Emma Scott		Open
8	Is RBFRS clear in its pay and progression processes	Do all employees have the same access to information on promotion pay rises and bonuses	Equal pay audit undertaken to assess merit payments Operational promotion policy to be reviewed	Equal pay audit completed Promotion policy see Action 5	21-Oct-19	30-Mar-20	All staff	Philippa Walker / Lorraine Sullivan	Audit completed / promotion policy to be reviewed (action ref 5)	Open
9	Organisational responsibility for EDI and driving Change	Do you have a dedicated head of Diversity and Inclusion	Ownership of EDI considered at SLT level	Allocated to AM in Service Delivery,		01-Apr-19	SLT / EDI Forum members	SLT	Completed To note - A temporary dedicated EDI Coordinator has been recruited to support embedding of EDI agenda within the organisation	Closed
10	Organisational responsibility for EDI and driving Change	Is diversity and inclusion a regular item on your board agenda	Consideration of EDI at appropriate forum	EDI forum set up which feeds back to SLT for areas for decision making		01-Apr-19	SLT / EDI Forum members	Becci Jefferies	Completed	Closed
11	Organisational responsibility for EDI and driving change	Do you review your actions to monitor effectiveness and adapt to changing circumstances	Review of EDI action Plan and Positive Action plan to monitor effectiveness and adapt to changing circumstances	EDI Action plan / Positive Action plan reviewed regularly and reported back through to EDI Forum		01-Apr-19	SLT / EDI Forum members	Becci Jefferies and Forum	Completed	Closed
12	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are all allowances paid by RBFRS equitable.	Review of uniform allowance	Proposal to consult instigated	21-Oct-19	30-Mar-20	TVFCS	HR / GM TVFCS		Open
13	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Is CPD allowance accessible to all employees	Review application process and form required to receive CPD	Feedback sought and plan in place to update the process	16-Sep-19	31-Dec-19	Operational Staff	Philippa Walker		Open
14	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are spinal column starting points free from unconscious bias	Development of enhanced system for monitor and review starting pay points and reasons thereof	Spreadsheet in place and HR inputting as required, utilising hyperlink to evidence. This provides a detailed audit trail.	20-Oct-19	30-Oct-19	All Green Book staff	Philippa Walker	completed	Closed

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15	Additional Actions following the Equal Pay Audit 2019 specific to RBFRS GPG 2019	Are merit payments given in a fair and equitable manner	Monitor the allocation of merit payments and reasons thereof.	Recording mechanism reviewed and process updated to ensure all requests are logged in HR and monitored by the HR Manager	16-Sep-19	30-Oct-19	All Staff	Philippa Walker	completed	Closed
16	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review the attraction of applicant for Green Book roles over last 2 years to identify if the gender make up of applicants varies depending on grade of role to ascertain if fewer women are joining at higher salaries	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker / Maja Piekarska	This action is to compliment the work looking at starting salaries within a grade undertaken in the Equal Pay audit	Open
17	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Undertake further analysis of length of service at each role before achieving promotion (male v female) (support action ref 5)	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker		Open
18	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review of Maternity returners - do they come back on same or lower roles ?	Not yet commenced		30-Mar-20	HR / All Staff	Philippa Walker		Open
19	Gathering Further evidence (Evidence identified internally by RBFRS required to further inform development of actions to reduce GPG)	N/A	Review process for seeking views regarding barriers female employees face within RBFRS	Not yet commenced		30-Mar-20	HR / All Staff	EDI coordinator	Note - work has been completed in 2018 in relation to gathering information from Female fire fighters through an e-mailed questionnaire - response was poor so further feedback mechanisms to be considered . Including gathering data on an ongoing basis from new recruits and unsuccessful applicants .	Open
20	"Reducing the gender pay gap and improving gender equality in organisations" (Guidance form GEO) 2019	https://gender-pay-gap.service.gov.uk/public/assets/pdf/Evidence-based actions for employers.pdf	Review actions as outlined in the "Reducing the gender pay gap and improving gender equality in organisations" (Guidance form GEO) 2019 and incorporate into GPG action plan as appropriate	A number of areas have been actioned as recommended in the report - <ul style="list-style-type: none"> • Sought sort Review of work based assessments • Review of Interview practices - leading to the development of further training • Advert templates reviewed in line with language and recommended publicity of pay ranges • EDI Forum development • Benefits review including flexible benefits - This review identified that RBFRS offers a comprehensive and very flexible range of benefit options which support inclusion • Targeting underrepresented groups - eg Women returners • Provision of enhanced training for recruiting managers (Job design through to selection including unconscious bias) 	23-Oct-19	30-Mar-20	All Staff and Applicants	HR / EDI Coordinator		Open