

Employment Monitoring Report

1 April 2018 - 31 March 2019



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Introduction

Hereford & Worcester Fire and Rescue Service (HWFRS) is committed to challenging discriminatory behaviour and practices. We are committed to creating an environment where our staff feel safe, secure, valued, motivated and developed so that they have the skills, knowledge and abilities to confidently flourish; enabling them to provide the highest quality service to the communities we serve. We want to ensure our teams accurately reflect the diversity of our communities and that we are also recognised as an employer of choice.

We are corporate members of the Asian Fire Service Association and Networking Women in the Fire Service UK. These networks provide support to staff within these groups and assist the Service with development of our organisational culture, values, behaviours, recruitment and retention initiatives.

In 2018 we signed the Dying to Work Charter which sets out an agreed way in which an employee should be treated and supported in the event of a terminal diagnosis. The charter is about choice. It's about giving an individual options around how they want to proceed at work, which we fully support.



Nathan Travis

Chief Fire Officer/Chief Executive



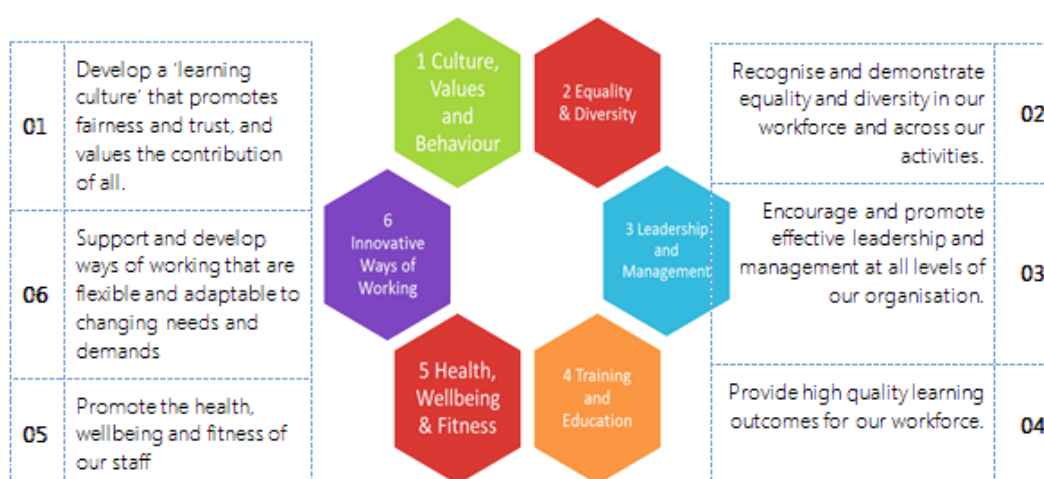
People Strategy

In 2017 we developed a People Strategy, its strategic aim is to ensure we develop and maintain a well-skilled, diverse workforce able to deliver sustainable, high quality fire-fighting, rescue, prevention and support services both as a Service and with our partners in the community.

We recognise our workforce is our most valuable asset and is crucial in achieving our core purpose of providing our communities with sustainable, high quality fire-fighting, rescue and preventative services and our overall vision: saving more lives and making a difference every day.

The People Strategy creates a framework to enable this to happen. It is a living document that will change and adapt as we move forward to delivering the Service 2020 vision. It is due to be reviewed and updated in 2020.

Six key commitments have been identified.



Values

HWFRS have created and updated their Service values with the help, support and input from all staff. The new Service values are:

Integrity: We will do the right thing and show fairness and consistency in our approach, taking responsibility for the decisions we make and the actions we take.

Teamwork: By working collaboratively, we can exceed expectations and go beyond the achievements of individuals.

Honesty: We will be truthful in our actions and duties to build trust amongst our colleagues and within the communities we serve.

Openness: We will act in a way that is transparent and open to review and will welcome new or innovative ways of thinking.

Respect: We value the differences between individuals and create an inclusive environment which recognises everyone's experiences and opinions.

The Equality Duty

Monitoring of Equality Information

The Equality Act 2010 sets out the public sector Equality Duty. The Equality Duty requires public bodies with 150 or more employees to publish information at least annually about their employees, furthering the aims of the Equality Duty and to consider how activities affect people who possess the 9 protective characteristics. These are as follows: age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report contains data in relation to staff in post, applications for employment, applications for promotion, staff leaving the Service, staff subject to formal disciplinary procedures, staff who are involved in grievance procedures, the number and nature of harassment and bullying and number of fitness test failures.

Equality Objectives

The Service's equality objectives have been approved in 2017 and are published on our website, they are:

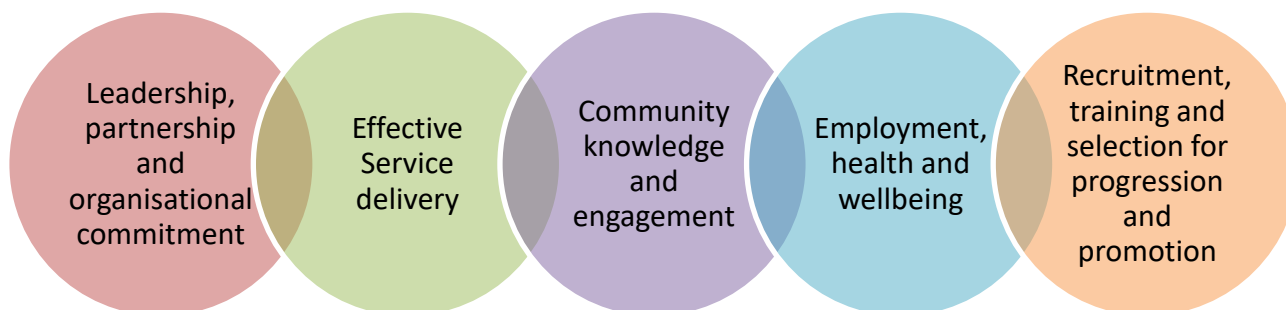
- **Leadership and Corporate Commitment**
We will encourage a culture that supports equal treatment, opportunity, inclusion and transparency at all levels of the Authority.
- **Service Delivery and Community Risk**
We will make sure that our prevention, protection and response activities target the most vulnerable people and the greatest risks.
- **People and Culture**
To have a diverse workforce that represents our community.

Equality Framework for Fire and Rescue Services

The Fire and Rescue Service Equality Framework (FRSEF) is part of the Local Government Association's (LGA) sector led improvement offer to the Fire Sector. The LGA and the Home Office want to see a change in the culture in the Fire Service so that workforces reflect the community they serve, ensuring they continue to challenge and eradicate any form of bullying and harassment.

The framework sets out 5 priority areas for improvement underpinned by a range of actions and guidance that HWFRS can use to plan, implement and deliver real equality outcomes for our employees and the community.

The 5 priority areas are:



Population

Hereford & Worcester Fire and Rescue Service is located in the Heart of England and extends from the metropolitan borders of the West Midlands to the rural southern borderland between England and Wales.

The geographical area amounts to some 390,000 hectares and has a total population of around 749,700. It covers two counties, Worcestershire in the east with a population of 566,169 and Herefordshire to the west with 183,477. Both counties are largely rural, however, Worcestershire's population mainly reside in the towns of Worcester, Bromsgrove, Droitwich, Evesham, Kidderminster, Malvern and Redditch.

The breakdown of the total working age population of the Herefordshire and Worcestershire area is shown in the tables below (figures shown are in '000s').

Worcestershire				
Ethnic Group	Males	Females	All persons	BME %
White	266,563	275,495	542,058	96%
BME	12,228	11,883	24,111	4%
Total	278,791	287,378	566,169	100%
	49%	51%		

Herefordshire				
Ethnic Group	Males	Females	All persons	BME %
White	88,727	91,442	180,169	98%
BME	1,575	1,733	3,308	2%
Total	90,302	93,175	183,477	100%
	49%	51%		

Hereford & Worcester Fire and Rescue Service

Workforce Totals

Workgroup	Headcount
Whole Time	231
Fire Control	22
Support Staff	118
On-call (RDS)	371
Grand Total	742

Employment Monitoring Data Trends

The Employment Monitoring Data covers six main areas: staff in post, applications for employment and applications for promotion, leavers, casework and unsuccessful fitness test. The full set of data is set out in Appendix 1.

While there has been little change in employment information relating to the Protected Characteristics since the previous Employment Monitoring Data Report in 2017/18, there has been progress in a number of areas as noted below.

Staff in Post – Data set 1

The overall figures for staffing have historically been based on the accumulative totals of the number of staff employed under each work group i.e. 742. (This is in line with National guidelines). However, 59 staff have secondary contracts; therefore the actual number of staff employed by HWFRS is 683.

The data sets contained within the Employment Monitoring data report 2018/19 are based on the overall staffing figure of 742.

Work Group	Total posts occupied	Of which are Secondary roles	Actual Staff
Whole Time	231	0	231
Fire Control	22	0	22
Support Staff	118	2*	116
On-call (RDS)	371	57*	314
TOTALS	742	59	683

* 2 Support staff have 2, part-time, support roles

** 57 On-call (RDS) roles are secondary to primary roles as indicated below:

Number of Fire Control with RDS roles	2	Number of Support staff with RDS roles	18
Number of Wholetime with RDS roles	34	RDS who cover 2 stations	3

Since 2012/13, the overall number of actual employees has reduced from 844 to 683. In 2018/19 this is an overall reduction of 5 employees compared to last year. This reduction is in line with the Service Workforce Plan leading up to 2020.

Gender

The total number of female staff has decreased from 129 in 2012/13 to 110 in 2018/19, this is however an increase of 3 females compared with 2017/18 overall figures. The number of female Whole time Fire Fighters has increased by 2 compared to last year whilst both the RDS and Fire Control have decreased by 1 female (1:1 respectively). A National Campaign was launched to promote the role of On-Call Fire Fighters, including targeted advertising for females.

It has been recognised that more support is required for female applicants at an earlier stage of the recruitment process for example regarding the physical tests. There is now more of an emphasis on additional support for female applicants going forward and this will be reflected in our Positive Action Strategy.

Ethnicity

The overall number of Black and Minority Ethnic (BME) staff is 15, an increase of 2 compared to 13 last year. The number of White British, White European and White Other is 645. Non-disclosure from staff has increased to 23 from 16 for the last 2 years.

Sexual Orientation

A total of 10 staff declared their sexual orientation as either Bisexual or Gay/Lesbian; this is up by 3 compared to last year. 278 staff preferred not to say, a decrease of 33 compared to 311 last year.

Disability

The number of employees declaring themselves as disabled has reduced to 10. This is a reduction of 3 compared to last year. Support Staff have decreased by 1, RDS have decreased by 2. All staff declared either yes or no to this category. No one declined to declare.

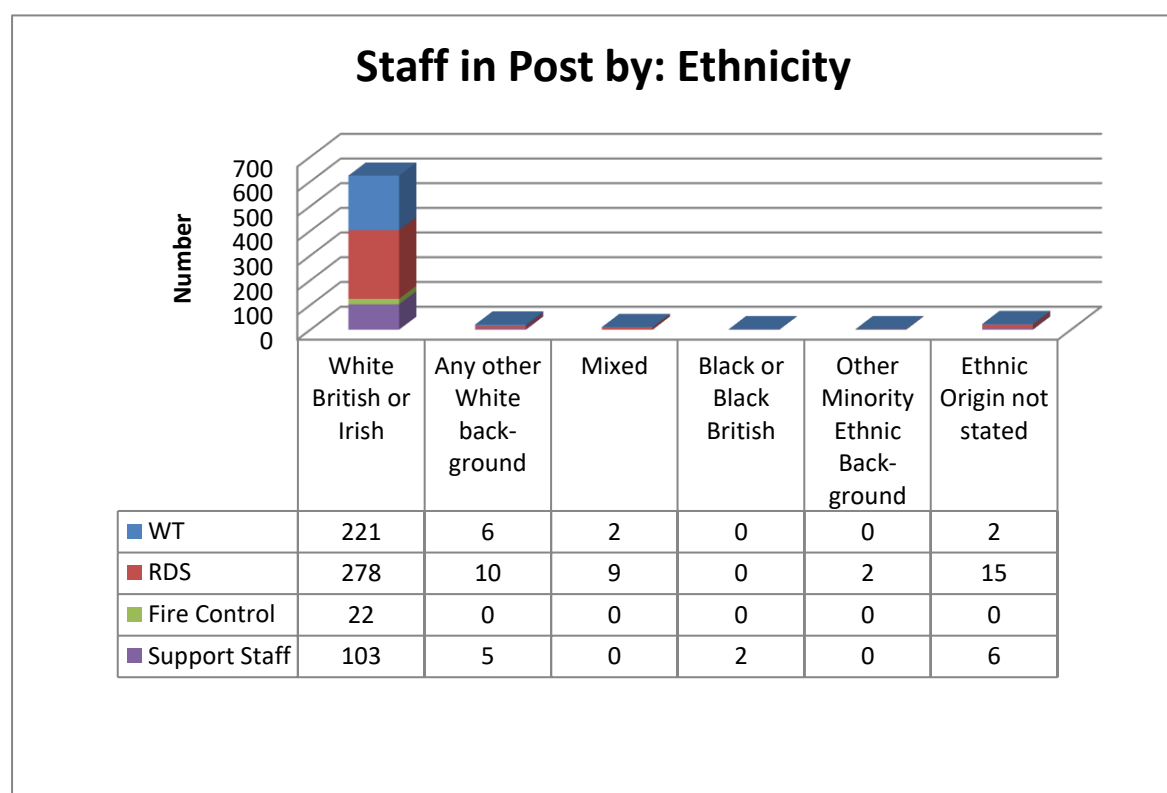
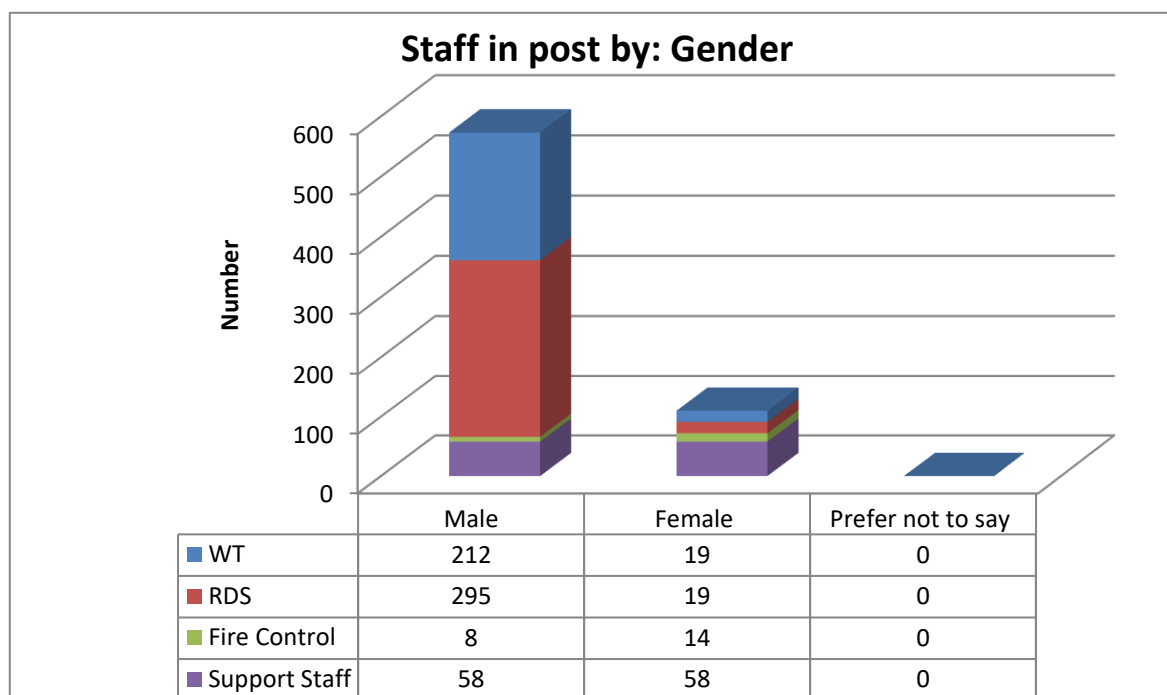
Religion

Overall these figures have remained relatively static for all areas. There has been an increase of 16 in the no religion category. There has been a reduction in the number of staff who had previously preferred not to say from 308 to 283.

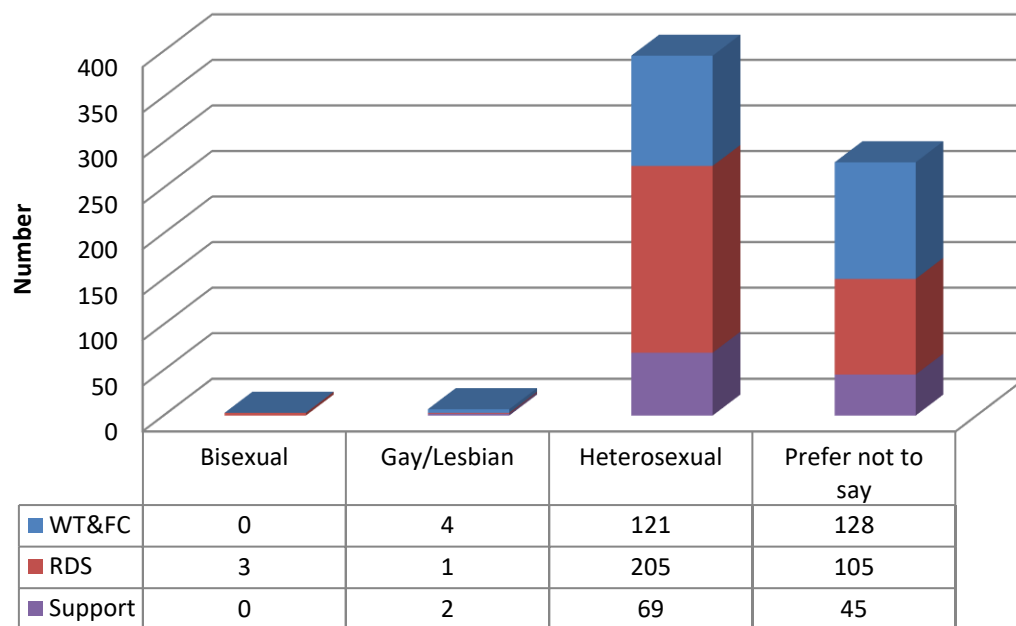
Age

The majority of staff across all work groups (Whole Time, RDS, Fire Control & Support Staff) fall within three main age ranges: 25 to 35 = 175, 36 to 45 = 184, 46 to 55 = 234. This latter category is significant for Whole Time staff due to implications of the 1992 Pension scheme and the ability to retire at 50. There are currently 30 staff whom this applies to. The remaining staff fall within the following age ranges: 17 to 24 = 23, 56 to 65 = 64, 66+ = 3. The workforce age profile is routinely monitored via the Workforce Planning Group in order to ensure effective service delivery and to schedule future recruitment and promotion campaigns.

1. Staff in Post Data Set

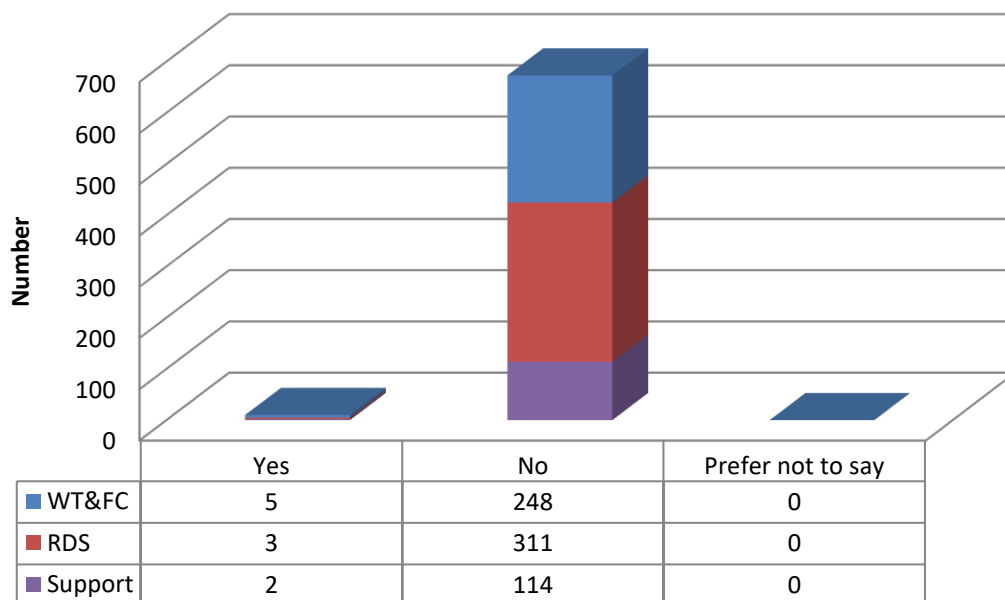


Staff in post by: Sexual orientation



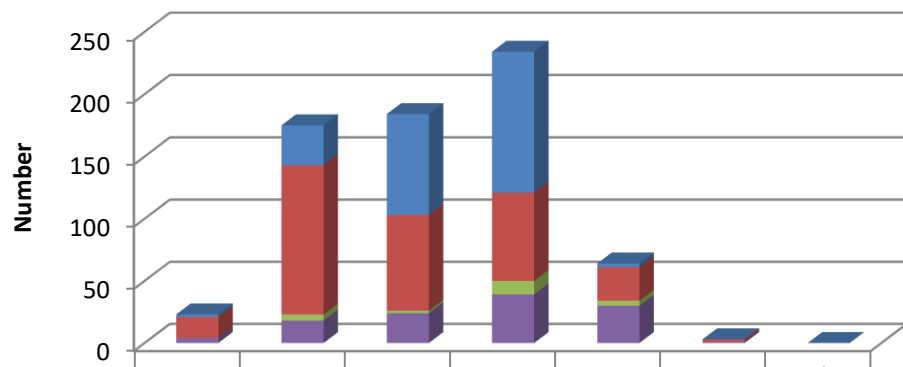
Note: in order to ensure anonymity Fire Control and Wholetime figures have been combined

Staff in post by: Disability

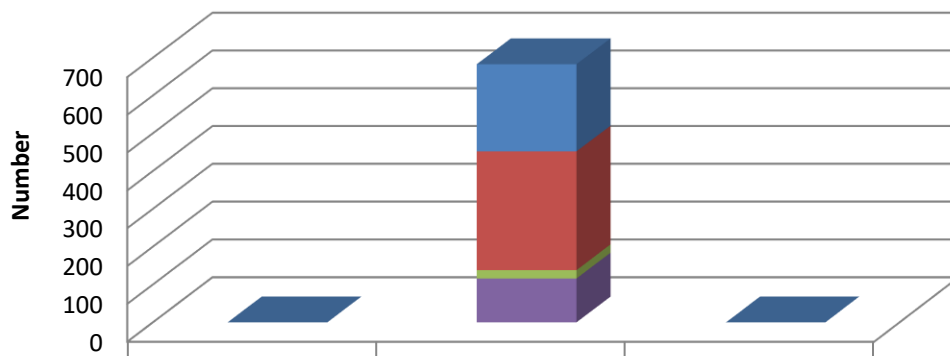


Note: in order to ensure anonymity Fire Control and Wholetime figures have been combined

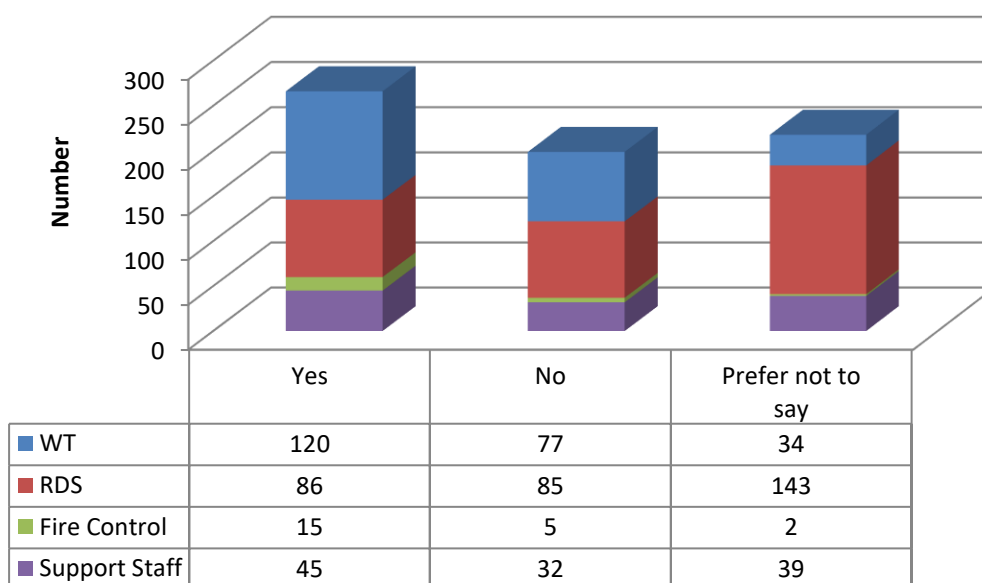
Staff in Post by: Age



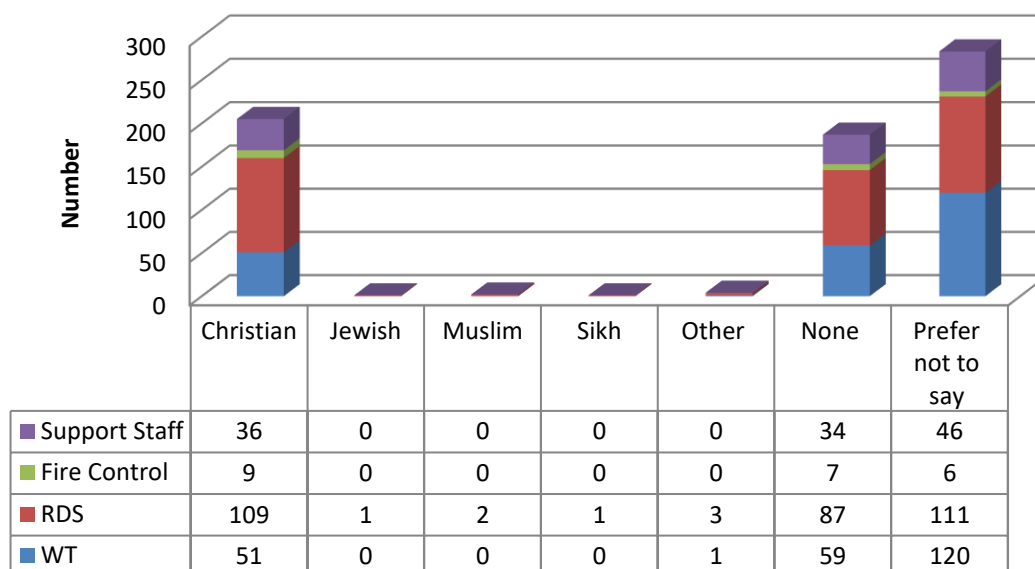
Staff in post by: Gender Reassignment



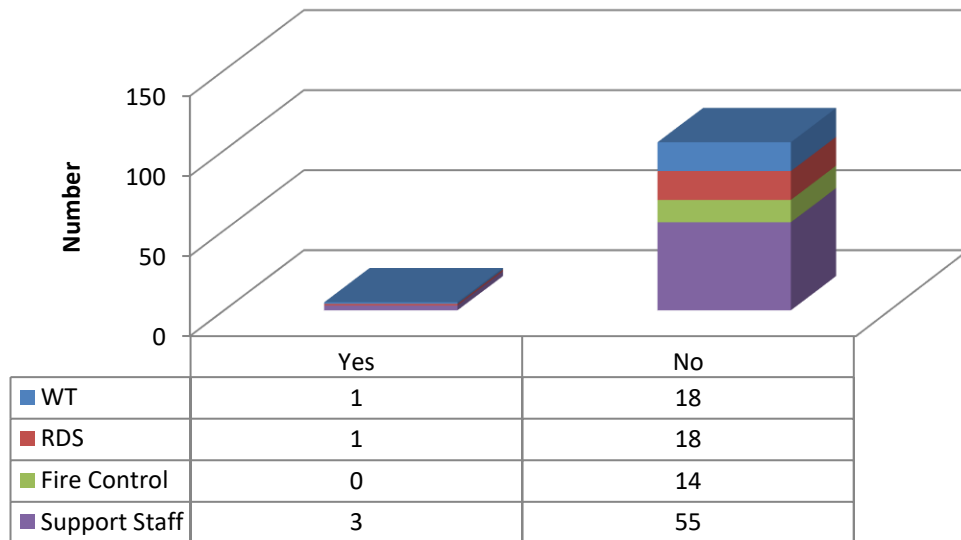
Staff in post by: Marriage or Civil Partnership



Staff in Post by: Religion or belief



Staff in post by: Pregnancy Declared or Maternity Leave



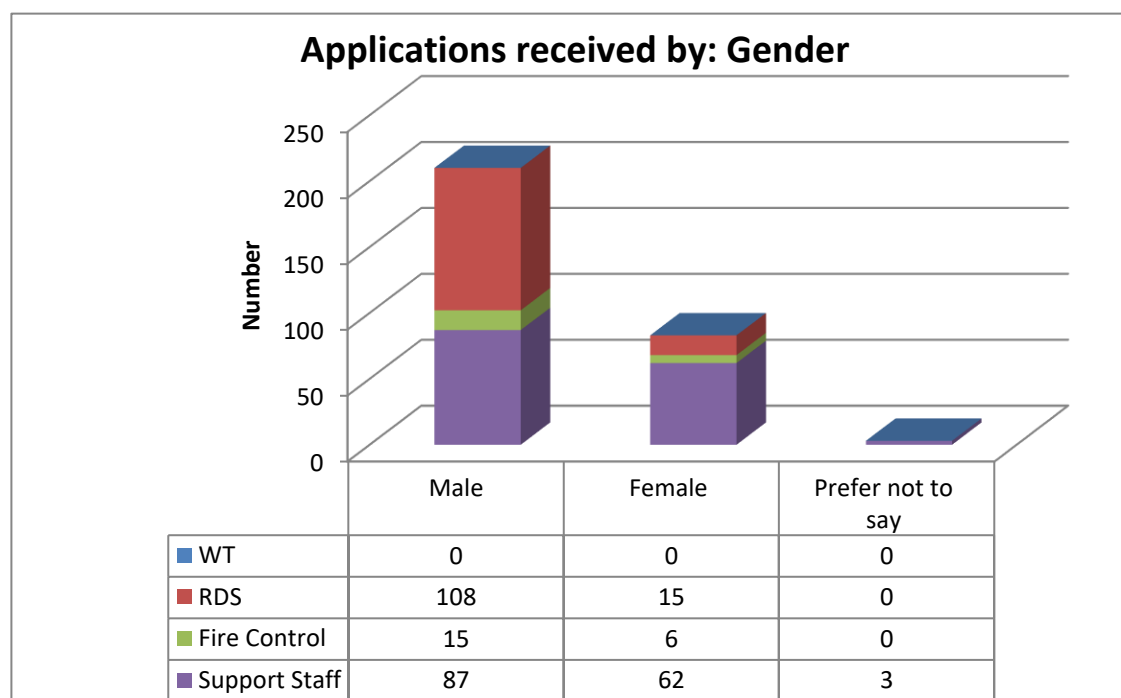
2. Recruitment Data Set

The overall 2018/19 recruitment data includes information relating to the National On-Call Firefighter recruitment campaign. HWFRS fully utilised this campaign including publishing new case studies. This resulted in an increase in the expressions of interest received, with an average increase of 555%!

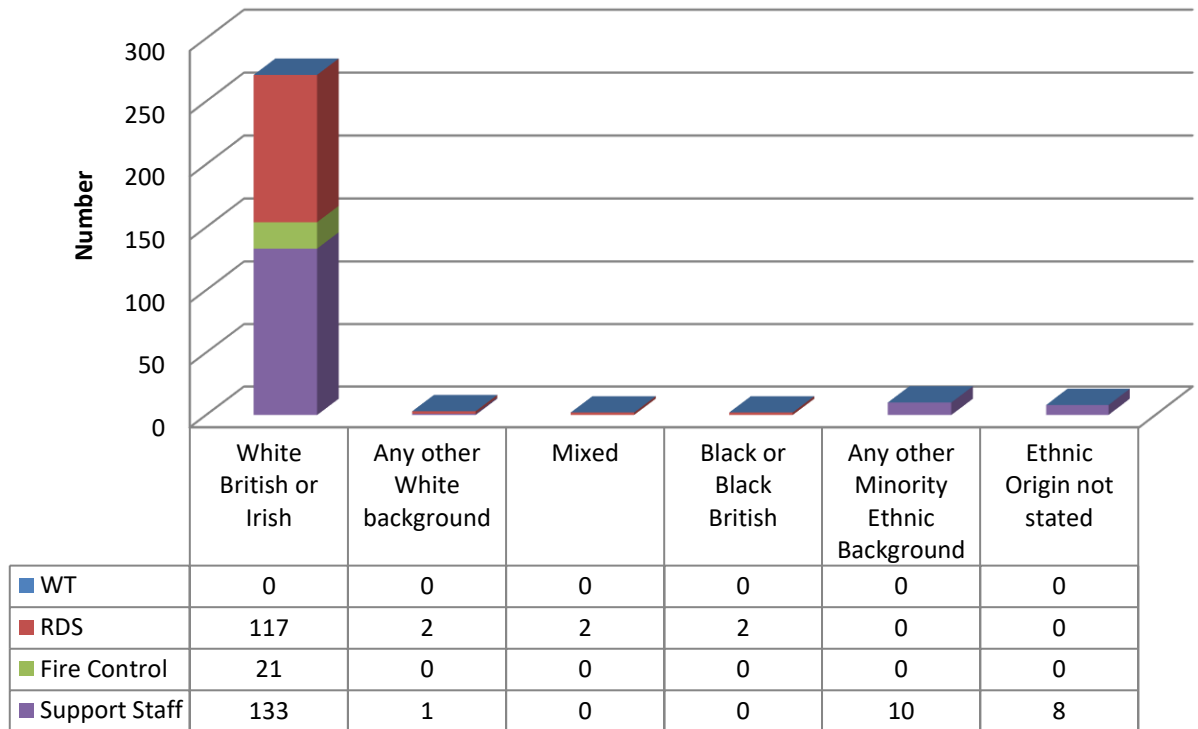
When comparing recruitment data for On-Call, Fire Control and Support Staff recruitment only, there has been a reduction in the number of applications received from 341 in 2017/18 to 296 in 2018/19, even with the high levels of interest in On-Call roles. Support Staff applications reduced from 162 male applications in 2017/18 to 87 in this period. Female Support Staff applications received, increased by 9 in the same period. The number of female applications for On-Call roles, reduced from 17 to 15 this year. Applications from Black and Minority Ethnic applicants reduced by 6 down to 12 compared to last year.

In the year 2018/19, there were more male applicants than females for Support Staff roles (87 & 62 respectively). This reflects our continuing commitment to increasing the diversity of our workforce.

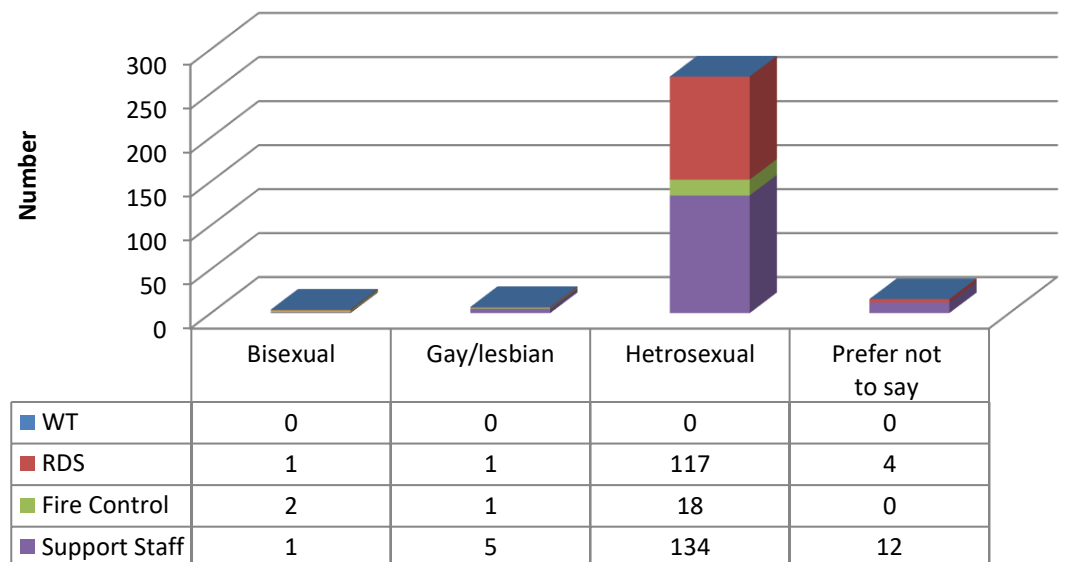
2.1 Applications received



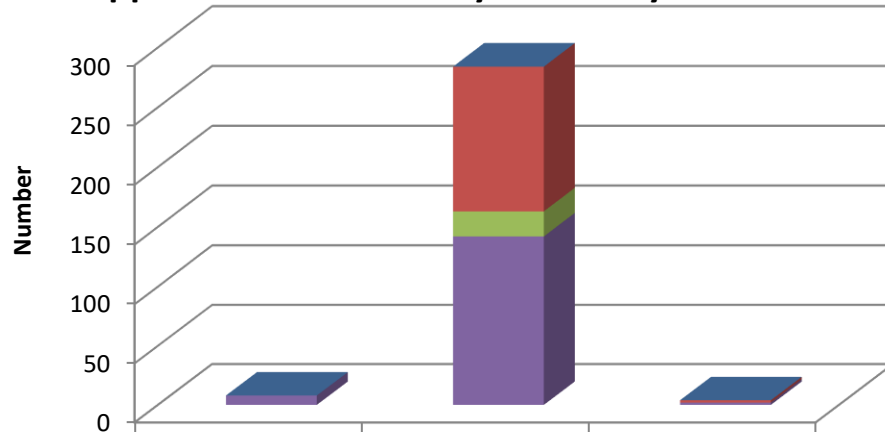
Applications received by: Ethnicity



Applications received by: Sexual orientation

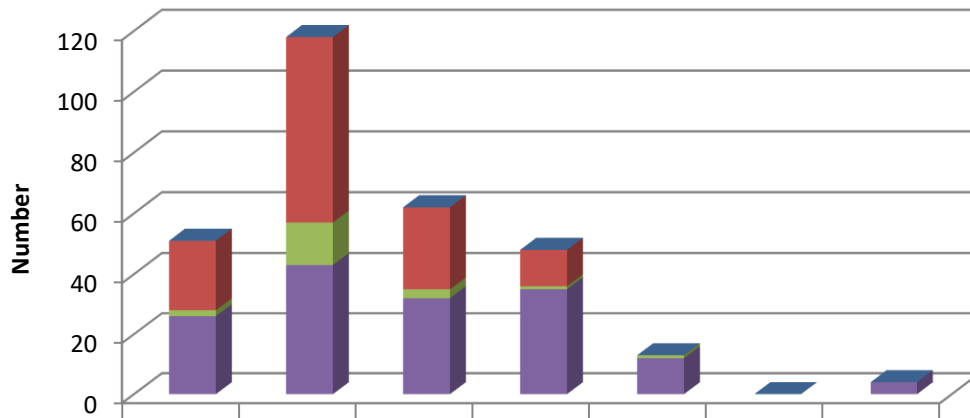


Applications received by: Disability



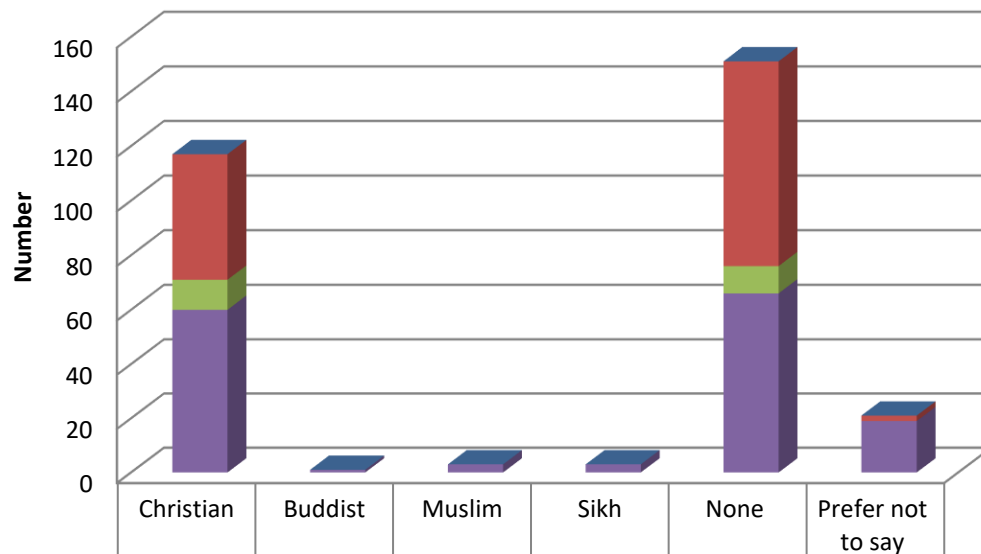
	Yes	No	Prefer not to say
WT	0	0	0
RDS	0	121	2
Fire Control	0	21	0
Support Staff	8	142	2

Applications received by: Age



	17-24	25-35	36-45	46-55	56-65	66+	Prefer not to say
WT	0	0	0	0	0	0	0
RDS	23	61	27	12	0	0	0
Fire Control	2	14	3	1	1	0	0
Support Staff	26	43	32	35	12	0	4

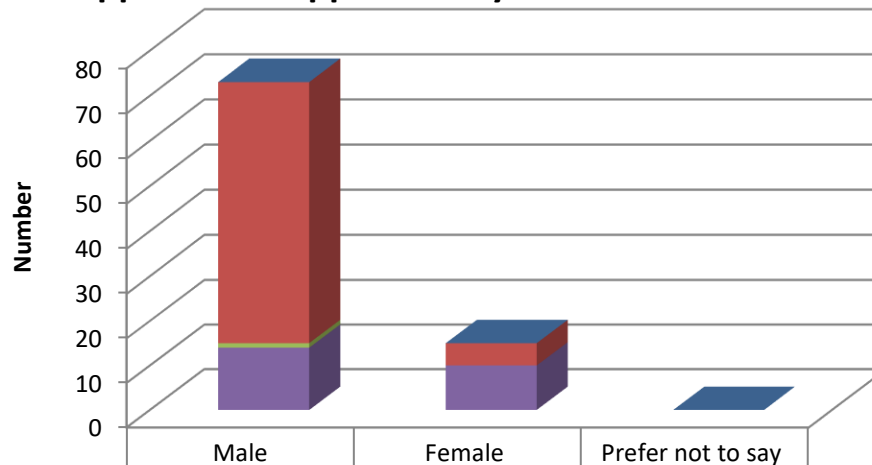
Applications received by: Religion or belief



WT	0	0	0	0	0	0
RDS	46	0	0	0	75	2
Fire Control	11	0	0	0	10	0
Support Staff	60	1	3	3	66	19

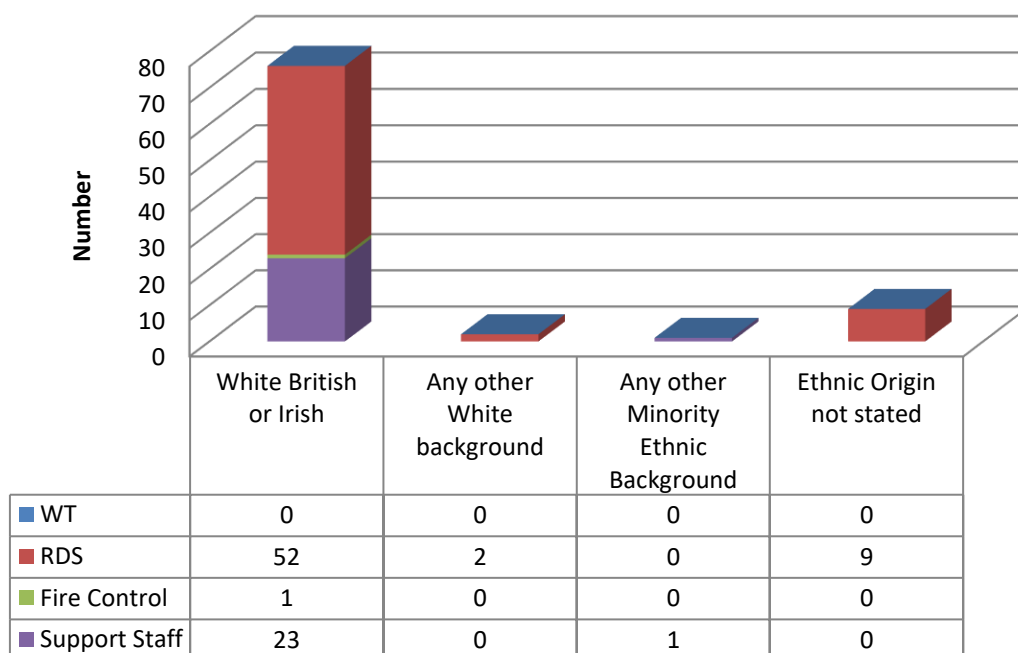
2.2 Applicants appointed

Applications appointed by: Gender

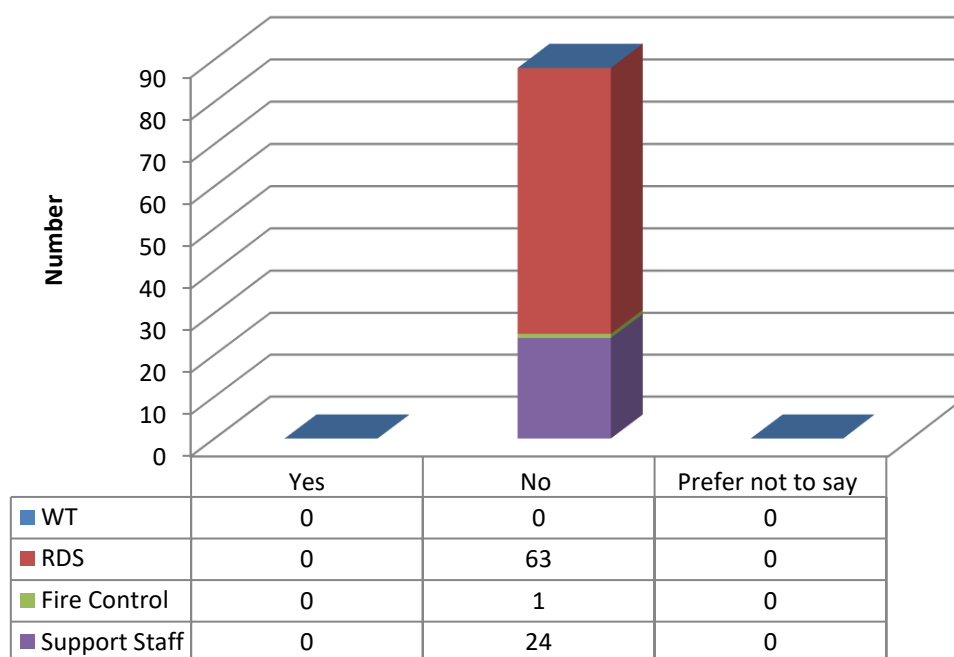


WT	0	0	0
RDS	58	5	0
Fire Control	1	0	0
Support Staff	14	10	0

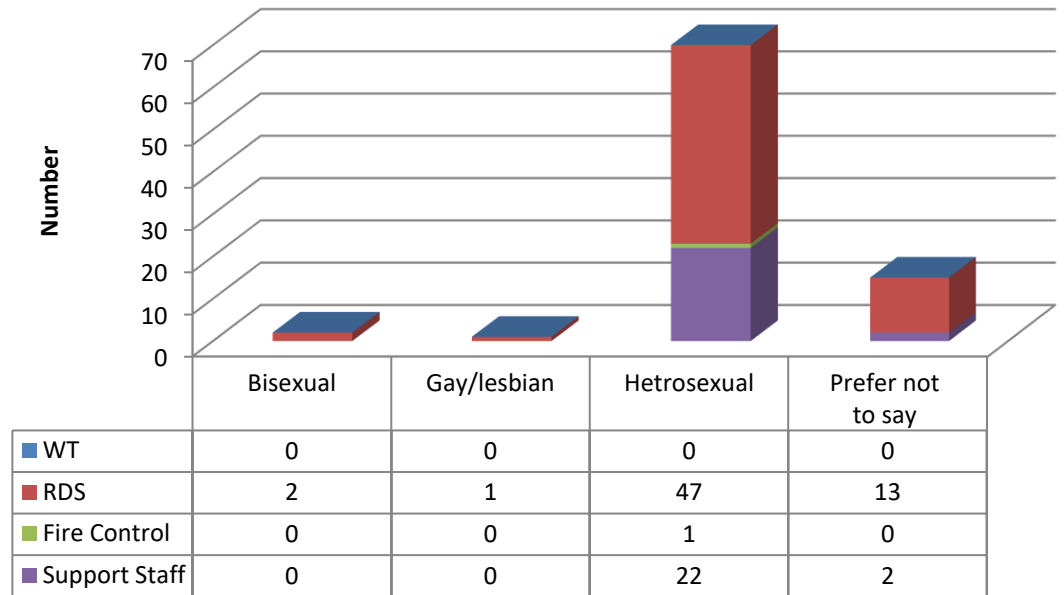
Applications appointed by: Ethnicity



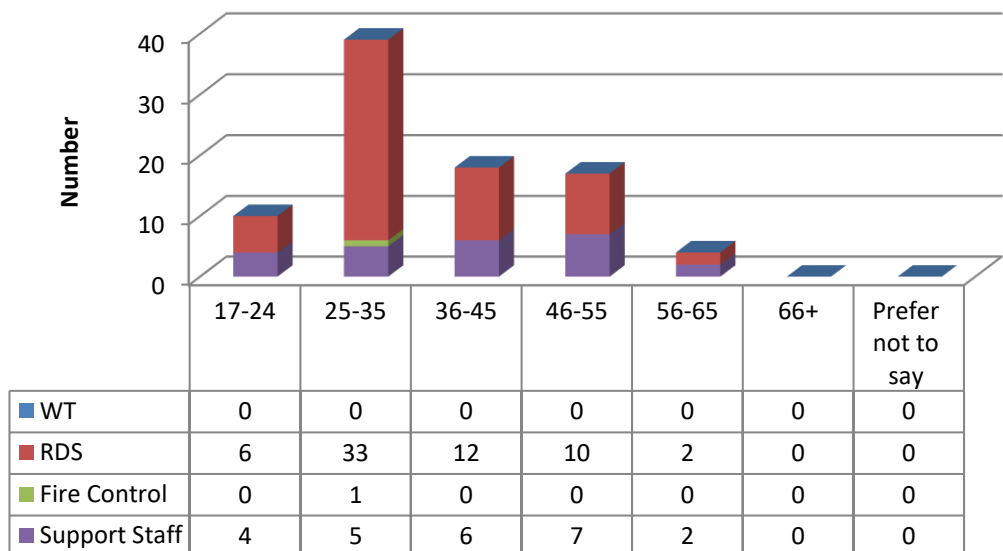
Applications appointed by: Disability



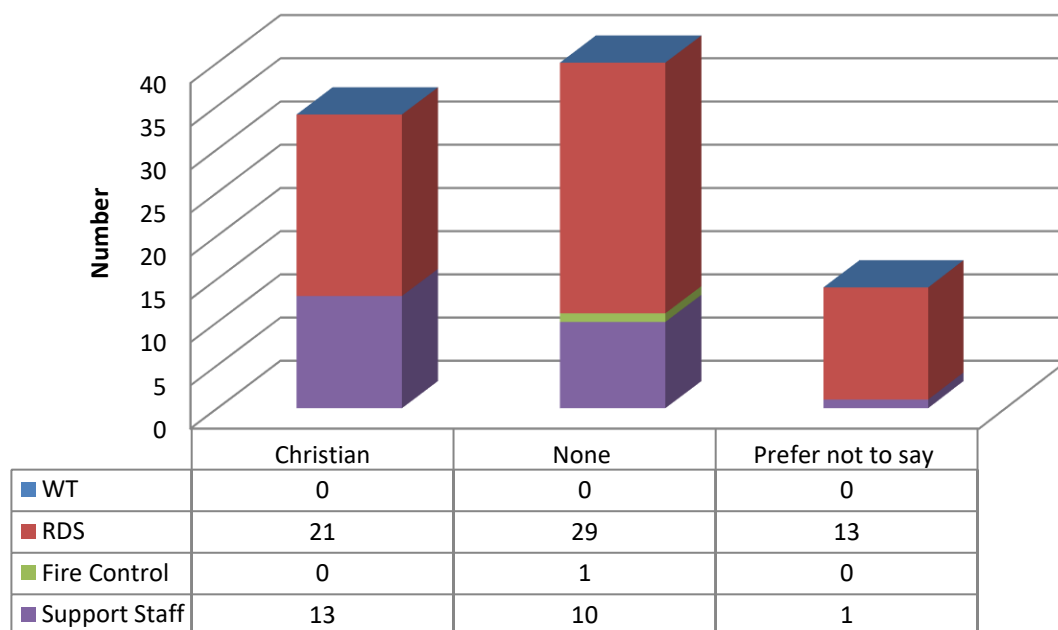
Applications appointed by: Sexual orientation



Applications appointed by: Age



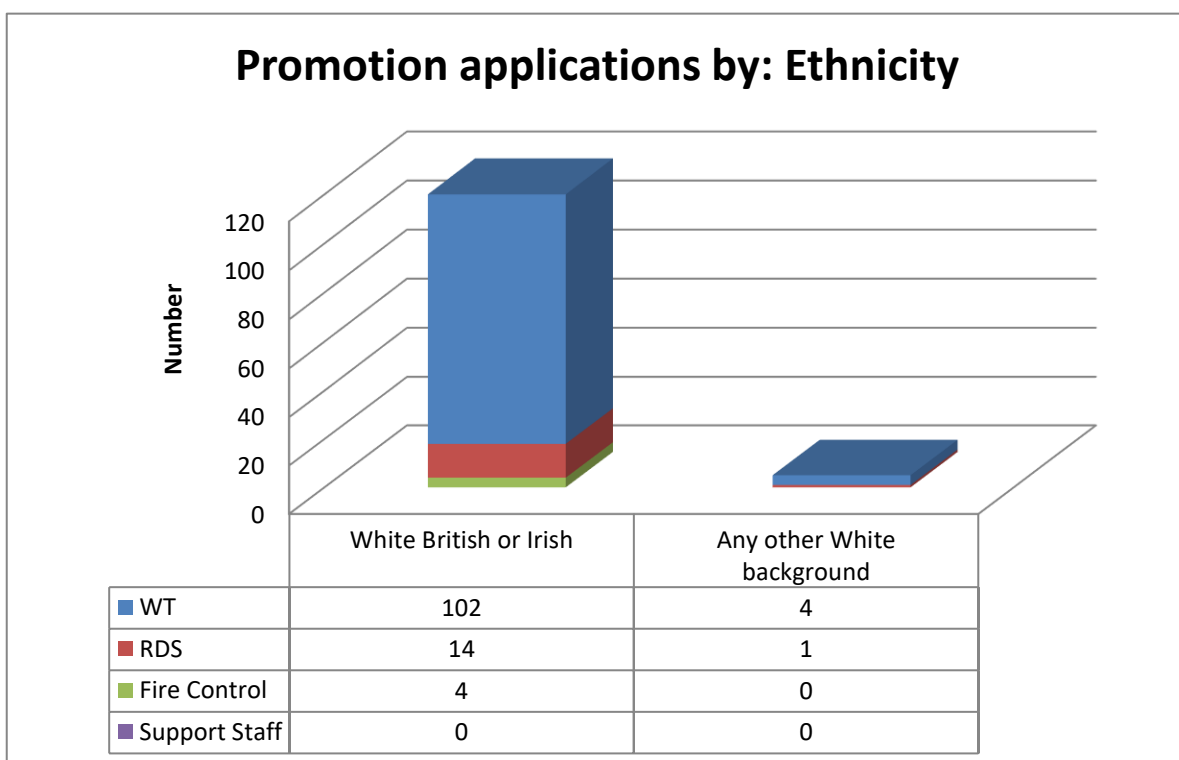
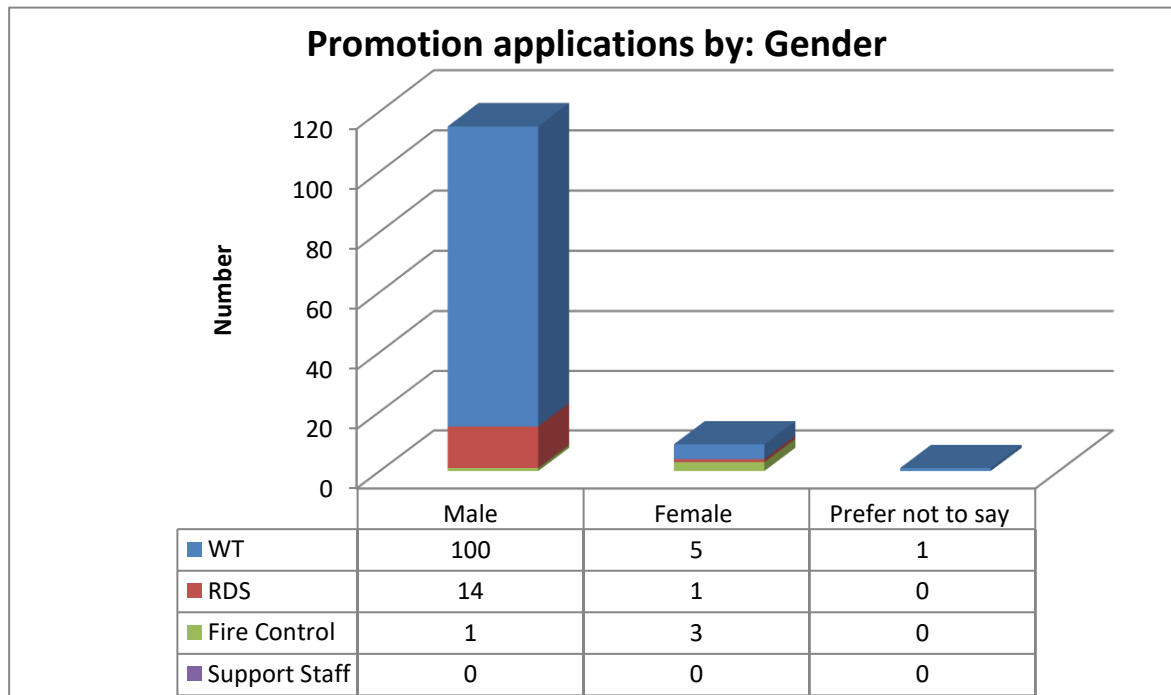
Applications appointed by: Religion or belief



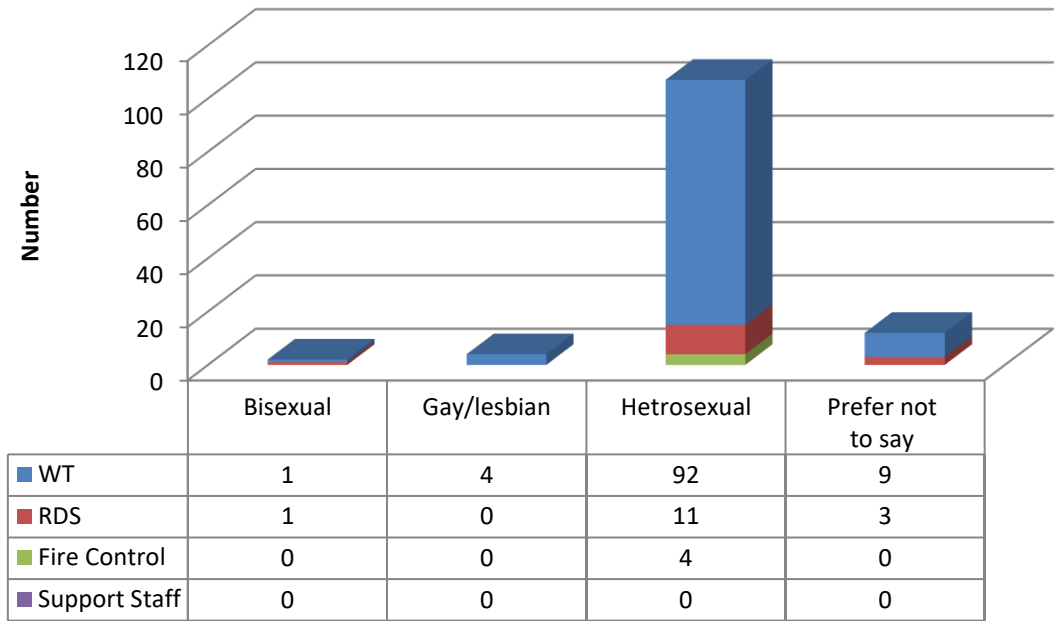
3. Promotion applications

125 candidates applied for promotion opportunities during 2018/19. Out of those, 43 were appointed. These were 39 male and 4 female.

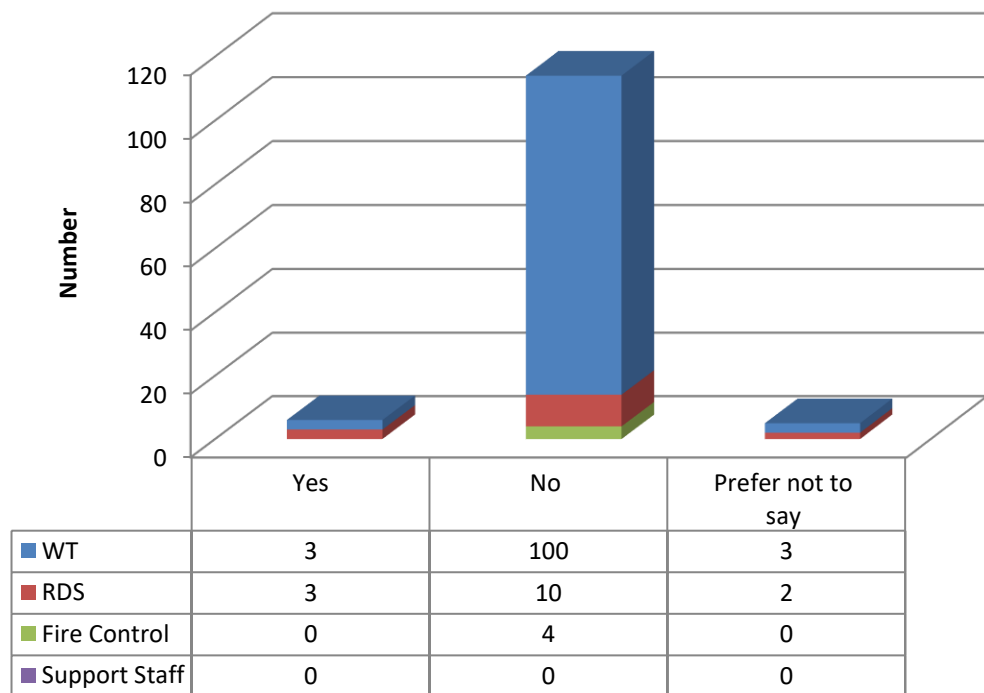
Of those 125 candidates who applied for promotion there were 115 males, 9 females and 1 preferred not to say. This equates to a 44% success rate for female promotion candidates and a 34% success rate for males. No Black and Minority Ethnic (BME) candidates applied for promotion.



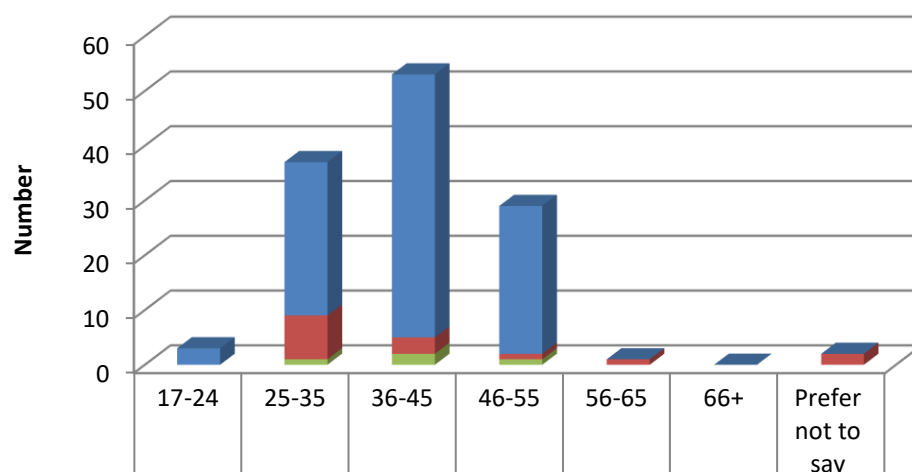
Promotion applications by: Sexual orientation



Promotion applications by: Disability

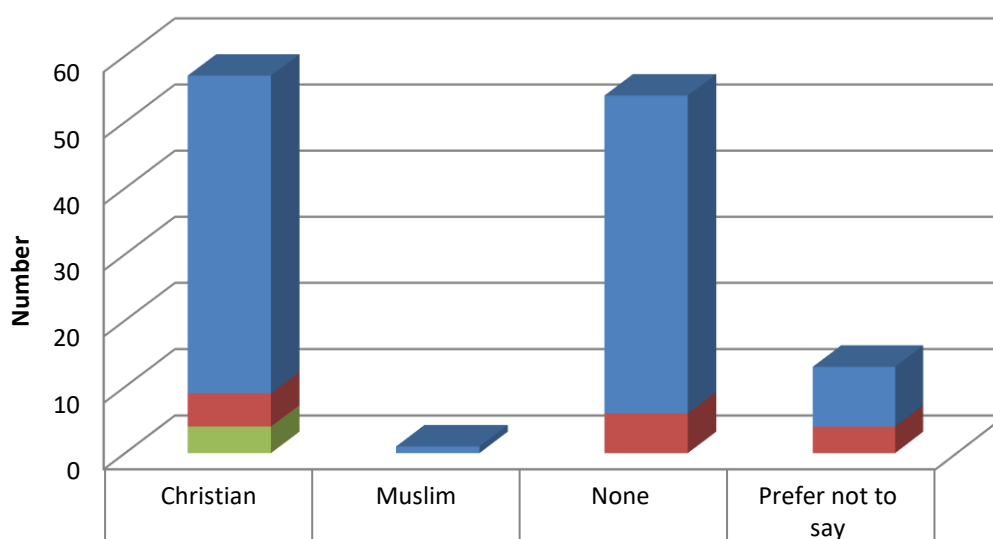


Promotion applications by: Age



WT	3	28	48	27	0	0	0
RDS	0	8	3	1	1	0	2
Fire Control	0	1	2	1	0	0	0
Support Staff	0	0	0	0	0	0	0

Promotion applications by: Religion or belief

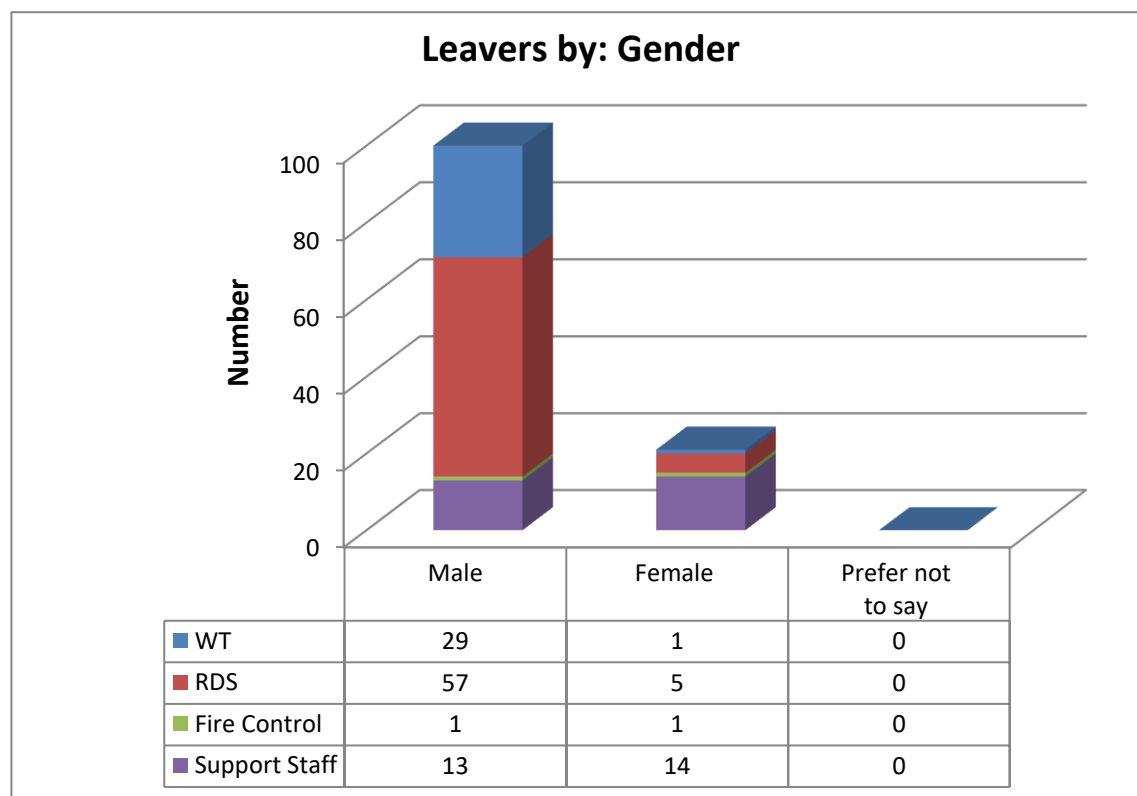


WT	48	1	48	9
RDS	5	0	6	4
Fire Control	4	0	0	0
Support Staff	0	0	0	0

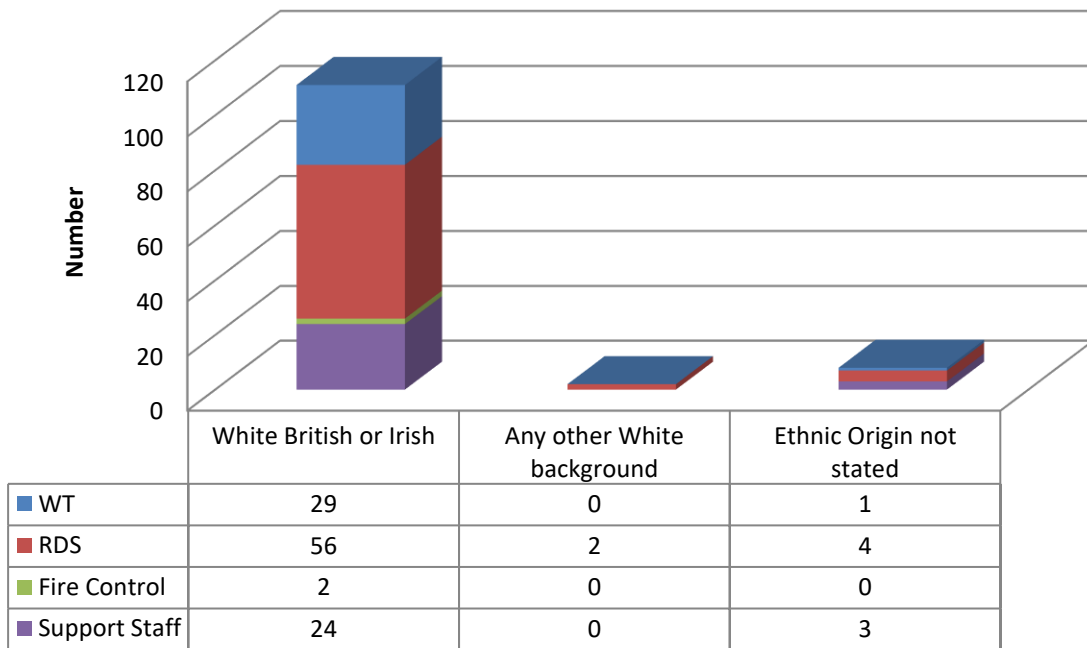
4. Number of staff leaving

2018/19 has seen an increase in the numbers of leavers from 76 up to 121. The majority of leavers were due to 75 resignations. 53 resignations were from On Call staff, 5 Whole time, 15 Support staff and 2 from Fire Control. HWFRS are reviewing the Exit Interview process (and subsequently the policy), in order to understand this area more fully. Retirements were back up to 25 (same as 2016/17) after a drop to 12 in 2017/18.

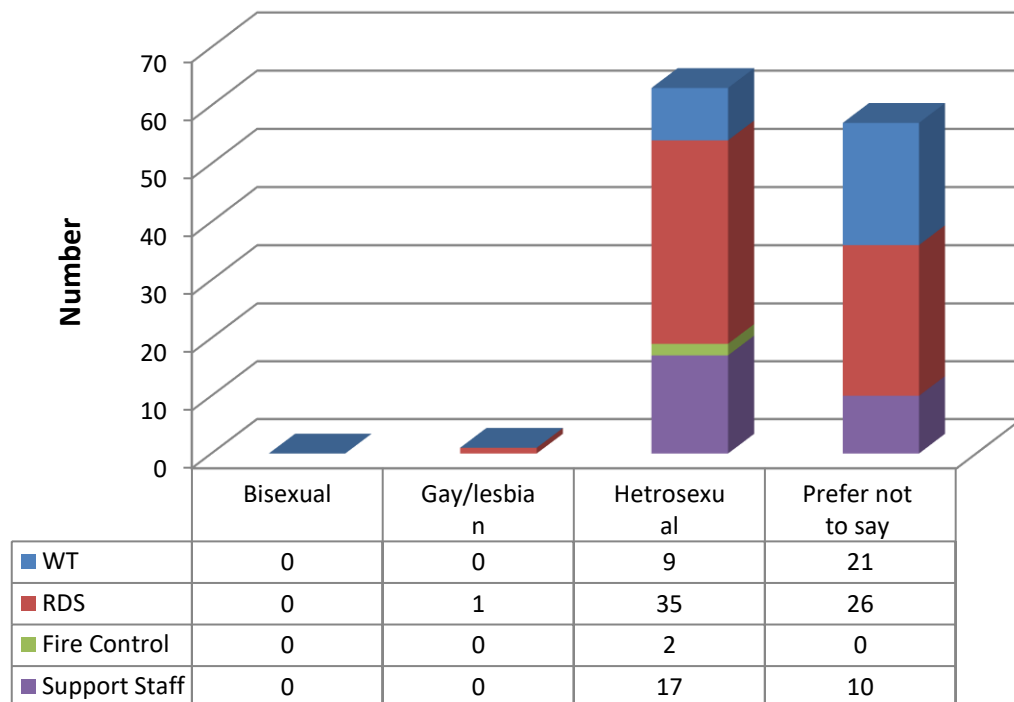
100 leavers were male and 21 female. 113 were white and 8 did not say.



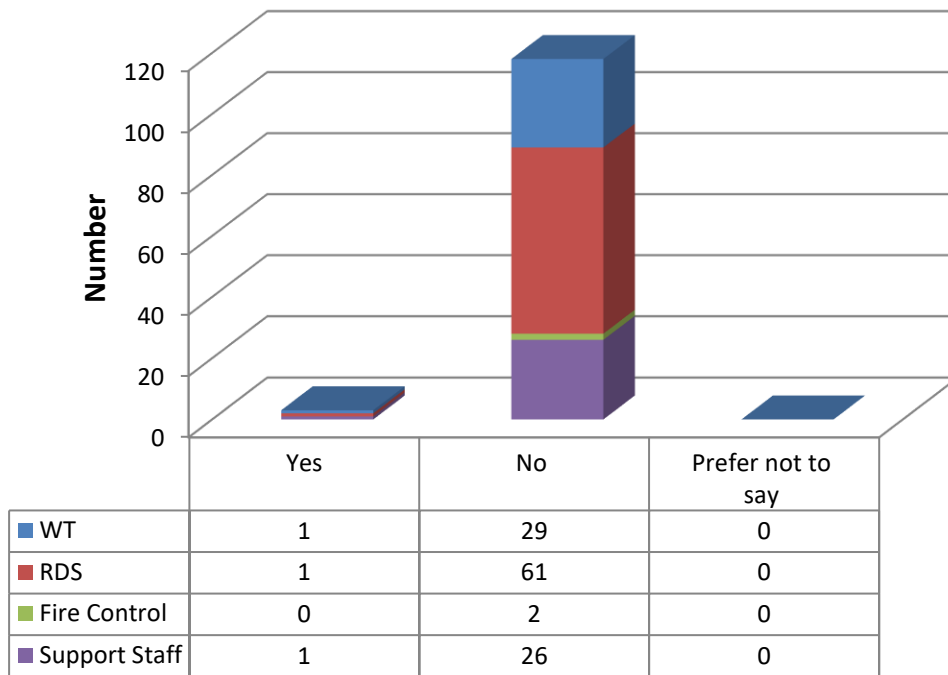
Leavers by: Ethnic origin



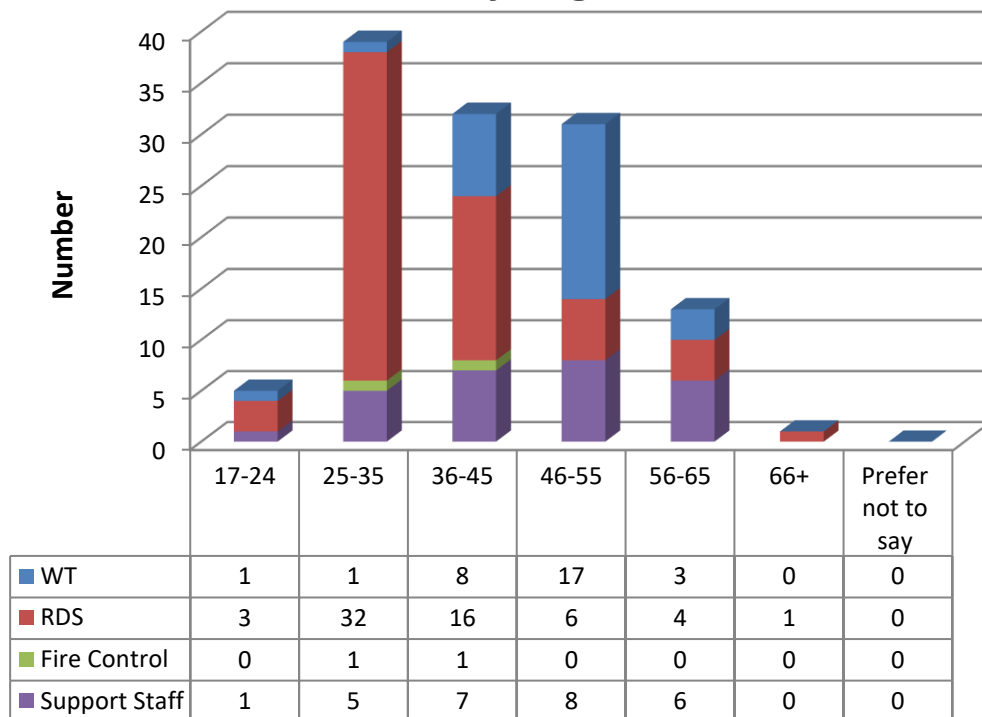
Leavers by: Sexual orientation



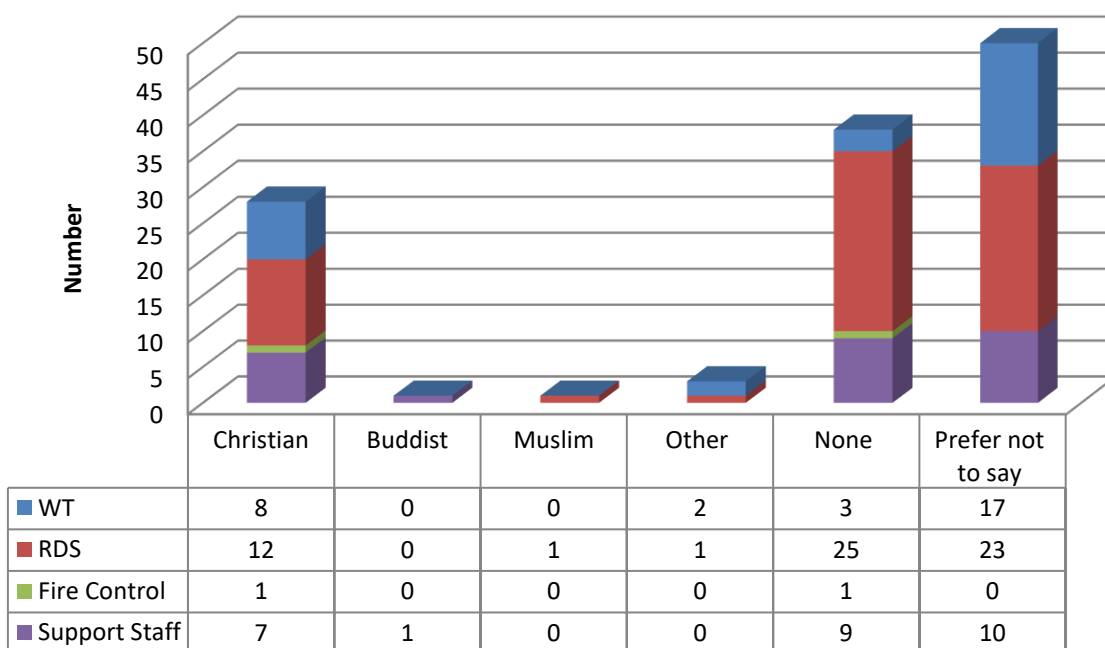
Leavers by: Disability



Leavers by: Age

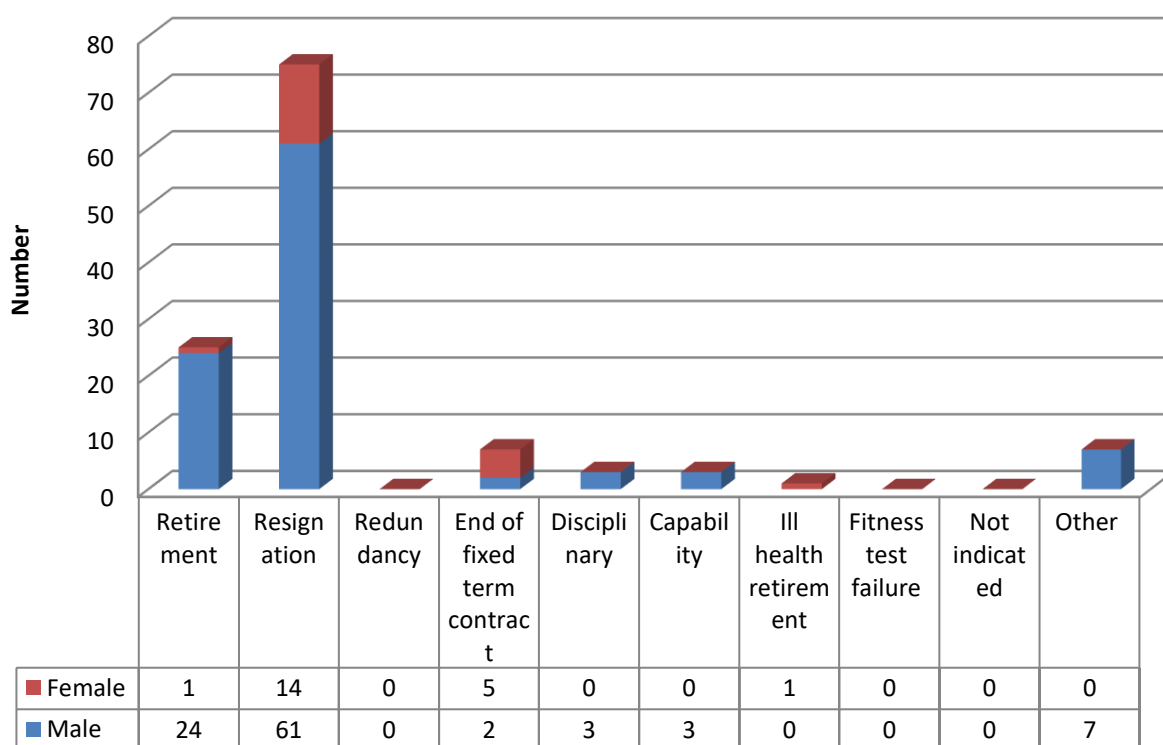


Leavers by: Religion or belief

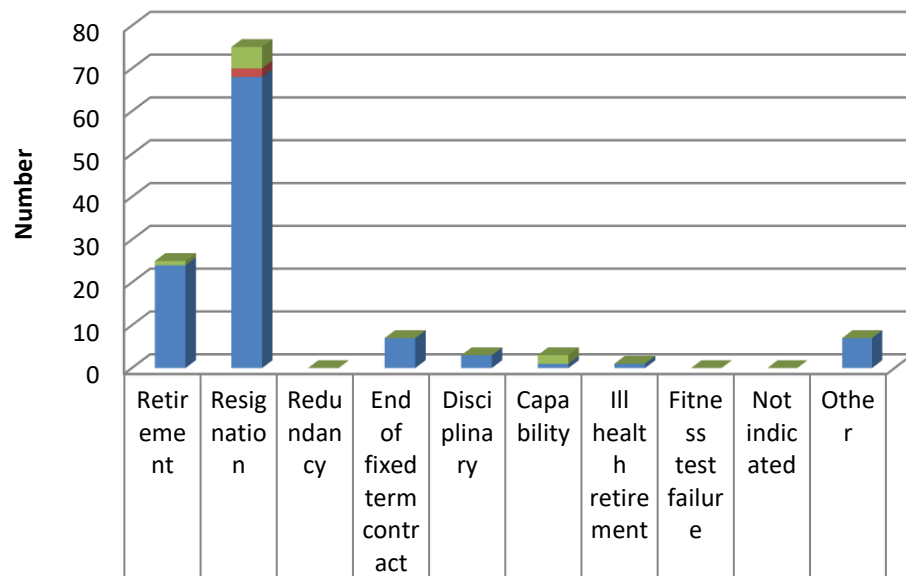


4.1 Reasons for staff leaving

Reasons for leaving by: Gender

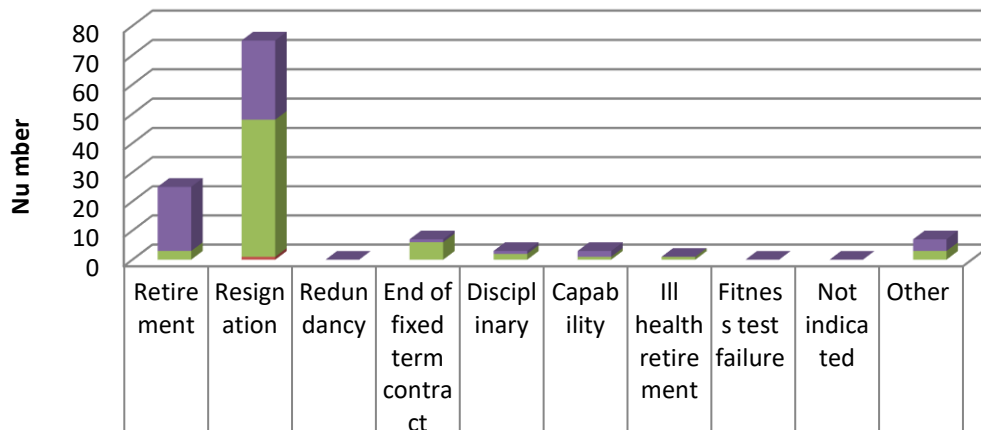


Reasons for leaving by: Ethnicity



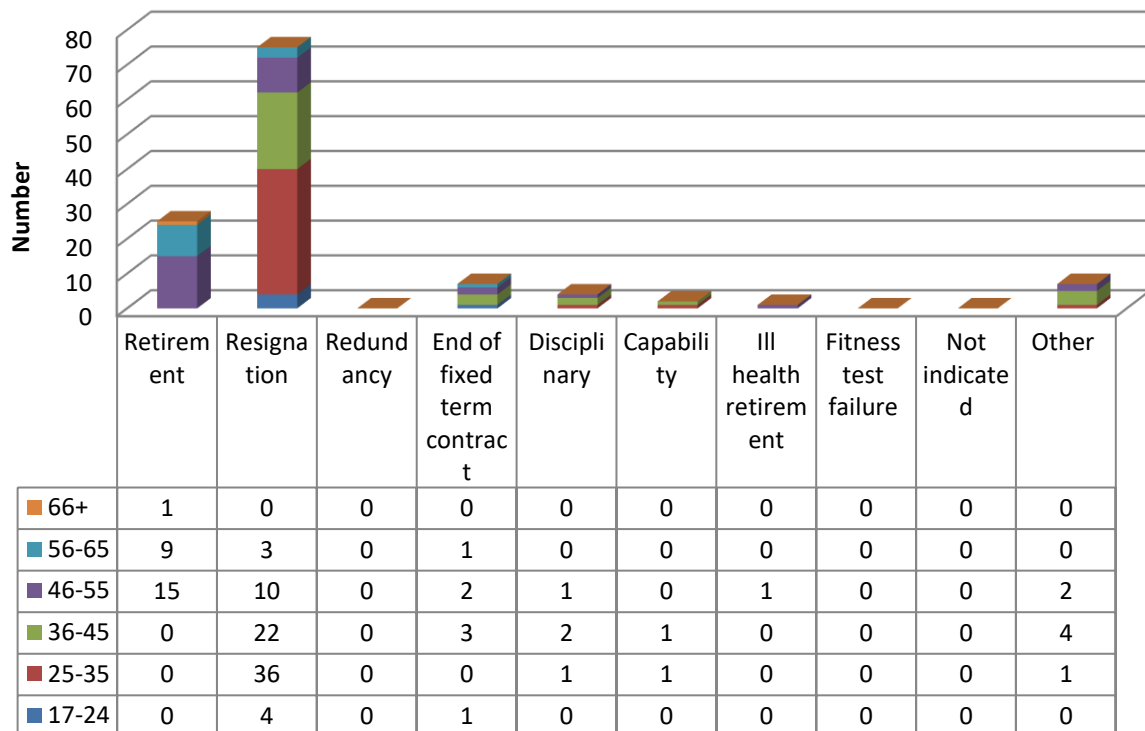
■ Ethnic Origin not stated	1	5	0	0	0	2	0	0	0	0
■ Any other White background	0	2	0	0	0	0	0	0	0	0
■ White British or Irish	24	68	0	7	3	1	1	0	0	7

Reasons for leaving by: Sexual orientation

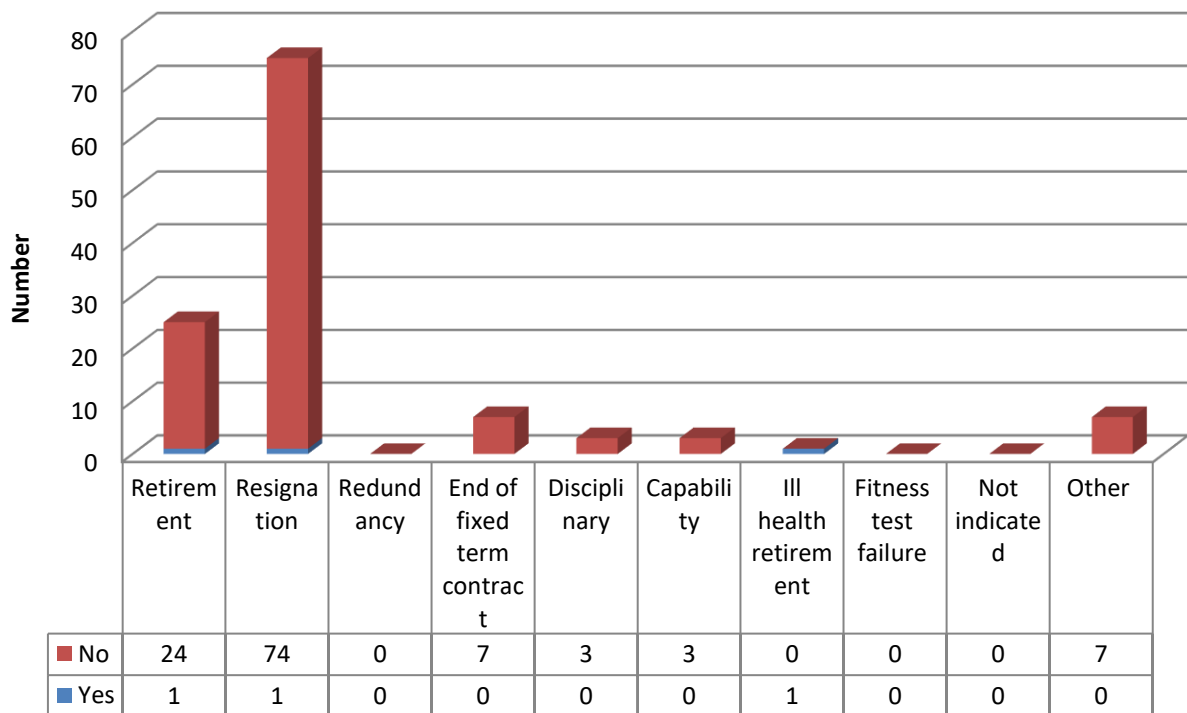


■ Prefer not to say	22	27	0	1	1	2	0	0	0	4
■ Hetrosexual	3	47	0	6	2	1	1	0	0	3
■ Gay/lesbian	0	1	0	0	0	0	0	0	0	0
■ Bisexual	0	0	0	0	0	0	0	0	0	0

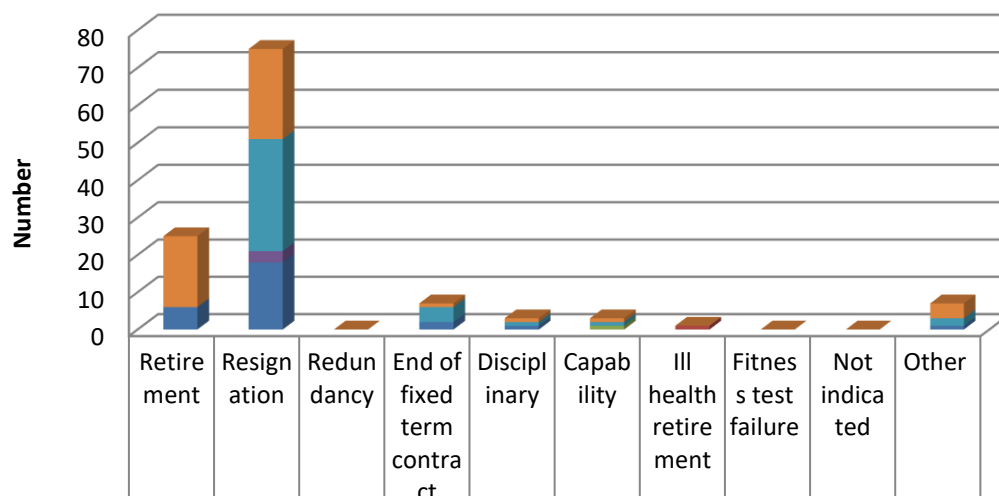
Reasons for leaving by: Age



Reasons for leaving by: Disability



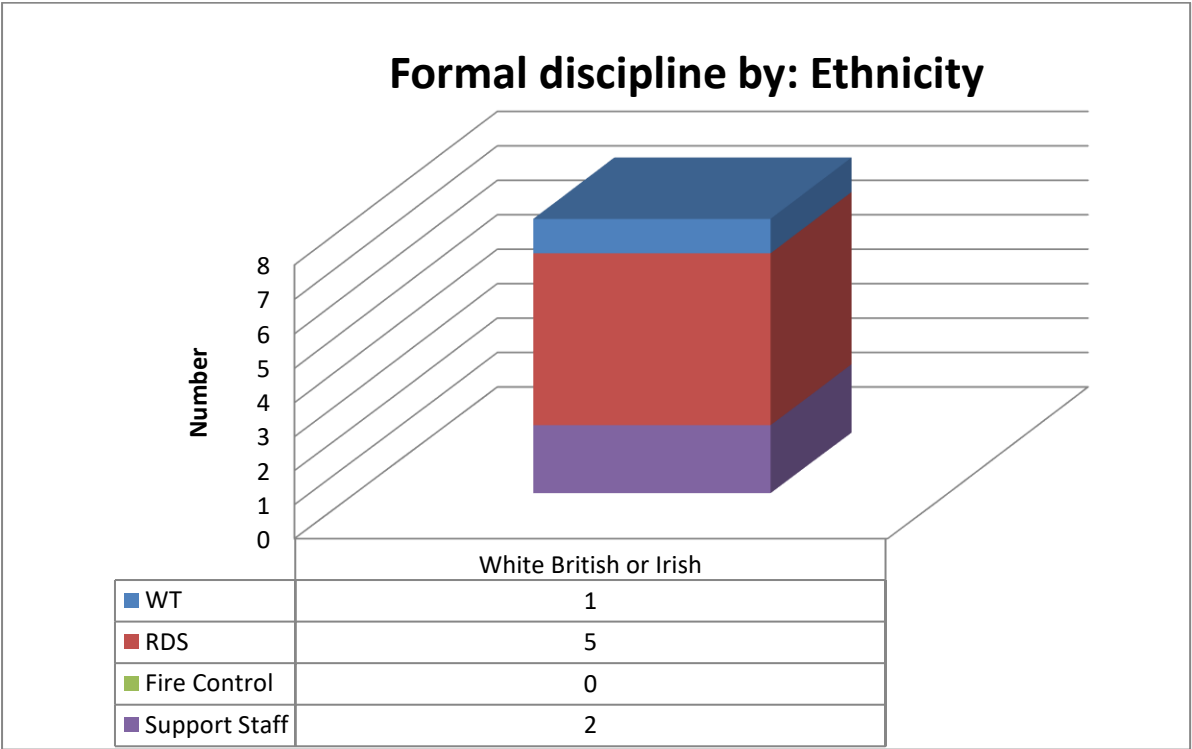
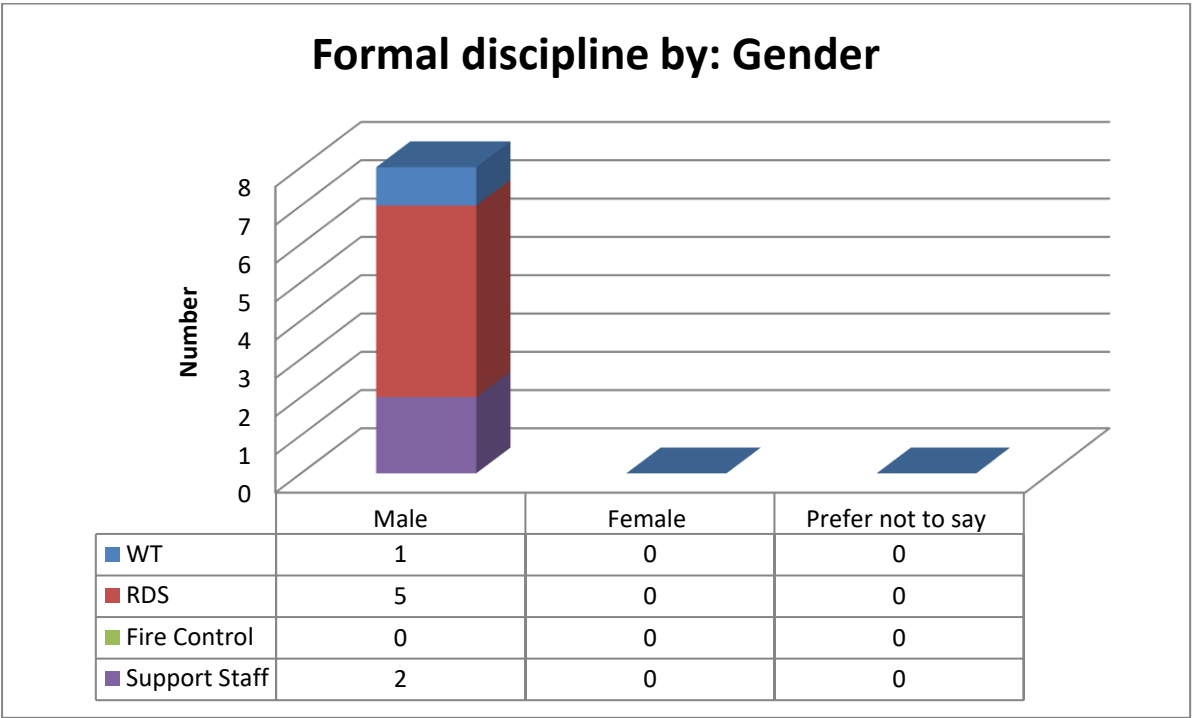
Reasons for leaving by: Religion or belief



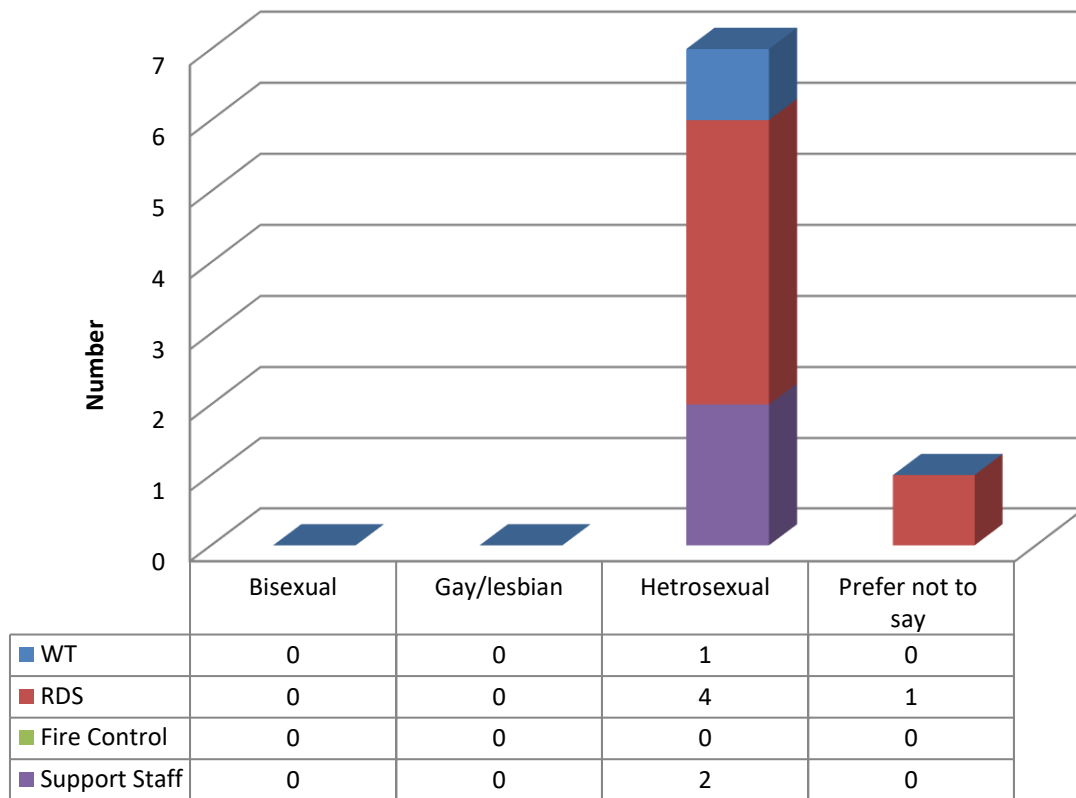
■ Prefer not to say	19	24	0	1	1	1	0	0	0	4
■ None	0	30	0	4	1	1	0	0	0	2
■ Other	0	3	0	0	0	0	0	0	0	0
■ Muslim	0	0	0	0	0	1	0	0	0	0
■ Buddhist	0	0	0	0	0	0	1	0	0	0
■ Christian	6	18	0	2	1	0	0	0	0	1

5. Formal discipline case work

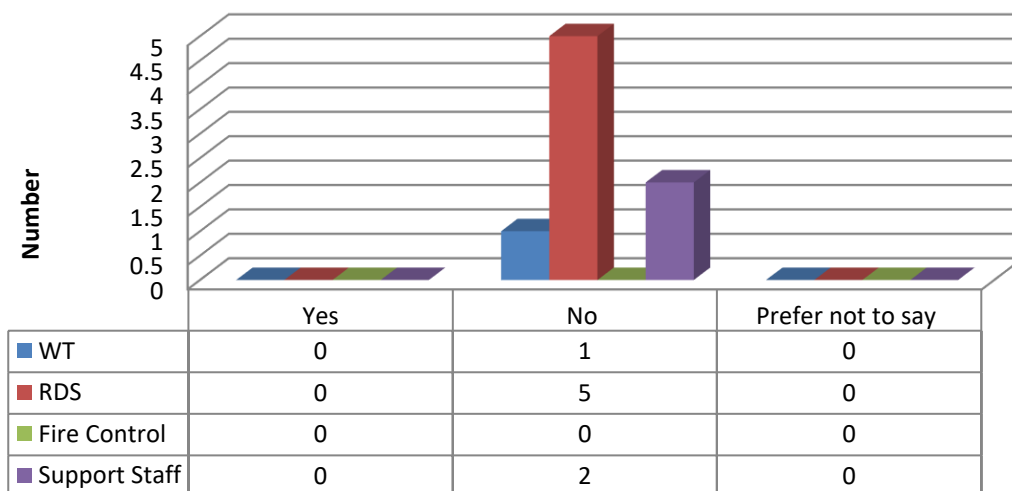
2018/19 saw a decrease in the number of discipline cases falling from 23 last year to 8 in this year. 5 of these related to RDS staff, 2 to Support Staff and 1 related to Whole time staff. None of these staff were female or of Black and Minority Ethnicity.



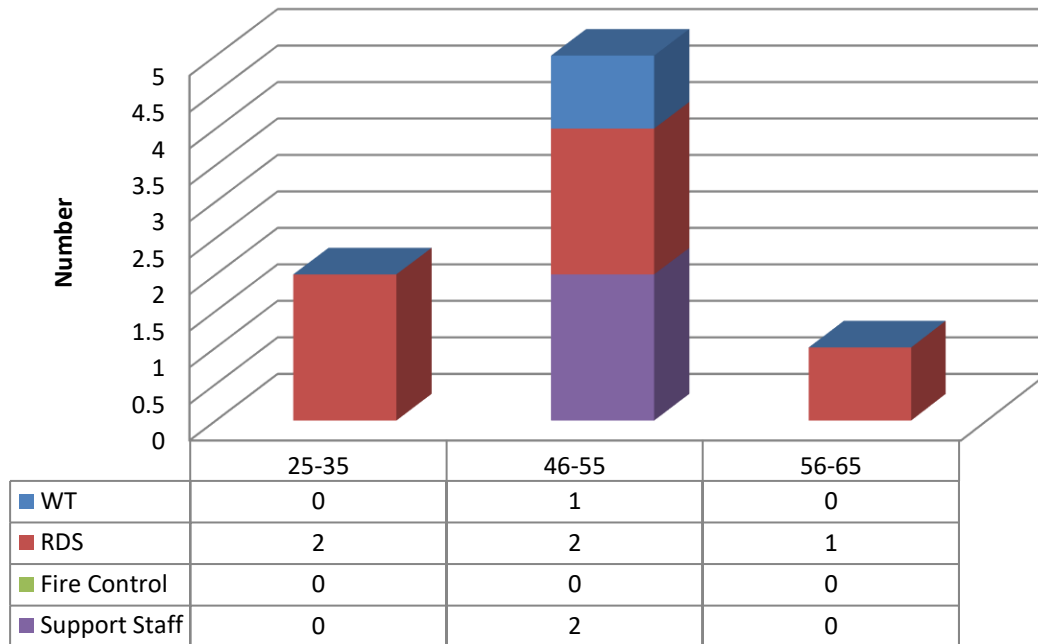
Formal discipline by: Sexual orientation



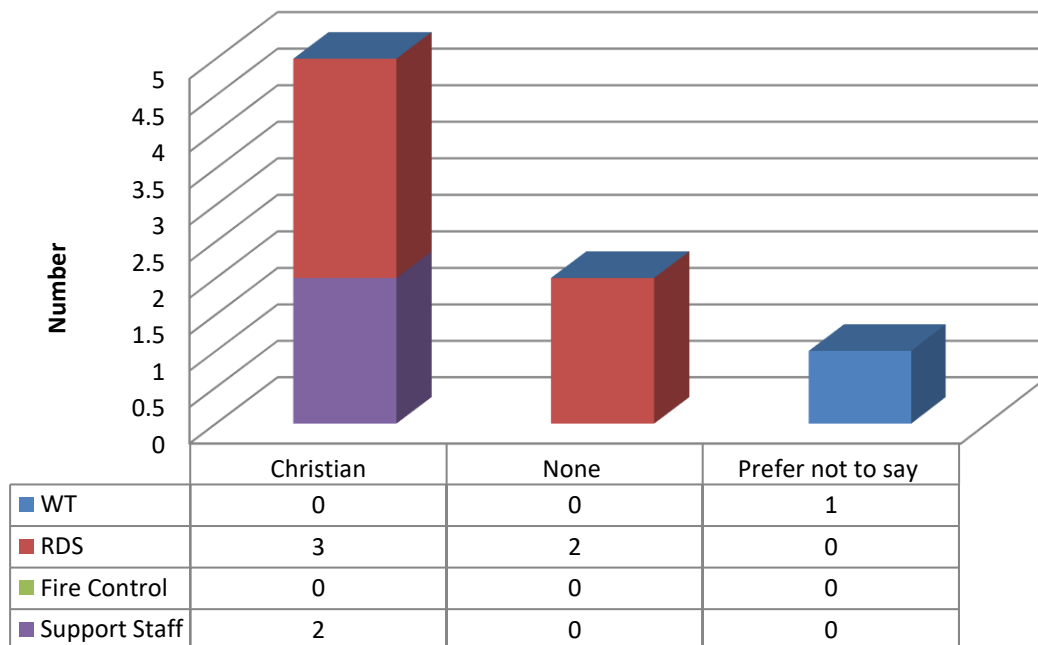
Formal discipline by: Disability



Formal discipline by: Age

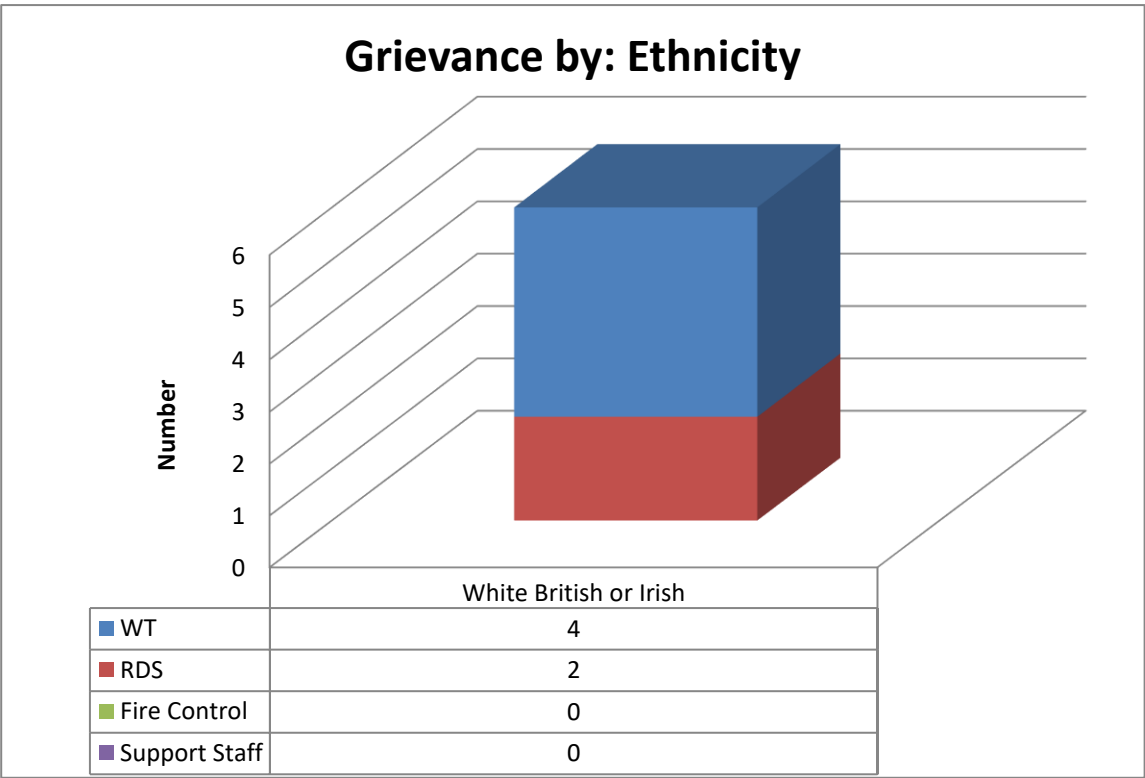
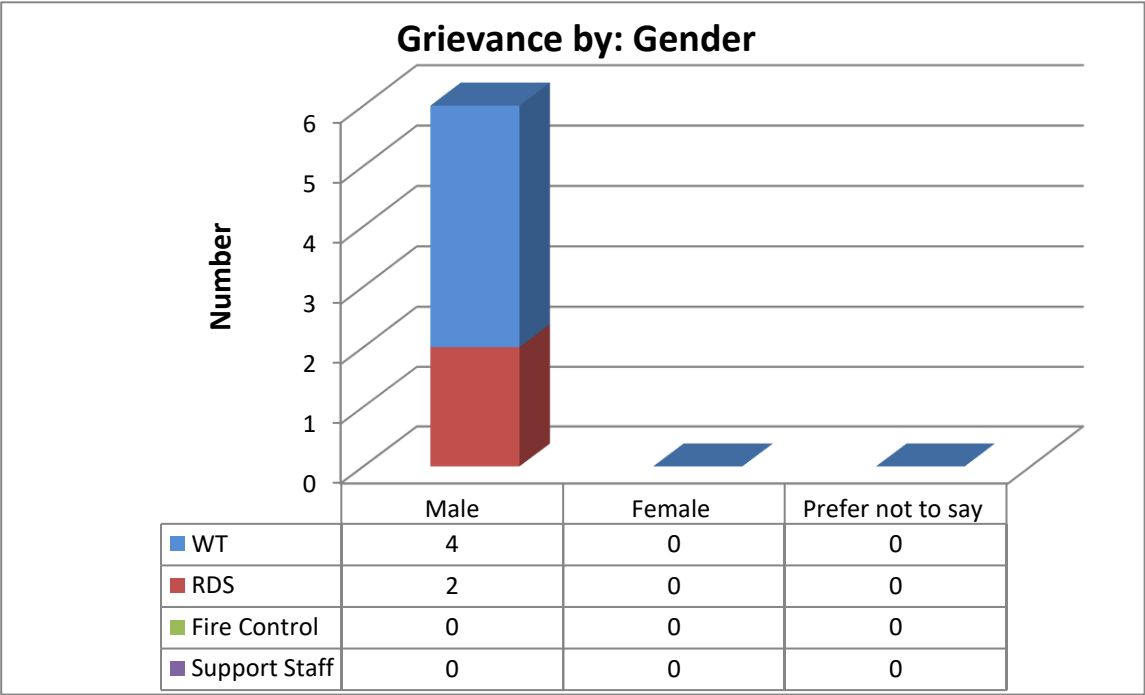


Formal discipline by: Religion or belief

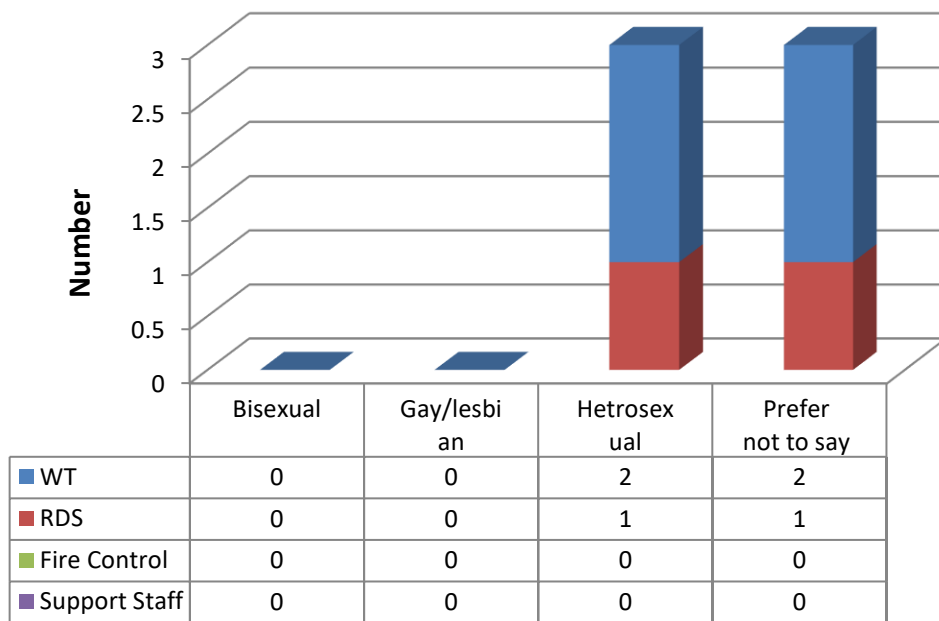


6. Grievance case work

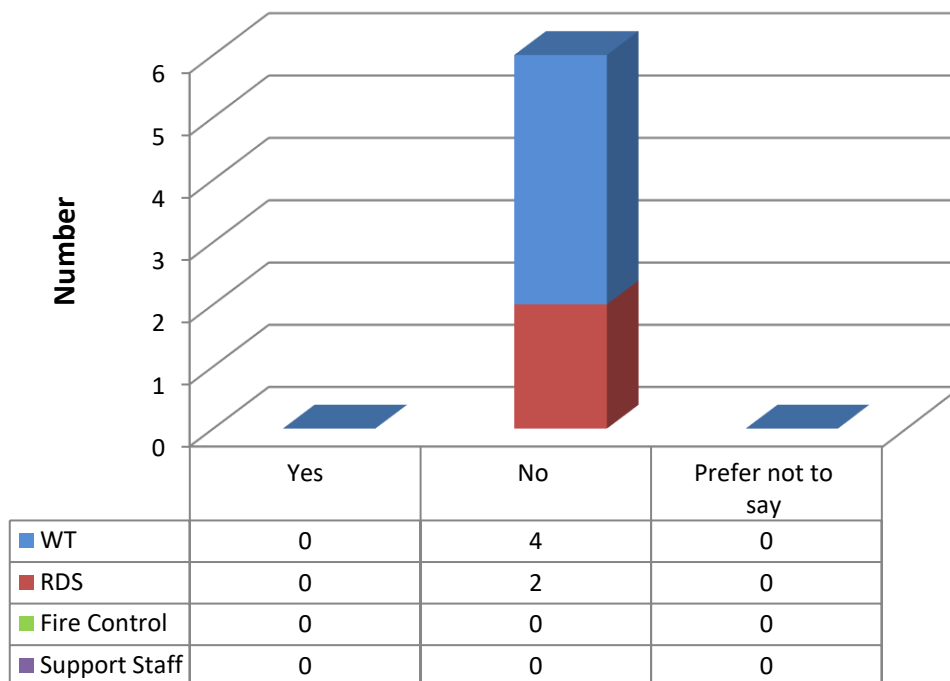
Grievances have increased slightly from 4 to 6. There were 4 from Support Staff and 2 from Fire Control. None of these grievances involved staff from any protected characteristic groups. All 6 were from males.



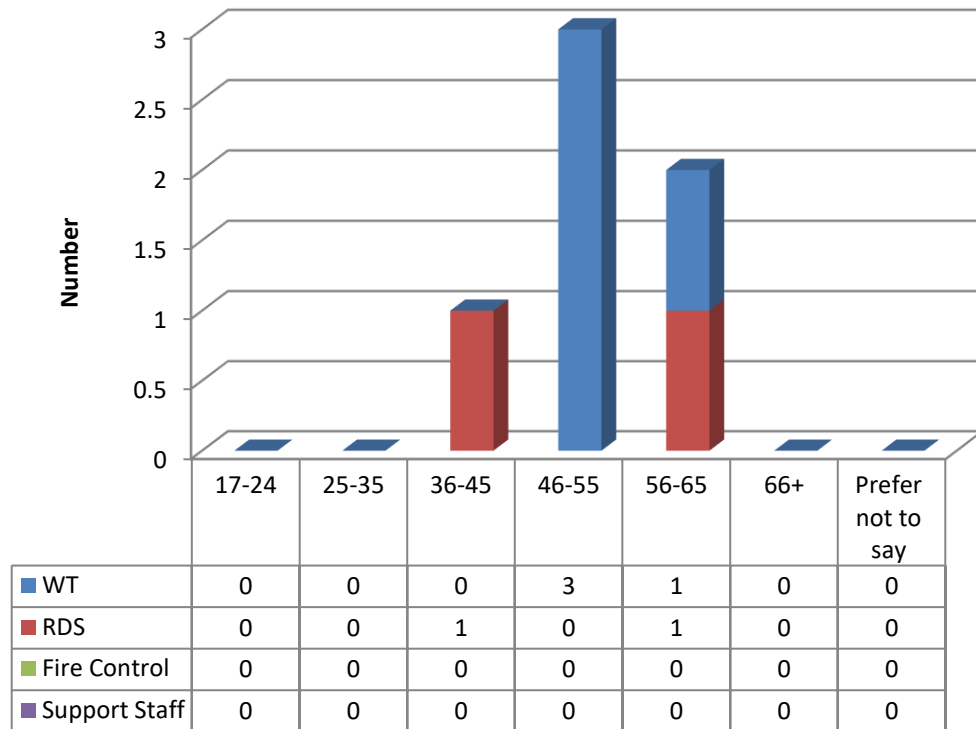
Grievance by: Sexual orientation



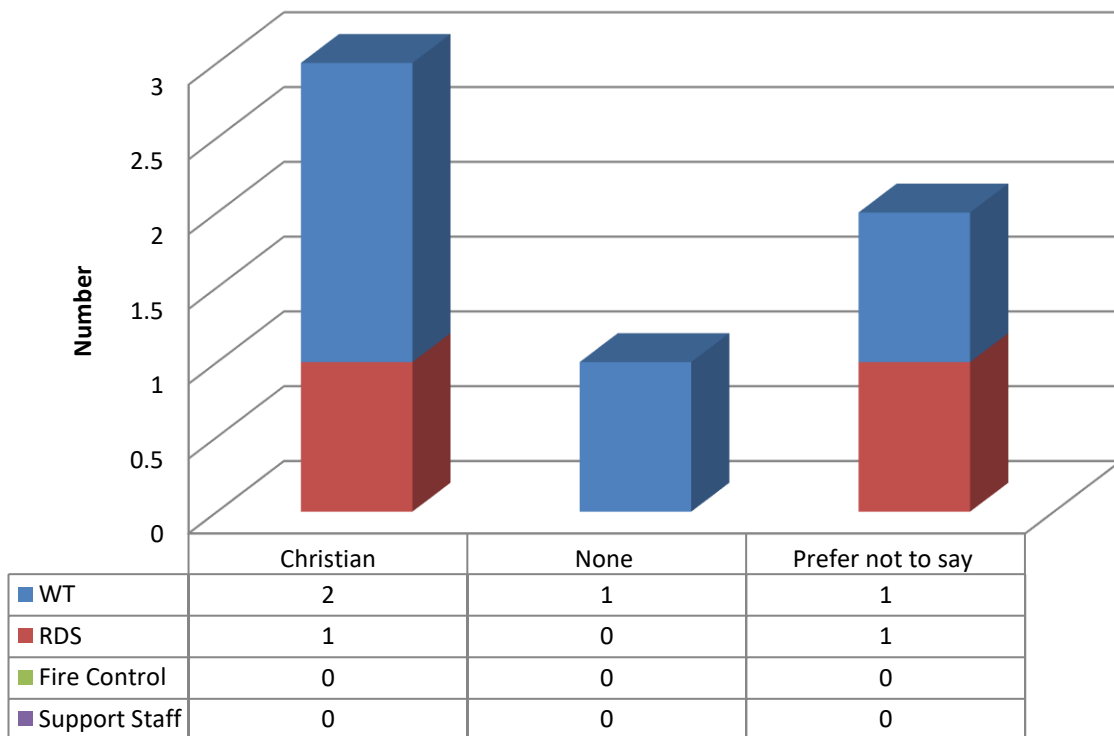
Grievance by: Disability



Grievance by: Age

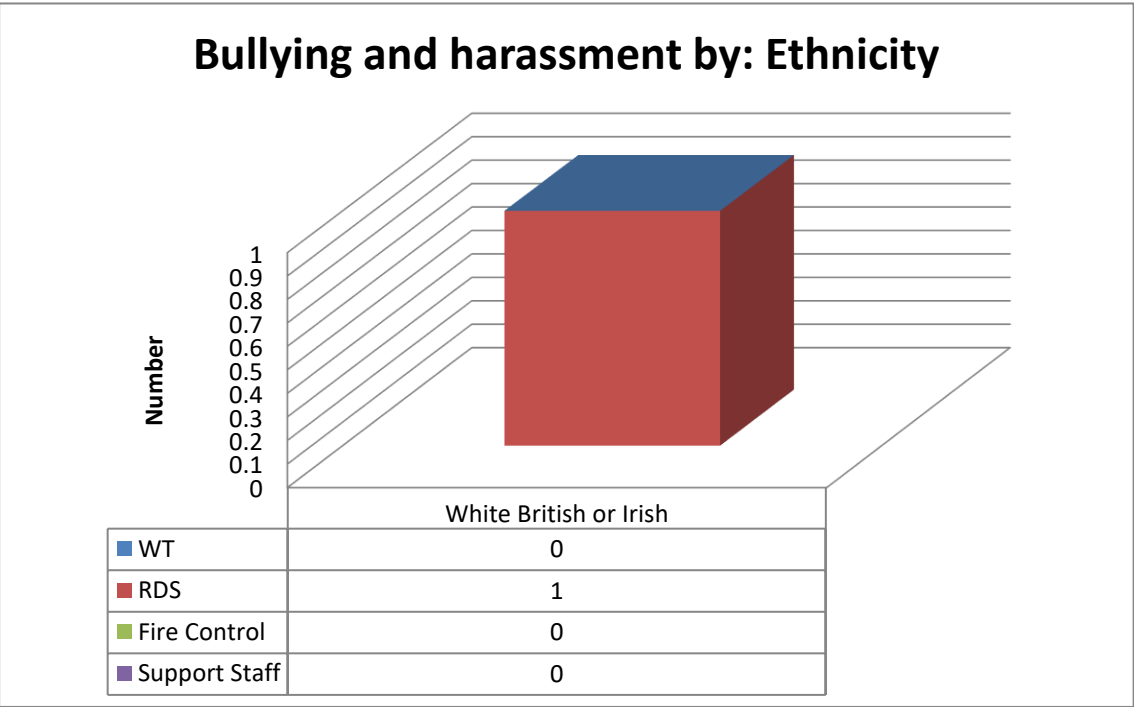
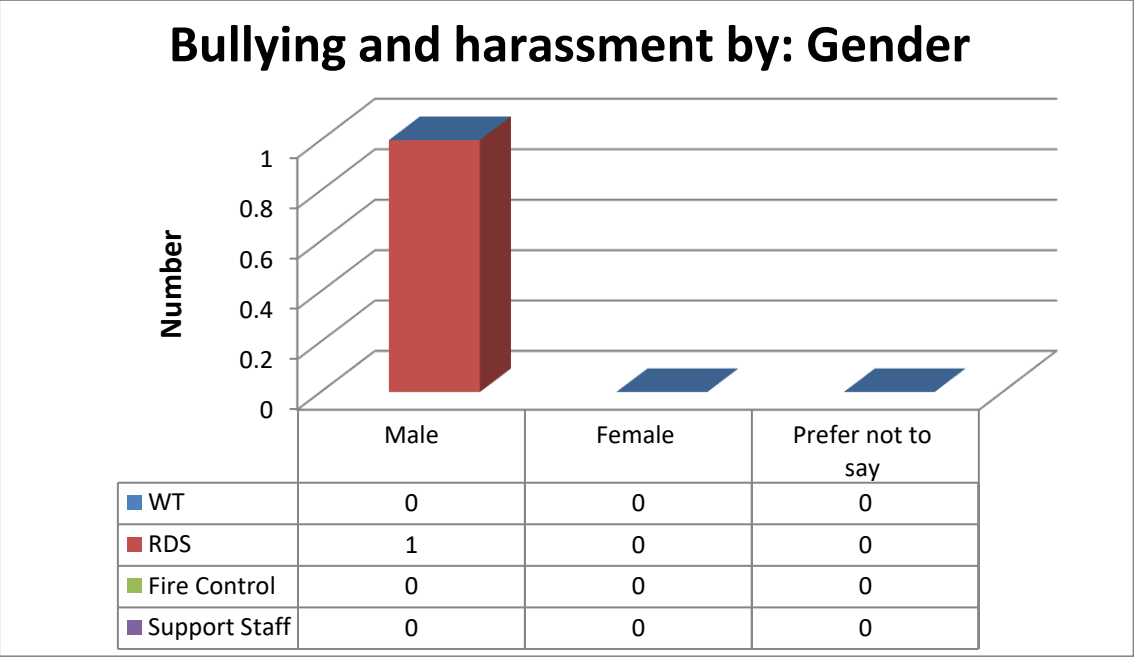


Grievance by: Religion or belief

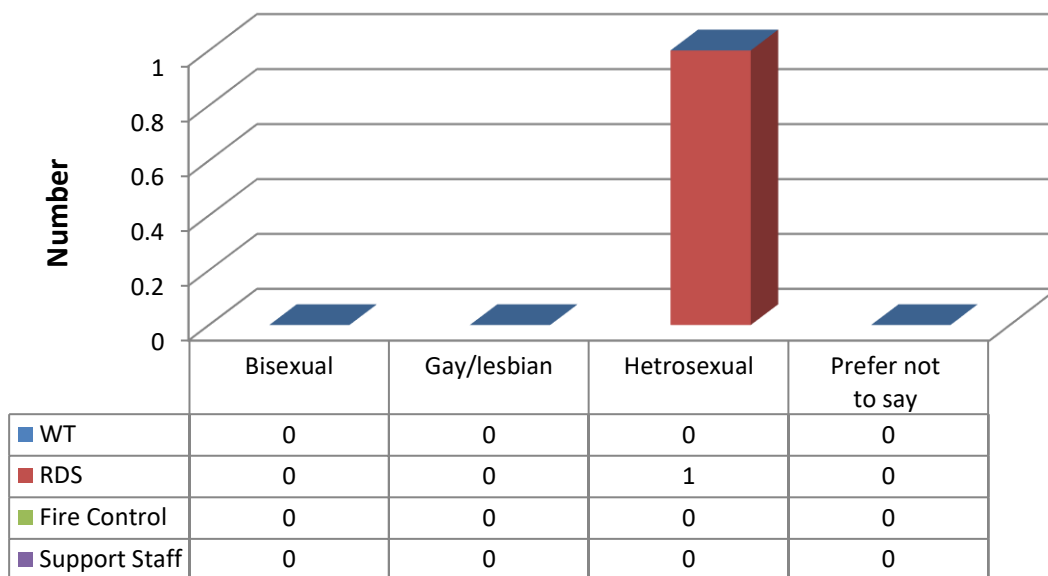


7. Bullying and harassment casework

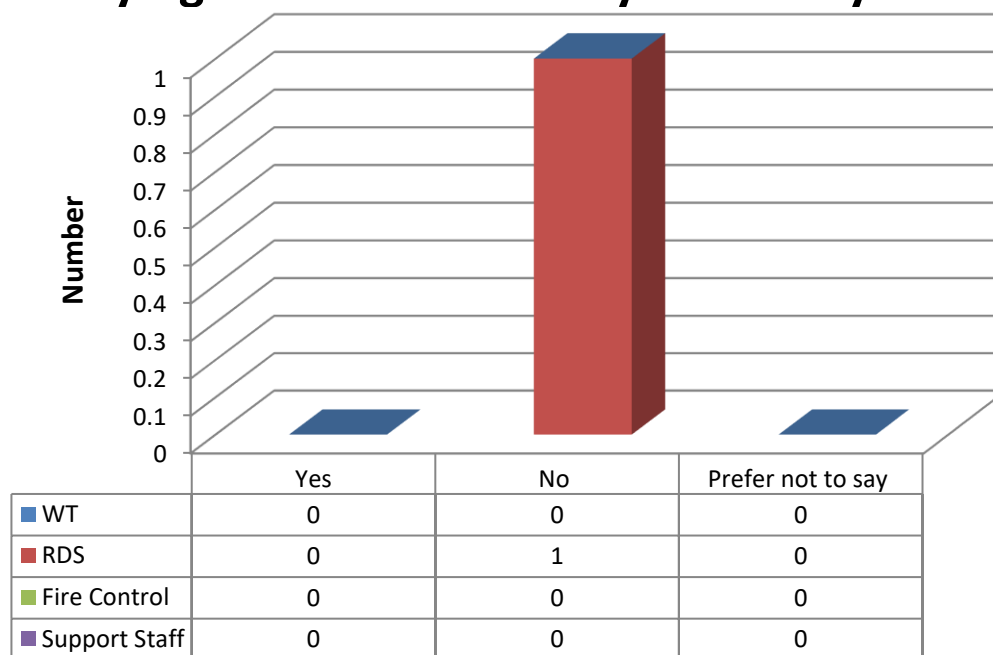
1 male employee raised issues in relation to harassment and bullying during this period. There is nothing in the trend data over the last 5-6 years to indicate that this is an area of concern as the ratio of males to female is still 1:5. This area will be closely monitored.



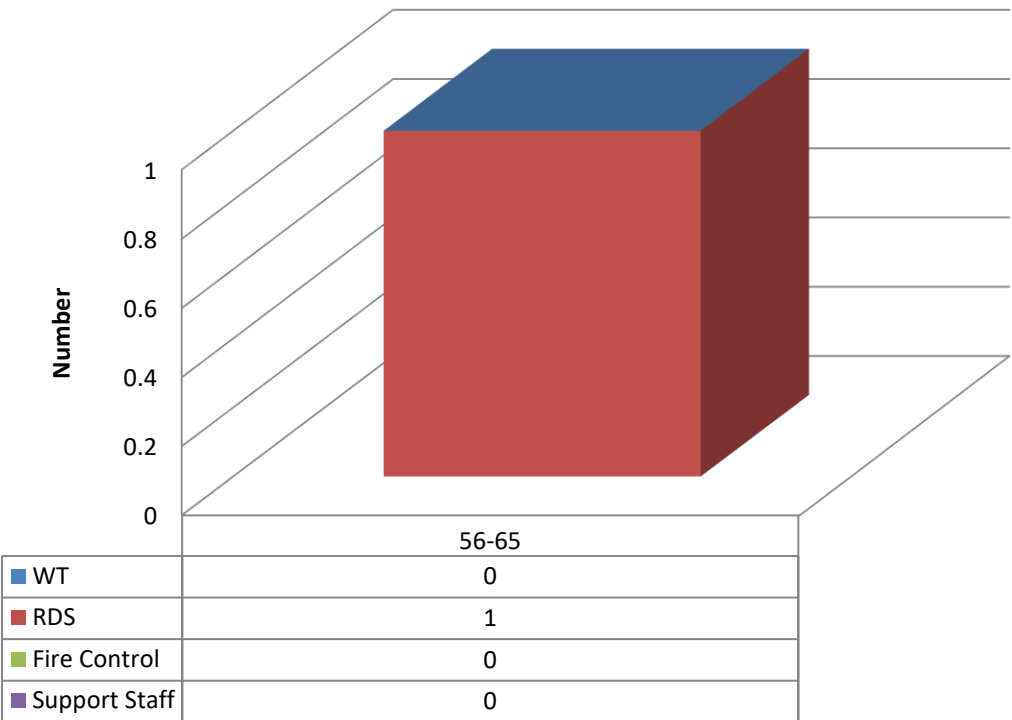
Bullying and harassment by: Sexual orientation



Bullying and harassment by: Disability



Bullying and harassment by: Age



Bullying and harassment by: Religion or belief

