

Report of the Head of Human Resources

11. Employment Monitoring Data Report 2013/14

Purpose of report

1. For the Committee to note the key areas highlighted in the Employment Monitoring Data Report 2013/14 which will be published on the Service's website.

Recommendation

It is recommended that the Committee note the following key areas of development taken from the Employment Monitoring Data Report 2013/14 attached as Appendix 1:

- ***The Service's equality objectives were updated and published in 2013;***
- ***A Positive Action Sub-Group has been established;***
- ***Watch Commanders have received training in managing disciplinaries and grievances;***
- ***A disability toolkit has been developed in conjunction with the Fire Brigades Union (FBU); and***
- ***A review of the exit interview process is underway.***

Background

2. In order to comply with its responsibilities under the Equality Act 2010 the Service is required to publish relevant and proportionate information showing compliance with the Public Sector Equality Duty on an annual basis. Publishing the Employment Monitoring Data Report 2013/14 will evidence that the Service continues to comply with this duty.
3. The Employment Monitoring Data Report provides information relating to 2013/14 in relation to eight of the protected characteristics ie. race, gender, age, disability, religion/belief and sexual orientation, gender reassignment, pregnancy and maternity. There is no requirement to monitor marriage and civil partnership.
4. The Executive Summary in Appendix 1 provides an overview of the monitoring information for the period 1 April 2013 to 31 March 2014 and the attachments provide detailed information relating to the protected characteristics in relation to the following categories:

- 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
5. The Equality and Diversity Advisory Group considered and approved the Employment Monitoring Data Report 2013/14 at its meeting on 4 June 2014.

Key Trend Information

6. An analysis of the data shows that there has been little change in employment data relating to the protected characteristics since the previous Employment Monitoring Data Report 2012/13.
7. Work has continued towards increasing our diversity levels as part of four On-Call (RDS) recruitment campaigns during 2013-14. Whilst there has been a decrease in the number of Black Minority Ethnic (BME) applicants for the RDS, the Service appointed 3 BME employees. The number of RDS BME employees has more than doubled over the last three years.
8. There has been a slight increase in the number of female applicants and the number of female RDS staff have now increased by 22% over the last three years.
9. During the last year there have been 20 less RDS staff who have left the Service.
10. Human Resources case work in relation to formal disciplinarys has decreased from 14 to 9 cases since last year. No formal disciplinary cases related to BME staff or female staff. Human Resources case work in relation to grievances has decreased from 6 to 3 cases compared to last year. There have been no harassment and bullying cases reported during the year.

Areas of Development

11. The Service's equality objectives were updated and published in 2013. Linked into this, the Ethical Framework SPI was updated in 2013 and equality and diversity training has been embedded into the mandatory training programme for all staff and volunteers, as part of promoting equality and diversity and the Service's values.
12. A Positive Action Sub Group has been established to focus on supporting people from under-represented parts of the community who would like to work for Hereford & Worcester Fire and Rescue Service. In addition it helps to enhance Equality and Diversity across Hereford & Worcester Fire and Rescue Service. The intention is for the Sub Group to include diverse representation from the communities of Herefordshire and Worcestershire. However there has been very little interest from members of the communities to join the Sub Group.

13. Work has continued towards increasing our diversity levels as part of four retained (RDS) on-call recruitment campaigns during 2013-14. The number of BME staff have increased by three. The Service has more than doubled its BME RDS staff during the last three years. Building on this the Positive Action Sub Group is currently exploring utilising specialist advertising media and establishing appropriate community links. This has included placing an advert in Polish and English in the Polish magazine 'Here for All', which is circulated throughout Herefordshire and is expanding into Worcestershire.
14. District Management Meeting templates have been developed which report trend information on case work including sickness, grievances, capability and disciplinaries enabling local managers to proactively manage their staff. Training for managers on performance management has been very successfully delivered at Watch Commander Forums and locally. This has led to an overall reduction in formal disciplinary and grievance cases.
15. A Disability Toolkit has been jointly developed with the FBU. The aim of the toolkit is to support Managers and employees in dealing with disability related issues.
16. An Harassment and Bullying Toolkit has also been developed to support Managers and employees in dealing with harassment and bullying related issues. Awareness about harassment and bullying and how to deal with it has been raised both via the Service Bulletin and as part of the Ethical Framework training.
17. The exit interview process is currently being reviewed in order to ensure any equality and diversity related issues are identified and appropriately dealt with and the Service is able to learn and continually improve its approach to equality and diversity .

Conclusion

18. The Employment Monitoring Data Report 2013/14 identifies the trends and any relevant actions that are required.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	All
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Paragraph 2
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	Equality & Diversity Advisory Group and SMB
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Appendix 1

Supporting Documentation

Appendix 1: The Employment Monitoring Data Report 2013/14

Background Information: [Public Sector Equality Duty](#)

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