

## **Report of the Head of HR & Development**

### **Employment Monitoring Report 01 April 2018 – 31 March 2019**

#### **Purpose of report**

1. This report summarises progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Report 2018-19 on the Service website.
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#### **Recommendations**

***It is recommended the following areas are noted:***

##### **2018-2019**

- i) There have been minimal changes to the overall make up of the Service's workforce since the previous employment monitoring report for 2017-2018.***
- ii) The Employment Monitoring Report 2018-2019 (Appendix 1) is approved for publication.***

#### **Background**

2. The Equality Act 2010 sets out the Public Sector Equality Duty. It requires public bodies with 150 or more employees to publish information at least annually about their employees, to further the aims of the Equality Duty and to consider how activities affect people possessing one or more of the nine protected characteristics, which are as follows:

Age  
Disability  
Gender reassignment  
Marriage/civil partnership status  
Pregnancy and maternity  
Race  
Region or belief  
Sex  
Sexual orientation

3. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity objectives and for ensuring a more inclusive working environment. It enables the Service to examine how employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff. This should lead to more informed and inclusive decision making in activities affecting the workforce, for example, recruitment, selection and promotion.

- Effective monitoring also helps in minimising possible legal, financial and reputational harm. Understanding the composition of the workforce also enables the Service to highlight differences between groups to help identify, tackle and prevent issues that could otherwise undermine employee engagement and working relationships.

## 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 the HWFRS is 683.
- The data sets contained within the Employment Monitoring data report 2018/2019 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
<b>TOTALS</b>	<b>742</b>	<b>59</b>	<b>683</b>

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

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

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

- 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 (total staff in 2017/18 was 688). This reduction is in line with the Service Workforce Plan leading up to 2020.

## **Gender**

10. 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.
11. 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.
12. 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**

13. 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**

14. 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**

15. 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**

16. 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**

17. 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.
18. 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 that 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.

## **Recruitment - Data set 2**

19. 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%!
20. 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.
21. 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.
22. 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.

## **Promotions – Data set 3**

23. 125 candidates applied for promotion opportunities during 2018/19. Out of those, 43 were appointed. These were 39 male and 4 female.
24. 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.

## **Leavers - Data set 4**

25. 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.
26. 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.
27. 100 leavers were male and 21 female. 113 were white and 8 did not say.

## **Case Work – Data set 5**

28. 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.
29. 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.
30. One 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.

## **2018/2019 Activities to address issues raised within this report**

31. There are a number of actions and initiatives underway across the Service contributing to the achievement of our Equality Objectives as underpinned by the People Strategy 2017-2020.
32. The Organisational Development and Challenge Group (ODCG) acts as a critical friend in challenging our plans and processes in order to improve equality, diversity, consistency, transparency and outcomes.
33. In addition governance is provided via the Workforce Planning Group and the FRA Audit and Standards Committee.
34. As a result of reviewing the 2018/19 Employment Monitoring Data a number of initiatives will take place during 2019/2020 including:
- a) Training for managers in discipline and grievance handling and managing difficult situations.
  - b) Development of a Positive Action Strategy and programme to support On Call recruitment.
  - c) Commencement of a working group of female employees to support development of our positive action programme.
  - d) A review of our Equality, Diversity and Inclusion Strategy for launch in April 2020 to address key areas as outlined in this report.
  - e) Launch of a Service wide Community and Equality and Diversity Allies programme to support staff and new or potential recruits from underrepresented groups.
  - f) Encouraging staff to accurately record their equality data.
  - g) A review of the exit interview process and data analysis to help identify ways to improve the retention of On Call staff.

- h) Attending both the Worcester Pride Event and the Malvern Pride Event during the summer to support our local communities.
- i) Creation and review of key policies including 'Transitioning at Work - A Guide for Employees and Managers'. The purpose of this guide is to assist Trans employees and managers in HWFRS with practical information on workplace support.
- j) Attendance at Asian Fire Service Association and Networking Women in the Fire Service events.

## Conclusion

35. The Service continues to prioritise our continued commitment to equality and diversity and will provide updates to this Committee. All employment monitoring data will be published on the Service website in accordance with the Public Service Equality Duty.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Supports and enables the People Strategy and underpins the Equality Objectives.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable however this report demonstrates our commitment to embed the Equality Duty

## Background and Supporting Information

Appendix 1: Employment Monitoring Report 01 April 2018 – 31 March 2019

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