

Report of the Head of Corporate Services

Employment Monitoring Data 2016-17

Purpose of report

This report summarises progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Data 2016-17 on the Service website.

Recommendations

It is recommended that:

2016- 2017

- i) it be noted there have been minimal changes to the overall make up of the Services workforce since the previous employment monitoring report for 2015-2016.***
- ii) it be noted the inclusion of data in relation to unsuccessful completion of the fitness test has been included within the Case Work section of the Employment Monitoring Report 2016-2017.***
- iii) The Employment Monitoring Report 2016-2017 be approved for publication.***

Background

Public Sector Equality Duty

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
- Gender
- Sexual orientation

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, 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 2015-16, there has been progress in a number of important areas, as noted below.

Staff in Post

The overall figures for staffing have historically been based on the accumulative totals of the number of staff employed under each work group ie 751. (This is in line with National guidelines). However, 47 staff have secondary contracts, therefore the actual number of staff employed by HWFRS is 704.

The data sets contained within the Employment Monitoring data report 2016/2017 are based on the overall staffing figure of 751.

Work Group	Actual Staff	Staff with Secondary role	Total posts occupied
Whole Time	238	30	
Fire Control	23	1	
Support Staff	108	16	
RDS	335		
TOTAL	704	47	751

Since 2012-13, the overall number of employees has reduced from 844 to 751, this is reduction of 15 compared to last year. This reduction is in line with the Service Workforce Plan leading up to 2020.

Ethnicity

The overall number of BME staff has remained consistent from 14 in 2012-13 to 14 in 2016-17, this is an increase of 2 from last year. The number of BME RDS staff increased from 9 (2015/16) to 11 (2016/17). The number of White, British, Irish or White Other is 717, this is a reduction of 14 from last year. Targeted advertising on social media to help alert local communities to vacancies continues.

Gender

The total number of female staff has decreased from 129 in 2012-13 to 112 in 2016-17, however, this is an increase of 7 compared with 2015/2016. The number of female RDS employees has seen a slight decrease from 26 to 25. A number of positive action initiatives targeting female candidates applying for RDS operational roles, including targeted advertising and offering female firefighter applicants a mentor to support them through the recruitment process is continuing to be used to help raise the numbers of female applicants during the selection process.

Sexual Orientation

The number of staff declaring them as gay/lesbian in 2016-17 has increased from 5 to 6, this is a slight improvement on last year. 12 applicants declared as gay/lesbian. This is a decrease of 1 from last year. 20 applicants preferred not to say. However only 1 person from this group was then successfully appointed.

Disability

The number of employees declaring themselves as disabled remains at 14 for a second year. There has been an increase from 5 to 7 in the number of RDS staff and from 2 to 3 for Support Staff who have declared themselves as being disabled and a reduction by 1 for Whole time firefighters down to 4.

Religion

Overall these figures have remained relatively static for all areas other than Christian, None and Preferred not to say. 2 of these areas have seen either a substantial change in data ie Christian up from 170 last year to 222 declared this year and a reduction of 40 down to 345 in the category of 'Prefer not to say'. The None category has increased by 29 this year to 169.

Age

The majority of staff across all work groups (Whole Time, RDS, Fire Control & Support Staff) fall within three main ages ranges: 25 to 35 = 188, 36 to 45 = 259, 46 to 55 = 219. This latter category is significant for Whole Time staff due to implications of the 1992 Pension scheme and the ability to retire at 50. 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.

Leavers

2016/17 has seen a slight decrease in the numbers of leavers from 100 down to 96. The majority of these were due to resignations (50). Retirements are up to 25, an increase of 10 on last year. For Whole time employees, this was predicted and is in line with the Workforce Plan based on the age profile of the workforce.

Case Work

2016/2017 saw an increase in the number of discipline cases rising from 9 last year to 11 this year. 9 of these related to RDS staff and this is an increase on last year when only 2 RDS staff featured in this category. 2 of these were from the BME group. No females were disciplined during this time period.

Grievances have reduced from 6 to 4. This was evenly split between Whole Time and RDS. 1 was recorded as BME. No females submitted any grievances.

All casework has applied to males. There is nothing in the trend data over the last 5 years to indicate that this is an area of concern as the ratio of males to female is 1:5. This area will be closely monitored to ensure that females are not being prevented from raising grievances or are being treated differently in respect of disciplinary matters.

Unsuccessful Fitness Tests

This is new area for inclusion this year. A total of 7 employees failed the fitness test. 1 Whole Time and 6 RDS. Out of this number 1 was female, no BME's were in this category although one person preferred not to say. Analysis of unsuccessful tests amongst age range groupings was as follows:

Age range	36 – 45	46 -55	56 -65	Prefer not to say
WT	0	0	0	1
RDS	2	1	3	0

Further work with University of Worcester and our new OH provider HML will take place during 2017/18 in order to identify targeted health & well being initiatives. Current initiatives to support the maintenance of fitness standards including access to an Exercise Physiologist for diet and fitness advice, a number of staff are Register of Exercise Professionals (REPs) Level 2 qualified fitness instructors and can provide bespoke exercise programmes to support staff, signposting to free diet, fitness and exercise activities and discounts at local fitness centres.

2017/2018 Activities to address issues raised within this report

During 2017/18 all E & D work/actions that have arisen from this report, the Wisdom Factory report and recommendations from the NJC Inclusivity Strategy will be amalgamated into one People Strategy Action Plan. Governance will be via Workforce Planning Group, Organisational Development and the FRA Assurance and Standards Committee.

As a result of reviewing the 2016/17 Employment Monitoring Data the following initiatives will take place during 2017/2018:

- Cultural and people management training for all managers.
- Senior Managers will commence on some cultural training (bias v unbiased awareness etc) as part of the Wisdom Factory recommendations.
- Managers at all levels are due to receive training in discipline and grievance handling and managing difficult situations during 2017/18.
- The Service will continue to increase the awareness, understanding and value of staff accurately recording their equality data and how accurate employment monitoring data underpins the culture, values and beliefs of the Service.
- To explore and understand why a high proportion of staff declare 'prefer not to say' in many categories.
- Further analysis in respect of the increase in the number of RDS disciplines needs to take place in order to identify and reduce any perceived or real cultural issues.
- Improved exit interviews and analysis of the data and comments to help contribute to identify ways to improve on the retention of On-Call staff.
- Analysis of recruitment activities and fall out rates across the protected characteristics for RDS and Whole time recruitment in order to identify and remove barriers (perceived or real) within the recruitment and selection processes.
- During 2017/2018 further work will be done to build on community engagement to enable the Service to understand and remove barriers to joining the Service.
- The Service continues to explore ways of engaging with the LGBT communities and will be attending the Worcester Pride Event in September 2017 in order to better understand the community view of the Service.

Conclusion

The Service continues to make progress in embedding Equality and Diversity and will continue to 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

Resource Implications (identify any financial, legal, property or human resources issues)	None
Strategic Policy Links (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.
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)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable however this report demonstrates commitment to embed the Equality Duty

Background and Supporting Information

Appendix 1: Employment Monitoring Data 2016-17

Contact Officer(s)

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