

Report of the Head of Human Resources

10. Employment Monitoring Data 2012/13

Purpose of report

1. To note the contents of this report, prior to publication of the Employment Monitoring Data 2012/13 on the Service's website.
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Recommendation

It is recommended that the Policy and Resources Committee approves the Employment Monitoring Data Report 2012/13 and approves publication on the Service's website.

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 2012/13 will evidence that the Service continues to comply with this.
3. The Employment Monitoring Data Report (Appendix 1) provides information relating to 2012/13 in relation to eight of the protected characteristics i.e. race, gender, age, disability, religion/belief and sexual orientation, gender reassignment, pregnancy and maternity. There is no requirement to monitor marriage and civil partnership. Following feedback from Members last year the Service has commenced monitoring of the category of "White Other" which is reflected in this report.
4. The Executive Summary in Appendix 1 provides an overview of the monitoring information 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 has considered and approved the Employment Monitoring Data Report 2012/13 at its meeting on 16 July 2013. The Member representatives on the Equality and Diversity Advisory Group have been consulted on the highlights in the Employment Monitoring Data Report 2012/13.

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 2011/12. A summary is attached at Appendix 2.

Areas of Development

7. As part of the Service's restructure of its Human Resources Department it introduced a dedicated Recruitment Officer who is instrumental in supporting Managers in their role of increasing attraction rates from under-represented groups. Whilst there has been an increase in applications from under-represented groups for the role of on-call firefighter, the Service will consider additional ways of attracting candidates from under-represented groups.
8. We have continued the review of the recruitment tests i.e. fitness and written tests.
- a. Candidates are now provided with the opportunity to practice the fitness test at an early stage in the recruitment process. Early indications show that more candidates are successful at the fitness tests.
 - b. Candidates are provided with a practice paper in advance of them undertaking the actual written test. Early indications show that more candidates are successful at the written tests. In addition we signpost candidates to free adult literacy and numeracy courses which could result in a qualification allowing them to be exempt from the fire service written tests.
9. Whilst there was an increase in formal disciplinaries in 2012/13, it should be noted that there has since been a reduction. The Human Resources department are now proactively supporting and coaching managers in dealing with issues before they escalate to the formal stage.
10. Whilst the Service has an exit interview process in place, we still lack quality data in relation to the actual reasons for staff leaving the Service. This process will now be reviewed.

Conclusion

11. The report provides commentary to identify trends and any relevant actions that are required.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Paragraph 24
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Paragraph 3
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?)	Appendix 1

Supporting Information

Appendix 1 - Employment Monitoring Data 2012/13
Appendix 2 – Summary of Key Trend Information

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