

## **Report of the Head of Corporate Services**

### **9. Employment Monitoring Data 2014 – 2015**

#### **Purpose of report**

1. For the Committee to note the contents of this report, prior to publication of the Employment Monitoring Data 2014/2015 on the Service's website.

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#### **Recommendations**

##### ***It is recommended that:***

***The Committee note the key areas highlighted in the Employment Monitoring Data Report 2014/2015 (Appendix 1) prior to publication on the Service's website and note that:***

- ***The Exit Interview process and form has been reviewed in order to collate quality data in relation to the reasons for staff leaving the Service.***
- ***The "Open for All group" (previously known as the Positive Action Sub Group) is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.***
- ***The Ethical Framework was reviewed in October 2014 and refresher training was delivered during this period. We are currently exploring ways to further embed the Ethical Framework across the Service.***

#### **Background**

2. 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 which are as follows:
  - Age
  - Disability
  - Gender reassignment

- Marriage/civil partnership status<sup>1</sup>
  - Pregnancy and maternity
  - Race – this includes ethnic or national origins, colour or nationality
  - Religion or belief – this includes lack of belief
  - Gender
  - Sexual orientation
3. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity objectives and in 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.
  4. Effective monitoring also helps in minimising possible legal, financial and reputational harm. Furthermore, understanding the composition of the workforce enables the Service to highlight differences between groups to help identify, tackle and prevent issues that could otherwise undermine employee engagement and working relationships.
  5. The Employment Monitoring Data Report for the period 2014/15 is attached (Appendix 1). It provides information 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 provide information on marriage and civil partnership.
  6. The Executive Summary contains an overview of the monitoring information and more detailed relating to the protected characteristics. It is broken down by 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
  7. The Equality and Diversity Advisory Group has considered and approved the Employment Monitoring Data Report 2014/2015 at its meeting on 8<sup>th</sup> September 2015.
  8. The Member Champions for Equality and Diversity have been consulted on the highlights in the Employment Monitoring Data Report 2014/2015.

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<sup>1</sup> Whilst the Duty applies to marriage and civil partnership, this in respect of the requirement to have due regard to the need to eliminate discrimination.

## **Key Trend Information**

### **Staff in Post**

9. An analysis of the data shows that there has been little change in employment information relating to the protected characteristics since the previous Employment Monitoring Data Report 2013/2014. Since 31 March 2012, the overall number of employees has decreased from 863 to 793. The number of support staff has reduced from 133 to 103, predominantly due to natural wastage and redundancies. 83% of our workforce are operational staff of which 36% are whole-time and 47% are retained.

### **Ethnicity**

10. The number of BME (Black Minority Ethnic) staff has increased from 24 to 27 since March 2012. The Service appointed 1 BME employee in 2014/ 2015, compared to 3 in the previous year. However, the number of RDS BME employees has increased by 66% over the last three years (from 10 to 15).

### **Gender**

11. Whilst the total number of female staff has decreased from 129 to 108 since March 2012, there has been a significant increase in the number of female applicants (87 compared with 40 the previous year). The number of female RDS staff has now increased by 4 (1%) since March 2013. During the last 12 months 82 employees left the Service with 14 being female, 49 were RDS compared with 32 in 2013/2014.

### **Sexual Orientation**

12. There have been 11 applicants, compared to 2 in 2013/2014, who declared their sexual orientation to be other than heterosexual. There has been an increase of 2 members of staff (7 compared to 5), who declare themselves to be other than heterosexual.

### **Disability**

13. The Service has seen an increase from 13 to 17, since the previous year, in staff members who have declared a disability. The number of applicants who have declared a disability has also increased by over 100% since the previous year (15 compared to 7).

### **Religion**

14. In 2014-2015 there were 15 applicants who declared their religion/belief to be other than Christian, which is 6 more than the previous year.

## **Age**

15. There has been a reduction of 37% in staff within the age group 17 – 24 since 2013/2014; however, applications for employment have increased by nearly 100% within this age category since the previous year (70 compared to 39).

## **Leavers**

16. Of the total number of leavers, 14 were female (1 RDS, 1 Fire Control and 12 support), 1 was White Other and 1 was BME. None of the leavers had a declared disability. 20% of staff leaving the Service were aged between 46-55 years of age.

## **Disciplinarys and Grievances**

17. HR case work in relation to formal disciplinarys has remained the same with 9 cases in 2014/2015. There were no employees subject to disciplinary procedures, who were classed as BME, disabled or had a sexual orientation other than heterosexual or not stated, or who had a religion/belief other than Christian or not stated.
18. It is positive to note that overall there has been a decrease with only one formal grievance being submitted in 2014/2015 compared to 3 within the previous year. There were 2 informal grievances submitted within this period by one male and one female.
19. There were 3 harassment and bullying cases reported during 2014/2015.

## **Areas of further work for further consideration**

20. 13 female applicants applied for an RDS role within 2014/2015, out of a total of 95 candidates. Only one female was successful. Further opportunities will continue to be explored to see what positive action initiatives might be appropriate in supporting and encouraging applications from people with protective characteristics.
21. It should be noted that there were 26 whole-time promotion applicants within 2014/2015, with only one female applicant. Out of 45 applicants for promotion there were 10 female applicants. Further work will be completed in analysing the process to see whether this group of individuals could be disadvantaged at any stage of the process and what positive action initiatives might apply to support and encourage progression.
22. Whilst the number of formal disciplinarys remained the same in 2014/2015, when compared to the previous 12 months, three bullying and harassment investigations were carried out in 2014/2015. It should be noted that these cases were unrelated however on-going monitoring will take place within this area.

23. The Service has an exit interview process in place, the exit interview process and form has been reviewed in order to collate quality data in relation to the reasons for staff leaving the Service.
24. Work has continued towards increasing our diversity levels as part of four On-Call (RDS) recruitment campaigns during 2014/15. Building on this, the “Open for All group” (previously known as the Positive Action Sub Group) is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.
25. The Ethical Framework was reviewed in October 2014 and refresher training was delivered during this period. We are currently exploring ways to further embed the Ethical Framework across the Service.

### 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 objective in the Corporate Strategy
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Risk of non-compliance with furthering the aims of the Equality Duty
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Not applicable
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable however this report demonstrates commitment to embed the Equality Duty

### Supporting Information

Appendix 1 - The Employment Monitoring Data Report 2014/2015

Appendix 2 – Summary of Key Trend Information

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