

Report of the Area Commander for HR & Development

Employment Monitoring Data 2017-18

Purpose of report

1. This report summarises progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Data 2017-18 on the Service website.

Recommendations

It is recommended that:

- i) Members note there have been minimal changes to the overall make up of the Services workforce since the previous employment monitoring report for 2016-2017.***
- ii) The Employment Monitoring Report 2017-2018 (Appendix 1) is approved for publication.***

Background

Public Sector Equality Duty

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
 - Religion or belief
 - Gender
 - 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.

4. 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

5. 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.
6. While there has been little change in employment information relating to the Protected Characteristics since the previous Employment Monitoring Data Report in 2016-17, there has been progress in a number of areas, as noted below.

Staff in Post – Data set 1

7. 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, 54 staff have secondary contracts; therefore the actual number of staff employed by the HWFRS is 688.
8. The data sets contained within the Employment Monitoring data report 2017/2018 are based on the overall staffing figure of 742.

Work Group	Actual Staff	Staff with Secondary role	Total posts occupied
Whole Time	239	33	
Fire Control	22	1	
Support Staff	106	18	
RDS	321	2	
TOTAL	688	54	742

9. Since 2012-13, the overall number of actual employees has reduced from 844 to 742. In 2017/2018 this is an overall reduction of 10 employees compared to last year. 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 107 in 2017/18, this is a further reduction of 5 females compared with 2016/2017 overall figures. The number of female Wholetime Fire Fighters has increased by 3 compared to last year whilst both the RDS and Fire Control and Support Staff have decreased by 8 females (5 : 2 : 1 respectively). Positive action initiatives targeting female candidates applying for RDS operational roles continues, including targeted advertising and offering female firefighter applicants a mentor to support them through the recruitment process, awareness sessions around the physical and fitness tests also take place. During 2019/20 further a review of existing Positive

Action initiatives and a new plan will be developed to support the Services overarching workforce plan.

Ethnicity

11. The overall number of BME staff has remained at 14 for the last 2 years. The number of White British, White European and White Other is 658. Non-disclosure from staff remains at 16 for a second year.

Sexual Orientation

12. A total of 7 staff declared their sexual orientation as either Bisexual or Gay/Lesbian; this is the same as last year. 311 staff preferred not to say.

Disability

13. The number of employees declaring themselves as disabled has reduced to 13. Support Staff have increased by 1. All 688 staff declared either yes or no to this category. No one declined to declare.

Recruitment - Data set 2

14. The overall 2017/18 recruitment data includes information relating to the Wholetime Fire Fighter recruitment campaign. This was the first recruitment campaign for over 10 years. This campaign attracted 994 applications, 884 male and 103 female with 7 applicants preferring not to say, 65 BME applications were also received. A total of 27 candidates successfully completed the six stage selection process 22 were male, 4 female, 2 were BME and 1 preferred not to say.
15. 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 434 in 2016/2017 to 341 applications in 2017/2018. On Call recruitment remained fairly consistent but Support Staff applications reduced from 319 to 216 in this period. This therefore impacted on the number of female applications received, reducing from 224 in 2016/2017 to only 80 in this period. Female applications for On Call roles increased by one from last year to 17 this year. BME applications were down 6 to 18 compared to last year.
16. Male candidates continue to apply for fire-fighting roles and predominately female candidates apply for Fire control and Support roles. This reflects the traditional stereotypes which we are keen to breakdown, as part of our commitment to increasing the diversity of our workforce.

Promotions – Data set 3

17. 95 candidates applied for promotion opportunities of which 46 staff were successfully promoted during 2017/2018. 36 were male, 9 female and 1 candidate preferred not to say. Of the 95 candidates who applied for promotion there were 80 males, 12 females and 3 preferred not to say. This equates to a 75% success

rate for female promotions candidates and a 45 % success rate for males. No BME candidates applied for promotion.

Leavers - Data set 4

18. 2017/18 has seen a slight reduction in the numbers of leavers from 96 down to 76. The majority of leavers were due to 55 resignations. Retirements were down to 1, a reduction of 13 on last year. 46 resignations were from On Call staff, 14 Wholetime, 14 Support staff and 2 from Fire Control. 68 leavers were male and 8 female. 72 were white and 4 were BME staff.
19. 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 – Data set 5

20. 2017/2018 saw an increase in the number of discipline cases rising from 11 last year to 23 in this year. 9 of these related to RDS staff and 13 of these related to Whole time staff, this is an increase on last year when only 2 RDS staff featured in this category. None of these were from the BME or female staff.
21. Grievances have remained consistent at 4. There were 2 from Wholetime, 1 from RDS and 1 from Fire Control. None of these grievances involved staff from any protected characteristic groups.
22. 2 Female staff (1 x RDS and 1 x Support Staff) raised issues in relation to harassment and bullying during this period. All other casework has applied or has been raised by 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.

2017/2018 Activities to address issues raised within this report

23. 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 the People Strategy Action Plan. Governance will be via Workforce Planning Group, Organisational Development and the FRA Assurance and Standards Committee.
24. As a result of reviewing the 2017/18 Employment Monitoring Data the following initiatives will take place during 2018/2019:
 - Cultural and people management workshops for all managers.
 - A cultural review will be undertaken with Senior Managers and recommendations will be incorporated within the People Strategy Culture pillar.
 - Chief Fire Officer will lead on cultural change.
 - Managers at all levels are due to receive training in discipline and grievance handling and managing difficult situations during 2018/19.

- 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.
- 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.
- The Service continues to explore ways of engaging with the LGBT communities and attended the Worcester Pride Event in September 2017 in order to better understand the community view of the Service.
- Allies will be introduced to the Service to support staff and new or potential recruits from underrepresented groups.

Conclusion

25. 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 2017-18

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