Human Resources

Workforce Profile 2014

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EXECUTIVE SUMMARY

Purpose of this Report

- 1. SYFR as a public body has legal and moral commitments in relation to the requirements within the Equality Act 2010 equality general duty to:
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it,
 - Eliminate discrimination, harassment and victimisation, and
 - Foster good relations between persons who share a relevant protected characteristic and who do not share it.
- 2. In relation to the specific duty underpinning this general duty SYFR is required to source, analyse and publish information on inequalities across jobs and services annually and to use this information to identify equality objectives every 4 years and work toward the achievement of these across all functions.
- 3. SYFR is working within the FRS Equality Framework has a stated commitment to develop a workforce which is more reflective of the communities which are served as this is known to have a beneficial effect on ensuring services meet the needs of diverse communities.
- 4. The current context of employment at SYFR is affected by the continuing UK recession and severe budgetary cuts. A range of factors such as significant organisational change, restructure and ±downsizingq Very limited recruitment into other work groups at SYFR has significant implications for workforce diversity and equality.
- 5. SYFR has produced this Workforce Profile to:
 - Give a revised picture of the composition of the workforce in SYFR since the previous report in 2013.
 - Display and analyse the Workforce Profile for March 2014.
 - Carry out a comparison with the data from 2013.
 - Review any impacts of actions within SYFRos People and Equality and Inclusion Strategies.
 - Enable tracking from the commencement of the Support Services Review and the impact this has on workforce diversity and equality.
- 6. The purpose of the Report is also to identify actions to rectify any inequalities identified and to provide a clear set of recommendations. The hope of the authors is that this can help inform SYFR leaders and a range of stakeholders, and allow both to use the report to identify aims and priorities within a difficult context of the limited ability of SYFR of influence workforce trends with ever decreasing resources.

Scope of the Report

- 7. The Workforce Profile provides a update from the 2013 report in relation to a range of protected characteristics (race, sex, disability, sexual orientation, religion and belief and age) along with information about data quality, and other information on employment (leavers, flexible working and discipline, grievance and performance).
- 8. As reported in the 2013 workforce profile the protected characteristics not scoped in this Workforce Profile are marriage and civil partnership, and gender reassignment. The reasons for this are included within the Outside Scope section of the report.

Key Findings

The Profile shows that compared to the 2013 report:

- 9. The under-representation of Ethnic minorities has slightly increased since the report in 2013.
- 10. There remains no racial diversity within Dual, RDS, Control and Casual work groups.
- 11. As per in 2013 there are no declared disabled staff in Dual, RDS and Control Work Groups however the percentage of disabled staff in Wholetime, RDS and Support has slightly increased since 2013.
- 12. Disclosure rates have increased slightly between 2013 -2014 however Disability, Sexual Orientation and Religion & Belief disclosure is still less than 60%.
- 13. There remains significant under-representation of females in SYFR Wholetime, RDS, Dual and Casual work groups.
- 14. The sex composition has remained broadly the same with a slight increase in females from 2013 to 2014.

Recommendations and how they will be implemented

Key recommendations in this Report in summary are to:

- 15. Address the under-representation of black and ethnic minority, disabled, and younger (16-24) employees at SYFR and women in operational groups along with the continuing total absence of women in senior operational management.
- 16. Develop effective and supported positive action approaches and measure and report on outcomes in relation to promotion, retention and recruitment campaigns to increase diversity, including developing a longer term approach to workforce planning to support this approach.

17. Promote disclosure of diversity information in the new HR system through the use of the self service module to enable a clearer picture of the SYFR workforce profile.

INTRODUCTION

- 18. This report is an update on the Workforce Profile document produced in 2013 which analysed the profile of the organisation as at 31st March 2013. The Reports in 2013 highlighted a range of area/ issues and suggested a corresponding a range of actions for improvement to address each area identified.
- 19. The purpose of this report is therefore to:
 - Assess the impact of each of the actions for improvement in the 2013 workforce profile and equal pay report.
 - Analyse the profile of the organisation as at 31st March 2014 and incorporate (where appropriate) a comparison against 2013 data to identify areas requiring further improvement
 - Identify actions to improve workforce diversity at SYFR.
 - Enable tracking of the workforce diversity and equality and the impact of the support services review from 31st March 2014 to 31st
 March 2016

LEGAL AND STRATEGIC BACKGROUND

- 20. The legal requirement to produce regular workforce profiles and pay updates and to take action to make improvements is driven by the, Gender equality Duty 2007, and the Equality Act 2010. The Equality and Human Rights Commission Guidance & quality Information and the Equality Duty: A Guide for Public Authorities+has been utilised in scoping this updated Workforce Profile Update.
- 21. SYFR continues to experience the impact of significant budget cuts with a significant drop in SYFR recruitment activity. Ongoing Organisational change also impacts of the shape of SYFR and diversity.
- 22. SYFRcs commitment to a positive action approach is summarised in the revised policy Positive Action Approach & Priorities; this documents highlights the work to update and improve SYFRcs approach to Positive Action, through alignment with SYFRcs Talent Management Plan and People Strategy.

SCOPE OF PROFILE

- 23. This report covers six of the nine protected characteristics; Race, Sex, Disability, Sexual Orientation, Religion and Belief and Age.
- 24. The 2014 report incorporates the following range of employment areas Leavers, Flexible working and Discipline, grievances and performance.
- 25. The 2014 report includes information for Control and Non Uniformed employees to allow the tracking and impacts of the Support Services Review to be assessed.

OUTSIDE SCOPE / FUTURE AREAS

- 26. Marriage and Civil Partnership . SYFR will continue to ensure that all policies and procedures, where there is a focus or reference to marriage, refer equally both to civil partnership and partners in general thus affording equal treatment in relation to this protected characteristic.
- 27. Advice has previously been sought from the Trans organisation, a:gender on whether or not equality monitoring is useful or recommended by organisations of trans people. In addition, a member of SYFR Equality and Inclusion team attended a seminar & ransgender Equality in Service Provision+organised Sheffield Centre for HIV & Sexual Health where further contacts were made with Trans organisations. The recommendation was that at this current time it is not useful to include Gender Reassignment in equality monitoring forms.
- 28. Training . Work is still currently underway within the Organisation Development department to address this and introduce a new system which will enable appropriate reports to be compiled and analysed. The new HR system will enable efficient reporting of Training requests/uptake.

Actions for Improvement – Outside Scope

- 1. Continue to keep abreast of best practice around monitoring gender reassignment and pregnancy and maternity.
- 2. Continue to set up profiling system in HR Organisational Development to collate and analyse who requested training/was granted training and any inequalities identified.

DATA & DISCLOSURE

29. SYFRos workforce can be divided into two main areas, operational, comprising of the following work groups:-

- Wholetime
- Retained Duty System (RDS)
- Dual Contract

And non-operational:-

- Control
- Support
- Casual
- 30. Work is ongoing within the Human Resource department to bring both the range and quality of data within SYFR up to date with a new integrated, bespoke HR system. The new system has the ability to enable the workforce profile to be generated automatically. This will significantly reduce the amount of time required to complete this work and enable the work to compile these reports to be embedded within teams and projects. An additional feature within this system is that employees are able to update their own data around the protected characteristics. It is hoped this will encourage higher completion/disclosure rates from 2015 onwards
- 31. The availability of 2011 Census information has allowed South Yorkshire community comparisons to be made for some protected characteristics. The publication of IRMP Statistical returns by CLG has allowed some basic comparisons with the level of sex and race diversity across FRS within these Reports.

Actions for Improvement – Data and Disclosure

- 1. Establish how to improve rates of disclosure potentially utilising the new HR software system now employees are able to update or amend their information. Work should continue to manage a continued message around why we need employees to disclose data around their protected characteristics and the benefits this will bring.
- 2. Continue to work with relevant stakeholders around the value of equality monitoring to increase disclosure rate.

PART I – WORKFORCE PROFILE

1. RACE (ethnicity)

- 1.1 The definition of race in this workforce profile is the one used in the Equality Act 2010 & group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins+.
- 1.2 In relation to overall ethnic diversity at SYFR Table 1 shows that the % of ethnic minority staff has reduced from 3.38% in 2013 to 3.05% in 2014. The disclosure rate for this protected characteristic at SYFR remains at 100%.
- 1.3 Fire & Rescue Authorities Operational Statistics published by CLG provides some comparison for this protected characteristics. For 2014 this shows the Metropolitan FRSos had the following ethnic minority compositions: Greater London 13.96%, West Midlands 9.55%, Merseyside 3.53%, West Yorkshire 3.36%, South Yorkshire 3.05%, Greater Manchester 3.16% and Tyne and Wear 1.88%.
- 1.4 This can be compared to census information for 2011 giving the % of ethnic minorities within South Yorkshire as 9.37%, equivalent to almost 126,000 people. This is based on the following groups Mixed/ Multiple ethnic groups (Asian/Asian British, Black/African Caribbean/ Black British and Other Ethnic Groups).
- 1.5 There has been a reduction in minority ethnic employees between 2013 -14. Within whole time staff this reduction occurred from 2.75% in 2013 to 2.70% in 2014 and in support staff this reduction was from 6.46% in 2013 to 5.88% in 2014. The Support Staff group at SYFR is more diverse than the Whole time Group.
- 1.6 Further ethnic diversity has reduced in all work groups where there was some diversity between 2013 to 2014 (Wholetime, RDS, Support Staff). There are also a number of work groups at SYFR where there is no ethnic diversity (RDS, Dual, Control and Casual). Therefore the Profile shows the ethnic minorities are significantly under-represented within SYFR workforce and this under-representation has slightly increased from 2013 to 2014.

Table 1: Ethnicity of Workforce (%) by Work Group

	WT 2013	WT 2014	RDS 2013	RDS 2014	Dual 2013	Dual 2014	Control 2013	Control 2014	Support 2013	Support 2014	Casual 2013	Casual 2014	All Employees 2013	All Employees 2014
% Majority Group (White British)	97.24	97.30	98.71	100.00	100.00	100.00	100.00	100.00	93.10	94.12	100.00	100.00	96.51	96.95
% Minority Ethnic Group (Black & Minority Ethnic)	2.75	2.70	0.00	0.00	0.00	0.00	0.00	0.00	6.46	5.88	0.00	0.00	3.38	3.05

Table 2: Majority / Minority Ethnic Group (%)

Grade / Role	Majority Ethnic Group (White	Majority Ethnic Group (White	Minority Ethnic Group 2013	Minority Ethnic Group 2014	Not completed 2013	Not completed 2014
	British) 2013	British) 2014				
Dir / CFO / DCFO /	· ·	· ·				
ACO	100.00	100.00	0.00	0.00	0.00	0.00
HOF / AM / GM	93.75	94.74	6.25	5.26	0.00	0.00
9 - 11 / SM	94.12	93.75	5.88	6.25	0.00	0.00
7 - 8 / CM / WM	97.55	97.93	2.44	2.07	0.00	0.00
6 / FF	97.05	96.67	2.57	3.33	0.36	0.00
4-5	93.58	94.44	6.41	5.56	0.00	0.00
1-3	91.83	94.23	8.16	5.77	0.00	0.00

NB. Table 2 . Please note that grade 1-3 includes apprentice

1.7 Table 2 shows that the majority group (White British) is dominant throughout all grades / roles with the highest levels of minority ethnic groups in the grades 9-11/SM and 1-3. There is a slight increase in BME employees in grades 9-11/SM, 6/FF and a slight reduction in grades HOF/AM/GM, 7/8/CM, 4-5 and 1-3.

Table 3: Ethnicity of SYFR Employees

Ethnic Origin	No. of Employees 2013	No. of Employees 2014	% in 2013	% in 2014
White	997	984	96.52	96.95
Asian / Asian British	5	4	0.48	0.39
Black / Black British	10	9	0.97	0.89
Mixed / Multiple Ethnic Groups	10	10	0.97	0.99
Other Ethnic Group	9	8	0.87	0.79
Prefer not to say	1	0	0.10	0.00
Not Completed	1	0	0.10	0.00

1.8 Table 3 shows that the largest ethnic minority group at SYFR was Black/Black British and Mixed/Multiple Groups in 2013 but in 2014 this has changed to Mixed/Multiple Ethnic groups.

Race – Analysis

1.9 The main findings are the reduction in ethnicity diversity across both support and operational groups between 2013 and 2014 coupled with the difference between the ethnic compositions of SYFR workforce at 3.05% compared to the whole of South Yorkshire at 9.37%. The average across all fire and rescue authorities is reported as 3.9% at 31st March 2014 as published in the 2013-2014 DCLG Operational Statistics bulletin for England.

1.10 Overall the Profile shows that there is significant under-representation of BME employees at SYFR and that the under-representation has increased between 2013 and 2014.

Race – Actions for improvement

- 1. Continue to focus on positive action in progression, along with retention and recruitment to increase diversity for this protected characteristic in SYFR.
- 2. Planning for positive action would need to be supported by a longer term approach to workforce planning as significant lead in times to implement effective interventions.
- 3. Due to continuing negative perceptions in SYFR workforce about positive action, to successfully conduct positive action an awareness campaign would be needed to secure and retain the support of minority and majority employees and would need to be consistently championed by Senior Managers.

2. SEX

- 2.1 The Equality Act 2010 changed the title of this category from gender to sex, and refers to males or females.
- 2.2 Table 4 shows that in the overall sex composition at SYFR between 2013 and 2014 has not changed significantly, with 16.06% females for 2013 and 16.45% in 2014.
- 2.3 Fire & Rescue Authorities Operational Statistics published by CLG provides some comparison for this protected characteristic. For 2014 this shows that the Metropolitan FRS¢ had the following female compositions for Wholetime staff: Greater London 6.24%, Tyne and Wear 6.22%, South Yorkshire 5.11%, Merseyside 4.95%, West Midlands 4.74%, West Yorkshire 3.58% and Greater Manchester 1.86%. For women in Retained Duty Systems the comparisons provided are that West Midlands had 83.33%, Merseyside had 6.52%, West Yorkshire 4.24%, South Yorkshire had 1.52%. Tyne and Wear and Greater Manchester have no females in RDS and Greater London do not operate an RDS. It is worth noting that the 83.33% female RDS for West Midlands is due to them only having 6 RDS employees.
- 2.4 Table 5 shows the overall workforce composition broken down by work group. This shows that sex diversity has decreased slightly within Operational Groups which were comprised of 5.20% in 2013 and 4.91% in 2014. With less than 5% operational employees being women . this represents a continuing underrepresentation but is higher than the current average of female firefighters in England which as at 31st March 2014 was 4.5%.
- 2.5 For non-operational employees Table 5 shows that there has been a change in composition with in an increase of females from 47.54% in 2013 to 49.81% in 2014 coupled with a decrease in males from 52.45% in 2013 to 50.19% in 2014.
- 2.6 Table 6 shows that there is still significant sex segregation in work groups at SYFR with women predominating in Control and men predominating in all Operational Groups of Wholetime, RDS and Dual contracts.

Table 4: Sex of SYFR Workforce

	2013	2014	2013%	2014%
Male	867	848	83.93	83.55
Female	166	167	16.06	16.45
Total	1033	1015	99.99	100

	Operational 2013	% Operational 2013	Operational 2014	% Operational 2014	Non Operational 2013	% Non Operational 2013	Non Operational 2014	% Non Operational 2014
Male	728	94.79	717	95.09	139	52.45	131	50.19
Female	40	5.20	37	4.91	126	47.54	130	49.81
Total Workforce	768	99.99	754	100	265	99.99	261	100

Table 5: Operational/Non operational males and females %

Table 6: % Females / Males by Work Group

	Female 2013	Male 2013	Female 2014	Male 2014
Wholetime	5.21	94.79	5.11	94.89
RDS	3.63	96.36	1.52	98.48
Dual	8.69	91.30	9.09	90.91
Casual	0.00	100.00	0.00	100.00
Control	75.75	24.24	75.76	24.24
Support	45.08	54.91	47.51	52.49

Table 7: Number of Females / Males by Grade / Role

Grade / Role	% of all Females 2013	% of all Males 2013	% of all Females 2014	% of all Males 2014
Dir / CFO / DCFO / ACO	0.60	0.34	0.60	0.35
HOF / AM / GM	0.00	1.84	0.00	2.24
9 - 11 / SM	5.42	4.84	6.59	4.48
7 - 8 / CM / WM	25.90	28.02	23.95	28.77
6 / FF	30.72	56.86	28.14	56.72
4 - 5	22.89	4.03	25.15	3.54
1 - 3	14.45	4.03	15.57	3.89

2.7 Table 7 shows the absence of females in senior operational management for 2014 which is the same picture as reported in 2013.

2.8 Table 7 shows that an increase in females from 2013 to 2014 in grades 9-11/SM, 4-5 and 1-3 but a decrease in females grade 7-8/CM/WM and 6/FF.

2.9 All workgroups apart from Control and Support are predominantly male. Control workforce is predominantly female. In Support Staff there is less gender segregation.

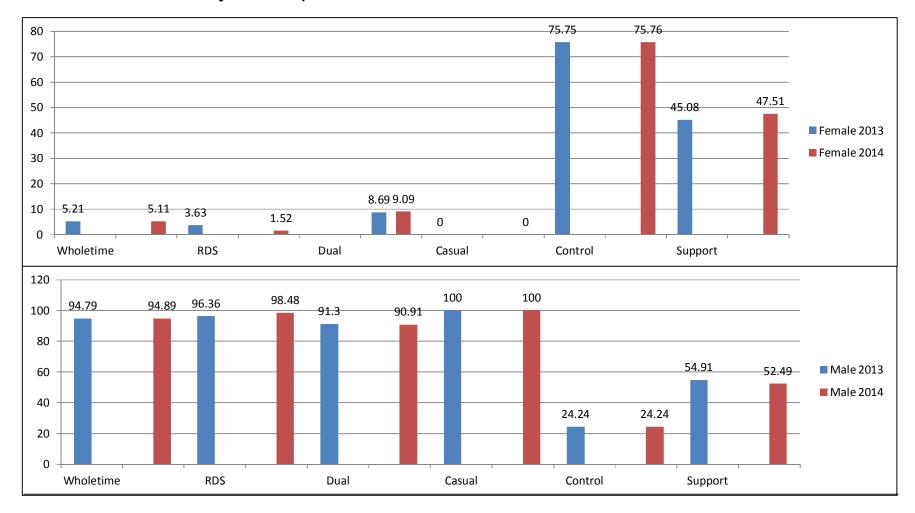


Chart 1: % of Females/Males by Work Group

Sex – Analysis

- 2.10 Overall there remains significant gender segregation within all work groups apart from Support Staff where the sexes are balanced.
- 2.11 There is still significant under-representation of women at SYFR. This is due to their significant under-representation in Operational Work Groups.

Sex - Actions for Improvement

- 1. Further analysis of the age skew of SYFR operational workforce will help identify any pockets of under-representation of females and could help support workforce planning to achieve improved sex balance.
- 2. As with race, this Profile indicates a need to implement positive action to enable the workforce of SYFR to have a balance of male and female staff in all roles. This may be particularly important during the current organisational change.

3 DISABILITY

- 3.1 The Equality Act defines disability as ‰ physical or mental impairment which has a substantial and long-term adverse effect on an individuals ability to perform normal day-to-day activities + SYFR uses the social model of disability where individuals are able to determine if they feel they have a disability rather than one that is defined by legislation. Therefore figures for disability are based on a self-definition by employees; this is in line with common and best practice for equality monitoring. It is allows comparison with similar self. definition of disability used for the 2011 UK Census.
- 3.2 The UK 2011 Census shows the percentage of people with a self declared disability within South Yorkshire is 20.9% of these 10.6% declared that day-to-day activities were limited **a** lotq and 10.3% declared that day-to-day activities were limited **b** littleq Using the figure of 10.3% who are likely still to be able to work we can make comparisons and check how representative SYFR workforce is in relation to disability.

	Yes 2013	Yes 2014	No 2013	No 2014	Prefer not to say 2013	Prefer not to say 2014	Not Completed 2013	Not Completed 2014
Number of responses	21.00	23.00	548.00	545.00	24.00	24.00	440.00	423.00
% of workforce	2.03	2.27	53.04	53.69	2.32	2.36	42.59	41.63

Table 8: Disability of Workforce

3.3 Table 8 shows a slight increase in disclosure rates for this protected characteristic between 2013 and 2014. The table shows an increase in disabled staff from 2013 to 2014 for both operational and Non-operational staff.

Table 9: % Disability Operational / Non-operational

	Yes 2013	Yes 2014	No 2013	No 2014	Prefer not to say 2013	Prefer not to say 2014	Not Completed 2013	Not Completed 2014
Operational	1.43	1.59	47.52	47.88	2.99	3.05	48.04	47.48
Non-operational	3.77	4.21	69.05	70.50	0.37	0.38	26.79	24.90

3.4 Disclosure rates for this protected characteristic remain higher in the Non operational group than Operational.

3.5 Table 9 shows that disclosure rates have remained at similar levels from 2013 to 2014.

Table 10: Disability by Work Group (%)

	Yes 2013	Yes 2014	No 2013	No 2014	Prefer not to say 2013	Prefer not to say 2014	Not completed 2013	Not completed 2014
wт	1.60	1.65	47.45	47.45	3.20	3.30	47.74	47.60
RDS	0.00	1.52	41.81	48.48	0.00	0.00	58.18	50
DUAL	0.00	0.00	56.52	59.09	4.34	4.55	39.13	36.36
CASUAL	0.00	0.00	50.00	57.14	0.00	0.00	50.00	42.86
CONTROL	0.00	0.00	69.69	69.70	0.00	0.00	30.30	30.30
SUPPORT	4.46	4.98	69.64	71.04	0.44	0.45	25.44	23.53

Grade / Role	Yes 2013	Yes 2014	No 2013	No 2014	Prefer not to say 2013	Prefer not to say 2014	Not completed 2013	Not completed 2013
Dir / CFO / DCFO / ACO	0.00	0.00	75.00	100.00	0.00	0.00	25.00	0.00
Hof / Am / Gm	17.64	15.79	58.82	57.89	0.00	0.00	23.52	26.32
9 - 11 / SM	3.77	4.08	81.13	79.59	0.00	0.00	15.09	16.33
7 - 8 / CM / WM	2.11	2.47	60.91	60.42	3.16	3.18	33.80	33.92
6 / FF	1.10	1.17	43.01	43.77	2.75	2.92	53.12	52.14
4 - 5	2.73	4.17	69.86	69.44	0.00	0.00	27.39	26.39
1 - 3	3.44	3.39	58.62	62.71	0.00	0.00	37.93	33.90

Table 11: Disability by Grade / Role (%)

Disability – Analysis

- 3.6 South Yorkshire population has 10.3% people with a disability. The declared disability composition of SYFR workforce in 2013 was 2.03% and in 2014 was 2.27%. Therefore there appears to be a significant under-representation of disabled people at SYFR.
- 3.7 Disclosure for this protected characteristic has improved from 57.41% in 2013 to 58.33 % in 2014. Employees may still be reluctant to disclose due to fear of implications for employment in a fitness focus emergency service and lack of confidence in anonymity/data protection within SYFR

Disability Actions for Improvement

- 1. Given that disability disclose rates are higher in senior grades, use senior and middle managers to promote an awareness campaign during 2014/2015 to influence organisation around disability disclosure. This could potentially utilise the implementation of the self service module of the HR software system during this disclosure campaign.
- 2. Find ways of exploring attitudes to disclosure of disabilities at SYFR and take action to provide re-assurance, along with actions to myth

bust negative stereotypes that disabilities will automatically impact on operational fitness of Fire Fighters, through incorporating awareness raising and management training.

- 3. Follow good practice by undertaking equality/profile analysis at start and end of key organisational change/reviews to monitor any impacts on disability composition of SYFR and manage any change through mitigating actions.
- 4. Ensure SYFR continues to undertakes positive action during recruitment, restructure and promotion processes including promotion and use of the guaranteed Interview scheme, targeted recruitment advertising, active promotion and use of reasonable adjustments etc. to attract, retain and promote disabled staff.

4. AGE

- 4.1 Age is defined in the Equality Act by reference to a person**\$** age group and the definition of age groups can vary depending on the type of analysis taking place. SYFR use set categories that are also used for reporting data to external organisations.
- 4.2 The UK 2011 Census provides Age range data; however the age groups are slightly different in the Census than the groups which SYFR capture but a further analysis has been done on SYFR data to enable direct comparisons with community composition across South Yorkshire.

Age Range	Age 16 - 24	Age 25 to 29	Age 30 to 44	Age 45 to 59	Age 60 to 64	Age 65 and over
South Yorkshire Community %	13.40%	6.62%	19.66%	19.32%	5.88%	16.50%
South Yorkshire Fire & Rescue %	1.18%	6.21%	46.70%	42.76%	2.36%	0.79%

- 4.3 From the above Table we can see that there remains significant under-representation in SYFR workforce in age ranges 16-24 with South Yorkshire having 13.40% in age group 16-24 compared to SYFR which has only 1.18% in this age group which is a reduction from 2013 when the figure was 1.35%. There is also some underrepresentation in age ranges 60-64 and Over 65.
- 4.4 There is also over-representation in age ranges 30-44 and 45-59. The under representation at the younger end is likely to be caused at least partly by the lack of recruitment into SYFR.

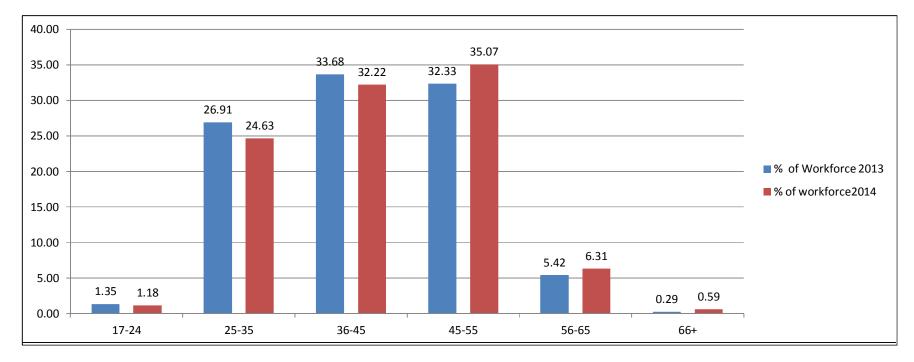


Chart 2: Age Profile as % of Workforce

	17-24 (2013)	17-24 (2014)	25-35 (2013)	25-35 (2014)	36-45 (2013)	36-45 (2014)	46-55 (2013)	46-55 (2014)	56-65 (2013)	56-65 (2014)	66+ (2013)	66+ (2014)
Dir / CFO / DCFO / ACO	0.00	0.00	0.00	0.00	25.00	25.00	75.00	75.00	0.00	0.00	0.00	0.00
HOF / AM / GM	0.00	0.00	0.00	0.00	41.17	26.32	58.82	73.68	0.00	0.00	0.00	0.00
9 - 11 / SM	0.00	0.00	11.32	6.12	35.84	38.78	41.50	44.90	11.32	10.20	0.00	0.00
7 - 8 / CM / WM	0.00	0.00	17.95	16.55	38.38	34.51	41.90	45.42	1.76	3.52	0.00	0.00
6 / FF	1.28	1.33	35.66	33.52	34.19	32.95	25.36	28.03	3.49	4.17	0.00	0.00
4 - 5	5.47	0.00	19.17	18.06	23.28	27.78	38.35	38.89	12.32	12.50	1.36	2.78
1 - 3	5.17	8.47	22.41	16.95	15.51	16.95	24.13	20.34	29.31	30.51	3.44	6.78
% of Workforce	1.35	1.18	26.91	24.63	33.68	32.22	32.33	35.07	5.42	6.31	0.29	0.59

Table 12: Age Group by Grade / Role and as % of the Workforce (2013-2014)

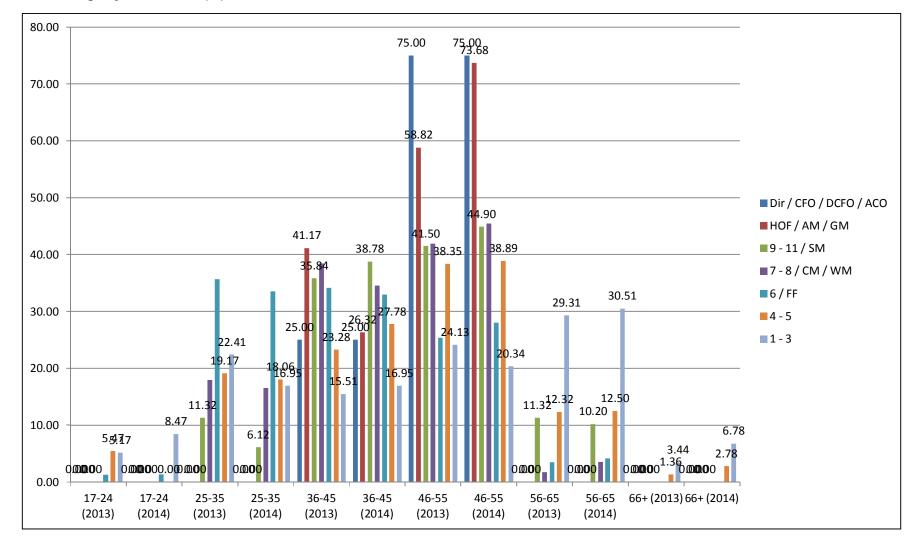


Chart 3: Age by Grade/Role (%)

Age – Analysis

- 4.5 SYFR age profile still shows an aging workforce which has implications for succession planning and managing the use of scarce resources.
- 4.6 The 16-25 age range is significantly under-represented and this profile is worsening from 2013 to 2014 however the reduction in recruitment means this area has not been addressed.
- 4.7 SYFR has had apprenticeships from 2012, and while there has been some turnover, all individuals taken on have been in the 17-24 age range.
- 4.8 The drop off at the older end of the age range is conditioned by access to pensions in both the operational and support work groups at 50, and 55 respectively in a period of organisational change.

Age – Actions for Improvement

- 1. Consider a positive action approach to increase employees at the younger age range, and to ensure appropriate succession planning.
- 2. Continue to make use of approaches such as apprenticeships to increase the younger age range at SYFR. Also consider further positive action targeting for apprenticeships to encourage younger people to apply as this seems to work without the need for positive discrimination (i.e. limiting the age range).
- 3. Consider equality profiles when moving forward with succession planning and talent management within SYFR.

5. SEXUAL ORIENTATION

5.1 Sexual orientation refers to the emotional and sexual attraction people feel towards other people, either of the same sex as themselves (gay, lesbian) or the opposite sex as themselves (heterosexual, straight) or towards people of both sexes (bi-sexual).

Table 13: % Sexual Orientation across SYFR

	LGB 2013	LGB 2014	Heterosexual / Straight 2013	Heterosexual / Straight 2014	Not completed 2013	Not completed 2014	Prefer not to say 2013	Prefer not to say 2014
% of Workforce	1.64	1.58	51.21	52.12	43.75	42.86	3.38	3.45

5.2 The overall declared figure remains low within SYFR and has declined from 1.64% in 2013 to 1.58% in 2014. The percentage of declared LBG employees has however increased for Non operational employees between 2013 and 2014. This increase however is not mirrored in operational employees where it has reduced from 1.56% in 2013 to 1.33% in 2014.

Table 14: % Sexual Orientation by Operational / Non-Operational Employees

	LGB 2013	LGB 2014	Heterosexual / Straight 2013	Heterosexual / Straight 2014	Not completed 2013	Not completed 2014	Prefer not to say 2013	Prefer not to say 2014
Operational	1.56	1.33	44.66	45.62	49.73	49.70	4.03	3.98
Non- operational	1.88	2.30	70.18	70.88	26.41	24.90	1.50	1.92

	LGB 2013	LGB 2014	Heterosexual / Straight 2013	Heterosexual / Straight 2014	Prefer not to say 2013	Prefer not to say 2014	Not completed 2013	Not completed 2014
Total Top 5%	2.81	3.92	78	74.51	1.4	1.96	18.3	19.61
Rest of workforce	1.55	1.45	49.27	51.04	3.53	3.53	45.63	43.98

- 5.3 It is likely that this protected characteristic is significantly under-represented in SYFR workforce. However as disclosure for this protected characteristic is low at 57%, it is not clear at this point.
- 5.4 The figure for LGB employees in the top 5% tiers of the workforce has increased slightly to 3.92 but this is likely due to the top 5% levels shrinking slightly due to a reducing workforce.

Sexual Orientation - Analysis

5.5 Disclosure rates for this protected characteristic across SYFR continue to be low at 57.14% in 2014 and this still limits the ability of SYFR to have robust people data to use for planning.

Sexual Orientation - Actions for Improvement

- 1. While this profile indicates that there is likely to be under-representation of LGB employees at SYFR, SYFR is continuing to source richer qualitative data sets (e.g. from Staff Survey) about the quality of employment and cultural climate for LGB employees at SYFR which flags up issues such around workplace culture, harassment and lower engagement levels of LGBT employees..
- 2. Consider undertaking promotional work around disclosure of this protected characteristic now that self-service updating of personal information is available within the new SYFR HR Information Software.

6. RELIGION OR BELIEF

6.1 The Equality Act 2010 states that Religion has the meaning usually given to it but Belief includes a wide range of religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

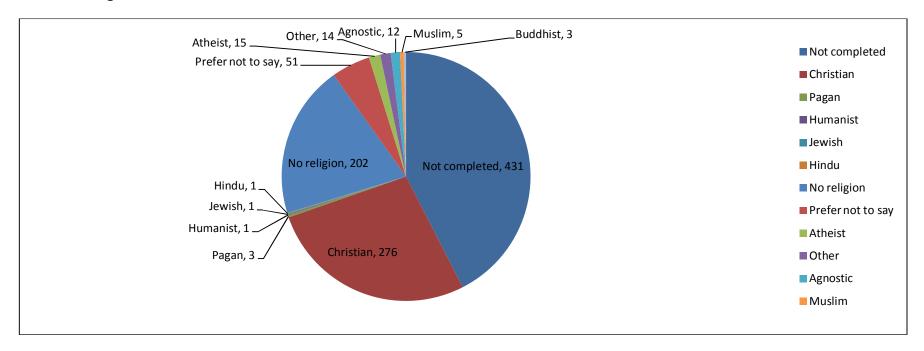


Chart 4: Religion or Belief – Workforce

Table 16: %Religion or Belief

Туре	Number 2013	% 2013	Number 2014	% 2014	South Yorkshire Community comparison, Census 2011
Not completed	447	43.27	431	42.46	6.7% (religion not stated)
Christian	278	26.91	276	27.19	61%
No religion	197	19.09	202	19.90	26.8%
Prefer not to say	52	5.03	51	5.02	Not Stated
Atheist	16	1.54	15	1.48	Not Stated
Other	15	1.45	14	1.38	0.3%
Agnostic	12	1.16	12	1.18	Not Stated
Muslim	7	0.67	5	0.49	4.3%
Buddhist	4	0.38	3	0.30	0.3%
Pagan	3	0.29	3	0.30	Not Stated
Humanist	1	0.09	1	0.10	Not Stated
Jewish	1	0.09	1	0.10	0.1%
Hindu	0	0.00	1	0.10	0.4%
Sikh	0	0.00	0	0.00	0.2%

- 6.2 Table 16 includes a comparison with the population of South Yorkshire in terms of religion and belief, from the 2011 UK Census. As per in the 2013 report Christian is the largest group in SYFR followed by NO Religion . this is the same as for the South Yorkshire community figures from the 2011 Census.
- 6.3 From Table 16 and 17 it can be seen that the overall level for non disclosure for this protected characteristic has continued to reduce from 43% in 2013 to 42% in 2014. While this is trend is positive it still remains too low to make definite assessments about any under-representation.

Table 17: Religion & Belief % Non disclosure Rate – Total Workforce

	2013	2014
All Workforce	43.28	42.46

Table 18: % Non-disclosure Rates by Work Group

Work Group	2013%	2014%
νт	48.26	48.35
RDS	60	50
Dual	39.13	36.36
Casual	37.5	28.57
Control	30.3	30.30
Support	26.72	25.34

Religion or Belief - Analysis

- 6.4 The figures for Muslims across South Yorkshire at 4.3% remain significantly more than within SYFR which for 2014 is 0.49%. Therefore Muslims are likely to be under-represented within the workforce at SYFR, which due to the minority status of this community group and a cultural difference is a potential area requiring some positive attention.
- 6.5 For the other minority religious groups across South Yorkshire/within SYFR the numbers remain too small to draw reliable comparisons.
- 6.6 Also given that just less than half of SYFR staff does not disclose this protected characteristic it is difficult to make firm comparisons on under-representation. This is a Protected Characteristic where the current non-disclosure level still limits the reliability of comparisons which can be drawn.

Religion or Belief – Actions for improvement

- 1. Consider undertaking promotional work around disclosure of this protected characteristic now that the self-service updating of personal information is available within the new SYFR HR Information System.
- 2. Consider whether actions could be taken to recruit Muslim members of South Yorkshire Community as this is a likely area of underrepresentation.

7 OTHER INFORMATION ON EMPLOYMENT

7.1 The EHRC in their guide for Public Authorities on Equality Information and the Equality Duty identify that as well as collecting, analysing and publishing workforce composition, public bodies should look at other employment information along with information around training, recruitment and selection, appraisals, grievances, disciplinary action and dismissals to identify variations and inequality across protected characteristics. Following on from the 2013 report, limited information is currently available and is set out below with a recommendation about some further work being undertaken in the future and a decision on whether SYFR has the capacity to some or all of this work will need to be made.

Recruitment and Promotion

- 7.2 Historically SYFR have not analysed Organisational restructures, Uniformed Promotions or support post recruitment and selection however tables have been incorporated into this report to allow monitoring of outcomes throughout the support services review.
- 7.3 Any positive action undertaken as a result of taking forward the recommendations in this Profile would need a monitoring process to be planned in ahead of each recruitment phase to identify outcomes and whether the work has been successful. This will require the identification and deployment of capacity with HR to undertake this.
- 7.4 SYFR Job Application Forms have a comprehensive equality monitoring form which is completed for all external recruitment applications and internal support post recruitment (but not internal uniform promotions). Once the information is received HR staff detaches the form from the application and input information into SYFR recruitment data base, however no analysis of outcomes or trends is currently undertaken and would require a deployment of capacity to undertake this.

Training

7.5 The system for logging operational training requests is currently under review and therefore the ability to analyse data regarding the number of training requests by protected characteristics has not been possible at this time.

Appraisals

7.6 In 2013 a total of 84 people had not completed their PDR and for 2014 this figure is currently 82. Once complete they are analysed against protected characteristics to identify any outcome inequalities.

Leavers

- 7.7 Table 19 shows all staff leaving SYFR for reasons including resignations, retirements, dismissals etc
- 7.8 Between 31st March 2013 and 31st March 2014, a total of 72 employees left, made up of 10 females and 48 males.

Table 19: All Leavers from SYFR

	Female 2013	Male 2013	Female 2014	Male 2014
Operational	3	41	3	48
Non-operational	15	14	7	14
Total	18	55	10	62

FLEXIBLE WORKING

7.9 From 2013 to 2014 there were 5 applications for flexible working, 3 from females and 2 from males, and all were granted.

TABLE 20: Flexible Working Requests

Flexible Working Requests	25-35 2013	36-45 2013	46-55 2013	56-65 2013	Total 2013
Female	2	0	0	1	3
Male	0	1	1	0	2
Total	2	1	1	1	5

Flexible Working Requests	25-35 2014	36-45 2014	46-55 2014	56-65 2014	65 + 2014	Total 2014
Female	2	1	3	0	0	6
Male	0	0	0	0	1	1
Total	2	1	3	0	1	7

DISCIPLINE, GRIEVANCES & PERFORMANCE

7.10 During 2013 to 2014 there have been 15 informal discipline cases and 9 formal discipline cases resulting in 2 dismissals.

TABLE 21: Formal Discipline Cases

Discipline Cases 2012-13	Informal	Formal	Total Cases	Leaver - Yes	Leaver - No	Dismissal	Total Leavers
Female	2	3	5	1	3	1	2
Male	13	6	19 (2 where no case to answer)	0	18	1	1
Total	15	9	24	1	21	2	3

Discipline Cases 2013-14	Informal	Formal	Total Cases	Leaver - Yes	Leaver - No	Dismissal	Total Leavers
Female	1	0	1	0	1	0	0
Male	11	5	16	0	16	0	0
Total	12	5	17	0	17	0	0

Other Information on Employment – Analysis

7.11 Overall the small numbers makes it difficult to draw any conclusions around inequalities in these areas.

Actions for Improvement

1. As per the 2013 report a decision needs to be made on whether to continue to collect equality information around recruitment and selection, which we do not analyse or to ensure that an efficient process for analysis and reporting outcomes can be embedded within SYFR recruitment and selection activities to enable outcomes to be identified and reported to stakeholders.

DISCLOSURE RATES IN SYFR

The disclosure rates for each of the protected characteristics covered in this report are shown below:

	Disclosure Rates %						
	2013	2014					
Race	100.00	100.00					
Sex	100.00	100.00					
Disability	57.40	58.33					
Age	100.00	100.00					
Sexual Orientation	56.25	57.14					
Religion or Belief	56.72	57.54					
Pregnancy & Maternity	(NA)	(NA)					

Table 1: Disclosure rates for Protected Characteristics at SYFR

SUPPORT SERVICES REVIEW COMPARISON TABLES

The below tables have been produced to enable South Yorkshire Fire & Rescue to monitor workforce composition prior, during and after the completion of the Support Service Review.

The tables below have not been produced in previous reports so no comparisons are available however these comparisons and commentaries will be made in the 2015 and 2016 reports.

Information for Directors and Head of Functions are not contained within the below as they are not impacted by the review.

Control employees are included in the below tables due to the opportunity for them to take Early Voluntary Release. There is no information relation to SMs in Control as the small number makes identification possible.

The tables below do not include any employees who are on casual zero hours contracts.

All figures are shown as a percentages due to small numbers however HR hold the base data to allow tracking of all protected characteristics.

ETHNICITY

Ethnicity - Non Uniformed

Grade / Role	Majority Ethnic Group %(White British) 2014	Minority Ethnic Group 2014 - %	Not completed % 2014
11	85.71	14.29	0.00
10	100.00	0.00	0.00
9	100.00	0.00	0.00
8	90.91	9.09	0.00
7	95.83	4.17	0.00
6	94.87	5.13	0.00
5	96.70	3.23	0.00
4	92.68	7.32	0.00
3	90.32	9.68	0.00
2	100.00	0.00	0.00
AP	100.00	0.00	0.00

Ethnicity - Control

Control Grade / Role	Majority Ethnic Group %(White British) 2014	Minority Ethnic Group 2014 - %	Not completed % 2014
WM	100	0.00	0.00
СМ	100	0.00	0.00
FF	100	0.00	0.00

SEX

Sex – Non Uniformed

Grade / Role	% Males 2014	% Females 2014
11	14.29	85.71
10	80.00	20.00
9	66.67	33.33
8	54.55	45.45
7	45.83	54.17
6	76.92	23.08
5	35.48	64.52
4	46.34	53.66
3	54.84	45.16
2	36.84	63.16
AP	100.00	0.00

<u>Sex - Control</u>

Control Grade / Role	% Males 2014	% Females 2014
WM	60.00	40.00
СМ	30.77	69.23
FF	7.14	92.86

DISABILITY

Disability - Non Uniformed

Grade / Role	% Yes	% No	% Prefer not to say	% Not completed
11	0.00	85.71	0.00	14.29
10	20.00	80.00	0.00	0.00
9	0.00	66.67	0.00	33.33
8	0.00	81.82	9.09	9.09
7	8.33	75.00	0.00	16.67
6	5.13	74.36	0.00	20.51
5	0.00	74.19	0.00	25.81
4	7.32	65.85	0.00	26.83
3	3.23	67.74	0.00	29.03
2	5.26	57.89	0.00	36.84
AP	0.00	50.00	0.00	50.00

Disability - Control

Control Grade / Role	% Yes	% No	% Prefer not to say	% Not completed
WM	0.00	80.00	0.00	20.00
СМ	0.00	84.62	0.00	15.38
FF	0.00	50.00	0.00	50.00

AGE

Age - Non Uniformed

	17-24 (2014)	25-35 (2014)	36-45 (2014)	46-55 (2014)	56-65 (2014)	66+ (2014)
11	0.00	14.29	57.14	28.57	0.00	0.00
10	0.00	0.00	40.00	20.00	40.00	0.00
9	0.00	0.00	33.33	33.33	33.33	0.00
8	0.00	0.00	63.64	9.09	27.27	0.00
7	0.00	41.67	16.67	37.50	4.17	0.00
6	2.56	10.26	15.38	38.46	33.33	0.00
5	0.00	19.35	32.26	32.26	16.13	0.00
4	0.00	17.07	24.39	43.90	9.76	4.88
3	3.23	22.58	19.35	22.58	22.58	9.68
2	10.53	15.79	21.05	15.79	31.58	5.26
AP	100.00	0.00	0.00	0.00	0.00	0.00

Age - Control

Control Grade / Role	17-24 (2014)	25-35 (2014)	36-45 (2014)	46-55 (2014)	56-65 (2014)	66+ (2014)
WM	0.00	40.00	0.00	40.00	20.00	0.00
СМ	0.00	15.38	38.46	38.46	7.69	0.00
FF	0.00	28.57	28.57	28.57	14.29	0.00

SEXUAL ORIENTATION

Sexual Orientation – Non Uniformed

	% LGB 2014	% Heterosexual / Straight 2014	% Not completed 2014	% Prefer not to say 2014
11	0.00	85.71	14.29	0.00
10	20.00	80.00	0.00	0.00
9	0.00	66.67	33.33	0.00
8	0.00	90.91	9.09	0.00
7	0.00	83.33	16.67	0.00
6	0.00	76.92	20.51	2.56
5	0.00	70.97	25.81	3.23
4	2.44	65.85	29.27	2.44
3	0.00	64.52	29.03	6.45
2	5.26	57.89	36.84	0.00
AP	0.00	50.00	50.00	0.00

Sexual Orientation - Control

	% LGB 2014	% Heterosexual / Straight 2014	% Not completed 2014	% Prefer not to say 2014
WM	20.00	60.00	0.00	20.00
СМ	7.69	76.92	0.00	15.38
FF	0.00	50.00	0.00	50.00

RELIGION & BELIEF

Religion & Belief – Non Uniformed

			No	Prefer not						
	Not Completed %	Christian %	Religion %	to say %	Atheist %	Agnostic %	Other %	Muslim %	Pagan %	Hindu
11	14.29	42.86	28.57	0.00	0.00	14.29	0.00	0.00	0.00	0.00
10	0.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00
9	33.33	0.00	16.67	0.00	16.67	33.33	0.00	0.00	0.00	0.00
8	9.09	54.55	18.18	0.00	0.00	0.00	9.09	9.09	0.00	0.00
7	20.83	37.50	29.17	4.17	4.17	0.00	4.17	0.00	0.00	0.00
6	20.51	41.03	33.33	2.56	2.56	0.00	0.00	0.00	0.00	0.00
5	29.03	25.81	19.35	3.23	9.68	3.23	6.45	3.23	0.00	0.00
4	31.71	39.02	17.07	0.00	2.44	4.88	0.00	2.44	0.00	2.44
3	29.03	35.48	22.58	6.45	3.23	0.00	0.00	0.00	3.23	0.00
2	36.84	26.32	36.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AP	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Religion & Belief - Control

	Not Completed	Christian	No Religion
WM	20.00	60.00	20.00
СМ	15.38	46.15	38.46
FF	50.00	42.86	7.14