



CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE



# **Equality and Inclusion Compliance Report**

**Equality Act 2010 (Specific Duties) Regulations 2011  
April 2017 – September 2018  
(including Gender Pay Gap)**

## **Glossary of terms**

## **Executive Summary**

## **Introduction**

## **Section 1 - Progress on Equality Objectives 2017-18**

Progressing our equality objectives

## **Section 2- Community Service**

Reducing community risk

Inclusive services

Meeting community needs

## **Section 3 – Workforce**

Workforce diversity and distribution

Analysis of leavers

Analysis of disciplinary cases and grievances

Return to work after maternity leave

Recruitment analysis – attraction and success rate of job applicants

Gender pay gap

## **Appendices:**

Appendix 1 - Demography of Cambridgeshire and Peterborough (Census 2011)

## Appendix 1 – Agenda Item: 11

### Glossary

BAME	- Black, Asian and other minority ethnic
CFRS	- Cambridgeshire Fire and Rescue Service
FF	- firefighter
FRS	- Fire and Rescue Service
HFSC	- home fire safety check
HR	- human resources
ICT	- information and communication technology
LGBT	- lesbian, gay, bisexual and transgender
ONS	- office of national statistics
PPE	- personal, protective equipment
WT	- wholetime (firefighter)

## **Executive Summary**

### **Progress against objectives**

- Disability Confident accreditation received and support to develop staff with dyslexia continued.
- Positive action efforts continued with measureable results and Positive Action Officer appointed to support this work in Peterborough.
- Training in understanding unconscious bias available to all staff and replaces other mandatory equality training.
- Audit of managers' skills, knowledge and attitudes to equality, diversity and inclusion carried out.
- Flexible working policy reviewed and development of good practice guidance begins.
- Guidance for managers and staff on menopause produced and disseminated and menopause awareness session held.
- RESPECT programme to respond to and reduce bullying, harassment or inappropriate behaviour begins.
- Improved analysis of safe and well visits including diversity of recipients
- First gender pay gap report produced Jan 18 and benchmarked against other Fire and Rescue Services.
- Business seminars become more targeted at risk areas and an increase in BME business owner/staff seen as result.

### **Community Service**

- Little change in demographics of people affected by fire incidents or those receiving safe and well visits.
- Portable misting systems introduced to support those most vulnerable to injury or death in domestic fires.
- Ward profiling supports a partnership approach to risk by Watches and better understanding of local communities.
- Targeted impact days improves BME attendance at Business Seminars
- Positive Action Officer Role instrumental in linking operational Watches to relevant community engagement opportunities.
- Wide range of community engagement activities takes place across County.

## Appendix 1 – Agenda Item: 11

### Workforce and Recruitment Profile

- Small but steady rise in proportion of BME staff, female operational staff and staff identifying as LGB.
- Numbers of disabled staff and staff who have a non-Christian religion or belief are static.
- Number of women leavers disproportionately high but no trends in reasons for leaving. Review of exit process and experience underway.
- BME applicants and recruits have increased in general but vary across staff groups. Numbers so small that no trend can be identified.
- Proportion of female recruits for wholetime firefighter posts at each stage of selection is consistent with applicant numbers indicating no obvious barriers at any stage.
- Proportion of successful BME candidates for wholetime firefighter posts almost proportional to numbers applying – but applicant numbers still very small compared to local demography.
- Discipline processes show no trend towards specific groups and majority of cases (88%) resulted in informal outcome.
- Number of grievances raised consistent with last year. Issues around bullying, harassment or unfair treatment are raised disproportionately by women.
- Retention after maternity leave is 100%
- Gender pay gap reduced since last year across all measures.

### Introduction

The purpose of this report is to provide members of the general public, service users, employees, Fire Authority, regulators and other interested parties with information relating to how Cambridgeshire Fire and Rescue Service (CFRS) complied with the public sector equality duty between April 2017 and September 2018 as required by the Equality Act 2010. Some data sets are from April to March 2018. The general equality duty requires the Authority to:

<b>Eliminate</b> unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.	<b>Advance</b> equality of opportunity between people who share a protected characteristic and those who do not.	<b>Foster</b> good relations between people who share a protected characteristic and those who do not.
--	--	--

There are **nine protected characteristics** defined by the Equality Act 2010: age, disability, ethnicity (including race, national origin, nationality and colour), gender, gender reassignment, maternity and pregnancy, marriage or civil partnership, sexual orientation, religion or belief.

Under the specific duties of the public sector equality duty, we are required to prepare and publish at least one equality objective which aims to meet the above general duty and to publish information that shows the diversity of our workforce. Our equality objectives are developed by the Inclusion Steering Group with support from our staff network, agreed by Chief Officers Group and ultimately the Fire Authority. They are set within the context of our corporate plan (Integrated Risk Management Plan) and are reviewed and revised annually. In early 2018 our equality objectives for 2018 – 2020 were refreshed. Our objectives for 2017 – 18 and progress against them are given below.

### Section 1- Progress against our equality objectives 2017 – 18

#### Staff Development

Review disability policy and practice (with focus on dyslexia) to improve support to those developing in Service (complete)

- Disability Confident accreditation was achieved.
- Assistive Technology (Read&Write) scoped, evaluated and procured.
- Further two dyslexia coaching sessions held and one dyslexia awareness seminar (and these continue as needed).
- Disability support policy revised to include workplace adjustments for menopause symptoms and Disability Confident commitments

#### Improve workforce diversity

Implement positive action plan (ongoing)

- Four “Have a Go” sessions were held in October prior to wholetime Firefighter recruitment campaign following extensive social media campaign. These encourage

## Appendix 1 – Agenda Item: 11

potential candidates to try out some of the activities a Firefighter needs to do. Of thirty-nine attending, 30 were women.

- Cambridge Fire Station continued to host drop in lunchtime sessions with Police aimed at under-represented groups to share information and careers opportunities.
- Staff across a range of departments attended seventeen careers events to promote CFRS as an employer of choice and to dispel myths about the role of a Firefighter.
- Began to use national on-line media (Black History Month and Diversity Dashboard websites) to profile CFRS staff and post suitable vacancies.
- “Taster” sessions at On-call stations have been held to encourage a wider diversity of applicants.

Detailed outcomes of all these initiatives are in Section 3 – Workforce

### **Improve workforce diversity**

Roll out Unconscious Bias training (ongoing)

- An introduction to unconscious bias training was given to managers involved in recruitment and selection processes in 2016.
- E-learning material was sourced and evaluated and made available to all staff from 2015. This was updated in 2016 and recommended to managers.
- 42 staff and managers had completed this by March 2018.
- In early 2018 the decision was made to make this mandatory training for all staff (replacing two other mandatory equality modules) and roll out continues into 2018-19.

### **Staff development and assurance**

Carry out audit of managers’ skills, attitudes and knowledge around equality and inclusion (complete)

- An on-line questionnaire prepared and launched February 2018 with 62% return
- This showed good levels of knowledge and high confidence in applying policies.
- However equality and inclusion guidance on intranet is not widely used and engagement with work of equality network is low.
- Plans to improve this are in place.

### **Retain diversity in workforce**

Review flexible working practice to encourage retention of a more diverse workforce (ongoing)

- Flexible working policy was reviewed as part of changes in Crewing arrangements (Jan 18).
- A good practice guide encouraging managers to think creatively about accommodating more flexible working for operational staff is still to be developed.
- This has been carried into 2018/19.

### **Retain diversity in workforce**

Develop guidance on menopause (complete)

## Appendix 1 – Agenda Item: 11

- Guidance developed by group of women staff with support from FBU Women's section and other FRSs.
- Published in Sept 18 following successful awareness session for staff.

### **Reduce bullying and harassing behaviours**

Review practice around reporting and managing potential bullying or harassing behaviours.

- External company completed research into inappropriate behaviours at work in March 17 and reported back to Service in May.
- Action plan to address their recommendations was developed by staff engagement group and agreed by Chief Officers in October.
- This programme of work was renamed RESPECT and a cross-functional team set up to deliver this (ongoing)

### **Improve understanding of apparent low-take up of “safe and well” visits with some BAME communities.**

- Safe and well visits are targeted towards residents who are assessed as highest risk because of known vulnerability (combination of age, disability, health, life-style); self-referral or referral from another agency.
- In the last two years, analysis of visit outcomes has shown disproportion in the take up of visits for residents from a BAME background.
- However as ethnicity is only monitored at point of delivery and targeted groups are based on risk profiling, it is impossible to say whether BAME households have less risk factor or whether they are less likely to access this service.
- In the last year analysis of visit outcomes by diversity group has been done regularly and is reviewed at monthly Community Risk Manager meetings.
- Recording has been amended to show whether a language barrier has been experienced when trying to deliver the Service.
- As at Sept 18 there were no reports that language differences were a barrier.
- In the last 5 years there have been no fire deaths of people from a BAME background and incidences of injuries are proportionate for BAME groups.

### **Report and publish gender pay gap**

- First gender pay gap report was produced and published in Jan 18. The data showed that our median pay gap at 2017 was 13.9% (below the national figure for all occupations and employees) and approximately the midpoint for all FRSs which ranged from 23.6% - 0%.

### **Improve engagement with BAME businesses re advice available on non-domestic fire safety**

- Fire Protection team give regular business seminars to the public. Demographics of those attending are monitored to ensure there are no barriers to accessing these opportunities.
- During 2018 there has been a 45% increase in Asian businesses attending and a 50% increase in business owners attending who identify as Black or Black British.

## Appendix 1 – Agenda Item: 11

- Impact Days are conducted where specific risk areas are targeted. This has included takeaway restaurant premises that may have sleeping accommodation above as this has proved a significant risk.
- These are often run by staff whose first language is not English so we have produced a safety leaflet in five different languages that covers fire safety in fast food outlets, restaurants and take away.
- Prior to auditing premises on an impact day we invite all business owners to a business seminar where we provide advice on how to keep their building safe from fire.

## **Section 2 - Community Service**

### **Reducing community risk**

Cambridgeshire Fire and Rescue Service has a vision of “a safe community where there are no preventable deaths or injuries in fires or other emergencies.” Fire incident and risk information is analysed regularly to identify those who are at highest risk of being injured or killed in a fire so the Service can plan and make appropriate interventions.

Human behaviour and safety awareness also plays a part in fire risk and so information about the gender, age, ethnicity, mobility and other relevant circumstances is collected to help us identify those most at risk and take action to keep them safe.

Population census data is also used to help us understand our different communities and to compare how effective we are at delivering prevention services with the population demographic as a whole. This helps us identify any barriers that may exist in providing prevention services to all who need it.

### **Impact of Accidental Fires: April 2017 – March 18**

The number of accidental primary fires resulting in a fire casualty reduced slightly in 2017/18 with 30 accidental primary fires resulting in 35 fire casualties (including 2 fatalities) compared to 39 in previous year. Of the 30 accidental primary fires, 70% occurred in a home. 57% of those injured were men and 23% were over 65. 9% of those injured identified as Black, Asian or other minority ethnic group, the remainder identifying as white British or White Other.

### **Inclusive services – safe and well visits**

As most accidental fires occur in the home, free safe and well visits are offered to those most at risk and involve a full assessment of the resident's home and fitting of a smoke alarm where necessary. In 2017 we began working with partner agencies to improve the way we support the most vulnerable in our communities. This expanded our service to offer advice on other well-being and safety issues e.g. falls' prevention; staying well and warm; alcohol use; crime reduction.

The Service delivered 4,495 safe and well visits in the 12 months to 31<sup>st</sup> July 2018 – 16 fewer than previous year. This represents a 58% take up rate by residents. 3,494 (78%) of residents provided equality data. The table below shows the distribution of these by gender, age, ethnicity, religion and disability and compares the data with the percentage of population group in Cambridgeshire and Peterborough.

## Appendix 1 – Agenda Item: 11

### Safe and Well Visits – annual to October 18

Characteristic		% Population in 2011 Census	Engagement over previous 12 months		Engagement over current 12 months	
			Total	% of Total	Total	% of Total
Gender	Male	49.8%	1018	33.2%	1190	34.1%
	Female	50.2%	2044	66.8%	2304	65.9%
Age Group	under 17	21.3%	9	0.3%	10	0.3%
	18-24	9.7%	39	1.3%	23	0.7%
	25-39	20.9%	198	6.5%	151	4.3%
	40-59	26.6%	244	8.0%	259	7.4%
	60-74	14.1%	729	23.8%	935	26.8%
	75 and over	7.4%	1843	60.2%	2116	60.6%
Ethnicity	BME	90.3%	132	4.3%	166	4.8%
	White	9.7%	2930	95.7%	3328	95.2%
Religion	Christian	57.9%	2321	75.8%	2726	78.0%
	No Religion	29.1%	613	20.0%	623	17.8%
	Other Religion	5.2%	120	3.9%	139	4.0%
Disability	Yes	6.3%	1579	51.6%	1855	53.1%

The trends noted are similar to previous years. 87.4% of safe and well visits were delivered to people over 60 – a further increase on previous year. This age group is still the biggest “at risk” demographic group so this high proportion is appropriate. 53% were delivered to residents with a disability – again a high risk group.

Everyone Health has delivered “Make Every Contact Count” sessions to operational staff in Cambridgeshire to support them in having good conversations in a short time with residents to bring about behaviour changes.

### Community Safety – Prevention

In Fire Prevention, we have developed our delivery models to better identify and meet the needs of those most at risk sooner. One key area is in the provision and fitting of assistive technologies in the form of portable misting system units across the County for the most vulnerable people living in their own homes. Working with key partner agencies, we have started to identify potential clients and have begun installing the systems which, in the event of a fire, suppress and in some cases completely extinguish a fire whilst the Fire Service turn out to attend.

These systems also ensure the call goes straight from the property to Combined Fire Control centre to mobilise a fire engine response with no requirement from the resident to recognise and alert us to the fire. In the past year we have installed more than 13 units and have already had 2 occasions where these devices have gone off, safely extinguishing the fire and ensuring the safety of the resident until the crew arrived in minutes.

Success with utilising new technologies to protect residents is highly reliant on being able to effectively identify and target those most at risk that we may not ordinarily be aware of in our communities. We have achieved this through continually striving for improved data through forging strong working relationships and data sharing agreements with local partners such as the NHS, housing and local authorities. This allows us access to key data

## Appendix 1 – Agenda Item: 11

enabling us to reach the most vulnerable people first whether that is access to assisted bin collection data sets or that of people living at home with hospital beds with a high incidence of immobility and therefore a far greater risk in the event of a fire in the home.

Understanding the communities we serve and the trends in incidents we attend is core to ensuring we target our other prevention work appropriately. In Peterborough (and shortly to follow in the South of the County), we have built a model that maps Watches, community safety officers and key external partners on a ward level to areas within Peterborough. This gives local Watches and other key staff responsibility and work load over specific areas allowing them to build strong and sustainable working relationships with local communities.

We call this process ‘ward profiling’ and it is supported by monthly catch ups between station commanders and community risk managers to go over monthly data, trends in incidents and issues to be targeted.

In our work with children and young people we are looking to build on our FIREBREAK intervention model and develop it in to a more sustainable and long term intervention model with more measurable outcomes for those taking part. This has involved partnering with external agencies to build a longer-term proposed model with the aspiration of FIREBREAK forming part of a wider community intervention to transform young lives.

### **Community Safety – Protection**

In Fire Protection, we aim to engage with businesses and support them to improve and maintain their fire safety standards within their premises. Free business seminars are held across Cambridgeshire and Peterborough and are delivered by Fire Protection Officers. We monitor the ethnicity of those attending to ensure we are reaching all communities that we serve and in particular those from BAME backgrounds who previously have not been well represented at our sessions.

We support new communities by ensuring our core literature is available in alternate languages (the top 5 spoken languages in the county where English is not spoken) and ensuring that whoever we engage with gets a full understanding and takes on board the advice we are giving. We also designed and introduced a feedback mechanism for our audits utilising a smiley face response in order to allow for a universal method of response, although we also ensured we translated this function into the 5 main languages in the county where English was not spoken. As a result of the changes we have introduced and the targeting of our work around BAME business owners and takeaway restaurants with sleeping accommodation above, we have seen a 45% increase in Asian business owners attending our seminars and a 50% increase in business owners who identify as Black during 2018.

We have introduced ‘impact days’ in our county where we similarly target the premises at highest risk of fire, which includes takeaways with sleeping accommodation above. These days are geographically targeted and are often run by staff whose first language is not English to ensure we have as much chance as possible to engage with diverse communities and business owners. To support this work we have created a resource specific to this type of premise to advise business owners on fire safety expectations on what they need to know and do. Prior to auditing premises on an impact day we invite all business owners to a business seminar to address any fire safety issues they may have

## Appendix 1 – Agenda Item: 11

with their premise. We hold one seminar before and one after the impact day in the specific targeted area to ensure the greatest take up from those premises at risk.

### **Meeting community needs**

Fire crews and staff build up a good knowledge of their communities through everyday engagement with them. While many tools exist to help crews understand different needs, values and cultures and so help them engage with all communities, we recognise that we do not know everything about all our communities and strive to fill the gaps in this understanding.

In January 2018 we employed a Positive Action Officer whose role is to help operational staff make connections with local communities particularly in Peterborough, to identify ways in which we can work together to find opportunities to promote community safety and CFRS as an employer of choice. The following are some examples of engagement and positive outcomes for different communities through the year:

**Wisbech Fire Station** crews regularly visit Dementia Cafes to provide information and support to carers of people with dementia. They visit local schools to deliver water safety presentations to young people and have visited Traveller sites to provide fire safety information that is relevant to this community. On a monthly basis they provide information to older people at a Silver Monday Club; have hosted visits to the Fire Station from the Women's Institute and supported a recruitment event at the Rosmini Centre – a community centre that has a particular outreach programme to migrant workers in Wisbech. They took part in a “people who help us” day at the Oasis Centre and provided careers information about working for the Fire and Rescue Service to students at Thomas Deacon Academy

**Parkside Fire Station in Cambridge** is the most modern of all our stations and the meeting facilities there give a perfect opportunity to build lasting relationships with local community groups. In the past year there has been a renewed focus on ensuring the needs and expectations of both Station personnel and community groups are understood and to spread the word about our facilities which are available to voluntary groups free of charge. Among the 25 community groups that regularly use the meeting rooms there are numerous groups from across the LGBT community as well as groups working with young people (including young women); supporting mental health needs and disabled people. We are regarded as a “safe partner” by many of these groups and this was acknowledged when we were formally thanked by Encompass at their 2018 AGM.

**Green Watch, Cambridge** supported Anglia Ruskin University's careers day in February 2018 to promote careers in CFRS. They also worked with the city council attending a community action day in the Arbury/Kings hedges area of Cambridge, providing advice to local business as well as community safety engagement. They held a Macmillan coffee morning in Sept and throughout the year hosted station visits by Brownies, Beavers and Air Cadets.

**Blue Watch, Cambridge** participated in Cambridge Ethnic Community Forum's Diversity Day, November 2017

*“A big round of thanks to yourself and the crew from Blue Watch who attended our event on Sunday. They were very popular...” CEO, Cambridge Ethnic Community Forum*

## Appendix 1 – Agenda Item: 11

When a 999 call was received in **Combined Fire Control** from a distressed caller not speaking English, a multi-lingual Control Room Operator was able to recognise that the caller was speaking Lithuanian. As she is fluent in this she took over the call. The caller was living in a tent in a temporary camp which had been set fire to and the caller had also been robbed and assaulted. Control were able to send assistance to him; contacted the police and relayed messages to him regarding the attendance of both fire crews and police.

**Ely On-call crew and colleagues from SHQ** attended the first ever Ely Pride in Jubilee Gardens in August 2018 sporting rainbow epaulettes and lanyards. Their aim was to promote our services and employment opportunities to the LGBT community.



**Ely station** crew also attended a range of local schools and colleges to educate children and young people in fire and water safety as well as promoting Cambridgeshire Fire and Rescue Service as an employer of choice.

**Green Watch, Stanground Fire Station, Peterborough** took part in the “Great Get Together” - an event to bring communities together – as well as Salaam Radio Festival in summer. They also attended an Aspirations Fair at Fulbridge Academy to promote working for CFRS.

## Roaming Appliance North, Community Fire Safety and Recruitment



### Staff and Crews at Peterborough

*“Fantastic morning celebrating the end of Ramadan at Eid in the park this morning. Great opportunity to share home and business fire safety information as well as career opportunities at CFRS. Sign me up for next year!”*

*Sam Sanderson Recruitment Manager*

**White Watch, Dogsthorpe** Fire Station have an ongoing commitment working with young people through Prince's Trust.

**Black Watch, Huntingdon** delivered training for Junior Fire Wardens at a primary school. Crews from Huntingdon also joined in Eid al Fitr celebrations following Ramadan in Huntingdon and attended a Unity in the Community summer event.

**Green Watch Huntingdon** took part in Picnic in the Park for Dementia Action Week in Hinchbrook Park promoting the Dementia Friends initiative.

<https://cambsfire.facebook.com/AlzheimersSocietyEastAnglia/videos/1724667717587545/UzpfSTewMDAyMzEyODk1NjY5MTpWSzo3Mzk1MjEzNTk3NzEwMDQ/>.

**St Neots Fire Station** supported a **Community Safety Officer** when delivering a safe and well visit to a vulnerable member of the community who spoke no English. A Firefighter based at St Neots and fluent in Polish was able to translate resulting in a positive outcome for the resident.

On-call stations support their local communities in a range of ways one example being:

**Burwell On-Call station** hosted a “have a go” day to try and attract more diverse groups to consider applying to be On-call Firefighters. They hosted station visits from the local village Beavers, Rainbows and Brownies groups and visited pre-schools and Key stage 1 groups at the primary school. Burwell station also supported the local village carnival that raises money for local groups.

## Section 3 – Workforce

### Workforce diversity and distribution

One of the Service's priority areas is to have a more diverse workforce that better reflects the community we serve. To measure progress in this area we monitor staff protected characteristics at point of recruitment and provide staff with the facility to input or update their equality details in the HR database on a self-service basis. Our aspiration is to see ongoing improvement in relation to applications from women candidates (for operational jobs) and candidates from diverse backgrounds in general. These are areas where outcomes in Fire and Rescue Service nationally and historically have been poor.

A cross-functional team work to deliver specific positive action measures to improve diversity. In January 2018 we increased resource in this area by appointing a Positive Action Officer to focus on ethnic and gender diversity in the Peterborough area.

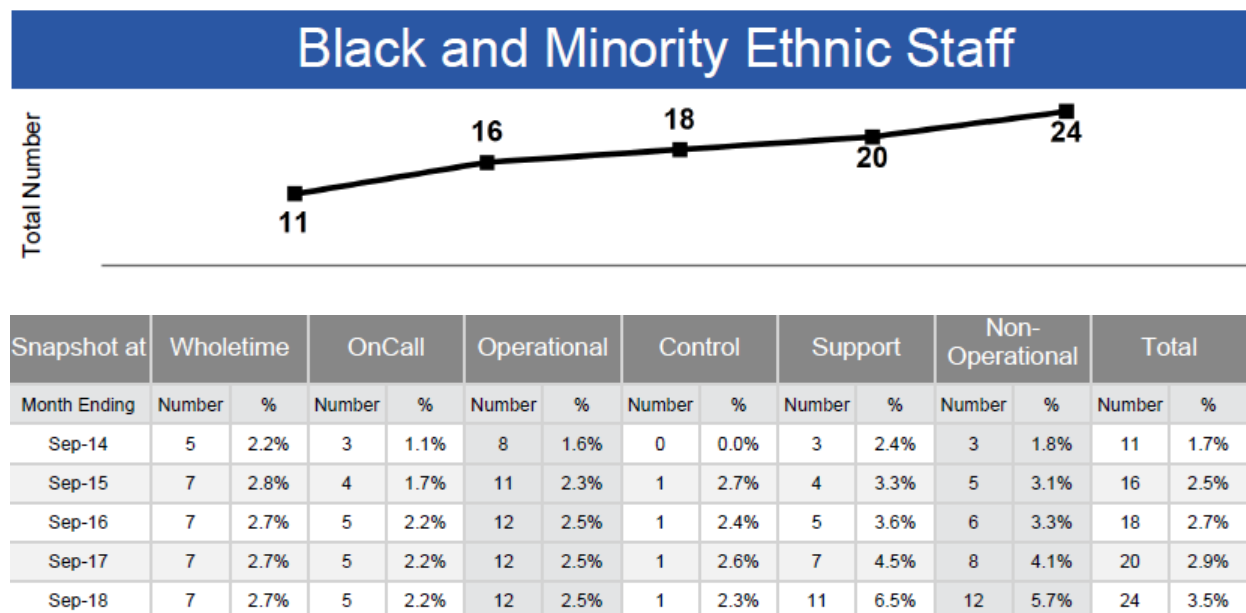
As at 30 Sept 2018, we employed 694 staff. Staff profile by role, protected characteristic and changes over the last 5 years are given below.

**Table 1 – Total Workforce**

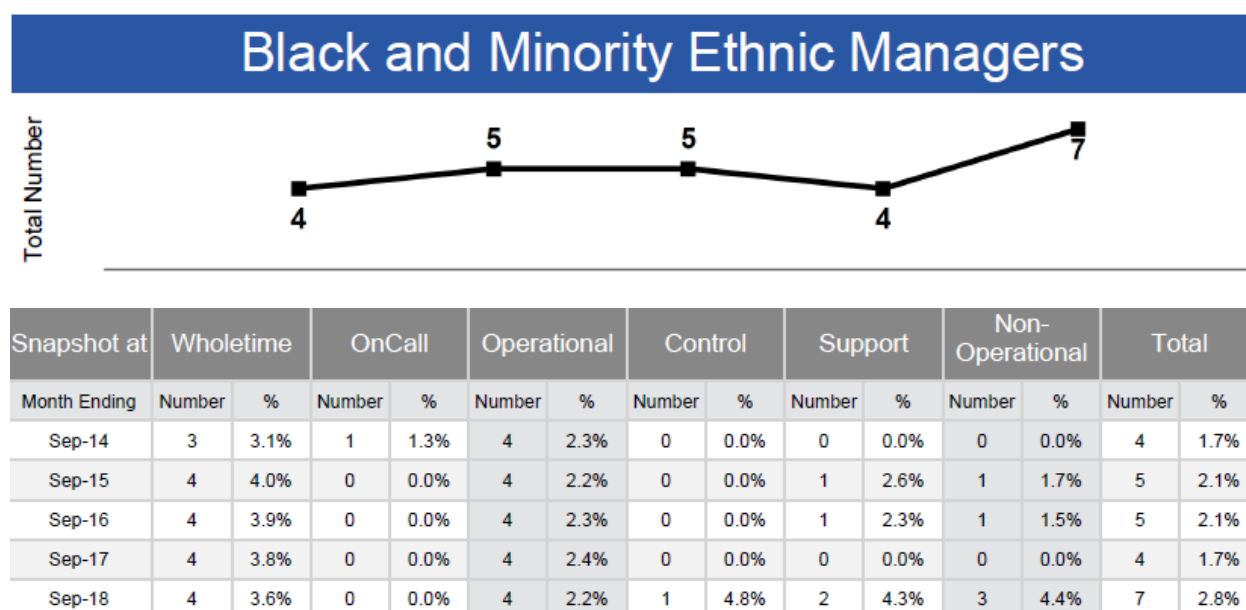
Total number of Staff						
Snapshot at	Wholetime	OnCall	Ops Total	Control	Support	Total
Month Ending	Number	Number	Number	Number	Number	Number
Sep-14	227	265	492	38	125	655
Sep-15	249	239	488	37	123	648
Sep-16	257	230	487	42	138	667
Sep-17	255	228	483	39	156	678
Sep-18	260	223	483	43	168	694

## Appendix 1 – Agenda Item: 11

### Trend and Table 2 – BAME Staff



### Trend and Table 3 – BME managers



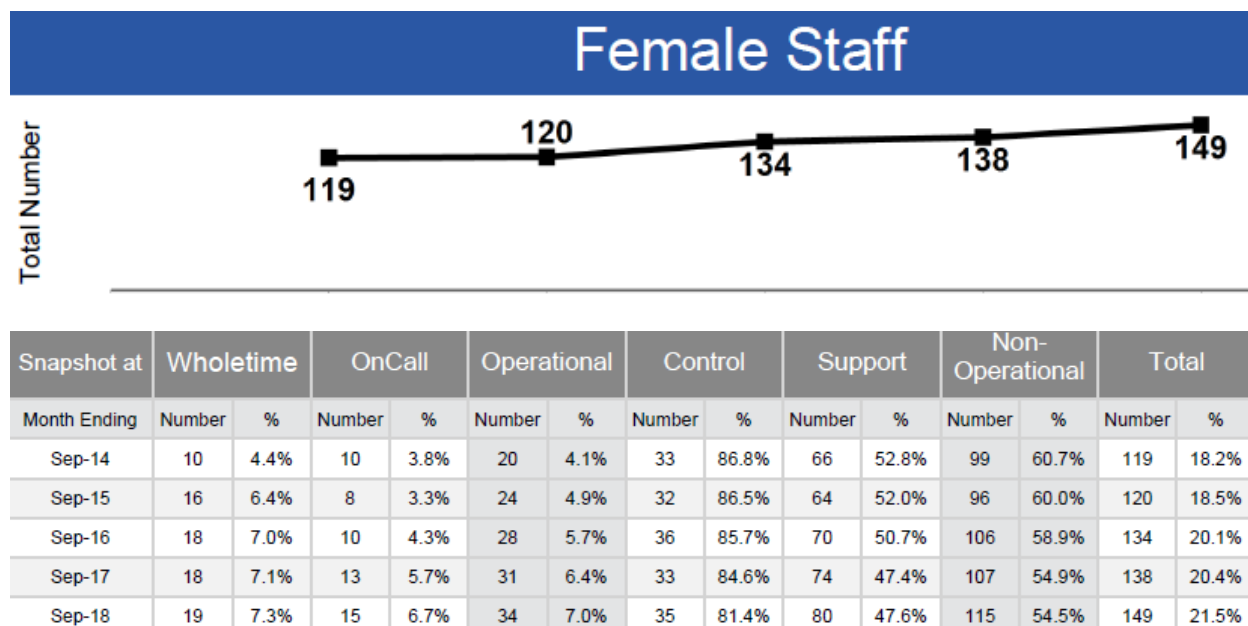
There has been a slow but welcome growth in percentage of both BME staff and managers. County wide 10% of our population identify as BME so there needs to be a continuous sustained effort into improving our ethnic diversity. The Positive Action Officer appointed in January 2018 provides a focused resource for this work. Her role is to make connections between BME communities and encourage operational staff to take up opportunities for building lasting relationships with communities who currently do not apply for jobs with us. Examples of this work are given in Community Engagement section but also include:

- Ops Crews supporting Sadaqa Day (charitable work to help local communities) and Peterborough Environment City Trust to keep communities tidy.
- Attending a Muslim girls' school to explain and demonstrate the work of CFRS.

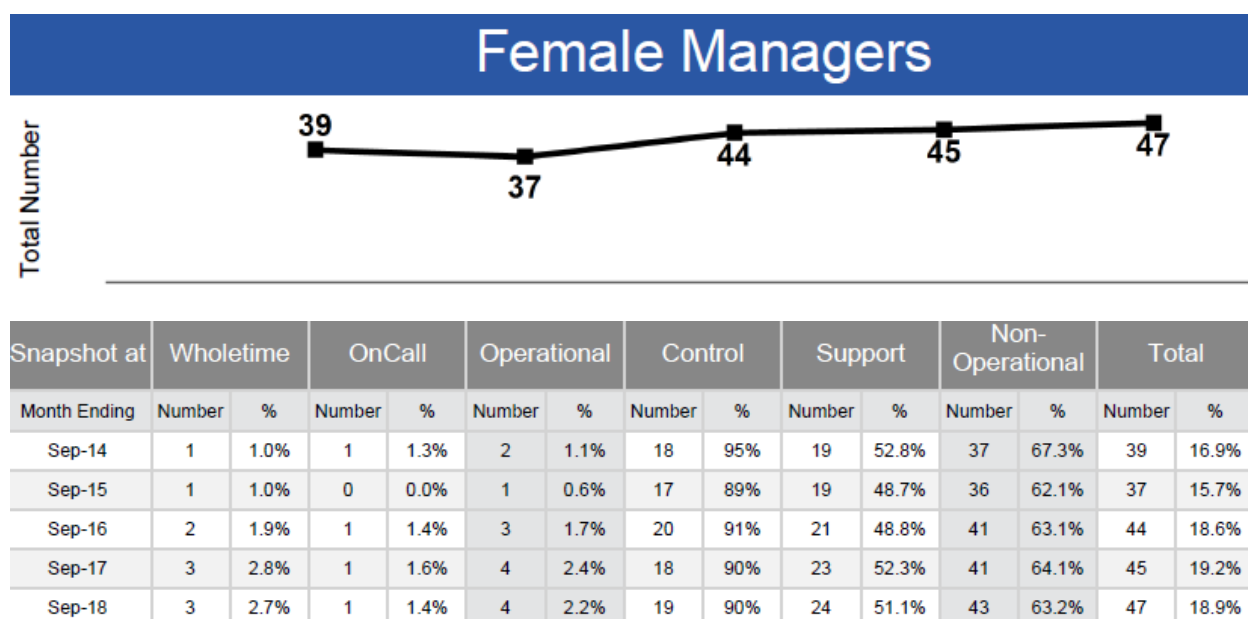
## Appendix 1 – Agenda Item: 11

- Support for Milfield Festival
- Working from local community centres
- Holding local “have go sessions” and promoting these to local communities.
- Joint careers information events with Cambs Police.
- Building more sustained relationships with students at local colleges to consider jobs and careers in CFRS.
- Sharing and learning from successes of Cambs Police.

### Trend and Table 4 – Female staff



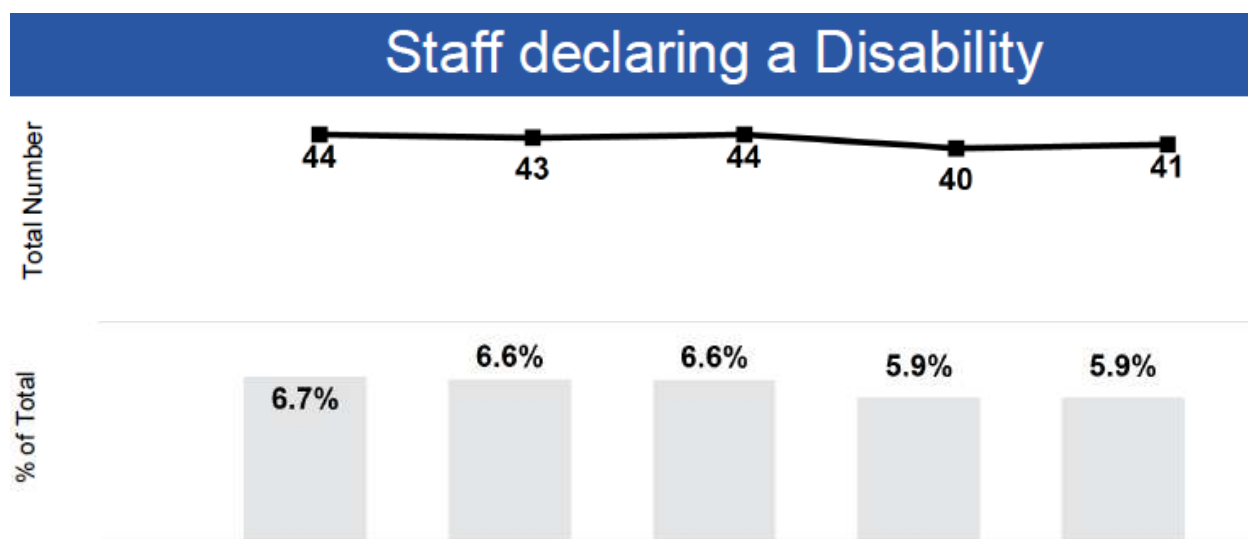
### Trend and Table 5 – Female managers



## Appendix 1 – Agenda Item: 11

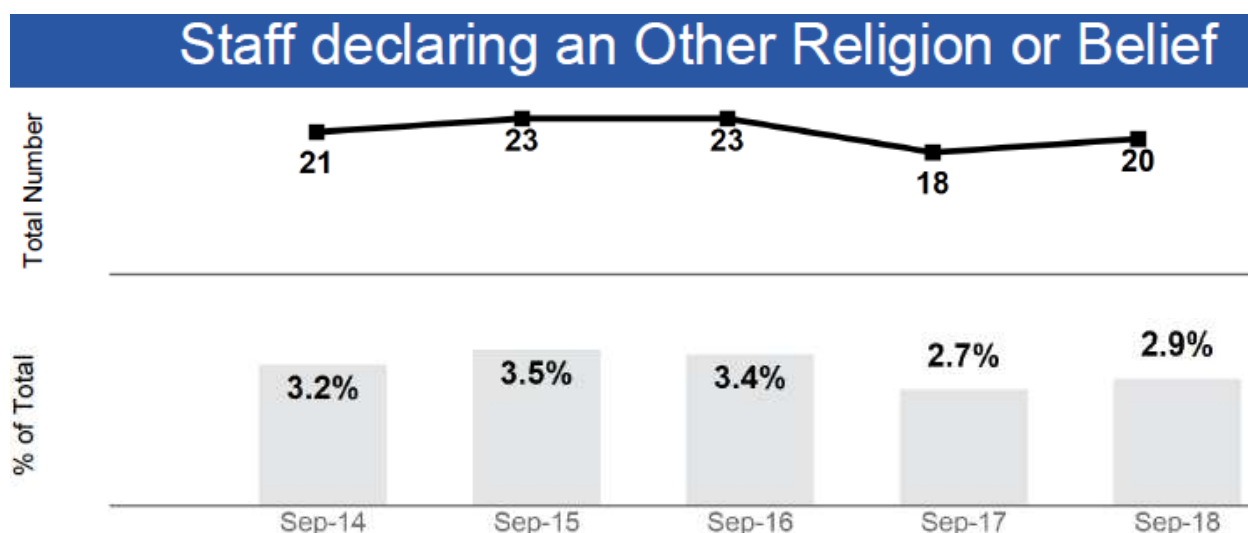
The proportion of female operational staff has grown to 7%. This compares well with the national figure of 5.2% (2016/17) although the figure for 2018 is not yet available.

### Trend and Table 6 – Disabled staff



There has been a slight decline in disabled staff. Exit interviews indicate this is natural staff turnover and that there are no underlying trends connected to disability. Efforts to improve recruitment are focused on meeting the commitment of the “Disability Confident” scheme. This is a government scheme to encourage and keep disabled people in work. Under this scheme we are looking to offer a work placement to a disabled undergraduate through the Leonard Cheshire Change 100 scheme for summer 2019. We also began a process to offer a 12 week part-time placement to a disabled person hoping to return to work. Raising awareness on disability continued with 3 sessions on “understanding dyslexia” this year.

### Trend and Table 7 – Religion or Belief<sup>1</sup>

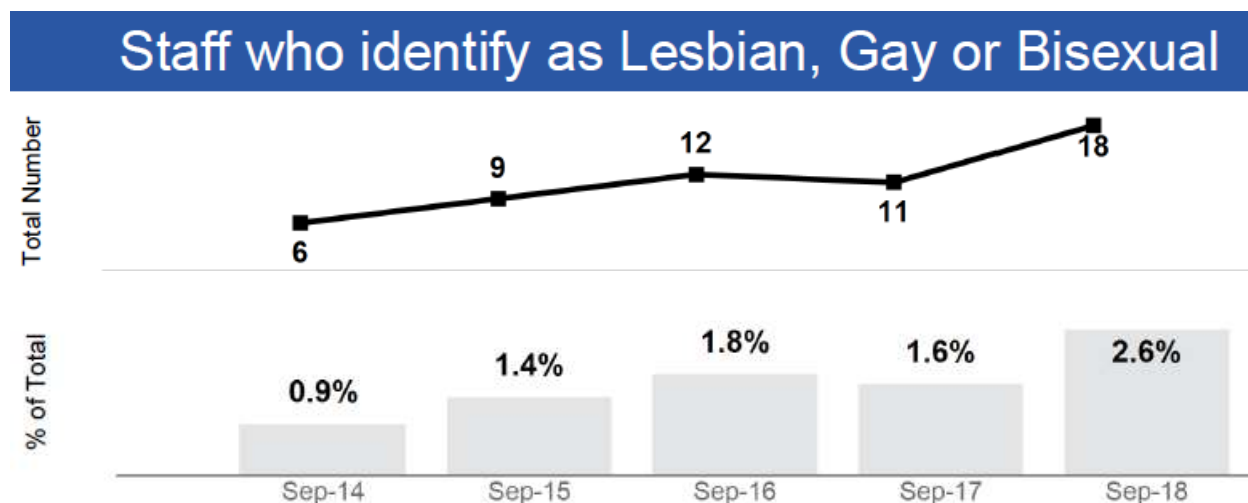


<sup>1</sup> “Another religion or belief” here refers to staff identifying with the main minority faiths in UK, i.e. Hindu, Islam, Sikh, Judaism and includes where staff have indicated “some other religion or belief” over and above these.

## Appendix 1 – Agenda Item: 11

Changes in staff identifying as having a minority religion or belief has increased only slightly and it is hoped that work already underway in Peterborough (which has 11.7% of population belonging to a minority religion) will make a difference here. In the last year we have identified two offices at SHQ which can be used as quiet rooms and can be used for prayer observance.

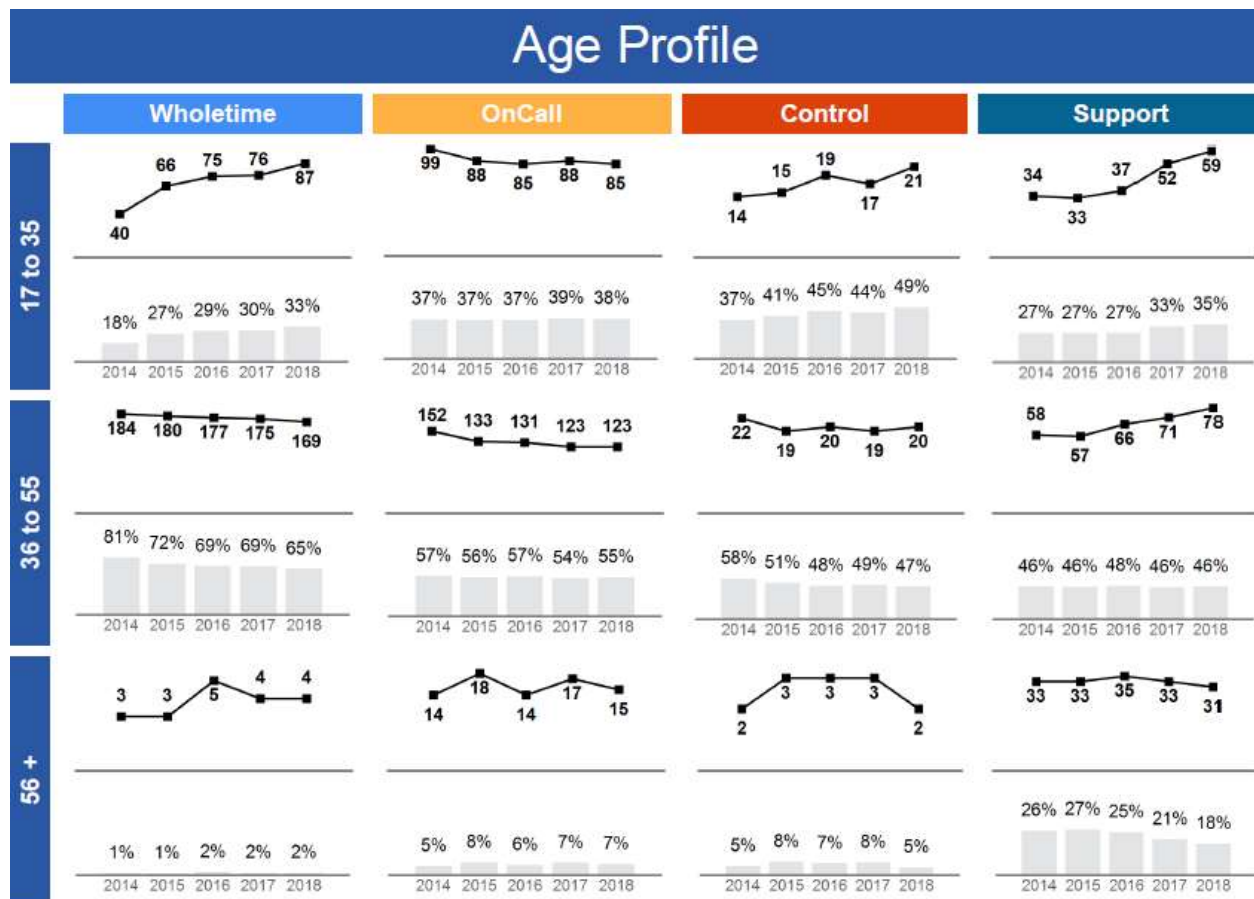
### Trend 8 – sexual orientation<sup>2</sup>



The increase in staff who identify as LG or B has been threefold over the last five years. Our continuing membership of Stonewall; support for LGBT History month in February of each year along with our support for local events (Peterborough Pride and Ely Pride) and support groups Kite Trust helps to show people of all sexual orientations that we are a welcoming and safe employer to work for.

<sup>2</sup> Overall trend only is given for religion, belief and sexual orientation to prevent individuals being identified.

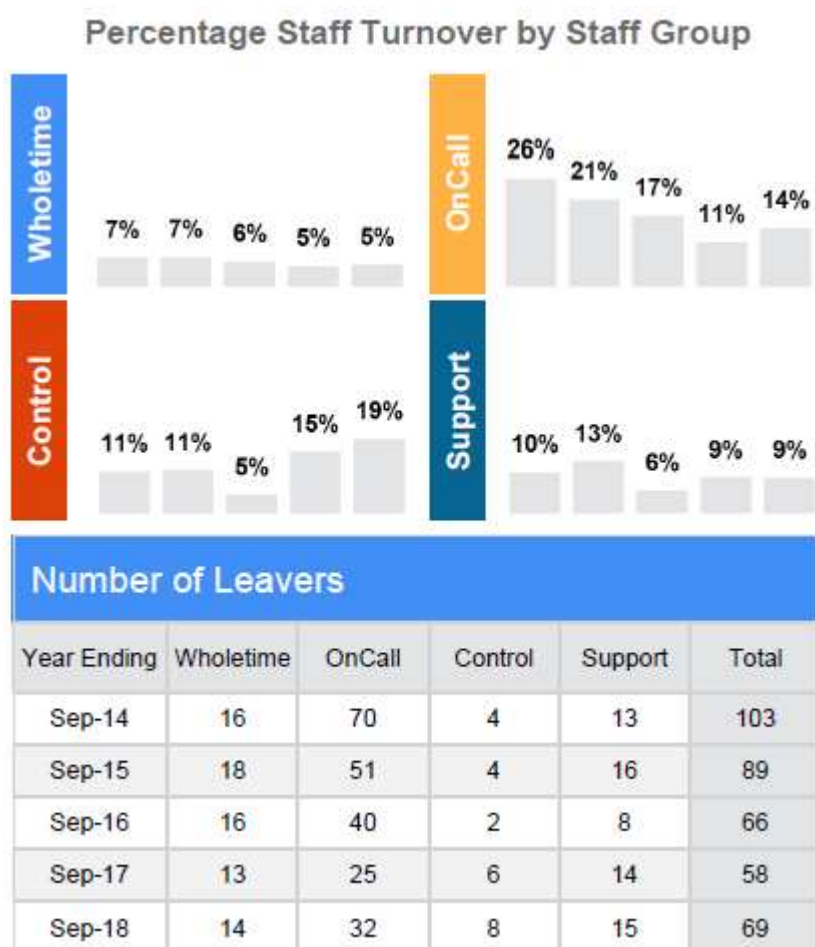
## Appendix 1 – Agenda Item: 11



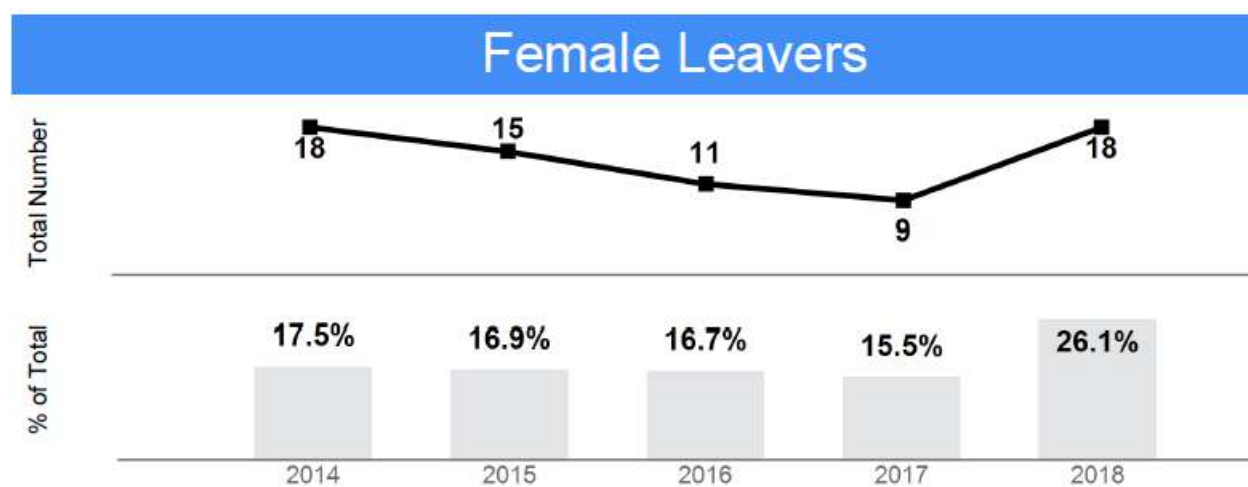
Four recruitment campaigns for wholetime Firefighters over the last 5 years, a number of retirements and turnover in Combined Fire Control have all contributed to an increase in the younger age groups. The only area where this is not the case is with On-call Firefighters which has seen an overall decline.

## Appendix 1 – Agenda Item: 11

### Analysis of leavers over 5 years



Analysis of the protected characteristics of leavers shows there were no leavers in the year to Sept 2018 from BME staff, disabled staff or staff of a minority religion or belief and only 1 from staff who identified as LGB.



Number of women leaving (18) was disproportionately high at 26% of all leavers. This was mainly from professional support and Combined Fire Control staff who made up 89% (16) of all female leavers. Reasons for leaving did not indicate any specific concerns

## Appendix 1 – Agenda Item: 11

but were a mix of retirements; transfer to other Brigades; move to new job or change of career; redundancy; end of fixed term contract; voluntary resignation (no further reason given) and compromise agreement.

### Analysis of discipline cases

Disciplinary Cases 2017/2018		Informal outcome	First Formal Warning
<b>Total Numbers</b>		<b>38</b>	<b>5</b>
<b>Issues</b>	<b>Availability &amp; Attendance</b>	31	2
	<b>Failure to comply with policy</b>	1	
	<b>Inappropriate behaviour</b>	2	
	<b>Driving</b>	1	1
	<b>Capability</b>	3	2
<b>Gender</b>		38 male	5 male
<b>Ethnicity</b>		37 white British or English; 1 other	Data set too small to publish
<b>Sexual Orientation</b>		30 heterosexual, 8 undisclosed or unknown	Data set too small to publish
<b>Disability</b>		21 Not disabled, 17 undisclosed	Data set too small to publish

Total number of discipline cases (43) was slightly higher than previous year (38) and again the majority of cases were connected to availability and attendance of On-call staff. Of the informal outcomes all were for male staff, the majority of White British ethnicity. While little detail can be given because numbers are so small there are no concerning trends for any specific protected characteristic.

### Analysis of grievance cases

Grievance Cases 2017/2018			
<b>Total Numbers</b>		<b>13</b>	<b>Outcomes</b>
<b>Issues</b>	<b>Bullying/Harassment</b>	3	3 formal - partially upheld
	<b>Terms and conditions of employment</b>	2	1 formally upheld; 1 informally resolved
	<b>Process</b>	4	1 formal not upheld;
	<b>Management</b>	2	1 formal; 1 informally resolved
	<b>Unfair Treatment</b>	2	2 informally resolved

## Appendix 1 – Agenda Item: 11

The number of grievance cases is consistent with previous year with similar number of issues about unfair treatment and bullying or harassment. The proportion of women raising grievances is higher than proportion of women in the organisation (38% vs 22%).

Of the five cases of unfair treatment and bullying or harassment, 3 (60%) were from women all of which were partially upheld or informally resolved. There are no other disproportionate outcomes for people of specific protected characteristics. A network of RESPECT champions is currently being established to provide staff with a confidential route to discuss concerns about behaviour and to be signposted to different options for dealing with this. This aims to help people resolve issues informally. Our training programme on professional behaviour at work which sets the standards expected continues.

## Appendix 1 – Agenda Item: 11

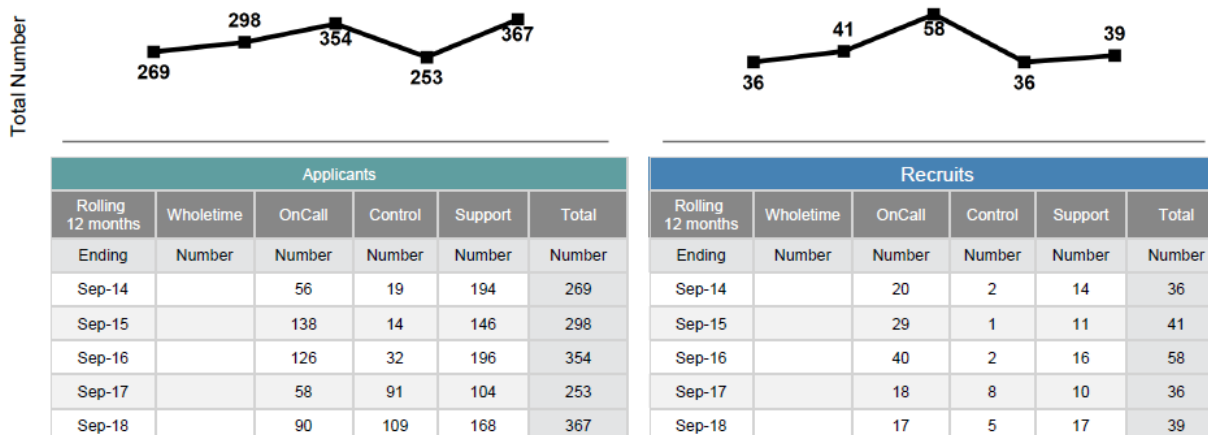
### Return to work after maternity leave

Between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018, there were six members of staff on maternity leave. All but one have returned to work and that one expects to return in December 2018.

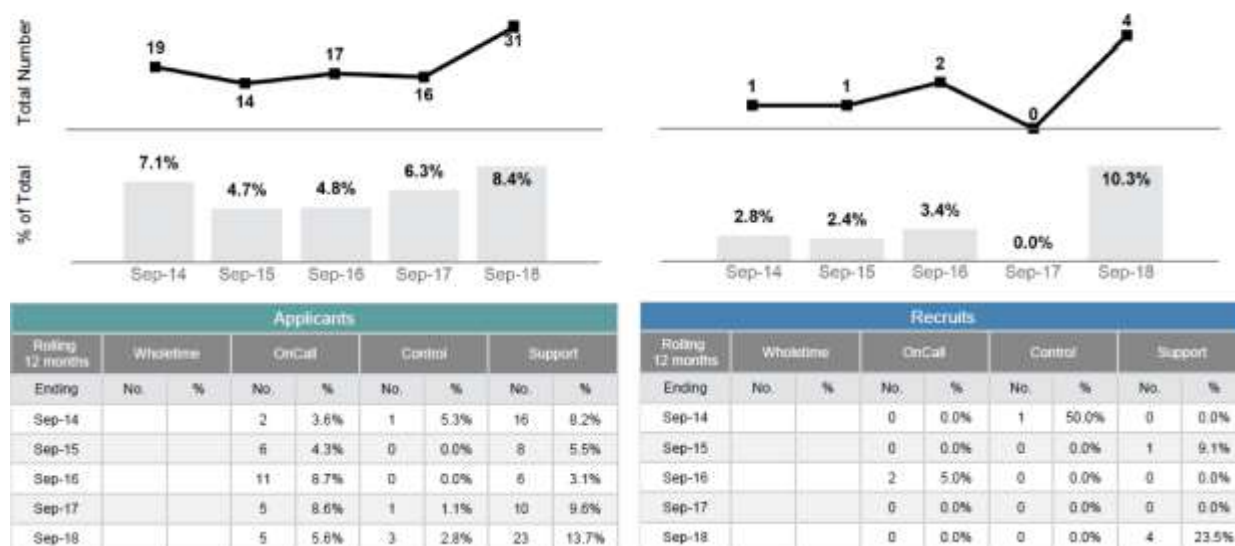
### Recruitment analysis – attraction and success rate of job applicants

The following tables and graphs show the number of applicants and recruits for all staff groups apart from Wholtime firefighters which are shown is analysed in a later section.

#### Total number of Applicants and Recruits



#### People with a Black and Minority Ethnic Background

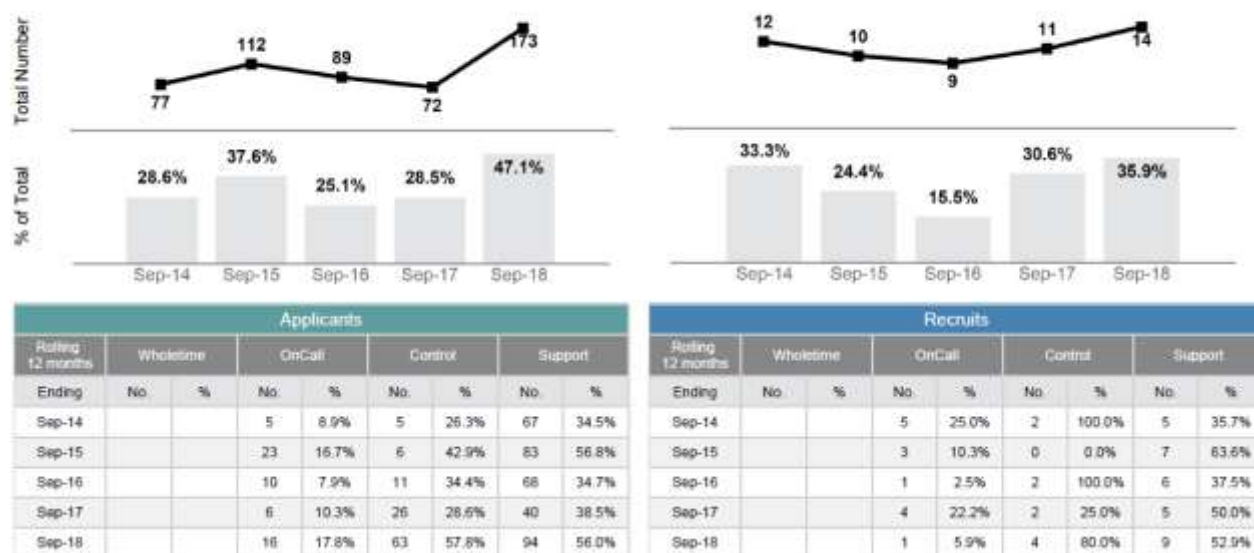


Number of applicants from BME backgrounds has improved overall in the last few years. However number of recruits is not proportionate, particularly for On-call and Combined Fire Control staff. Processes have been reviewed to ensure they are fair and consistent and selectors are trained in selection interviewing and equality and inclusion.

## Appendix 1 – Agenda Item: 11

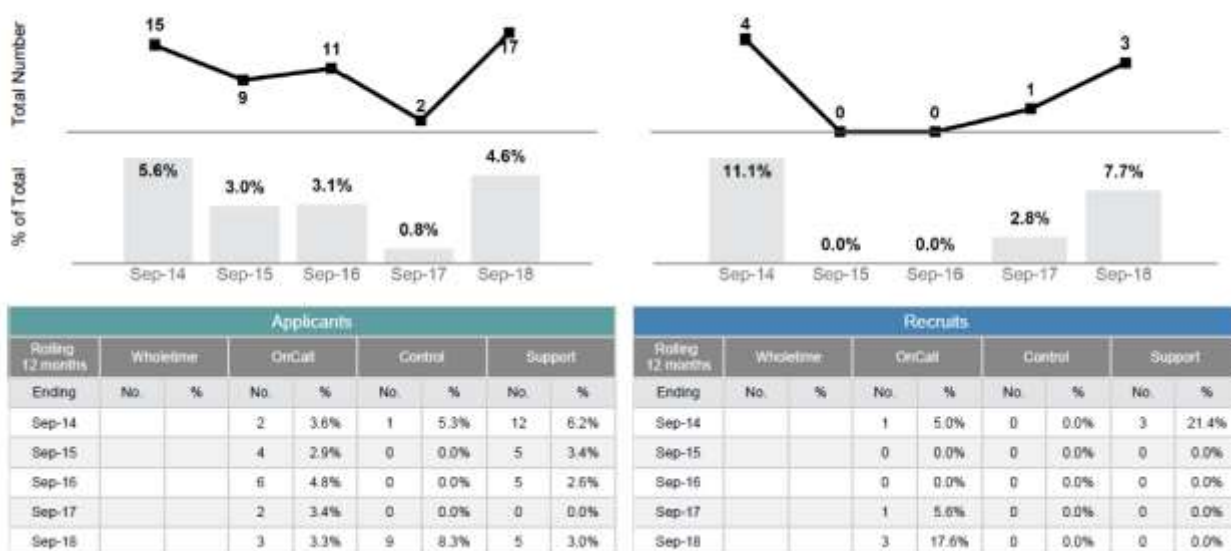
A further review of advertising and recruitment processes to Control is planned for the beginning of 2019.

### Female Applicants and Recruits



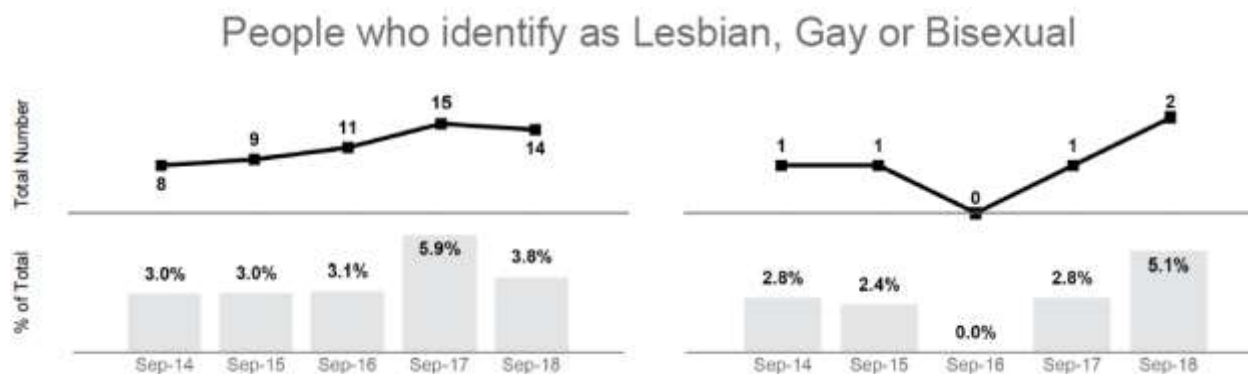
The number of women applying for posts has increased and so have successful recruits overall. Taster days at On-call stations have helped to attract a wider range of applicants however turning these into recruits has varied a lot over the last five years. The equality impact of On-call recruitment and training is regularly reviewed to ensure there is no disadvantage to women or other groups who share a protected characteristic.

### People declaring a Disability



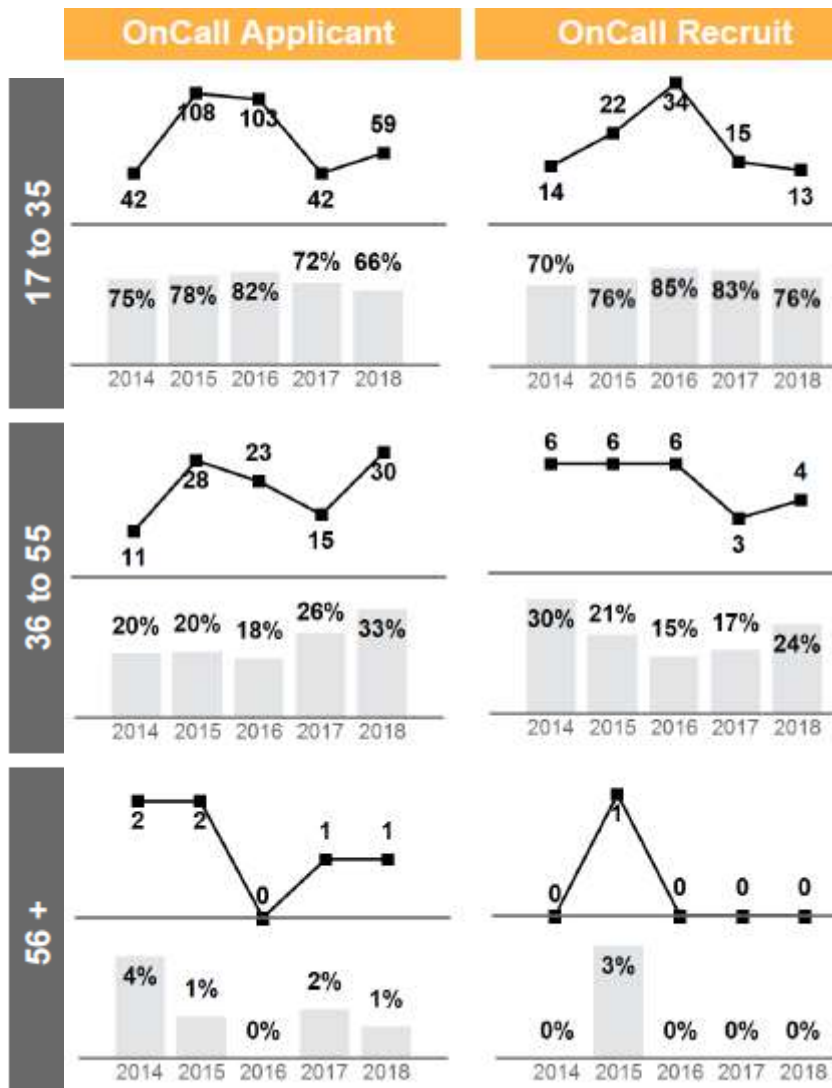
## Appendix 1 – Agenda Item: 11

Numbers of disabled applicants and recruits are both low although the trend is improving slightly. Commitment to improving this is shown through our Disability Confident Scheme as well as support for new recruits with dyslexia.



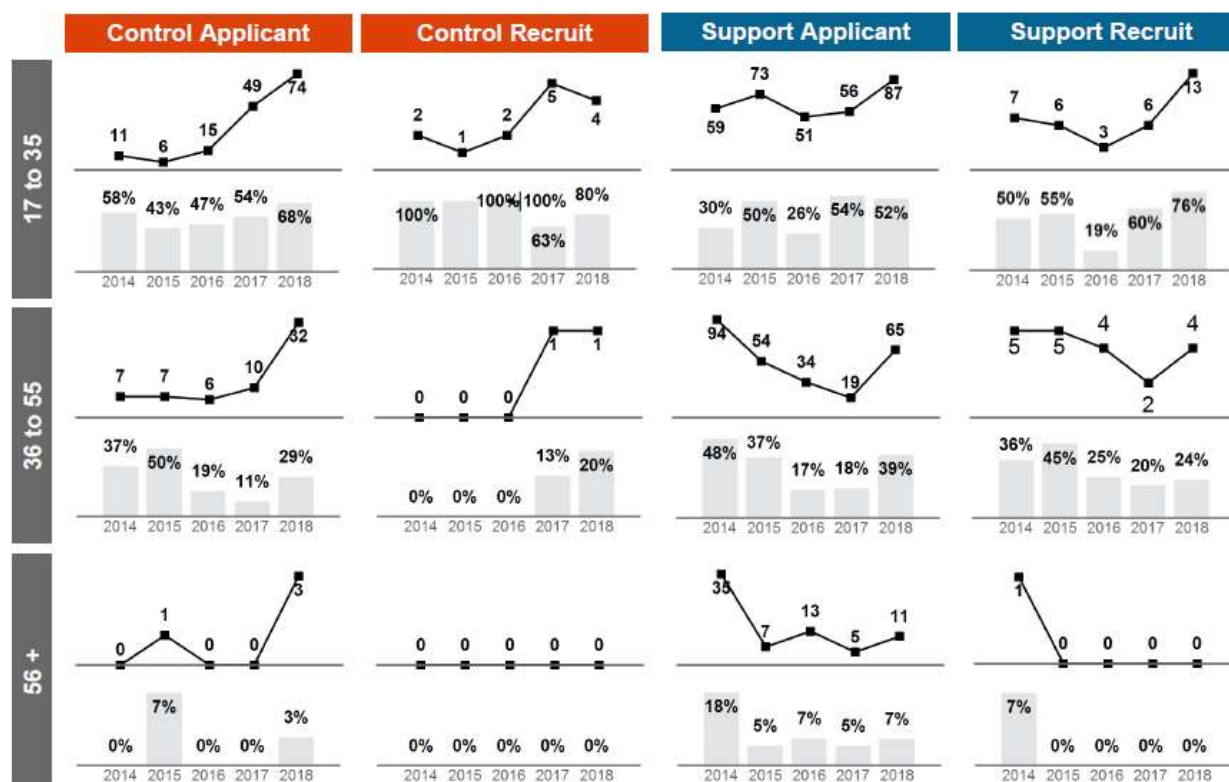
There has been a steady increase in numbers of staff who identify as LG or B and we continue to use our Stonewall membership to share good practice and opportunities with staff and managers. Annually we are included in the Stonewall “Starting Out” Careers Guide and we regularly include profiles and adverts for CFRS in LGB press.

## Age Profiles



Age profile of On-call applicants and recruits shows the majority come from the 17-35 age group which is to be expected given the nature of the job and impact of On-call duty on mobility and lifestyle.

## Age Profiles



Age profile for Combined Fire Control and professional support staff show that applicants over 56 are less likely to be employed than other age groups of other staff groups, although the number of applicants in this grouping is low.

### Analysis of Wholtime Firefighter recruitment

A Wholtime Firefighter recruitment campaign began in 2018. Early promotion started in 2017 with four “have a go sessions” being held in October, two of which were aimed specifically at women. A social media campaign showcasing positive BME and female role models posts was delivered utilising case studies and videos. Much of this was shared with community group partners for onward sharing.

For the first time candidates were able to register and book a place at an information event on-line available 24/7 rather than having to do so by phone. Improved reporting meant that we were able to analyse the diversity of registrations immediately and focus social media messages to those groups we were not reaching.

Academic criteria remained as at 2016:

- 5 x GCSEs (A\*-C/4-9 C including English and Maths) or equivalent
- Ability to swim
- Resident within 10 miles of Cambridgeshire county boundary
- Full and current driving licence

## Appendix 1 – Agenda Item: 11

Candidates were required to book and attend an information event to receive an application pack. Total registrations were 441, a 29% increase on previous campaign. However, only 358 of those registering booked a place at an information event. The mandatory requirement to attend an information event has subsequently been reviewed and will not be required in future campaigns. Broad diversity breakdown is given below with comparison to 2016. County profile (2011 Census) data is also given as this is the workforce we aspire to.

Category		Options		2018		2016		County Census Data
<b>Total number attending an information event</b>				358	100%	252	100%	
Gender	Female			50	13.6%	24	9.5%	50.2%
	Male			305	85.7%	228	90.5%	
	Prefer to identify in another way			1	0.2%	0	0%	
	Prefer not to say			2	0.5%	0	0%	
Disability	Yes			7	1.6%	1	0.4%	
	No			349	97.7%	186	73.8%	
	Prefer not to say			2	0.7%	65	25.8%	
Ethnicity	BME			15	4.5%	8	3.2%	9.7%
	White			339	94.3%	244	96.8%	
	Prefer not to say			4	1.1%	0	0%	
Religion or Belief	Minority religion or belief <sup>3</sup>			7	2.0%	5	2%	5.4%
	Christian			105	29.3%	86	34.1%	
	No religion			227	63.4%	142	56.3%	
	Prefer not to say			19	5.3%	19	7.5%	
Sexual Orientation	LGB			29	8%	8	3.2%	10% <sup>4</sup>
	Heterosexual			305	85.2%	232	92.1%	
	Prefer not to say			24	6.7%	12	4.7%	

There was an increase in number and proportion of women, BME candidates, disabled candidates and LGB candidates at this stage. The only characteristic that did not see a proportionate improvement was in minority religions/beliefs. Applications received showed a similar trend as seen below.

<sup>3</sup> Refers to Buddhist, Hindu, Jewish, Muslim Sikh or where other minority religion declared

<sup>4</sup> Stonewall estimate national LGB population

## Appendix 1 – Agenda Item: 11

Category	Options	2018		2016	
<b>Total number of applications</b>		175	100%	186	100%
Gender	Female	29	16.6%	19	10.2%
	Male	145	82.9%	167	89.8%
	Prefer to identify in another way	0	0.0%	0	0.0%
	Prefer not to say	1	0.6%	0	0.0%
Disability	Yes	4	2.3%	2	1.0%
	No	170	97.1%	179	96.2%
	Prefer not to say	1	0.6%	5	2.9%
Ethnicity	BME	6	3.5%	5	2.6%
	White	166	94.9%	181	97.4%
	Prefer not to say	3	1.7%	0	0.0%
Religion or Belief	Minority religion or belief	3	1.7%	3	1.5%
	Christian	49	28.0%	64	34.4%
	No religion	113	64.6%	93	50.2%
	Prefer not to say	10	5.7%	26	13.9%
Sexual Orientation	LGB	13	7.5%	13	6.3%
	Heterosexual	148	84.6%	173	93.7%
	Prefer not to say	14	8.0%	9	4.3%

Following written, medical, occupational ability and fitness tests, remaining candidates went into final assessment day which featured an interview, presentation delivery and interactive exercise. Outcomes at each selection process are analysed to identify where there may be barriers to a particular group. The diversity breakdown of those successful at final assessment is summarised below in comparison to 2016. Full numerical details are not given as the small size of the data set could identify individuals.

### Successful candidates

34 candidates were successful and 21 began their training in 2018, the remainder being placed on a holding list. 17.6% of successful candidates were women which is slightly higher than the proportion applying and higher than 2016 (10%).

2.9% identified as BME which is lower than the 3.5% applying but consistent with previous year. Positive action work with BME communities remains on-going. We invited Community Connectors from the Strategic Peterborough Partnership to observe the final assessment day and to give us feedback on the process. The intention is to invite community members to participate as assessors in selection processes in the future.

Proportion of LGB successful candidates improved considerably which suggests there are no obvious barriers within the process.

Proportion of people from minority religions is static at 0% and it is hoped efforts to encourage BME communities to consider careers in CFRS will extend to those of different religions and beliefs.

## Appendix 1 – Agenda Item: 11

### Gender Pay Gap

In 2017 new regulations were introduced under the Equality Act 2010 requiring employers of more than 250 staff to calculate and publish information about the gender pay gap in their organisation.

The gender pay gap shows the difference between the average earnings of men and women. As a concept it is different from “equal pay” which deals with any pay differences between men and women who carry out the same or similar jobs or jobs of equal value.

Calculating, analysing and reporting on the gender pay gap can provide a valuable measure of equality in the workplace. It is a long standing phenomenon globally and varies by occupation, age group and working patterns. It highlights any difference in men’s and women’s participation in work of different types and levels and how effectively talent is being maximised.

The gender pay gap regulations require us to include all employees and to calculate a number of gender pay gap measures with reference to all staff. However where it has been helpful to explain or further explore this pay gap, reference has been made to the pay (and gaps) between different groups of staff. The following calculations are required by the regulations and explained below. They are all expressed in percentages.

#### **Mean Gender Pay Gap**

The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees (regulation 8).

A **mean** average involves adding up all the numbers and dividing the result by how many numbers were listed.

#### **Median gender pay gap**

The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees (regulation 9).

A median average involves listing all numbers in numerical order. The median average is the middle number when there is an odd number of results.

#### **Mean bonus gender pay gap**

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees. (regulation 10).

#### **Median bonus gender pay gap**

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees (regulation 11).

#### **Proportion of males and females receiving a bonus payment**

The proportions of male and female relevant employees who were paid bonus pay (regulation 12).

For Cambridgeshire Fire and Rescue Service, “bonus” as defined in regulation 10b includes payment related to *“productivity, performance or incentive”*

#### **Proportion of males and females in each quartile pay band**

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands (regulation 13).

## Appendix 1 – Agenda Item: 11

Difference in mean hourly rate of pay	2017	2018
Mean hourly rate of pay for all male full-pay relevant employees	£18.25	£18.01
Mean hourly rate of pay for all female full-pay relevant employees	£14.86	£15.24
% Difference in mean hourly rate of pay	18.58%	15.38%
Difference in median hourly rate of pay	2017	2018
Median hourly rate of pay for all male full-pay relevant employees	£16.04	£15.75
Median hourly rate of pay for all female full-pay relevant employees	£13.81	£13.97
% Difference in median hourly rate of pay	13.90%	11.30%

**Commentary:** Both mean and median pay gaps have reduced compared to last year. This holds true for each individual staff group (Wholetime, Support, Control) when analysed individually but not for On-call staff. The most likely reason is the retirement of more experienced staff (likely to be at higher pay grades) and the recruitment of new staff who are more likely to start on lower salaries. For On-call staff the pay gap has widened which may reflect the gender diversity of staff in this group. 15 (6.7%) are women but only 1 (1.4%) female staff member is in a management band.

Difference in mean bonus pay	2017	2018
Mean bonus pay paid during the relevant period to male relevant employees who were paid bonus pay during that period	£54.19	£56.52
Mean bonus pay paid during the relevant period to female relevant employees who were paid bonus pay during that period	£53.88	£58.24
% Difference in mean bonus pay	0.57%	-3.04%

**Commentary:** The gap in mean bonus pay this year is in favour of women representing a 3.6% change over previous year.

Difference in median bonus pay	2017	2018
Median bonus pay paid during the relevant period to male relevant employees who were paid bonus pay during that period	£47.08	£47.58
Median bonus pay paid during the relevant period to female relevant employees who were paid bonus pay during that period	£47.08	£47.58
% Difference in median bonus pay	0.00%	0.00%
Proportion of male and female employees who received bonus pay	2017	2018
The number of male relevant employees who were paid bonus pay during the relevant period	317	291
The number of male relevant employees	516	506
The proportion of <b>male</b> employees who received bonus pay	61.43%	57.51%
The number of female relevant employees who were paid bonus pay during the relevant period	34	25
The number of female relevant employees	131	131
The proportion of <b>female</b> employees who received bonus pay	25.95%	19.08%

## Appendix 1 – Agenda Item: 11

**Commentary:** The difference in proportions of men and women who received bonus pay reflects the fact that most bonuses (e.g. continuous professional development payment as incentive; resilience payments as productivity) apply to operational staff where there are many more men than women, or derive from operational terms and conditions of employment.

<b>Proportion of male and female employees according to quartile pay bands</b>	<b>2017</b>	<b>2018</b>
The number of male full-pay relevant employees in the lower quartile pay bands	110	106
The number of full-pay relevant employees in that quartile pay band	163	159
<i>Proportion of <b>male</b> employees in the <b>lower quartile</b> pay band</i>	67.48%	66.67%
The number of female full-pay relevant employees in the lower quartile pay bands	53	53
The number of full-pay relevant employees in that quartile pay band	163	159
<i>Proportion of <b>female</b> employees in the <b>lower quartile</b> pay band</i>	32.52%	33.33%
The number of male full-pay relevant employees in the lower middle quartile pay bands	124	117
The number of full-pay relevant employees in that quartile pay band	163	158
<i>Proportion of <b>male</b> employees in the <b>lower middle quartile</b> pay band</i>	76.07%	74.05%
The number of female full-pay relevant employees in the lower middle quartile pay bands	39	41
The number of full-pay relevant employees in that quartile pay band	163	158
<i>Proportion of <b>female</b> employees in the <b>lower middle quartile</b> pay band</i>	23.93%	25.95%
The number of male full-pay relevant employees in the upper middle quartile pay bands	134	145
The number of full-pay relevant employees in that quartile pay band	160	161
<i>Proportion of <b>male</b> employees in the <b>upper middle quartile</b> pay band</i>	83.75%	90.06%
The number of female full-pay relevant employees in the upper middle quartile pay bands	26	16
The number of full-pay relevant employees in that quartile pay band	160	161
<i>Proportion of <b>female</b> employees in the <b>upper middle quartile</b> pay band</i>	16.25%	9.94%
The number of male full-pay relevant employees in the upper quartile pay bands	148	138
The number of full-pay relevant employees in that quartile pay band	161	159
<i>Proportion of <b>male</b> employees in the <b>upper quartile</b> pay band</i>	91.93%	86.79%
The number of female full-pay relevant employees in the upper quartile pay bands	13	21
The number of full-pay relevant employees in that quartile pay band	161	159
<i>Proportion of <b>female</b> employees in the <b>upper quartile</b> pay band</i>	8.07%	13.21%

## Appendix 1 – Agenda Item: 11

While the pay gap is generally moving in the right direction, we will continue with our work, articulated in the equality strategy and integrated risk management plan, to increase number of women in operational firefighting posts and men into Control posts and to improve their retention.

The equal pay audit proposed last year has been carried out by an external consultant and is currently in draft. This will make recommendations around pay and allowances which will be acted on.

## Demography of Cambridgeshire and Peterborough – Census 2011

Cambridgeshire and Peterborough

Population : 804,841

### Gender

49.8% Male (400,419)  
50.2% Female (404,422)

Average Age  
39 years

Median Age  
38 years

### Age Range



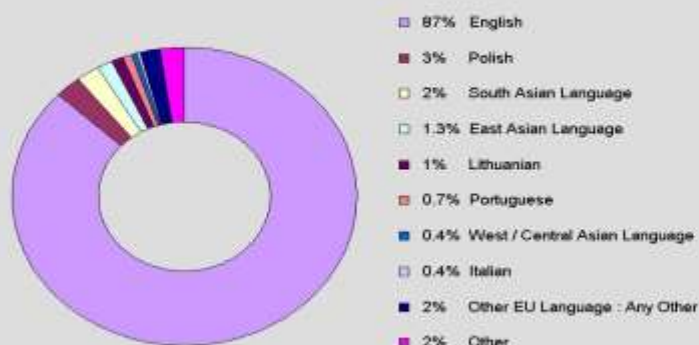
### Long Term Health Problem or Disability

Day-to-day activities limited a lot : 7% (54,674)  
Day-to-day activities limited a little : 9% (70,944)  
Day-to-day activities not limited : 84% (679,223)

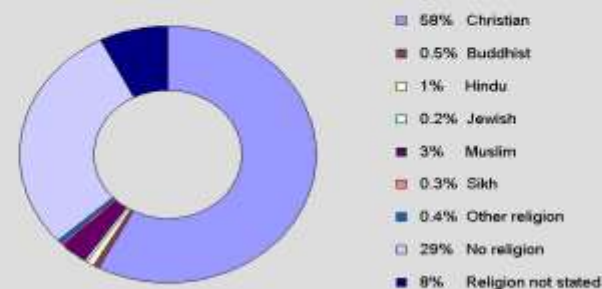
### Ethnic Groups



### First or Preferred Language aged 3 and over



### Religion



## Cambridge City District

Population : 123,867

### Gender

50.8% Male (62,984)  
49.2% Female (60,883)

Average Age  
36 years

Median Age  
31 years

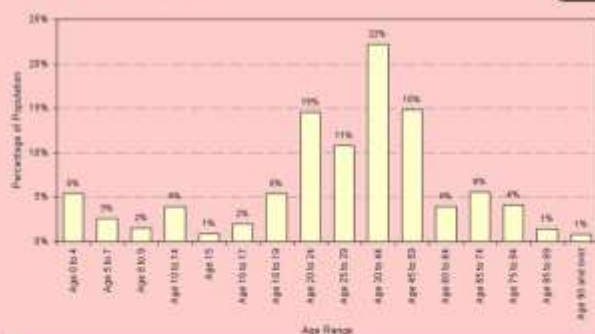
### Long Term Health Problem or Disability

Day-to-day activities limited a lot : 5% (6,798)

Day-to-day activities limited a little : 7% (9,266)

Day-to-day activities not limited : 87% (107,803)

### Age Range



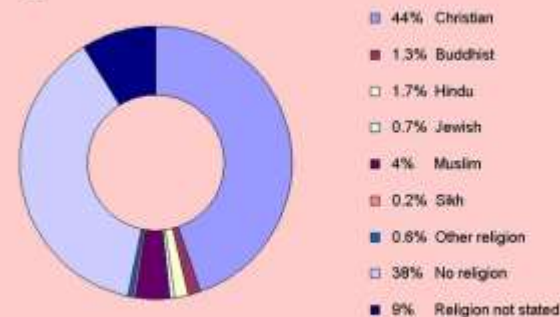
### Ethnic Groups



### First or Preferred Language aged 3 and over



### Religion



# Peterborough District

Population : 183,631

## Gender

49.5% Male (90,859)  
50.5% Female (92,772)

**Average Age**  
**37 years**

**Median Age**  
**35 years**

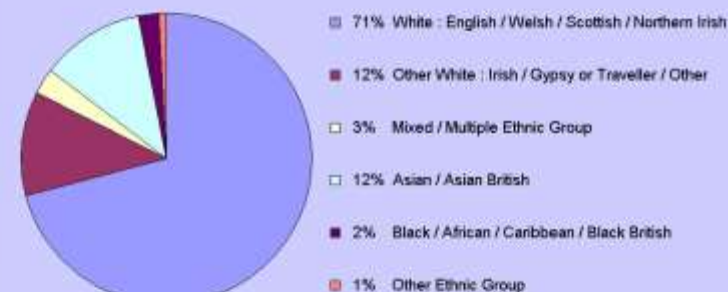
## Long Term Health Problem or Disability

Day-to-day activities limited a lot : 8% (14,053)  
Day-to-day activities limited a little : 9% (16,538)  
Day-to-day activities not limited : 83% (153,040)

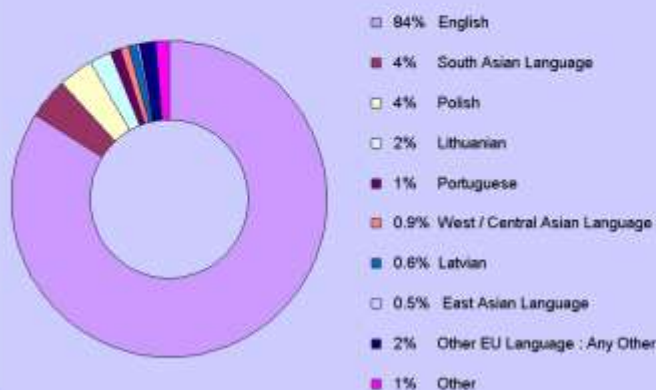
## Age Range



## Ethnic Groups



## First or Preferred Language aged 3 and over



## Religion

