

## **DRAFT EQUALITY AND INCLUSION ANNUAL REPORT 2017**

### SUMMARY

1. The Service has a duty, under the Equality Act 2010 to set and publish equality priorities and to publish a report annually on progress in achieving these priorities.
2. During 2016 equality and inclusion priorities for Humberside Fire and Rescue Service were drafted and after extensive consultation with staff and communities priorities were adopted for the period 2016 -2020 and approved by the HFA.
3. This report provides an annual update on progress on equality and inclusion across Humberside Fire and Rescue Service, including on achieving the 5 equality and inclusion priorities.

### RECOMMENDATIONS

4. Members are asked to consider and approve this Equality and Inclusion Annual Report.

### BACKGROUND

5. Under the Equality Act 2010 the Service has to comply with a general duty, the Public Sector Equality Duty (PSED), outlined in paragraph 6 below and with specific duties outlined in paragraph 7 below.
6. General equality duty (section 149 Equality Act 2010)
  - (a) Eliminate unlawful discrimination, harassment and victimisation;
  - (b) Advance equality of opportunity between different groups;
  - (c) Foster good relations between different groups.
7. Specific duties (Schedule 19 Equality Act) – Listed public authorities must publish:
  - (a) Information on employees (if 150 staff or more) and people affected by policies and practices to demonstrate compliance with the equality duty, at least annually;
  - (b) Specific and measurable equality objectives, at least every four years.
8. Further public authorities covered by the specific duties, including Fire and Rescue Authorities, must publish information to demonstrate their compliance with the general equality duty. The information must be published in a manner that is accessible to the public.
9. This information includes, in particular:
  - Information relating to people who share relevant protected characteristics who are: affected by the authority's policies and practices, and
  - (for listed authorities with 150 staff or more), information relating to its employees.

## HUMBERSIDE FIRE AND RESCUE SERVICE EQUALITY AND INCLUSION PRIORITIES

10. During 2016 Humberside Fire and Rescue Service undertook extensive data collection and consultation with staff to draft 5 new equality and inclusion priorities, which were then published to communities in the form of an Annual Report on Equality and Inclusion. During the summer of 2016 a thorough consultation exercise was undertaken which included holding workshops with diverse people and communities who share relevant protected characteristics of the Equality Act 2010, along with further staff workshops. Through this consultation approach the draft priorities were refined and strengthened and published as final priorities in September 2016.
11. These priorities are:
  - Priority 1: Leading by example on equality;
  - Priority 2: Increasing diversity throughout our workforce;
  - Priority 3: Ensure a safe and fair workplace for all staff;
  - Priority 4: Continue to improve our knowledge of our diverse communities and how we engage with them;
  - Priority 5: Identifying the fire and other emergency risks linked to multiple disadvantage and discrimination.
12. During 2016 in order to develop these priorities and in preparation for work to achieve them, along with Humberside Fire and Rescue Service other work to comply with the Equality Act, a corporate steering group was formed. Work is led by two strategic directors with regular updates being reported to both the Corporate Management Team and through them to the Humberside Fire Authority. Cllr Dee Sharpe has been appointed as lead Member for equality and inclusion and she actively participates in the Steering Group and in its work. In addition an officer with specialist knowledge on equality has been appointed within the HR Directorate.
13. To ensure the work to achieve the equality and inclusion priorities takes place in an embedded and SMART way a 4 year action plan has been developed by officers across Humberside Fire and Rescue Service Directorates with managers undertaking allocated responsibilities.
14. Humberside Fire and Rescue Service has also recently adopted the use of the LGA Fire and Rescue Service Equality Framework which will help develop organisational understanding, planning and monitoring to ensure compliance with the Equality Act.

### PROGRESS ON EQUALITY AND INCLUSION PRIORITIES 2016-2017

15. Key work undertaken or completed in relation to each equality and inclusion priority is listed below:

#### PRIORITY ONE: LEADING BY EXAMPLE ON EQUALITY

- Humberside Fire and Rescue Service has refreshed its approach to equality and inclusion during the year, setting priorities and debating and discussing key issues within the Equality and Inclusion Steering Group, at Corporate Management Team, at Humberside Fire Authority and throughout the Service.
- The process used to identify the priorities has included staff, built awareness around equality and inclusion and harnessed creativity and innovation.
- The Equality and Inclusion Steering Group has become an expert group on equality issues through participating in monthly workshops on a wide range of equality issues and on how to steer corporate equality work. The Group is well placed to support Humberside Fire and Rescue Service moving forward.

- Humberside Fire and Rescue Service Trade Unions and Representative Bodies are included in a strong partnership on equality: the FBU and Unison have created and displayed exhibitions of their work on equality at HQ and at staff events; and have offered free training for staff on equalities and Mental Health First Aid. The FBU are supporting the Service on introducing campaigns such as HeForShe to Humberside Fire and Rescue Service and a Unison Regional Organiser has led a workshop for staff on confidence building.
- Teams and management groups have been involved in awareness raising workshops around equality, protected characteristics, the FRS Equality Framework, how to undertake equality analysis: they are increasingly confident in their approaches to embedding equality in the everyday work of their teams.
- Major cultural events have been staged at HQ during the year including a Cultural Food Festival in December 2016 attracting over 100 staff to share world foods, hear videos, view exhibitions, try their hand at an equality quiz and get involved in activities.
- Celebrations for International Women's Day (8 March each year) included an Event at HQ attracting over 60 male and female staff who participated in workshops and wellbeing sessions. Humberside Fire and Rescue Service's involvement in the international HeForShe Solidarity Campaign was explored and contacts made between Humberside Fire and Rescue Service and the United Nations HeForShe Office in New York. Plans are being developed to host events for International Men's Day (held each year on 19 November) with a focus on fitness, sports and mental health.
- Humberside Fire and Rescue Service has renewed its involvement with national equality associations. Members of staff have been appointed to represent Humberside Fire and Rescue Service in Women in the Fire Service UK (WFSUK) and the Asian Fire Service Association (AFSA). These Associations provide a rich source of expertise and good practice on equality issues, enabling innovative new projects to be developed and shared. The Service is supporting seven members of staff who volunteered to attend WFSUK national training and development weekend in June 2017, including a Director and Head of Service.
- Humberside Fire and Rescue Service has undertaken work to ensure we pay 'due regard' to equality implications in our work. This has included awareness raising discussions at Corporate Management Team, a workshop for Humberside Fire Authority and GAS Members during 2016 and the publication of a new, easy to use, form for managers undertaking equality analyses. Managers can also access one to one coaching to support their work.

## PRIORITY TWO: INCREASING DIVERSITY THROUGHOUT OUR WORKFORCE

- A comprehensive report on workforce data, across the protected characteristics of the Equality Act was collated, analysed and published through Humberside Fire Authority in 2016 which is important in both meeting our public sector duty and in identifying areas of under-representation. A range of recommendations were also identified to improve data capture, cleansing, storage and use going forward.
- The 2016 Workforce Profile also identified a basic community profile across the Humberside Fire and Rescue Service area which, when compared with workforce data, allowed the identification of two areas of under-representation – of women, especially in operational and managerial roles, and of black and minority ethnic (Black and Minority Ethnic) staff across all roles and levels. This statistical evidence allowed us to utilise the positive action provisions of the Equality Act to work towards increasing workforce diversity and to enable the Service to be more reflective of the Humberside Fire and Rescue Service community it serves.

- A whole day Conference took place in May 2016 bringing staff together to raise awareness on positive action and to develop a plan to undertake positive action activities to attract and support diverse candidates from these under-represented groups.
- During 2016 and 2017 positive action took place ahead of whole time firefighter recruitment. In 2016 outcomes were that 10% (2 females on a recruit course of 20) of successful applicants were women. A wide range of activities took place including taster days and targeted marketing. In 2017 a pilot female fitness course ahead of recruitment took place to support women to build their fitness.
- Work was undertaken to engage with lesbian, gay, bisexual and transgender (Lesbian, Gay, Bisexual and Transgender) communities ahead of recruitment to encourage applications from these groups.
- To attract more Black and Minority Ethnic candidates during 2017 further work was done on community mapping, engagement, and marketing using Black and Minority Ethnic business outlets and outreach at community events.
- Plans are being developed for further female fitness courses, a project to more actively engage Black and Minority Ethnic communities, research on women's career aspirations and new ways of branding and marketing Humberside Fire and Rescue Service jobs to diverse communities.
- Prior to recruitment opening the following communication tools for positive action were used, posters and leaflets advertising, positive action taster sessions and advertising these on social media sites, updating the information on our website and linking with the recruitment information. Organising a press day, which saw members of the local press attend a taster session at our Service Headquarters so they could experience the tests and find out more on the role of a firefighter. Senior managers were interviewed for local press and media.
- Also during 2017, the Howdens retained fire fighter recruitment project netted a very diverse group of applicants from groups which are under-represented at Humberside Fire and Rescue Service.
- Lively debates have taken place amongst staff, managers and leaders about what is positive action and why it is needed. This along with station visits, and a wide range of communication work has allowed the Service to raise awareness amongst staff and distinguish positive action (allowed by the Equality Act) from positive discrimination (which is not legal in the UK).
- To raise workforce and leadership awareness a focus around positive action was introduced into the recent watch manager's promotion processes. This allowed candidates time to research and plan new work around Humberside Fire and Rescue Service positive action and display their knowledge during the promotion process.
- As part of the evaluation of positive action work conversations are taking place with women in operational roles to gain insight into their perspectives and ideas.
- We have joint Fire and Police dedicated teams of volunteers from a variety of backgrounds and cultures working across the Humberside area. They are making a positive contribution to the area's communities and using their wide range of experiences and skills to enhance the work of the police and fire service. We are developing some specific community focused roles for our volunteers to further enhance our work within our communities.

- There is a recognised need to recruit a more diverse workforce across the Fire and Rescue, and Blue Light Sectors and Humberside Fire and Rescue Service leaders are involved in national conversations about collaborative approaches to this issue.
- To further enhance the attraction of diverse individuals work is ongoing to re-establish relationships and networks with schools and colleges within the Service area. Recently attended events include an emergency services focused open day at Bishop Burton College.

### PRIORITY THREE: ENSURE A SAFE AND FAIR WORKPLACE FOR ALL STAFF

- The Equality and Inclusion Steering Group is open and engaging for staff. Any member of Humberside Fire and Rescue Service staff can join in and contribute. Through cultural events the work on equality is being widened to include the workforce.
- Regular communications to staff and managers have started to enable and grow involvement in equality work and opportunities to participate in external events and training are being provided to staff.
- Discussions have taken place with staff who are Equality Champions to refresh and re-invigorate their work to support staff across Humberside Fire and Rescue Service workplaces and to act as 'critical friends' to make HR policies and processes the best they can be and suggest ways to communicate them to staff and managers.
- An Humberside Fire and Rescue Service Equality and Inclusion Commitment Statement has been adopted and will be circulated to all workplaces shortly – acting like the Statutory Health and Safety Workplace Notices it will clearly state behavioural expectations for staff.
- Training on 'Becoming a Trans Ally', Lesbian, Gay and Bisexual Issues and 'Being Out in the Workplace' are being trialled by Steering Group members ahead of supplying a wider range of training on equality issues to staff and managers.
- In May 2017, a major Mental Health Conference for staff at Humberside Fire and Rescue Service was held to start the work to reduce stigma and improve support for staff experiencing mental health issues. Charismatic speakers gave delegates a wide range of insights into their experiences around mental health issues, workplace responses and support services which can help. This conference has already led to a shift in emphasis and has "started the conversation" around the Service relating to mental health and wellbeing.
- A Service wide Mental Health Steering Group is working on a range of initiatives, including a training needs analysis and identification of required training for managers and staff alike. A mental health awareness training session run by MIND was held in May 2017 for members of the Corporate and Tactical Management Teams and was well attended and received.
- A wide range of Wellbeing Workshops were introduced to staff at Humberside Fire and Rescue Service International Women's Day (IWD) Celebration in March 2017 including relaxation and stress relief, mindfulness, Pilates and Buddhist meditation.
- The Equality and Inclusion Steering Group has recommended improved facilities for staff on Stations –this has resulted in hairdryers being installed thus improving changing/showers facilities and promoting access to fitness training for female staff.
- Career development workshops on Developing Your Working Life and Confidence Building were provided to staff at the IWD Celebration.

- In preparation for the 2017 full time firefighter recruitment all assessors /interviewers were provided with Unconscious Bias Training. Unconscious bias is where our brain makes quick decisions which we are not aware of but which could hinder our ability to make fair and objective recruitment and management decisions. Training helps people to be consciously aware and to reflect before making workplace decisions.
- Ahead of firefighter recruitment in 2017 the Service reviewed how it provides support for disabled applicants and makes reasonable adjustments to enable disabled applicants to have a fair chance. This work raised awareness of managers of the possibility of staff having disabilities while serving in operational roles.
- A comprehensive equality analysis has been scoped, signed off and implemented for full time firefighter recruitment which has significantly changed the approach to recruiting and training staff in order to support the attraction and retention of diverse and talented staff. Changes include flexibility for parents/carers and candidates who are pregnant; ensuring candidates and trainees can observe religious practices without being disadvantaged (e.g. Ramadan); equality training for selectors; and awareness briefings on disability and reasonable adjustments.
- During 2016/17 Humberside Fire and Rescue Service has been re-accredited as a Disability Confident Employer – Level 2. This scheme encourages employers to actively support the recruitment and retention of disabled people. To become a Disability Confident employer Humberside Fire and Rescue Service were required to self-assess our Service against a set of statements grouped into 2 themes: getting the right people for our business and keeping and developing our people. The accreditation is valid for 2 years at which point Humberside Fire and Rescue Service will be re-assessed.
- A major piece of work was started in 2017 on ensuring equal pay at Humberside Fire and Rescue Service. An external firm has been commissioned to undertake a Service wide equal pay audit and results are expected in mid-2017.
- Work has been progressing during 2016 and 2017 to assess and improve workplace culture to enable high levels of staff engagement. A staff survey was undertaken in autumn 2016 and the results shared with staff. The Corporate Management Team have undertaken a series of visits to every station, watch and section as a direct result of staff asking for them to be more visible and accessible. Work is underway on an action plan on other areas for improvement and action.
- A motivational approach to celebrate our success is enabling quality communications to be designed and delivered including videos of new recruits around their journey to becoming a firefighter. Humberside Fire and Rescue Service has taken many opportunities to be involved in the Hull City of Culture Events. As part of the celebratory year, Humberside Fire and Rescue Service has wrapped a Hull based fire engine in the Hull UK City of Culture community branding. Launched at the start of 2017, the fire engine will be seen across the city and at prominent events as the city celebrates the hosting of the UK City of Culture.
- As part of this work a number of fire engines have had wraps which have been themed around topics which have included equality focuses with one celebrating our diverse Lesbian, Gay, Bisexual and Transgender communities and a further one which promotes mental health and wellbeing. Plans are progressing for a positive action themed wrap.

**PRIORITY 4: CONTINUE TO IMPROVE OUR KNOWLEDGE OF OUR DIVERSE COMMUNITIES AND HOW WE ENGAGE WITH THEM**

- Consultation with communities to set equality and inclusion priorities enabled Humberside Fire and Rescue Service to understand more clearly the needs and current risks faced by diverse communities and what services are required. Key contacts have been forged with community groups, charities and partnerships to help take work forward.
- Key gaps in knowledge of our communities, for instance in relation to transgender and black and minority ethnic communities, have been identified with training developed to raise the awareness of staff on transgender equality issues and also to better engage Black and Minority Ethnic groups is currently being taken forward.
- Managers across public safety are making use of equality analysis to identify adverse impacts of policy change and decision making, for example, in the recent review of the Public Safety Directorate, a full analysis was undertaken which informed the final outcome. Front line specialist staff have been at the forefront of work to refresh the equality and inclusion work at Humberside Fire and Rescue Service, which has included mapping and planning engagement with Black and Minority Ethnic communities to attract Black and Minority Ethnic candidates to jobs at Humberside Fire and Rescue Service.
- The Equality and Inclusion Steering Group has recommended improved ethnic monitoring takes place in service delivery and this has been actioned. As a result, the Service now captures ethnic monitoring data in Safe and Well visits/community safety activities. This will enable better assessment of community risks.
- Humberside Fire and Rescue Service are members of the Hull and East Riding Lesbian, Gay, Bisexual and Transgender Forum and a representative attends their monthly meetings.
- We have membership of Hull and East Riding Equality Network (HEREN) and regular attendance at their meetings.
- We have membership of East Riding Equality Network (EREN) and the East Riding Disability Advisory Group (DAG) and an Humberside Fire and Rescue Service officer attends at both meetings.
- Local Public Safety Teams are working with the Gateway Project to engage with and meet the needs of communities/groups who have newly arrived in this country.
- In North East Lincolnshire staff are providing Safe and Well Visits to people aged 75 and over as this group has been identified as particularly vulnerable.
- In August 2016 the Support and Education Centre delivered a BTEC Level 2 Award Fire and Rescue Services in the Community programme to young people 16-24 in Bridlington (East Riding). Through a collaborative approach with partners which included, ERVAS, FISH, the Local Authority, work programme providers and the Job Centre; 12 young people with disabilities were referred onto the programme. The range of disabilities included; learning, mental health, social anxiety, depression, autism and mobility. The programme was delivered over a 3 week period with range positive outcomes achieved.
- Though the delivery of both the Prince's Trust Team and 'Get Started' programmes regularly commissioned and delivered by the Support and Education Centre since 2012, the following young people profiles have been targeted / engaged in accordance with course requirements:

**Target Backgrounds:** Care leavers, and looked after children, offenders and ex-offenders, single parents, refugees and asylum seekers, and young people with disabilities.

**Target Needs:** Homelessness, substance misuse, offending behaviour, educational disengagement, and mental health needs

- Through the Support and Education Centre's partnership with Rise Academy and the Learning Sanctuary programme to date three commissioned BTEC programmes have engaged with ESOL learners. This has included young people from a range of nationalities, including Polish, Romanian, Russian, Latvian, Spanish, Iranian, Brazilian, Ethiopian, Somalia, Egyptian, Lithuanian, Syrian, Albanian, Bulgarian, and Slovakian.
- During 2016 ahead of the review of Humberside Fire and Rescue Service Public Safety Directorate a Peer Team from Staffordshire Fire and Rescue Service were invited to look at the Service and provide suggestions for improvement. Some suggestions were around better use of data and gaining a deeper understanding of community risks and vulnerability and these have been incorporated into the Revised Service. New roles and staff with specialist data analysis, partnership and community development skills have been recruited into the Service.
- The service is continuing to use approaches to evaluate the effectiveness of work, and identify what works through approaches such as Social Return on Investment. Approaches piloted previously such as 'Changing Behaviour to Save Lives' and social marketing are being planned for continued use.
- Sustained, targeted community engagement is being undertaken to engage with vulnerable and hard to reach communities, and a research project on Black and Minority Ethnic engagement and outreach to community leaders is currently being planned. Participation of the Service in community focused activities such as Hull Pride and City of Culture events provide further opportunities to engage diverse communities.

#### PRIORITY 5: IDENTIFYING FIRE AND OTHER EMERGENCY RISKS LINKED TO MULTIPLE DISADVANTAGE AND DISCRIMINATION

- Work is underway to develop a Community Handbook. This idea, based on good practice from other Fire and Rescue services, enables research and profiling of the range of diverse communities across a Fire and Rescue Service area. This research can then be desk top published and presented in paper formats or on mobile electronic devices e.g. Tough Books and MDT's. This could support training of frontline staff or allow crews to check key facts about communities ahead of or while at visits to homes thus enhancing engagement. Discussions are taking place with partners who may be interested in joint work on this handbook such as the Police, and effective relationships are already in place with Police community cohesion officers and various community leaders.
- Using the skills of the Services Safeguarding Officer Humberside Fire and Rescue Service has developed and implemented robust safeguarding Policy and Protocols and staff have had training to understand key safeguarding issues they may encounter in their roles and how to deal with these. Future work includes

partnership development and the role of Coroners in raising the relevant issues for services.

- In consultation with specialist front line community safety staff during 2016 a need was identified to develop services to support staff who were working on challenging, harrowing and emotional impactful issues or supporting families or individuals through crisis. These could be similar to services for operational officers following traumatic incidents. All staff can be affected by their work, and plans are progressing to identify these support needs and provide both clinical and peer support services to staff.
- Humberside Fire and Rescue Service is working with Humberside Police, including in a Poster Campaign, to prevent hate crime, and also around issues of Modern Day Slavery.
- Work is progressing to develop a joint Police/Fire Service key community contacts data base which could be used to target a range of community support or recruitment messages through these contacts to communities to increase communication to diverse communities.
- Local teams have supported campaigns around mental health in the community including considerations of fire stations as safe places, this is also supported with Humberside Fire and Rescue Service social media account linkage. The 'white ribbon' campaign is also supported through Humberside Fire and Rescue Service social media linkage and website content.

#### STRATEGIC PLAN COMPATIBILITY

16. Work reported here will support the achievement of Strategic Plan priorities and work to achieve the 5 Equality and Inclusion Priorities in 2017-2020 will be integrated into Humberside Fire and Rescue Service Strategic and underpinning plans and strategies.

#### FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

17. None arising directly.

#### LEGAL IMPLICATIONS

18. The Service has a statutory duty to comply with the Equality Act and the Public Sector Equality Duty. This report is a requirement of that duty.

#### EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

19. This report includes work to develop our approach to assessing equality impacts across Humberside Fire and Rescue Service, and also reports on a range of key HR work streams in relation to Priority 2 and 3.

#### CORPORATE RISK MANAGEMENT IMPLICATIONS

20. Approval of this Annual Report will support good governance and corporate risk management in this cross-cutting area.

#### HEALTH AND SAFETY IMPLICATIONS

21. Priority 2 around ensuring a safe and fair workplace for all staff will contribute to health and safety at work.

## COMMUNICATION ACTIONS ARISING

22. Following approval of this annual report further work will be undertaken to develop a variety of ways of publishing the information in accessible formats to staff and communities.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

23. None arising directly.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

24. Reports to Humberside Fire Authority on 27 June 2016 and 21 October 2016 provide information about the Humberside Fire and Rescue Service Equality and Inclusion Priorities and on 9 December 2016 provide information about Humberside Fire and Rescue Service Workforce Profile.

## RECOMMENDATIONS RESTATED

25. Members are asked to consider and approve this Equality and Inclusion Annual Report.

**M HEPPELL**

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