

**To: All Members of the Scrutiny
(and any other Members who may wish to attend)**



**J. Henshaw
LLB (Hons)
Clerk to the Authority**

Tel: 0151 296 4000
Extn: 4113 Kelly Kellaway

Your ref:

Our ref HP/DM

Date: 22nd October 2018

Dear Sir/Madam,

You are invited to attend a meeting of the **SCRUTINY** to be held at **1.00 pm** on **TUESDAY, 30TH OCTOBER, 2018** in the Liverpool Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Yours faithfully,

pp K Kellaway

Clerk to the Authority

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

SCRUTINY

30 OCTOBER 2018

AGENDA

Members

Peter Brennan
Sharon Connor
Roy Gladden
Janet Grace
Andrew Makinson
Steff O'Keeffe
Lisa Preston
Lesley Rennie
Paul Tweed

1. Preliminary Matters

Members are requested to consider the identification of:

- a) Declarations of interest by individual Members in relation to any item of business on the Agenda
- b) Any additional items of business which the Chair has determined should be considered as matters of urgency; and
- c) Items of business which may require the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

2. Minutes of previous meeting

As this is the first meeting of the Scrutiny Committee, there are no previous Minutes for approval.

3. PEOPLE STRATEGY PRESENTATION

Presentation to be given by Nick Mernock concerning the People Strategy.

4. Health & Safety Report (Pages 5 - 26)

To consider report CFO/072/18 of the Chief Fire Officer, concerning the Annual Health, Safety & Welfare Report which details the performance of the Authority against its performance indicators for Health Safety and Welfare for financial year 2017/18.

5. CORPORATE RISK REGISTER 2018-19 APRIL TO AUG UPDATE
(Pages 27 - 68)

To consider report CFO/067/18 of the Chief Fire Officer, concerning the current risks contained within the Corporate Risk Register, the status of the risks and associated control measures, including reference to any new risks introduced or any risks that no longer apply and can be removed.

6. Equality, Diversity & Inclusion Annual Report April 2017 to March 2018 (Pages 69 - 114)

To consider report CFO/057/18 of the Chief Fire Officer, concerning an update on the progress made against the Equality, Diversity & Inclusion (ED&I) Action Plan 2017-2020; and our ED&I objectives for 2017-2020.

7. Equality Analysis of Workforce and Employment Data as at 31.03.18
(Pages 115 - 184)

To consider report CFO/064/18 of the Chief Fire Officer, concerning a breakdown of the Authority's workforce (people) data, produced in order to meet the Equality Act 2010, Public Sector Equality Duty (PSED); and an overview of the current and planned work that is in place to address the key areas of results contained within the Workforce and Employment Data Report.

8. Final Forward Plan for People Scrutiny

To consider a final forward working plan, for the "People" function, to be scrutinised.

If any Members have queries, comments or require additional information relating to any item on the agenda please contact Committee Services and we will endeavour to provide the information you require for the meeting. Of course this does not affect the right of any Member to raise questions in the meeting itself but it may assist Members in their consideration of an item if additional information is available.

Refreshments

Any Members attending on Authority business straight from work or for long periods of time, and require a sandwich, please contact Democratic Services, prior to your arrival, for arrangements to be made.

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	SCRUTINY COMMITTEE		
DATE:	30/10/18	REPORT NO:	CFO/072/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	AM JAMES BERRY	REPORT AUTHOR:	GM MOORE
OFFICERS CONSULTED:	GM MOORE (HEALTH & SAFETY MANAGER)		
TITLE OF REPORT:	HEALTH, SAFETY & WELFARE ANNUAL REPORT		

APPENDICES:	APPENDIX A:	HEALTH, SAFETY & WELFARE REPORT
	APPENDIX B:	MFRS ANNUAL ON DUTY INJURIES 2017/18

Purpose of Report

1. To request that Members note the content of the Annual Health, Safety & Welfare Report which details the performance of the Authority against its performance indicators for Health Safety and Welfare for financial year 2017/18.

Recommendation

2. That Members;
 - a) Note the content of the Annual Health, Safety & Welfare Report for the period April 2017 to March 2018.
 - b) Note the performance outcomes of the Authority against its Health Safety & Welfare performance targets for the period April 2017 to March 2018.

Introduction and Background

3. The Annual Health, Safety & Welfare (HS&W) Report updates Members on Health, Safety & Welfare performance against the Authority set LPI's for 2017/18.
4. This report ensures that the Authority is informed in regard to the current HS&W performance so it can be assured that it continues to comply with its corporate policy, legal and performance requirements. This report has been prepared using data from the Authority's HS&W Management System OSHENS.

5. The MFRA Health, Safety and Welfare Committee meets on a quarterly basis. The Committee membership includes a Principal Officer, Representative Bodies, Senior Managers and a member of the Fire Authority - who is also the lead member for Operational Response. The Committee is chaired by the Assistant Chief Fire Officer. The local performance indicators (included in this report) are reviewed and scrutinised at each meeting with actions taken to maintain or improve performance.
6. The Authority allocates a target to the Health & Safety Departments LPI's in line with the MFRA Service plan. It should be noted that not all graphs in Appendix A are given a target and these are presented for information and a broader understanding of local H&S departmental performance management.
7. Some of the key areas for Authority members to note are contained in the following sections.
8. Staff injuries:
 - i. A brief overview of the performance indicators identified that there were 51 injuries to staff members during the year with 33 of the individuals remaining in work, which identifies they were minor in nature. This reflects a positive reporting culture within MFRS.
 - ii. 42 of the injuries were to operational staff which was 6 (12%) below the target and 1 less than the previous year. Of the 42 reported, 26 of the individuals remained on duty following the injury which again highlights they were minor in nature. A further 9 returned to work within a week.
 - iii. Of the 42 reported injuries, and for the fourth year running, the largest single injury type was "injured while handling, lifting or carrying". The 14 reported injuries in this category is the same as the previous year with a full breakdown of all "causes" of injuries are available in Appendix B.
 - iv. There was a total of 9 injuries to non-operational staff recorded in 2017/18 which is the first time this has been recorded as a single figure. This category is not allocated a target, although it is monitored for trends. Following analysis of the causes of injuries, 4 were related to exposure to heat or cold with burns being the common cause. Of the 9 reported injuries, 7 of the individuals remained on duty which highlights they were minor in nature. The two who were absent returned to work within a week.
 - v. Overall there were 324 lost working days to injury in the year but 224 were aligned to 3 individuals who have a long term absence.
9. Road Traffic collisions involving Authority vehicles
 - i. There was a total of 57 RTC's involving all types of fire and rescue service vehicles recorded in 2017/18 which was under target by 17 and equates to 23%. Overall it was a reduction of 13 incidents on the previous year and a 19% decrease.

- ii. It should be noted that all RTC's are reviewed on a monthly basis at the Road Risk Review Group who collectively decide on the appropriate course of action to be taken. The Group have been proactive in communicating to staff and have introduced literature to highlight the learning across the Service which has had a positive impact in reducing the amount of collisions.
10. Near miss reporting
- i. There were 106 near miss reports during the year which was an increase of 35 on the previous year which continues the upward trend. The high number is a positive and the near miss module has been extended to include safety observations which allows an early reporting of issues which will reduce the potential of injury. The high reporting reflects a positive Health & Safety culture within MFRA.
11. Joint workplace inspections
- i. In 2017/18, there were 54 H&S joint workplace inspections carried out with Trade Union Safety Representatives. The process has been reviewed during the period with positive engagement taking place with the Fire Brigades Union.
12. Future planning for the H&S department is captured within the Operational Response Functional Delivery Plan 2018/19.

Equality and Diversity Implications

13. This report informs on the Authority's performance under its Health, Safety & Welfare Policy and supporting procedures, all of which are subject to current Equality Impact Assessments.

Staff Implications

14. Health, Safety & Welfare is integral to the management of all members of staff.

Legal Implications

15. The Health, Safety & Welfare Report provides evidence of compliance with the Health and Safety at Work Act 1974 and Regulations made pursuant to that Act.

Financial Implications & Value for Money

16. The positive work undertaken by the H&S Department impacts the amount of litigation and repair costs that the Authority is liable for. In being proactive and working closely with other internal stakeholders in reducing accident and injury, it provides a safer work environment and avoids the indirect costs of a poor H&S culture – staff absence, sick pay, legal costs, claims, reputational impacts, etc.

Risk Management, Health & Safety, and Environmental Implications

17. Implicit throughout the report.

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

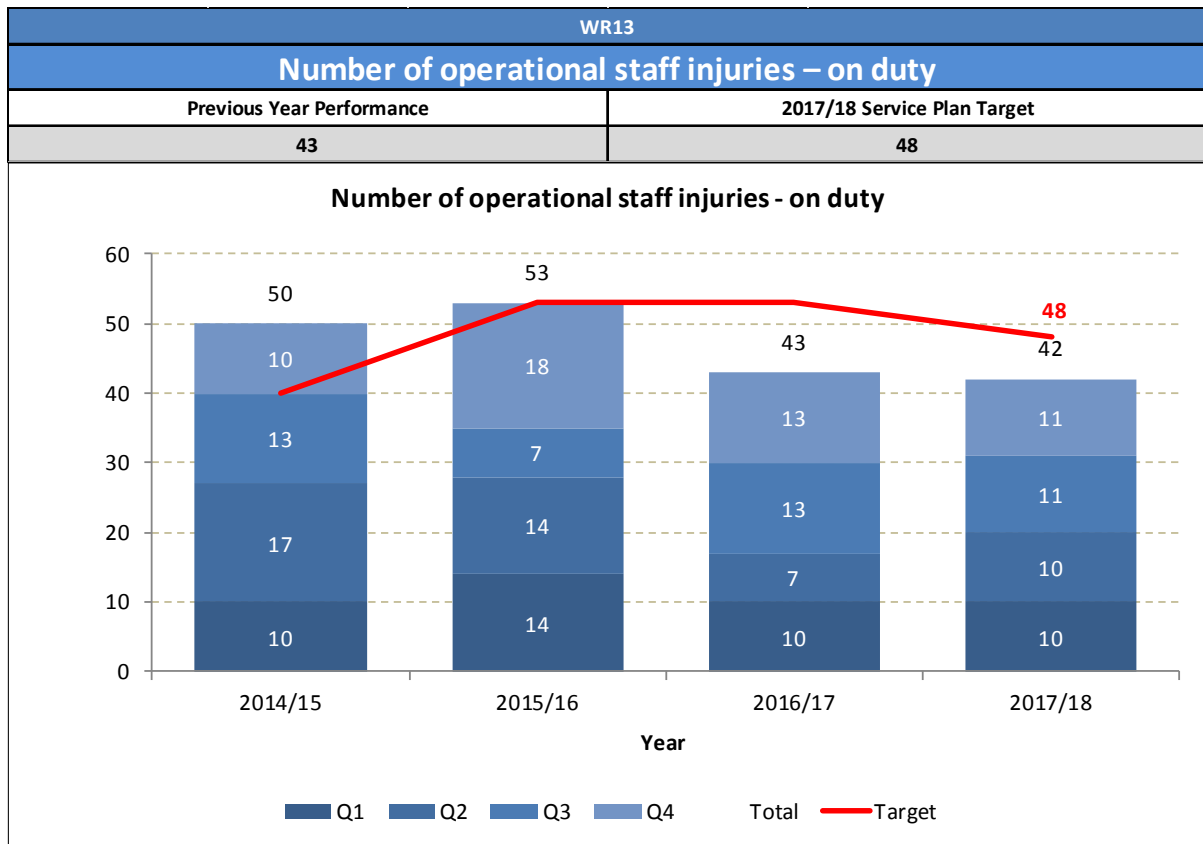
18. This report details improved Health, Safety & Welfare performance which is at the core of the Authority's mission.

BACKGROUND PAPERS

GLOSSARY OF TERMS

MFRA	Merseyside Fire & Rescue Authority
MFRS	Merseyside Fire & Rescue Service
HS&W	Health Safety & Welfare

Health & Safety Welfare Report 2017/18 - Appendix A



There were 42 injuries to operational staff in 2017/18 which was one less than the previous year and 6 (12%) below target which shows a decreasing trend over the last three years.

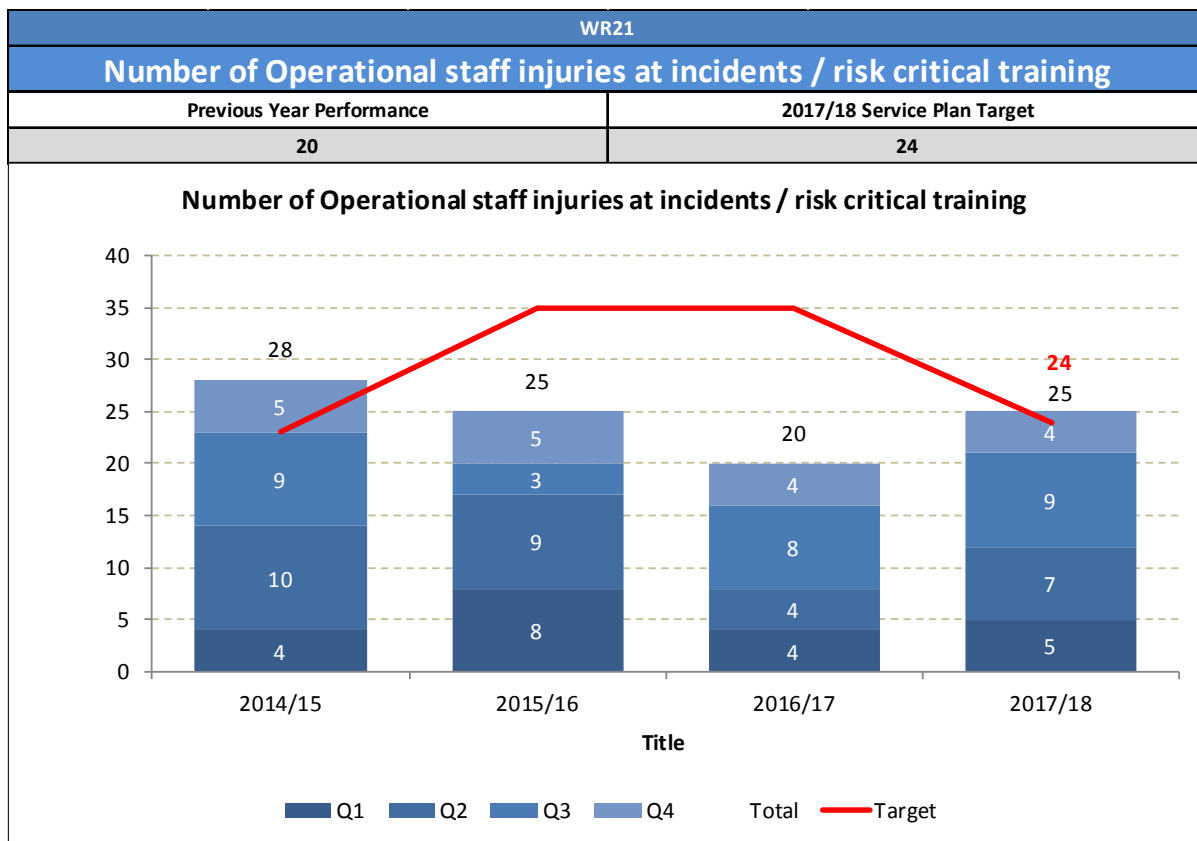
Of the 42 injuries, 26 individuals remained on duty and a further 9 returned to work within a week which highlights the majority of injuries were minor in nature.

Of the 16 operational staff who went absent from work, in total 319 working days were lost to injury which was an increase in 69 on the previous year. In scrutinising this figure further, 224 of the days lost were aligned to three individuals who were on a long term absence.

MFRS has a positive reporting culture with staff comfortable in reporting injuries without reprisal, even when minor in nature. A full breakdown of all "causes" of injuries for the last two years is available in Appendix B

The following two pages separates the 42 operational staff injuries and reports on the following:

1. Operational staff at incidents/risk critical training
2. Operational staff conducting routine activities



Of the 42 injuries in total to operational staff, 25 occurred at operational incidents or risk critical training. This was one over target but it must be noted that the target for this category was reduced significantly from the previous year.

The number of injuries increased by five on the previous year.

Of the 25 injuries reported, 17 of the individuals remained on duty which highlights that the injury type was minor in nature.

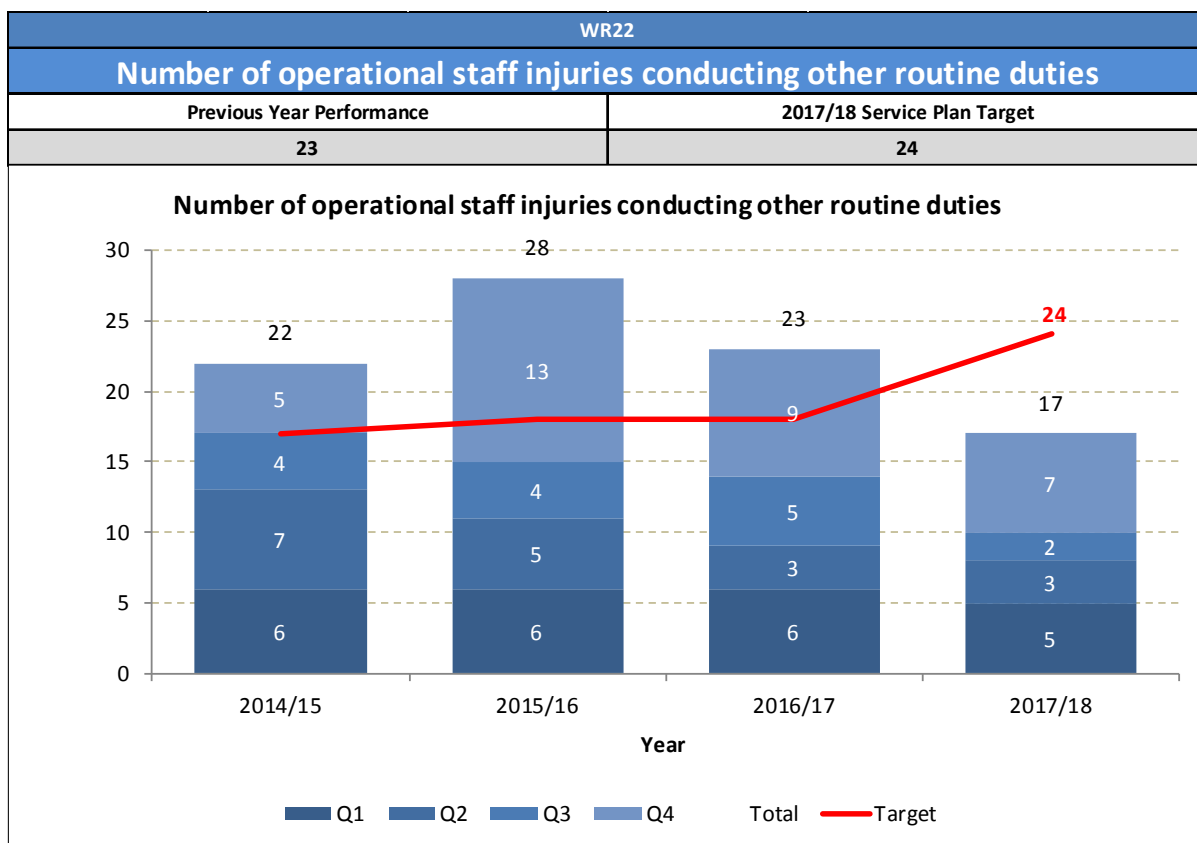
Of the 8 individuals who suffered an injury which resulted in lost time, 5 people returned to work within a week.

In reviewing the remaining 3 injuries, one firefighter was struck by a vehicle at an operational incident after the third party ignored restrictions at a road traffic collision and a second firefighter suffered a muscle injury at an operational incident which was not related to any of the firefighting activity taking place at that time. The third firefighter suffered a back strain whilst training on station. Of the 123 lost working days in this section, 102 were aligned to the last 3 injuries with 21 days for the 5 who returned to work within the first week.

The trend in this section is strain or sprain with 11 of the 25 injuries being in this category.

Looking at the age range for the lost time injuries the most common category was 50-54 with 4 out of the 8 injuries occurring in this area. There was no main trend for age across all the reported injuries.

Overall MFRS attended 15,862 incidents in 2017/18 so the low number of reported injuries supports the positive approach to safety in the Service.



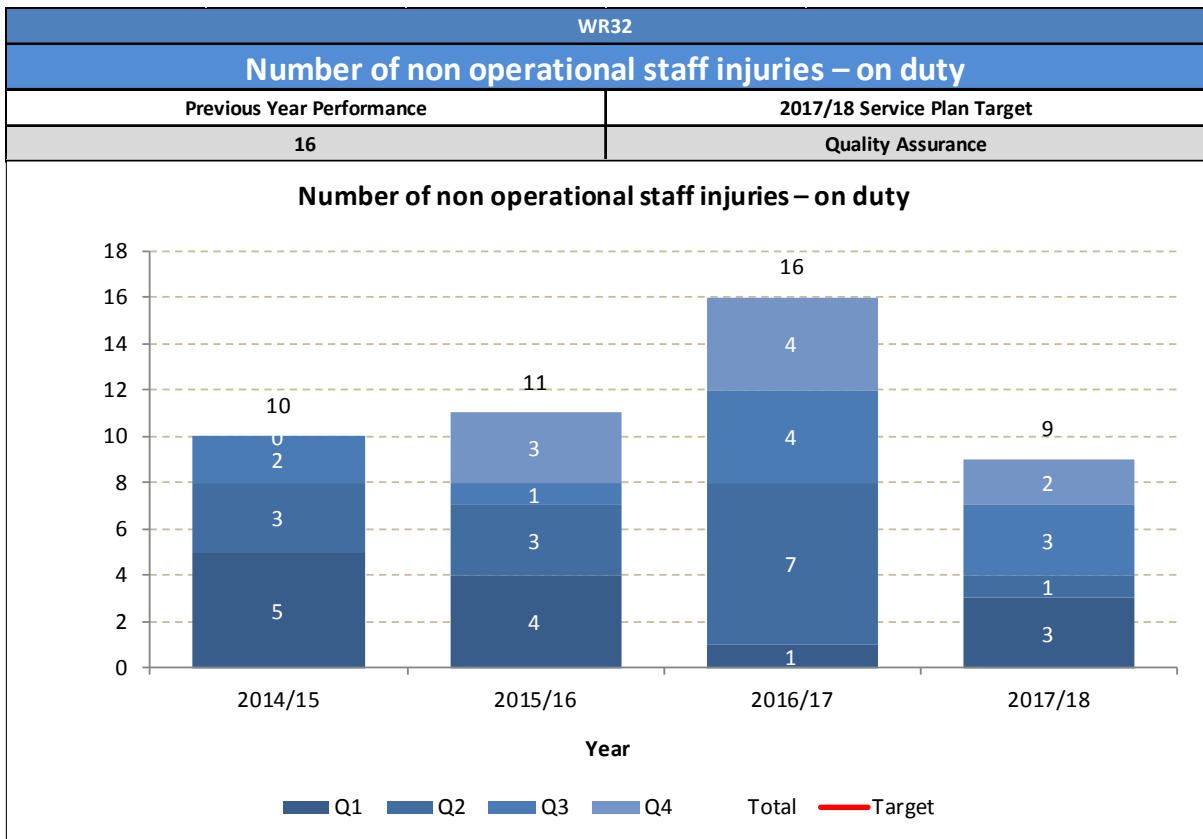
Of the 42 overall injuries, 17 were conducted whilst carrying out routine activity which was a reduction of 6 on the previous year and a 26% decrease. This is again showing a decreasing trend.

Of the 17 individuals who suffered injury in this category, 9 remained on duty highlighting their injuries were minor in nature.

4 of the 8 firefighters who lost time through injury returned to work within a week.

The 4 operational staff who remained off duty beyond one week accounted for 183 lost working days of the 196 days in total, with 2 individuals at 65 (broken arm) and 91 (strained back) accounting for 156 days.

On reviewing the injury type there was no common theme from this category and the age range provided no particular group.



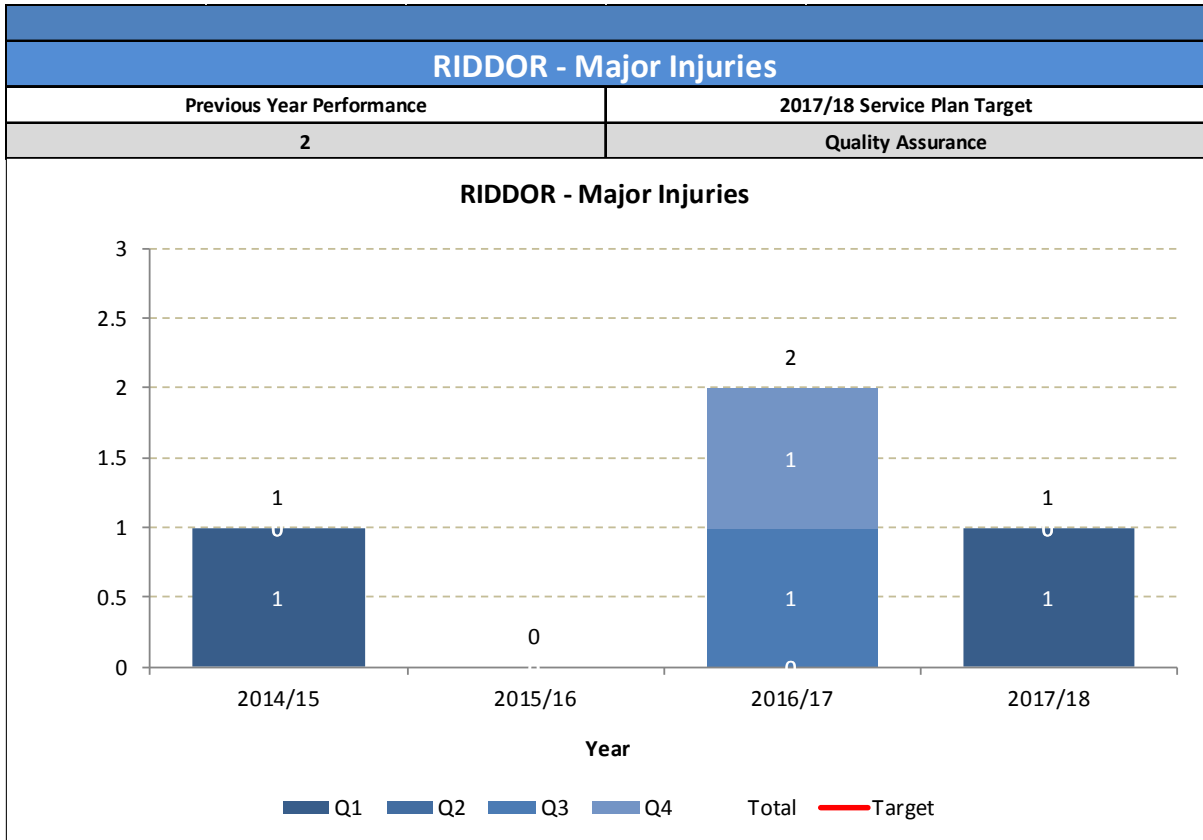
The number of injuries to none operational staff has decreased considerably in the last 12 months by 44% to 9. A single figure return has never previously been reported in this category.

Of the 9 injuries, 7 individuals remained on duty.

The 2 people who lost time due to injury only totalled 5 lost working days, 1 and 4 respectively, and highlights that all were minor in nature.

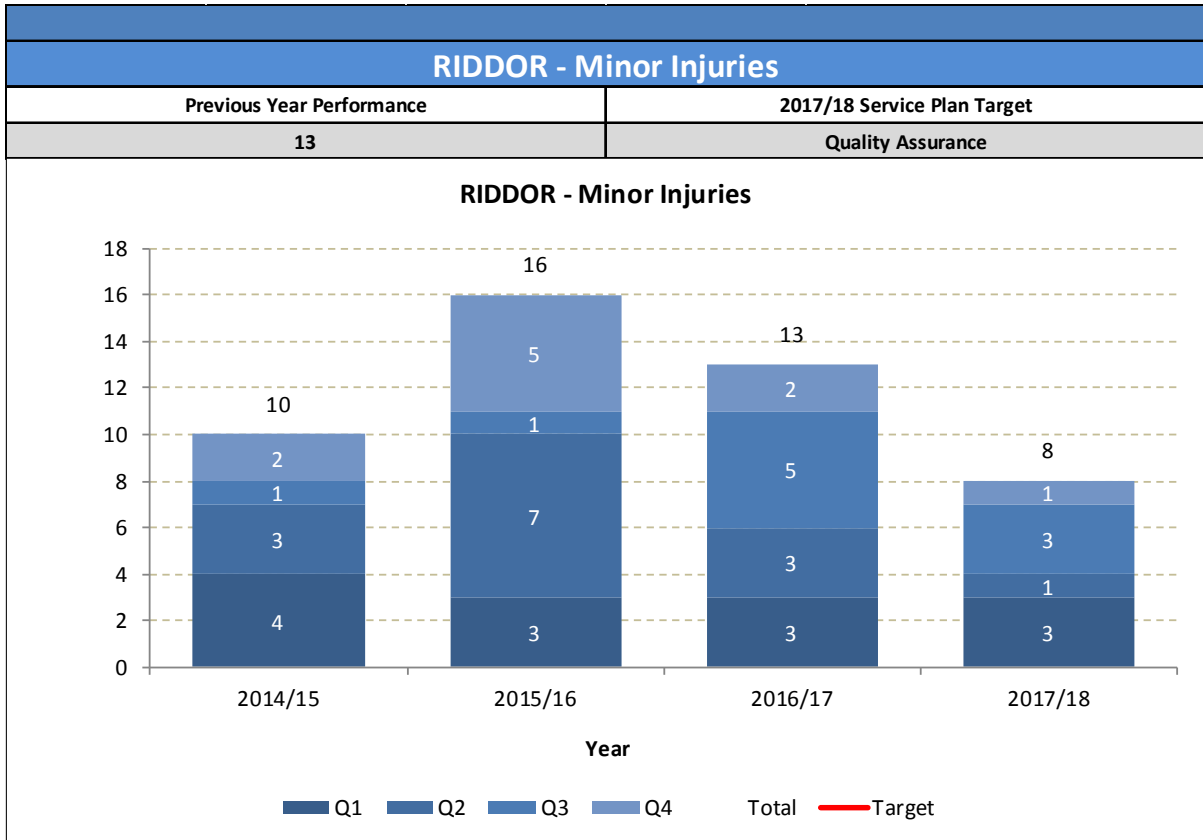
The trend in this category was burn or scald with 4 people suffering this injury type, one of which was the 4 working days lost and related to a member of the catering staff.

There was no specific age range in this category.



Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Merseyside Fire & Rescue Authority must report the specific categories under 'major injury' to the enforcing Authorities where occurrences happen 'out of or in connection with work'. The Health & Safety Team reports the occurrences to the Health and Safety Executive (HSE) on behalf of MFRA.

There was one reportable major injury in 2017/18 which was an injury to a firefighter who suffered a broken arm whilst exercising in a station gym.



Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Merseyside Fire & Rescue Authority must report specific categories where an over 7 day absence occurs when the cause is 'out of or in connection with work'. The Health & Safety Team reports the occurrences to the Health and Safety Executive on behalf of MFRA.

There was a 38% reduction from the previous year to 8 which is the lowest reported figure the Authority has returned in this category.

Of the 8 injuries that were reportable they are categorised as the following - injuries due to sprain or strain injury - 4, multiple injuries - 2, whiplash -1, pain only - 1.

Sprain or strain was the trend in this category with no age trend identified.

Reporting of the levels of Near Miss reports recorded by the service

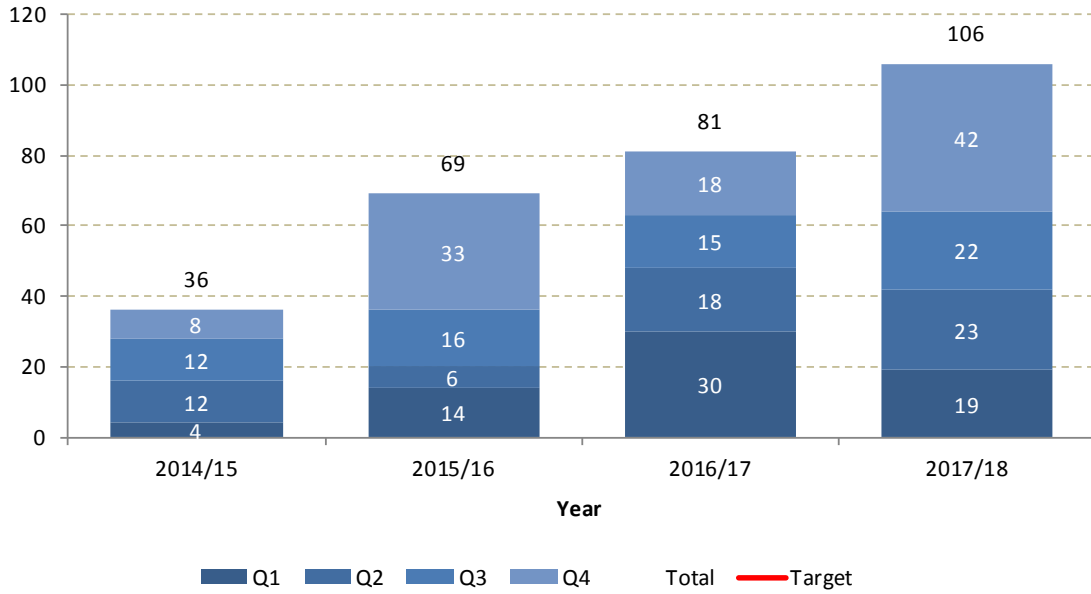
Previous Year Performance

2017/18 Service Plan Target

81

Quality Assurance

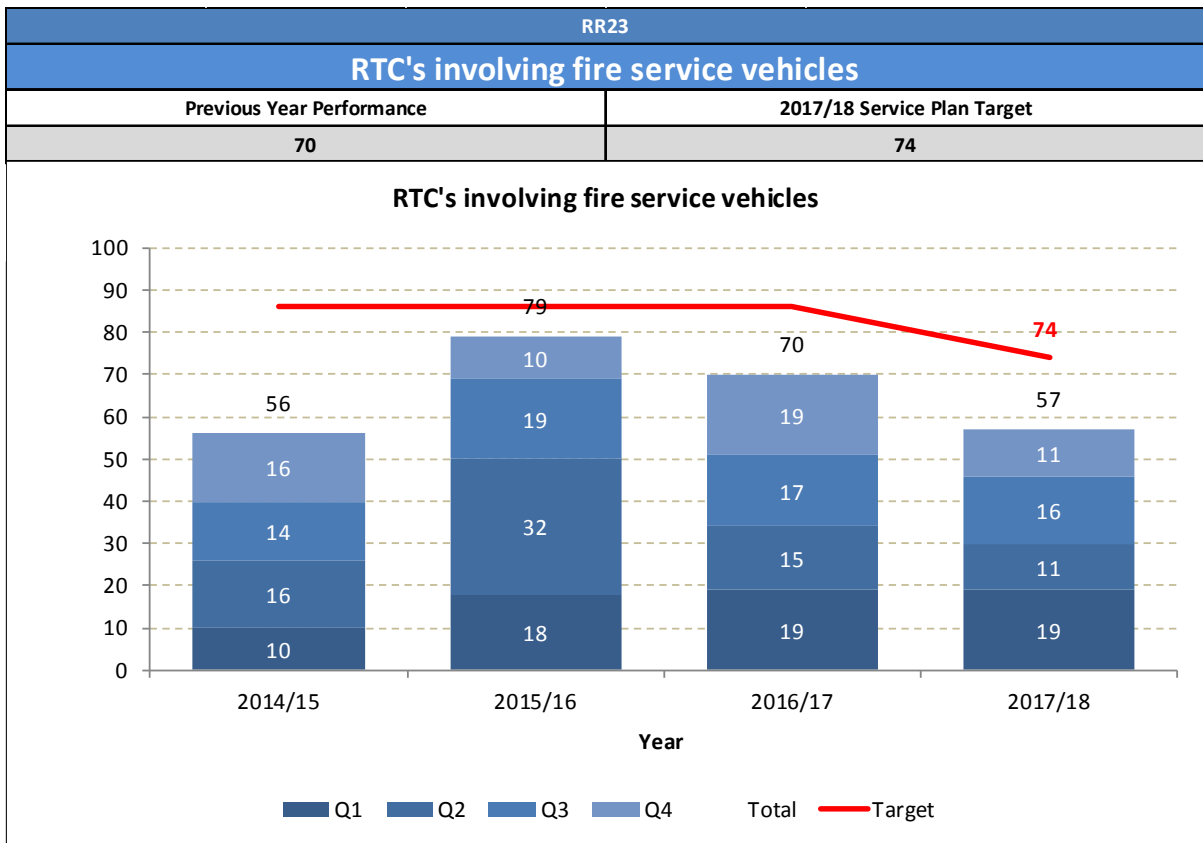
Reporting of the levels of Near Miss Reports Recorded by the Service



The number of near miss reports has increased for the fourth consecutive year which is a positive for the Service as this is the reporting of safety issues when injury does not occur. The reporting procedure for near miss has been extended in the last year to include safety observations which was to overcome any misinterpretation of the definition of a near miss and to encourage positive recording of any situation that has the potential to cause injury.

The continued positive reporting in this category has no doubt impacted on the reduction of injuries during routine activity to both operational and none operational staff and communication and education of our staff will continue over the next 12 months with the aim of maintaining this level of reporting.

Similar to last year, MFRS has one of the highest levels of reporting of near miss/safety observations in comparison to other Services in the North West Region.



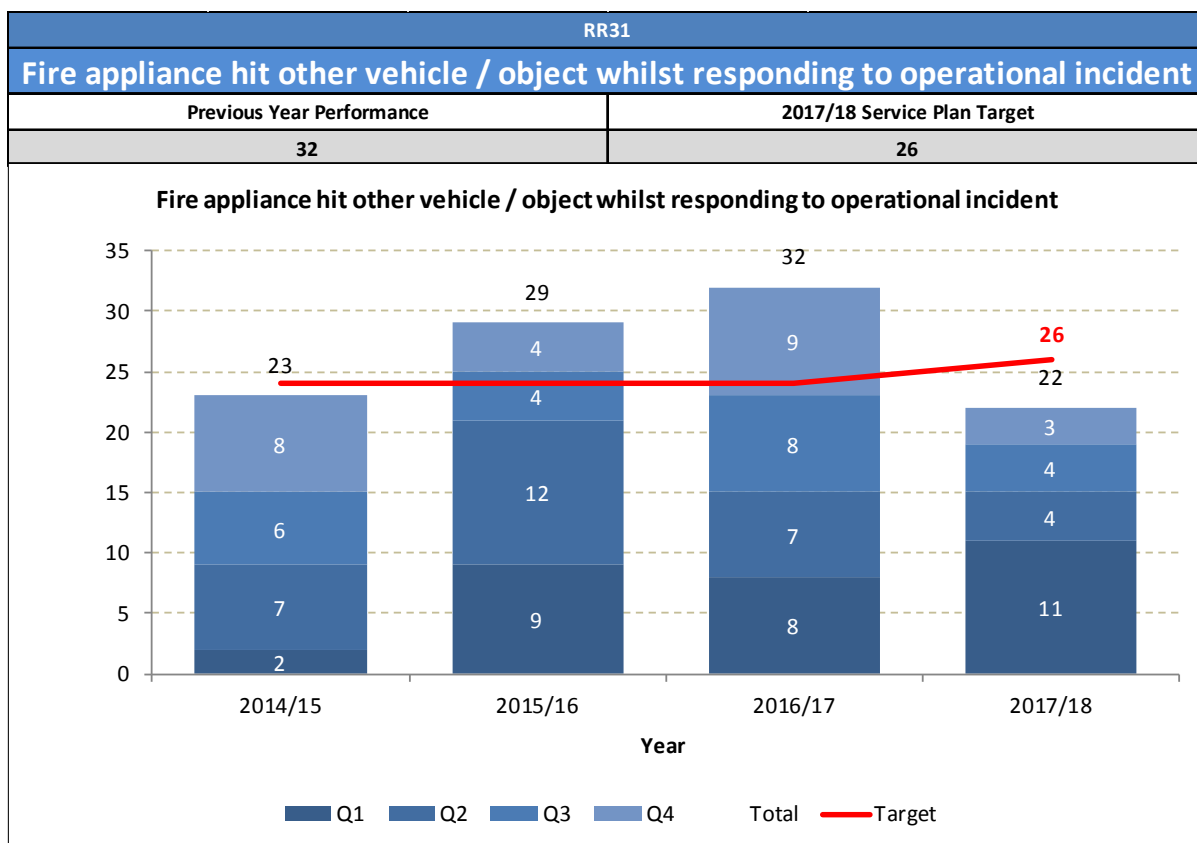
The number of road traffic collisions (RTC) involving all types of Service vehicle was 57 in 2017/18 which was a 19% reduction on the previous year and continues a downward trend over the last 3 years. Overall the figure is 23% below target.

Road traffic collisions are reported on in four separate categories being:

1. The number of RTC's where a Fire Appliance hit other vehicle or object whilst responding to an operational incident
2. The number of RTC's where a Fire Appliance hit other vehicle or object whilst engaged in routine activity
3. The number of RTC's where a Light vehicle hit another vehicle or object whilst responding to an operational incident
4. The number of RTC's where a Light Vehicle hit other vehicle or object whilst engaged in routine activity.

All four categories are summarised in the following pages.

The Fire Authority is asked to note that all road traffic collisions are reviewed at the Road Risk Review Group which is chaired by the Health & Safety Manager. The Group decide what the appropriate course of action for each incident is with support/development put in place for the individuals involved in the collisions, with the aim of preventing further occurrence.



Collisions involving appliances during blue light response could be deemed as the Services most risk critical category due to the nature of the activity.

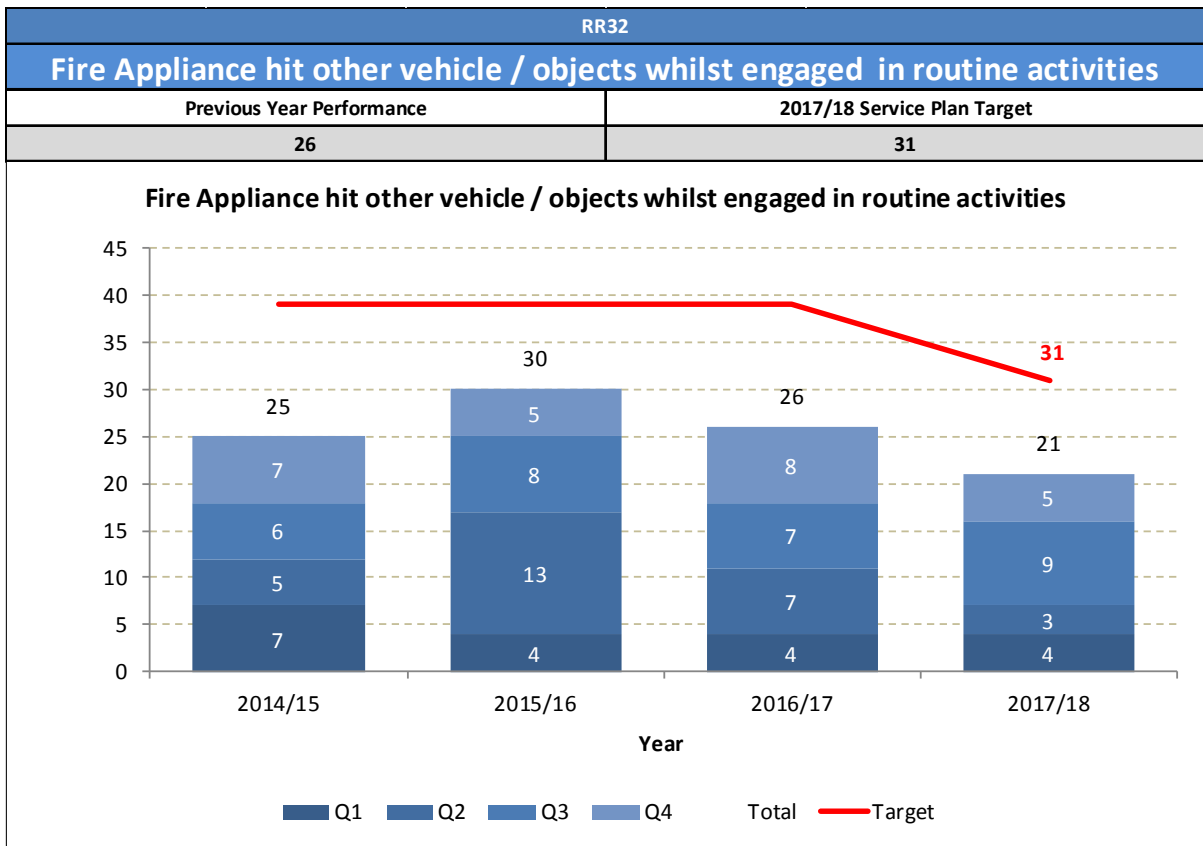
This category has seen a considerable reduction in the last 12 months by 31% to 22, down by 10 on the previous year. The figure is 15% below the overall target which is the first time in three years this target has been achieved.

In this period MFRS appliances have responded under blue light on 27,169 occasions which is an increase of 1269 on the previous year. It should also be noted that due to the reduction in appliance numbers, distance travelled by appliances under blue lights has increased with crews mobilising into areas of the County they are less familiar with.

The Service has also introduced 21 new EFAD drivers in 2017/18 so in comparing the overall number of blue light responses, distance travelled and the introduction of new drivers, the 31% reduction in the amount of collisions is testament to the professionalism of the crews and commitment of all involved in reducing this figure to as low as possible.

In analysing the data to identify trends, 18 out of the 22 collisions have occurred when the appliance was travelling below 10mph. 15 of the 18 were whilst the appliance was going forward.

This shows a trend of moving forward at low speed and is an area that the H&S Team have been concentrating on over the last 12 months in communicating back to the crews which has had a positive impact in reducing the number of incidents that occur.

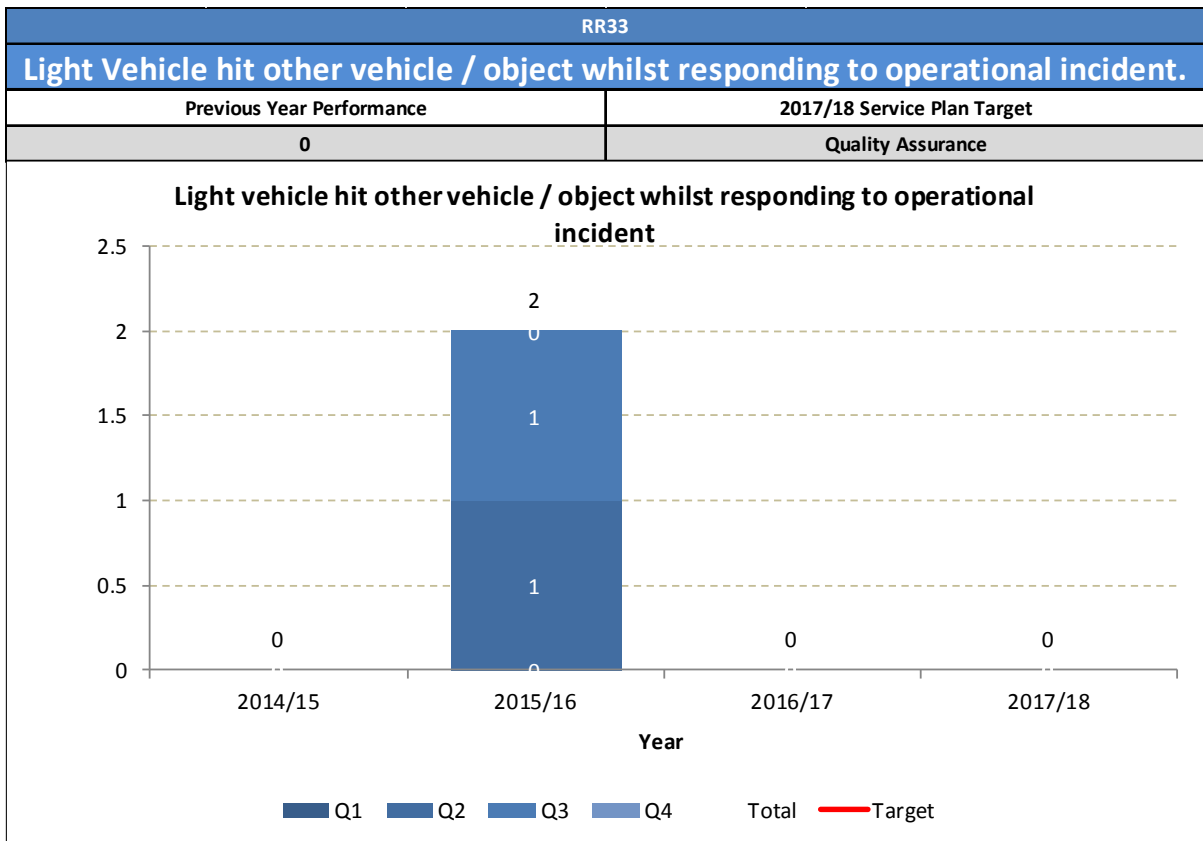


Fire appliance collisions whilst conducting routine activity has also seen a significant drop of 19% to 21 on the previous year total and is 32% below the overall target.

In analysing the data, this again shows a trend of moving forward at low speed with 20 out of the 21 collisions occurring below 10mph and 18 of the 20 in a forward direction. This is the same trend as in the blue light response category.

The H&S Team has introduced a monthly communication to share the learning with Operational Staff from all the collisions fire appliances are involved with and this has had a major impact on reducing the overall figure. The Road Risk Review Group also action Line Managers to review incidents with the crews that are involved in each collision to identify development needs with the aim of preventing further occurrences.

MFRA emergency response appliances covered 614,234 miles during all activity in 2017/18 which involved 27,169 individual blue light responses and 57,740 routine movements. Overall there were 43 collisions across the blue light and routine activity categories which is 26% down and 15 less than the previous year which shows a positive downward trend.



This category covers the blue light response by the Service in light vehicles which is generally the Senior Officer group during emergency response activity. This category is not given a target but is monitored for trends.

For the second year in succession there have been no collisions in this category.

Light Vehicle hit other vehicle / objects whilst engaged in routine activities

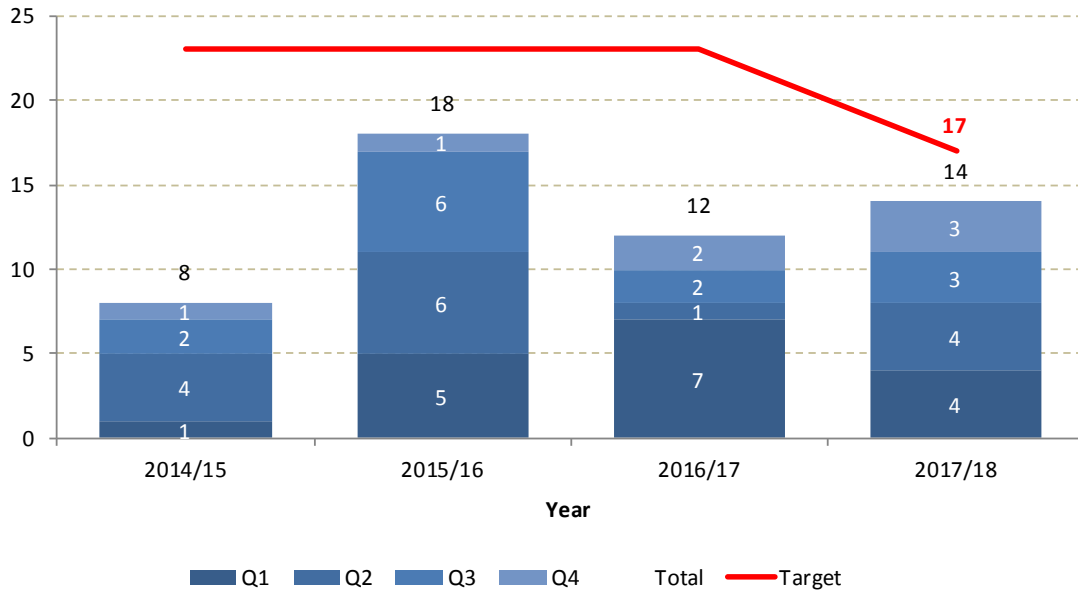
Previous Year Performance

2017/18 Service Plan Target

12

17

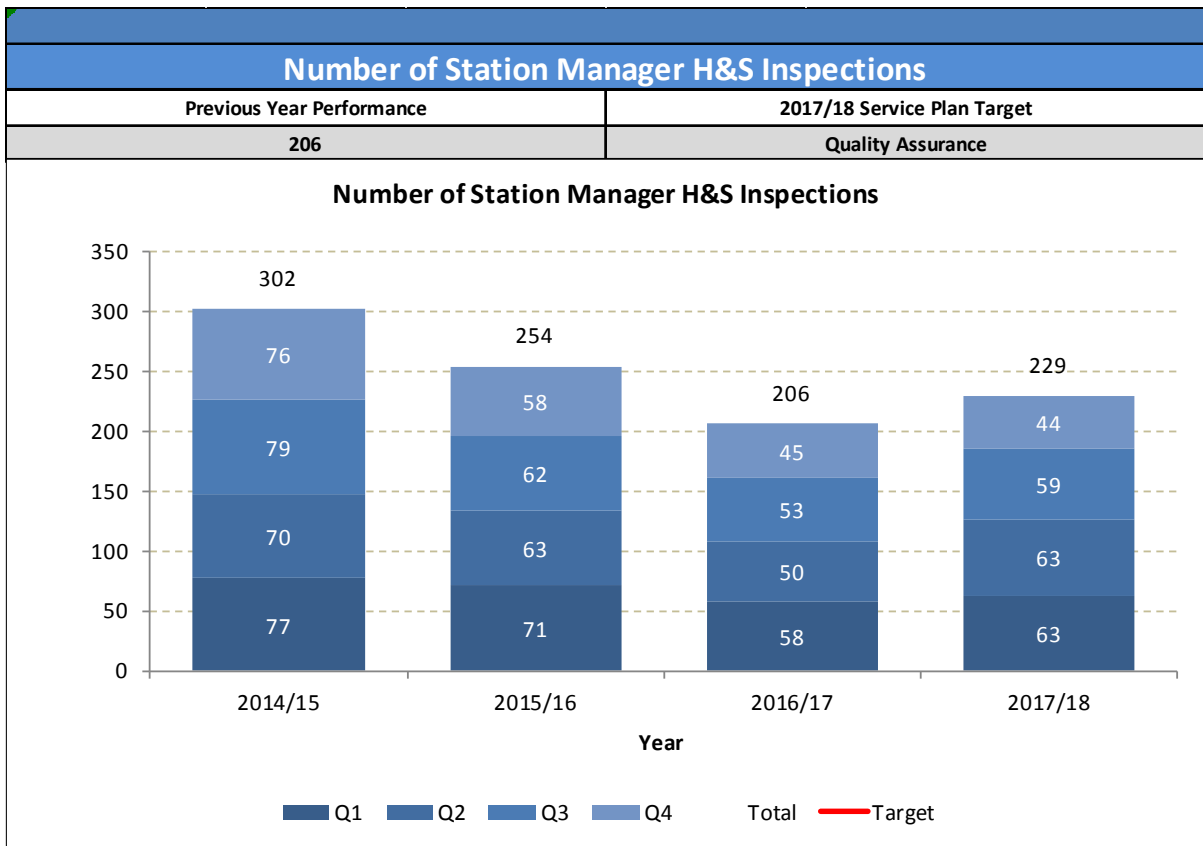
Light Vehicle hit other vehicle / objects whilst engaged in routine activities



Light vehicle use by the rest of the Service registered an increase in vehicle collision by two to 14 during the year, albeit still under target by 18%.

In analysing the data for trends, all 14 collisions occurred whilst travelling below 10mph although unlike the appliance activity, 9 of the incidents occurred during a reversing manoeuvre. The positive communication strategy that has been implemented for operational crews has now been instigated with light vehicle users and this will be a focus for the H&S Team over the next 12 months.

MFRA light vehicle fleet consists of 96 vehicles and covered a distance of 316,228 miles in the 12 month period.



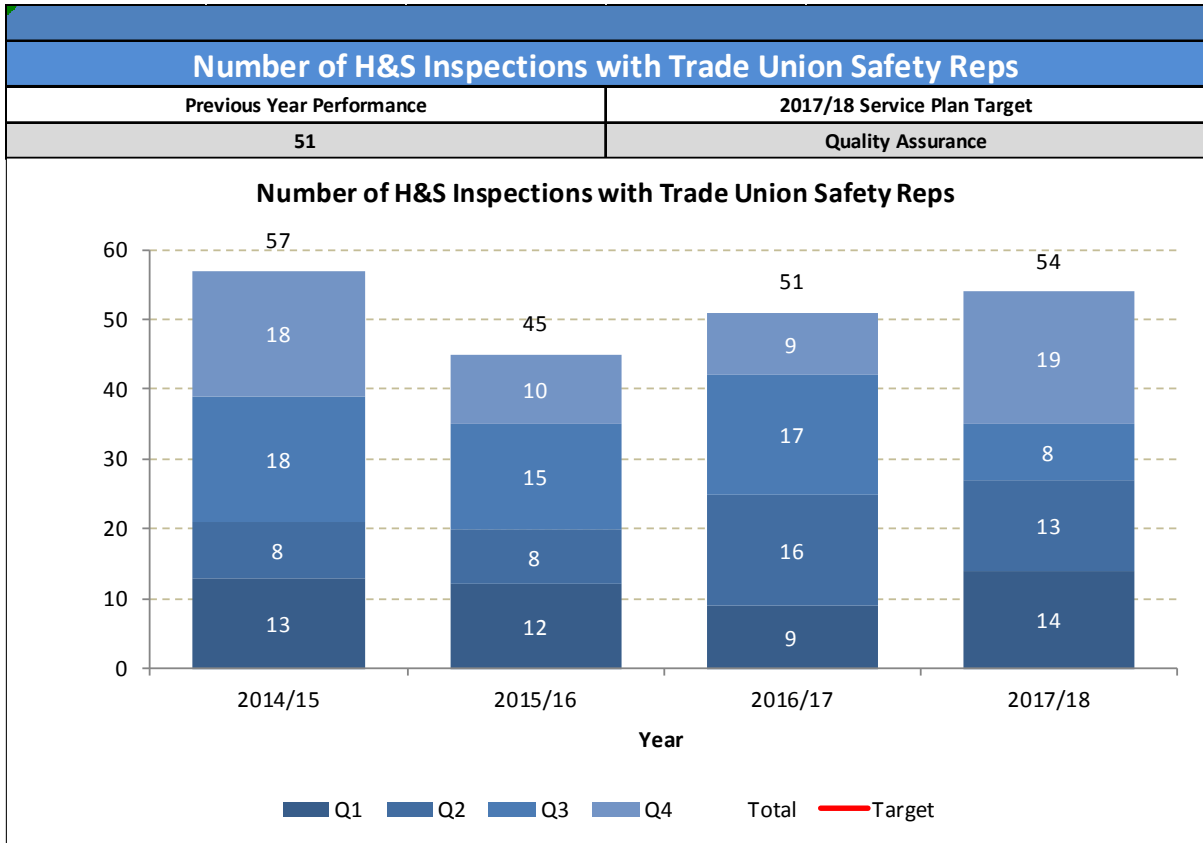
This audit measures numerous Health & Safety and Operational Assurance standards including maintenance of station records, operational readiness, station accommodation and preparedness of appliances and equipment.

The frequency of these audits is monthly and the audit is carried out by the resident Station Manager.

The number of audits increased in this period by 11% to 229.

The SM H&S Inspection is recorded as a management audit on the OSHENS software.

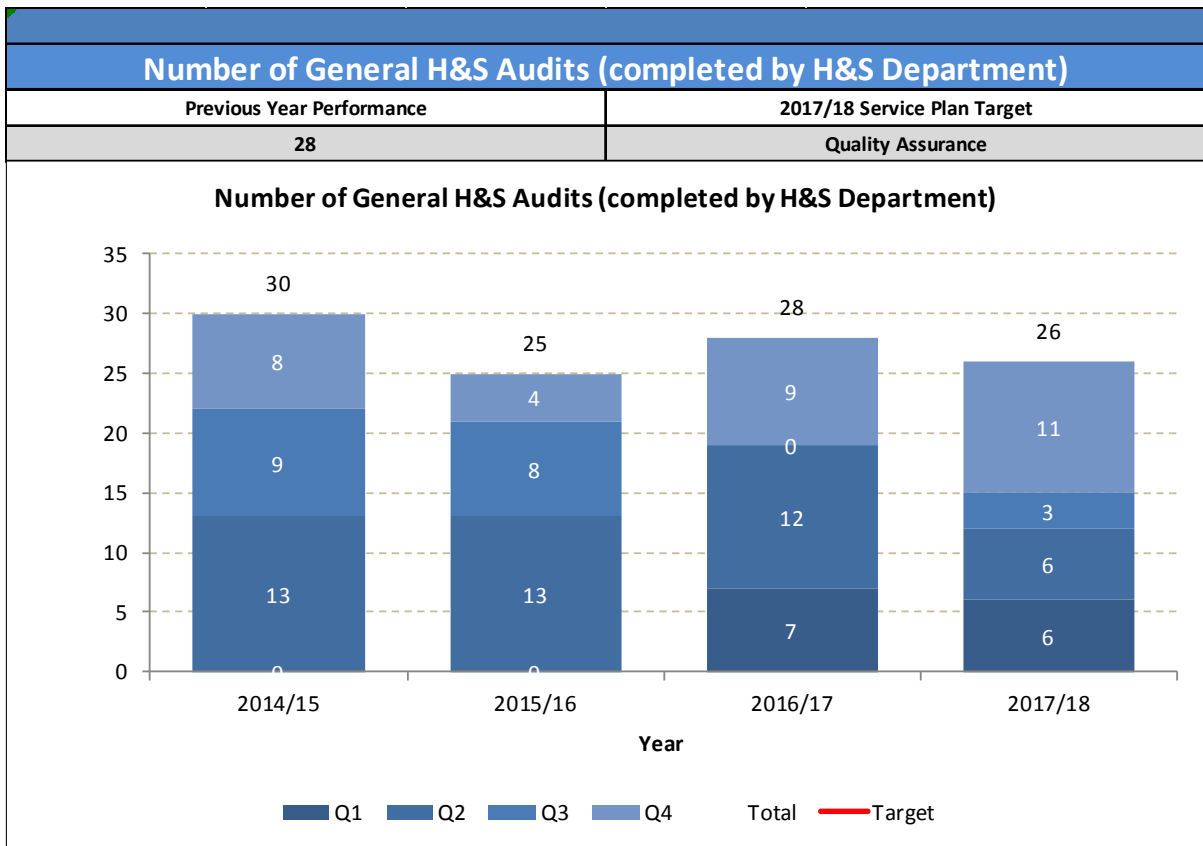
The coverage of this audit has been expanded following a review of the overall audit strategy so going forward will include the Training & Development Academy and Vesty Road Workshops.



Union-appointed health and safety representatives can and are actively encouraged to inspect the workplace. Joint Quarterly Inspections (JQI) are arranged by the H&S Department in collaboration with the Representative Bodies.

In 2017/18, 54 inspections were carried out in collaboration with the H&S department. Following any Trade Union inspection the outcome of the audit is completed and recorded on the OSHENS system where any findings are actioned directly to the relevant departments, e.g. Estates for intervention.

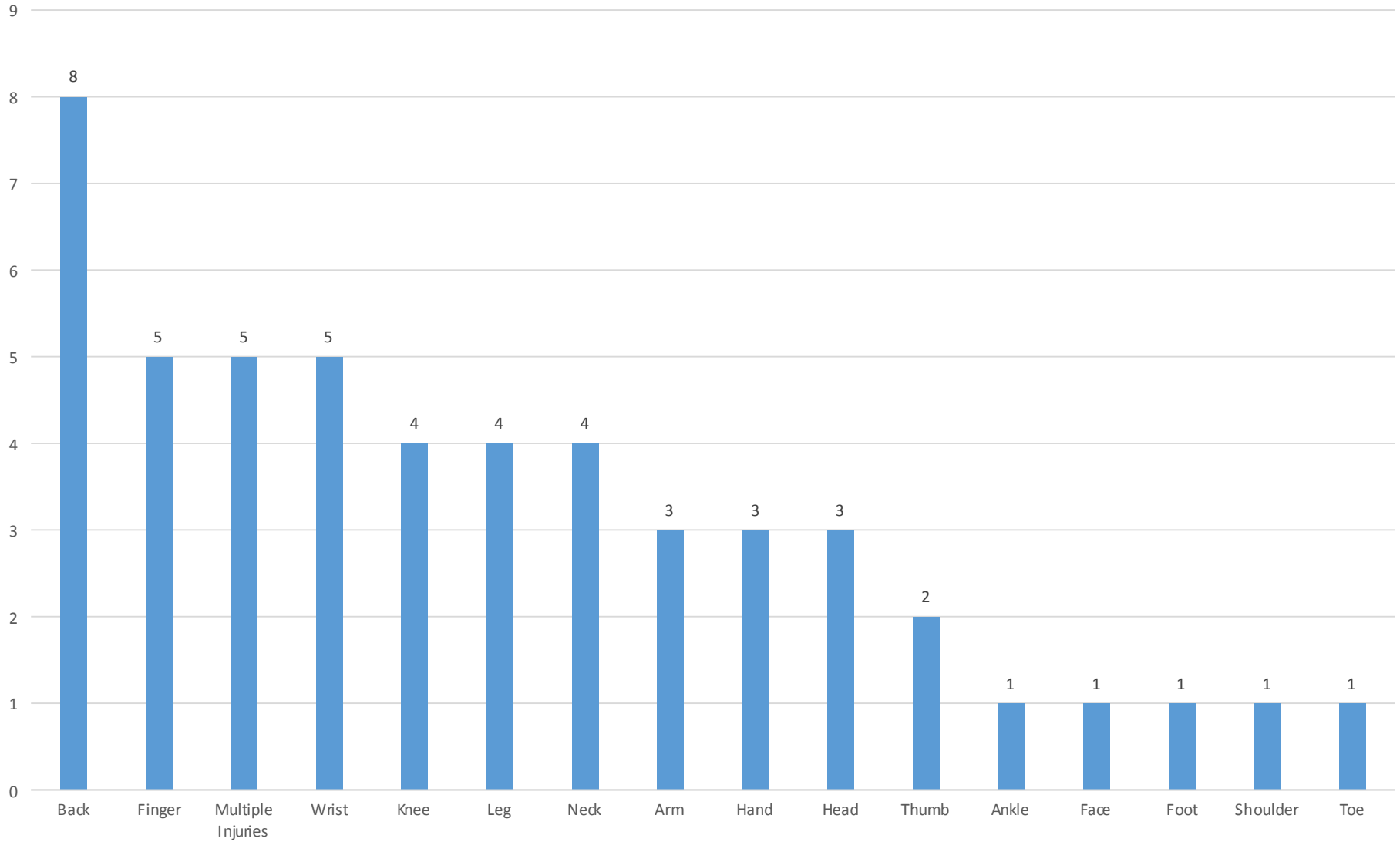
A review of the JQI for fire stations has taken place in the last 12 months with a joint approach by the H&S Department and FBU to create a revised audit that both parties have contributed to which has ensured it is relevant to the buildings and associated risks. Specific audits have also been created for the TDA and Vesty Road Workshops/Operational Equipment.



The Health and Safety Team have the responsibility of carrying out General H&S Audits across the 26 MFRA sites. All locations were audited in 2017/18.

The report shows 2 less visits than the previous year which accounts for Whiston and West Kirby Fire Stations no longer being part of the H&S Team responsibility.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	SCRUTINY COMMITTEE		
DATE:	30TH OCTOBER 2018	REPORT NO:	CFO/067/18
PRESENTING OFFICER:	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	JACKIE SUTTON
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM		
TITLE OF REPORT:	CORPORATE RISK REGISTER 2018-19 APRIL TO AUG UPDATE		
APPENDICES:	APPENDIX A:	CORPORATE RISK REGISTER 2018-19 APRIL TO AUGUST UPDATE	

Purpose of Report

1. To inform Members of the current risks contained within the Corporate Risk Register, the status of the risks and associated control measures, including reference to any new risks introduced or any risks that no longer apply and can be removed

Recommendation

2. That Members approve the updated Corporate Risk Register for 2018/19 which incorporates the current status of those risks to August 2018.

Introduction and Background

3. It is good practice to regularly review the internal and external risks to the on-going delivery of service by the Authority.
4. To that end, a Corporate Risk Register has been produced which focusses on the Mission and Aims of the Authority and aligns each risk to a specific aim. The Strategic Leadership Team has reviewed those risks and considered any new risks that might affect the Authority during 2018/19 (new risks are highlighted in yellow). The resultant risks have been scored against the original risk and re-scored following mitigation. The purpose of this report is to ask Members to review the updated register attached at Appendix 1 to consider any implications for the Authority.

Equality and Diversity Implications

5. There are no equality and diversity implications arising from this report.

Staff Implications

6. There are no specific staff implications arising from this report

Legal Implications

7. Management of corporate risk and the application of suitable mitigation strategies, affords the Authority security that should a risk become an issue then suitable remedies are in place to mitigate any impact.

Financial Implications & Value for Money

8. There are no financial implications contained within this report.

Risk Management, Health & Safety, and Environmental Implications

9. The assessment and mitigation of risk is essential in ensuring a safe working environment for all MFRA employees and its agents and consideration of its actions on the environment is paramount.

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

10. Knowledge of and response to a risk occurring is an essential component of ensuring that the Authority continues to deliver an effective and efficient service to the communities of Merseyside.

BACKGROUND PAPERS

CFO/111/11 If this report follows on from another, list the previous report(s)

GLOSSARY OF TERMS

MFRA Merseyside Fire and Rescue Authority

MFRS Merseyside Fire and Rescue Service



CORPORATE RISK REGISTER 2018/19

Aims: - 1) Excellent Operational Preparedness 2) Excellent Operational Response
3) Excellent Prevention & Protection 4) Excellent People

April 2018 – March 2019

April – August 18 update

CORPORATE RISK REGISTER 2018/19

MFRA RISK MATRIX

Increasing Impact B		Increasing Likelihood A				
		1	2	3	4	5
		Remote	Unlikely	Possible	Likely	Frequent
1	Slight	Manage for continuous improvement	Manage for continuous improvement	Manage for continuous improvement	Manage for continuous improvement	Manage for continuous improvement
2	Minor					Develop Reduction measures
3	Significant			Develop Reduction measures	Compulsory Risk reduction	
4	Major		Develop Reduction measures	Compulsory Risk reduction		
5	Massive	Develop Reduction measures	Compulsory Risk reduction			

Introduction

All organisations face risks that can impact on their operations, by establishing a systematic approach to identifying, assessing, and managing risk, Merseyside Fire and Rescue Authority (MFRA) intends to continually improve the organisation's governance, increase accountability and enhance overall performance.

The Director of Strategy and Performance reports directly to the Deputy Chief Fire Officer on matters relating to corporate risk management and maintains this risk register in collaboration with other members of the Strategic Management Group (SMG).

As part of this process the organisation considers the level and type of risk the Authority will accept while conducting its business and puts in place measures to reduce or eliminate that risk. This includes a careful evaluation of how risks affect the Authority's ability to achieve its Mission and Aims and its appetite for taking those risks.

The following categories of risk appetite are considered in relation to each identified Strategic Corporate Risk within this register:

- **Low** – The level of risk will not substantially impede the ability to achieve MFRA's Mission and Aims. Controls are prudently designed and effective.
- **Moderate** – The level of risk may delay or disrupt achievement of MFRA's Mission and Aims. Controls are adequately designed and are generally effective.
- **High** – The level of risk will significantly impede the ability to achieve MFRA's Mission and Aims. Controls may be inadequately designed or ineffective.

Risk Appetite by Strategic Corporate Risk Category

MFRA has an overall conservative risk appetite. The organisation will act in accordance with this to achieve strategic objectives and deliver high quality fire and rescue services to the people of Merseyside within a framework of reducing budget provision.

MFRA will employ sound risk management principles, transparent decision-making and effective communication to prioritise risk. The Authority manages seven strategic corporate risk categories to effectively supervise and ensure a safe and effective fire and rescue service that delivers prevention, protection and response services to Merseyside and beyond. MFRA has a low appetite for most types of risk (see table below), being aware of the need to ensure the prudent use of public money, maintain staff safety and deliver reliable and effective services.

CORPORATE RISK REGISTER 2018/19

Corporate Risk Category	Risk Appetite	Explanation
Budget and financial	Low	The appetite for Budget and financial risk is low. MFRA will exercise prudent management of its financial resources to achieve its mission. MFRA will maintain strong internal controls and ensure compliance with applicable legislation and accounting standards. MFRA will make prudent decisions to mitigate the financial impact of internal and external factors that affect it.
Legal and legislative	Low	The appetite for Legal and legislative risk is low. MFRA will always endeavour to comply with the laws that govern its activity and adopt appropriate governance processes. MFRA has no risk appetite for non-compliance with applicable laws and regulations.
Loss of strategic sites and assets	Moderate	The appetite for risk in relation to strategic sites and assets is moderate. Risk appetite in relation to vehicles and equipment is low, as safety and usability must be achieved through the use of detailed specifications of requirements. Risk appetite in relation to FRS sites (e.g. for a new fires station) is higher, as it is acknowledged the options are more limited and the end result in relation to the provision of a new fire station is not entirely predictable at the beginning of the process.
Environmental and Political	Moderate	The appetite for risk in relation to environmental and political matters is moderate. MFRA acknowledges that activity in relation to collaborative work with partners, for example, is not entirely predictable and some risks will be taken whilst attempting to improve service delivery or make savings through the use of new arrangements.
Loss of key staff	Moderate	The appetite for risk in relation to loss of key staff is moderate. MFRA recognises that it may need to adopt new and untried ways of working to deliver its services during periods of industrial action or reductions in the size of the workforce.
Technology	Low	The appetite for Technology risk is low. Information systems must support core MFRA functions with adequate capability, capacity, resiliency, and security from internal and external threats. The organisation relies on a mobile and technologically dependent workforce to carry out its Mission.
Procurement	Low	The appetite for Procurement risk is low. MFRA is bound by legislation and regulations that are designed to ensure that public finance is spent appropriately. As a result processes are designed to ensure that all procurement activity is properly governed and carried out in a way that ensures compliance.

CORPORATE RISK REGISTER 2018/19

Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
1.	Budget /Financial Risks	1.1	Insufficient staff to maintain current levels of operational planning, training and management of intelligence	1.1.1	1,2,3,4	Increased risk to all MFRS staff safety - increased numbers of injuries.	15	Resilience exists within departments to task staff with priority work steams in the event of insufficient staffing becoming a concern. Business Continuity Plans in place.	12	AM Operational Preparedness
				1.1.2	1,2,3,4	increased risk of property loss	12		10	
				1.1.3	1,2,3,4	Reducing ability to respond or maintain competent workforce.	15	The Authority continues to utilise the most agile working systems to ensure a high level of service delivery and response, integrated with appropriate skill audits and training delivery to ensure a high level of competence in all staff	10	Director of POD
				1.1.4	1,2,3,4	Reduced ability to maintain FF safety	15	<u>AM Response</u> Maintenance of competency is managed on station through SPA and the training planner for all operational staff. TRM	10	AM Operational Response/ Preparedness

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1.	Budget/Financial Risks						<p>staff utilise VAH to ensure appliances on fully staffed.</p> <p>April-Aug Update With the Vah agreement coming to an end in June 2018 the Authority has reviewed its staff distribution and subsequently brought forward planned structural changes at Liverpool City and Wallasey from Jan 2019 to Sept 2018 in order to align resources in the most effective manner.</p>		
		1.2	<p>Insufficient staff to maintain current prevention and protection work. Inability to maintain performance (e.g. Care Act)</p>	1.2.1	1,2,3,4	<p>Increased fires, deaths and injuries</p>	15	<p>MFRA continues to deliver its Home Safety Strategy, our focus is targeted at the over 65's and those who are most vulnerable, we have seen advocate performance lift by over 45% this past year and we continue to monitor ADFs and Fire Fatalities through PMG.</p> <p>The impact of the Grenfell Tower Fire is yet to be fully understood but there is the likelihood of increased Protection teams as such a review is underway</p> <p>April-Aug Update</p>	10

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1.	Budget/Financial Risks							Community Safety and Community Prevention departments are scoping restructure to offset any risk of insufficient staff. Recruitment strategy has been developed in collaboration with relevant internal partners.		
		1.3	Insufficient FF's to maintain current levels of response and current number of fire stations	1.3.1	1,2,3,4	Increased risk of property loss in the community	15	MFRA undertakes continual review, analysis and testing of necessary operational response changes resulting from budget reductions to ensure effectiveness against Authority response standards.	10	AM Operational Response
				1.3.2	1,2,3,4		Increased fires, deaths and injuries	15	MFRA undertakes continual review, analysis and testing of necessary operational response changes resulting	10

CORPORATE RISK REGISTER 2018/19

1.	Budget/Financial Risks							<p>from budget reductions to ensure effectiveness against Authority response standards.</p> <p>April-Aug Update With the Vah agreement coming to an end in June 2018 the Authority has reviewed its staff distribution and subsequently brought forward planned structural changes at Liverpool City and Wallasey from Jan 2019 to Sept 2018 in order to align resources in the most effective manner.</p>		
		1.4	Pay increases-impact on ability to maintain a balanced budget	1.4.1	1,2,3,4	<p>The 2017/18 MTFP assumes 1% annual pay increase for all staff in 2017/18 to 2019/20 and then 2% thereafter.</p> <p>Each additional 1% increase in pay equates to approximately £0.3m for firefighters and £0.1m for other staff.</p> <p>The 2017/18 – 2019/20 agreed pay offer for all non-firefighters has been settle as per the MTFP (1%,2%,2%). The Firefighter pay award for 2017/18 – 2019/20 has yet to be settled.</p>	9	<p>The Authority has established a £0.700m inflation reserve to meet any unforeseen inflationary pressures or costs.</p> <p>As the firefighters had been offered a 2% award for 2017/18 the 2018/19 Budget was amended to take account of this.</p> <p>Any settlement above 2% for the firefighter pay award in 2017/18 – 2019/20 will require the Authority to identify permanent additional savings during the 2019/20 budget process. The inflation</p>	9	Treasurer

CORPORATE RISK REGISTER 2018/19

1.	Budget/Financial Risks					provision will cover any additional costs in 2018/19 only. April-Aug Update The firefighter pay award has yet to be settled.				
		1.5	Insufficient support staff to maintain services to front line and maintain good governance.	1.5.1	1,2,3,4	Reduced ability to maintain fleet, PPE, pay FF's and maintain the buildings.	15	Processes are redesigned when cuts to staffing are made Stopping performing specific activities considered Remaining staff are trained in processes/services that are still required April-Aug Update Voluntary severance allows managers to access which roles they can manage without but also can revisit if this becomes a capacity issue. As a result the mitigation risk score has reduced but as MFRA don't know what future changes there may be to funding the risk will remain.	6	SLT
		1.7	Loss of National Resilience funding from Home Office			Loss of operational response/service/training/lack of equipment/vehicles not maintained.	15	Utilising MFRS resources to fulfil Role and responsibilities. Budget constantly reviewed with Home Office Colleagues	12	AM Operational Preparedness

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							April to Aug update Assurances have been sought from Home office on the longevity of the current grant agreement. Subject to Ministerial approval the NR grants will be confirmed for a defined period. This provides reassurance for a longer period and reduced this risk at this time. Discussions ongoing with DEFRA in relation to one funded post due to conclude March 2019 this remains a risk for the post holder.			
		1.8	Changes to insurance discount rates	1.8.1	1,2,3,4	Increased insurance premiums	15	This is largely out of the control of MFRA but careful negotiation and management of all contracts assist with mitigating the effect. April-Aug Update No change this period	12	Director of Legal, Procurement & Democratic Services

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		1.9	The impact of unfavourable trade deals with the EU following UK exit in March 2019	1.9.1	1,2,3,4	<p>If the UK leave the EU in March with an unfavourable trading relationship this will have an adverse effect on the supply of goods imported from EU countries.</p> <p>Prices are likely to increase putting strain on budgets, lead times may be extended, shortage and scarcity of parts due to border hold ups, organisations stockpiling and starving supply, contractors failing.</p>	20	<p>Procurement are contacting critical suppliers to seek details of action they will take to maintain supplies post Brexit, whatever the agreement.</p> <p>April-Aug Update No change this period</p>	15	Director of Legal, Procurement & Democratic Services
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
2.	Legal & Legislative Risks	2.1	Non-compliance with the National Framework	2.1.1	1,2,3	Damage to MFRS reputation. Impact on public and partner goodwill.	15	<p>The IRMP process is thorough and consulted on widely. SWOT and PESTEL activities are carried out. Community risks are assessed and strategies and processes adopted to deal with them in the Home Safety Strategy. Data is analysed and considered.</p> <p>April-Aug Update Strategic Leadership Team believe processes are still adequate to deal with risks.</p>	8	SLT
				2.1.2	1,2,3	Inability to respond to major national resilience incidents	15		8	SLT
				2.1.3	1,2,3	Increased fires, deaths and injuries	15		12	SLT

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2.	Legal & Legislative Risks	2.2	Corporate Manslaughter Act	2.2.1	1,2,3,4	Sanctions, fines and or arrests resulting from death of Personnel	25	<p>This can be mitigated to some degree by correct application of SOP's. Service Instructions, training and Health and Safety legislation to avoid injury and damage.</p> <p>April-Aug Update Processes and guidance are regularly reviewed and updated. All Health and Safety events are reviewed and any learning incorporated in future guidance.</p>	12	SLT
		2.3	Changes introduced by the Localism Act 2011	2.3.1	1,2,3,4	Judicial Review – other legal challenges	15	<p>This can be mitigated to some degree by careful consideration of consultation outcomes and other forms of community input into decisions. However any person can apply for JR regardless of the perceived merits or otherwise of such an application.</p> <p>No challenges in the form of Judicial Review or other have been received within this period.</p> <p>April-Aug Update No challenges as in the previous period</p>	8	Director of Legal, Procurement & Democratic Services

2.	Legal & Legislative Risks	2.4	Equality Act - not maintaining compliance with the Public Sector Equality Duty	2.4.1	4	Potential impact on reputation Potential legal action	<p>15</p> <p>The Equality and Diversity Policy is regularly reviewed (most recently 2017) An Equality Action Plan has been in place for five years, with outcomes and risks reviewed in full every year and progress monitored quarterly An E&D Annual Report details outcomes in line with the Equality Act and Action Plan A Public Sector Equality Duty data report is produced annually and analysed to feed in the action planning process Equality Impact Assessments are carried out for plans, policies, guidance, instructions and organisational change A desk top exercise was carried out in 2016/17 to gather information in relation to the LGA Equality and Diversity Framework Two staff surveys have been carried out (2014 and 2016) and action taken to address concerns. Training and support is given to staff to assist them in complying with Equality and Diversity related duties.</p> <p>April-Aug Update</p>	8	Director of Strategy & Performance
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2.	Legal & Legislative Risk						Progress in delivering the ED&I action plan continues with the Annual Report and Workforce Data report (including Gender Pay Gap reporting) being completed during this quarter. These meet our PSED obligations. A review of staff networks and groups is due to take place this year, and work has started on this. The governance arrangements for ED&I have been reviewed as part of the overall review of the meeting and governance structure and it is intended to involve managers in the delivery and planning of ED&I actions whilst maintaining a strategic commitment and steer on the subject through the new Strategy and Performance Board. Work continues on ED&I training for all staff.	
		2.6	Policing and Crime Act 2017	2.6.1	2,3	Potential change to Governance	<p>April-Aug Update Police and Crime Commissioner (PCC) representative model on the Fire Authority.</p> <p>15 A business case would need to be completed and submitted to the Secretary of State. If</p>	<p>12</p> <p>AM Preparedness</p>

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							<p>disputed an independent panel would review the business case.</p> <p>Continue to maintain dialogue with the PCC through Blue Light Collaboration Programme Board and Fire Authority.</p>		
				2.6.2	2,3	Inability to deliver collaboration across Blue Light Services in line with Policing and Crime Act 2017	<p>12</p> <p>April-Aug Update The Policing and Crime Act 2017 places a duty on MFRA to keep opportunities to collaborate under review and to collaborate with one another where it is in the interests of either their efficiency or effectiveness</p> <p>MFRA's position is therefore to consider collaboration where it provides for a more efficient and/or effective service, where it improves the safety of the public, or is in the interests of economy.</p> <p>This will be delivered and monitored through the MFRA commitment to the Blue Light Collaboration Team, the Blue Light Collaboration Programme Board, and all</p>	8	AM Preparedness

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							collaboration programmes recorded through the Local Collaboration Overview.		
	2.7	Increased Litigation costs	2.7.1	4	Staff shortages resulting in dissatisfaction of staff and customers, causing increases in claims.	15	<p>April-Aug update</p> <p>There has not been an increase in claims but the situation will continued to be monitored and any increases will be investigated.</p>	12	Director of Legal, Procurement & Democratic Services
2.7.2			4	Increasing insurance and settlement cost provision	12	<p>April-Aug update</p> <p>Claims numbers, reserves and settlements are closely monitored and feedback is provided to the Treasurer. MFRA will tender for its general insurances for 2019 onwards in order to ensure value for money.</p>	6	Director of Legal, Procurement & Democratic Services	
2.7.3			2,4	Increased incidents/costs/injuries whilst travelling under blue lights/speeding	12	<p>April- Aug update</p> <p>Close work with the Health and Safety team and ongoing training and development and development to manage these types of incidents.</p>	6	Director of Legal, Procurement & Democratic Services	
2.7.4			2,4	Potential for increased litigation arising from shared premises with partners.	12	<p>April-Aug Update</p> <p>Close work with the Estates and Health and Safety teams and Workplace to manage any issues which arise.</p>	6	Director of Legal, Procurement & Democratic Services.	

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	2.9	Failure to comply with Government Transparency agenda	2.9.1	1,2,3	Damage to reputation of MFRS by not publishing policies and data as required	12	<p>April-Aug Update A Transparency Service Instruction has been produced to set out the Authority's commitment</p> <p>There is a transparency section on the website with advice and guidance as well as the data that the Authority is required to publish</p>	8	SLT
	2.10	Health & Safety audits, failures and investigations	2.10.1	1,2,3	H&S audits, failures and investigations from HSE resulting in sanctions and or fines	15	<p>MFRA has a robust suite of H&S audits with findings responded to by the central team in liaison with Estates. All incidents follow an investigatory process to maximise learning which includes advice from Legal to ensure protection.</p> <p>April-Aug Update No change this period</p>	10	AM Operational Preparedness & Operational Response
	2.11	Lead Authority for National Resilience	2.11.1	1,2,3,4	Increased responsibility and liability; capacity issues and reputational risk.	15	<p>Mitigation in part through careful contract management.</p> <p>April-Aug Update No change this period</p>	10	Director of Legal, Procurement & Democratic Services.
	2.12	Recruitment of Trainee Firefighters with limited driving experience who are	2.12.1		Increased risk of fire appliances being involved in collisions due to inexperienced drivers being	15	Competency will be managed through the driving school with assessment and development plans being	10	Director of HR, AM Operational Preparedness

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		contracted to undertake EFAD driving.			required, under contract, to drive fire appliances for routine and response activity. Recruitment application only requires the applicant to hold a valid driving license and does not account for longevity, experience or type of vehicle they have driven.		tailored to the individual. Trainees will not be time-bound on when EFAD driving is first undertaken following LGV qualification. It will be the Driving School Manager who will decide how long LGV routine activity driving will take place prior to EFAD qualification to allow less experienced individuals to gain the required road knowledge.		
	2.13	Insufficient experienced staff to manage existing Primary Authority Partnerships	2.13.1	1,2,3	Damage to MFRS reputation with the business partner and the government Department of Business, Energy and Industrial Strategy.	12	Resilience is provided to ensure that any loss of key staff facilitating the partnership is minimised. In addition, there is evaluation on the workload involved in managing the partnership and gauging capacity to take on any further partnerships.	9	AM Community Risk Management
	2.14	Insufficient experienced, qualified staff to deal with serious fire safety complaints 'out of hours'.	2.14.1	1,2,3,4	Potential for MFRA to be unable to serve prohibition or restriction notices on premises out of office hours when the use of the premises involves or will involve a risk to the relevant persons so serious that use of the premises ought to be prohibited or restricted.	15	Senior Officers in Protection when scheduled on cover can provide this facility to respond out of hours; providing they are not engaged at an operational incident. Article 31 Officers provide some additional limited support to assess complaints but are not warranted officers or deemed competent under the Fire Protection Competency Framework. Recall to duty provides some resilience but	9	AM Community Risk Management

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Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
3.	Loss of Strategic sites/Assets	3.1	Loss of strategic sites/assets and inability to provide services to Merseyside	3.1.1	1,2,3,4	Inability to respond to major local and national resilience incidents	20	<p>availability is not guaranteed. Potential for assistance from a neighbouring Fire and Rescue Service.</p> <p>Treasurer Finance Staff can operate applications from any MFRS site. Application hosted externally with ABS having fall back sites as well.</p>	8	Head of Technology, Treasurer, AM Operational Preparedness
		3.2	Loss of FSHQ, FIRE CONTROL, TADA, fire stations and National Resilience Control	3.2.1	1,2,4	Inability to respond, delay in providing core services	20	<p>Head of Technology & AM Operational Preparedness. Secondary Fire Control is available at TDA for relocation and '999's can be diverted regardless of the availability of SHQ.</p>	8	
		3.3	Loss of utilities due to infrastructure failure.	3.3.1	1,2,3,4	Inability to provide core services temporarily whilst fall-back site is brought online	20	<p>A fall-back 'buddy' agreement is in place with Surrey FRS and BT to redirect and manage emergency 999 calls during periods of outage, spate and spike.</p> <p>Enhanced buddy arrangements with Surrey including DEIT are under investigation</p> <p>Apr- Aug2018 No change this period – <i>Head of Technology & AM</i></p>	8	Head of Technology, Treasurer, AM Operational Preparedness

3.	Loss of Strategic Sites/Assets							Operational Preparedness.	
		3.4	Protective security-potential risks resulting from non-compliance with FRS Protective Security Strategy.	3.4.1	1,2,3,4	Potential security risk in relation to all FRS assets, particularly in relation to Personnel, information and premises risk.	20	<p>A Protective Security Group is led by the DCFO and includes representatives of several departments with security responsibilities.</p> <p>There is a Protective Security Policy and three Service Instructions that deal with Information, Physical and Personnel security</p> <p>In 2017/18 an Internal Audit review of arrangements will take place.</p> <p>April-Aug Update</p> <p>The Protective security Group continues, now chaired by the Data Protection Officer to ensure governance for data protection matters. A gap analysis of our approach to protective security (against the national security strategy) is being reviewed, but initial findings are that the organisation is well placed in terms of its compliance.</p>	9

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				3.5.2	1,2,3,4	Saughall Massie	25	<p>Planning permission has now been received for Saughall Massie and Authority approval will be sought later in 2017 for the build to commence, once the land has been obtained.</p> <p>April-August Update Work started on site on 11 June 2018 with an estimated completion date of 29 April 2019.</p>	6
				3.5.3	1,2,3,4	St Helens	25	<p>In St. Helens a suitable site has been identified & negotiations are currently underway to resolve the various issues that are currently preventing progress. If this site falls through, an alternative site will be sought. If nothing appropriate can be found, Eccleston will close completely and the current St. Helens site continue to be utilised for response in the wider St. Helens area.</p> <p>April-Aug Update Negotiations continue to acquire the site, subject to the cost of building works being affordable. The results of the</p>	12

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							recently completed site investigation works will assist in determining affordability.			
		3.6	Potential elevated target risk for terrorist action in regards to cyber crimes	8.1.1	1,2,3,4	Loss of Fire Control ICT services and information assets		See 6.2 and 6.9. As a further mitigation, cyber security is also increased by having the Fire Control infrastructure on its own firewalled network, with limited access in and out. However, ICT, at this point in time, would increase the risk level from 6 to 12 in line with other cyber risks (6.2 and 6.9). April-Aug Update Apr- Aug2018 In line with the Emergency Services Mobile Communications Programme (ESMCP) – following an Information Technology Health Check (ITHC) – <i>the station turnout equipment is being replaced. This project has now underway.</i>		Head of Technology
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
	Environmental And Political	4.1	Increase in Environmental incidents resulting in	4.1.1	1,4	HSE and legislative impacts from illegal discharges (impact from fire-fighting activity)	15	Action plans are in place with Fire Control to inform the Environment Agency when operational activity may	10	AM Operational Response

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Environmental And Political		the inability to respond				25	<p>impact the environment to assist with mitigation. HMEPO support officers are available across all flexi duty groups to support incident commanders.</p> <p>April-Aug Update</p> <p style="background-color: yellow;">No further update this period</p>		
	4.2	Insufficient water pressure resulting in the inability to fight fires effectively.	4.2.1	1,2	Potential for major consequences, FF injuries	25	<p>High volume pumps (HVP's) and hose layer units available to support water supplies. Additional HVP's available via NCAF arrangements.</p> <p>Availability of mapping for water mains to be accessible on the command support unit. Currently awaiting sign off of a Data Licence agreement with United Utilities to share "Safe Dig" Software</p> <p>April-Aug Update Water main mapping is now available on MDTs for operational crews.</p>	4	AM Operational Preparedness
	4.3	Changing demographics in Merseyside brings about a changing in	4.3.1	1,2,3	Increased economic costs from increases in arson	15	Increased economic costs from increases in arson – The arson reduction strategy focuses multi-agency	12	

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Environmental And Political	vulnerability profile and higher unemployment.	4.3.2	1,2,3	Increased economic costs from increases in fraud.	15	community safety campaigns in high demand wards in order to support and community cohesion, develop community resilience and reduce the tolerance of anti-social behaviour (ASB), domestic abuse (DA), serious organised crime (SOC) and the associated deliberate fire setting. Increased economic costs from increases in fraud – The communications and media post will raise awareness of community safety priorities coordinating media messages and campaigns across a digital platform. Increased road traffic collisions (RTC) – As above (but add 50% Merseyside Road Safety Partnership funded). Increased antisocial behaviour (ASB) – The arson reduction strategy focuses multi-agency community safety campaigns in high demand wards in order to support and community cohesion, develop community resilience and reduce the tolerance of ASB, DA, SOC and	12	AM Community Risk Management
		4.3.3	1,2,3	Increased incidents eg. fires	15		12	
		4.3.4	1,2,3	Increased antisocial behaviour (ASB)	15		12	

Environmental And Political							<p>the associated deliberate fire setting. The Street Intervention Team are also deployed via the Voluntary Organisation Support Service (VOSS) and Merseyside Police to engage and divert children and young people away from anti-social behaviour and towards more meaningful activities.</p> <p>Increased incidents e.g. Fires – Community Risk Management risk reduction strategies are designed to put measures in place to reduce risk and mitigate high call demand outputs and outcomes are reported via Performance Management Group.</p> <p>April-Aug Update There is no change in the risk mitigation measures as described for this period.</p>	
	4.4	Reputation	4.5.1	1,2,3,4	Negative changes to the Community perception of MFRS may be detrimental to Prevention, protection and partnership activities eg. failure to deliver safety messages.	15	<p>Corporate Communications activity is focussed on protecting the reputation of the Service whilst providing advice and guidance to communities and promoting the services provided Social media is closely monitored (but not 24/4).</p>	12 Director of Strategy and Performance

							<p>Press and media queries are dealt with promptly with senior officers providing information Events are promoted and provided with communications support Staffing levels are relatively low when compared with other FRS's.</p> <p>April-Aug Update The additional temporary resource employed during 20-17/18 has now ended, but it has been possible to create an additional part time post, taking the size of the team to 2.5 posts. This remains low when compared with other FRSs, but the team work well with other departments to prioritise activity and have been collaborating with the Police to share best practice and experience. The communications strategy will be reviewed and revised to take account of current risks, aspirations and opportunities.</p>	
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	4.5	Increased flood risk	4.6.1	1,2	Ability to respond to major flooding incidents from spate conditions.	15	<p><u>Response</u> Operational Crews train for and are equipped for water rescue incidents. Senior Officers train against national standards for flood response. Specialist Teams are available for local, national and international flood response.</p> <p>Additional resources are available to the Service if required for increased levels of activity. Increased Alert Level protocols can be implemented by Senior Officers for anticipated events.</p> <p>April-Aug Update Resources remain available to respond to major flooding incidents. Service Increased Alert Level meetings can also be utilised during extended periods of spate conditions e.g. recent wildfires to monitor and minimise impact on response. Additionally GM Staffing Officer can attend Fire Control during spate conditions.</p>	10	AM Operational Preparedness & Operational Response
	4.6	Extreme Weather	4.7.1	1,2	Spate conditions will impact on ability to respond	15		10	AM Operational Preparedness & Operational Response

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		4.7	Civil Unrest	4.8.1	1,2,3	Inability to respond effectively to civil unrest	15	<p>MFRS continually liaises and trains with Merseyside Police and other agencies through formal Local Resilience Forum channels to ensure a coordinated approach to Civil Unrest following the principles of JESIP (Joint Emergency Services Interoperability Protocol).</p> <p>April-Aug Update Training continues and is programmed in annually to ensure MFRS's ability to effectively respond to incidents of civil unrest. The Government is considering how it might deal with civil unrest in a "no deal" scenario on the exit of the UK from the European Union</p>	10	AM Operational Preparedness & Operational Response
		4.9	Air pollution charges - Report/regulations due out July 2017 on City Centre car charges for diesel vehicles	4.9.1	1,2,3	Cost of MFRS ancillary vehicles entering City centre zone – anticipate fire appliances will be exempt.		<p>MFRS Transport Manager will closely monitor the situation</p> <p>April-Aug Update No change this period</p>		AM Operational Preparedness
		4.10	Fuel Strike			Loss of fuel available due to strike. Critical services only to utilise MFRS diesel tanks.		<p>Merseyside Resilience Forum Fuel plan for strike conditions. MFRS fuel tank supplies</p>		AM

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							utilised for critical services only during strike conditions April-Aug Update MRF Fuel Plan is currently under review and provisions have been made for priority MFRS users to access designated filling stations.		Operational Preparedness
		4.11	Diesel fuel vehicles being phased out in the future	4.11.1	1,2,3	Impact on fleet and lease vehicles	Long term planning for vehicle and asset refresh. April-Aug Update No change this period		AM Operational Preparedness
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People									
5.	Loss of Key staff	5.1	Sudden Mass Absenteeism Pandemic, Strike, CBRNE incident, significant incident	5.1.1	1,2,3,4	Loss of Key staff, Inability to provide core services	15 AM Response The Authority maintains a resilience team capable of providing the necessary operational response provision as required within the 10 key locations during contingency situations. In addition section 13-16 arrangements are maintained to supplement internal resilience arrangements. April-Aug Update The above arrangements are still extant if required	10	AM Operational Preparedness & Operational Response

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		5.2	Industrial Action resulting in the Inability to provide suitable response	5.2.1	1,2,3,4	Inability to attend incidents, provide core services		The Authority maintains a resilience team capable of providing the necessary operational response provision as required within the 10 key locations during contingency situations. In addition section 13-16 arrangements are maintained to supplement internal resilience arrangements. April-Aug Update	12	Director of POD
		5.3	Change resulting in loss of Key staff and increasing workloads to set strategy and deliver services	5.3.1	1,2,3,4	Loss of key skills, lack of momentum going forward, reduced ability to respond to changes.	15	The Authority continues to manage its staffing requirements through the Workforce strategy group, appraisal process, and Gateway promotion process. All combining to identify potential staff or skill shortage, and ensure adequate training, promotion or recruitment to address those needs April-Aug Update	12	Director of POD
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										

6.	Technology Risks	6.1	Management of 3rd Party Technology Suppliers Software & Applications Training requirements.	6.1.1	1,2,3,4	Loss or reduction in the quality of services provided	<p>12</p> <p><u>ICT</u> telent, under the contract and the internal ICT client team manage suppliers to achieve the required service levels and ensure suppliers are appropriate to support the needs of MFRA, both across the ICT infrastructure <i>and</i> the commodity & fire control applications used by the Authority. This ensures the suppliers deliver continuous service improvement, show best value and are fit for purpose to meet the business needs.</p> <p><u>System Support</u></p> <p>There will be an individual update for this area in future reports</p> <p><u>Finance & HR</u></p> <p>There will be an individual update for this area in future reports</p> <p>Apr- Aug2018 These areas continue to be considered as part of the preparation for the implementation of the</p>	6	<p>Head of Technology</p> <p>Director of Strategy & Performance</p> <p>FMIS Manager</p>
6.	Technology Risks								

CORPORATE RISK REGISTER 2018/19

6.							General Data Protection Regulation in May 2018. - <i>Director of Strategy and Performance</i>		
	6.2	Infrastructure sharing with partners. Security from Virus and hacking, loss of data (Laptops, CD etc.).	6.2.1	1,3,4	Data compromised, loss of data, complaints, legal action, fines	15	<p><u>Director of Strategy & Performance</u> ICT and Information Management Strategy Group considers and responds to strategic risks A Protective Security Group focuses on information security Governance arrangements for applications were been reviewed and formalised in 2016.</p> <p>April-Aug Update <i>No change this period - Director of Strategy and Performance</i></p>	12	<p>Head of Technology</p> <p>Director of Strategy & Performance</p>
	6.3	The inability to keep pace with technology changes.	6.3.1	1,2,3,4	Loss or reduction in the quality of services provided	15	MFRA has forgone a concrete roadmap for its newly launched ICT strategy and has instead adopted a strategic framework which reviews planned activities and	12	Head of Technology

6.	Technology Risks						<p>outcomes in a yearly cycle of meetings. This ability to 'evolve' the strategic outcomes allows the Authority to match the fast pace of change in the ICT sector, taking advantage of appropriate innovations, whilst having an ICT infrastructure that is robust, secure, reliable and resilient.</p> <p>For this reason, our ICT strategy is encapsulated in our ICT strategic framework and our asset management plan, and is then aligned to wider organisation strategy at the 'ICT and Information Management Strategy' meetings.</p> <p>April-Aug Update Fire & Police attend each other's ICT strategy and planning meetings. Each acting as a critical friend / devil's advocate, but also hopefully be exposed to new ideas and different ways of working</p>	
		6.4	Poor data/information management resulting in loss of data, legal	6.4.1	1,2,3,4	Data compromised, loss of data, complaints, legal action, fines	15	<p>There are polices for Information Security and Governance, Acceptable use</p> <p>12</p> <p>Director of Strategy & Performance</p>

6.	Technology Risks		<p>redress from Information Commissioner. Particularly in relation to failure to implement the General Data Protection Regulation.</p>					<p>of ICT equipment and Protective Security. There are also several Service Instructions covering the key issues associated with this, including data protection, retention period, destruction of information assets, records management and Freedom of Information. Work has commenced to implement the General Data Protection Regulation with a working group considering its implications. This includes: Developing an information asset register, privacy impact assessments, access to information and the role of the Data Protection Officer. Collaborative work with Merseyside police and other FRAs is being considered to share best practice.</p> <p>April-Aug Update A small team worked with colleagues throughout the organisation to implement the requirements of the GDPR and Data Protection Act 2018. Work continues to refine and develop our approach.</p> <p>There was a breach of the Act during this period which</p>		
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	Technology Risks							involved some personal data being visible on the network to staff that did not need to have access. Although this was regrettable, action was taken quickly to mitigate the impact address the issues. This resulted in a shut-down of the folders concerned by the Data Protection Officer, an assessment of the information, a rebuild with only essential information, a change to POD procedures, guidance to staff and checks by senior managers. Feedback from the Information Commissioners Officer is awaited.	
		6.5	The Emergency Services Mobile Communication Programme (ESMCP) and transition to the emergency services network	6.5.1	1,2,3	Radio voice services cannot be guaranteed for the transition	16	ESMCP will replace the communication service delivered by Airwave with a national mobile communication service for all three emergency services. The ESMCP presents a high-risk potential for MFRA, dependent on external factors beyond its day-to-day control; the main issue being slippage at the national level.	9

							<p>The Home Office will continue to work closely with FRSs & Airwave to ensure that our current voice communication network remains in place and effective.</p> <p>ICT staff regularly attend ESMCP updates at Fire Control North West to gain the latest information on the progress of the project and maintain a watching brief to ensure any opportunities to influence national/regional aspects of ESMCP are taken.</p> <p>The project risks are being managed by the MFRA ESMCP project board and a national programme risk register is maintained by the Home Office central team.</p> <p>A key risk mitigation is that Motorola have bought Airwave as a company.</p> <p>April-Aug 2018 Update Home Office have also extended Marconi, EE and Airwave supplier contracts until 2023 to reduce transition risks during migration</p>	<p>Head of Technology</p>
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CORPORATE RISK REGISTER 2018/19

		6.7	Withdrawal and transition arrangements from SOPHTLOGIC to new MIS for Community Fire Protection.	6.7.1	1,2,3,4	Robust transitional arrangements are required to ensure the Authority can carry out its statutory duty as the Enforcing Authority under the RRO (Fire Safety) 2005.	15	<p>The replacement of the SOPHTLOGIC system is programmed in for development and options are being explored. The transitional arrangements remain part of that process.</p> <p>April-Aug Update The process of developing the alternative application has begun. The transitional arrangements are maintained in the meantime.</p>	12	Director of Strategy & Performance
		6.9	Increase potential for Cyber Attack as we move to the Cloud			Loss or reduction in the quality of services provided	15	<p>ICT deploys a number of security measures to protect our networks and information; See 6.2.</p> <p>In addition to these measures, members of ICT have joined the Cybersecurity information Sharing Partnership (CiSP), which is a joint industry and government forum for cybersecurity practitioners to share advice and warnings.</p> <p>April - Aug Update</p>	12	Head of Technology

CORPORATE RISK REGISTER 2018/19

									As part of the ITHC we have undertaken a review of our hybrid Azure arrangements and the report from the subject matter expert is anticipated in the coming weeks.		
		6.10	Loss of system signal to Vesty building			In extreme weather (fog or snow) and if foliage is overgrown there is a loss of systems in the Engineering Centre			Business Continuity plans are in place for these eventualities. April-Aug Update 3g Dongles and mobiles where issued to workshops. A new solution has been identified and permission is being sort from the Vesty landlord to erect a pole as part of the solution. Once approved installation will begin.		AM Operational Preparedness Head of Technology
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People											
7.	Procurement	7.2	Poorly Managed contracts/Partnerships the Financial impacts, onerous T&Cs	7.2.1	1,2,3,4	Negative impact on service delivery, legal issues, poor quality Partnerships undertaken		12	Regular, documented contract management in place for key contracts with priorities agreed between the Authority and the supplier. April-Aug Update No change this period	8	Director of Legal, Procurement & Democratic Services
		7.3	Key suppliers of goods and services ceasing to trade	7.3.1	1,2,3,4	Immediate impact on availability of goods and services required to operate		15	Use of Creditsafe alerts to identify and financial changes to contracted suppliers.	12	Director of Legal, Procurement

CORPORATE RISK REGISTER 2018/19

						efficiently, legal issues, alternative sources of supply needed.		April-Aug Update No change this period		& Democratic Services
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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/057/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	WENDY KENYON
OFFICERS CONSULTED:	STRATEGIC EQUALITY GROUP (SEG) DIVERSITY ACTION GROUP (DAG) STRATEGIC LEADERSHIP TEAM MEMBERS LEAD AUTHORITY MEMBERS		
TITLE OF REPORT:	EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18		

APPENDICES:	APPENDIX A: EQUALITY, DIVERSITY & INCLUSION ANNUAL REPORT APRIL 2017 TO MARCH 2018
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Purpose of Report

1. To provide Members with an update on the progress made against the Equality, Diversity & Inclusion (ED&I) Action Plan 2017-2020 and our ED&I objectives for 2017-2020. The Equality, Diversity and Inclusion Annual Report 2017/18 is attached to this report at Appendix A.

Recommendation

2. That Members consider and approve the attached report for publication on the Merseyside Fire & Rescue Service website in order to demonstrate the Merseyside Fire and Rescue Authority's commitment to equality, diversity and inclusion and in order to meet its Public Sector Equality Duties.

Introduction and Background

3. The purpose of this report is to demonstrate MF&RA's compliance with the Equality Act 2010 general duty and to update stakeholders on the key outcomes delivered in the year with regards to Equality, Diversity and Inclusion.
4. The Equality Act 2010 Public Sector Equality Duty (S149) states that in the exercise of their functions, public authorities must have **due regard** to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not

- Foster good relations between people who share a protected characteristic and those who do not.
5. In order for public authorities to demonstrate they are meeting the PSED there is a number of specific duties which require public bodies including MF&RA to carry out :
 - a. Publish information to show their compliance with the Equality Duty, at least annually
 - b. Set and publish equality objectives, at least every four years.
 6. The PSED states that all information above must be published in a way which makes it easy for people to access it. We will publish and promote the report on our intranet Portal and Website in this Word version and copies will be available for request in braille, large font and different languages on request

Equality and Diversity Implications

7. The ED&I Annual Report evidences how the Authority executes the provision of the Equality Act 2010 and in particular shows due regard to the needs of the nine protected groups through the monitoring of the ED&I action plan and our five equality objectives.

Staff Implications

8. Staff have been integral to the creation of this report through a number of processes including attending the Diversity Action Group forum, meetings with the Diversity and Consultation Manager and providing regular written communication updates. The data contained in the reports will be used by officers carrying out future Equality Impact assessments, changes to services or development of employment and service delivery policies.

Legal Implications

9. The reports demonstrates the work that is being conducted to meet the Equality Act 2010 and Public Sector Equality Duty requirements

Financial Implications & Value for Money

10. There will be no financial implications this year as it has been decided that the report will not be designed and printed externally. Savings have been delivered as a result of this decision.

Risk Management, Health & Safety, and Environmental Implications

11. There are no risk management, health & safety or environmental implications arising from this report.

12. The production of this report demonstrates how MF&RA are delivering services in a way that meets the Authority’s legal duties in relation to the Equality Act 2010 and Public Sector Equality Duty requirements, and how best practice is essential for a public sector organisation. The Annual Report also shows how we manage our services to engage with diverse communities to ensure they are Safer and Stronger.

BACKGROUND PAPERS

CFO/032/18 **EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18**

CFO/067/17 **EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18**

GLOSSARY OF TERMS

AGI	Advice, Guidance & Information
BAME	Black, Asian, Minority, Ethnic
BSL	British Sign Language
C&PY	Children & Young People
CLGA	Communities and Local Government Association
CFO	Chief Fire Officer
CRM	Community Risk Management
CRR	Community Risk Register
DAG	Diversity Action Group
DCFO	Deputy Chief Fire Officer
EIA	Equality Impact Assessment
E & D	Equality and Diversity
ESMCP	Emergency Services Mobile Communications Programme
FRS	Fire & Rescue Service
GMFRS	Greater Manchester Fire & Rescue Service
HFSC	Home Fire Safety Check
JCC	Joint Control Centre
KLOE	Key Line of Enquiry
LGA	Local Government Authority
MFRA	Merseyside Fire & Rescue Authority
NFCC	National Fire Chiefs Council
NJC	National Joint Council
NOG	National Operational Guidance
NWAS	North West Ambulance Service
PCC	Police Crime Commissioner
POD	People and Organisational Development
PPE	Personal Protection Equipment
PSED	Public Sector Equality Duty
SEG	Strategic Equality Group
SMG	Strategic Management Group
SOP	Standard Operational Procedure

TDA
WMFRS

Training and Development Academy
West Midlands Fire & Rescue Service

Merseyside Fire & Rescue Authority

Equality, Diversity & Inclusion Annual Report April 2017 to March 2018

Alternative Formats

We are committed to ensuring that all our information is fully accessible for all communities across Merseyside, we have included this document on our website which can be accessed from our Webpage <http://www.merseyfire.gov.uk/equality & diversity>

If you would like a copy in Arabic, Bengali, Chinese, French or Somali please contact us at Diversity Team, Merseyside Fire & Rescue Service Headquarters, Bridle Road , Bootle, Liverpool L30 4YD. Telephone 0151 296 4422 or email diversityteam@merseyfire.gov.uk.

Arabic

Diversity: على بنا الاتصال يرجى الصومالية، أو الفرنسية، أو الصينية، أو البنغالية، أو العربية، باللغة نسخة أردت إذا Team, MF&RS Headquarters, Bridle Road, Bootle, Liverpool, L30 4YD والمينيكوم الهاتف diversityteam@merseyfire.gov.uk 4422 296 0151 الإلكتروني البريد أو 4422 296 0151
كبيرة طباعية بحروف أيضًا متوفر.

Bengali

আপনি আরবি, বাংলা একটি কপি চান, চীনা, ফরাসি বা সোমালি করুন যোগাযোগ ডাইভারসিটি দল
আমাদের, MF & আরএস সদর, রশ্মি রোড, Bootle, লিভারপুল L30 4YD. টেলিফোন এবং মিনি কম
0151 296 4422 বা ইমেইল diversityteam@merseyfire.gov.uk. বৃহত্তর মুদ্রণ এছাড়াও
উপলব্ধ.

Chinese

如果你想复制的阿拉伯语, 孟加拉语, 中国, 法国或索马里, 请联系 我们多元化的团
队, MF&RS总部, 马勒路, 布特尔, 利物浦L30 4YD. 电话和小型机0151 296
4422 或电邮diversityteam@merseyfire.gov.uk. 在较大的打印也可以。

French

Si vous souhaitez obtenir une copie en arabe, bengali, chinois, contactez s'il vous
plaît français ou en Somalie nous à la diversité équipe, siège de MF & RS, Bridle
Road, Bootle, Liverpool L30 4YD. Téléphone et minicom 0151 296 4422 ou par
courriel diversityteam@merseyfire.gov.uk.Egalement disponible en gros caractères.

Somali

Haddii aad rabtid nuqul Carabi, Bangaali, Shinees, Faransiis ama Soomaali fadlan
la xiriir kooxda Diversity, Merseyside Fire & Rescue Service, Headquarters Service
Bridle Road, Bootle Liverpool L30 4YD.
Telefoonka: 0151 296 4422 ama Email: diversityteam@merseyfire.gov.uk

Sidoo Kale waxaa heli kartaa iyadoo far waaweyn ah.

This Document is also available in larger print and can be reproduced in Braille on request.

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Foreword

I am pleased to introduce our annual equality, diversity and inclusion (ED&I) report for 2017/18. This report provides a detailed account of how we have progressed against our ED&I strategic objectives and action plans during the last year.

In 2017 we set ourselves ambitious goals by developing a new set of Equality Objectives. We understand that equality, diversity and inclusion are integral parts of who we are and what we deliver, so our services and employment practices must be fair and accessible to all.

Our key ambitions for the past year were to:

- Deliver a Gender Pay Gap report and develop practices to address pay gaps
- To continue with our Knowing our Communities project, ensuring we are engaging with diverse communities in an inclusive way
- Deliver a Positive Action strategy to increase the number of underrepresented groups in our workforce
- Ensure we are delivering Home Fire Safety Checks (HFSC) proportionately to our diverse communities in our Home Safety Strategy

I am proud of the fact that in 2017/18 we published our first Gender Pay Gap report which benchmarked us a better than the national average and that this year's report has also put us ahead of the national benchmark, but with an improvement on last year. I am also proud of the work our staff put into the delivery of ED&I in their everyday working lives from attending Liverpool Pride, to being a Fire Proud Ally, to supporting International Women's Day, to being a Diversity Champion and being mindful of inclusion in their everyday decisions. They are all helping to keep the spirit of ED&I very much alive in times of challenge and competing resources.

Our challenge going forward is to address any imbalances through the delivery of our People Strategy in relation to Positive Action and the attraction of underrepresented staff groups into senior roles across the organisation, but specifically in operational roles.

As we deliver our strategic ED&I objectives, we will continue to implement significant changes in areas such as:

- Equality, diversity and inclusion training and education; ensuring staff are equipped to deliver against the ED&I agenda in providing services inclusively to the public of Merseyside
- Delivery of the People Strategy and specifically embedding ED&I into leadership training and recruitment, to ensure our leaders and managers are fair and inclusive in their approach to supporting and developing staff from all groups and celebrating and embracing difference.
- Delivery of our Staff Engagement strategy; ensuring that ED&I is evaluated clearly throughout and address any issues that may raise.

Our challenge continues to be how we monitor the outcome of these changes, ensuring they uphold equality, diversity and inclusion, at the same time maintaining our mission to keep the public of Merseyside safe from the risk of fire and other emergencies.

I am confident that we will continue to make improvements and maintain the right balance between using our resources efficiently and effectively and building a better and stronger more inclusive MF&RA.

Phil Garrigan, Chief Fire Officer
Merseyside Fire & Rescue Service

Welcome

As Lead Authority Members of the Fire and Rescue Authority with responsibility for Community Risk Management (Cllr Peter Brennan) and People (Cllr Jan Grace) our roles extend into supporting and scrutinising Equality, Diversity and Inclusion (DC&I) related work throughout the Service in two ways:

- Ensuring that the diverse communities of Merseyside are provided with services that support their needs. This is discussed throughout the report in relation to the Knowing our Communities and Engaging with Diverse Business projects.
- Ensuring that our staff and volunteers are treated fairly and their diversity is respected and celebrated, that staff are fully supported in the performance of their duties and that they in turn treat each other and the wider community with dignity and respect when carrying out their duties.

In order to carry out our roles effectively we will help scrutinise performance against the ED&I Objectives that the Authority has set itself and its ED&I action plan, and support initiatives, events and projects that help the Authority continue to embed ED&I throughout the organisation.

All Merseyside Fire & Rescue Authority members will continue to make a commitment to improve staff engagement across the organisation, through station visits and through informal conversations organised for staff representatives from all departments of the Service.

We do hope you find this report useful. We would welcome any feedback with respect to the report and we are keen to develop further partnerships with organisations to improve outcomes for the people of Merseyside with respect to fire, safety and rescue. For more information or to initiate talks please do not hesitate to contact us at

Authority Lead Members for Equality & Diversity 2017/18

Cllr Peter Brennan and Cllr Jan grace

Aims of this report

Merseyside Fire and Rescue Authority is pleased to publish this report as a reflection on the work delivered across the organisation in pursuit of Equality, Diversity & Inclusion (ED&I) excellence. This report presents the public and other stakeholders with many success stories about the work we do on a day to day basis to ensure that the services we deliver provide our diverse communities with confidence that we are addressing their needs.

This year's report provides an overview of:

- Progress made for the first year of our new Equality Objectives 2017 - 2020
- Highlights from the delivery of our Equality & Diversity Action plan 2017 – 2020
- A Summary of our Equality Analysis of Workforce and Employment Data report as of 31st March 2018.
- Our Gender Pay Gap reporting as at 31st March 2018

This report also demonstrates our commitment to meeting the Equality Act 2010 and the Public Sector Equality Duty (PSED) in relation to:

1. Publishing, at least annually, information to demonstrate our compliance with the Equality Act 2010 and the PSED.
2. Preparing and publishing one or more specific and measurable objectives that helps to achieve the aims set out in the PSED.
3. Publishing equality information and the objectives in a manner that is accessible to the public.

ED&I is driven by a comprehensive and well monitored Equality, Diversity & Inclusion Action [Plan](#), underpinned by an Equality & Diversity Policy. Equality Impact Assessments (EIAs) are carried out on policy and strategic documents and when these are approved by the Authority they are published on our website www.merseyfire.gov.uk with Authority papers. Each area of the organisation also develops ED&I priorities in relation to their plans and this ensures that ED&I is

consistently considered and is embedded as part of organisational planning and development.

This report also provides an internal reflection on the ED&I work that has been delivered. As an employer it is important that we are embedding ED&I to achieve fairer outcomes for our employees and that we work towards reflecting the diverse communities we serve.

Governance and Performance Management

From 2013 to 2018 the delivery of the ED&I Action Plan was led by the Diversity and Consultation Manager, co-ordinated through our Diversity Action Group (DAG) and scrutinised through our strategic Equality Group (SEG). DAG is made up of departmental representatives (and is supported by the Authority Lead Member for ED&I) and meets quarterly to discuss and monitor progress against the action plan objectives. The DAG is also critical in reviewing equality impacts in relation to MF&RA's services, policies, and projects through a robust Equality Impact Assessment (EIA) process.

Performance against the Equality & Diversity Action Plan has been scrutinised at by the Strategic Equality Group (SEG), chaired by the Deputy Chief Fire Officer and made up of Senior Managers representing all departments of the organisation, and ultimately by the fire & rescue authority. We are reviewing this approach in 2018.

The Diversity and Consultation Manager also holds regular equality engagement meetings with the Representative Bodies (trade unions and staff associations), to ensure that they are aware of the ED&I developments and have an opportunity to contribute to the consideration of the ways in which ED&I influences the provision of fire and rescue services.

MF&FA Members have received EIA training to support their scrutiny role and help them make significant decisions on changes to services provided by the Authority.

Equality & Diversity performance reports scrutinised by the Fire & Rescue Authority are made public via the MF&RA website:

www.merseyfire.gov.uk/aspx/pages/fire_auth/authorityContent.aspx

Our Equality Objectives 2017-2020

As part of our commitment to delivering services and employing staff in accordance with the Equality Act 2010, and in line with the responsibilities placed on the Authority by the Act, we have established five Equality Objectives that are both inward looking (staff related) and outward looking (community and service delivery related)

The reviewed and updated objectives below better demonstrate how we show due regard to eliminating discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

The following sections outline our progress in relation to meeting our objectives.

Equality Objective 1 – Create a strong cohesive organisation that is positive to rising to the future challenges we face:

This objective measures the diversity of MF&RA's workforce, which aims to better represent the makeup of communities, and staff will work to encourage applications from underrepresented groups when carrying out any internal or external recruitment. Progress so far includes:

There were 999 staff employed at MF&RA, as at the end of 2017/18, compared to 991 in 2016/17.

- There were 632 Operational posts, representing 63.2% of the total workforce population.
- 335 staff were in Support posts, representing 33.5% of the total workforce population.
- 32 were Fire Control staff, representing 3.2% of the total workforce population

When reviewing the gender equality data by position the following observations are made:

- Overall females make up 24.8% (248) of the total staffing at MF&RA, a slight increase on the 22.2% seen during 2015/16.
- Support staff have an approximate 50% split between male and female. There are more females in the lower paid roles – including staff working grades 1-5 (65.8%, 54 out of 82)¹. Within medium pay bands (grades 6-11) 46.4% (98 from 211) are female²
- Uniformed/operational staff had a gender split of 92.1% (582) male and 7.9% (50) female
- Fire Control staff have a gender split of 9.4% (3) male to 88.9% (29) female, which is a slight increase in male staffing. Due to the traditional nature of Fire Control work, this is generally in line with sector averages, as Fire Control is normally a female dominated occupation
- 46.9% of the total staff employed at MF&RA are aged 46 and over
- 4.2% of staff had declared a disability (lower than the UK average population at 20%)
- 93.9% of the total staff population at MF&RA were White British/White other, 4.7% of staff are Black Asian Minority Ethnic (BAME) –lower than the Merseyside average at 5.5%³

Gender Pay Gap

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31st March 2017. The regulations stipulate that organisations that employ more than 250 people must publish a report on their gender pay gap. There is a slight difference in the regulation for public sector organisations, in so much as we must publish an annual “snapshot” of our gender pay as at the 31st March each year in our annual report.

Calculations for MF&RA as at 31/03/2018

Gender pay gap figures are based on a total of 940⁴ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

¹ Grade 1, with a starting salary of £15,014 pa, to £20,138 at the top of grade 5.

² Grade 6, with a starting salary of £20,661 to £33,437 at the top of grade 11

³ For details of our ongoing positive action campaigns, please see our Looking forward section on page 39.

⁴ A number of employees weren't included in the Gender Pay Gap Figures because they were not “Full Pay Relevant”. This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

Mean gender pay gap

This measure is the difference between the mean (average) hourly rates of pay for Male and female full pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£15.16	£13.39	-£1.77	-11.7%
Operational Staff (inc Fire Control)	£15.29	£13.49	-£1.80	-11.8%
Support staff	£14.69	£13.34	-£1.35	-9.2%

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour. For just operational personnel the gap is -11.8% and for Support Staff the gap is narrower at -9.2%.

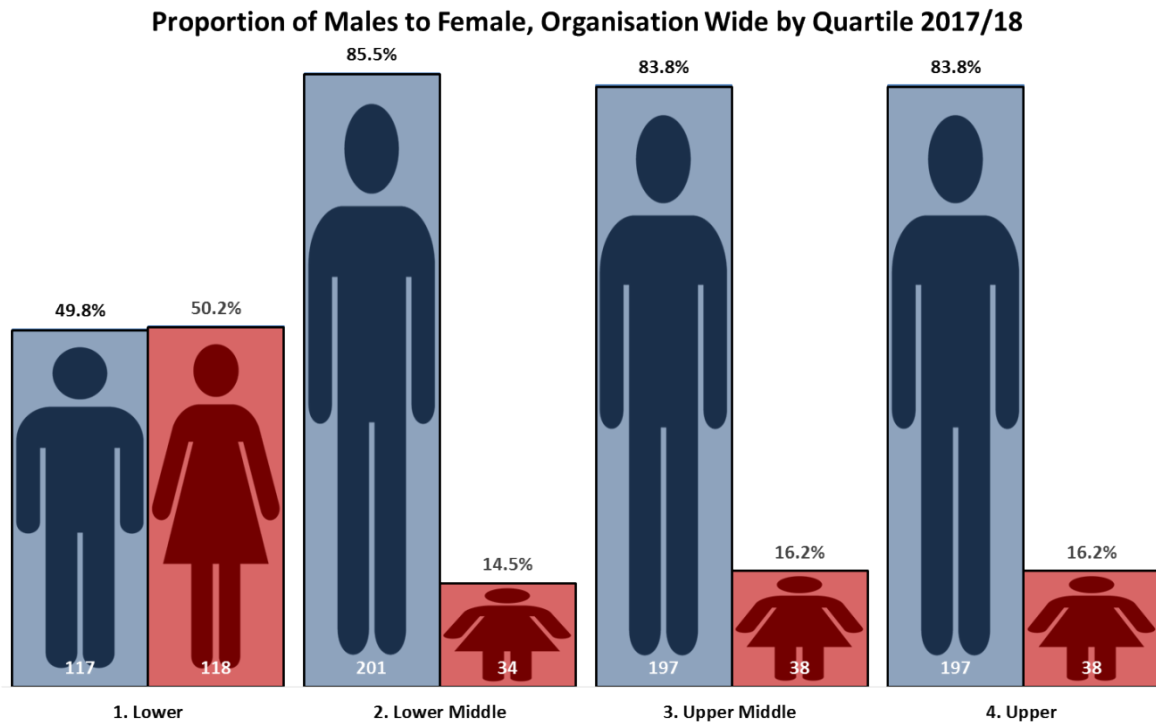
Measure 2. Median gender pay gap

This is the difference between the median hourly rate of pay of male and female full-pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£13.97	£13.42	-£0.55	-3.9%
Operational Staff (inc Fire Control)	£13.97	£13.95	-£0.02	-0.1%
Support staff	£13.67	£12.41	-£1.26	-9.2%

-
- Staff who joined the service part way through the pay period
 - Staff who left the service part way through the pay period
 - Staff in receipt of childcare vouchers
 - Staff on maternity leave
 - Staff with deductions for unpaid leave / jury service
 - Staff with deductions for half/no pay due to sickness

The difference between male and female staff is much narrower, with a -3.9% difference at a MF&RA level, a 0.1% difference for operational staff and -9.2% difference for support staff. The UK median Gender Pay Gap using Office for National Statistics data shows the average pay gap for all employees was 9.1% during 2017⁵.



A copy of our full Annual Workforce Equality Analysis report including our Gender Pay Gap Analysis can be found on our website. [\(insert link\)](#)

⁵

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/understandingthegenderpaygapintheuk/2018-01-17>

Equality Objective 2 – To ensure that people from diverse communities receive equitable services that meet their needs.

By understanding the needs of people from different protected groups and carrying out engagement with and monitoring of those groups, we can ensure that people are fully supported to reduce fire and rescue related risk.

Progress is as follows:

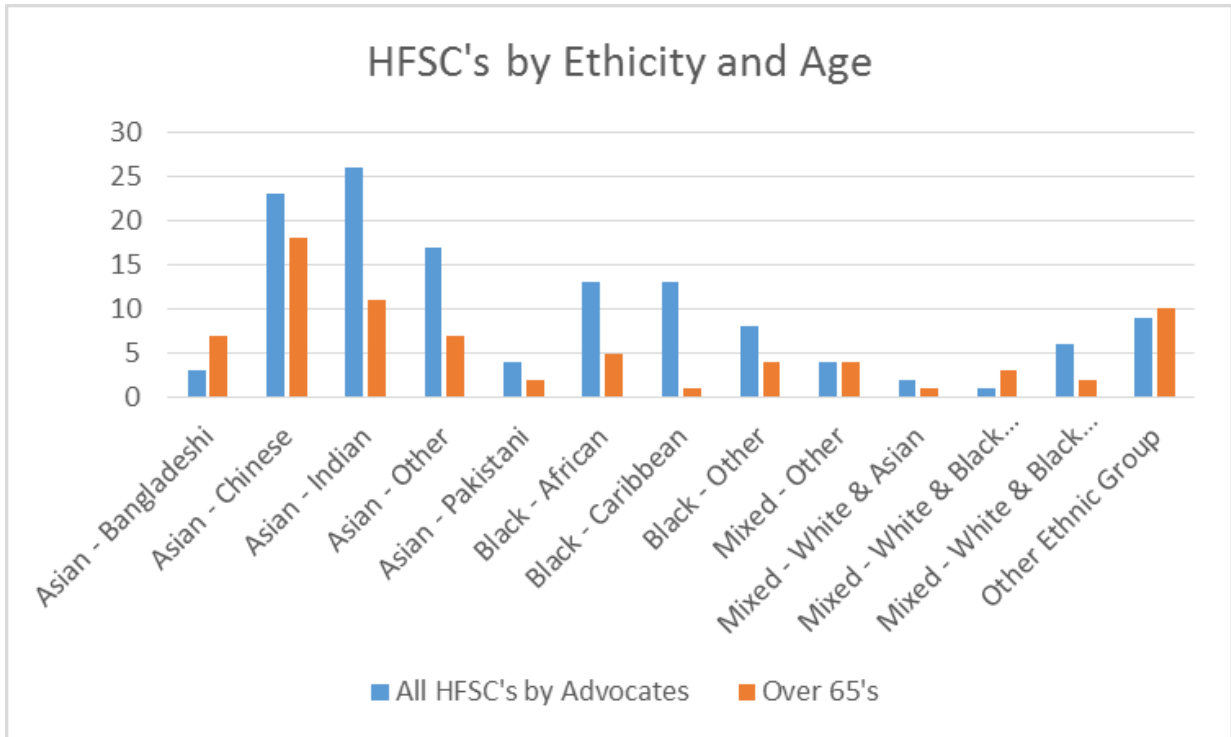
We carry out home fire safety checks with at risk people (most often those aged over 65).

HFSC Equality Monitoring data

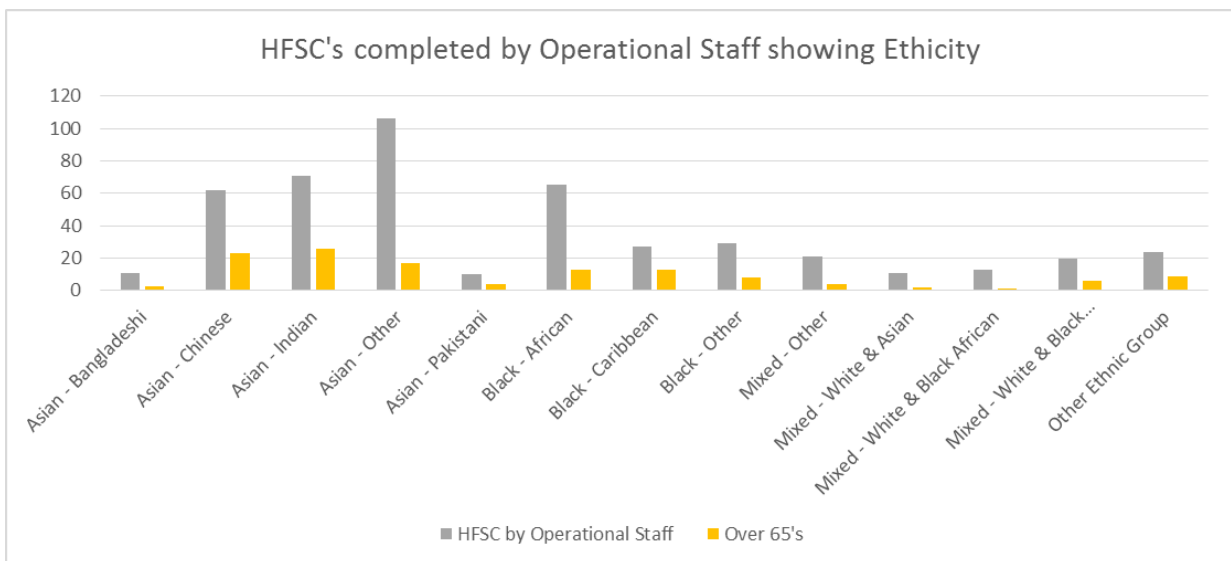
- 1.2% of HFSCs were delivered by community safety advocates to over 65's across Merseyside in the BAME communities. This compares well to the overall over 65's BAME population which is currently 1.6% in Merseyside.
- Our operational crews have also delivered HFSCs to over 65's of which 0.63% were to the BAME community.
- During 2017/18 the occupier's ethnicity was not recorded on 19.4% of occasions when delivering HFSC's.

The figures are benchmarks for the first year of the new ED&I Objectives and will be monitored annually. Our ED&I Action Plan focuses on increasing the amount of ethnicity and religion data during HFSC visits.

The charts below show that during 2017/18 our community safety advocates carried out a total of 9,697 Home Fire Safety Checks across Merseyside. The chart below shows that of those 9,697, 299 or 3.08% identified themselves as BAME, and of those 75 or 1.22% were for people over 65.



The chart below shows that of the 36,859 HFSC's carried out by operational staff, 470 or 1.28% were to people who identified themselves as BAME. Of those, 129 or 0.63% were to people over the age of 65.



HFSC Satisfaction Survey

We have begun to carryout HFSC satisfaction surveys, and these will be analysed to gather information about any Equality & Diversity issues or impacts in relation to service delivery to protected groups.

Prince's Trust equality monitoring data

We offer 12 week Princes Trust development programmes. 116 young people attended Princes Trust programmes during 2017/18 of which 86 completed the survey:

- 67% were male and 32% were female (one student did not identify their gender)
- 17.2% were from a BAME background
- 9% identified themselves as lesbian, gay or bisexual (LGB)
- 36% said they had a disability or long term health condition.
- The average age of students was 17

This shows that there is a high level of diversity amongst the students who attend the programmes. It should be noted that all those students who responded to the feedback survey (86), stated they would recommend the programme to others.

Fire Cadet's equality monitoring data

We operate fire cadet groups for young people aged 13 to 18.

- 12% were from a BAME background
- 23.5% declared having a disability or long term health condition.
- The average age of cadets is 14.

Objective 3 – Reducing fires and other incidents amongst the vulnerable protected groups. By better understanding the impacts for diverse communities in terms of fires and other incidents we can measure whether there are any disproportionate outcomes for relevant protected groups.

Progress is as follows:

Accidental fires in the home

As of 17th April 2018, there were a total of 915 accidental dwelling fires in the home across Merseyside in 2017/18. It is highly likely that this will be the lowest count of incidents on record. The incidents tend to take place in the most deprived areas of Merseyside with 48% (418) taking place in the 1-10% most deprived deciles. Some of those are also areas with the most diversity in terms of ethnicity and religion.

During 2017-18, there were 4 accidental fire dwelling fatalities and despite each death being a tragedy, this is the lowest figure achieved in the history of the Service, with no deaths occurring in Sefton, Knowsley and St Helens.

More detailed information on the fatalities in accidental dwelling fires can be found on our website in the following report; Analysis of Fatalities in Accidental Dwelling Fires between 1st April 2017 and 31st March 2018.

Objective 4 - To ensure that staff are better equipped to deliver their roles whilst:

- **Showing due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.**
- **Advance equality of opportunities for underrepresented groups**
- **Foster good relations between people who share protected groups and those who don't.**

Progress is as follows:

Bullying and Harassment claims, Disciplinary and Grievance data

There have been a total of 33 disciplinary proceedings during 2017/18, of which:

- 31 involved male members of staff
- 2 female.
- Ethnicity was 32 White British
- Irish and 1 from another White Background.

There have also been a total of 19 grievances. The people involved had the following characteristics:

- 17 involved male members of staff
- 2 were female.
- 17 were White British/Irish,
- 1 was Black/Black British
- 1 was Other Mixed Background.

Comparing these figures with the previous year (2016/17), there has been an increase in the number of disciplinary proceedings by approximately 33%, however there has been a large decrease in the number of grievances submitted which has reduced by 37. This is because 23 out of the total of 53 grievances were from individuals who had come together to make 2 collective grievances. The grievances will be monitored for any significant trend and will be reviewed with sufficient data.

Employment Tribunals

2 (joint) claims were registered at tribunal in relation to equal pay, these were withdrawn by the claimants before the employment tribunal hearing.

A further National (All Fire & Rescue Authorities) Sex Discrimination Claim is ongoing in relation to pension issues and is partly agreed but subject to appeal by Fire & Rescue Authorities. The Employment Tribunals will be monitored for any significant trend and will be review when sufficient data becomes available.

Equality Objective 5 – to continue to aspire to achieving excellence, or equivalent in a Fire and Rescue Service Equality Framework

Taking part in assessment helps us to benchmark and continuously improve in relation to the equality, diversity and inclusion agenda and provides an external viewpoint on our progress in relation to our equality objectives.

Progress as follows:

FRS Equality Excellence Framework review 2017/18

A self-assessment desk top exercise was completed prior to the Framework being revised during 2017 (Which has resulted in the framework being in development phase for some time). The Diversity and Consultation manager is reviewing the current arrangements for the Framework along with other frameworks and benchmarks including the Employers Network for Equality and Inclusion (ENEI), to establish the best framework for Merseyside Fire & Rescue Authority in the future, especially considering any outcomes from Fire & Rescue Service inspection in late 2018.

Looking at all aspects of ED&I across the Service, there are a number of areas where we benchmark and seek assessment to ensure the services we offer are of the highest standard.

- Our Youth Engagement teams have been reassessed against the Matrix Quality Standard for Information, Advice and Guidance. This assessment against the Matrix Standard provides a nationally recognised formal accreditation of information, advice and/or guidance services delivered against three key areas; Leadership and Management, Resources and Service Delivery, and provides improvement and development ideas to support the Service moving forward. The Standard also considers how guidance and support is tailored to meet diverse student's needs,

- In our ongoing commitment to staff mental health and wellbeing, Merseyside Fire & Rescue Authority have signed the “Time to Change” – Mind Blue Light pledge. The pledge is an indicator of our commitment, supported by a robust action plan setting out what we will do to ensure we meet the pledge across the whole organisation. Our pledge includes:
 - Support from all senior managers
 - Clear visible campaigns promoting Blue Light Mind and mental health issues
 - Creating our Blue Light Champions who can help and support colleagues and be there as a point of help and support
 - For all MFRS staff to be trained in Mental Health First Aid or Mental Health First Aid Lite

- As well as our Time to Change pledge we also undertake the Workplace Wellbeing Charter. The Charter is about encouraging organisations to make a real commitment to improving the health and wellbeing of their workforce, while also making the organisation an employer of choice for prospective employees.

For more information about the Time to Change – Mind Blue Light Pledge visit www.mind.org.uk. More information about the Workplace Wellbeing Charter can be found at www.wellbeingcharter.org.uk

- MF&RA carried out a self-assessment to become a Disability Confident Employer. The Disability Confident scheme aims to help employers make the most of the opportunities provided by employing disabled people. It is voluntary and has been developed by employers and disabled people’s representatives. The self-assessment requires employers to consider two themes; “Getting the right people for your business” and “Keeping and developing people”.

The Disability Confident scheme supports employers to make the most of the talents disabled people can bring to the workplace. Through Disability Confident, thousands of employers are:

- challenging attitudes towards disability
 - increasing understanding of disability
 - removing barriers to disabled people and those with long-term health conditions
 - ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations
-
- We have also benchmarked our ED&I Objectives, Action Plan and policies against National Fire & Rescue Service best practice
 - National Joint Council Key Indicators (circular 06/16)
 - National Joint Council Circular with 26 key recommendations
 - Her Majesties' Inspectorate of Fire and Rescue Services key line of enquiry which include ED&I measures
 - Fire and Rescue Services Framework

All contribute to ensuring our plans, objectives and outcomes are meeting best practice.

Our Annual Workforce Equality Analysis report can be found on our website and it provides a more detailed breakdown on staff diversity. We produce this data annually to help us monitor the trends relating to the number of staff in different protected groups across all groups and levels of the organisation. The information also assists senior officers when developing Positive Action to encourage more diverse groups to apply for roles where they are most under represented. The data also assists the organisation with completing its duty to have due regard to the needs of different groups when developing employment practices and fire and rescue services. This is done through our Equality Impact Assessment process

Delivery of our Equality & Diversity Action Plan 2017 - 2020

The Equality & Diversity Action Plan was first introduced in April 2013, to help MF&RA progress its long term Equality & Diversity objectives, to ensure compliance with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and to reflect the fact that Equality & Diversity was embedded and delivered across all areas of the Organisation.

Our latest plan was developed for 2017-2020 and is aligned to the Authority's Integrated Risk Management Plan and E,D&I Objectives.

This section of our Annual Report provides highlights of some of the exceptional work undertaken by our staff and volunteers during 2017-18;

Fire Safety Reassurance Campaign following the Grenfell Tower tragedy

Following the Grenfell Tower tragedy in June 2017, MF&RA carried out a significant number of campaigns across Merseyside to provide fire safety advice and guidance to residents of tower blocks. We knew that there would be a number of residents who would not speak English, so translation packs were developed by the Diversity team to provide fire safety officers with effective means of communicating in the most commonly used languages spoken across Merseyside: French, Arabic, Polish, Cantonese, Urdu, Kurdish, Chinese (simple), Romanian, Spanish, Tamil and Czech. A sentence was also added to the reverse of the English language leaflet in the common languages above, directing residents to the MF&RA website for more information in their own language. Further support was provided to Community Risk Management staff on how to use the Language Line translation service to assist with providing fire safety advice on a face to face basis. The Service will be setting up a small translation group in the future to assist with any large campaigns and providing fire safety guidance in different languages

Translation and reaching our communities

As part of a reassurance campaign delivered by our Community Risk Management team following a fatal fire in Kensington, and after consulting with Liverpool City

Council, Private Sector Housing Licensing Manager, an additional section was added to our leaflets which were to be delivered to properties in the area to provide tenants with information about the Landlord Licencing Scheme. It was decided that the additional information would also be include the information in Romanian, due to the large population living in the area.

Supporting vulnerable members of our community

At MF&RA our Advocates working in the Community Risk Management Prevention team deliver a wide range of help and support to members of the community across Merseyside, including Home Fire Safety Checks, Safe and Well visits, Stop Smoking advice, and sign-posting to other agencies for help and support in the home. Below are a few examples of how our Advocates and other members of our prevention teams have been able to support vulnerable members of our community to ensure they are safe from the risk of fire in their home.

- **Supporting Deaf community members through sign language**

We have a number of Community Safety Advocates who are able to deliver advice to the public using British Sign Language (BSL). A Vulnerable Persons Advocate in Liverpool, stepped outside her normal role by carrying out a BSL referral for a Home Fire Safety Check. The Advocate in question, Ellie Williams would not normally carry out the BSL referrals, as these would be carried out by a colleague, Sarah Hannett. Sarah was on annual leave and as she knew that Ellie had recently completed her BSL level 1 asked if she would be able to carry out the visit. Following the visit feedback was received from the property owners to say that Ellie had been very helpful and had provided them with all the fire safety information that they needed. This flexibility means that we can offer a wider range of services to vulnerable people.

- **Safeguarding Referral**

Our Information Assistant, received a call from a man in Liverpool to enquire if he could obtain information regarding an incident outside his home. He explained that he was registered blind and was concerned about living at the property. After the call it became apparent that the gentleman was feeling very

vulnerable living at the property due to people continually knocking at his door and window, and rubbish being left outside. A neighbour said they had seen people climbing up the drainpipe and taunting the occupier. Sue asked if they had referred the taunting to the Police, and advised that they hadn't as yet. She suggested to them to contact the Police raising their concerns.

Also as a result of Sue's concerns the decision was taken to treat this incident as a safeguarding referral, and to arrange a home fire safety check and target hardening of the property against any further anti-social behaviour and hate crime.

Our Arson Reduction Advocate Sagal Jama and Sarah Hannett, our vulnerable Persons Advocate, attended the property and found that the fire had damaged the drainage internally and externally. The gentleman told our advocates that he couldn't have a guide dog due to the property being so small but he felt that a guide dog would provide him with independence and security. Our staff realised that the environment and accommodation that he lived in was making him extremely vulnerable and due to the nature and location of the fire it was decided that they would refer him to the Daisy UK Hate Crime Team.

Following on from our Sue's original call, Sarah and Sagal's visit and the work carried out by Daisy UK Hate Crime Team, they have been able to work with local social housing providers to identify a new property for the gentleman. The move has allowed him to get a guide dog which will provide him with the independence and security he felt he had lost.

- **Safety Workshops for Syrian Families**

Syrian refugee families living in Wirral attended Birkenhead Community Fire Station for a workshop run by MF&RA in partnership with Merseyside Police and Refugee Action. Twenty five adults and seven children attended the event, listening to presentations on fire safety, crime prevention and how to report hate crime. The session was interpreted into Arabic and families were able to raise questions about issues and problems affecting them.

Jen Spencer-Welsh, Prevention Hub Manager for Wirral said:

“The session enabled us to provide key safety messages, as well as break down perceived barriers between the uniformed services and the refugee community”

Ramadan 2017

In May, ahead of the Ramadan period, the Authority held a targeted fire safety campaign, providing residents and businesses with tailored fire safety advice in the Princes Park ward of Liverpool, where 40% of the population are BAME. It is also known that there is a large Muslim community within the area.

The advice provided included:

- **Cooking safety tips**, especially as cooking takes place after sunset for Iftar and before dawn for Suhoor, so there may be an increased risk of fire.
- **Bukhoor, Incense, and Shisha Candle Safety**; these can help create a nice atmosphere, but they can be a fire hazard.
- The importance of **GET OUT, STAY OUT and PHONE 999**.

The afternoon campaign saw advocates and fire crews delivering 59 home fire safety checks, engaging with 25 Muslim families, delivering 38 bespoke leaflets, including delivery to properties where Muslim families are known to live.

Collaboration Project with Merseyside Police

As part of an ongoing commitment to developing collaborative ED&I and community engagement opportunities with Merseyside Police, MF&RA has been instrumental in the development of two new initiatives, detailed below. We have a number of key projects which are specifically targeting vulnerable communities and delivering staff education and cooperation. The following outlines the progress made.

- **Merseyside Autism Attention Cards**

The Merseyside Autism Attention Card can help people with autism to alert emergency services to their condition so that they can be treated in a way that is most appropriate. MF&RA has agreed to carry out an HFSC for anyone with an attention card. More work will take place to provide advocates and fire crews with further guidance and education on the impact that autism might have on people's approach to fire safety and evacuation from a fire.

For more information or to receive an application please contact Cheshire Autism Practical Support (CHAPS) by;
Telephone on: 0344 850 8607
Email: admin@cheshireautism.org.uk
Or visit the website at: www.cheshireautism.org.uk

- **Dementia Pledge**

The second initiative is the Dementia Pledge which was signed by MF&RA, Merseyside Police and NWS at the Joint Control Centre in Bootle. The Pledge is part of a national emergency services programme. Our commitment is to deliver more training and guidance to staff over the next twelve months, and forty prevention staff from MF&RA attended Liverpool Museum for their award winning House of Memories training, specifically designed to support people with dementia. This training will support staff who are delivering home safety initiatives to vulnerable communities across Merseyside. Fire Service Direct (FSD) our home fire safety call coordinating centre, were included in the training as it is important to recognise and understand appropriate techniques for communicating with people with dementia effectively; this becomes especially difficult over the phone.

- **Diversity Calendar Collaboration**

As part of ongoing Blue Light Services Collaboration project, MF&RA developed the Diversity Events calendar for 2018 in partnership with Merseyside Police and North West Ambulance Service. The calendar shows many images of diversity in action across the three services. The calendar is designed to show key religious and cultural events taking place, to help staff

plan events and campaigns at appropriate times during the year to help support our diverse communities.

Other collaboration projects have focused on diversity and inclusion both within the blue light services and for the diverse communities of Merseyside. Many of the projects are detailed throughout this report.

- **Merseyside Police Staff Support Network event**

MF&RA staff attended a Merseyside Police Staff Support Network event at in March. The event enabled our Diversity and Consultation Manager and a number of Diversity Champions to learn more about how other sectors run successful staff diversity networks in supporting underrepresented groups. An outcome of the event provides MF&RA staff with an open invitations to attend any Police staff network in the future and it was agreed on deliver of joint diversity events such as Black History Month and Pride.

Youth Engagement

Our Youth Engagement teams continue to ensure that activities and programmes are fully inclusive for all young people. They endeavour to make modifications to enable children and young people from different protected groups to take part in all activities and have the same opportunities as their peers to move their lives forward. The Youth Engagement recruitment strategy actively invites children and young people who need additional support and this consideration is included when staff are planning and putting together their programmes.

Reasonable adjustments are part of the programme policies and are made for those students with disabilities or mental health conditions in relation to all aspects of the programme e.g.

- By finding alternative ways that evidence can be submitted to examining bodies, such as the use of videos for those students whose first language is not English.

- Taking a holistic approach to the qualifications offered on the Princes Trust Programmes and identifying alternative qualifications which can be tailored to suit the student.
- Making adjustments to the residential course to ensure that all team members are able to participate.
- Alterations to uniform for members of our Fire Cadets

As part of continuing work to support the children and young people who participate in our youth engagement programmes, all relevant staff are receiving a programme of specialist training e.g. Mental health first aid training and transgender awareness. This ensures that staff feel equipped to support, advise and guide participants from a diverse range of backgrounds. Opportunities for children and young people across Merseyside to access additional support are made available in several ways, including centric learning which supports students to help them control their own learning/development experience.

One of our aims is to help and support participants to move forward by returning to education or gaining employment. One of our volunteer Fire Cadet Instructors, who has been with our Wirral Fire Cadets for over 12 months now, was previously a student on a MF&RA Beacon Project. Whilst on this course, he gained the Most Outstanding Student Award and then continued to support MF&RA by mentoring students on numerous MF&RA youth programmes over the course of a number of years. Tom is now 19 years old and currently works as an apprentice primary school sports teacher.

Tom is a very valued volunteer and commits himself to work two hours every week to support our fire cadets. In addition, he supports numerous Cadet social action events on weekends. He is a popular volunteer, and attends regular planning meetings and always participates fully to ensure the Fire Cadets are supported and can develop in the best way they can. Tom is a perfect example of how a student who has previously worked with MF&RA, has used his success and experience to give back to other students. He is a fantastic role model an ambassador for MF&RA.

Tackling Hate Crime

Hate crime statistics for Merseyside are on the increase with 2731 cases being reported yearly. A hate crime or incident is any incident that may or may not be a criminal offence which is perceived by the victim or any other person as being motivated by prejudice or hate.

The prejudice or hate can be based on a number of factors including:

- Disability (including learning disabilities)
- Race/ethnicity
- Religion or belief (including no belief)
- Sexual orientation
- Gender identity.

MF&RA has a strong role in supporting anyone who is subject to hate crime through the following:

- All community fire stations act as Safe Havens. These can be accessed by people who feel under threat, including those subject to hate crime.
- There are more than 70 third party hate crime reporting centres across Merseyside, which include all of our community fire stations. At each centre, staff are trained to help victims get advice and support in a safe and secure environment. They can help people contact the police or Stop Hate UK and report any incidents of hate or abuse.
- Carrying out Home Fire Safety Checks and target hardening properties where there may be a risk of fire being used as a hate crime. This will involve making the property or person more resistant to the potential of fire. There are many ways in which we can do this including:
 - Ensuring smoke alarms are fitted through the property
 - External doors are good quality, secure and have minimal gaps
 - Fitting letterbox flap locks
 - Fitting fire retardant letterbox bags
 - Ensuring bins and combustibles are away from the property

- Referrals for further support to organisations such as Daisy UK⁶.
- Hate crime incidents are logged to help MF&RA build a picture of ongoing issues against particular properties, this is then monitored and reported on at Strategic Hate Crime Boards across Merseyside.

As part of the national hate crime awareness week in October 2017, the Street Intervention Team (SIT), in conjunction with Liverpool City Council, held a number of sessions with students across Liverpool to raise awareness of hate crime. The events were successful in helping students to gain a greater understanding of what hate crime is and how it can affect individuals and their lives. Leaflets were issued to the public during the week. Merseyside held its own hate crime awareness week in February and Merseyside Police and MF&RA worked together to promote awareness through media campaigns and a dedicated blue light services Hate Crime event, which was held at Our Lady & St Nicholas Church in Liverpool City Centre . The event involved victims of hate crime describing their stories, students from Liverpool Institute of Performing Arts (LIPA) performing a short story about hate crime and young people and the choir from Daisy UK entertained the congregation with songs for peace and harmony.

Celebrating International Women's Day

Following on from the success of the coffee and conversation morning held at MF&RA headquarters to celebrate International Women's Day in 2016, a second event was held in 2018. This provided an opportunity to celebrate how women and their achievements have contributed to our society, culture, politics, and charity work across Merseyside. There was practical input from staff in MF&RA People & Organisational Development department who provided attendees with advice and guidance about the policies that help achieve a good work life balance. The theme of the event followed the national IWD campaign **#pressforprogress**.

Approximately 60 people attended the event including, MF&RA and Merseyside Police staff, Merseyside Fire & Rescue Authority Members, partner organisations, Fire Cadets from Archbishop Blanch School and our guest speakers, who shared

⁶www.Daisyuk.com

their inspirational stories about their role and how they support women and communities in Merseyside.

As part of this year's event, "Small change – Big Impact", jars were issued to attendees to gather small change which when added together will make a big impact to different charities that support women both locally and nationally.

Attendees said they enjoyed and learned from the range of presentation styles, subjects and speakers from different backgrounds and experiences.

Knowing our Communities

As part of our ongoing project; "Knowing our Communities", MF&RA has engaged a Faith and Culture Advisor to help us gain access to different faiths and cultures mainly Asian, Muslim, Hindu and Sikh. Islam awareness training has been delivered to over 106 members of staff, Authority members and colleagues from Merseyside Police to help them gain a greater understanding of the Muslim faith, beliefs and practices. The sessions held were delivered in our local mosques, to help gain experience of what happens there and provided an opportunity to observe lunchtime prayer.

Feedback from those who have participated included:

"A very useful day where the presenters (including the imam) were very open and honest. The course has dispelled many of the myths seen in the media".

Merseyside Police.

"Very good course. It helped with the course content that it was delivered in a local mosques, as you were able to get a better understanding, knowledge and experience of the religion, beliefs and culture". **Merseyside Fire & Rescue Service**

"Very useful insight, resolves any misconceptions". **Member of Merseyside Fire & Rescue Authority**

Our Culture and Faith Advisor brings a lot of experience in community engagement and community cohesion work and his excellent inter-personal skills coupled with his commitment to work in this field has assisted us in making contact with key members of the Muslim Communities and Mosques across Merseyside. This relationship led to a meeting held at the Al-Rahma Mosque in Liverpool where representatives from MF&RA including the Deputy Chief Fire Officer, our Diversity and Consultation Manager, members of our Prevention and Protection teams and our Recruitment team met with 12 Muslim community leaders and Imams to discuss how MF&RA could work more closely with the Muslim community. Discussions were centred around business fire safety, fire prevention and recruitment. Through these new contacts we are able to circulate targeted fire safety information (using Friday prayers), career opportunities and key community messages across the whole Muslim community of Merseyside, and we will be continuing to develop this relationship with further engagement and projects over the coming year.

Engaging Diverse Businesses (EDB)

Engaging Diverse Businesses is a National Fire Chiefs Council (NFCC) project which was established by MF&RA in 2015. The project is now part of the NFCC Protection Strategy 2018 – 2020 action plan. The project seeks to engage with business owners from diverse cultural and ethnic backgrounds to help break down barriers to deliver fire safety messages and actions. The project is making good progress and a draft research report has been developed which will assist fire & rescue services nationally (and other regulatory bodies) to understand how diverse business owners respond to Health & Safety and Fire Safety legislation requirements. The second phase of the project is underway, with the development of an educational toolkit with examples of resources and notable practice. To date, five case studies have been developed with fire & rescue services across the country. The next stage is to promote the project outcomes at future fire & rescue service conferences, including the Institute of Fire Engineers and Asian Fire Service Association in November 2018.

Positive Action Update

Our Positive Action team continue to promote the wide range of career opportunities available in MF&RA. Our popular “Have a go” days are held at our Training and

Development Academy for people considering a career as a firefighter. The MF&RA Positive Action team have also arranged open days at Kensington and Aintree Fire Stations to give people an idea of what life is like on station and speak to fire crews to decide whether this is a career for them.

We continue to meet with stakeholders in the community, e.g. Wirral Change, LJMU, University of Liverpool and the Chinese community, to promote our employment opportunities and run workshops. Information for two roles, one with our Corporate Communications team and the other for our Fire Control vacancies have been circulated to Muslim communities to help promote MF&RA as a career choice. This has seen an increase in members of the Muslim community attending these events to gain a greater understanding of the role of a Firefighter.

Operational Response staff engagement

As part of the ongoing work to support staff engagement with our operational response staff, focus groups have taken place to help understand what operational staff think about working on station and how staff view difference, diversity and unconscious biases.

The work is part of an ongoing operational response staff engagement project which will continue with further focus groups in 2018/19 and will also use staff survey results in 2018 to assist with developing engagement practice to help build future ED&I training that meets the needs of our staff.

Access Audit

As part of our ongoing delivery of improvement programmes identified from our Access Audit, the Diversity Team, Estates and ICT teams have been working together to ensure that Service Headquarters is accessible to all visitors. A visibly enhanced access button has been installed at the entrance to reception, and the disabled parking bays at the front of the building repainted to ensure that visitors to Service Headquarters can access the building easily.

Analogue hearing loops have been installed in the community rooms of all PFI (Private Finance Initiative) fire stations and are tested regularly. Appropriate signage

and instructions on how to use the loops is being updated and will be displayed in the relevant rooms.

MF&RA Volunteers

We currently have 33 volunteers and expect to have more joining during 2018/19.

The diversity of our current volunteers is as follows:

- 3 have disclosed a disability
- 26 are male and 7 female
- 1 volunteer is aged 66+
- 4 volunteers are aged 16-21 and the majority are within age range of 22-30 and 31-40.

Our aim is to ensure that all our volunteers are able to join in the campaigns they wish to participate in. During 2017/18, volunteers have taken part in various campaigns such as arson reduction, high rise /Protection campaigns (following the Grenfell Tower fire), reassurance campaigns, careers fairs, Restart a Heart campaign, Bonfire season, road safety campaigns aimed at over 65 year olds and homeless campaigns led by the Whitechapel Centre.

We are currently working with One-Vision housing to offer a de-cluttering service. The programme will see the MF&RA volunteers help tackle issues of hoarding over a long period of time. Acting as friends, they will continue to visit residents to ensure that homes remain free of clutter and tackle any further hoarding issues should they arise.

Mental Health First Aid.

Over 160 firefighters and non-operational staff have completed the Mental Health First Aid or Mental Health First Aid Lite course, this is a significant contribution training all our staff over the coming years. This will help staff to:

- Gain a wider understanding, for themselves and others, of some issues surrounding mental health
- Gain a greater understanding of how and why positive and negative mental health affects business

- Work more effectively with people experiencing mental health problems

By the end of the course participants will be able to:

- Identify the discrimination surrounding mental health problems
- Define mental health and some mental health problems
- Relate to people's experiences
- Help support people with mental health problems
- Begin developing a business case for promoting positive mental health in the workplace.
- Look after their own mental health

Events and Awards

Prince's Trust Graduate Crowned Young Achiever of the Year.

In our Annual Report last year we shared the story of two of our Prince's Trust graduates John and Saad who had both been nominated for a regional award by their Prince's Trust team leaders. We are pleased to report that Saad, who fled his home in Syria in 2014, was awarded the Young Achiever of the Year award at the regional ceremony held at the National Football Museum in Manchester. The award recognises young people who have overcome adversity to transform their lives.

National Positive Practice in Mental Health Awards

Positive Practice in Mental Health (PPiMH) is a national user-led collaborative of seventy five organisations, including, NHS Trusts, Clinical Commissioning Groups, Police Forces, third sector providers, front line charities and service user groups. Merseyside Fire and Rescue Service was shortlisted for National Positive Practice in Mental Health Awards in the following categories:

- Mental Health in the Emergency Services
- Mental Wellbeing of Staff

MF&RA won the national Mental Wellbeing of Staff award, and received a Highly Commended award for the Mental Health in the Emergency Services at the event held in Blackpool.

Additionally, following the success of MF&RA being the first fire service in the UK to win a 'Highly Commended' Award at last year's Positive Practice in Mental Health Awards, the PPiMH Collaborative Members have asked MF&RA to be the first fire & rescue service in the country to both join the national collaborative and also lead in the Mental Health and the Emergency Services sector.

The then Deputy Chief Fire Officer, Phil Garrigan, said "I am really pleased MF&RA won the National Positive Practice in Mental Health Award for our work in ensuring we put the mental wellbeing of our staff at the heart of everything we do. It has been a true partnership between the Service and our representative bodies – without

whose support this wouldn't have been achieved. Special Thanks go to Occupational Health Officer Kelly Patterson and Group Manager Mark Thomas for their unswerving compassion and leadership.”

#Iwill ambassador

Adam Cousins a Fire Cadet at Bootle and Netherton Community Fire Station, is one of 50 young people from across the UK who has been selected as a #iwill ambassador by the charity Step Up to Serve. The 200 inspirational young ambassadors are aged between 10 and 20, and are leading fantastic social action in their communities. They come from a variety of backgrounds across the UK, but all have one thing in common – a passion that drives them to find time to help others. From mentoring their peers online, to coordinating a charity fundraiser or enhancing their local area, every one of these #iwill ambassadors is making a difference.

Adam an aspiring firefighter has said “For me it’s helping my community however I can and supporting others. I love taking part in new experiences, learning new skills and getting the chance to put my Fire Cadet skills into practice by working as part of a team. As an ambassador I have learned about road safety, created my own presentation and I have spoken to young people at a number of different colleges to help them realise the dangers of the road. I intend to help more with road & water safety campaigns. As being an ambassador I still volunteer at MF&RA Heritage & Education Centre and will continue to help with fundraising events. Being involved in the community is extremely important and I hope to continue to get more people involved and hope they can get the same opportunities I have had with both MF&RA and the #iwill campaign.”

Pride 2017 – “International Love”

Merseyside Fire and Rescue Authority staff, apprentices and Authority Members, along with family, friends (and a few family pets) attended the Liverpool Pride event in July. All those attending started the day with breakfast at our Liverpool City Community Fire Station, before walking to St George’s Plateau to join the main march. The breakfast event was hosted by our FireProud LGBT Staff Network, and our FireProud Allies.

Students from our Prince's Trust Team four, based at Kirkby Community Fire Station, also attended the event year along with team leader Alison Caulfield. The students who attended really enjoyed the day and giving their full support to Pride this year.

***“Pride to me means equality for all, no matter what gender, sexual reference or anything. Happiness for all.”* Matty**

***“The reason I was happy to attend Pride was because it was respect for everyone of any gender and sexuality, everyone was happy.”* Paul**

***“Pride to me is equality. To have the freedom to be who you are without judgement. It's to love everyone no matter what. It's to be accepted for who you are. Everyone is different and it should be embraced.”* Meg**

Many departments are involved in the organisation of MF&RA's attendance at Pride and this is often done voluntarily.

Looking Forward to 2018/19

In 2018/19 our ED&I team will be working to further embed ED&I excellence into the organisation. ED&I remains a key focus for the organisation and good progress has been made in recent years. We will continue to do this in the following ways:

- We will complete our work with training and development of staff to embed ED&I into training programmes.
- We will continue to work in collaboration with partner organisations to maximise the opportunities for effective community engagement with shared at-risk groups. This will enable us to continue delivering effective diverse community engagement with limited resources to ensure that MF&RS knows and understands its communities and can respond with appropriate services.
- We will take part in Merseyside Police forums to ensure we engage with as many community representatives as possible to help us develop and deliver services that meet the needs of our communities.
- We will contribute to the development and delivery of Fire & Rescue Service standards, peer review and inspection in relation to ED&I.
- We will investigate the concept of unconscious bias in conjunction with the inclusive leadership work we are undertaking as part of our People Strategy. We will investigate the benefits of such training in relation to different staff groups/levels and develop our own bespoke programme as part of our ongoing commitment to staff engagement.
- We will review staff network/diversity champions to support diverse groups within the organisation and the diverse communities in Merseyside.
- We will continue to support Positive Action for recruitment and progression to increase the number of underrepresented applicants in various areas of Merseyside Fire & Rescue Service including, increasing the number of men within our Fire Control, and Recruitment of bi-lingual Business Safety Advisors.

Conclusion

It's really pleasing to see the outcomes from our Equality, Diversity and Inclusion related activities and strategies and the impact they have on our staff and the diverse communities of Merseyside. I hope that you have enjoyed reading this report and now understand more about how we ensure that we are considering the needs of different groups, fostering good relations between different equality groups and ensuring that there is equality for all in our services and employment practices.

Whilst we are pleased with our progress being made, there is still more to do. The ongoing projects around Knowing our Communities, Engaging with Diverse Businesses, Positive Action programmes, diversifying our workforce and ED&I training are all longer term strategies which will help will help us to continue to deliver and help to ensure we support our communities and staff.

If you would like to learn more about our work, or have any questions, please do not hesitate to contact our Diversity and Consultation Manager:

Wendy Kenyon, Diversity and Consultation Manager

Email: wendykenyon@merseyfire.gov.uk

Telephone 0151 296 4000

Website: www.merseyfire.gov.uk

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	SCRUTINY		
DATE:	30 OCTOBER 2018	REPORT NO:	CFO/064/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	CFO	REPORT AUTHOR:	NICK MERNOCK
OFFICERS CONSULTED:	WENDY KENYON EQUALITY MANAGER		
TITLE OF REPORT:	FUTURE PEOPLE IMPLICATIONS OF WORKFORCE AND EMPLOYMENT DATA REPORT		

APPENDICES:	APPENDIX A: EQUALITY ANALYSIS OF WORKFORCE AND EMPLOYMENT DATA AS AT 31.3.18
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Purpose of Report

1. To provide Members with a breakdown of the Authority's workforce (people) data produced in order to meet the Equality Act 2010, Public Sector Equality Duty (PSED) and in order to allow scrutiny of the service in relation to the PSED. Attached to this report at Appendix A.
2. To provide members with an overview of the current and planned work that is in place to address the key areas of results contained within the Workforce and Employment Data Report

Recommendation

3. That Members note and approve the Equality Analysis of Workforce and Employment Data Report for publishing on the Authority website in order to demonstrate our commitment to equality, diversity and inclusion and to meet its Public Sector Equality Duties.
4. That members endorse the strategic approaches to addressing the key areas of the Workforce data, and accept that further updates will be provided through the future scrutiny of the recently endorsed People Strategy

Introduction and Background

5. The purpose of the completion of the Workforce and Equality Data report is to demonstrate MFRA's compliance with the Equality Act 2010 general duty across our employment functions and to update stakeholders on the key outcomes delivered in the year with regards to Equality, Diversity and Inclusion.
6. The Equality Act 2010 Public Sector Equality Duty (s.149) states that in the exercise of their functions, public authorities must have **due regard** to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and those who do not.
7. In order for public authorities to demonstrate they are meeting the PSED there is a number of specific duties which require public bodies including MF&RA to carry out :
 - a. Publish information to show their compliance with the Equality Duty, at least annually;
 - b. Set and publish equality objectives, at least every four years.
8. The PSED states that all information above must be published in a way which makes it easy for people to access it. We will publish the reports as previous years on our Intranet and Website and copies will be available for request in braille, large font and different languages on request.
9. The Equality analysis of workforce report also includes our second gender pay gap report which is also required by all Public Sector Bodies employing over 250 employees – by March 2019.
10. The detail below provides for members an update on the work that is currently ongoing as well as future planned work contained within the recently approved People Strategy.
11. Changes in Employment numbers
12. The report captures that the total number of employees within Merseyside Fire and Rescue Service has fallen from 1045 to 999 which is a 4% reduction in overall staffing.
13. Specific reductions have occurred in Firefighter and Watch Manager. This has been anticipated by the Authority and external recruitment has taken place in respect to Watch Management roles. However a number of other unplanned

retirements have impacted on the Authorities planning assumptions and this is being monitored monthly via the Workforce Planning Group, as such strategies are in place to manage staffing fluctuations.

14. The Service has been monitoring these potential reductions in Operational staff and been making plans to address this through its Workforce Development Group and People Strategy. This has led to a large scale recruitment programme dedicated to filling the positions as they become vacant with high quality professional firefighters.
15. This has seen a current recruitment programme taking an initial 1,600 applications and processing them through the various recruitment stages to attain 60 new firefighters in the next year
16. This process is also scheduled to continue over the next two years to ensure a constant through flow of Operational personnel
17. The process is also supplemented with a programme of external transfer ins taking qualified staff from other services
18. The Service is also progressing the reintroduction of Crew Manager positions, which will support staff development, and also ensure that managerial succession planning is successful within the timescales we have identified
19. Gender Workforce balance
20. Whilst more work is required the organisation continues to improve the gender workforce balance on a year by year basis now the restrictions on recruitment have been lifted and large numbers are recruited into the organisation.
21. Overall females make up 24.8% of the total staffing at Merseyside FRA an increase from 22.2% in 2015/16
22. Operationally females make up 7.9% of the workforce which is higher than the UK Fire service female Firefighter average of 5%
23. From a Non Uniformed perspective there are 50.4% females to 49.6% males
24. A refocused positive action strategy and approach has fully contributed to these figures and will continue to do so.
25. The Authority now not only carries out attraction strategies prior to application, but provides 'have a go days' and personal support to applicants who may not achieve the entry standards first time, and helping them with development so they can reapply in a stronger position next time around.
26. This has included support with Physical training, application form completion, interview skills, as well as basic Maths and English support for online tests.

27. All this has seen a very high number of reapplications, and subsequently an increase in training course diversity. Indeed the last training course had a 45% make up of applicants from under represented backgrounds
28. Gender pay differentials
29. In relation to Operational staff, this has been a challenge faced on a national scale impacted by previous gender heavy recruitment, lack of turnover and previously limited numbers of female entrants into the Fire Service
30. Much of this has been addressed previously within this report, along with the future scope to vastly improve its diversity
31. The Authority now has to continue to address the continued lack of females in operational managerial positions, and improvements will be made through a number of approaches such as the reintroduction of Crew Manager Roles, Coaching and Mentoring.
32. The Authority has rewritten its Succession planning Strategy to fully identify this challenge within its People Strategy and the approaches required
33. It has a Gateway procedure for promotion that supports individual development against a persons Appraisal, and their own aspiration to progress. This will be supplemented with personal development programmes, a Leadership Strategy and an Authority Fast Track promotion procedure
34. Work will continue with specific under represented work groups to identify barriers and remove them, to begin a process of broader recruitment and progression through rank
35. In relation to Non-operational staff the Authority in conjunction with Unison adopted the national Job evaluation process that is ratified by them and consequently grades all posts according to the role not the person. These posts are then recruited into in an open and transparent process.
36. The challenge for gender pay in non-operational positions has a number of facets that the organisation continues to address.
37. In some cases a legacy issue where key positions have been heavily male dominated by a previous approach to re engagement for key skills. this has been identified but will take a period of time to address through vacancy management
38. The previously identified small turnover limits vacancies and potential for immediate change to diversity within role.
39. A need to again look at succession planning and the potential for fast track development for non-uniformed employees in conjunction with Appraisal outcomes

40. Ageing workforce
41. The report identifies that the majority of staff within the Authority belong to the age group 46 to 55, with more employees above the age of 46 than below it.
42. 58.2 of operational personnel are aged between 46 – 55
43. For support staff 25.4 are in the age bracket 46-55
44. Again this is an area where the organisation has been patently aware of the future age profile challenge. To some degree the profile is a reflection on the employee satisfaction within role with the organisation having a low turnover of staff. The Operational role remains one of the few potential jobs for life and continuity of employment is high. This is also reflected within the non-operational roles, with turnover again a low factor.
45. The situation will be addressed with the recruitment challenge that the Authority faces. The organisation will be required to recruit up to 300 new operational personnel over the next five years, and it is expected that that recruitment process will dramatically address the age profile of the workforce and see a considerable reduction in the proportion of employees

Equality and Diversity Implications

46. The Equality Analysis of Workforce and Employment Data report provides specific equality impact analysis in relation to our MF&RA staff workforce, youth programmes and volunteers.

Staff Implications

47. Staff have been integral to the creation of this report through a number of processes including attending the Diversity Action Group forum, meetings with the Diversity and Consultation Manager and providing regular written communication updates. The data contained in the reports will be useful to officers carrying out future Equality Impact assessments of their decisions, changes to services or development of employment and service delivery policies.

Legal Implications

48. The reports demonstrates the work that is being conducted to meet the Equality Act 2010 and Public Sector Equality Duty requirements

Financial Implications & Value for Money

49. There will be no financial implications this year as it has been decided that both reports will be published in their current format on the Authority website and will not be professional designed and printed externally.

Risk Management, Health & Safety, and Environmental Implications

50. There are no risk management, health & Safety or environmental implications arising from this report.

Contribution to Our *Safer Stronger Communities – Safe Effective Firefighters*
Mission:

51. The production of these reports demonstrates how MFRA are delivering services in a way that meets the Authorities legal duties to of the Equality Act 2010 and Public Sector Equality Duty requirements, and how best practice is essential for a public sector organisation.

BACKGROUND PAPERS

GLOSSARY OF TERMS



Equality Analysis of Workforce and Employment Data as of 31st March 2018

STRATEGY & PERFORMANCE DIRECTORATE

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Document Control

Amendment History

Version / Issue No.	Date	Author:	Remarks / Reason for Change
1.0		J Fielding, W Kenyon, V Campbell	

Sign-Off List

Name	Position
DCFO Garrigan	Chief Fire Officer
Deb Appleton	Director of Strategy & Performance
Wendy Kenyon	Equality & Consultation Manager
Strategic Equality Group	All Members

Distribution List

Name	Position	I / R
Diversity Action Group		
Strategic Management Group		
Public sharing for Equality Website and Portal		

Related Documents

Ref No.	Title	Author	Version & Date
1.0	Equality Analysis of Workforce and Employment Data as of 31st March 2017	J Fielding, W Kenyon	1.3 22/08/2017

Ownership

Has it been agreed with the client that this is a publicly owned document? Yes / ~~No~~

If Yes please state URL: TBC Awaiting authorisation from Strategic Equality Group

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1. Agreement

For the purpose of this report, the following agreement was made between the client and the Strategy and Performance Directorate. This work was requested by Wendy Kenyon, Diversity and Consultation Manager.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy and Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

Note: The final report, which will always be in PDF format, will be finalised in June 2018 for publishing on the Merseyside Fire & Rescue Authority Website and Portal to meet the Public Sector Equality Duty requirements.

2. Summary

The purpose of this report is to provide equality analysis of workforce data held by Merseyside Fire & Rescue Authority (MF&RA) to meet the requirements of the Equality Act 2010, Public Sector Equality Duty. The report will subsequently be published on the Merseyside Fire & Rescue Authority website and intranet portal to demonstrate our compliance with the specific duties set out in **Appendix A**.

3. Introduction

The introduction of the Public Sector Equality Duty (PSED) in 2011 requires Public Bodies to publish equality information pertaining to the makeup of its workforce on an annual basis. **Appendix A**, sets out the equality duty in more detail.

¹ Deb Appleton

The following equality analysis covers Age, Gender, Disability, Ethnicity, Sexual Orientation and Religion / Belief where available) for the following:

- Staff in post
- Leavers and New Starters
- Discipline, Grievance cases and Employment Tribunals
- Career Breaks and Flexible Working Requests
- Gender pay gap
- Data from Fire Cadets and Princes Trust participants

Note: Where information exists to benchmark, this has been done against the report provided during June 2016 by the National Joint Council – Circular NJC/6/16 “Inclusive Fire Service – Cultural & Behavioural Survey – Final Report”².

MF&RA has a number of Equality Objectives that we have adopted to help us achieve our PSED; these can be found at appendix F and are referenced throughout this document.

4. Methodology

Figures used in this report have been extracted from the MyView system.

The data provided by People and Organisational Development was anonymised and analysed using Microsoft Excel 2013.

Data is correct as of **31/03/2018**.

Only valid data has been analysed, any gaps in the data have been identified using the “Not Stated” classification. When “Not Stated” data

² It should be noted that this benchmarking is for Operational Staffing only, an alternative benchmark is available using Home Office data for 2016/17 (2017/18 data has not been published at the time of writing this report) is available in Appendix C.

is removed from the overall count, a valid percentage has been calculated.

Due to data being extracted from different systems - with differing configurations, the descriptors (particularly for age bands) can differ.

Gender pay gap data is based on the following method:

All members of staff who were full time employment as at 31/3/2018

except the following have been included in calculations:

- Secondary contracts for out of hours cover e.g. tender drivers, workshops, and marine unit.
- Individual payments for the incidents that staff have attended whilst retained. On call - retained payments are included.

Contracts are an area that needs to be considered more widely by the sector as to the way in which those calculation re dealt with for the purposes of gender pay gap reporting. ACAS and LGA guidance have not covered rules of application around working hours - due to recent working time regulation case law.

- Staff who were paid less than their full time salary that month have been excluded in line with government guidelines (e.g. unpaid leave, career break, maternity or sickness reductions in pay)

Salary sacrifice has been included in the pay calculations, we feel to remove it would make the figures appear disproportionate for either gender.

For the quartile analysis of pay bands please note that the lower quartile is based on the Apprentice Rate (the lowest hourly rate for a contractual 35 hour a week member of staff is grade 2, and upper quartile is based on a 48 hour week.

No performance related bonuses are paid to staff, therefore three of the gender pay gap reporting requirements are not reportable (mean, median and proportion for bonus payments).

5. Executive Summary

The purpose of this report is to provide equality analysis of workforce data held by Merseyside Fire & Rescue Authority (MF&RA) to meet the requirements of the Equality Act 2010, Public Sector Equality Duty. This report is published annually and provides detailed charts, tables and narrative to support our analysis of the changes within our workforce.

The analysis provides an overview of the last three years from 2015/16 to 2017/18 in relation to the number of staff in post during that period.

The total number of staff employed by Merseyside Fire & Rescue Authority has fallen from 1045 in 2015/16 to 999 as at 31st March 2018, a reduction of 46, or 4.4%.

The section highlights the key changes from 2015/16 in relation to staff in post by group:

In relation to the total workforce;

- The percentage of Watch Managers has fallen from 14.6% during 2015/16 to 13.0% during 2017/18.
- The percentage of fire-fighters has fallen from 46.6% during 2015/16 to 43.8% during 2017/18.
- Control staff decreased slightly from 3.3% (34) during 2015/16 to 3.2% (32) during 2017/18.
- The percentage of support staff has increased from 30.3% (317) during 2014/15 to 33.5% (335) during 2017/18.
- Over the three year period, the proportion of operational personnel as a whole has fallen from 66.4% to 63.3%.

The analysis of protected staff across all groups identifies that the count of male staff between 2015/16 and 2017/18 has fallen by 7.6% (62 staff). By contrast the number of females working for Merseyside Fire & Rescue

Authority has increased overall by 6.9% (16). Data has shown that there has been a slight fall in the number of Black Asian Minority Ethnic (BAME) staff over the same three year period. The number of staff who have disclosed their sexual orientation as Lesbian Gay Bisexual or Transgender (LGBT) has doubled from 9 to 18 since 2016/15.

When reviewing the workforce equality data by gender the following observations are made:

- Overall females make up 24.8% (248) of the total staffing at Merseyside Fire & Rescue Authority, a slight increase over the three year period from 22.2% seen during 2015/16.
- Operational staff have a gender split of 92.1% (582) males to 7.9% females (50), which is marginally higher than the UK FRS female FF average of 5%³.

When looking at our staffing by age the breakdown of our current staff is as follows

- 51% (171) of all support staff are aged 46-66+
- 39% (131) of current support staff are aged 25-45
- 27 members of support staff are aged under 24; this is the highest proportion of this age group in the whole organisation.

It is important to note that there has been a change in data collection between 2014/15 and 2016/7 which has seen Merseyside Fire & Rescue Authority move to a self-service system for updating our personal records. This appears to have resulted in a reduction of approximately 70% of staff providing their equality monitoring information for Disability, Ethnicity, Religion and Sexual Orientation.

³ Source: Fire and rescue authorities: operational statistics bulletin for England 2015 to 2016 – Home Office

All staff sexual orientation shows that (including prefer not to say) only 37.3% of staff have declared their sexual orientation, however this is a notable improvement on 2016/17 where 27.3% of staff declared their sexual orientation.

Merseyside Fire & Rescue Authority have carried the gender pay gap analysis for 2017/18, using data as at 30th March 2018. Our gender pay gap figures are based on a total of 940⁴ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour compared to -12.1% for 2016/17 a positive difference of 0.4%.

⁴ A number of employees weren't included in the gender pay gap figures because they were not "Full Pay Relevant". This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

- Staff who joined the service part way through the pay period
- Staff who left the service part way through the pay period
- Staff in receipt of childcare vouchers
- Staff on maternity leave
- Staff with deductions for unpaid leave / jury service
- Staff with deductions for half/no pay due to sickness

6. Detailed Results

Introduction

The following sections provide detailed charts and tables and also provide an narrative analysis. They also, where possible , provide opportunities to compare 2017/18 with National Joint Council bench marks taken from this document [\(Insert link to bench mark data\)](#)

6.1 Analysis of the Workforce from – 2015/16 to 2017/18

The chart below provides an overview of the last three years data in relation to the numbers of staff in post.

Chart 1: Staffing figures at MF&RA from 2015/16 to 2017/18

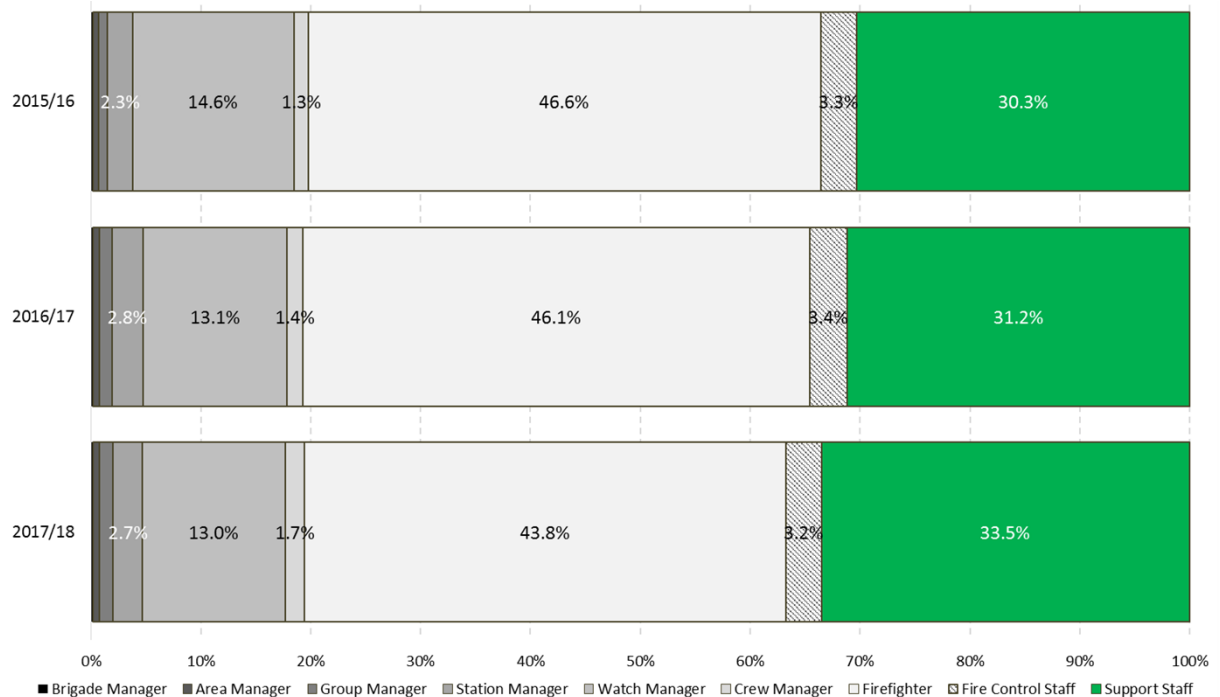


Chart 1 identifies that between 2015/16 and 2017/18, the total count of staff has fallen from 1045 to 999, a reduction of 46 or 4.4%.

The majority of MF&RA staff employed by MF&RA fall into two categories; Grey Book who are operational staff /Uniformed staff and Green Book staff who are support staff/non Uniformed staff .

Grey book staff have reduced with:

- Watch Managers falling from 153 during 2015/16 to 130 during 2017/18, a reduction of 23 or -15%.
- Fire-fighters fell from 487 during 2015/16 to 438 during 2017/18, a reduction of 49 or -10.1%.

Support Staff (Green book) however have increased in number from 317 during 2015/16 to 335 during 2017/18, an increase of 5.7%. There have been very few retirements and a number of recruitments into planned growth areas such as ICT and Protection posts.

The planned reduction, particularly in reference to operational personnel (grey shaded sections) are representative of the rates of retirement taking place.

Though the analysis identifies that there has been an increase in Green Book staffing, this increase is a little misleading. If the analysis had been taken over a longer period, it would show an overall reduction in Green Book staffing.

The majority of reductions have been through retirements, staff leavers and reduction in posts in line with our Integrated Risk Management Plan to reduce overall staffing to meet the reductions in budgets

Chart 2: Proportional Retrospective of Staffing at MF&RA

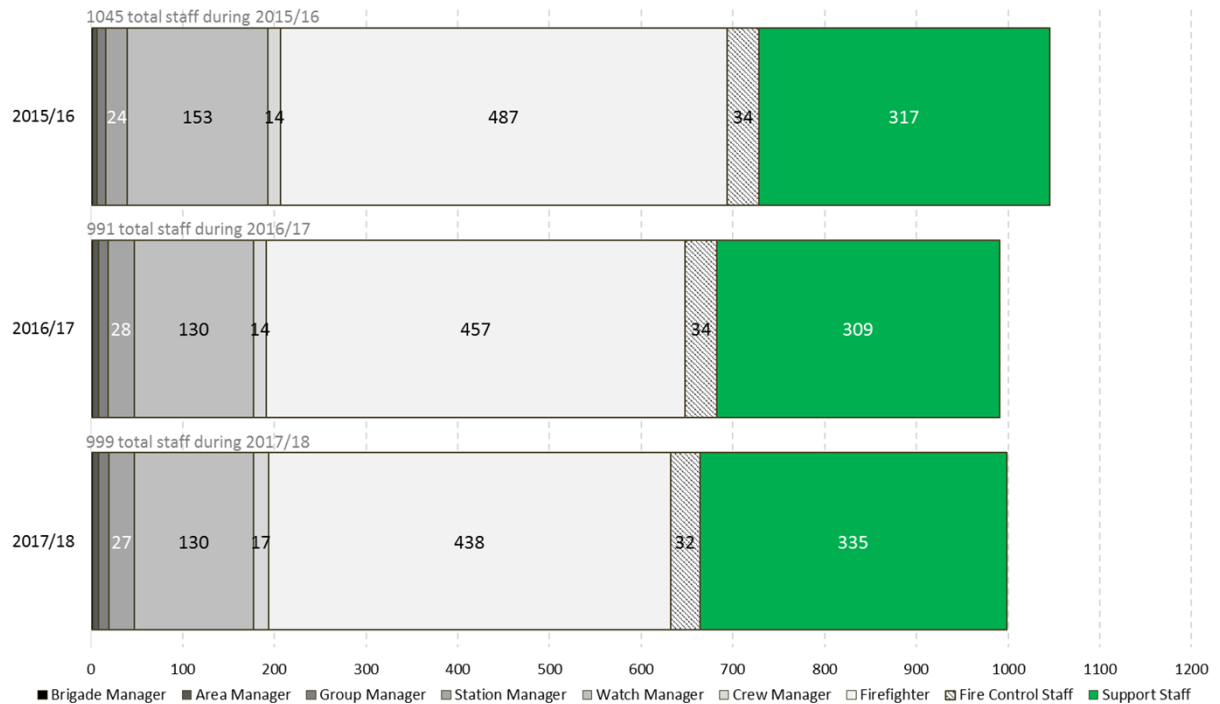


Chart 2 describes the overall breakdown of the staff at MF&RA as a proportion of the total for each year.

The chart identifies that regardless of the reductions in staffing numbers, the proportions for each staffing type has remained relatively consistent.

In summary, the following staff groups has have been impacted most:

- Watch Managers fell from 14.6% during 2015/16 to 13.0% during 2017/18.
- Fire-fighters fell from 46.6% during 2015/16 to 43.8% during 2017/18.
- Control Staff decreased slightly from 3.3% (935) during 2015/16 to 3.2% (32) during 2017/18.
- Support Staff increased from 30.3% during 2014/15 to 33.5% during 2017/18.

Over the three year period, the proportion of Operational personnel as a whole fell from 66.4% to 63.3%.

6.2 Analysis of Protected Groups between 2015/16 and 2017/18.⁵

Table 1: Retrospective Analysis of Protected Groups – All Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Total Staff	Total	1045	991	999	-46	-4.4%
	Male	813	754	751	-62	-7.6%
	Female	232	237	248	16	6.9%
	Age >= 46	616	588	580	-36	-5.8%
	Disability	51	11	11	-40	-78.4%
	BAME	41	43	39	-2	-4.9%
	LGBT	9	15	18	9	100.0%

Table 1 shows that the count of males between 2015/16 and 2017/18 has fallen by 62 or -7.6%. By contrast the count of females shows an overall 6.9% increase in staffing. The increase in females in the workforce is in part due to Equality Objective 1 to increase the diversity of our workforce and volunteers at all levels across the organisation.

It is important to note that there has been a change in data collection between 2014/15 and 2016/7 which has seen Merseyside Fire & Rescue Authority move to a self-service system for updating our personal records. This appears to have resulted in a reduction of approximately 70% of staff providing their equality monitoring information for Disability, Ethnicity, Religion and Sexual Orientation.

Concerning Black Asian Minority Ethnic (BAME) staff, over the three year period the number has fallen slightly. For Lesbian, Gay, Bisexual, Transgender (LGBT) the number has grown over the three year period.

Section 5.9 provides data and analysis in relation to staff leavers from the organisation.

⁵ Further breakdowns by Role are found in Appendix B

6.3 Workforce Profile by Gender

Table 2: All Staff by position by gender

Role	Position	Total	Gender		
			Male	Female	% Female
Operational Staff	Brigade Manager	2	2	0	0.0%
	Area Manager	6	6	0	0.0%
	Group Manager	12	12	0	0.0%
	Station Manager	27	26	1	3.7%
	Watch Manager	130	127	3	2.3%
	Crew Manager	17	17	0	0.0%
	Firefighter	438	392	46	10.5%
	<i>Operational Staff Sub Total</i>	632	582	50	7.9%
Fire Control Staff	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	10	0	10	100.0%
	Crew Manager	4	1	3	75.0%
	Firefighter	18	2	16	88.9%
	<i>Fire Control Staff Sub Total</i>	32	3	29	90.6%
Support Staff	Grades 12+	35	21	14	40.0%
	Grades 6-11	211	113	98	46.4%
	Grades 1-5	82	28	54	65.9%
	Apprentices	7	4	3	42.9%
	<i>Support Staff Sub Total</i>	335	166	169	50.4%
Grand Total		999	751	248	24.8%

Please note:
For the 6 Area Managers, 2 of these roles involve staff seconded to roles outside the organisation.

Table 2 provides a breakdown of the of the 999 total workforce population:

- There are 632 operational posts, representing 63.2% of the total workforce population.
- 335 staff are in support posts, representing 33.5% of the total workforce population.
- 32 are fire control staff, representing 3.2% of the total workforce population.

When reviewing the gender equality data by position, the data with green shading identifies proportions of female staff in those particular staff groups. The following observations can be made :

- Overall, females make up 24.8% (248) of the total workforce at MF&RA, an increase on the 22.2% seen during 2015/16.

- Operational staff have a gender split of 92.1% (582) males to 7.9% females (50), which is higher than the UK fire and rescue service female firefighter average of 5%⁶.
- Control staff have a gender split of 90.6% (29) females to 9.4% (3) males, which is an increase in male staffing when compared to the previous year, this is due to 2 female members of fire control leaving the authority. Due to the traditional nature of fire control work, this is generally in line with sector averages, as fire control occupation has high levels of female staff working in those job roles⁷.
- Support staff have a gender split of 50.4% (169) females to 49.6% (166) males. There are more females in the lower paid roles – including staff working grades 1-5 (65.8%, 54 out of 82). Within medium pay bands (grades 6-11) there is a difference in the male to female balance, with 46.4% (98 from 211) being female.

MFRS has a set of five Equality and Diversity objectives see

http://www.merseyfire.gov.uk/asp/pages/equality/pdf/Appendix_B_Equality_Objectives_2017-2020.pdf.

Objective 1 is designed to Increase the diversity of our workforce and volunteers at all levels across the organisation and this will focus on providing Positive action in supporting BAME and female staff to apply for development and promotion as they are currently underrepresented in operational, supervisory and management roles.

Benchmarking: MF&RA against NJC (2016) Report

During 2016, The National Joint Council (NJC) for Fire and Rescue Services produced a survey across fire services nationally to understand the diversity of the workforce. Further details of the report can be found

⁶ Source: Fire and rescue authorities: operational statistics bulletin for England 2015 to 2016 – Home Office

⁷ We will continue to support Positive Action for recruitment to increase the number of underrepresented applicants in various areas of Merseyside Fire & Rescue Service including, increasing the number of men within our Fire Control, and Recruitment of bi-lingual Business Safety Advisors

here <https://www.local.gov.uk/sites/default/files/documents/njc-616-inclusive-fire-se-7d6.pdf>

Table 3: Benchmark of gender by operational rank

Position	MF&RS		NJC Report	
	Male	Female	Male	Female
Area Manager	100.0%	0.0%	97.4%	2.6%
Group Manager	100.0%	0.0%	96.1%	3.9%
Station Manager	96.3%	3.7%	97.5%	2.5%
Watch Manager	97.7%	2.3%	96.2%	3.8%
Crew Manager	100.0%	0.0%	96.3%	3.7%
Firefighter	89.5%	10.5%	94.4%	5.6%
<i>Operational Staff Sub Total</i>	<i>92.1%</i>	<i>7.9%</i>	<i>95.2%</i>	<i>4.8%</i>

When the proportions of male to female for both MF&RA and the NJC report are compared the following findings are apparent:

- Overall MF&RA has a higher proportion of female operational staff than other fire and rescue authorities.
- The largest difference between the MF&RA and the NJC report is in relation to the rank of fire-fighter, with 10.5% of fire-fighters being female at MF&RA and other authorities being 5.6%.
- In roles above fire-fighter, there are proportionally more women in these posts in other authorities than MF&RA; with the exception of Station Manager.

Positive action in recruitment will continue to assist in attracting more females to apply for fire-fighter roles and progression to higher ranks. The introduction of the MF&RA People Strategy and associated implementation plan will also focus on attracting and developing female staff into more senior roles.

6.4 Staff in Post: by Age

Chart 3: All Staff by Age

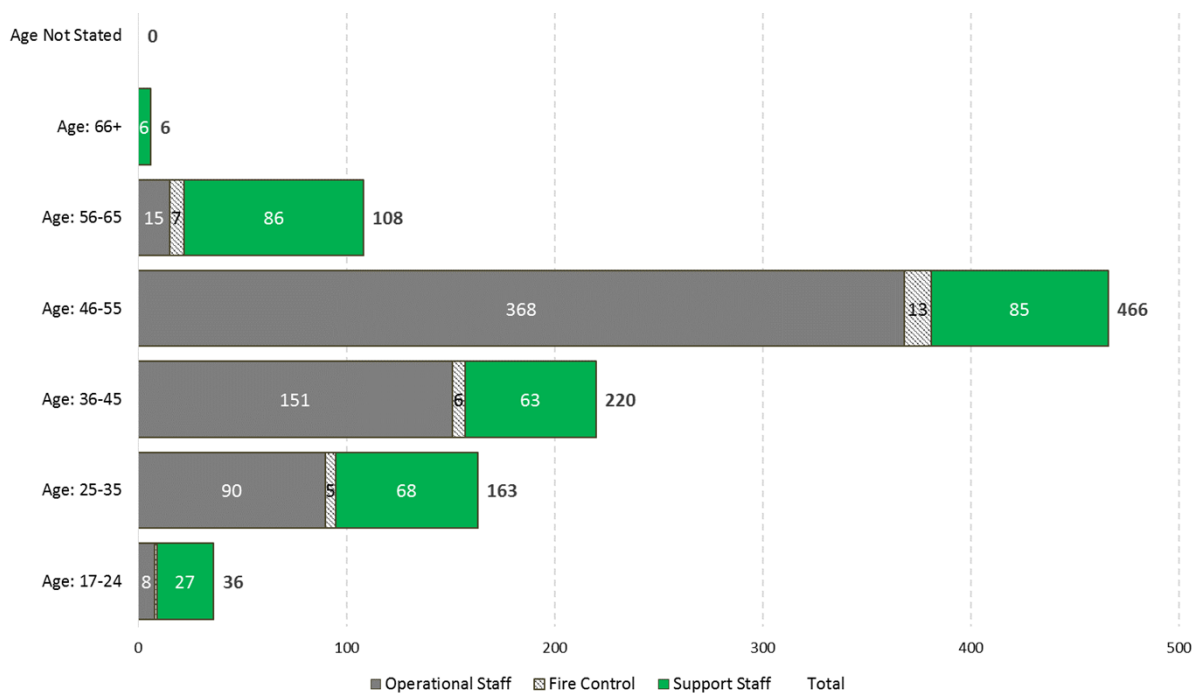


Chart 3 identifies that the majority⁸ of staff within MF&RA (466 or 46.6%) belong to the 46-55 age group. As an overall picture, the chart identifies the staffing structure to be top heavy, with more personnel above the age of 46 than below it.

In summary, the chart identifies the following:⁹

- For Operational personnel, 58.2% (368) are aged between 46-55, 23.9% (151) are aged between 36-45 and 14.2% (90) are aged between 25-35.
- For Support staff, the largest single age group is the 56-65 group with 25.7% (86) of total support staff. The 46-55 age group accounts for 25.4% (85), 18.8% (63) of staff make up the 36-45 age group and 20.2% (68) make up the 25-35 group. For the 17-24 age group, Support staff make up the majority with 27 out of 36.

⁸ For a breakdown of age by rank, please refer to appendix B

⁹ Note that comparisons to NJC benchmark figures for the FRS sector averages are not able to be compared due to different age bandings. MFRS uses the CLG age bandings for annual reporting.

- The majority of Fire control staff belong to the 46-55 age group accounting for 40.6% (13) of total Fire control staff. The 56-65 age group accounts for 21.9% (7) of total Fire control staff.

As MF&RA has an aging workforce, without significant recruitment and the removal of the default retirement age, this could lead to a higher average age for employees and this issue is being addressed.

Employment policies will need to take account of this as part of on-going Equality Impact Assessments and for future workforce succession planning.

6.5 Staff in Post: by Disability

It is reported that 20% of the UK population are classed as having some form of disability whether visible or hidden. It is thought that many disabled people will not declare their disability for fear of victimisation or discrimination or they may be unaware that they are classed as having a disability under the Equality Act 2010.

It is therefore important to note that the MF&RA figures in the table below may not be a true reflection of the total staff with a disability. For that reason, the Equality Act places a clear duty on employers and providers of goods and services to anticipate all types of disabilities and requires them to make adjustments to its employment and service practice to ensure that disabled people can participate fully in public life.

Table 4: All Staff Disability

Role	Position	Yes	No	Not Stated	Total	% Valid Data
Operational Staff	Brigade Manager		2		2	100.0%
	Area Manager		2	4	6	33.3%
	Group Manager		5	7	12	41.7%
	Station Manager		15	12	27	55.6%
	Watch Manager	1	49	80	130	38.5%
	Crew Manager		3	14	17	17.6%
	Firefighter	2	120	316	438	27.9%
	<i>Operational Staff Sub Total</i>	3	196	433	632	31.5%
Fire control Staff	Group Manager				0	0.0%
	Station Manager				0	0.0%
	Watch Manager		4	6	10	40.0%
	Crew Manager			4	4	0.0%
	Firefighter		3	15	18	16.7%
	<i>Fire control Staff Sub Total</i>	0	7	25	32	21.9%
Support Staff	Grades 12+	1	17	17	35	51.4%
	Grades 6-11	6	91	114	211	46.0%
	Grades 1-5	1	25	56	82	31.7%
	Apprentices			7	7	0.0%
	<i>Support Staff Sub Total</i>	8	133	194	335	42.1%
Total		11	336	652	999	34.7%

On face value, Table 4 identifies there are few members of staff (11, 1.1%) with a disability, with the majority primarily being support staff (8).

Of the total 999 members of staff, only 34.7% of the data is actually valid, however when compared to 2016/17, this is a marked improvement in data quality as only 26.2% of data was valid.

Based on the valid data, the proportion of disabled members of staff is 4.2% - which is much lower than the Merseyside figures for eligibility for disability living allowance at 21.7% (source DFWP-2008) and the Census 2011 disability data with 20%.

6.6 Staff in Post: by Ethnicity

The following section provides an analysis of Merseyside Fire & Rescue Authority staffing by ethnic origin.

Chart 4: Distribution of Ethnicity by Generic role¹⁰

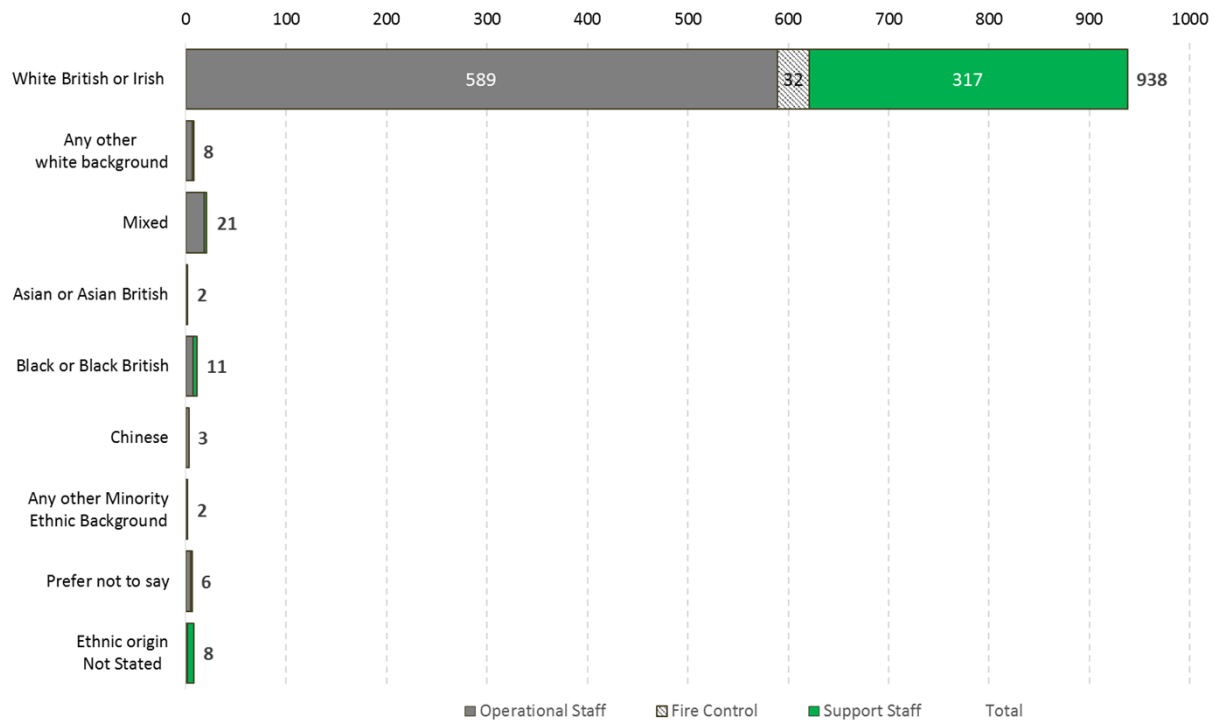


Table 5: Minorities by Group

Role	Other white background	Mixed	Asian or Asian British	Black or Black British	Chinese	Other BAME Background
Operational Staff	6	18	0	7	3	2
Fire control Staff	0	0	0	0	0	0
Support Staff	2	3	2	4	0	0
Total	8	21	2	11	3	2

¹⁰ For a breakdown of Ethnicity by Rank, please refer to Appendix B

The figures show that 93.9% (938) of staff at MF&RA are of White British or Irish origin, with 4.7% (47) being BAME - which is marginally lower than the Merseyside BAME population Figure at 5.5%.

100% of control staff are White British or Irish.

There were 6 staff members who preferred not to state their ethnicity and a further 8 who did not provide any data.

Benchmarking: MF&RA against NJC 2016 Report

Table 6: Benchmark of ethnicity for operational staffing¹¹

Ethnicity	MF&RA	NJC Report
White	93.9%	95.0%
BAME	4.7%	5.0%
Undeclared	1.4%	-
Total	100.0%	100.0%

Table 6 identifies a marginal difference between the proportion of BAME staff at MF&RA and the figures published in the NJC report.

Equality Objective 1 and our Positive action in recruitment will continue to assist in attracting more BAME applications for future fire-fighter roles.

¹¹ Note: the MF&RA "White" count includes Other White Background.

6.7 Staff in Post: by Sexual Orientation

The following section provides an analysis of Merseyside Fire & Rescue Authority staffing by sexual orientation.

Table 7: All Staff Sexual Orientation

Role	Position	Total	Hetero- sexual	Gay / Lesbian	Bisexual	Other	Prefer not to say	Not Stated
Operational Staff	Brigade Manager	2	2					
	Area Manager	6	2					4
	Group Manager	12	4					8
	Station Manager	27	12				3	12
	Watch Manager	130	33				4	93
	Crew Manager	17	2				1	14
	Firefighter	438	111	8	4		9	306
<i>Uniformed Staff Sub Total</i>		<i>632</i>	<i>166</i>	<i>8</i>	<i>4</i>	<i>0</i>	<i>17</i>	<i>437</i>
Fire control Staff	Area Manager							
	Group Manager							
	Watch Manager	10	1				1	8
	Crew Manager	4						4
	Firefighter	18	9					9
<i>Fire control Staff Sub Total</i>		<i>32</i>	<i>10</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>21</i>
Support Staff	Grades 12+	35	17					18
	Grades 6-11	211	90	1	2	1	5	112
	Grades 1-5	82	42	1	1			38
	Apprentices	7	5				2	
<i>Support Staff Sub Total</i>		<i>335</i>	<i>154</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>7</i>	<i>168</i>
Total		999	330	10	7	1	25	626
% of total response			33.0%	1.0%	0.7%	0.1%	2.5%	62.7%
% of valid data (count = 348)			88.5%	2.7%	1.9%	0.3%	6.7%	

Including prefer not to say, only 37.3% of staff have declared their sexual orientation, however this is a notable improvement on 2016/17 where 27.3% of staff declared their sexual orientation.

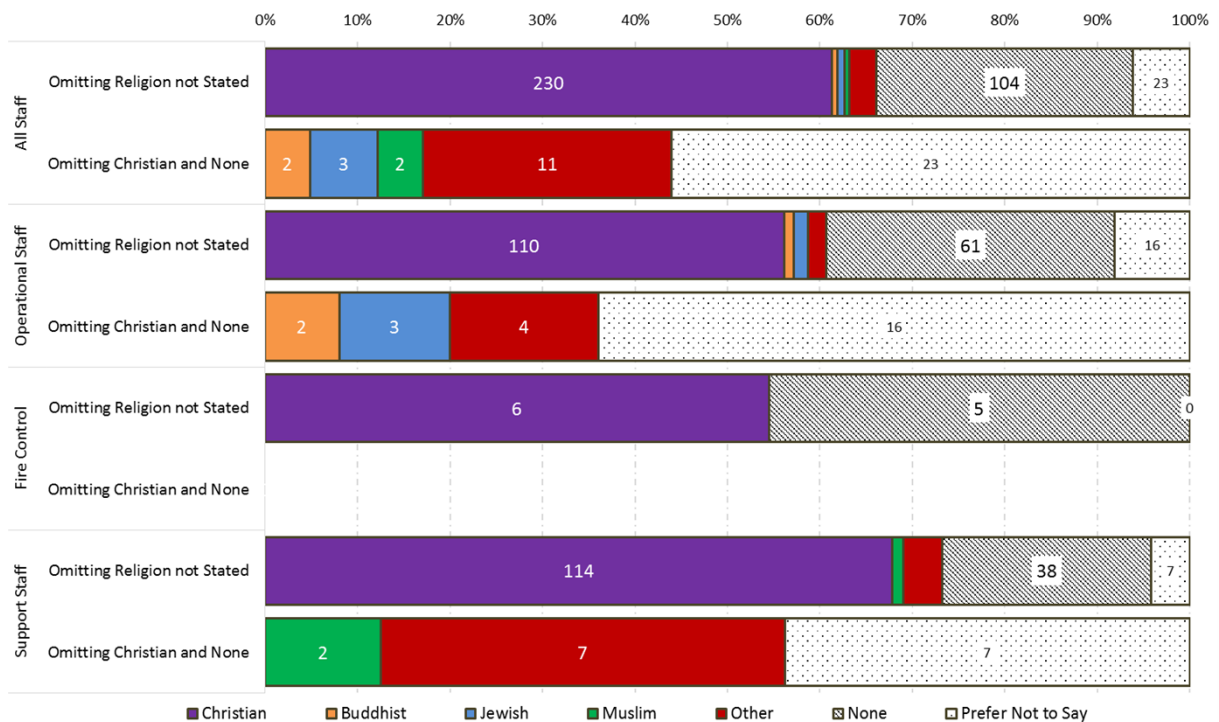
If only valid data is taken into account (i.e. where sexual orientation has been declared) this is a total of 373 employees (again including prefer not to say). Of this, 88.5% (330) are heterosexual, with 1.8% of staff being Gay/Lesbian. Individuals who preferred not to say what their sexual orientation was accounted for 2.5% of the total workforce.

6.8 Staff in Post: by Religion/Belief and No Belief

Of the 999 members of staff¹², 375 or 37.5% provided their religious / belief information, an improvement on 2016/17 where 27.9% of MF&RA staff provided religion/belief data. Based on valid responses, overall 230 (61.3%) were Christian, with 104 (27.7%) having no religion. "Other", minority religions including Judaism, Buddhism and Islam, account for 18 (4.8%) staff¹³. There were 23 members of staff who preferred not to state what their religion was.

As 62.5% of respondents did not state their religion, the data is inconclusive, and therefore difficult to draw any conclusions in line with 2011 Census data.

Chart 5: Proportion and counts of valid Religion / Belief data



Based on valid data, following are the breakdowns by broad role:

¹² For a breakdown of Religion by Rank, please refer to Appendix B

¹³ No Hindus or Sikhs submitted religion / belief data.

- Concerning operational staff there were 196 valid responses, of which: 110 (56.1%) are Christian, with 61 (31.1%) having no religion. Minority religions including: Judaism, Buddhism and Islam account for 9 (4.6%) and Prefer Not to Say accounted for 16 (8.2%) of Operational staff.
- For Fire control there were 11 valid responses, of which: 6 (54.5%) are Christian, with 5 (45.5%) having no religion. There were no other reported minority religions / prefer not to say in the Fire control data.
- For support staff, there were 168 valid responses, of which: 114 (67.9%) are Christian, with 38 (22.6%) having no religion. Including "other", minority religions including Judaism, Buddhism and Islam account for 9 (5.4%) and Prefer Not to Say accounted for 7 (4.2%) members of staff.

6.9 New Starters

During 2017/18 MF&RA recruited a total of 77 new members of staff with 32 being whole-time fire-fighters, 7 for fire control and 38 support staff.

Table 8: Breakdown of New Starters by Gender

Role	Position	Total	Gender		
			Male	Female	% Female
Operational Staff	Brigade Manager	0	0	0	0.0%
	Area Manager	0	0	0	0.0%
	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	0	0	0	0.0%
	Crew Manager	0	0	0	0.0%
	Firefighter	32	26	6	18.8%
	<i>Operational Staff Sub Total</i>	32	26	6	18.8%
Fire Control Staff	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	0	0	0	0.0%
	Crew Manager	0	0	0	0.0%
	Firefighter	7	1	6	85.7%
	<i>Fire Control Staff Sub Total</i>	7	1	6	85.7%
Support Staff	Grades 12+	1	1	0	0.0%
	Grades 6-11	15	11	4	26.7%
	Grades 1-5	16	9	7	43.8%
	Apprentices	6	4	2	33.3%
	<i>Support Staff Sub Total</i>	38	25	13	34.2%
Total		77	52	25	32.5%

Table 8 identifies that the majority of new whole-time fire-fighters were male, accounting for 26 of the 32 recruits (81.3%). For fire control, there were 7 new recruits with 6 (85.7%) being female. Concerning support staff, 25 from 38 new starters were male¹⁴ (65.8%).

¹⁴ During 2016/17, there was close to parity between the sexes with 51.7% of new Support Staff starters being female.

Table 9: Breakdown of New Starters by Ethnicity

Ethnicity	Operational Staff	Fire control Staff	Support Staff	Total
White British or Irish	26	7	37	70
Any Other White	0	0	0	0
BAME	5	0	0	5
Prefer Not To Say	1	0	0	1
Not Stated	0	0	1	1
Total	32	7	38	77

Table 9 identifies there were 5 new starters that were BAME (Black Asian Minority Ethnic) – all of which were operational staff. Overall 70 of the 77 new recruits were White British or Irish.

Chart 6: Breakdown of New Starters by Age

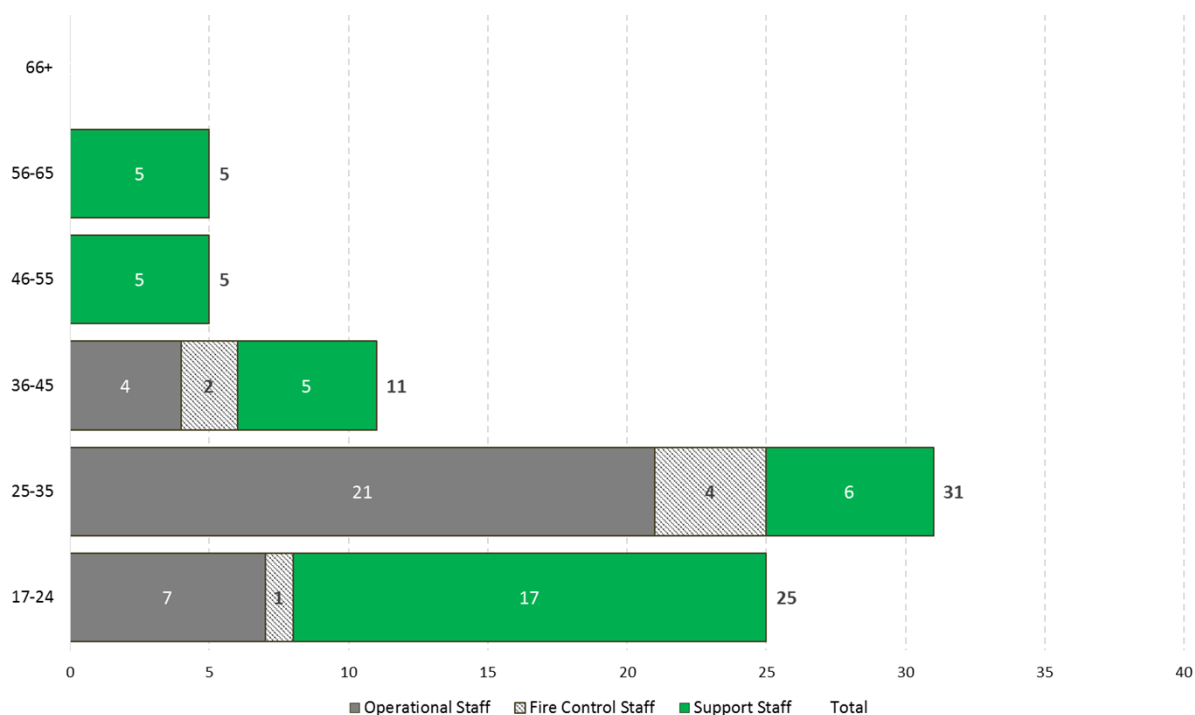


Chart 6 identifies that the majority of new recruits were between the ages of 25-35 with 31 in total - 21 of which were fire-fighters and 4 were recruited to Fire control. Concerning support staff, the majority of new starters belong to the 17-24 age group (17 of the 25).

6.10 Staff Leavers

The following section provides an analysis of Merseyside Fire & Rescue Authority leavers.

Table 10: Breakdown of Leavers by Gender

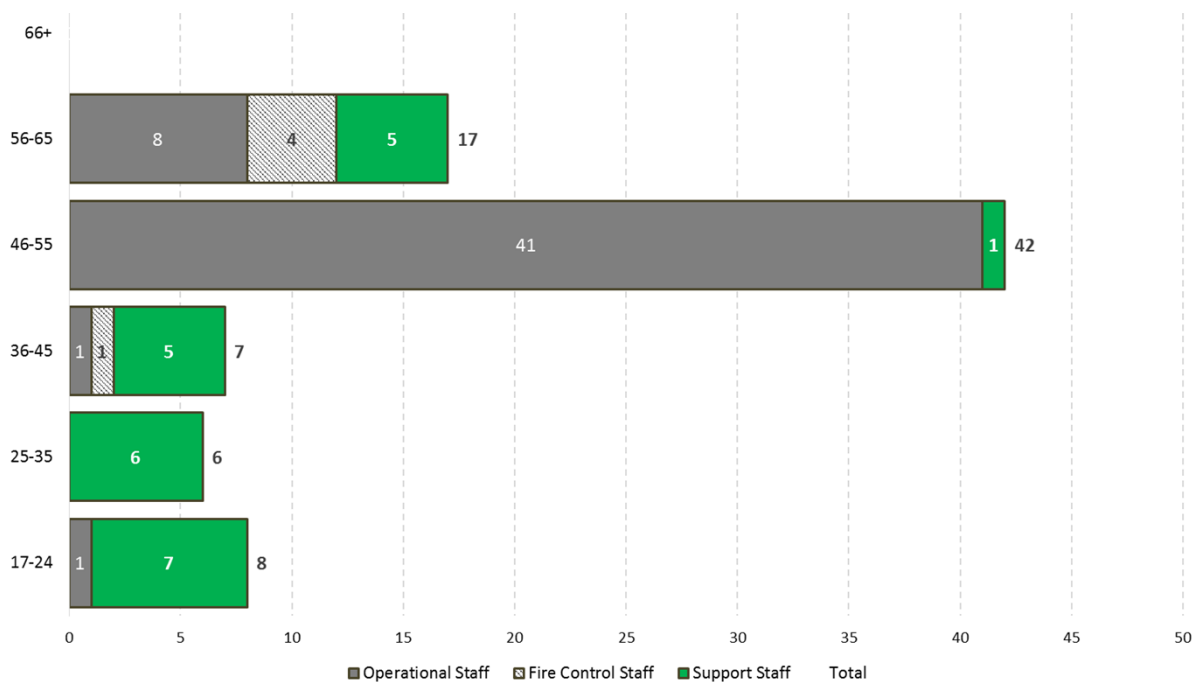
Role	Position	Total	Male	Female
Operational Staff	Brigade Manager	0		
	Area Manager	0		
	Group Manager	0		
	Station Manager	3	3	
	Watch Manager	8	8	
	Crew Manager	2	2	
	Firefighter	38	37	1
	Operational Staff Sub Total	51	50	1
Fire control Staff	Group Manager	0		
	Station Manager	0		
	Watch Manager	2		2
	Crew Manager	0		
	Firefighter	3		3
	Fire control Staff Sub Total	5	0	5
Support Staff	Grades 12+	0		
	Grades 6-11	14	9	5
	Grades 1-5	6	5	1
	Apprentices	4	3	1
	Support Staff Sub Total	24	17	7
Total		80	67	13

Table 10 identifies that during 2017/18 there were 80 leavers, with 67 being male and 13 being female. The majority of leavers were Operational staff accounting for 63.8% (51) of overall leavers – 1 leaver was female. For Fire control staff there were 5 leavers – all of which were female and for Support staff there were 24 leavers with 17 being male.

Concerning operational staff roles , 38 leavers (74.5%) were fire-fighters and 8 (15.7%) were Watch Managers. Of the remainder, 3 were Station Managers and 2 were Crew Managers. Taking support staff into consideration the majority of leavers were in the Grades 6-11 where 14 individuals left the organisation.

Chart 7 provides an overview of leavers by age group. The chart identifies that for operational staff the majority of leavers were in the 46-55 age range – likely linked to retirement ages for grey book staff. Fire control staff leavers were mainly in the 56-65 age group – again this is likely to be linked to retirement. Support staff leavers tended to be in the younger age groups between 17-24 and 36-45.

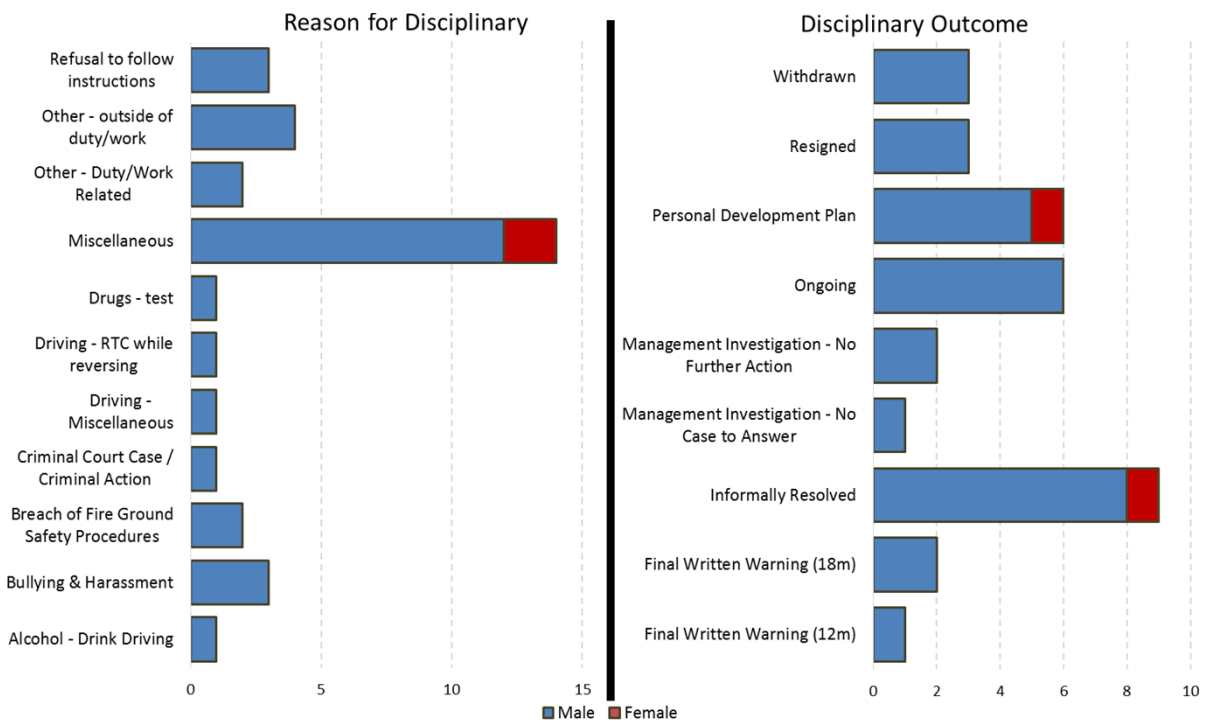
Chart 7: Leavers by generic role and age



6.11 Discipline

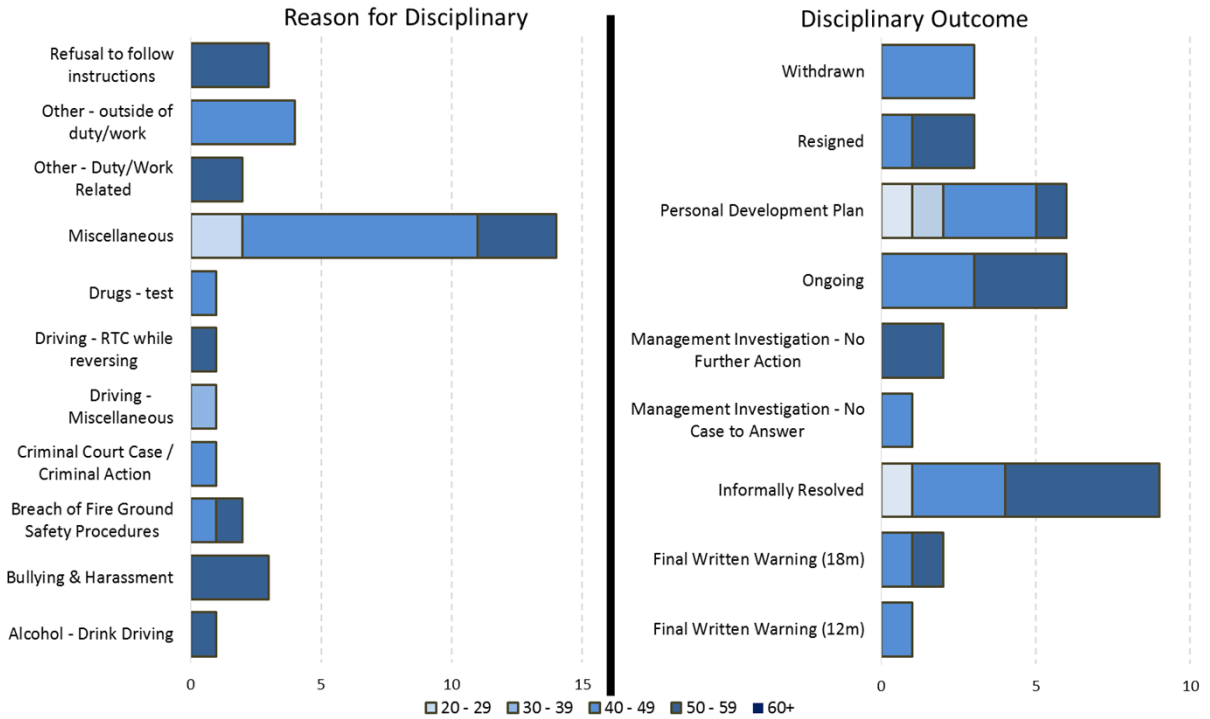
During 2017/18 there was a total of 33 disciplinary cases, this was an increase on 2016/17, where 24 took place. The following section analyses this data by, gender, age, ethnicity and sexual orientation - as well as reference to the reasons and outcomes from the disciplinary.

Chart 8: Disciplinary cases by cause and outcome, by gender



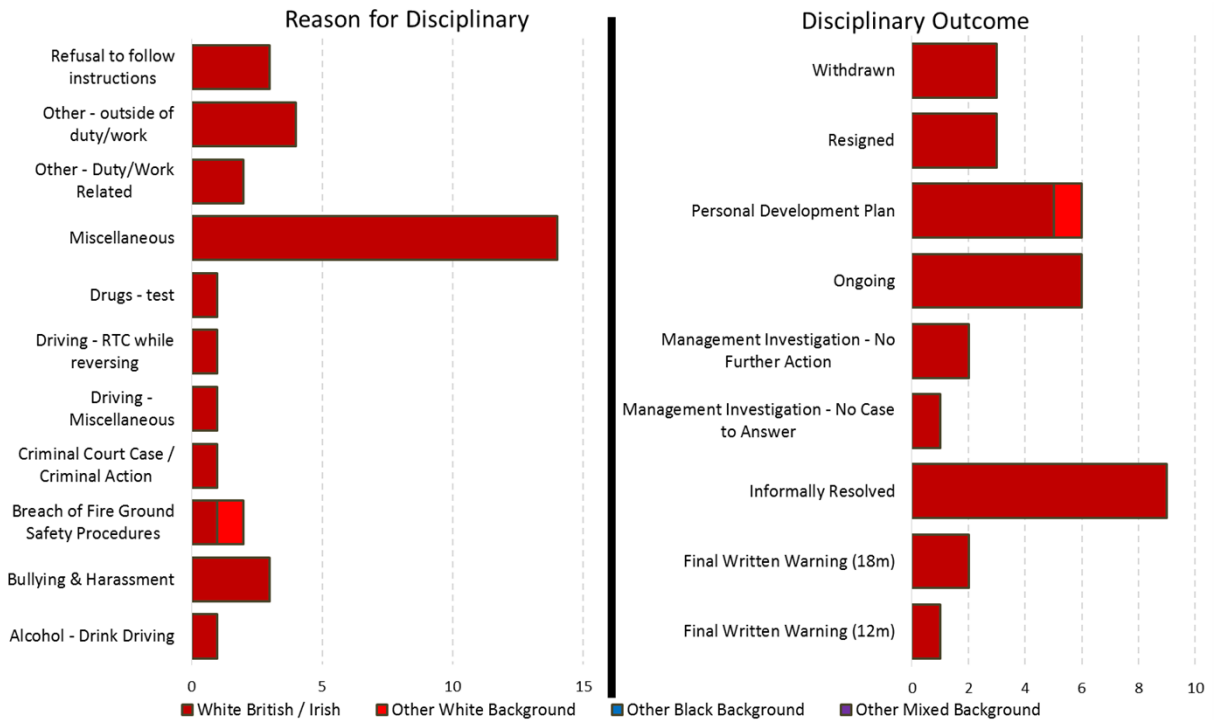
Of the 33 disciplinary cases, 31 (93.9%) were male and 2 (6.1%) were female. Concerning outcomes: 3 staff members were issued Final Written Warnings, 9 were informally resolved, 3 required Management Investigations – with either no case to answer or no further action required. There were 6 Personal Development plans issued, 3 withdrawals and 3 resignations. There are at the time of writing this report 6 ongoing disciplinary investigations that commenced in 17/18. Of the female members of staff, the disciplinary matters were resolved either Informally or by the use of the Personal Development Plan.

Chart 9: Disciplinary cases by cause and outcome, by age



When disciplinary cases are grouped by age, 2 cases involved 20-29 year olds, 1 case involved 30-39 year olds, 16 cases involved 40-49 year olds and 14 cases involved 50-59 year olds. There were no disciplinary cases affecting individuals above the age of 60.

Chart 10: Disciplinary cases by cause and outcome, by ethnicity



The vast majority of people who entered the disciplinary process (32 or 97%) were White British / Irish, 1 was from a white – other background.

Concerning sexual orientation, the majority of the data was missing, as 26 of the 33 individuals did not state their sexual orientation. Of the remaining data, 6 were heterosexual and 1 gay / lesbian.

Benchmarking: MF&RA against NJC 2016 Report

The following section uses the benchmarking figures for disciplinary and grievance cases from the National Joint council in 2016 who surveyed fire & rescue services nationally to establish a baseline of equality data for the workforce.

This data has not been updated but is still usefull to benchmark to for this year to examine where MF&RA sits.

Table 11: Benchmarking Disciplinary cases by Gender

Gender	MF&RA	NJC Report
Male	93.9%	92.4%
Female	6.1%	7.6%
Total	100.0%	100.0%

MF&RA has a slightly lower rate of female disciplinary action (6.1%) than the NJC Report (7.6%).

Table 12: Benchmarking Disciplinary cases by Age

Age Group	MF&RA	NJC Report
20-29	6.1%	13.2%
30-39	3.0%	27.0%
40-49	48.5%	36.0%
50-59	42.4%	17.6%
60+	0.0%	1.3%
Not Known	0.0%	4.9%
Total	100.0%	100.0%

At MF&RA, disciplinary action is concentrated in the 40-49 age group (48.5%). When benchmarked against the NJC report, the same age group has the greatest count of disciplinary action, though the overall distribution is a little more balanced.

Table 13: Benchmarking Disciplinary cases by Ethnicity

Ethnic Origin	MF&RA	NJC Report
Asian	0.00%	0.9%
Black	0.00%	2.6%
Mixed Race	0.00%	1.5%
White	100.0%	89.3%
Not Known	0.00%	5.6%
Total	100.0%	100.0%

For both the MF&RA and NJC data, the majority of disciplinary actions are conducted with White staff. Though the numbers are small, there are a higher number of disciplinary cases involving BAME staff in Merseyside compared to the NJC report sector average.

Table 14: Benchmarking Disciplinary cases by Sexual Orientation

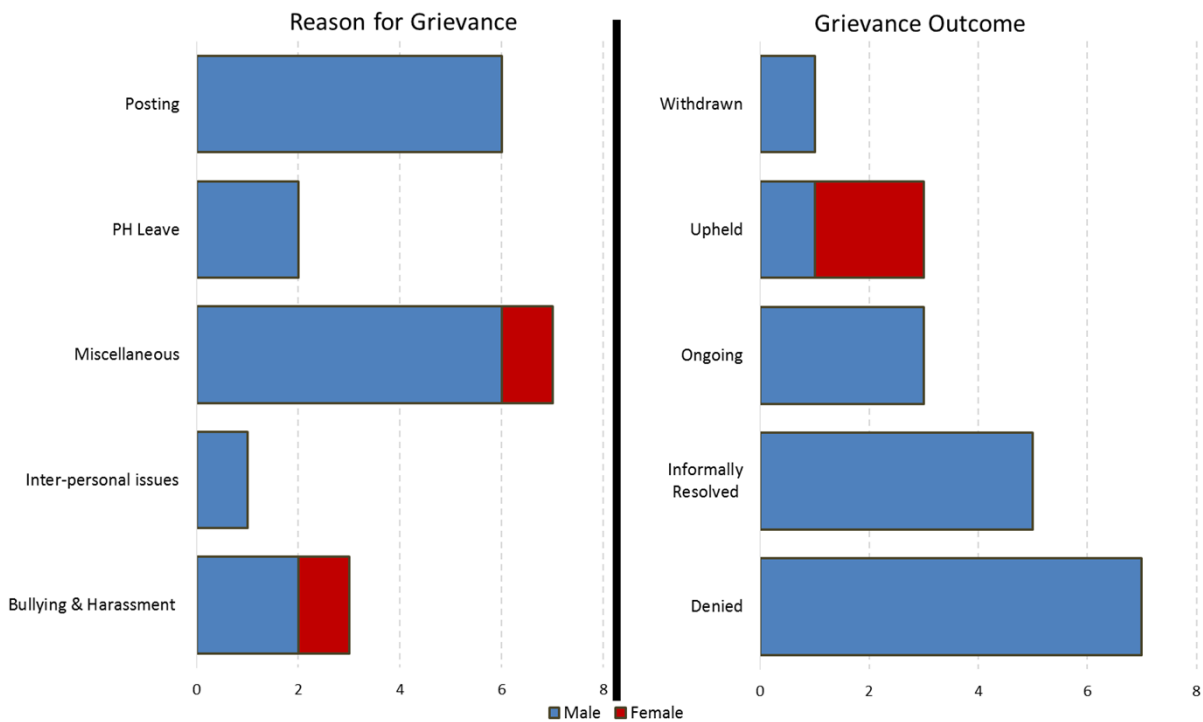
Sexual Orientation	MF&RA	NJC Report
Bisexual	0.00%	0.7%
Gay	3.0%	0.2%
Lesbian	0.00%	0.1%
Heterosexual	18.2%	43.2%
Not Known	78.8%	55.9%
Total	100.0%	100.0%

For both the MF&RA and NJC data, the majority of sexual orientation data is incomplete. Though in both cases the majority of people requiring a disciplinary were heterosexual. LGBT members of staff made up very low percentages at a national level.

6.12 Grievance

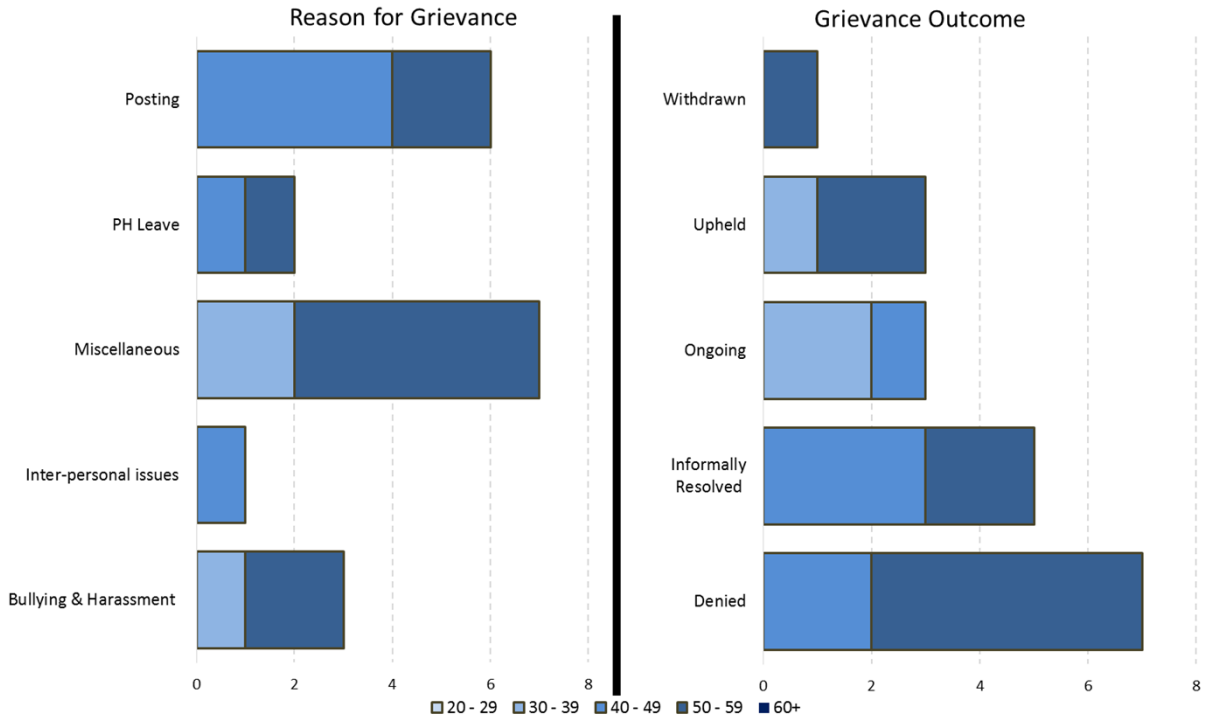
During 2017/18 there were 19 grievance cases raised, this is a reduction on 2016/17, when there were 56. The following section analyses this data by:, gender, age, ethnicity and sexual orientation - as well as reference to the reasons and outcomes from the grievance.

Chart 11: Grievance cause and Response by Gender



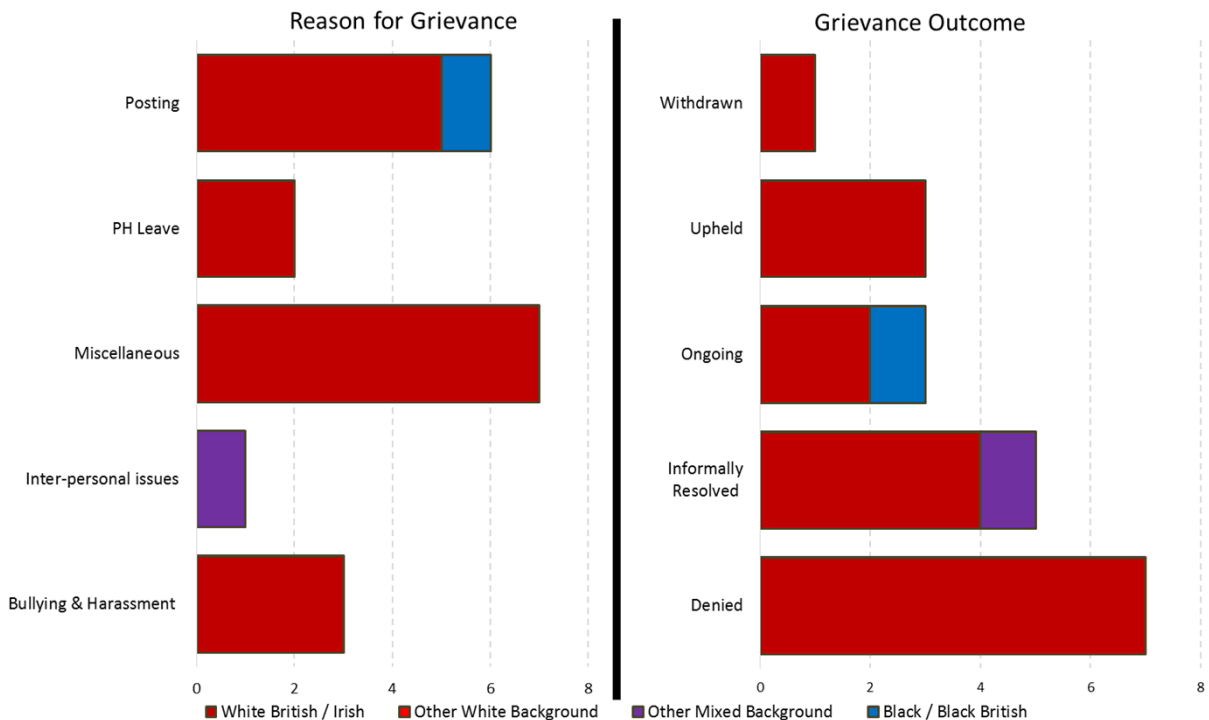
Of the 19 grievances the majority involved males (17). Concerning Outcomes, 7 of the 19 were denied, 5 were informally resolved, 3 were upheld and 1 was withdrawn. There are 3 grievances that are still ongoing. Of the female grievances, both were upheld.

Chart 12: Grievance cause and Response by Age



When grievances are split by age, 3 cases involved 30-39 year olds, 6 cases involved 40-49 year olds and 10 cases involved 50-59 year olds. There were no grievances involving individuals between the ages of 20-29 and above the age of 60.

Chart 13: Grievance cause and Response by Ethnicity



Taking ethnicity into accounting, 17 grievances were raised by individuals who were White British / Irish and 2 were BAME. Of the BAME personnel, 1 grievance was Informally Resolved and 1 is still ongoing.

Concerning sexual orientation, the majority of the data was invalid, as 17 of the 19 individuals did not state their sexual orientation. Of the remaining data, 2 were heterosexual.

Benchmarking: MF&RA against NJC 2016 Report

Table 15: Benchmarking Grievance by Gender

Gender	MF&RA	NJC Report
Male	89.5%	84.9%
Female	10.5%	15.1%
Total	100.0%	100.0%

10.5% of grievances are from female staff which is lower than the NJC proportion of 15.1%.

Table 16: Benchmarking Grievance by Age

Age Group	MF&RA	NJC Report
20-29	0.00%	4.9%
30-39	15.8%	22.9%
40-49	31.6%	42.5%
50-59	52.6%	22.2%
60+	0.0%	1.9%
Not Known	0.0%	5.7%
Total	100.0%	100.0%

At MF&RA, grievances are concentrated in the 50-59 age group (52.6%). Where as in the NJC report, the 40-49 age group had seen most grievances.

Table 17: Benchmarking Grievance by Ethnicity

Ethnic Origin	MF&RA	NJC Report
Asian	0.0%	1.1%
Black	5.3%	2.8%
Mixed Race	5.3%	0.9%
White	89.5%	87.7%
Not Known	0.00%	7.5%
Total	100.0%	100.0%

In both the MF&RA data and the NJC report, the majority of grievances involved White staff. Though the numbers are small, there is a slight bias where BAME staff report grievances more at MF&RA than in the NJC report.

Table 18: Benchmarking Grievance by Sexual Orientation

Sexual Orientation	MF&RA	NJC Report
Bisexual	0.0%	0.3%
Gay	0.0%	0.4%
Lesbian	0.0%	0.4%
Heterosexual	10.5%	39.2%
Not Known	89.5%	59.8%
Total	100.0%	100.0%

In both the MF&RA and NJC data, the majority of data is incomplete. Though in both cases the majority of people with a grievance were heterosexual. LGBT members of staff made up very low percentages within the NJC report and 0% at a MF&RA level.

6.13 Employment Tribunals

Table 19: Employment Tribunals during 2017/18

No of claimants	Nature of claim	Outcome	Notes
2 (joint claim)	Equal pay	Withdrawn day before Employment Tribunal hearing	Costs claim from MF&RA settled
National (all FRAs')	Sex discrimination	Ongoing	Pension issues, partly agreed, but subject to appeal by FRAs'

During 2017/18, there were 2 employment tribunals, 1 was related to equal pay and the other being related to sexual discrimination (although this tribunal affects all FRS in England).

6.14 Career Breaks

During 2017/18 there have been 6 career break requests, this is an increase on 2016/17, where 4 requests were received. The breakdown is as follows:

- All 6 requests were accepted
- Requests were made by 2 males and 4 females.
- 5 of the requests were made between the ages of 41-50, and 1 request was made for the 31-40 age range.
- Concerning ethnicity, all applicants were White British.
- Concerning religion / belief, 2 were Christian, with 4 not stated.
- Concerning sexual orientation, 5 were heterosexual and 1 not stated.
- Concerning disability, 4 reported themselves as not being disabled with the remaining 2 being not stated

6.15 Flexible Working

Table 20: Breakdown of Applications for Flexible Working

Gender	Age	Accepted	Rejected	Total
Female	21-30	1		1
	31-40	5	3	8
	41-50	1		1
	51-60	2	1	3
	61-65			0
	Sub Total	9	4	13
Male	21-30		1	1
	31-40			0
	41-50			0
	51-60	1		1
	61-65			0
	Sub Total	1	1	2
Total		10	5	15

There were 10 successful requests for flexible working. Of this count, 9 were female and 1 male. Concerning females, the majority of accepted applications were in the 31-40 age range (8) for Males it was in the 51-60 age group (1)

In total there were 5 rejected requests for flexible working. Concerning females, 3 were in the 31-40 age group and 1 within the 51-60 group. For males the rejected application was in the 21-30 age group. Although not all initial requests are accepted, all applicants will receive alternative options to consider.

Table 21: Breakdown of Applications for Flexible Working by Ethnic Origin

Ethnic Group	Accepted	Rejected	Total
White British or Irish	7	2	9
Any other white background			0
Mixed			0
Asian or Asian British			0
Black or Black British			0
Chinese			0
Any other Minority Ethnic Background			0
Ethnic origin Not Stated	3	3	6
Total	10	5	15

The majority of flexible working applications came from White British or Irish individuals (9 from 15), there was no data available for the remainder. Of the White British or Irish applications, 7 were accepted and from the applications where the ethnic origin was not stated, 3 were accepted.

Concerning religion, 4 were Christian, with 2 being accepted and 2 being rejected. For the remainder, the religion was not stated.

Concerning sexuality, 10 were heterosexual, 5 did not state their religion.

Concerning Disability, 11 reported no disability, 4 did not state their religion.

6.16 Gender pay gap

The new gender pay gap reporting obligations are now included in the Public Sector Equality Duty (PSED). The deadline for all organisations to publish 30th March 2018 (reporting on data taken as at 31st March 2017). MF&RA had previously chosen to report as soon as the data was available in 2016/17 ([click here for previous report](#)). This section reports on our second gender pay gap exercise which is in relation to data taken as at 30th March 2018.

Gender pay gap calculations for MF&RA as at 31/03/2018

Gender pay gap figures are based on a total of 940¹⁵ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

Measure 1: Mean gender pay gap

This measure is the difference between the mean (average) hourly rates of pay for male and female full pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %	Pay gap % 2016/17
All staff	£15.16	£13.39	-£1.77	-11.7%	-12.7%
Operational Staff (inc Fire Control)	£15.29	£13.49	-£1.80	-11.8%	-9.7%
Support staff	£14.69	£13.34	-£1.35	-9.2%	-9.3%

¹⁵ A number of employees weren't included in the Gender Pay Gap Figures because they were not "Full Pay Relevant". This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

- Staff who joined the service part way through the pay period
- Staff who left the service part way through the pay period
- Staff in receipt of childcare vouchers
- Staff on maternity leave
- Staff with deductions for unpaid leave / jury service
- Staff with deductions for half/no pay due to sickness

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour. For operational staff only the gap is -11.8% and for support staff the gap is narrower at -9.2%.

When the 2017/18 gender pay gap is compared to the previous year the table identifies that overall the gender pay gap has reduced from -12.7% during 2016/17 to -11.7% during 2017/18. For support staff the gap also slightly reduced from -9.3 during 2016/17 to -9.2 during 2017/18. For Uniformed staff, the gender pay gap actually increased from -9.7% during 2016/17 to -11.8% during 2017/18.

It is possible that this may be due to typically longer service for men and incremental pay rises as a result. Research suggests that Women may take longer to reach the top of their grade if they take time out for maternity, adoption or career breaks for example. The impact of having low number of Female staff at higher grades also has an impact on the overall Gender Pay gap for operational staff and this is being addressed through our Equality Objective 1 – in relation to Positive Action.

Measure 2. Median gender pay gap

This is the difference between the median hourly rate of pay of male and female full-pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£13.97	£13.42	-£0.55	-3.9%
Operational Staff (inc Fire Control)	£13.97	£13.95	-£0.02	-0.1%
Support staff	£13.67	£12.41	-£1.26	-9.2%

The difference between male and female staff is much narrower, with a -3.9% difference at a MF&RA level, a +0.1% difference for operational staff and -9.2% difference for support staff. The UK median gender pay

gap using Office of National Statistics data shows an average median pay gap for all employees to be 9.1% during 2017¹⁶.

Measure 3. Mean Bonus gap

This is the difference between the mean bonus paid to male relevant employees and that paid to female relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

Measure 4. Median bonus gap

This is the difference between the median bonus paid to male relevant employees and that paid to female relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

Measure 5. Bonus proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

¹⁶

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/understandingthegenderpaygapintheuk/2018-01-17>

Measure 6. Quartile pay bands

The proportions of male and female full- pay relevant employees in the Lower (1), Lower Middle (2), Upper Middle (3) and Upper (4) quartile pay bands

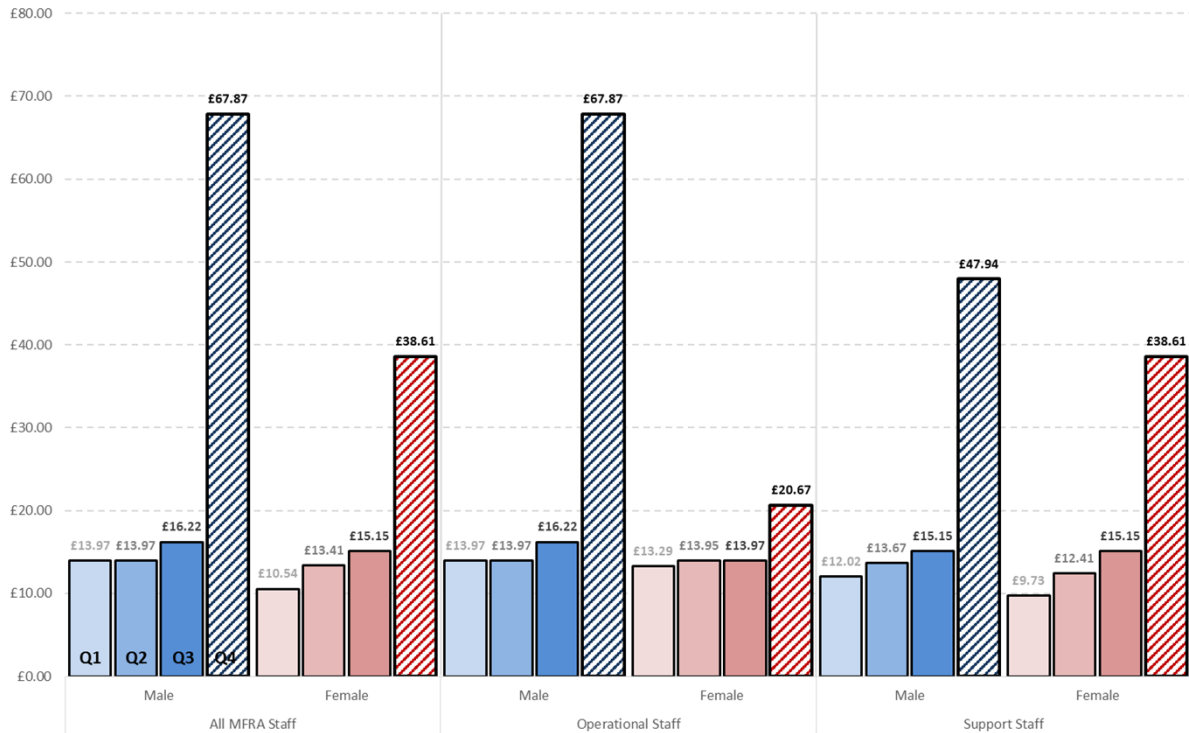
Quartile pay Bands	From hourly rate £'s	To hourly rate £'s	# of males	%	# of females	%
171. Lower ¹⁸	£4.05	£13.66	117	49.79%	118	50.21%
2. Lower Middle	£13.66	£13.97	201	85.53%	34	14.47%
3. Upper Middle	£13.97	£15.87	197	83.83%	38	16.17%
4. Upper ¹⁹	£15.87	£67.87	197	83.83%	38	16.17%

The table identifies that within quartiles 2 Lower Middle and 3 Upper Middle, the hourly rates are very similar suggesting that there is close to parity between male and female staff. Within the Lower quartile there is a sizeable gap in hourly rate of £9.61, this however is magnified in the Upper quartile (where there is a gap of £52).

¹⁸ Apprentice Rate (the lowest hourly rate for a contractual 35 hour a week member of staff is grade 2)

¹⁹ Based on a 48 hour week

Chart 14: Quartile Analysis of Pay Equality



In summary Chart 14 provides the following:

- For all MF&RA staff, there is a moderate difference between males and females in quartile 1, a difference of £2.36 per hour. The interquartile range²⁰ for all males at MF&RA is £2.24, while for females it is £4.60. Therefore the data suggests that male pay levels tend to be more consistent than female; as such this is logical as the single largest group of employees at MF&RA are male fire-fighters, accounting for 392 members of staff or 39.2% overall.
- For operational staff there are small variations between quartiles 1 to 3, the interquartile range for males is £2.24 and for females it is £0.68. Previously for females the interquartile range was £1.96, so this reduction in the range reflects that there are now more female operational members of staff.

²⁰ The interquartile range (IQR) is a measure of variability, based on dividing a data set into quartiles. Quartiles divide a rank-ordered data set into four equal parts. The values that divide each part are called the first, second, and third quartiles; and they are denoted by Q1, Q2, and Q3, respectively.

Q1 is the "middle" value in the first half of the rank-ordered data set.

Q2 is the median value in the set.

Q3 is the "middle" value in the second half of the rank-ordered data set.

<http://stattrek.com/statistics/dictionary.aspx?definition=Interquartile%20range>

- For support staff, there is a moderate difference between males and females in quartile 1 of £2.30 per hour. The interquartile range for males is £3.12 and for females, it is £5.42. This identifies that for female staff there are larger differences in pay, with more lower paid / part time females than males.

6.17 Princes Trust

In total during 2017/18 there were 116 attendees on Princes Trust courses operated by Merseyside Fire & Rescue Service. The following section analyses the protected characteristics of these attendees.

- Concerning age and gender, 78 (67%) attendees were male, with 37 (31.9%) being female. Data was unavailable for 1 attendee. When age is concerned the youngest attendees were 16, with the oldest being 26. The most populous age was the 17 year age group which accounted for 21 individuals.
- The majority of attendees were White British (88, 75.9%), BAME attendees accounted for 19 attendees or 16.4%.
- The simple majority of attendees had no religion (38), Christians of various denominations accounted for 26 attendees, minority religions accounted for 14. Religion data was unavailable for 38 attendees.
- The majority of attendees were heterosexual (78), 10 attendees were LGBT. Data was unavailable for 32 attendees.
- Taking disability into consideration, 58 (50%) attendees stated that they had no disability, 42 (36.2%) stated that they were disabled in some form, 1 attendee preferred to say. Data was unavailable for 15 attendees.

6.18 Fire Cadets

During 2017/18, there was a total of 62 individuals who enrolled with Fire Cadets. As such the following is true:

- 14 year olds made up the simple majority of attendees with 24 (38.7%). This was then followed by 15 year olds with 17 attendees, 13 year olds with 13 attendees, 16 year olds with 5 attendees and 17 year olds with 3 attendees.
- Concerning ethnicity data, 51 attendees were White British (82.3%), 6 were BAME and data was unavailable for the 5 remaining individuals.
- Concerning disability, 12 (19.4%) attendees were disabled, 48 were not and data was unavailable for 2.

6.19 Volunteers

During 2017/18, there were a total number of 38 volunteers, therefore the following are true:

- Concerning gender , 68.4% (26) were male and 31.5% (12) were female
- When looking at the age range of our volunteers, the majority of volunteers 39.5%(15) were in the 22-30 age group. Followed by the 16-21 age group with 23.7% (9), then the 31-40 age group with 18.4% (7) volunteers and 41-60 age group with 7.9% (3) volunteers. We have no volunteers aged 61-65 and only 1 aged 66+.
- The Ethnicity of our volunteers is follows White British, 89.5% (34) White other (Irish, Polish and Romanian) 7.9% (3) and Asian 2.6% (1)
- The number of volunteers who have declared a disability is 10.5%, (4) .

We are addressing our diversity, in relation to age and ethnicity in our future volunteer recruitment plans.

Appendices

Appendix A: The Equality Act and Public Sector Equality Duties

The Equality Act and Public Sector Equality Duties Impact on Merseyside Fire and Rescue Authority

The Equality Act became law in October 2010. It streamlines over 110 pieces of anti-discrimination legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what is needed in employment to make the workplace a fair environment and to ensure that public services are designed without discrimination or unfavourable treatment. The Public Sector Equality Duty (PSED) came into force on 5 April 2011 and replaces all previous separate equality duties for: race, disability and gender.

The PSED consists of a **general duty**, with three main aims (set out in section 149 of the Equality Act 2010) and **specific duties** (set out in the secondary legislation that accompanies the Act). The specific duties are intended to assist public bodies to meet the general duty.

The PSED covers the following protected characteristics, which are the grounds upon which discrimination is unlawful:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race - this includes ethnic or national origin, colour or nationality
- religion or belief - this includes lack of belief
- sex

- sexual orientation

It is also unlawful to discriminate on the grounds of marriage and civil partnership in respect of employment only.

General duty

The general duty has three aims. It requires MFRA to have 'due regard' to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
2. Advance equality of opportunity between people from different groups. This involves considering the need to:
 - a. remove or minimise disadvantages suffered by people due to their protected characteristics
 - b. meet the needs of people with protected characteristics encourage people with protected characteristics to participate in public life or in other activities where their participation is low
 - c. foster good relations between people from different groups. This involves tackling prejudice and promoting understanding between people from different groups.
3. In order to demonstrate 'due regard', MFRA must consider the three aims of the general duty when making decisions as an employer and provider of fire and rescue services; for example, when:
 - a. developing, evaluating and reviewing policies
 - b. designing, delivering and evaluating services, including fire and rescue provisions
 - c. commissioning and procuring services from others

To comply with the general duty, public bodies may treat some people more favourably than others, as far as this is allowed by UK and European anti-discrimination law.

The General duty also explicitly recognises that disabled people's requirements may be different from those of non-disabled people. MFRA is required to take account of disabled people's impairments and must make reasonable adjustments for disabled people.

Specific Duties

The PSED is supported by specific duties. In England, these commenced on 10 September 2011. The specific duties aim to help public bodies to perform better in meeting the public sector equality duty. The focus of the specific duties is transparency in how public bodies are responding to the equality duty. It is important to note that MFRA must meet both the equality duty and the specific duties - it is not enough to meet the specific duties alone.

There are three specific duties that MFRA has to demonstrate compliance with, as follows:

1. **Publication of information** – to publish – at least annually, information to demonstrate its compliance with the equality duty. Subsequently, information must be published at intervals no greater than one year from the last publication. The Equalities section of the MFRA website contains information that demonstrates our compliance. The Equality and Human Rights Commission (EHRC) monitor public bodies (including Public Authorities) web sites to review how accessible equality information is for the public to use.
2. **Equality objectives** – Fire and Rescue Authorities must prepare and publish one or more specific and measurable objective(s) that it thinks it should achieve to meet any of the three aims of the equality duty. The objective(s) must be published subsequently at intervals of no greater than four years. To help make the equality objectives measurable, link the objective to information collected by the institution. The government will conduct a review of the equality objectives set by public bodies after two years to check

that they are meeting the required levels of transparency and accountability.

3. **Manner of publication** – Fire and Rescue Authorities must publish their equality information and equality objective(s) in a manner that is accessible to the public. As this information is intended to be public facing.

Gender Pay Gap

Who counts as an employee?

For the purposes of gender pay²¹ reporting, the definition of who counts as an employee is set out in the regulations and follows the definition in the Equality Act 2010. This is known as an 'extended' definition that includes:

- employees (those with a contract of employment)
- workers and agency workers (those with a contract to do work or provide services)
- some self-employed people (where they have to personally perform the work)
- police officers and the armed forces

What needs to be reported on?

1. The mean gender pay gap
2. The median gender pay gap
3. The mean bonus gender pay gap
4. The median bonus gender pay gap
5. The proportion of males and females receiving a bonus payment
6. The proportion of males and females in each quartile band

²¹ More details about who counts as an employee can be found in the main Gender Pay Gap guide at www.acas.org.uk/genderpay

Appendix B: Retrospective by Generic Role

Table 22: Retrospective Analysis of Protected Groups – Operational Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Operational Staff	Total	805	694	632	-173	-21.49%
	Male	763	653	582	-181	-23.72%
	Female	42	41	50	8	19.05%
	Age >= 46	460	432	383	-77	-16.74%
	% >= 46	57.1%	62.2%	60.6%		
	Disability	27	27	3	-24	-88.89%
	BAME	31	31	36	5	16.13%
	LGBT	3	4	12	9	300.00%

Table 23: Retrospective Analysis of Protected Groups – Control Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Fire Control Staff	Total	36	34	32	-4	-11.11%
	Male	2	2	3	1	50.00%
	Female	34	32	29	-5	-14.71%
	Age >= 46	28	27	20	-8	-28.57%
	% >= 46	77.8%	79.4%	62.5%		
	Disability	2	1	0	-2	-100.00%
	BAME	0	0	0	0	0.00%
	LGBT	0	0	0	0	0.00%

Table 24: Retrospective Analysis of Protected Groups – Support Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Support Staff	Total	349	317	335	-14	-4.01%
	Male	174	158	166	-8	-4.60%
	Female	175	159	169	-6	-3.43%
	Age >= 46	185	157	177	-8	-4.32%
	% >= 46	53.0%	49.5%	52.8%		
	Disability	28	23	8	-20	-71.43%
	BAME	11	10	11	0	0.00%
	LGBT	3	5	6	3	100.00%

Appendix C: Supplemental Information

Table 25: All Staff by Age & Position

Role	Position	Total	17-24	25-35	36-45	46-55	56-65	66+
Operational Staff	Brigade Manager	2				2		
	Area Manager	6			2	4		
	Group Manager	12			2	10		
	Station Manager	27		1	7	19		
	Watch Manager	130		6	32	90	2	
	Crew Manager	17		3	4	10		
	Firefighter	438	8	80	104	233	13	
	Sub Total	632	8	90	151	368	15	0
Fire Control Staff	Group Manager	0						
	Station Manager	0						
	Watch Manager	10			2	5	3	
	Crew Manager	4		1		3		
	Firefighter	18	1	4	4	5	4	
	Sub Total	32	1	5	6	13	7	0
Support Staff	Grades 12+	34		2	6	12	15	
	Grades 6-11	185	11	46	44	55	51	4
	Grades 1-5	83	10	19	13	18	20	2
	Apprentices	7	6	1				
	Sub Total	335	27	68	63	85	86	6
Total		999	36	163	220	466	108	6

Table 26: Ethnicity by Type and Role

Role	Position	Total	White British or Irish	Any Other White	Mixed	Asian or Asian British	Black or Black British	Chinese	Any Other Minority	PNTS	Not Stated
Operational Staff	Brigade Manager	2	2								
	Area Manager	6	6								
	Group Manager	12	11								1
	Station Manager	27	25		1			1			
	Watch Manager	130	124		3				1	1	1
	Crew Manager	17	14	1			1			1	
	Firefighter	438	407	5	14		6	2	1	3	
	Sub Total	632	589	6	18	0	7	3	2	5	2
Fire Control Staff	Area Manager										
	Group Manager										
	Watch Manager	10	10								
	Crew Manager	4	4								
	Firefighter	18	18								
	Sub Total	32	32	0	0	0	0	0	0	0	0
Support Staff	Grades 12+	35	35								
	Grades 6-11	211	200	2	2	2	2			1	2
	Grades 1-5	82	75		1		2				4
	Apprentices	7	7								
	Sub Total	335	317	2	3	2	4	0	0	1	6
Total		999	938	8	21	2	11	3	2	6	8

Table 27: Breakdown of Religion / Belief by type and role

Role	Position	Total	Buddhist	Christian	Jewish	Muslim	Other	None	PNTS	Not Stated
Operational Staff	Brigade Manager	2		1				1		
	Area Manager	6		2						4
	Group Manager	12		3				1		8
	Station Manager	27	1	8			2	4		12
	Watch Manager	130		24	1		1	8	3	93
	Crew Manager	17		1				1	1	14
	Firefighter	438	1	71	2		1	46	12	305
Sub Total	632	2	110	3	0	4	61	16	436	
Fire Control Staff	Area Manager									
	Group Manager									
	Watch Manager	10		2						8
	Crew Manager	4								4
	Firefighter	18		4				5		9
Sub Total	32	0	6	0	0	0	5	0	21	
Support Staff	Grades 12+	35		15			1	1		18
	Grades 6-11	211		66		2	5	22	5	111
	Grades 1-5	82		31				12	1	38
	Apprentices	7		2			1	3	1	
	Sub Total	335	0	114	0	2	7	38	7	167
Total	999	2	230	3	2	11	104	23	624	

Note: there was no report Hindu or Sikh data submitted

Appendix D: Comparison of “Not Stated” by Protected Group

Table 28: Comparison of “Not Stated” responses by Protected Characteristic

Area	2015/16	% Not Stated	2016/17	% Not Stated	2017/18	% Not Stated
Total Staff	1045		991		999	
Disability	722	69.1%	731	73.8%	652	65.3%
Ethnicity	5	0.5%	13	1.3%	8	0.8%
Sexual Orientation	647	61.9%	720	72.7%	626	62.7%
Religion	524	50.1%	715	72.1%	624	62.5%

Please note: that the data for Gender and Age was complete and therefore no (zero) “Not Stated” returns.

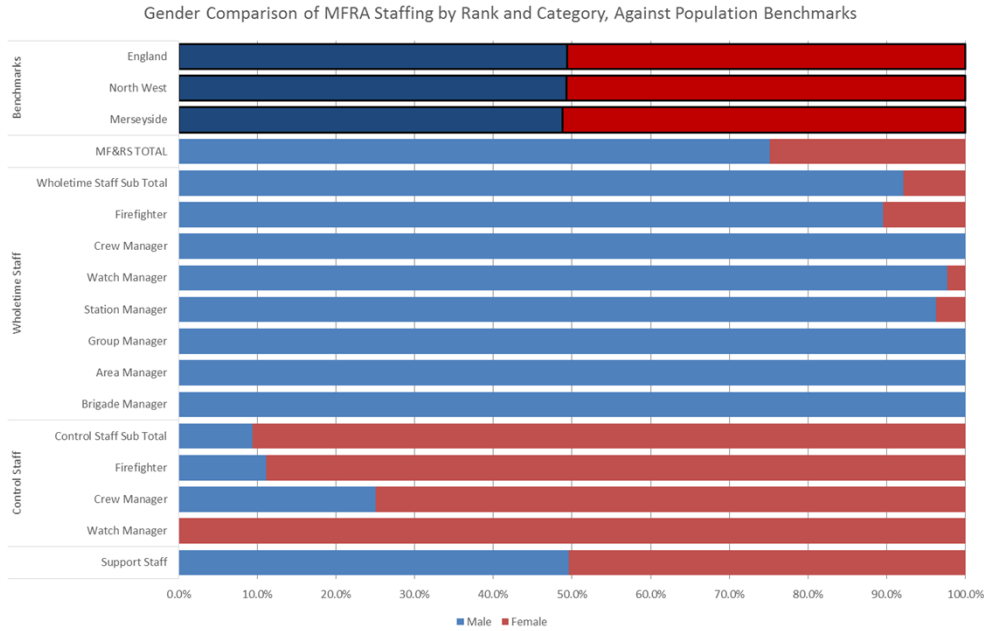
Table 28 provides a comparison of “Not Stated” counts between 2015/16 and 2017/18. The table identifies:

- Between 2016/17 and 2017/18 data quality has improved.
- Disability has the greatest amount of unstated data with 65.3% of staff not providing data for this area up to 2016/17.
- Sexual Orientation has a large amount of unstated data with 62.7% of staff not providing data for this area up to 2016/17.
- Religion has also has a large amount of unstated data with 62.5% of staff not providing data for this area up to 2016/17.
- Ethnicity has a relatively low amount of unstated data with only 0.8% of staff not providing data up to 2016/17.

Appendix E: Home Office Benchmarking 2016/17

Workforce and Employment Data – 31st March 2017 - Benchmarking

Comparison of Gender balance, comparing MFRA staffing to Official ONS²² Population %'s²³



The chart compares the proportions of MFRA employees by gender and rank. As a means of comparison the chart also benchmarks the staff data with the local, regional and national gender splits.

The chart identifies that within wholetime "uniform" staff – regardless of rank - males dominate. For Control Staff, the opposite is true with proportionally more females than males.

Only Support Staff (Non Uniform) come close to the benchmarks with an approximate 50/50 split, between male and female.

Comparison of %'s of female staff by FRS and rank - based on HO Operational Statistics – 2016/17

Location	Total Staff	Total firefighters	Fire Control	Support Staff
Greater London	13.84%	6.94%	76.92%	46.75%
Greater Manchester	16.47%	2.78%	-	57.94%
Merseyside	19.76%	6.92%	91.18%	52.10%
South Yorkshire	16.99%	6.00%	68.00%	46.04%
Tyne & Wear	19.34%	6.49%	67.74%	58.29%
West Midlands	20.15%	5.67%	88.89%	56.03%
West Yorkshire	16.36%	4.47%	71.43%	53.90%
England (Baseline)	15.08%	5.16%	75.98%	52.49%

The table identifies that when compared to other Metropolitan FRS, Merseyside has the second highest ratio of female to male staff with 19.76% overall.

When compared against the rate for FRS's in England, Merseyside is well ahead of the national FRS rate of 15.08%

²² Glossary: ONS = Office for National Statistics. HO = Home Office. BAME = Black Asian Minority Ethnic. FRS = Fire & Rescue Service
²³ Male and female populations based on Mid 2016 Population Estimates – Office for National Statistics

Further Comparisons - based on HO Operational Statistics – 2016/17

FRS	% BAME ²⁴			Age Related Data	
	BAME Workforce %	Local BAME / Non White%	Progress to matching local BAME	% aged between 16-24	% aged above 56
Greater London FRS	15.20%	40.21%	37.80%	1.27%	5.35%
Greater Manchester FRS	4.30%	16.19%	26.55%	2.78%	3.77%
Merseyside FRS	4.00%	5.49%	72.80%	1.83%	8.01%
South Yorkshire FRS	3.70%	9.37%	39.47%	1.03%	5.82%
Tyne & Wear FRS	1.90%	6.53%	29.10%	0.23%	7.15%
West Midlands FRS	10.20%	29.87%	34.15%	1.04%	6.87%
West Yorkshire FRS	4.20%	18.25%	23.01%	1.24%	6.83%
England FRS	4.50%	14.03%	32.08%	3.10%	7.09%

The chart above compares BAME populations against FRS workforce. If Workforce and Local BAME percentages are compared, Merseyside FRS is closest of all the Met FRS to paralleling their local BAME population. As such Merseyside FRS is 72.8% of the way to proportionally matching the local BAME population,²⁵ close to double that of the other Met FRS's.

Considering age, Merseyside FRS has the highest % of employees above the age of 56 and is the second highest for the 16-24 age group.

²⁴ Based on Census 2011 figures – Office for National Statistics. Please note: HO Figures group all white ethnicities into one, meaning that non British White people are counted within this figure.

²⁵ Though Merseyside FRS has a comparatively low Non White (BAME) workforce with 4%, it is very close to matching the BAME % of Merseyside as a whole with 5.49%. Though other Mets do have higher proportions of BAME in their local populations, their workforces don't represent their local population as well as Merseyside FRS.

Appendix F: Equality and Diversity Objectives 2017 – 2020

Equality Objective 1: Create a strong cohesive organisation that is positive to rising to the future challenges we face

Equality Objective 2: Ensure that people from diverse communities receive equitable services that meet their needs.

Equality Objective 3: Reducing fires and other incidents amongst the vulnerable protected groups

Equality Objective 4: To ensure that staff are better equipped to deliver their roles whilst showing due regard to the need to: “eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act, advance equality of opportunity and foster good relations between people who share a protected characteristic and those who don’t.”

Equality Objective 5: To continue to aspire to achieving excellence, or equivalent in a Fire and Rescue Service Equality Framework

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