



OFFICIAL

Procurement Officer Additional Post

Human Resources Committee

Date: 5 August 2022

Agenda Item:

6

Submitted By: Chief Finance and Procurement Officer

Purpose	To inform HR Committee of the requirement for an additional role in Procurement Team and to obtain approval to undertake a recruitment process.
Recommendations	To approve the increased establishment of a third Procurement Officer post.
Summary	A procurement review was formally undertaken in 2019 and as a result there is now increased and improved procurement control across the Authority. Due to the increased workload, (to date absorbed by the existing team), there is now a requirement for an additional post to further facilitate and support the organisation's procurement requirements.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Kim Larter, Procurement Manager
kim.larter@westyorksfire.gov.uk
01274 682311 ext 680002

Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 Following the procurement review undertaken in 2019, various improvements to control procurement activity are now embedded. It has been identified that the Procurement Team require an additional Procurement Officer to facilitate and expedite procurement projects from inception to completion.

2 Information

- 2.1 Currently, 2 Procurement Officers are in post. Procurement Officer 1 is responsible for Ops Equipment, Stores and general low value procurement requirements whilst managing the OPEX system and line management of the Purchasing Officer (administrative role). Procurement Officer 2 is dedicated to Property Services procurement. The Head of Procurement currently undertakes management of many tender processes alongside strategic procurement requirements for the Authority.

- 2.2 Recruiting a third Procurement Officer would provide the Procurement team with additional resource to deliver the increasing workload. Due to the changes to procurement process (compliance) following the procurement review in 2019 and the increase in the number of procurement projects (tenders and contract management) required, an additional Procurement Officer will decrease the number of tenders currently being managed and delivered by the Head of Procurement. This will release capacity for the Head of Procurement to concentrate on strategic procurement which includes; regional and national collaboration, policy review and implementation, further development and compliance of policy, legislative and regulatory requirements and development of effective procurement strategies including ethical, sustainable, environmental and social value.

The additional third Procurement Officer would be 80% dedicated to ICT procurement which will increase and expedite the increasing workload from ICT and 20% of this person's resource will cover for leave and absence creating some much need contingency within the Procurement Team.

- 2.3 ICT has ambitious plans within the next 3-5 years as identified in their Capital and Revenue programme and Digital and Data Strategy 2021 – 2025 which requires comprehensive input from the Procurement Team to deliver procurement projects on time. Most ICT procurement projects are high value and complex.

Since October 2020, 15 ICT procurement projects have been delivered with a further 11 projects currently underway. Additional resource to support ICT procurement will expedite the process and deliver many more as the above have been delivered by the Head of Procurement who is not a dedicated resource in terms of day-to-day tendering.

- 2.4 The Head of Procurement has considered the following instead of recruiting a third Procurement Officer:

- The Head of Procurement could continue to assist ICT with their procurement requirements, but this resource is now at full capacity so strategic procurement would be further delayed/not occur.
- Outsourcing of ICT procurement has been considered but this proves very expensive and lacks flexibility and control of procurement projects.
- The 2 existing Procurement Officers taking responsibility for ICT procurement has been considered but this would impact negatively on other department's procurement requirements, delaying procurement projects.

3 Financial Implications

3.1 The post (if part/unqualified) will be paid at grade 7 costing £39,553, rising to a maximum of £41,947 per annum. If the successful candidate is fully qualified to CIPS level 4, they will begin at the bottom of grade 8 at a cost of £42,854 rising to a maximum of £45,296. These figures include on-costs and align to the existing 2 Procurement Officer post salaries.

There is currently no existing budget provision for this post so it will need to be funded by a permanent transfer from the contingency budget.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

5.1 An open recruitment process will be required to recruit a new member of staff to the procurement team.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
---	----

7 Health, Safety and Wellbeing Implications

7.1 There are no health and safety/wellbeing implications associated with the recruitment of a 3rd Procurement Officer.

8 Environmental Implications

8.1 There are no environmental implication associated with the recruitment of a 3rd Procurement Officer.

9 Your Fire and Rescue Service Priorities

9.1 The new post would increase the resource of the Procurement Team allowing for dedicated ICT procurement to be better managed/expedited and contribute to the following priorities as identified within our CRMP:

- Plan and deploy procurement resources based on risk to provide an efficient and effective support service.
- Assist with constant review and development of new ways of working within the procurement team.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Provide ethical governance and value for money.
- Collaborate with partners to improve the efficiency and effectiveness of the procurement team's services.

- Contribute to sustainability by implementing environmentally friendly ways of working.

10 Conclusions

- 10.1 It is requested that HR Committee approve the proposal to recruit a 3rd Procurement Officer. The role will facilitate improved service support and much needed contingency within the Procurement Team.



OFFICIAL

Equality Data Monitoring Report

Human Resources Committee

Date: 5 August 2022

Agenda Item:

7

Submitted By: Chief Employment Services Officer

Purpose	To advise authority members of the latest workforce equality data before publishing externally.
Recommendations	To note the report.
Summary	We produce the Equality Data Monitoring Report annually to fulfil our obligations under the Public Sector Equality Duty. The report provides workforce data for the 2021/22 financial year on gender, ethnicity, sexuality, disability, age, religion, disciplinary and grievance. The report includes commentary on the demographics of our community, the projects we have delivered, our plans for the next financial year and the changes in data from the previous year.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Gill Cockburn, Diversity and Inclusion Manager
Gill.cockburn@westyorksfire.gov.uk
01274 682311 ext 671284

Background papers open to inspection: None

Annexes: Equality Data Monitoring Report

Introduction

- 1.1 WYFRS are required to publish workforce equality data annually to fulfil our obligations towards the Public Sector Equality Duty. The report is completed every summer, shared for consultation and then published on our external and internal webpages. The report attached is redesigned before being published, the report from last year (2020/21) can be viewed [online](#).
- 1.2 The report is presented in sections including a summary, future plans and a commentary on any differences from the previous report. This time we have also included information on declaration rates.

Information

- 2.1 The headlines from the equality data report are as follows:

- a. Declaration rates for sexuality, disability and religion within wholetime and support staff has risen, with an increase of up to 18% more staff members disclosing.

Declaration rates (increases)			
	Sexuality	Disability	Religion
Wholetime	16%	14%	14%
On Call	1%	5%	2%
Control	0%	1%	0%
FRS Staff	16%	18%	14%

This has helped demonstrate that our messaging to staff has made an impact and they are more confident sharing their data and being themselves at work. The lack of higher declaration rates within Control and On Call is due to the majority of these staff having already completed their data input and they are fewer in number.

- b. Our overall rate of LGBT staff has risen from 1% to 4% which goes above our LGBT community demographic which is 1.8%.
- c. Within wholetime staff, female firefighters have increased by 1% to a total of 7% matching the national average, and BAME firefighters have increased by 1% to 5% which also matches the national average.
- d. Our overall rate of disabled staff has doubled to 6% from 3% last year. This can be attributed to our neurodiversity screening process and support, alongside improving awareness of the definition of disability.
- e. 337 members of staff have updated their religion in the last 12 months which allows us to further ensure we have policy and provision in place for all faiths. This has prompted a consultation on a bank holiday swap scheme for staff who do not celebrate the traditional Christian festivals.

2.2 There is a steady rise in all categories from previous years, which we hope to continue with our recruitment and retention processes. We forecast that the numbers will elevate further due to the successful positive action work we have undertaken within wholetime recruitment roles.

2.3 Even though we have seen an improvement in staff disclosure we still aspire to encourage disclosure from 100% of staff and we will continue to work towards this.

Financial Implications

3.1 None identified

Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

Human Resource and Diversity Implications

5.1 The report demonstrates that our positive action initiatives are starting to positively impact our employee profile / demographic.

5.2 The report indicates there is increased staff confidence in sharing their data, which suggests a positive shift in culture.

5.3 We are updating our onboarding process to ensure that equality data provided by successful job applicants before joining us is checked on appointment and logged in our employee HR system (Access HR).

Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
Date EIA Completed	N/A
Date EIA Approved	N/A

Health, Safety and Wellbeing Implications

7.1 None identified

Environmental Implications

8.1 None identified

Your Fire and Rescue Service Priorities

9.1 We will continue working towards delivering a more inclusive workforce, which reflects and serves the needs of the diverse communities of West Yorkshire.

9.2 Support, develop and enable our people to be at their best.

Conclusions

10.1 The report shows improvement in the equality data of staff.

10.2 The report demonstrates an improvement in the declaration of staff data.

10.3 The data suggests that staff are more confident to share their equality data.

10.4 This improvement in equality data will help to inform the projects and initiatives required to support our staff demographic.



Annual Equality Monitoring Report (2021/22)

Contents

Our Diverse County.....	3
Why is Diversity and Inclusion important?.....	4
Why do we collect Equality data?	4
Summary	5
Plans for 2022/23.....	6
Data Trends and Comparison.....	7
Workforce Diversity	8
Gender	8
Ethnicity	11
Sexuality	14
Disability	17
Age.....	20
Religion.....	21
Grievance and Disciplinary.....	22

Our Diverse County

There are 2.2 million people living in the five metropolitan districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield, within an area of 800 square miles. WYFRS provides fire cover 24 hours a day, every day of the year from its 41 stations and Control Centre.

According to the 2011 Census, 18% of West Yorkshire citizens are BAME (Black, Asian, Minority Ethnic). The majority of this population reside in the Bradford region of West Yorkshire which has an Asian population of 20%.

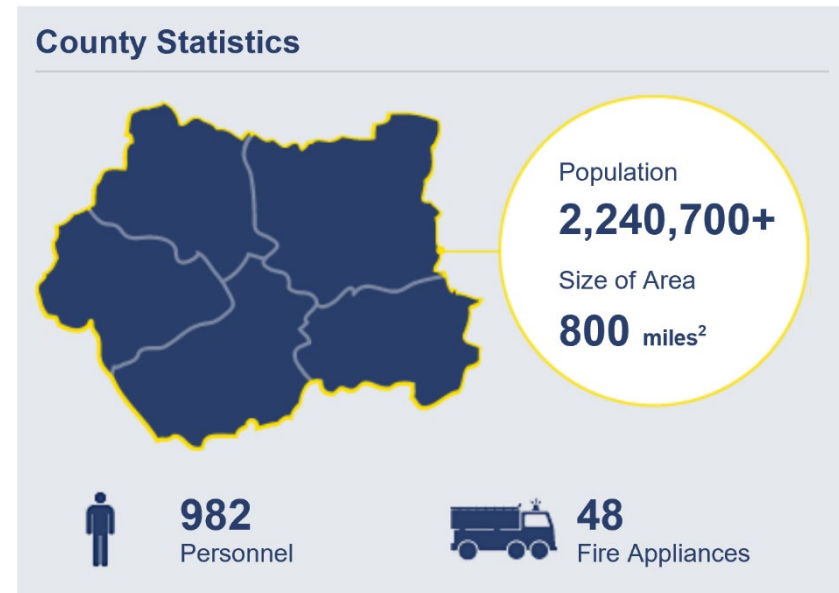
Approximately 18% of the West Yorkshire population are disabled or live with long term illnesses.

The 2011 census indicated that 59.5% of the population of West Yorkshire reported they were Christian. This was followed by those who reported no religion (25.4%). 6.2% of the West Yorkshire population reported that they are Muslim.

1.8% of people in West Yorkshire identify as Lesbian, Gay or Bisexual.

As with most other counties West Yorkshire has gender parity in its population.

WYFRS has a responsibility to serve our communities, but also to reflect the diversity of the population. Understanding the vulnerabilities and related fire risks facing these diverse groups is paramount in meeting these twin obligations.



Why is Diversity and Inclusion important?

Diversity and inclusion are central to our core values and bring many benefits to our organisation. Having a diverse and inclusive workforce improves team performance, communication, innovation and wellbeing. An inclusive workforce creates individuals who feel confident, valued and able to deliver the best service to our communities and each other. A host of research indicates that diversity at all levels of the organisation, and crucially in key decision making roles leads to more innovation, empathy and ultimately increased organisational performance.

We have an organisational, moral and legal responsibility to promote equality and diversity across all of the protected characteristics: race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnerships and pregnancy and maternity.

WYFRS promotes equality of opportunity for all by fostering good relations. We work under the Public Sector Equality Duty to eliminate illegal behaviour such as discrimination, harassment and victimisation.

Why do we collect Equality data?

WYFRS aspires to reflect the diversity of the communities it serves. In order to demonstrate that we are working towards this, we collect equality data and analyse it. We produce this annual report to present the most recent equality data of the WYFRS workforce. We use this data to inform and direct our projects and initiatives including positive action, recruitment, retention, progression, reasonable adjustments and Equality Impact Assessments.

Summary

This report presents the equality data of WYFRS' workforce at 31st March 2022. Reported information includes workforce profiles by age, gender, ethnicity, disability, religion and sexual orientation for Wholetime, Retained, Control and FRS Support Staff.

At 31st March 2022, WYFRS Workforce diversity is as follows:

- Wholetime roles: 7% female, 5% BAME, 4% Disabled, 4% LGBT.
- On Call roles: 5% female, 1% BAME, 3% Disabled, 2.5% LGBT.
- Control: 70% female, 4% BAME, 4% Disabled, 2% LGBT.
- FRS Support roles: 56% female, 11% BAME, 14% Disabled, 3% LGBT.

There is 1 female in a Station Manager role and 2 in Group Manager positions following promotion. At strategic decision-making levels there is 30% female representation on WYFRS's Management Team. At the most senior level, there is a 20% gender split on WYFRS Management Board. However, BAME individuals remain significantly underrepresented at these levels.

Declaration rates from staff have improved in the last 12 months, thanks mostly to improved visibility of the diversity and inclusion team objectives and an equality data campaign. Work has been delivered to ensure staff feel confident to share their personal data and be their authentic self at work. The table to the right shows the increase in declarations by category. Work is underway to further reduce the not declared category for all characteristics.

Declaration rates (increases)			
	Sexuality	Disability	Religion
Wholetime	16%	14%	14%
On Call	1%	5%	2%
Control	0%	1%	0%
FRS Staff	16%	18%	14%

The Diversity & Inclusion team have 3 full time members of staff, 4 staff networks and a number of Diversity and Inclusion champions across the workforce. We have made significant progress in the recruitment of operational staff from underrepresented groups, and we continue to improve and deliver successfully on our Positive Action strategy.

Plans for 2022/23

The Diversity and Inclusion Team will lead on several projects including the introduction of a new Diversity and Inclusion Strategy, development of the staff networks, progression of the Community Engagement Strategy, and provision of an anonymous reporting tool for staff. We will fine tune and review the Positive Action initiatives for the 2021 / 2022 recruitment drive and implement further measures to improve under-representation.

The service has developed its assessment and support process for neurodiversity inclusion and are sharing best practice at a national level. We have been shortlisted for national awards for this work and we strive to ensure we celebrate the benefits of a workforce who have diverse and different skills and ability.

Innovative and sector leading work continues on Equality Impact Assessment (EIA) which is a tool to identify if procedures, policies or changes have a detrimental or positive impact on those with protected characteristics. We aim to develop this process and provide an electronic EIA system for staff which will be more time effective and efficient. Staff network members and chairs are consulted with for each EIA, which ensures we address all potential impacts.

WYFRS have delivered a number of actions to raise awareness of the effects of menopause. This includes policy change, awareness training for all staff, introduction of menopause champions and a workwear review. A menopause staff network will be established in 2022 to advance this work further and provide dedicated support to staff.

We are responding to the national conversations about use of the term BAME and other terminology through the design and implementation of an Organisational Language Guide which will be led by the staff networks. This will allow the service to use language which has been devised by those who have personal experience of the effects of poor terminology.

WYFRS gained Bronze accreditation from Inclusive Employers in March 2021 and we aim to elevate this when we are assessed again in March 2023.

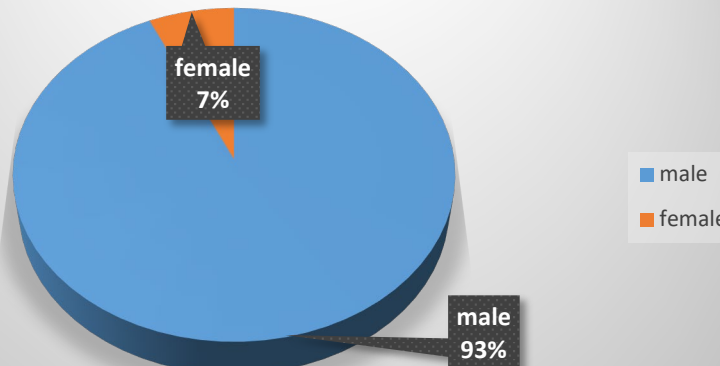
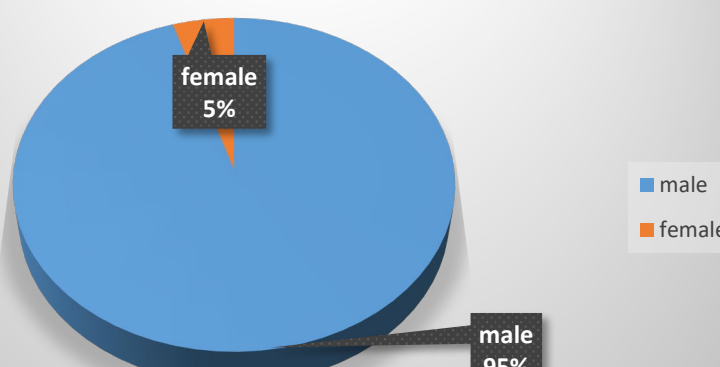
Data Trends and Comparison

The table below shows the 2021/22 equality data for Gender, Ethnicity, Sexuality and Disability alongside previous years.

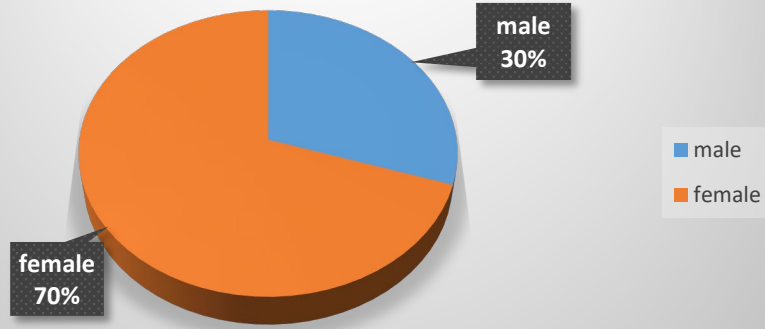
Gender	2017/18	2018/19	2019/20	2020/21	2021/22	Trend
Wholetime Female Staff	4%	5%	6%	6%	7%	
On call Female Staff	4%	5%	6%	7%	5%	
Control Female Staff	72%	71%	71%	71%	70%	
FRS Female Staff	53%	54%	56%	54%	56%	
Ethnicity	2017/18	2018/19	2019/20	2020/21	2021/22	Trend
Wholetime BAME Staff	4%	5%	5%	4%	5%	
On call BAME Staff	0.7%	2%	2%	2%	1%	
Control BAME Staff	2%	3%	5%	5%	4%	
FRS BAME Staff	8%	9%	6%	8%	11%	
Sexuality	2017/18	2018/19	2019/20	2020/21	2021/22	Trend
Wholetime LGBT Staff	Not reported	0%	1%	1%	4%	
On call LGBT Staff	Not reported	0%	0%	1%	2.5%	
Control LGBT Staff	Not reported	0%	0%	0%	2%	
FRS LGBT Staff	Not reported	1%	1%	2%	3%	
Disability	2017/18	2018/19	2019/20	2020/21	2021/22	Trend
Wholetime Disabled Staff	1%	1%	1.5%	1%	4%	
On call Disabled Staff	Not reported	1%	1.2%	1%	3%	
Control Disabled Staff	Not reported	3%	5%	4%	4%	
FRS Disabled Staff	Not reported	8%	9%	9%	14%	

Workforce Diversity

Gender

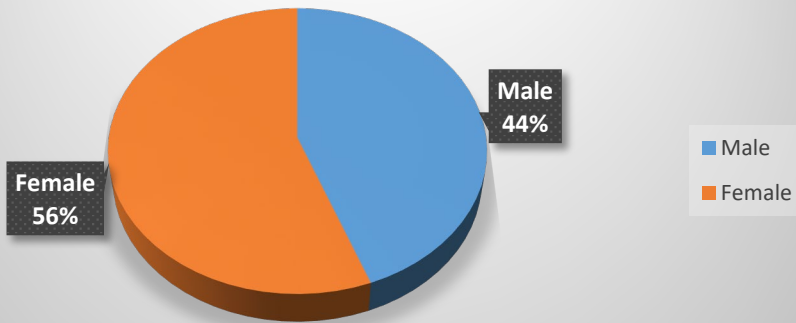
Workforce Profile	Commentary (data comparison from previous report).						
<p style="text-align: center;">Wholetime</p>  <p>A 3D pie chart titled 'Wholetime' showing the gender distribution of employees. The chart is divided into two segments: a large blue segment representing males at 93% and a smaller orange segment representing females at 7%. A legend to the right of the chart identifies the colors: blue for 'male' and orange for 'female'.</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>male</td> <td>93%</td> </tr> <tr> <td>female</td> <td>7%</td> </tr> </tbody> </table>	Gender	Percentage	male	93%	female	7%	<p>Across our Wholetime operational roles women make up 7% of employees and is comparative with England FRS data.</p> <p>WYFRS continued Wholetime recruitment during 2021 using positive action initiatives. We increased the number of female applicants with a total of 9 being successfully appointed in the last 12 months.</p> <p>The most recent recruit course offered places to 10 female firefighters; however this will not be reflected until the 2022/23 report as they joined us in June 2022.</p>
Gender	Percentage						
male	93%						
female	7%						
<p style="text-align: center;">On Call</p>  <p>A 3D pie chart titled 'On Call' showing the gender distribution of employees. The chart is divided into two segments: a large blue segment representing males at 95% and a smaller orange segment representing females at 5%. A legend to the right of the chart identifies the colors: blue for 'male' and orange for 'female'.</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>male</td> <td>95%</td> </tr> <tr> <td>female</td> <td>5%</td> </tr> </tbody> </table>	Gender	Percentage	male	95%	female	5%	<p>Female on call firefighters have decreased by 2% due to 2 female firefighters leaving the role and a further 2 on a career break. However, a recent recruitment exercise will bring 4 female on call staff into the service which will take us back up to 7%. Work continues to promote opportunities for retained firefighters in communities where we have vacancies; within this initiative we are encouraging women to consider a career as a retained firefighter.</p>
Gender	Percentage						
male	95%						
female	5%						

Control



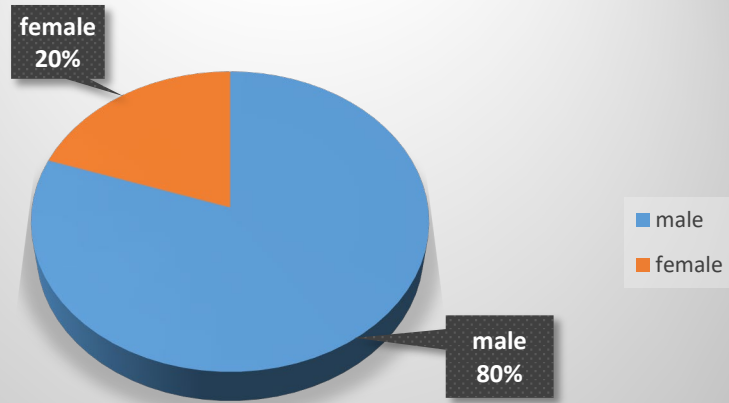
Control roles are predominantly filled by female staff, however a recent recruitment drive has increased the number of male staff and will be reflected in next year's report.

FRS Staff



The most equal gender split is within our support staff where 56% of staff are female.

All Staff

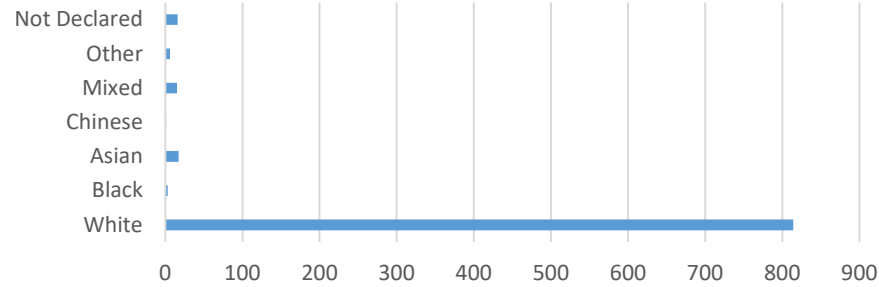


Across our organisation and across all roles, women make up 20% of our workforce. We recognise that this needs improvement and projects are in place, such as positive action initiatives and training programmes, to address the imbalance.

Ethnicity

Workforce Profile

Wholetime

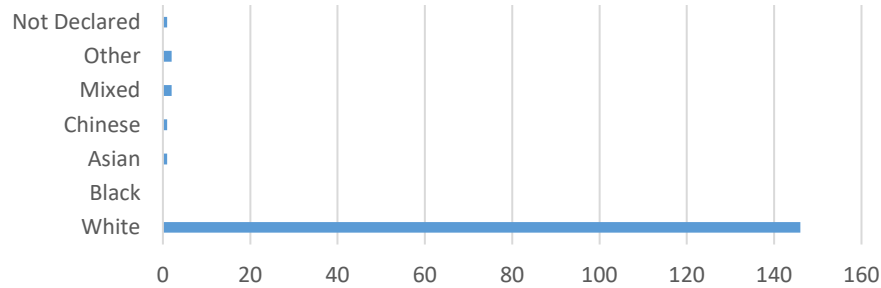


	White	Black	Asian	Chinese	Mixed	Other	Not Declared
Wholetime	814	3	17	1	15	6	16

Commentary

Our whole-time workforce are 93% White. Mixed race and Asian staff are the majority within the BAME category. We have increased the number of racially diverse whole-time staff by 1% in the last year.

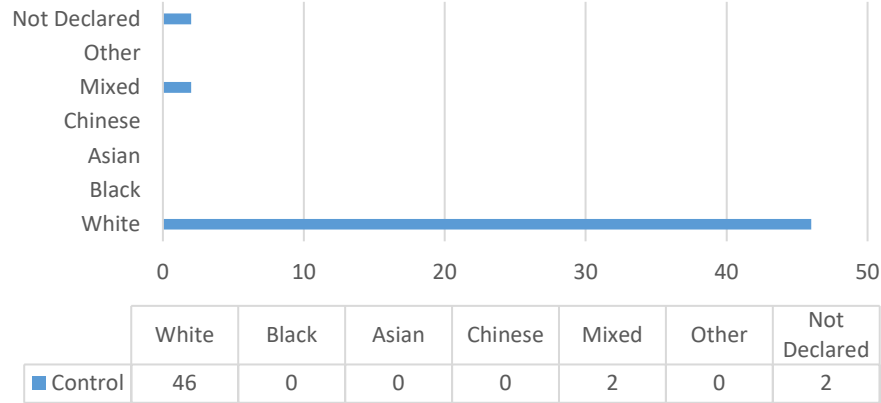
Retained



	White	Black	Asian	Chinese	Mixed	Other	Not Declared
Retained	146	0	1	1	2	2	1

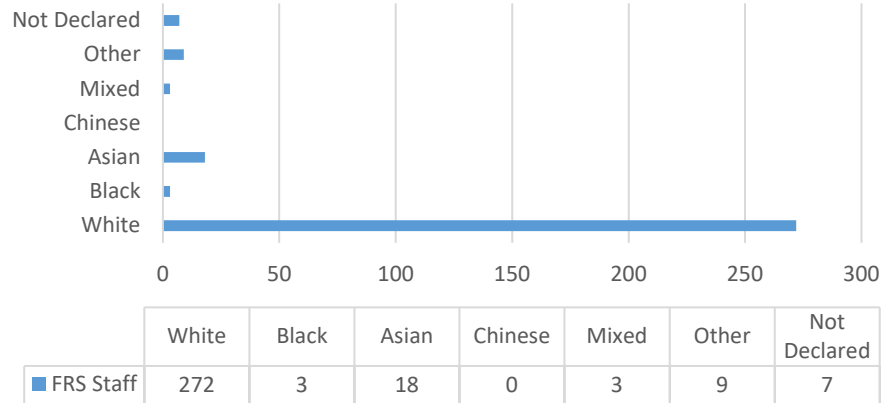
The ethnicity data for Retained staff shows a 95% White demographic. This is due to the location of the retained stations and the population who live within the 5-minute radius.

Control



Control staff have 4% of staff from a racially diverse background.

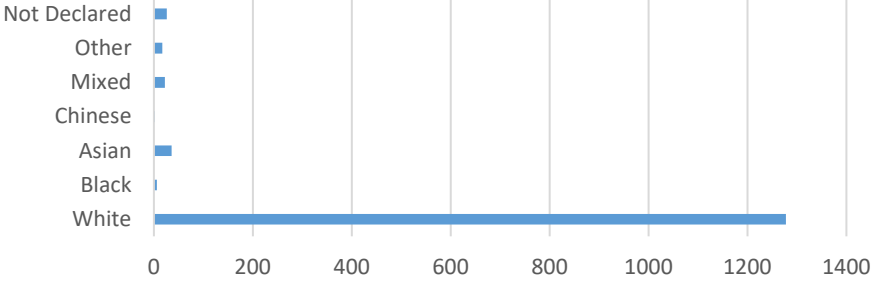
FRS Staff



The representation of BAME staff within our support function has improved by 3% up to 11% in total.

The ethnicity data demonstrates a gap in our workforce diversity, especially considering our diverse community data. WYFRS have responded to this by implementing a Talent Programme. It is also a key priority on our Diversity and Inclusion Strategy.

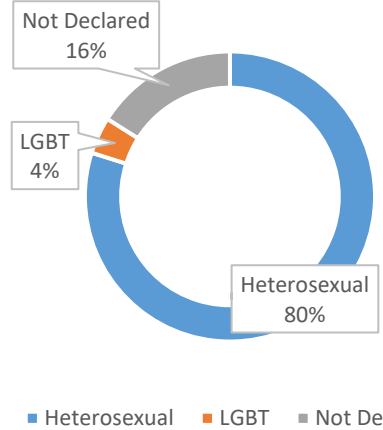
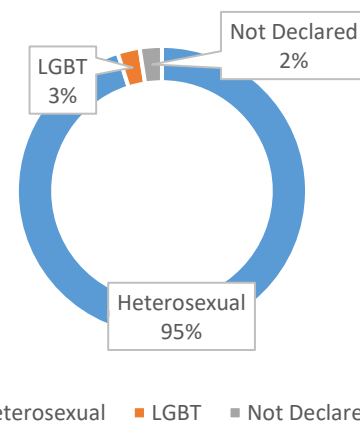
All Staff



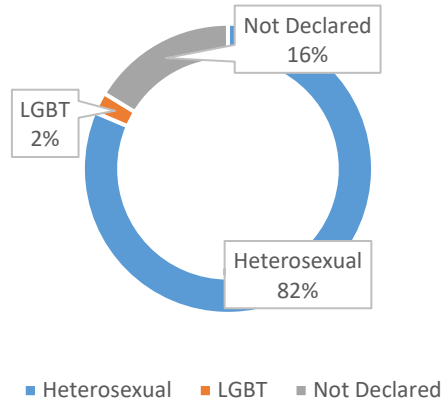
	White	Black	Asian	Chinese	Mixed	Other	Not Declared
All Staff	1278	6	36	2	22	17	26

Overall, 8% of the staff demographic are from an ethnically diverse background.

Sexuality

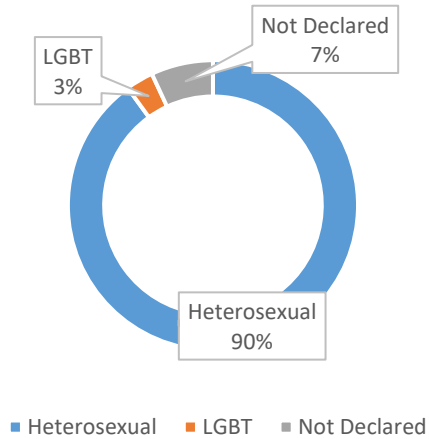
Workforce Profile	Commentary								
<p style="text-align: center;">Wholetime</p>  <p>A donut chart titled 'Wholetime' showing the distribution of staff by sexuality. The largest segment is blue, representing Heterosexual staff at 80%. A smaller grey segment represents Not Declared staff at 16%. A small orange segment represents LGBT staff at 4%. A legend below the chart identifies the colors: blue for Heterosexual, orange for LGBT, and grey for Not Declared.</p> <table border="1"> <thead> <tr> <th>Sexuality</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Heterosexual</td> <td>80%</td> </tr> <tr> <td>LGBT</td> <td>4%</td> </tr> <tr> <td>Not Declared</td> <td>16%</td> </tr> </tbody> </table>	Sexuality	Percentage	Heterosexual	80%	LGBT	4%	Not Declared	16%	<p>Wholetime staff have the highest declaration of LGBT status with 20 members of staff. The declaration rate has improved significantly in all roles demonstrating that staff are becoming more confident with sharing their sexuality in the workplace.</p>
Sexuality	Percentage								
Heterosexual	80%								
LGBT	4%								
Not Declared	16%								
<p style="text-align: center;">On Call</p>  <p>A donut chart titled 'On Call' showing the distribution of staff by sexuality. The largest segment is blue, representing Heterosexual staff at 95%. A small grey segment represents Not Declared staff at 2%. A small orange segment represents LGBT staff at 3%. A legend below the chart identifies the colors: blue for Heterosexual, orange for LGBT, and grey for Not Declared.</p> <table border="1"> <thead> <tr> <th>Sexuality</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Heterosexual</td> <td>95%</td> </tr> <tr> <td>LGBT</td> <td>3%</td> </tr> <tr> <td>Not Declared</td> <td>2%</td> </tr> </tbody> </table>	Sexuality	Percentage	Heterosexual	95%	LGBT	3%	Not Declared	2%	<p>The LGBT representation within on call staff has increased from 1% to 2% over the last year.</p>
Sexuality	Percentage								
Heterosexual	95%								
LGBT	3%								
Not Declared	2%								

Control



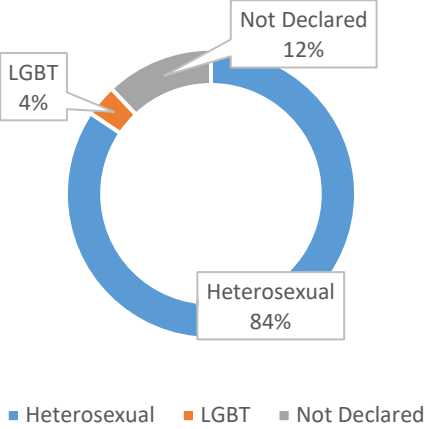
Control LGBT status has increased from 0% to 2% and declaration rate has increased significantly with only 7 Control staff members not declaring.

FRS Staff



Support staff have 3% identifying as LGBT, which is a 1% increase from last year.

All Staff

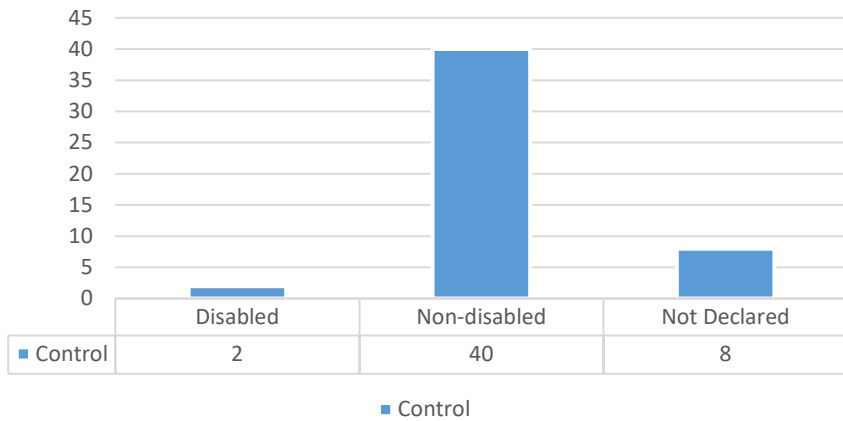


The overall rate for all LGBT staff is 4%.

Disability

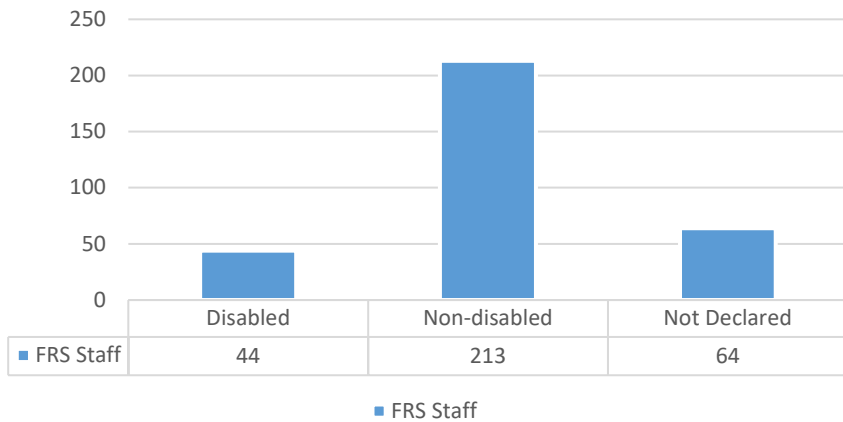
Workforce Profile	Commentary								
<p style="text-align: center;">Wholetime</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Disabled</th> <th>Non-disabled</th> <th>Not Declared</th> </tr> </thead> <tbody> <tr> <td>Wholetime</td> <td>33</td> <td>422</td> <td>450</td> </tr> </tbody> </table>		Disabled	Non-disabled	Not Declared	Wholetime	33	422	450	<p>4% of Wholetime staff have declared a disability with 33 operational disabled staff members in total, an increase of 3%. This increase is attributed to a workstream to raise the profile of people within the organisation who are happy to share their neurodiversity and the availability of screening tools colleagues can use when they join the organisation. The significant investment in support and equipment / software for people who are neurodiverse has led to more people feeling supported and confident in sharing their diagnosis.</p>
	Disabled	Non-disabled	Not Declared						
Wholetime	33	422	450						
<p style="text-align: center;">On Call</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Disabled</th> <th>Non-disabled</th> <th>Not Declared</th> </tr> </thead> <tbody> <tr> <td>On Call</td> <td>5</td> <td>81</td> <td>77</td> </tr> </tbody> </table>		Disabled	Non-disabled	Not Declared	On Call	5	81	77	<p>3% of on call staff have declared a disability.</p>
	Disabled	Non-disabled	Not Declared						
On Call	5	81	77						

Control

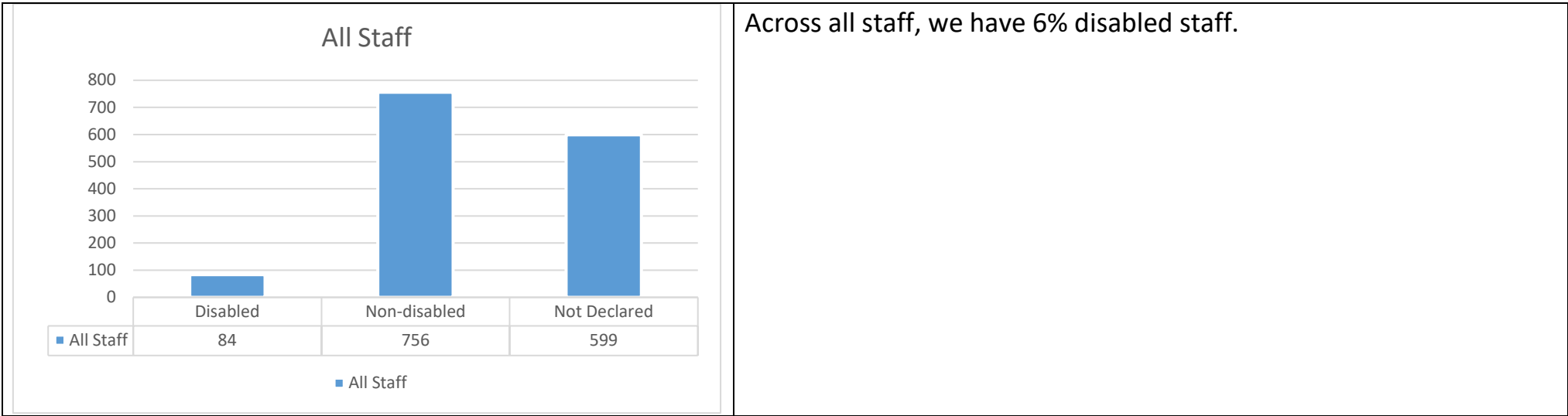


4% of Control staff have declared a disability.

FRS Staff



The highest volume of disabled staff is within the Support Roles with 14% of staff declaring a disability, an increase of 5%. This is above the national average of 10% and shows that the support, equipment and enabling actions we have taken encourage disabled staff to join the organisation and have their needs met.



Neurodiversity (dyslexia, ADHD, autism etc.) is categorised as a disability for the purposes of it being protected by equality law. We have screened and assessed a number of staff over this financial year, and we have implemented support, equipment and training to ensure inclusion in the workplace. We target new recruits through screening processes to ensure they receive full support from the point of entry. We have site licenses for assistive software available to all staff and workplace champions have been identified and trained to deliver bespoke support.

Age

March 2022 Data	Wholetime	On Call	Control	Support Staff	Totals
17 - 24	11	12	0	9	32
25 – 35	150	46	10	48	254
36 - 45	383	47	13	82	525
46 – 55	330	34	9	91	464
56 - 65	31	17	15	82	145
66+	0	0	0	7	7
Totals	905	156	47	319	1427

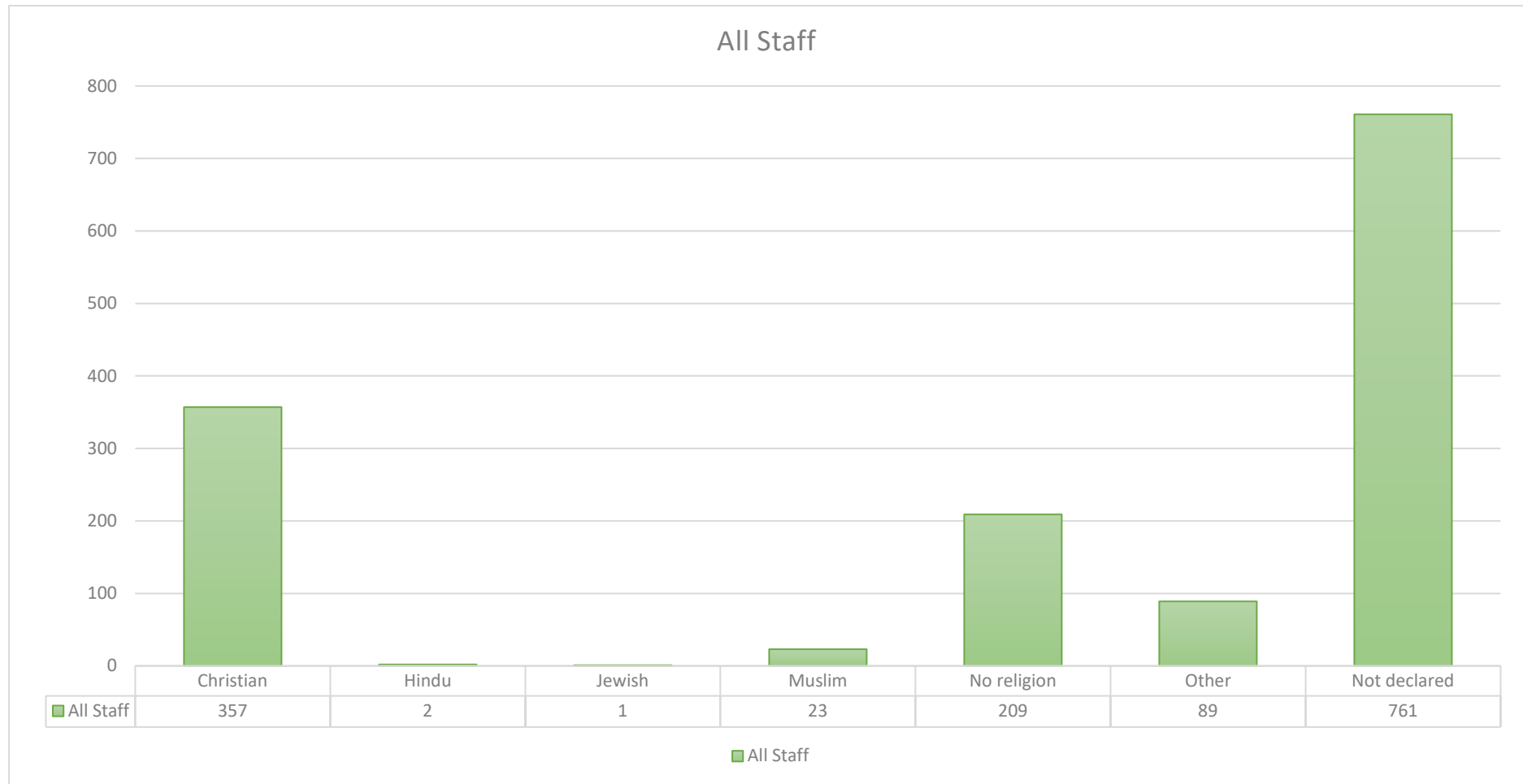
The majority of our workforce are aged between 36 and 55.

Within wholetime staff the age profile reduces after the age of 55, which is due in part to the low retirement age of firefighters. The numbers of younger wholetime staff has increased due mainly to the most recent recruitment campaigns.

There is a more even spread of age profiles amongst on call staff. Recruitment for retained staff is ongoing and regular which allows for a wider representation of ages.

Religion

Across all staff the highest number declare as Christian at 25%. 2% of staff are Muslim and 15% of staff do not follow a religion or belief. 6% of staff have declared 'other' and this needs further exploration to see if we need to make more categories available to staff. 52% of staff have not declared, however the declaration rate for religion has improved by 14% in the last 12 months.



Grievance and Disciplinary

During the 21/22 financial year WYFRS received a total of 16 grievances. A reduction of almost 30% from the previous year. 5 were fully upheld, 7 were partially upheld and 4 were not. Of these, 2 were from females and 1 was from a BAME member of staff. This totals 18% of grievances coming from under-represented staff (female and BAME) which is a decrease compared with the previous year.

During the same time period WYFRS conducted a total of 10 formal disciplinary investigations, 1 less than the previous year. Of these, 4 received written warnings, 3 received final written warnings and 3 were dismissals. One was female (10%) and 0 were BAME members. This is a decrease to the previous year.



OFFICIAL

Accident Analysis Annual Report

Human Resources Committee

Date: 5 August 2022

Agenda Item:

8

Submitted By: Chief Employment Services Officer

Purpose	To inform committee regarding accident performance for 2021/22
Recommendations	That committee note the content of the report
Summary	<p>Every year the H&S team undertake an analysis of all the reported accidents for the previous year. The purpose of the report is to identify the long term accident trends and also to highlight any patterns in activity and/or cause to assist in identifying any possible actions to reduce similar accidents in the future.</p> <p>This report analyses all reported accidents for the period April 2021 – March 2022, the details of which can be found in the accompanying report and appendices.</p> <p>The long term downward trend for accidents has continued throughout 2021/22, however severity appears to have increased and this will continue to be monitored by the H&S team and the H&S Committee.</p> <p>The top 5 priority topics are well know to the Authority and with the small numbers, identifying trends is becoming more difficult. Three generic recommendations are made in the report.</p>

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Mark Dixon, Head of Occupational Health, Safety & Wellbeing
Mark.Dixon@westyorkshire.gov.uk

Background papers open to inspection: None

Annexes: Annex 1 – Annual Accident Analysis Report 2021/22
Annex 2 – Appendix A – Trend Graphs
Annex 3 – Appendix B – Priority Topics

1 Introduction

- 1.1 Reactive, as well as proactive monitoring of H&S performance is an important element of any H&S management system. This document reviews all employee accidents and also accidents which occurred to non employees either on our premises or which were caused or affected by our undertakings, for the period April 2021 – March 2022. The purpose of this report is to identify the long term accident trends and also to highlight any patterns in activity and/or cause to assist in identifying any possible actions to reduce similar accidents in the future.

2 Information

- 2.1 The full report and appendices can be found in Annex 1 - 3, however the headlines are:

- The total number of accidents are back to where they were pre pandemic (there were 39 covid related RIDDOR diseases reported in the 20/21 figures which has made direct comparison difficult).
- The severity of accidents appears to be increasing. When looking at lost time accidents, even if we factor out the covid events, we have still seen an increase of 21 (78%) compared to 20/21 and an increase of 17 (55%) when compared to pre-covid 2019/20. The RIDDOR incidents also tell a similar story with an increase of 8 (40%) compared to 20/21 and 13 (87%) when compared to 2019/20. The H&S committee will continue to monitor this trend.
- Other analysis such as the split between F&RS and operational staff, on call and wholtime, accidents to non employees are all unremarkable.
- The “top 5 priority topics” of accidents are based on lost time accidents and are well know to the service:
 - a. Musculoskeletal disorders (15)
 - b. Exposure to (11)
 - c. Slips, trips & falls (8)
 - d. = Struck by/against (6)
 - e. = Contact with (6)
- Whilst not an exact science, it can be useful to look at what accidents are costing, not in their effect on the bottom line, but as an indirect cost or missed opportunity to make West Yorkshire safer. This year has seen a reduction in costs of £11,250 and continues the long term downward trend. As a comparator, if we look at 2010/11 (where accidents peaked at 299), the cost was calculated at £644,522 and included 922 lost days; showing a massive improvement over recent years.
- There are 3 recommendations made in the report:
 - The H&S team to continue monitoring the severity of accidents and report to the H&S Committee.
 - Training Centre to see through to completion the recommendations from the accident investigation relating to the use of the MPTC (Multi Purpose Training Centre) in relation to hot fire training.
 - The H&S team to undertake a benchmarking exercise with our regional FRS's to further examine the split of activities resulting in accidents to operational staff.

3 Financial Implications

3.1 There are no direct financial implications arising from this report.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

5.1 There are no direct HR or diversity implications arising from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorkshire.gov.uk))	No
Date EIA Completed	N/A
Date EIA Approved	N/A

The EIA is available on request from the report author or from diversity.inclusion@westyorkshire.gov.uk

7 Health, Safety and Wellbeing Implications

7.1 Improved H&S management within the workplace reduces accidents and ill health, which improves morale and productivity, keeps our staff in work which allows them to continue to "make West Yorkshire safer"

8 Environmental Implications

8.1 There are no direct environmental implications arising from this report.

9 Your Fire and Rescue Service Priorities

9.1 This report supports our service priority of supporting the health, safety & wellbeing of our staff.

10 Conclusions

- 10.1 After the anomalies the covid-19 pandemic created in the 20/21 accident statistics, this reporting period has seen a return back to more normal levels. The total number of accidents reported in the period April 2021 – March 2022 was 105. This is a reduction of 14 (12%) in comparison with the previous year and is consistent with the pre covid 2019 – 20 (101). This suggests that the total accident rate is back to where it was pre covid-19. However, when looking at severity, there seems to have been a marked increase. This general increase in severity is of concern and will continue to be monitored by the H&S team and the H&S Committee.
- 10.2 For the 8th consecutive year, the cost of accidents has dropped. This is due mainly to reductions in the lost time cost and would have been bigger if it weren't for the increased legal costs.
- 10.3 Whilst in a different order, the “top 5” priority topics remain consistent with previous years. These accident causes are well known to WYFRS.
- 10.4 Accidents are only one method by which health & safety performance is measured. The small number of accidents makes the identification of trends and subsequent recommendations very difficult, however suggests that H&S continues to be well managed within West Yorkshire Fire & Rescue Service.

Annual Accident Analysis Report – April 2021 – March 2022

1. Introduction

Reactive, as well as proactive monitoring of H&S performance is an important element of any H&S management system. This document reviews all employee accidents and also accidents which occurred to non employees either on our premises or which were caused or affected by our undertakings, for the period April 2021 – March 2022.

The purpose of this report is to identify the long term accident trends and also to highlight any patterns in activity and/or cause to assist in identifying any possible actions to reduce similar accidents in the future.

2. Analysis of 2021/22 data

Readers will recall that last years report (covering April 20 – March 21) was significantly affected by the covid-19 pandemic, with 39 cases which were reported to the HSE under RIDDOR. This resulted in an increase of 313% in RIDDORs and 115% in WY majors.

As the pandemic released its grip on society, the year April 21 – March 22 has seen a return to more normal levels of reported accidents. The total number of accidents reported in the period April 2021 – March 2022 was 105. This includes accidents to non employees such as visitors, contractors and young firefighters. **This is a reduction of 14 (12%) in comparison with the previous year and is consistent with 2019 – 20 (101). This suggests that the total accident rate is back to where it was pre covid-19.**

Two factors which can affect accident rates are the number of staff we employ and the number of operational incidents we attend. There was a slight increase in staffing (1.2%), and also a 5.4% increase in the number of incidents we attended. Against this backdrop, the total number of accidents is encouraging.

However, when looking at severity, there seems to have been a marked increase. Looking at WY majors (lost time) 39 of the 66 reported accidents in 20-21 were covid related. If we remove those, then we have still been an increase of 21 (78%) and an increase of 17 (55%) compared to the pre-covid 2019-20.

Equally, if we look at RIDDORs, removing the covid-19 cases from the 2020-21 performance, there has still been an increase of 8 (40%) and in comparison to pre-covid 2019-20, an increase of 13 (87%). It should be noted that whilst the 2019-20 was an unusually low year for RIDDORs, the 2021-22 years performance is comparable to where we were at in 2017-18. This general increase in severity is of concern and will continue to be monitored by the H&S team and the H&S Committee

Minor accidents have remained consistent with the previous year with only a slight increase (4).

Whilst we need to continue to monitor the severity of accidents, this year's performance further supports the long term downward trend, as can be seen in Appendix A. In comparison to the peak in 2010/11, this year's performance still shows a massive 65% reduction which is a great achievement.

a) Accidents to non employees

There were 7 accidents in 2021-22 which occurred to non employees, which represents 7% of the total accidents. This is consistent with previous years with the exception of last year which saw an unusually low number due to visitors not entering our premises or WYFRS staff not interacting with the public due to the pandemic. The majority of these 7 accidents resulted in minor injuries with no time off and were a mix of bumps/bangs and trips to cleaning staff, young firefighters and contractors.

b) Operational V Fire & Rescue staff accidents

Excluding accidents to non-employees, there were 83 (85%) accidents to operational staff and 15 (15%) to F&R staff. Whilst the numbers have changed, the % mix remains consistent with previous years and what would be expected given the staffing ratio.

Up until 2018/19, analysis of operational staff accidents has found there to be a split of 2/3 whilst training and performing routine duties and 1/3 on the incident ground. In 2019/20 this shifted towards more accidents occurring on the incident ground with a 50/50 split and in 2020/21, this shifted further again to 40/60 split although this was explained to training and routine work have largely not taking place due to covid. This year has seen a swing back towards a 50/50 split with 53% occurring during routine duties & training and 47% whilst at incidents.

Risks whilst training and performing routine duties should be able to be well managed which in turn should result in fewer accidents in comparison to operational incidents, where the situation, whilst well managed, is dynamic and presents time pressures to perform certain tasks, often in unfamiliar environments. This logic would suggest we should expect more accidents on the incident ground, however operational staff spend far more time undertaking routine duties and training than responding to incidents, which will increase the chance of accidents. With the exception of a 5% increase in incidents attended, analysis has not found any reason to explain this shifting trend. Benchmarking with our regional FRS's will be undertaken to see how we compare and if any actions can be identified to reduce either category of accident.

When looking at the split between wholetime and on call, the findings are unremarkable.

c) Costings

The cost of accidents is not an exact science; however, it can be helpful to quantify what accidents are costing the Authority. Whilst the majority of the costs do not come off the “bottom line”, they should be viewed as an indirect cost, or as a missed opportunity to making West Yorkshire safer. The three most recent years costs are detailed below:

	Legal costs	Investigation costs	Physio costs	Days lost cost	TOTAL
2019/20	£79,476	£3,589	£1,088	£19,672 (226)	£103, 825
2020/21	£30,515	£5,350	£1, 022	£58,279 (700 days)	£95, 166
2021/22	£51,092	£4,201	£1,055	£27,568 (298 days)	£83, 916

Whilst there has been a reduction in lost time costs, this has largely been offset against an increase in legal costs, resulting in an overall small reduction of £11,250. The long term trend for costs is still downward.

d) Top 5 Priority Topics

Excluding accidents which result in first aid only and no lost time, the top 5 most common causes of accidents have been identified. Breakdown of these priority topics are included in Appendix B. Whilst the positions within the top 5 fluctuate, they remain the same year on year. These have been analysed to identify cause and any contributing factors.

Top 5 Priority Topics:

1. Musculoskeletal disorders (15)
2. Exposure to (11)
3. Slips, trips & falls (8)
4. = Struck by/against (6)
5. = Contact with (6)

1. Musculoskeletal Disorders

With one exception, musculoskeletal disorders have been the no. 1 priority topic for the last eight years. There were a total of 27 accidents in this period (15 majors and 12 minors), which is an increase of 9 (50%) compared to the previous year, although the severity of the injuries has reduced (56% majors compared to 67% last year)

Only 30% of accidents were due to manual handling, i.e., picking up/putting down & pushing/pulling loads; the rest were due to bending, reaching, twisting and cumulative and non-specific pain whilst undertaking an activity. Examples include back pain whilst fitting a smoke alarm, back pain whilst bending down to pick up an item of equipment off the floor or knee pain whilst walking up stairs.

With one exception, there were no trends identified in terms of cause. However, 6 (22%) occurred whilst fitness training, which is exactly the same number of injuries

as last year. Like previous years, these were a mix of weight training, circuits, playing sport and running. Previous years analysis has identified not warming up correctly as a contributory factor, however this was not a factor in these cases. Whilst there is a risk of injury whilst undertaking fitness training, it is the view of the H&S team that the benefits far outweigh the risks and that when considering the amount of time operational staff spend training, the numbers are relatively low and therefore acceptable. These accidents will continue to be monitored.

The rest occurred whilst undertaking quite low risk, routine tasks. Examples include opening a fire appliance locker, picking up a training dummy and dismounting the appliance. Due to the small numbers and lack of any identified trends, it is difficult to make any specific recommendations.

2. Exposure to

This category includes exposure to hazardous substances, heat/fire, explosion, & noise. There were 14 reported incidents in total, with 11 (78%) majors and 3 (22%) minors. In 2020-21 there were 45 in total however removing the 39 covid cases to allow a better comparison, there were only 7, which makes this years performance a 100% increase.

It was reassuring to note in last years report that the number of burns to firefighters in the MPTC (Multi Purpose Training Centre) during BA training had all but been eliminated, with only 1 reported injury. Unfortunately, 8 of this years "exposure to" accidents occurred in the MPTC: 7 burns and 1 heat exhaustion. One training event resulted in 4 injuries and this was the subject of a high level accident investigation (OLI). This investigation made a number of recommendations which the BA Training Dept are duly considering and will implement an action plan to address before hot fire training resumes post FSHQ redevelopment.

One other major accident resulted from a gas explosion which blew a Firefighter off their feet and who luckily only received minor injuries. This again was the subject of a high level investigation with a number of recommendations implemented.

The remaining accidents are spread in very low numbers resulting from exposure to, noise, chemicals and others. Therefore, no recommendations are made in relation to exposure to injuries.

3. Slips, trips & falls

There were 23 accidents in total attributed to slip, trips & falls in 2021/22, which is an increase of 4 (21%) on the previous year. Of the total, 8 (35%) were majors, which is a slight reduction compared to last year.

74% were slips, trips and falls on the same level (exactly the same as the previous year). These accidents were spread in small numbers across such causes as slipping on snow & ice, spillages/contaminants and uneven ground. 5 of these were whilst wearing breathing apparatus at operational incidents where vision would have been restricted and the floor uneven/obstructed. There were no accidents due to dismounting the appliance, which has been a theme in recent years.

The rest of the accidents were spread in low numbers across various causes with no patterns identified and therefore no recommendations are made in relation to slips, trips & falls.

4. Struck by/against

This category includes being struck by flying/falling objects and struck against fixed or stationary objects (banging into things) and traps. There was a total of 23 accidents in the period which is just 2 (8%) less than the previous year. As always, the breakdown shows a high % of minor accidents (74%) which indicates these accidents are relatively minor in nature.

Analysis has identified no real pattern, with accidents spread across a range of activities such as handling equipment, both operational and non-operational, trapping hands/fingers in closing doors and hitting heads on shelving & other furniture.

No recommendations are made in relation to this category of accidents.

One thing worthy of note is the low number of accidents caused whilst gaining entry (2 which were both minor injuries) which has been raised as a concern in previous years and suggests the gaining entry training, along with new equipment, is having a positive effect.

5. Contact with

This category includes contact with sharp objects, animals/insect (bites), hot surfaces, airborne particulate and electricity. There were in total 13 accidents for the period, which is an increase of 3 (33%) compared to the previous year. 6 of these were majors compared to just 1 in 2020/21.

The causes of these accidents are spread across a range in small numbers, many in ones and twos. Examples include: cut from a kitchen knife, a nail penetrating the foot through a fire boot and being scratched whilst rescuing a cat from a tree!! For the fourth consecutive year, no cut injuries during RTC's were reported; a trend seen commonly over previous years.

Again, due to the small numbers, analysis has identified no trends and therefore there are no recommendations for this category of accident.

6. Conclusions

After the anomalies the covid-19 pandemic created in the 20/21 accident statistics, this reporting period has seen a return back to more normal levels. The total number of accidents reported in the period April 2021 – March 2022 was 105. This is a reduction of 14 (12%) in comparison with the previous year and is consistent with the pre covid 2019 – 20 (101). This suggests that the total accident rate is back to where it was pre covid-19.

However, when looking at severity, there seems to have been a marked increase. This general increase in severity is of concern and will continue to be monitored by the H&S team and the H&S Committee.

For the 8th consecutive year, the cost of accidents has dropped. This is due mainly to reductions in the lost time cost and would have been bigger if it weren't for the increased legal costs.

Whilst in a different order, the "top 5" priority topics remain consistent with previous years. These accident causes are well known to WYFRS.

Accidents are only one method by which health & safety performance is measured. The small number of accidents makes the identification of trends and subsequent recommendations very difficult, however suggests that H&S continues to be well managed within West Yorkshire Fire & Rescue Service.

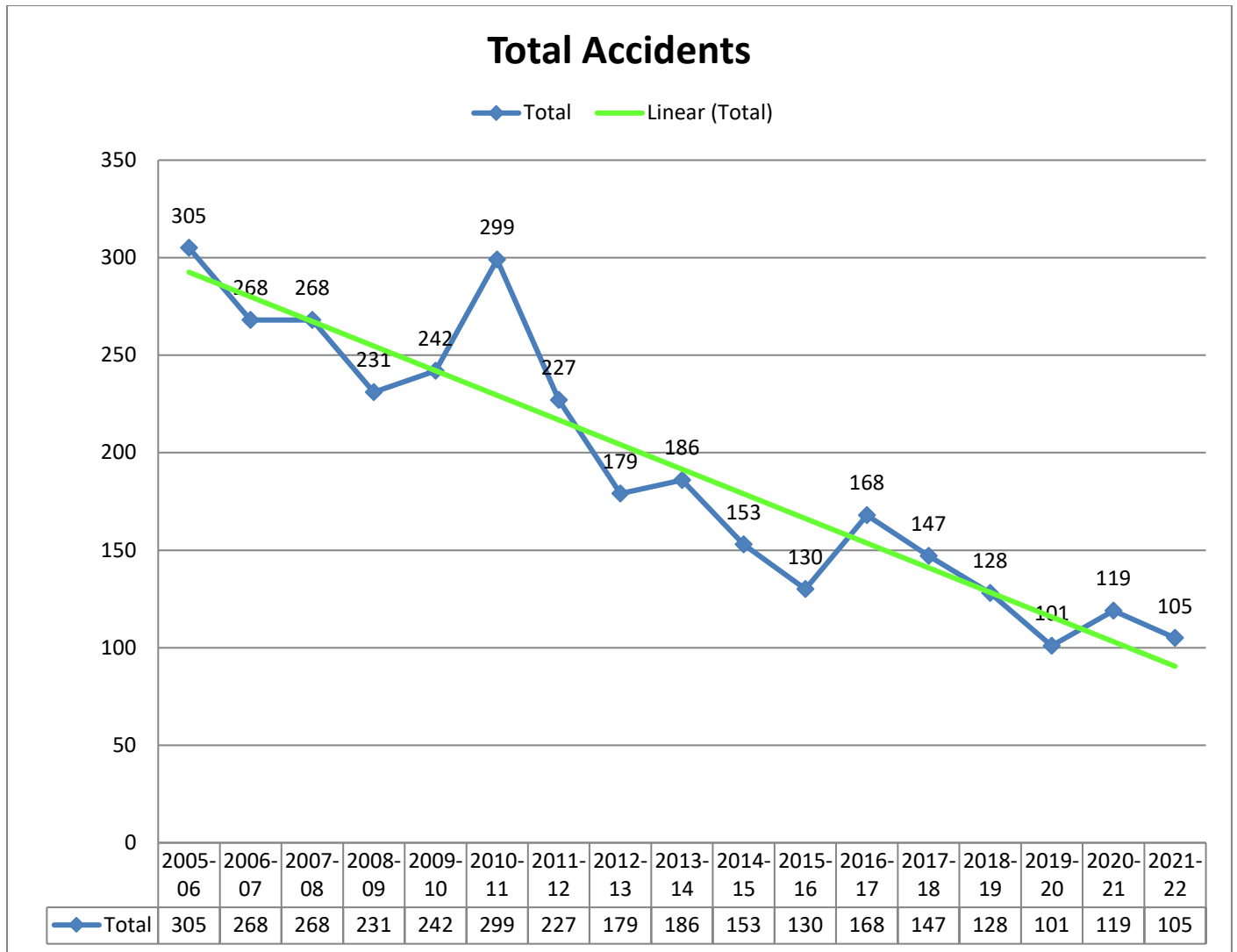
7. Recommendations

The following general recommendations are made:

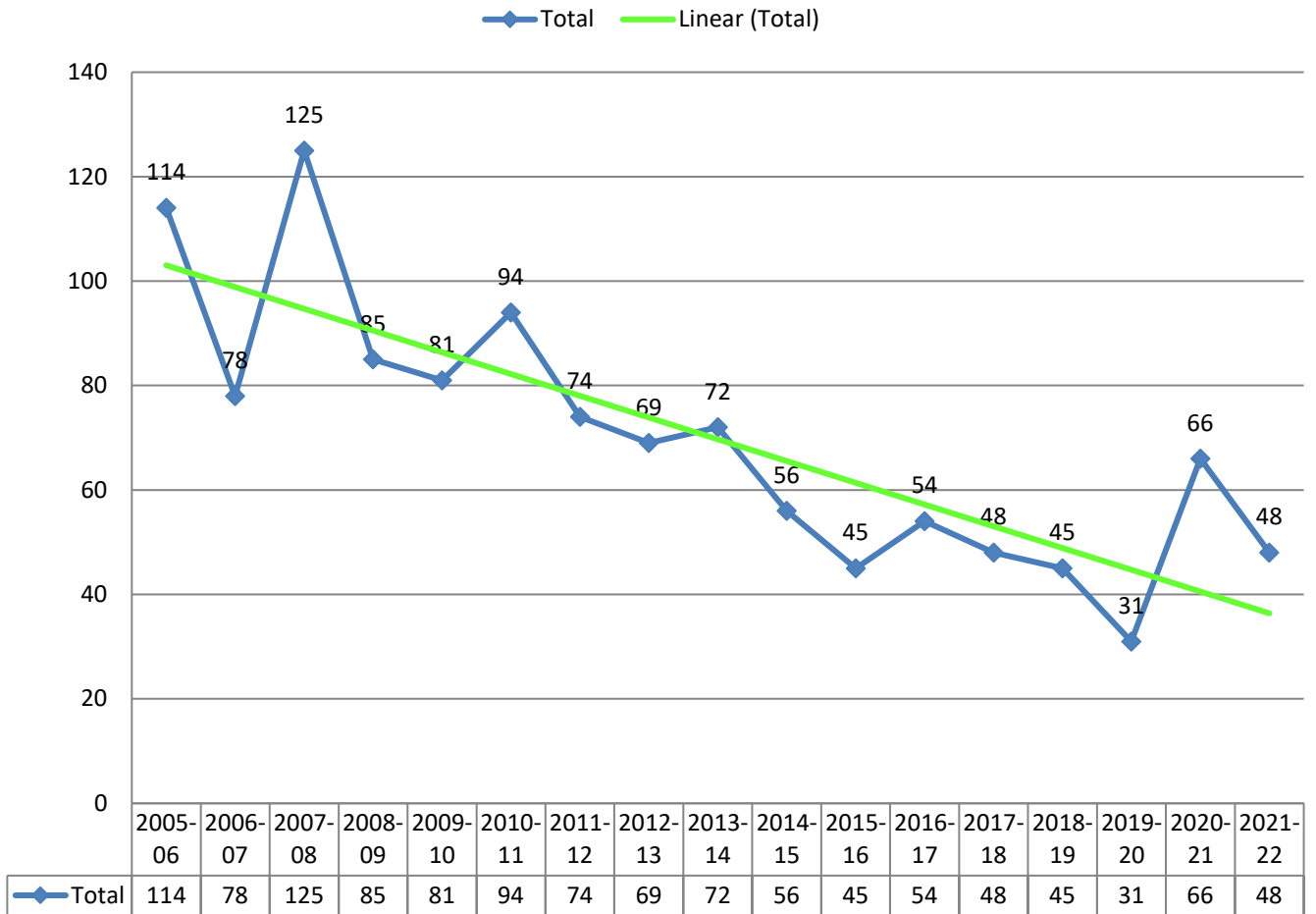
1. The H&S team to continue monitoring the severity of accidents and report to the H&S Committee.
2. Training Centre to see through to completion the recommendations from the accident investigation relating to the use of the MPTC (Multi Purpose Training Centre) in relation to hot fire training.
3. The H&S team to undertake a benchmarking exercise with our regional FRS's to further examine the split of activities resulting in accidents to operational staff.

July 2021

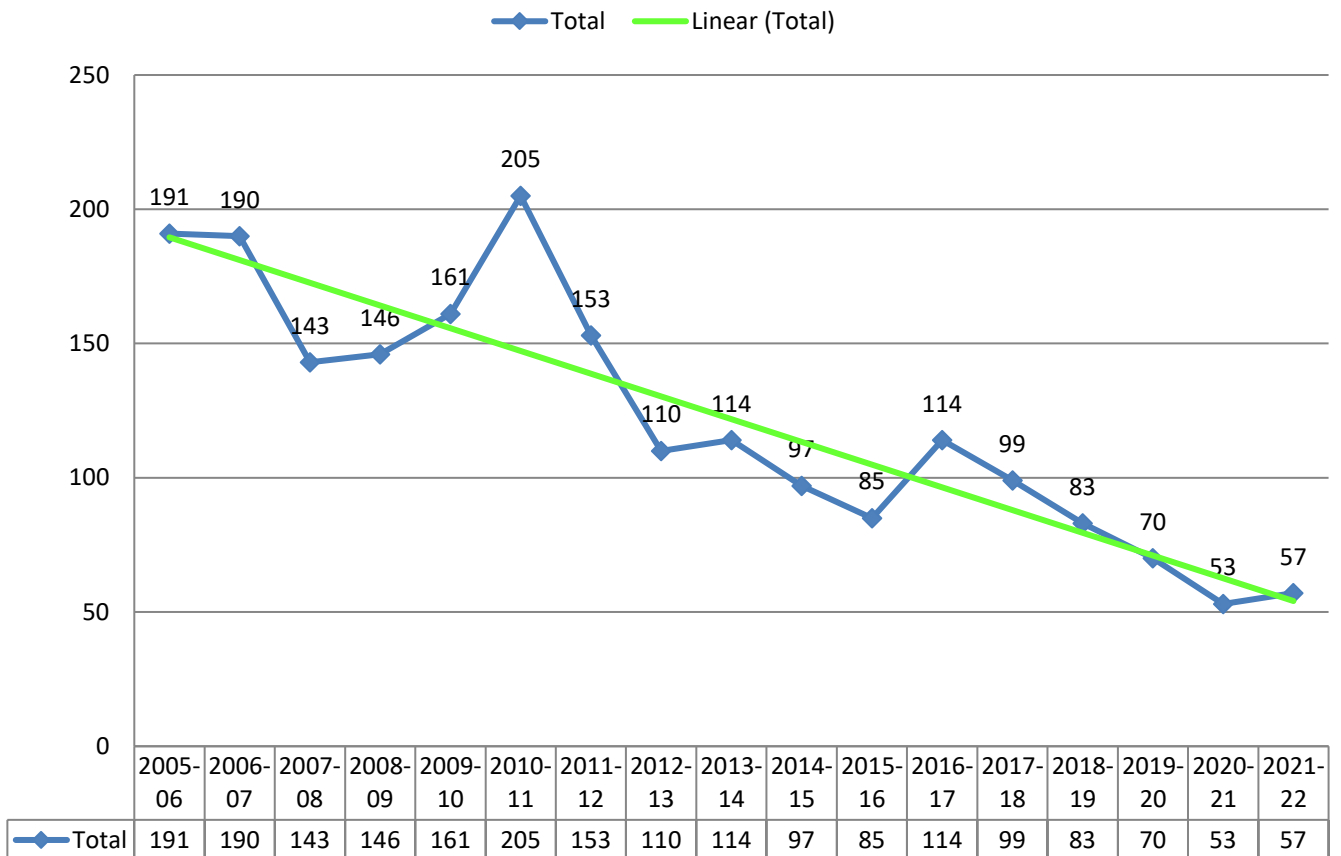
Appendix A 2021-22



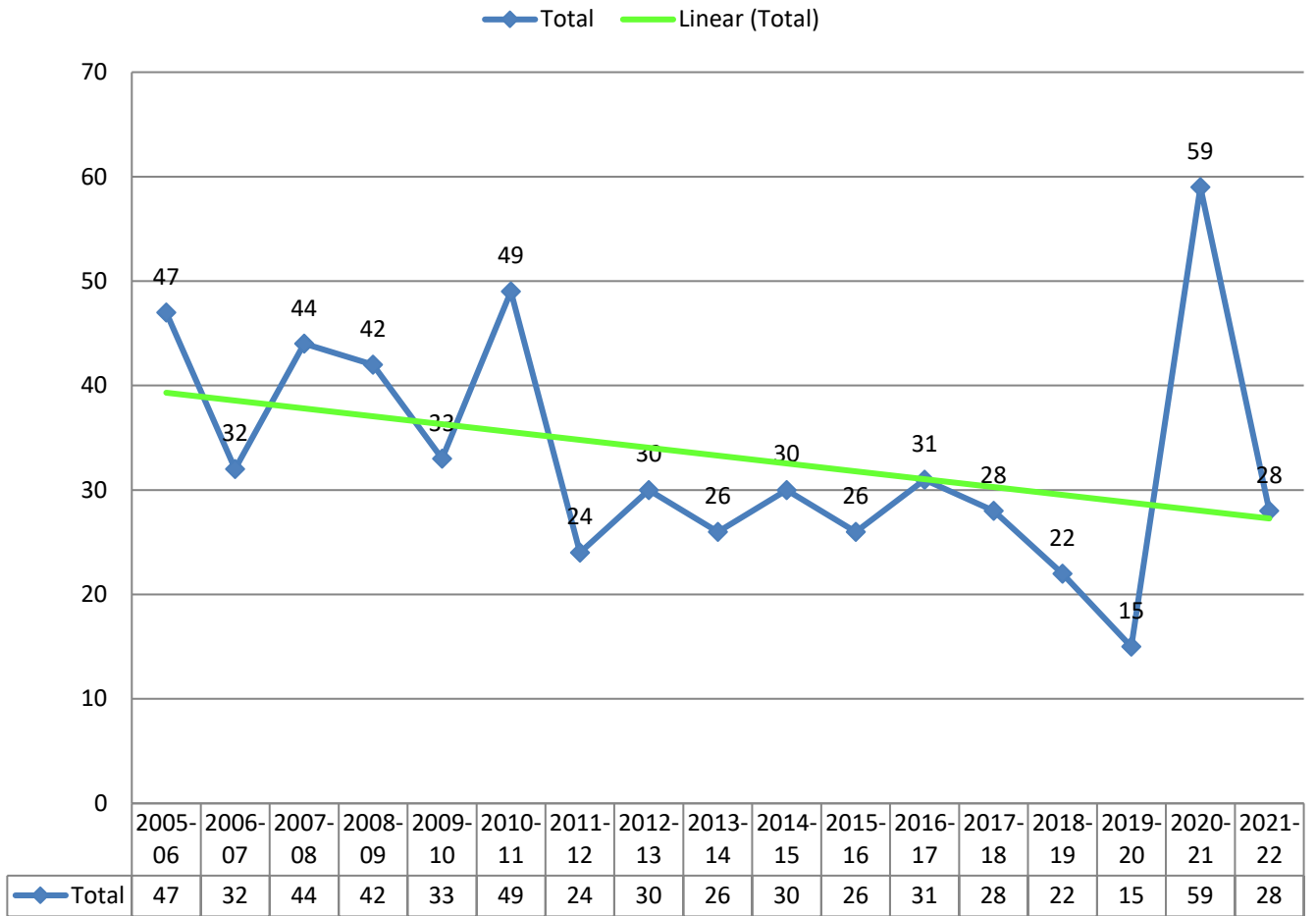
Total Accidents WY Major Only



Total Accidents WY Minor Only



Total Accidents RIDDOR (old over3 day)



Financial Year	Appendix B - Analysis of priority topics in 2021-22 using lost time accidents														
2021-22	Severity			Duty System				OPS Activity				OPS Split			
Cause Group	1 - Minor - First Aid Or Less	All Lost Time	Total	FRS	OPS	Non-Emp	Total	Routine	Training	Incident	Total	WT	RET	TRAINEE	Total
Bending, Twisting Or Reaching	8	7	15	3	12		15	3	7	2	12	11	1		12
Exertion	3	1	4	1	2	1	4			2	2	2			2
Manual Handling	1	7	8		8		8	2	3	3	8	7	1		8
Musculo/Skeletal Disorder Sum	12	15	27	4	22	1	27	5	10	7	22	20	2		22
% Split	44%	56%		15%	81%	4%		23%	45%	32%		91%	9%	0%	
Airborne Particulate		1	1		1		1	1			1	1			1
Explosion		1	1		1		1			1	1	1			1
Extreme Ambient Temperature		1	1		1		1			1	1	1			1
Hazardous Substance	1	2	3	1	2		3	1		1	2	2			2
Heat / Fire	2	6	8		8		8		8		8	6			8
Exposure To Sum	3	11	14	1	13		14	2	8	3	13	11	0		13
% Split	21%	79%		7%	93%	0%		15%	62%	23%		85%	0%	15%	
Struck Against	7	3	10	3	5	2	10	1	2	2	5	5			5
Struck By	10	3	13	2	9	2	13	1	1	7	9	8		1	9
Struck Sum	17	6	23	5	14	4	23	2	3	9	14	13	0	1	14
% Split	74%	26%		22%	61%	17%		14%	21%	64%		93%	0%	7%	
Slip/fall From Height	2	1	3		3		3		1	2	3	3			3
Slip/fall From Stairs/steps	1	2	3		2	1	3	1		1	2	2			2
Slip/fall On Same Level	12	5	17	3	13	1	17	1	3	9	13	13			13
Slip Trip Fall Sum	15	8	23	3	18	2	23	2	4	12	18	18	0		18
% Split	65%	35%		13%	78%	9%		11%	22%	67%		100%	0%	0%	
Animal	1	1	2		2		2	1		1	2	2			2
Hot Solid/surface/object	3		3		3		3	1		2	3	3			3
Insect (Bite/stings)	1		1		1		1		1		1			1	1
Object - Sharp	2	5	7	1	6		7	2	1	3	6	6			6
Contact With Sum	7	6	13	1	12		13	4	2	6	12	11		1	12
% Split	54%	46%		8%	92%	0%		33%	17%	50%		92%	0%	8%	
Grand Total	54	46	100	14	79	7	100	15	27	37	79	73	2	4	79
% Split	54%	46%		14%	79%	7%		19%	34%	47%		92%	3%	5%	
Key:	Increased			Decreased		No change									



OFFICIAL

Human Resources Activity Report

Human Resources Committee

Date: 5 August 2022

Agenda Item:

09

Submitted By: Chief Employment Services Officer

Purpose

To inform Members of key HR metrics for the reporting period 1 Jan – 31 Mar 2022 including establishment strength, sickness absence data (12 months) and high level discipline and grievance figures. To notify and seek approval for establishment changes detailed in Section 8.

Recommendations

- 1) That Members approve the change to the establishment
- 2) That Members note the report.

Summary

This report informs Members of the Authority's key areas relating to Human Resources for 2021/22 quarter 4 and details any proposed establishment changes.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Rachel McArdle, Head of HR
rachel.mcardle@westyorksfire.gov.uk

Background papers open to inspection: None

Annexes: None

1. STAFF PROFILE (EMPLOYEE HEADCOUNT) - 1 September 2020 TO 31 March 2022

Wholetime

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Sep 2020	813	8	6	12	16	3	1	35	54	840	894
Dec 2020	808	7	6	12	16	3	1	35	53	835	888
Mar 2021	808	7	6	12	16	3	1	42	53	842	895
Jun 2021	817	8	6	12	16	3	1	49	57	855	912
Sep 2021	813	8	6	12	16	3	1	48	61	846	907
Dec 2021	813	9	6	14	16	3	1	50	62	850	912
Mar 2022	806	11	6	13	17	2	2	60	67	849	917

Control

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Sep 2020	45	0	0	2	1	0	0	3	36	15	51
Dec 2020	47	0	0	2	1	0	0	1	36	15	51
Mar 2021	47	0	0	2	1	0	0	1	36	15	51
Jun 2021	44	0	0	2	1	0	0	1	34	14	48
Sep 2021	42	0	0	2	1	0	0	1	31	15	46
Dec 2021	46	0	0	2	0	0	0	2	35	15	50
Mar 2022	46	0	0	2	0	0	0	2	35	15	50

On-Call

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Sep 2020	142	1	0	1	1	0	0	15	9	151	160
Dec 2020	142	1	0	1	1	0	0	16	8	153	161
Mar 2021	144	1	0	2	1	0	0	15	11	152	163
Jun 2021	147	1	0	2	1	0	0	12	11	152	163
Sep 2021	143	2	0	1	1	0	1	13	11	150	161
Dec 2021	144	2	0	2	1	0	1	12	8	154	162
Mar 2022	146	2	0	2	1	0	1	10	8	154	162

Green Book

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Sep 2020	265	4	2	2	19	1	0	16	172	137	309
Dec 2020	265	5	2	2	19	2	0	17	172	140	312
Mar 2021	266	5	2	3	18	2	0	21	172	145	317
Jun 2021	262	5	2	3	18	2	0	21	179	142	312
Sep 2021	269	4	2	2	17	4	0	24	178	144	322
Dec 2021	269	6	2	2	16	3	0	21	176	143	319
Mar 2022	271	5	2	2	20	3	0	24	184	143	327

Brigade Total

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Sep 2020	1265	13	8	17	37	4	1	69	271	1143	1414
Dec 2020	1262	13	8	17	37	5	1	69	269	1143	1412
Mar 2021	1265	13	8	19	36	5	1	79	272	1154	1426
Jun 2021	1270	14	8	19	36	5	1	83	281	1163	1435
Sep 2021	1267	14	8	17	35	7	2	86	281	1155	1436
Dec 2021	1272	17	8	20	33	6	2	85	281	1162	1443
Mar 2022	1269	18	8	19	38	5	3	96	294	1161	1456

The above figures include: (CB, Mat & Secondment)

Wholetime employees – (0 Career Break, 2 Maternity, 3 Secondment)

Control employees – (1 Career Break, 0 Maternity, 0 Secondment)

On-call employees – (4 Career Break, 1 Maternity, 0 Secondment)

Fire Staff employees – (2 Career Break, 4 Maternity, 2 Secondment)

2. Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE
APRIL 2021 - MARCH 2022 PER MONTH

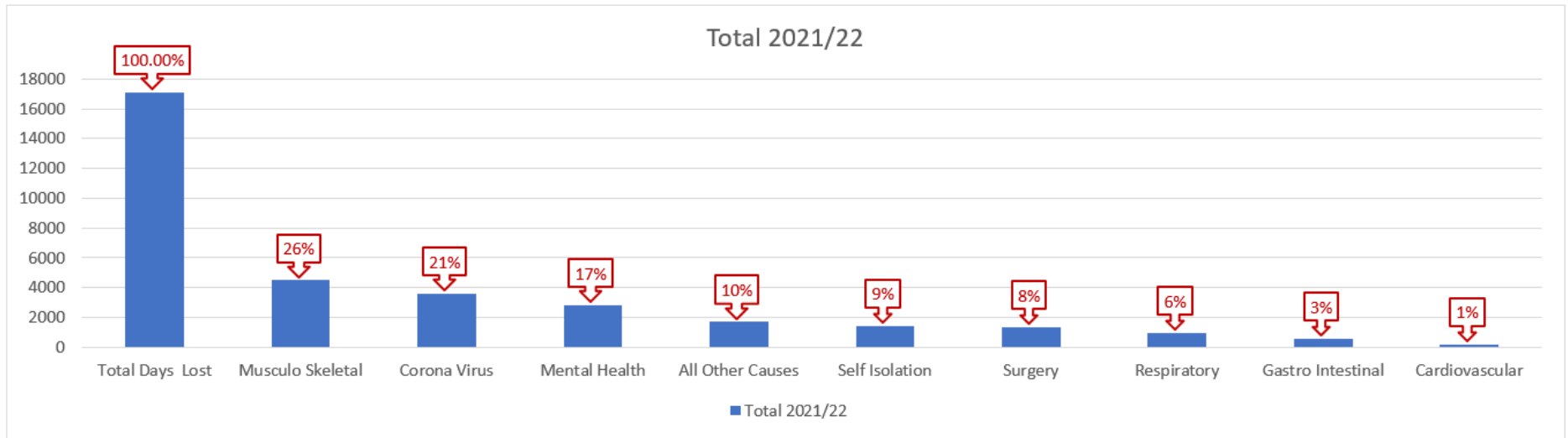
	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Ops Response	0.87	1.12	1.26	2.20	1.53	1.31	1.57	1.27	2.06	2.42	1.31	1.66
Ops Support	0.58	0.69	1.07	0.90	0.51	0.33	0.37	0.55	0.34	1.45	0.84	0.60
Prev & Prot	0.51	0.44	0.10	0.87	1.05	0.73	0.73	1.35	1.59	1.23	1.16	1.27
Legal & Gov	0.85	1.42	1.26	2.05	2.32	3.68	2.30	1.10	0.65	1.25	0.65	0.65
Service Support	0.65	0.34	0.72	1.37	0.78	0.94	0.76	0.96	1.04	0.91	0.75	1.14
Emp Services	0.20	0.49	0.44	1.12	0.96	1.03	1.47	1.21	2.02	1.60	0.67	1.71
Finance	1.59	1.65	0.00	0.18	1.71	0.65	0.53	0.71	2.16	1.11	0.71	0.00
Corporate Comms	0.32	0.00	0.28	0.94	0.06	0.00	1.56	1.81	1.94	1.71	0.94	2.05
FSHQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.79	0.96	1.07	1.91	1.36	1.21	1.40	1.21	1.85	2.09	1.18	1.52
Target	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Previous Year Total (2020/21)	0.65	0.63	1.15	0.74	0.53	1.03	1.45	1.59	0.96	1.51	1.34	0.92

GREEN - BELOW TARGET
AMBER - WITHIN 10% OF TARGET
RED - OVER 10% OF TARGET

These figures include absence due to Covid19 and Self Isolating per

SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2021/22 (Financial Years)

	Total Days Lost	Musculo Skeletal	Corona Virus	Mental Health	All Other Causes	Self Isolation	Surgery	Respiratory	Gastro Intestinal	Cardiovascular
Total 2021/22	17119.0	4491.0	3582.0	2823.0	1709.0	1448.0	1339.0	955.0	557.0	215.0
Percentage	100.00%	26%	21%	17%	10%	9%	8%	6%	3%	1%



3. ESTABLISHMENT AND STRENGTH APRIL 2016 to 31 MARCH 2022

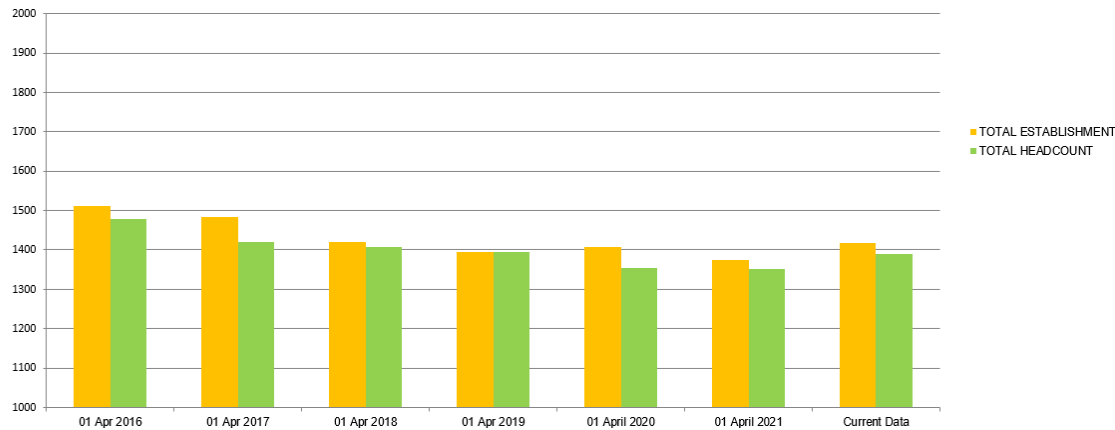
Summary Figures – Establishment and Strength

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	RETAINED POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
01 Apr 2016	1511	1479	1074	1059	120	96	42	49	275	275
01 Apr 2017	1483	1421	1032	985	120	94	43	49	288	293
01 Apr 2018	1420	1408	963	959	120	87	43	47	294	315
01 Apr 2019	1396	1394	927	951	120	82	44	48	305	313
01 April 2020	1408	1355	930	914	120	87	44	46	314	308
01 April 2021	1375	1351	900	895	120	96	44	51	311	309
Current Data	1418	1390	934	917	120	96	44	50	320	327
Reductions to date	93	89	140	142	0	0	-2	-1	-45	-52

* Retained strength shown as number of positions covered not people employed (this includes posts that will be covered by Trainees)

Graphical Representation of Establishment and Strength

Graphical Representation of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

	Current Headcount	Current Employee FTE
Wholtime	917	902.40
Control	50	44.76
Retained	162	86.17
Fire Staff	327	284.35

4. HEALTH AND SAFETY PERFORMANCE 1 JAN 2022 – 31 MARCH 2022

Lost time up to 3 days

Actual performance 2021/22	Target 2021/22
18	24

Lost time over 3 days

Actual performance 2021/22	Target 2021/22
28	22

RIDDOR Major injury/disease

Actual performance 2021/22	Target 2021/22
0	No target set

5. OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS 1 APRIL 2021 – 31 MARCH 2022

OH KPI's

Period 1st January 2022 – 31st March 2022

Ref No.	KPI	Target	Quarter 1 st January 2022 – 31 st March 2022	YTD 1 st April 2021 – 31 st March 2022	Target achieved for present quarter
1	Management referral to appointment date (3 weeks)	90%	75%	86%	NO
2	AMA report to management within 48hr	90%	100%	100%	Yes
3	No. of Did Not Attends (DNA's) or cancellation <48 hr notice*		0 (Nurse) 0 (AMA)	1 (Nurse) 7(AMA)	
4	No. of physiotherapy referrals		41	169	
5	No. of counselling referrals		18	64	
6	No. of management referrals		8	28	
7	No. of health screenings		53	111	
8	No. of self-referrals		4	20	
9	No of AMA consultations		180	778	

Please note the health screenings now include the Asbestos medicals.

6. DISCIPLINE AND GRIEVANCE CASES – 1 JAN 2022 – 31 MARCH 2022

Period 1 Jan - 31 March
2022

Disciplinary Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)
		In Target	Out of Target		
FSHQ	1	1		0	56
Service Delivery	2	2		0	37
Legal & Governance					
Employment Services					
Service Support	1	1		0	55

Green < 60 Days
Red > 60 Days

Grievance Cases by Directorate

Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)
		In Target	Out of Target		
FSHQ					
Service Delivery	3		3	0	37
Legal & Governance					
Employment Services					
Service Support	1		1		28

Green < 15 Days
Red > 15 Days

7. RECRUITMENT STATISTICS – 1 JAN 2022 – 31 MARCH 2022

External Recruitment by Directorate 1 Jan to 31 Mar 2022

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance	2	2				28	2
Service Delivery	3	3	3			35	
Legal & Governance	1	1	1			27	
Employment Services	1	1	1			30	
Corporate Comms	1	1	1			52	
Service Support	5	5	4			32	1

Internal Only Recruitment by Directorate 1 Jan to 31 Mar 2022

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance							
Service Delivery	4	4		4		41	
Legal & Governance							
Employment Services							
Corporate Comms							
Service Support	5	5	1	3		33	1

8. Establishment Changes

- 8.1 One driver instructor is currently on a temporary fixed term contract within existing budgets until 21 August 2022. The instructor is on the national register for class two and is prepared to undertake the required qualifications to provide further resilience in the team.
- 8.2 It is proposed to increase the establishment by 1wte allowing a full time post to be offered.

9 Financial Implications of Establishment Change(s)

- 9.1 The establishment changes will cost £31,553 in 2022/23, rising to £41,752 in a full year (excluding pending pay awards). This would be funded by a permanent virement from the contingency budget.

**MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION
HELD VIRTUALLY ON TUESDAY 5 APRIL 2022**

Present:

County Council

Cllr Cliff Lunn North Yorkshire County Council

Metropolitan Districts

Cllr Jane Nightingale	Doncaster MBC (Chair)
Cllr Stuart Sansome	Rotherham MBC
Cllr Silva Dacre	Calderdale MBC
Cllr Michelle Collins	Wakefield MDC,
Cllr Tariq Hussain	Bradford MDC
Cllr Cate McDonald	Sheffield CC
Cllr Paul Davies	Kirklees MDC

Unitary Councils

Cllr Nigel Ayre City of York

Fire Authorities

Cllr John Briggs	Humberside Fire & Rescue Service
Cllr Fozia Shaheen	West Yorkshire Fire & Rescue Service

In Attendance

Ian Brandwood	West Yorkshire Fire
Emma Wyatt	Leeds CC
Gemma Taskas	Leeds CC
Jill Clayton	Wakefield MDC
Debbie Haines	North Lincs
Jill Parker	Doncaster MBC
Jackie Addison	Calderdale MBC
Deborah Lucas	Kirklees
Helen Whiting	City of York
Lyndsey Linton	ERYC
Kate Harley	Hull CC
Anne Lloyd	Bradford MDC
Joanne Grigg	West Yorkshire Combined Authority
Michael Potter	Barnsley MBC
Sarah Robertson	Craven DC
Harry Rashid	Selby DC
Mark Bennett	Sheffield CC
Emma Lawler	Ryedale DC
Justine Brooksbank	North Yorkshire County Council
Christine Cooper	Humberside Fire and Rescue
Julie Brookes	YHEA

Employers Secretary

Steve Walmsley (YHEA),

1. Introductions and Apologies

Apologies for absence were received on behalf of, Cllr Alan Gardiner – Barnsley MBC, Jacquie Hodgson – Craven DC, Cllr John Holtby – East Riding Yorkshire Council, Sue Kelsey – South Yorkshire Fire & Rescue, Joanne Holland – Richmondshire DC, Lynne Halls – Hambleton DC, Sam O'Connor – Humberside Fire and Rescue, Cllr Debra Coupar – Leeds CC

2. Notes of the last meeting

Notes of the meeting held on 13 January 2022 were agreed as a correct record.

3. Matters Arising.

Certification Officer have now accepted the evidence submitted to establish YHEA's continuing status as an Employer's Organisation under TULCRA. The rules are now in place to enable the Certification Officer to charge a Levy, this will be approximately 2.6K per annum for YHEA due to the income level of the Employers Organisation. Levy has to be paid for income over 104k. Invoices will be issued in the Autumn.

4. Appointment of Vice Chair for 2021/22

No nominations of interest were received.

5. Update on Pay Consultation and 2022/23 Pay Round

Two employee groups, Craft and Youth and Community are still outstanding from 2020/21 pay round. Unite are the majority Union for these groups and they received a mandate for industrial action so are refusing to sign any agreement. Three London boroughs and some Authorities in the South of England have seen industrial action, but impact has been minimal. No Authority in Yorkshire and Humber has had any industrial action.

National Employers have written to Unite and stated that the Employers believe they are in breach of the constitution by continuing with industrial action for LGS employees when the LGS pay deal has been settled.

The first round of regional pay briefings are now complete with the majority budgeting for 2%. Whether a 2022 settlement at 2% will be achievable is in doubt. It will be a difficult pay round due to pressures of finances and gaining a collective agreement due to the split in the Unions.

Doncaster stated that a settlement in a reasonable timeframe is necessary so that employees are not disadvantaged. National Employers recognise this.

Barnsley is having an ongoing challenge from employees on mileage costs. It was asked if this could be looked at.

Government will be nervous on increasing the HMRC rate for mileage on a permanent basis due to unpredictable inflation forecasts.

There will be further round of regional pay briefings in June after the TU pay claim has been received. Pay briefing dates will be issued as soon as possible.

6. Labour Market Challenges

LGA are looking for examples of 'grow your own' to raise effectiveness and share best practice with others.

Doncaster is looking at the challenges and are implementing new apprenticeship routes. Also looking at a wider campaign promoting Doncaster as a place to live.

Calderdale are doing lots of work on succession planning.

Hull has a Social Work Academy and is now recruiting a further cohort to start in September. Recruitment in Planning, Legal and Procurement are also a problem.

It was discussed that a decent pay increase is needed to compete in the local labour market, but affordability is a real problem for councils. It was recognised that greater co-operation amongst authorities at sub-regional level may be of real value.

7. Covid Guidance and Approaches to Workforce Issues

Guidance is conflicting as Health are saying stay at home and Government are saying that if a high temperature is not present then you can attend your place of work.

In Hull Adult Social Care will still test and self-isolate on full pay but other employees will not be able to.

NJC Guidance will be issued now that Government Guidance has been released.

If business continuity becomes difficult and impacts on service it can be fed into LGA,

8. Future Organisational and Budget Issues for YHEA

Consultation has been updated and draft budgets circulated. Comments and or issues can be raised with the Chair outside of the meeting.

9. GDPR

Nothing reported.

10. Any Other Urgent Business

Nothing reported.

11. Planning for the Next Meeting

Next meeting is the Annual Meeting on Thursday 7 July 2022 at 10am

If anyone has any other specific agenda items for future meetings, please email Steve on steve.walmsley@yhemployers.org.uk