



TAYSIDE FIRE AND RESCUE
GENDER EQUALITY ANNUAL REPORT 2008

EXECUTIVE SUMMARY

The Gender Equality Duty came into force in April 2007. It was introduced by the Equality Act 2006, which in turn amended the Sex Discrimination Act 1975. It places a legal obligation on Tayside Fire and Rescue to promote gender equality and eliminate sex discrimination.

Tayside Fire and Rescue produced its first Gender Equality Scheme and Action Plan on 29 June 2007 for the period June 2007 – June 2010. This is the first annual report produced since the introduction of the scheme and it details the considerable progress Tayside Fire and Rescue has made.

The annual report details progress made during the period 2007 – 2008. Each Action discussed in section 2.0 is linked directly to the action plan detailed in section ten of part four in the Gender Equality Scheme and Action Plan published on 29 June 2007.

During the collection of statistical data the Equality and Policy Advisor noted difficulties in the capturing and recording of statistical data relating to employment practices. A new integrated Payroll/HR system is being implemented and this will improve the accuracy of statistical data which will ensure that future employment statistical monitoring is accurately captured, analysed and reported.

This annual review has found that although Tayside Fire and Rescue are carrying out a number of equality impact assessments on new policies, existing policies, procedures and practices, the numbers carried out are not representative of the actual number of new policies, existing policies and practices that were introduced. This is an issue which has been given priority and cultural awareness and Equality Impact Assessment training has been scheduled to take place in September 2008.

Tayside Fire and Rescue recognises the benefits of having a diverse workforce which is representative of the communities the organisation serves. As a result positive action remains a high priority and work is ongoing within the communities.

Tayside Fire and Rescue values all employees and is committed to the equality of opportunity. A priority during 2009 will be the adoption of a Single Equality Scheme and Equality and Diversity Action Plan. This will provide a framework which will mainstream equality and diversity across the organisation.

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1.0 INTRODUCTION

Tayside Fire and Rescue introduced its first Gender Equality Scheme and Action Plan for the period June 2007 – 2010 on 29 June 2007. The introduction of the scheme meets the statutory requirement to maintain an equality scheme for gender.

This annual report has been published to provide details of the steps that Tayside Fire and Rescue have taken during the last year in order to fulfil its Gender Equality Duty to eliminate unlawful discrimination and harassment and to promote equality of opportunity between men and women.

2.0 PROGRESS DURING 2007/2008

An Action Plan was included as part of the Gender Equality Scheme published in June 2007 detailing the activities that Tayside Fire and Rescue intended to carry out during the duration of the scheme.

The following information provides progress of the Action Plan detailed in section ten of part four of the Gender Equality Scheme.

Action 10.3: Continue to improve facilities with regard to privacy and dignity Relating Action Point 2007 – 2008: AP29

A plan of works has been agreed for the forthcoming years in order to upgrade and improve facilities at a number of Tayside Fire and Rescues buildings. In June of last year works started on the facilities at Macalpine Road Fire Station to provide separate toilet and shower facilities for males and females. This work is now complete. In addition to this work has been completed at Auchterarder Fire Station which again provided separate toilet and shower facilities for males and females as well as improved wheelchair access to the building and toilet facilities.

82% of our premises are now provided with adequate gender and disability specific facilities.

Action 10.4: Monitor recent positive action campaign/event Relating Action Point 2007 – 2008: AP31

Many departments were involved in the positive action campaign as a means of developing understanding of the process across the organisation. This involvement commenced at the advertising stage and continued through to the events.

After the campaign feedback was requested from attendees and also those involved. All information was then fed back through a working group which had been set up to organise and monitor the campaign.

After targeted advertising and community talks two events were held at our Training and Development Centre at Perth. The events were aimed at people who are underrepresented in the role of Firefighter and this includes females. 68 people attended the events which included 18 females. As a result 36 individuals including 11 females went on to apply to become a Firefighter when we advertised shortly after the events.

Statistics have shown that females under perform in the Multi Stage Fitness Test therefore an additional event was held for females only which provided an opportunity for them to have additional practice.

All 18 females who attended the initial events at our Training and Development Centre were invited back to try the Multi Stage Fitness Test. From the 18 invited 9 attended. The event was also advertised on the Tayside Fire and Rescue website which attracted another 9 attendees. The 18 who attended were given an explanation of the test, the opportunity to try the test and guidance and advice from our Fitness Advisor on training.

Feedback from attendees at both events stated that the events were helpful and that they received an insight into the role of Firefighter. The most useful aspects were noted as follows:

- Access to information on fitness levels and eyesight standards
- Information on the recruitment process and details of what is expected of applicants
- Information on the role of a Firefighter
- The opportunity to ask questions
- The opportunity to speak first hand to serving Firefighters

Ways to improve the event were noted as follows:

- Enabling attendees to try the manual tests
- Providing more information on the final interview stage of the recruitment process.
- Providing more information on pay scales
- Advertising the event more widely
- Having a general open day as well as targeted events
- Holding events at various locations in Tayside

Further comments included the fact that the Multi Stage Fitness Test practice event was helpful to the females that attended when they later applied and took part in that stage of the recruitment process.

Feedback from the employees involved in the campaign was positive. Those involved in the previous campaign noted that improvements had been made and it is hoped that this will continue for future campaigns.

All of the above points have been taken on board by the working group and plans for future campaigns are being discussed.

**Action 10.5: Build on the positive action initiatives – different employee types/job roles
Relating Action Point 2007 – 2008: AP31**

The main under represented roles in Tayside Fire and Rescue continue to be from operational roles therefore positive action has been limited to the role of firefighter.

Nevertheless lessons learned from the Wholetime Firefighter positive action campaigns have been carried into other recruitment campaigns namely those being carried out for Retained and Volunteer Firefighters. The target audience differs slightly in that applicants

must live or work within a short distance from the station to which they are applying however there were many aspects of the positive action work that could be transferred.

Again employees were involved in advertising and providing information on recruitment to potential applicants. Specific posters were distributed targeting females and highlighting the actual skills required to become a Retained or Volunteer Firefighter in the hope of eliminating stereotypes. This work is ongoing within the communities.

**Action 10.6: Continue to raise awareness in relation to positive action with employees
Relating Action Point 2007 – 2008: AP31**

In order to raise awareness in relation to positive action employees are where possible involved in the planning and implementation of campaigns. For example, as noted in points 10.4 and 10.5 stations are asked to work with the community in their station area promoting events. This can only be carried out effectively if the employees understand the need for such campaigns.

Briefing sessions, email and other written communication have been provided to employees as well as updates and information in the Quickfire newsletter.

**Action 10.7: Promote flexible working and its benefits, especially to men
Relating Action Point 2007 – 2008: AP26**

Flexible working is mutually beneficial for Tayside Fire and Rescue and our employees. It allows the organisation to adapt to changing business needs while allowing employees to achieve a healthy work-life balance.

There are various patterns of flexible working open to employees including part-time, job-share, annualised hours, compressed hours, home working, shift working, term-time working, staggered hours and flexitime.

The flexible working hour's scheme is open to both support and designated uniformed posts. The most popular in Tayside Fire and Rescue are shift working and flexitime however we also have one male and female firefighter who job-share.

Tayside Fire and Rescue are keen to promote flexible working wherever possible and further work will continue in this area.

**Action 10.8: Work towards ensuring equal pay by completing single status and ensuring terms and conditions/pay are non discriminatory across the organisation
Relating Action Point 2007 – 2008: AP39**

Tayside Fire and Rescue is committed to ensuring equal pay across the organisation and has outlined this in its Equal Pay Statement published in September 2007. As part of this

commitment Tayside Fire and Rescue has implemented the Single Status Agreement which is applicable to all Local Government (formerly manual and APT&C) employees. The new pay and grading structure has been verified by an external auditor as meeting the requirements of the Equal Pay legislation and the implementation of this takes effect from 1 August 2008. In addition, the terms and conditions of service for this group of staff have also been revised and bring them more in to line with uniformed colleagues on the wholetime, retained and control duty systems wherever practicable. Tayside Fire and Rescue are now looking to reach agreement for the Engineering Craft employees in the Workshops department to ensure there is equitable pay, and terms and conditions across the organisation for all support staff.

Action 10.9: Review maternity policies and procedures ensuring they develop with best practice

Relating Action Point 2007 – 2008: AP29

The Maternity, Childcare and Dependency policy has been reviewed and some minor amendments have been made. These changes were published through the Tayside Fire and Rescue document library and brought to the attention of all employees.

In addition to this an overall review of the format of information provided to pregnant employees and the process of managing pregnancy at work, employees who are on maternity leave and employees returning from maternity leave is underway.

Feedback received from employees indicated that the information provided was not in a format that met their needs. Due to the fact that so much information is provided from various sources during pregnancy it was felt that the work related information should be streamlined and reformatted for ease of reference.

The guidance given to managers is also being reviewed to ensure that they are fully aware of their responsibilities in relation to pregnant employees, employees who are on maternity leave and employees returning from maternity leave. Once the new format has been agreed it will be fully publicised and training will be provided for managers.

Tayside Fire and Rescue is also a member of Tommys the Baby Charity Pregnancy Accreditation Programme. Through this programme two guides are provided: Tommy's guide to a working pregnancy for employees and for managers are received for distribution to pregnant employees and their managers. The guides contain general information and guidance on employees' rights during pregnancy, health and safety, legislation, fitness etc.

The Occupational Health, Safety and Wellbeing unit has been instrumental in reviewing the risk assessment process in relation to new and pregnant workers in the workplace ensuring continued health and safety throughout pregnancy and beyond.

Procedures are in place to ensure that self referrals can be accommodated on request.

On 5 October 2008 the Maternity and Parental Leave Regulations will be amended to remove the distinction between ordinary and additional maternity leave in respect of entitlement to non-pay contractual benefits of terms and conditions of employment. Therefore work is already in progress to ensure that Tayside Fire and Rescue are prepared for this change and the maternity policies and procedures will be reviewed and amended in due course with training to be delivered on these changes required.

**Action 10.10: Continue to deliver awareness training in relation to gender equality
Relating Action Point 2007 – 2008: AP26**

Tayside Fire and Rescue's Equality Training Strategy is under review to ensure training meets the current needs of employees based on the services they provide to the Tayside community. The strategy incorporates all diversity training including gender which employees may require. The aim of the strategy is to ensure legislative requirements are met and that relevant training is provided based on an employee's level and role within the organisation.

Incorporated in this reviewed strategy is the requirement for all employees to complete all modules on the Diversity E-learning training package which was purchased to create a baseline of knowledge on the six main strands of diversity. This online package includes a specific module on gender which covers relevant legislation and allows employees to work through gender based scenarios.

In addition to the online training it has been agreed that Middle Managers will receive training in relation to pregnancy and managing employees who are pregnant, are on maternity leave or have just returned from maternity leave. This training is planned for forthcoming Middle Managers Training days.

**Action 10.11: Encourage females to go for promotion ensuring processes are transparent
Relating Action Point 2007 – 2008: AP40 / AP31**

It is recognised that women have held roles of firefighter and Crew Manager within Tayside Fire and Rescue. Positive action is required therefore to encourage female firefighters to attend ADCs and when successful to apply for promotion. A supervisory ADC is currently being run within Tayside Fire and Rescue as part of the collaboration and the results will be monitored in order to review the effectiveness of positive action.

**Action 10.12: Produce and publish an Equal Pay statement
Relating Action Point 2007 – 2008: AP29**

An Equal Pay Statement was produced and published by Tayside Fire and Rescue Board on 29 September 2007. The key points from the agreed Statement are noted below.

Tayside Fire and Rescue will show its commitment to the principles of Equal Pay by:

- Auditing pay structures, developed as part of single status, through an external independent auditor.
- Review the terms, conditions and benefits of all employee types and work towards equality for all.
- Train and provide guidance for people involved in decisions about pay and benefits.
- Conduct an equal pay review, across all employee types and therefore pay systems, in order to highlight areas of potential discrimination and allow action to be taken.
- Continue to work in partnership with recognised trade unions, on this subject.
- Review and monitor pay and benefit practices.

The magnitude of an equal pay review was noted and further meetings were requested.

3.0 EQUALITY IMPACT ASSESSMENTS

It is a requirement of the gender equality duty to ensure that all new and existing policies or practices are free from discrimination and meet the General Duties of the Code.

Tayside Fire and Rescue has a robust equality impact assessment process which fulfils the obligation to assess all policies and practices for potential detrimental impact.

All new and existing policies, procedures and practices are subject to an equality impact assessment to ensure that as far as possible any negative consequences are eliminated or minimised.

During 2007/2008 Tayside Fire and Rescue carried out a number of equality impact assessments on new policies, existing policies, procedures and practices however the numbers carried out are not representative of the actual number of new policies, existing policies and practices that were introduced.

As a result further training on equality impact assessments is required to raise awareness and improve the numbers that are carried out for both new and existing policies, procedures and practices. This has been incorporated into the Equality Training Strategy and Angela Webb an Advisor (Diversity/Workplace Culture) within the Scottish Fire Service Advisory Unit is due to carry out cultural awareness and Equality Impact Assessment training over three days in September 2008.

Those attending this training are Station Manager level above and equivalent however due to delegation other individuals at Crew and Watch Manager level have been identified.

To meet the obligation placed on Tayside Fire and Rescue Action Point 35 has been agreed by Tayside Fire and Rescue Board:

AP35 Continue to carry out Equality Impact Assessments to monitor that our working practices do not discriminate against particular groups or individuals.

4.0 EMPLOYMENT

The statutory code of practice for gender places responsibilities on public authorities with regard to employment practices. As part of this duty Tayside Fire and Rescue has recorded its workforce profile by equality strand as well as monitored the key employment practices of recruitment, promotion, grievance, discipline, dignity at work, training and those individuals who leave the employment of Tayside Fire and Rescue.

Table 1: Workforce Profile at 11 July 2008

Category	Male	Female	Declared Disabled	Declared BME
Wholetime	385	16	12	3
Volunteer	25	3		0
Retained	245	12		0
Control	2	16		1
Support	30	45		1
Total	687	92	12	5

Employment Monitoring 2008

The following data is the total of all activities occurring between 29 June 2007 and 28 June 2008.

Table 2: Recruitment

	Total	Male	Female	Disabled	BME
Applicants	862	643	133	11	21
Shortlisted for Interview	368	319	49	6	9
Appointed	42	34	8	1	2

*Total number of applicants and Total number Appointed is comprised of male, female and those individuals who did not complete an equal opportunities form

Table 3: Promotion

	Total	Male	Female	Disabled	BME
Applicants	23	17	0	0	0
Shortlisted for Interview	14	14	0	0	0
Appointed	6	4	0	0	0

*Total number of applicants and Total number Appointed is comprised of male, female and those individuals who did not complete an equal opportunities form

Table 4: Leavers

Total	Male	Female
35	31	4

Table 5: Training Employee Development Requests

	Total	Male	Female	Disabled
Courses Approved	29	26	3	0
Courses Declined	0	0	0	0

*Training Courses supported by the Educational Support Grants

The statistical data above highlights that Tayside Fire and Rescue operational employees continue to be under represented by Women and BME people. Tayside Fire and Rescue will continue to address this through a number of Actions discussed in Section 2.0.

The statistics pertaining to Females in Table 4 and Table 5 is representative of the total Females detailed in Table 1 the workforce profile.

In addition to the statistical data above there were 2 informal complaints raised to our Harassment Contact Advisors on Dignity at Work. Tayside Fire and Rescue take any complaints raised either informally or formally seriously regardless of the complainants gender and at present do not capture the gender of the complainant.

Tayside Fire and Rescue recognise that further improvements are required in the recording of statistical data relating to employment practices. A joint Payroll/HR system is in the process of being implemented. This will lead to greater improvements in the gathering of accurate statistical data which will allow Tayside Fire and Rescue to accurately analyse and report on employment statistical data.

5.0 CONCLUSION

Based on this review of the Gender Equality Scheme Tayside Fire and Rescue can demonstrate improvement in relation to meeting its objectives under the Gender Equality Duty.

Tayside Fire and Rescue has made considerable progress on a number of Actions during 2007/2008 however there are significant areas where further improvements are required. In particular further work is required on raising awareness of equality impact assessments and this will be incorporated into the equality training strategy.

A new integrated Payroll/HR system is being implemented and this will improve the accuracy of statistical data which will ensure that future employment statistical monitoring is accurately captured, analysed and reported.

Tayside Fire and Rescue values all employees and is committed to the equality of opportunity. A priority during 2009 will be the adoption of a Single Equality Scheme and Equality and Diversity Action Plan. This will provide a framework which will mainstream equality and diversity across the organisation.

The Action Plan has been updated to reflect the progress made during 2007 – 2008 and can be found in Appendix A.

APPENDIX A**Gender Equality Scheme
Action Plan**

	Action	Relating Strategic Objective / Action Point 2007 – 2008	Relating Strategic Objective / Action Point 2008 – 2009	Lead Department	Lead Person (s)	Year
10.1	Transgender Awareness Training	SO13: AP29	SO12: AP34	Personnel Services	Equality and Policy Advisor	2010
10.2	Produce and implement a Transgender Policy	SO13: AP29	SO12: AP34	Personnel Services	Equality and Policy Advisor	2009
10.3	Continue to improve facilities with regard to privacy and dignity	SO13: AP29	SO12	Technical Services	Facilities Manager	2008/2009
10.4	Monitor positive action campaign / event	SO14: AP31	SO13: AP39	Personnel Services	Equality and Policy Advisor	2008/2009/2010
10.5	Build on the positive action initiatives – different employee types / job roles	SO14: AP31	SO13: AP39	Personnel Services	Equality and Policy Advisor	2008/2009/2010

10.6	Continue to raise awareness in relation to positive action with employees	SO14: AP31	SO13: AP39 / AP40	Personnel Services / Community Safety	Diversity Forum / Equality and Policy Advisor	2008/2009/2010
10.7	Promote flexible working and its benefits, especially to men	SO11: AP26	SO12: AP36	Personnel Services	Equality and Policy Advisor	2008/2009/2010
10.8	Work towards ensuring equal pay by completing single status and ensuring terms/conditions/pay are non discriminatory across the organisation	SO18: AP39	SO12	Corporate Services/Personnel	Head of Corporate Services / HR Manager	2008
10.9	Review maternity policies and procedures ensuring they develop with best practice	SO13: AP29	SO12	Personnel Services	Equality and Policy Advisor / Safety Manager / Occupational Health Advisor	2008
10.10	Continue to deliver awareness training, in relation to gender equality	SO11: AP26	SO12: AP34	Personnel Services	Equality and Policy Advisor	2008/2009

10.11	Encourage females to go for promotion ensuring processes are transparent	SO19: AP40/ SO14: AP31	SO13: AP40	Community Safety / Personnel Services	/ Equality and Policy Advisor	2008/2009/2010
10.12	Produce and publish an Equal Pay statement	SO13: AP29		Corporate Services		Completed
10.13	Continue to carry out Equality Impact Assessments to monitor that our working practices do not discriminate against particular groups or individuals	SO13	SO12: AP35	Personnel Services	Equality and Policy Advisor	2008/2009/2010