

# West Midlands Fire and Rescue Authority

## Scrutiny Committee

**You are summoned to attend the meeting of Scrutiny Committee to be held on  
Wednesday, 05 June 2019 at 10:00**

**at Fire Service HQ, 99 Vauxhall Road, Nechells, Birmingham B7 4HW**

**for the purpose of transacting the following business:**

## Agenda – Public Session

- |   |  |                |
|---|--|----------------|
| 1 | To receive apologies for absence (if any)                                    |                |
| 2 | Declarations of interests  |                |
| 3 | Minutes of the Scrutiny Committee held on 27.03.19                           | <b>3 - 8</b>   |
| 4 | Analysis of Progress of Quarterly Performance Against The Plan Qtr 4 2018-19 | <b>9 - 30</b>  |
| 5 | Diversity Inclusion Cohesion Equality Update                                 | <b>31 - 44</b> |
| 6 | Annual Report of the Scrutiny Committee 2018-19                              | <b>45 - 54</b> |
| 7 | Review of Safeguarding - Verbal Update                                       |                |
| 8 | Scrutiny Committee Work Programme 2018-19                                    | <b>55 - 58</b> |

### **Distribution:**

Nicolas Barlow - Member, David Barrie - Member, Greg Brackenridge - Member, Kerry Jenkins - Member, Sybil Spence - Vice Chair of the Scrutiny Committee, Chris Tranter - Chairman, Ann Young - Member

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**Agenda prepared by Stephen Timmington**

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Minutes of the Scrutiny Committee

**27 March 2019 at 10:00 a.m.**  
**at Fire Service Headquarters, Vauxhall Road, Birmingham**  
**B7 4HW**

**Present:** Councillor Tranter (Chair)  
Councillors Barlow, Brackenridge, Jenkins and  
Young  
S Middleton

**Apologies:** Councillors Barrie and Spence

**Observer:** Nil

**7/19 Declarations of Interest in contracts or other matters**

There were no declarations of interest.

**8/19 Minutes of the Scrutiny Committee held on 27 February 2019**

**Resolved** that the minutes of the meeting held on the 27 February 2019 be approved as a correct record.

**9/19 Review of Safeguarding**

Alan Lotinga, Associate Consultant, West Midlands Association of Directors of Adult Social Care, presented the final report on the Review of Safeguarding Arrangements, and the accompanying implementation action plan framework.

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The review had commenced in December 2018 and concluded with the presentation of this report.

Alan Lotinga thanked all that had been involved and contributed to the review, both Officers and Members.

Gary Taylor, Assistant Chief Fire Officer, noted that the findings of the review and the report would provide the opportunity to revisit Safeguarding with independent advice. The Service was beginning to understand the associated risks and impacts earlier than other Fire and Rescue Services. There was a lot of work being undertaken nationally, and the Service would need to be ready for when the outcomes of that work came to fruition.

Alan Lotinga noted that he felt that Safeguarding leadership should sit with a Principal Officer, supported by a dedicated expert or experts, who would be able to advise the lead. The symbolism was important in that it underlined the fact that Safeguarding was not purely a prevention issue. Similar structures were in place in other organisations such as the Police.

Andrea Simmonds, Partnerships Manager, noted that such an arrangement would align with the direction of the National Fire Chiefs Council.

Gary Taylor noted that the Service had introduced Safeguarding training as a mandatory requirement for new recruits joining the Service, followed up with refresher training.

Gary Taylor noted that an overview of the report and presentation delivered to the Committee at its meeting in March, would need to be provided to the Strategic Enabling Team, and progress would need to be reported back to the Committee.

Alan Lotinga noted that the timescales regarding the actions outlined within the report were not mandatory.

Gary Taylor thanked Alan Lotinga for the review and report, and thanked all who had contributed to the review.

The following points were raised by Members:

- The report was welcomed by all Members, and the Committee thanked Alan Lotinga and all Officers and Members for their work on the review.
- Safeguarding had an impact upon every part of an organisation. It was good to see that the review had examined the impact upon the Service's staff, as well as externally.
- It was agreed that the number of annual self-assessment templates and safeguarding concern referral forms should be consolidated, identifying the best forms to use.
- It was suggested that spatial distribution, exploring geographical and relational relationships, could be worth exploring in more detail.

**Resolved** that the Committee approved the report on the Review of Safeguarding Arrangements.

It was agreed that progress on the outcomes of the review and of the implementation action plan framework would be reported to the Committee.

## 10/19 **Dispute Resolution**

Sarah Warnes, Strategic Enabler People Support Services provided an overview of the report:

Nine new grievances were received during the reporting period, five received from Green Book Staff and four received from Grey Book Staff. Additionally, a collective grievance had been raised by two watches on a station regarding the booking of leave.

Three outstanding appeals from the previous reporting period (January 2018 to June 2018) were heard, none of which were upheld. The Service was currently managing two

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Employment Tribunals in relation to these grievances (previously three but one had subsequently been withdrawn).

Debriefs had been undertaken for each of the cases or were planned for those that had reached a conclusion.

Following analysis of the equality data, there had been no impact on any specific group.

There were 21 disciplinary cases during the reporting period. The cases related to 20 Grey Book Staff and one member of Green Book Staff. Of the cases, 16 were at Gross Misconduct level and five were at Misconduct level.

A single incident and related issues from the initial investigation from one station had resulted in 14 disciplinary investigations. Ten were managed at Gross Misconduct level and four were managed at Misconduct level. Seven cases progressed to formal hearings, whilst the other seven cases were managed through local performance management. Given the significance of this investigation, both individual debriefs of each case plus a wider debrief would be completed. The debrief report would be included within the next Dispute Resolution Report submitted to the Committee.

The Service had not received an Employment Tribunal relating to any of the 21 cases. There were no hearing outcomes from the previous reporting period. There had been no key themes identifying staff possessing protected characteristics.

In answer to Members' questions, the following points were raised:

- The Service officially recognised that members of staff on maternity leave are able to follow their existing shift pattern. Any proposed change to such a member of staff's shift pattern must be done in consultation with the individual. The Service supported members of staff to continue their existing shift pattern upon return from maternity leave. Awareness had been raised by the

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Service, and Business Partners were available to provide relevant guidance to managers.

- There was an expectation for all members of staff to adopt and demonstrate behaviours in line with the Service's Core Values.
- The purpose of the Dispute Resolution Report was to demonstrate that the Service dealt with disciplinary issues effectively, taking such behaviours and actions very seriously.
- The Service had a Social Media Policy which provided guidance to staff on the use of such media, setting out the basic principles and values which were expected of all WMFS staff, Fire Authority members, and volunteers. It was agreed that the Social Media Policy would be circulated to Members at the next Committee meeting.

**Resolved** that the Dispute Resolution Report be submitted to the Joint Consultative Panel.

It was agreed that the Service's Social Media Policy would be circulated to Members at the next Committee meeting

#### 11/19 **Operational Assessment Improvement Register**

Karen Gowreesunker, Clerk to the Authority and Strategic Enabler of the Strategic Hub, presented a report on the Operational Assessment (OpA) Improvement Register:

Following the publication of the OpA and Peer Challenge Report in June 2017, the Service had developed an Improvement Register to record and monitor progress in addressing the areas for consideration that had been raised as a result of the findings of the report. Periodic reports on the progress of the Improvement Register had been submitted to the Committee on a regular basis.

Of the 36 areas for consideration (38 including sub-areas 14a, b and c) within the Improvement Register and noted by the Scrutiny Committee at its November 2018 meeting:

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- Seven areas for consideration had been completed in addition to the 23 areas for consideration already classed as completed prior to the November 2018 meeting of the Scrutiny Committee.
- Eight areas for consideration had been addressed since the November Scrutiny Committee and had been classed as completed, requiring no further action for the purposes of the Improvement Register.
- All 38 areas have now been marked as completed and the Improvement Register was now considered closed.

**Resolved** that the Committee noted the completion of the OpA Improvement Register.

**12/19 Consideration of the Annual Report of the Scrutiny Committee**

It was confirmed that the draft Annual Report of the Scrutiny Committee would be submitted to the Committee for consideration and approval at its meeting scheduled for 5 June, prior to submission to the Fire Authority at its Annual General Meeting on 24 June 2019.

**13/19 Scrutiny Committee Work Programme 2018-19**

The Committee noted the Work Programme for 2018/19.

The meeting finished at 11:27am.

Contact Officer: Stephen Timmington Strategic Hub West Midlands Fire Service 0121 380 6680
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**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**SCRUTINY COMMITTEE**

**5 JUNE 2019**

1. **AN ANALYSIS OF PROGRESS OF QUARTERLY PERFORMANCE AGAINST 'THE PLAN' – QUARTER FOUR 2018/2019**

Report of the Chief Fire Officer.

**RECOMMENDED**

- 1.1 THAT the Committee note the status of the Service's key performance indicators in the fourth quarter of 2018/2019 (Appendix 1).
- 1.2 THAT the Committee note the progress made in delivering the three strategic priorities contained in 'The Plan' 2018-2021 (Appendix 1).
- 1.3 THAT the Committee note the update on the performance information system detailed in section 5 of this report.

2. **PURPOSE OF REPORT**

This report is submitted to provide the Committee with an analysis of the organisation's performance against 'The Plan' for 2018-2021.

3. **BACKGROUND**

The fourth Quarterly Performance Review meeting of 2018/2019 was held on 21 May 2019. This quarterly meeting, attended by members of the Strategic Enabling Team and other key stakeholders, provides a joined up method of managing performance and provides assurance around the ongoing performance of 'The Plan'.

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#### 4. **PERFORMANCE INDICATORS**

4.1 The setting of targets against the operational and other performance indicators enables the Service to define in key areas the improvements which contribute to making the West Midlands safer, stronger and healthier, and to manage the resources allocated to this work. The Service continues to improve and meet targets across a range of indicators.

4.2 Appendix 1 details the performance against our:

- Service Delivery Performance Indicators (Response, Prevention and Protection)
- People Support Services Performance Indicators
- Safety, Health and Environment Performance Indicators
- Strategic Objectives as outlined in 'The Plan' and milestones due for completion within the year 2018/2019.

#### 4.3 **Service Delivery Performance Indicators**

##### 4.3.1 **Response:**

- PI 1 – the risk based attendance standard; performance continues to be positive, with the targets having been met for all four categories of incident type. The performance is rated as over performance against the tolerance levels (blue).
- Average attendance times for Category 1 incidents (the most critical and important of the four categories) is 4 minutes 38 seconds in quarter four, five seconds quicker than quarter three. The median attendance time for the year is 4 minutes 42 seconds, four seconds quicker than 2017/18.
- Average attendance times for Category 2, 3 and 4 Incident Types remain well within their respective targets:
  - Category 2 Incident Type: 5 minutes 26 seconds (a decrease of five seconds) – the target is under 7 minutes.
  - Category 3 Incident Type: 4 minutes 52 seconds (a decrease of six seconds) – the target is under 10 minutes.

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- Category 4 Incident Type: 6 minutes 36 seconds (an increase of 13 seconds) – the target is under 20 minutes.

#### 4.3.2 Prevention:

- There are four areas where over performance has been demonstrated against the tolerance levels (blue):
  - PI 6 The number of Safe and Well points achieved by the Brigade.
  - PI 9 The number of deliberate fires in non-domestic premises.
  - PI 11 The number of deliberate rubbish fires.
  - PI 12 The number of deliberate fires in derelict buildings.
- The performance indicators for the following areas demonstrate performance is within the tolerance levels (green):
  - PI 3 Injuries from accidental fires in dwellings, taken to hospital for treatment.
  - PI 10 The number of deliberate vehicle fires.
- There are three areas where under performance has been demonstrated against the tolerance levels (red):
  - PI 2 The number of accidental dwelling fires.
  - PI 5 The percentage of Safe and Well visits referred by our partners.
  - PI 8 The number of deliberate fires in dwellings.
- The following two performance indicators do not have a performance rating assigned:
  - PI 4 The number of deaths from accidental fires in dwellings.
  - PI 7 The number of people killed or seriously injured in Road Traffic Collisions.

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#### 4.3.3 Protection:

- The performance indicator for the following area demonstrates performance is within the tolerance levels (green):
  - PI 13 The number of accidental fires in non-domestic premises.
- The performance indicator for the following area demonstrates under performance against the tolerance levels (red):
  - PI 14 The number of false alarm calls due to fire alarm equipment in dwellings and non-domestic premises.

#### 4.4 People Support Services Performance Indicators

##### 4.4.1 The performance indicators for the following areas demonstrate performance is within the tolerance levels (green):

- PI 15 – The percentage of employees that have disclosed their disabled status.
- PI 16 – The number of female uniformed staff.
- PI 17 – The percentage of all staff from black and ethnic minority (BME) communities.
- PI 17a – The percentage of uniformed staff from BME communities
- PI 20 – The average number of working days/shifts lost due to sickness (non-uniformed employees).

Note: PI 20 is within the tolerance levels for the quarter, but above target and demonstrating under performance for the year.

##### 4.4.2 There are three areas where under performance has been demonstrated against the tolerance levels (red):

- PI 18 – The average number of working days/shifts lost due to sickness (all staff).
- PI 19 – The average number of working days/shifts lost due to sickness (uniformed and Fire Control staff).

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#### 4.5 Safety, Health and Environment Performance Indicators

4.5.1 The performance indicator for the following area demonstrates over performance against the tolerance levels (blue):

- PI 22 – The total number of RIDDOR injuries.

4.5.2 The performance indicator for the following area demonstrates performance is within the tolerance levels (green):

- PI 21 – The total number of injuries

4.5.3 The following performance indicators are all reported on an annual basis (in quarter four).

4.5.4 The performance indicators for the following areas demonstrate over performance against the tolerance levels (blue):

- PI 23 – To reduce the Fire Authority's carbon emissions
- PI 25 – To reduce the electricity use of Fire Authority premises.

4.5.5 The performance indicator for the following area demonstrates performance is within the tolerance levels (green):

- PI 24 – To reduce the gas use of Fire Authority premises.

### 5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The InPhase performance management system is now well established with staff and departments across the organisation utilising where applicable.

5.2 3PT is an acronym for a layered approach to portfolio, programme, project, and task management. This system continues to be embedded across the Service to enable effective planning and manage performance in a project environment as work streams are identified for implementation.

5.3 The Service is exploring the use of Power BI to develop reporting within 3PT and feasibility of replacing InPhase in the long term.

### 6. CORPORATE RISK

6.1 Corporate Risks are those risks that, if realised, would seriously affect the Service's ability to carry out its core functions or deliver key

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objectives.

- 6.2 In accordance with the Corporate Risk Management Strategy, all risks maintained within the Corporate Risk Register have been reviewed by Senior Risk Owners in order to update the relevant triggers, impacts and control measures and determine a relevant risk score, if appropriate, based on assessment of likelihood and impact.
- 6.3 A report of progress against our Corporate Risks is submitted separately to the Audit and Risk Committee.

7. **EQUALITY IMPACT ASSESSMENT**

In preparing this report, an initial Equality Impact Assessment is not required and has not been carried out. The matters contained within this report will not lead to a policy change.

8. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

9. **FINANCIAL IMPLICATIONS**

- 9.1 The level of response, protection and prevention resources required to achieve the targets for the operational indicators shown in Appendix 1, were considered as part of the Authority's 2018/2019 budget setting process which established a total budget requirement of £95.477million. The cost of delivering services which contribute to the performance achievements comprise goods such as smoke alarms and staff time. The staff time includes those who are solely engaged in prevention work and watch based staff that provide emergency response as well as prevention services.
- 9.2 Expenditure on smoke alarms and other supporting materials in 2018/19 is £358k

10. **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this report.

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**BACKGROUND PAPERS**

'The Plan 2018-21' Strategic Objectives.

Corporate Action Plan updates.

Corporate Risk Position Statement Quarter 4 2018/19 (exception report).

The contact name for this report is Gary Taylor (Assistant Chief Fire Officer), telephone number 0121 380 6006.

PHIL LOACH  
CHIEF FIRE OFFICER

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**APPENDIX 1**  
Item 4**Performance Indicator Performance – Quarter Four 2018/19**

<b>Key:</b>	
<b>Blue</b>	<b>Over performance against the tolerance levels</b>
<b>Green</b>	<b>Performance is within the tolerance levels</b>
<b>Red</b>	<b>Under performance against the tolerance levels</b>

**Response**

Our response priorities focus on dealing excellently with emergency incidents:

- The most serious emergency incidents will be attended, on average, within five minutes to save life, protect homes and businesses, and keep our transport networks moving
- Our commitment to operational excellence will reduce risk to life and property and enable an assertive, effective and safe emergency response to all incidents whilst supporting firefighter safety
- At all incidents we attend we will lead and co-ordinate rescue operations whilst working collaboratively with other agencies to deliver an excellent response and meet public expectations
- We will enhance resilience and deliver a local, national and international response to major incidents, emerging threats, and humanitarian situations through our specialist response teams



<b>PI 1</b>		<b>The Risk Based Attendance Standard</b> Target: under 5 minutes Actual: 4 minutes 38 seconds <b>Over performance against the tolerance levels</b>
<p>The median attendance time to high-risk (Cat 1) incidents in quarter four was 4 minutes 38 seconds, a six second decrease compared to quarters two and three (both recording 4 minutes 44 seconds).</p> <p>The median attendance time to high-risk (Cat 1) incidents for the year was 4 minutes 42 seconds, four seconds quicker than 2017/18.</p> <p>Attendance times for Category 2, 3 &amp; 4 incidents remain well within target:</p> <ul style="list-style-type: none"> <li>• Category 2: 5 minutes 26 seconds (target is under 7 minutes)</li> <li>• Category 3: 4 minutes 52 seconds (target is under 10 minutes)</li> <li>• Category 4: 6 minutes 49 seconds (target is under 20 minutes)</li> </ul>		

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## Prevention

Our prevention priorities focus on making safer, healthier communities:

- The number of people killed or seriously injured by fire-related incidents will reduce as we focus, with our partners, on the risks faced by the most vulnerable people in our communities
- Arson-related incidents will fall, supporting safer and stronger communities, as a result of our partnership working
- Fewer people will be killed or seriously injured on West Midlands roads, as we work with the West Midlands Combined Authority and other organisations to develop and deliver interventions that support the West Midlands Regional Road Safety Strategy
- The safety, health and well-being of the most vulnerable people in our communities will improve through our interventions delivered to tackle the effects of an increasing demand on health and social care services

<b>PI 2</b>		<b>The number of accidental dwelling fires</b> Forecast YTD: 1625 (1544 – 1657) Actual to date: 1658 <b>Under performance against the tolerance levels</b>
<p>Accidental dwelling fires for quarter four 2018/19 are 7.4% above target for the quarter and 2.0% above target for the year, although just one incident above the upper tolerance level.</p> <p>The 2018/19 figure represents an increase of 27 incidents compared to 2017/18, however it also represents the third lowest annual figure since the Service's records began in 1998/99.</p> <p>As reported in quarter three, due to the reduction in the number of incidents, a data quality check was carried out as part of the year end process. No anomalies were found.</p>		
<b>PI 3</b>		<b>Injuries from accidental fires in dwellings (taken to hospital for treatment)</b> Forecast YTD: 60 (48 – 65) Actual to date: 54 <b>Performance is within the tolerance levels</b>
<p>There were 17 injures at accidental dwelling fires during quarter four 2018/19, one incident above the target for the quarter.</p> <p>54 injuries at accidental dwelling fires were recorded during 2018/19, 10% below the target of 60. The figures represent a slight increase of 5.9% compared to 2017/18 where 51 incidents were recorded. However, 2018/19 represents the second lowest annual figure since 2009/10.</p>		


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Overall, 53.7% of casualties were male. Over three quarters were recorded as being of 'white' heritage. Approximately a third (32.0%) of those injured were between 35-55 years old and just under a third (29.5%) were aged over 75.

Cooking appliances were the most common source of ignition accounting for 50.0% of all injuries. Smoking (or related articles) were the source of ignition in 16.0% of injurious incidents.

A quarter of all injuries were caused by fighting or attempting to fight the fire and nearly a fifth (18.2%) resulted from immobility.


Over a half (55.6%) of injuries were smoke, gas or fume inhalation, whereas burns or scalds accounted for a third.

<b>PI 4</b>		<b>The number of deaths from accidental dwelling fires</b> Forecast YTD: N/A Actual to date: 4
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No fatalities were recorded during quarter four, with the number remaining four for year 2018/19.

Three of the fatalities were recorded within the Black Country South Command Area (two in the Sandwell borough, one in Dudley borough). One fatality was recorded in the Birmingham South Command Area.



All four fatalities involved adults aged over 65 years. The cause of the fire was different at each incident (smoking related materials, cooking appliance, electrical (overloaded extension lead), and electric blanket). All incidents occurred during the hours of 01:00 and 07:00 hours.

<b>PI 5</b>		<b>The percentage of Safe and Well visits referred by our partners</b> Forecast YTD: 55% (55% - 57.5%) Actual to date: 45.6% <b>Under performance against the tolerance levels</b>
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The percentage of Safe and Well visits referred by our partners during quarter four was 37.7%, below the target of 55%. This reflects the work carried out by Commands during quarter four to rationalise the Safe and Well data to ensure it only reflected the partner referrals, and not local initiatives or station activity which had impacted upon the figures recorded (an issue which had been identified and reported in previous quarters).

The percentage of Safe and Well visits referred by our partners for the year was 45.6%.




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<b>PI 6</b>		<b>The number of Safe &amp; Well points achieved by the Brigade</b> Forecast YTD: 300,000 Actual to date: 302,214 <b>Over performance against the tolerance levels</b>
		<p>302,214 Safe &amp; Well points were achieved during 2018/19, over 2,000 points above the target for the year. 63,740 points were achieved during quarter four, 11,260 points below the target for the quarter.</p> <p>The new Tymly system was introduced in the Black Country South Command Area during quarter two. 1213 visits were completed using the system during the quarter (2856 visits during the year). Tymly uses an updated risk model and does not record Safe and Well points. If it was assumed that these visits accrued the average number of Safe and Well points for the command during the quarter, these visits would have added 9182 points to the quarterly total. If it was assumed that these visits accrued the average number of Safe and Well points for the command for each respective quarter, these visits would have added 22,378 points to the yearly total, equating to 324,592 points.</p> <p>There were a total of 9,565 visits carried out during the quarter, equating to 1.83 per appliance per 24 hours.</p>
<b>PI 7</b>		<b>The number of people killed or seriously injured (KSI) in road traffic collisions</b> Forecast YTD: Not applicable Actual to date: 785 (not up to date)
		<p>Delays continue in the provision of figures for this performance indicator (data has been received up to 31 December 2018). At the time of writing, figures indicate 785 people killed or seriously injured in road traffic collisions year to date.</p> <p>The latest update indicates that there were 245 people killed or seriously injured during quarter one (12 killed and 233 seriously injured), 267 during quarter two (11 and 256), and 273 during quarter three (20 and 253)</p> <p>Over half of all recorded fatalities (56%) occurred at weekends (Friday to Sunday) with 41.8% of all fatalities occurring between 19:00 and 00:00 hours. Over three quarters (79.1%) of those killed were male. Over half (53.4%) of those killed were driving the vehicle at the time of the incident, with pedestrians accounting for 39.5% of those fatally injured.</p>

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<b>PI 8</b>		<b>The number of deliberate fires in dwellings</b> Forecast YTD: 205 (185 – 215) Actual to date: 216 <b>Under performance against the tolerance levels</b>
<p>The number of deliberate fires in dwellings were 1.8% below the target for the quarter and 5.1% above target for the year, although just one incident above the upper tolerance level. Performance has been partly due to the number of incidents recorded during quarters one and two, which were 13 incidents (31.7%) and seven incidents (12.2%) above target respectively. This was offset to a degree by stronger performance during quarters three and four which observed reductions against the respective quarterly targets of 18.1% and 1.8%.</p> <p>The Black Country North Command Area recorded a yearly figure 50% (17 incidents) above target. The main cause of this was a spike of 17 incidents during May, in particular a series of 11 incidents in the Wolverhampton area. This was addressed by working in partnership with West Midlands Police and the housing provider resulting in target hardening and criminal enforcement activity.</p> <p>All other commands recorded figures below their respective targets with the exception of Birmingham South, which recorded a yearly figure 21.2% above target, largely due to a spike in incidents during quarter two.</p> <p>As reported in quarter three, due to the reduction in the number of incidents, a data quality check was carried out as part of the year end process. No anomalies were found.</p>		
<b>PI 9</b>		<b>The number of deliberate fires in non-domestic premises</b> Forecast YTD: 181 (163 – 189) Actual to date: 121 <b>Over performance against the tolerance levels</b>
<p>A significant reduction in the number of deliberate fires in non-domestic premises was observed during 2018/19, with the yearly figure equating to 60 incidents (49.6%) below target. 21 incidents were recorded during quarter four, 50% below the quarterly target.</p> <p>All number of incidents within all command areas were below the respective yearly targets. In line with reports in previous quarters, 16 deliberate fires were recorded at HMP Birmingham during 2018/19, compared to 57 incidents recorded in the previous year.</p>		

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<b>PI 10</b>		<b>The number of deliberate vehicle fires</b> Forecast YTD: 882 (793 – 925) Actual to date: 806 <b>Performance is within the tolerance levels</b>
<p>The number of deliberate vehicle fires were 11.9% below the target for the quarter and 8.5% below the target for the year. Performance has maintained the year on year decrease in incidents observed since 2016/17.</p> <p>All command areas were below target for the year with the exception of the Coventry and Solihull Command Area which recorded 15.5% above target.</p>		
<b>PI 11</b>		<b>The number of deliberate rubbish fires</b> Forecast YTD: 1991 (1892 – 2031) Actual to date: 1601 <b>Over performance against the tolerance levels</b>
<p>351 incidents occurred during quarter four, 5.7% above the quarterly target of 332. The number of incidents had been below the quarterly targets for the previous three quarters, and the yearly figure of 1601 incidents represented 19.6% below target.</p> <p>All command areas recorded yearly figures below their respective targets.</p>		
<b>PI 12</b>		<b>The number of deliberate fires in derelict buildings</b> Forecast YTD: 142 (128 – 149) Actual to date: 103 <b>Over performance against the tolerance levels</b>
<p>18 incidents occurred during quarter four compared to a quarterly target of 22 incidents, with performance continuing to be below the target and the lower tolerance level (103 incidents during 2018/19 equated to 27.4% below the year-end target).</p> <p>All command areas recorded figures within their respective targets or below the lower tolerance levels, with the exception of the Birmingham South Command Area where 19 incidents were recorded (29.3% above target). The number of incidents within Birmingham South reflected a concentration of incidents between May and November 2018. No incidents were recorded within the command area between December 2018 and March 2019.</p>		



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## Protection

Our protection priorities focus on creating stronger businesses and safer communities. We will ensure:

- High risk buildings including residential high rise, are assessed to ensure public safety and provide reassurance from the risks of fire
- Businesses become safer from fire through interaction with our people delivering integrated prevention, protection and response services
- Enhance economic growth by providing clear advice and flexible support in collaboration with other regulators and partner agencies
- Utilise and evidence-based approach to risk reduction to enable effective engagement with the most vulnerable businesses and members of the community
- Reduce the impact of Automatic Fire Alarms, to minimise unnecessary disruption and costs to businesses, other organisations and our communities

<b>PI 13</b>		<b>The number of accidental fires in non-domestic premises</b> Forecast YTD: 421 (379 – 442) Actual to date: 434 <b>Performance is within the tolerance levels</b>
<p>There were 111 accidental fires in non-domestic premises during quarter four, 4.5% below the quarterly target of 116 incidents. Performance for the year was slightly above target but remained within the tolerance levels.</p> <p>As of the end of the year, the command areas for Birmingham North and Black Country North were above their respective targets and above the upper tolerance level. Birmingham South and Black Country South command areas were below target and within the tolerance levels, as were Coventry and Solihull.</p>		
<b>PI 14</b>	 <b>Fire alarm</b>	<b>The number of false alarm calls due to fire alarm equipment in dwellings and non-domestic premises</b> Forecast YTD: 5317 (5052 – 5423) Actual to date: 5837 <b>Under performance against the tolerance levels</b>
<p>There were 1,293 false alarm calls due to fire alarm equipment in dwellings and non-domestic premises during quarter four. Following an increase in the number of incidents in July 2018 which continued until November, the number of incidents have begun to decrease again. However, performance remains above target and above the upper tolerance level.</p> <p>There was 5837 incidents during 2018/19, 9.8% above target and above the upper tolerance level.</p>		

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4,443 incidents occurred in dwellings and 1,394 incidents occurred at non-domestic properties. Both categories were higher than observed in 2017/18.

1019 incidents were recorded in the Birmingham South Command Area, representing 0.6% below target. All other command areas were above both respective targets and upper tolerance levels.




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## People Support Services

<b>PI 15</b>		<p><b>The percentage of employees that have disclosed their disabled status</b>  Target: 100% (90% - 100%)  Actual to date: 95%  <b>Performance is within the tolerance levels</b></p>
<p>The percentage of employees disclosing their disability status has remained relatively constant with a slight rise compared to previous periods, to 95%.</p> <p>Declaration rates across the protected characteristics continue to remain high, 98.9% of staff have declared their ethnicity, 86% have declared their religion, and 85% have declared their sexual orientation.</p> <p>A full breakdown of the protected characteristics across the Service is submitted to the Committee on a 6 monthly basis via the Diversity, Inclusion, Cohesion, Equality Update, which includes a workforce profile.</p>		
<b>PI 16</b>		<p><b>The number of female uniformed staff</b>  Target: 125 (112 – 138)  Actual to date: 129  <b>Performance is within the tolerance levels</b></p>
<p>The number of female uniformed staff has increased to 129, four above target and within the tolerance levels.</p> <p>The Service had employed a total of 91 trainee firefighters during 2018/19, 38 (42%) of whom were women (higher than the target of 40%). Four members of staff have returned from career breaks, of whom three are female. One female firefighter has transferred to another Fire and Rescue Service. The overall percentage of female operational staff has increased from 5.1% in 2015 to 9% in 2019. Work continues with the Fire Service College and attraction rates for women are currently 28%.</p> <p>40% of uniformed posts are Crew Commander or above. 24% of female staff in uniformed positions hold the role of Crew Commander or above, compared to 41% of male uniformed staff. When considering non-uniformed staff, 59% of posts are above a grade eight. 48% of female non-uniformed staff are in a post above a grade eight, compared to 73% of male non-uniformed staff.</p>		

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<b>PI 17</b>		<p><b>The percentage of all staff from BME communities</b>  Target: 12.3% (11.1% – 13.5%)  Actual to date: 11.7%  <b>Performance is within the tolerance levels</b></p>
<p>The percentage of all staff from black and ethnic minority (BME) communities has remained relatively constant over time with a slight increase to 11.7% in quarter four (compared to 10.9% in quarter one, 11.2% in quarter two, and 11.5% in quarter three).</p> <p>Staff from BME communities account for 142 (10.1%) uniformed staff, 80 (18%) non-uniformed staff, and 1 (2%) member of staff within Fire Control.</p> <p>When considering the ethnicity profile of crew commanders and above, 27% of BME uniformed staff hold a management position, compared to 42% of white uniformed staff. When considering non-uniformed staff, 59% of non-uniformed posts are above a grade eight. 54% of BME non-uniformed staff are in a post above a grade eight, compared to 60% of white non-uniformed staff.</p>		
<b>PI 17a</b>		<p><b>The percentage of uniformed staff from BME communities</b>  Target: 10.9% (9.8% – 12.0%)  Actual to date: 10.1%  <b>Performance is within the tolerance levels</b></p>
<p>10.1% of uniformed staff are from Black and Minority Ethnic (BME) communities, a slight increase on previous quarters (the figure was 9.2% in quarter four 2017/18).</p> <p>27% of uniformed BME staff are in a management position (Crew Commander and above).</p> <p>The Service had employed a total of 91 trainee firefighters during 2018/19, 21 (23%) of whom were from BME communities (the target was 35%). Work continues with the Fire Service College and attraction rates for BME applicants are currently 25%.</p>		
<b>PI 18</b>		<p><b>The average number of working days/shifts lost due to sickness – all staff</b>  Target: 1.58 (1.27 – 1.89)  Actual to date: 2.00  <b>Under performance against the tolerance levels</b></p>
<p>An average of 2.00 working days/shifts per person were lost due to sickness during quarter four, above target and above the upper tolerance levels. The average number of working days / shifts lost for all employees for the year was 8.00, which is higher than the year to date target of 6.2. The figure represents a 22% increase compared to the same period in 2017/18.</p>		

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<b>PI 19</b>		<p><b>The average number of working days/shifts lost due to sickness – uniformed and Fire Control staff</b>  Target: 1.51 (1.21 – 1.81)  Actual to date: 1.94  <b>Under performance against the tolerance levels</b></p>
<p>An average of 1.94 working days/shifts per person were lost due to sickness during quarter four. This was above the target and above the upper tolerance level. The average number of working days / shifts lost for uniformed and Fire Control staff for 2018/19 was 7.7 which is higher than the target for the year of 6.2. The figure represents a 19% increase compared to the same period in 2017/18.</p> <p>20% of duty days had no absence reason recorded, and 13% of sickness episodes had no return to work information recorded.</p> <p>The top 5 causes of sickness are:</p> <ul style="list-style-type: none"> <li>• Mental health</li> <li>• Gastrointestinal</li> <li>• Joint problems</li> <li>• Cold and flu</li> <li>• Musculoskeletal – back</li> </ul> <p>1389 days were lost through restricted duties during quarter four. The total figure year to date equates to 4223 days lost through restricted duties, compared to 3866 days lost during 2017/18.</p>		
<b>PI 20</b>		<p><b>The average number of working days/shifts lost due to sickness – non-uniformed staff</b>  Target: 1.84 (1.48 – 2.20)  Actual: 2.20  <b>Performance is within the tolerance levels</b></p>
<p>An average of 2.20 working days/shifts per person were lost due to sickness during quarter four. This was above the target but just within the upper tolerance level. The average number of working days / shifts lost for non-uniformed staff year to date is 9.1 which is higher than the year to date target of 6.5. The figure represents a 33% increase compared to the same period in 2017/18.</p> <p>Missing data has increased during this quarter. 20% of duty days had no absence reason recorded and 30% of sickness episodes had no return to work interview information recorded.</p> <p>It is not able to report the top 5 causes of sickness as they may identify individuals.</p>		



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**Safety, Health and Environment**

<b>PI 21</b>		<b>The total number of injuries</b> Forecast YTD: 128 (115 – 135) Actual to date: 128 <b>Performance is within the tolerance levels</b>
<p>There were 37 injuries during quarter four and performance is above the quarterly tolerance levels of 32. There have been 128 injuries year to date, matching the yearly target and eight above the number of injuries recorded in 2017/18.</p> <p>38% of injuries occurred at incidents and 62% of injuries recorded were from all other activity.</p> <p>The main causes of injuries were slips, trips and falls (28 reports), struck by (19 reports), and manual handling (17 reports).</p> <p>268 near hit reports were recorded during 2018/19, compared to 270 recorded during 2017/18.</p> <p>137 violence reports were recorded for the year against 139 recorded during 2017/18. 131 of the reports were incident related, and 103 reports involved verbal abuse only. There were no significant common locations.</p>		
<b>PI 22</b>		<b>The total number of RIDDOR injuries</b> Forecast YTD: 15.0 (13.5 – 15.5) Actual to date: 13.0 <b>Over performance against the tolerance levels</b>
<p>There were two RIDDOR reports during quarter four, with both injuries occurring at incidents.</p> <p>There were 13 RIDDOR reports during 2018/19, two below target, although an increase of two compared the number of reports recorded during 2017/18.</p> <p>Note: RIDDOR refers to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Further information is available via the Health and Safety Executive website.</p>		
<b>PI 23</b>		<b>To reduce the Fire Authority's carbon emissions</b> Forecast YTD: 5848 Actual to date: 4708 (4238 – 5649) <b>Over performance against the tolerance levels</b>
<p>A 12% reduction in Carbon Emissions has been observed compared to 2017/18.</p>		

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92% of the emissions are due to electricity, gas and diesel for appliances. There has been a 26% reduction in electricity used and a 22% reduction in gas. A 22% increase in diesel was recorded.

<b>PI 24</b>		<b>To reduce gas use of Fire Authority premises</b> Forecast YTD: 10,212MWh (9191 – 10722) Actual to date: 9,349MWh <b>Performance is within the tolerance levels</b>
<p>Performance is below the lower tolerance level for the quarter. Performance is below the target and within the tolerance levels for the year. This has been supported by investment in assets through planned works such as hot water boiler replacements. Mild weather has also supported usage reduction due to lower demand for heating.</p>		
<b>PI 25</b>		<b>To reduce electricity use of Fire Authority premises</b> Forecast YTD: 5,497MWh (4948 – 5772) Actual to date: 4,059MWh <b>Over performance against the tolerance levels</b>
<p>Performance is within the tolerance levels for the quarter. Performance is below the lower tolerance levels for the year. This has been supported by investment in improving assets through planned works including UPS battery replacements, external lighting and electrical rewires.</p>		

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**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**SCRUTINY COMMITTEE**

**5 JUNE 2019**

**1. DIVERSITY INCLUSION COHESION EQUALITY (DICE) UPDATE**

Report of the Chief Fire Officer

RECOMMENDED

THAT Scrutiny Committee note the progress made by the Service in relation to DICE during the last 6 months.

**2. PURPOSE OF THE REPORT**

To provide an update to Scrutiny Committee to review and consider the ongoing progress being made by the Service in advancing DICE. This activity supports our equality objectives as well as our statutory requirements of the Public Sector Equality Duty and Equality Act 2010.

**3. BACKGROUND**

- 3.1 The DICE objectives contained within the DICE report were developed in consultation with functions and departments across the Service. The objectives not only fulfil our legal duties as a public-sector organisation under the Equality Act 2010, but also help address areas of development towards achieving excellence.
- 3.2 This report details our continued progress towards achieving our objectives and provides an update in relation to DICE activity.

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#### 4. **LEADERSHIP, PARTNERSHIP AND ORGANISATIONAL COMMITMENT**

- 4.1 The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings. The figures are calculated using a specific reference date called the 'snapshot' date. The snapshot date for public sector organisations is 31 March. The data must then be published within one year of the snapshot date, ie: 30 March. The figures referred to in this report are as at the snapshot date of 31 March 2018.

When considering all employees, the mean gender pay gap for WMFS is 10.4% or £1.57 per hour. This is narrower than the gap of 14.2% reported last year. When compared to the snapshot date of 2017, the gap for operational employees has increased slightly from 2.8% to 4.7% due to the number of female recruits employed during the reporting period.

The gap for support staff employees is 18.6% which is narrower than the 34% gap reported last year. The average hourly rate for female support staff has increased due to 23 female staff increasing their grade, compared to 9 male staff.

- 4.2 Whilst reporting an Ethnicity Pay Gap is not a statutory requirement, and WMFS will not publish this data, understanding our ethnicity pay gap will assist in improving the ethnic diversity of our workforce and contribute to effective targeting of positive action.

When considering all employees, the mean ethnicity pay gap is 5.2%.

Further information in relation to the Gender Pay Gap and Ethnicity Pay Gap can be found at Appendix 1.

- 4.3 WMFS employees attended the annual national AFSA conference in November 2018. The conference focussed on the importance of promoting and supporting diversity in the workplace, people management and community engagement. WMFS alongside the Fire Service College

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facilitated a workshop, sharing our experiences and best practice with colleagues from across the Fire Sector. WMFS also won a number of AFSA awards including 'Outstanding Contribution to Charitable Activity', 'Charity Challenge Endeavour', and 'Charity Challenge Innovation'.

- 4.4 Training sessions to support the new EIA system have been rolled out with training sessions carried out in January, February and March. More sessions will be scheduled for the coming year to meet demand.
- 4.5 Behaviours in the workplace workshops have been delivered to all of Fire Control and as part of the current cohort for Leading Excellence. It has also been delivered to Black Country commands as part of a full day of command development which also included unconscious bias training. DICE are working with OLPD to look at how this program is rolled out wider with a targeted approach.
- 4.6 The Equality Stakeholder Strategy has now been agreed and published on MESH. The strategy outlines the terms of reference for our stakeholder groups. MESH sites for each of the groups are being developed and a development day is scheduled to take place in May.
- 4.7 All policies are now up to date following recent consultation and updates on the Equality policy (which now contains the Equality impact assessment policy) and the dignity at work policy which now has a new appendix on sexual harassment and relationships in the workplace.

## **5 COMMUNITY KNOWLEDGE AND ENGAGEMENT**

- 5.1 Stonewall Index score this year is 325/445 this is an increase of 27 places from the 2018 index despite an increase in companies submitting. Following feedback from Stonewall last year we have implemented the transgender policy, including policy guidance for both managers and employees who are transitioning or may be considering transitioning. In addition, following feedback we have strengthened the

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language used or re-worded elements of policy including Dignity at Work, Parental Leave and Equality Policy to be more inclusive of LGBT issues.

- 5.2 We are very pleased to have been ranked 2<sup>nd</sup> in the top 50 Inclusive Employers ranking being the highest ranked public-sector organisation in the ranking. We have had requests from several public-sector organisations to share our best practice.
- 5.3 We are beginning preparations for Birmingham 2019 Pride working with our FireOut employee engagement group and with West Midlands Ambulance and West Midlands Police.
- 5.4 International Women's Day was celebrated by a presence on social media and an internal video with members of staff talking about women who have inspired them.

## **6. EFFECTIVE SERVICE DELIVERY**

- 6.1 Coventry stations ran foodbanks across all 4 Coventry stations handing out over 50 food parcels over Christmas and New Year. Crews promoted this through talking to various Radio stations and BBC news. All those attending were offered safe and well checks.
- 6.2 Ladywood station continued with their coat appeal over the Christmas period. Over the last 4 years this has resulted in over 150 food parcels, 100 blankets, 40 sleeping bags, 1,000 clothing items and generated hundreds of referrals.
- 6.3 Kings Norton reached out to its African Caribbean community. This included family support, maths classes, finance and budgeting made simple, healthy eating and hair braiding sessions. The station has also hosted two bay parties which included singers, Caribbean drummers and food to bring the community into the station.
- 6.4 Crews from Smethwick have been working with the Sikh Council to gain insight into the culture and traditions that are fundamental to the daily routine at the Gurdwara and the

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significance of the 'holy book'. Crews were able to provide information in relation to priorities and strategies when responding to operational incidents. Safe and Well referrals have been generated as a result of this positive relationship.

- 6.5 West Midlands Fire Service, in partnership with West Midlands Police and Sandwell Council Youth Services, have developed a prevention programme to primary school children in Sandwell. The aim of the programme was to increase confidence and raise the aspirations of children under 11, and prevent entry into the criminal justice system either as a victim or offender. The programme 'Teamworx' was a nominated finalist in the Children and Young People National Awards in November 2018.

## **7. EMPLOYMENT CONDITIONS, HEALTH AND WELLBEING**

- 7.1 As at 1<sup>st</sup> January 2019 WMFS employed a total of 1,889 employees of which:
- 1,395 (74%) are uniformed, 431 (23%) non-uniformed, and 63 (3%) Fire Control.
  - 8% of uniformed staff are female compared to more than half of non-uniformed staff and 87% of Fire Control staff.
  - 11% of all employees are from Black, Asian or Minority Ethnic (BAME) backgrounds.
  - Declaration rates remain high with 95% of all employees having made a declaration regarding disability. 4% have stated that they have a disability.
  - 85% of all employees have made a declaration regarding sexual orientation, however 13% have stated they 'prefer not to say'.

Further information in relation to the profile of the workforce can be found at Appendix 2.

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7.2 The new DICE report (2019 – 2023) is being prepared for publication and comparisons have been drawn with the workforce profile data published in 2015:

- The percentage of female operational staff has increased from 5.1% to 8.94% (from 79 to 124).
- There has been significant increase in staff declaring their sexual orientation, with 'not stated' dropping from 44% in 2015 to 14% in 2019. Staff openly identifying as LGBT has increased from 31 in 2015 to 50 in 2019.
- There has been an increase in disability declaration, with 'not stated' dropping from 18% in 2015 to 5% in 2019.
- Ethnicity has remained relatively stable with a slight increase in Asian staff (from 58 to 64), a decrease in Black Caribbean staff (from 85 – 81) and an increase in mixed heritage (from 47 to 66).
- The faith profile has seen a large increase in staff identifying as Christian (29% in 2015 to 42% in 2019). Those 'not stated' has dropped from 42% in 2015 to 13.5% in 2019.

7.3 During the reporting period July 2018 – December 2018 there were a total of 9 grievances lodged.

For this reporting period the number of grievances has increased from the last reporting period. The previous reporting period showed there were a total of 2 grievances lodged within a 6-month period.

7.4 During the reporting period July 2018 – December 2018 there were 21 discipline cases (14 cases are from the same investigation).

There have been no trends identified relating to equality strands.

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- 7.5 Following discussions at Joint Working Party and with occupational health, the disability passport is now ready for implementation, with a name change to Workplace Adjustment Passport. This is a document that an employee completes with their line manager which identifies how an individual's condition, illness or disability may affect them at work and what reasonable adjustments and support they require.

## **8. RECRUITMENT, TRAINING AND PROGRESSION**

- 8.1 During financial year 2018/2019 WMFS have employed 91 new entrant firefighters. Of these, 38 (42%) are women and 21 (24%) BAME.
- 8.2 Our work with the Fire Service College continues and attraction rates for women are currently at 28% and for BAME 25%.
- 8.3 Following the success of the pre-recruitment programme for women last year, a second programme for BAME candidates will commence in June 2019. The programme will be delivered over several optional sessions with some mandatory assessments. These assessments will mirror those that candidates would face on the standard application route but will be delivered in a modular way.
- 8.4 40% of uniformed posts are crew commander or above. 24% of female uniformed staff hold positions of crew commander or above compared to 41% of male uniformed staff. 27% of BAME uniformed employees hold positions of crew commander or above compared to 42% of white uniformed employees.
- 8.5 The DICE team, in conjunction with OLPD and Affinity will be scheduling a series of female staff development sessions over the coming months. These sessions will focus on personal development, confidence building, interview and selection, as well as incident command for aspiring supervisory managers.

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## **9. EQUALITY IMPACT ASSESSMENT**

This report responds directly to the General and Specific Duties of the Equality Act and considers DICE issues that are pertinent to the needs of the Service. In doing so a range of equality data has been analysed and considered with regard to all of the protected characteristics.

## **10. RISK IMPACT ASSESSMENT**

The objectives identified in this report support the organisation in mitigating its risk with regard to claims of unlawful discrimination.

## **11. LEGAL IMPLICATIONS**

The recommendations outlined in this report assist us to fulfil our duties under the Equality Act 2010 particularly to advance equal opportunities and eliminate behaviours that are unlawful under the Act.

## **12. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

## **13. ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this report.

The contact officer for this report is Sarah Warnes, Strategic Enabler for People, contact number 07973 810813.

**Phil Loach**  
**Chief Fire Officer**

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**APPENDIX 1****Gender Pay Gap Calculations****Measure 1: Mean Gender Pay Gap**

This is the difference between the mean (average) hourly rate of pay for male and female relevant employees.

Employee Group	Average Hourly Pay Male £	Average Hourly Pay Female £	As at 31.03.18		As at 31.03.17	
			Pay Gap £	Pay Gap %	Pay Gap £	Pay Gap %
All employees	15.18	13.61	1.57	10.4	2.18	14.2
Operational employees (inc. Fire Control)	15.05	14.33	0.71	4.7	0.42	2.8
Support staff employees	16.15	13.15	3.00	18.6	5.56	34.9

**Measure 2: Median Gender Pay Gap**

The median gender pay gap in hourly pay is the difference between the midpoints in the ranges of men's and women's hour pay.

The median gender pay gap as at 30<sup>th</sup> March 2018 is 5%. This has decreased slightly from 5.4% reported in March 2017.

**Measures 3, 4 and 5: Bonus Gap**

The bonus gap calculations do not apply to WMFS as no bonus payments are made to any employee.

**Measure 6: Quartile Pay Bands**

This is the proportion of male and female full pay relevant employees in the upper, upper middle, lower middle and lower quartile pay bands. Figures show the percentage of males and females in each quartile.

		As at 31.03.18	As at 31.03.17
Upper Quartile	Male	83.0%	84.6%
	Female	17.0%	15.4%

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Upper Middle Quartile	Male	87.6%	86.8%
	Female	12.4%	13.2%
Lower Middle Quartile	Male	93.9%	92.8%
	Female	6.1%	7.2%
Lower Quartile	Male	55.5%	55.2%
	Female	44.5%	44.8%

### Gender Distribution

Of the 1523 male employees:

- 25.9% (395) are in the upper quartile
- 27.4% (417) are in the upper middle quartile
- 29.3% (447) are in the lower middle quartile
- 17.3% (264) are in the lower quartile

Of the 381 female employees:

- 21.3% (81) are in the upper quartile
- 15.5% (59) are in the upper middle quartile
- 7.6% (29) are in the lower middle quartile
- 55.6% (212) are in the lower quartile

### Ethnicity Pay Gap Calculations

#### Mean and Median Ethnicity Pay Gap

Mean (average) is the difference between the hourly rate of pay between White employees and Black, Asian and Minority Ethnic (BAME) employees.

Median is the difference between the midpoint ranges of the hourly rate of pay between White employees and BAME employees.

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Ethnicity Pay Gap as at 31.03.18		%
Mean Ethnicity Pay Gap		5.2%
Median Ethnicity Pay Gap		0.5%

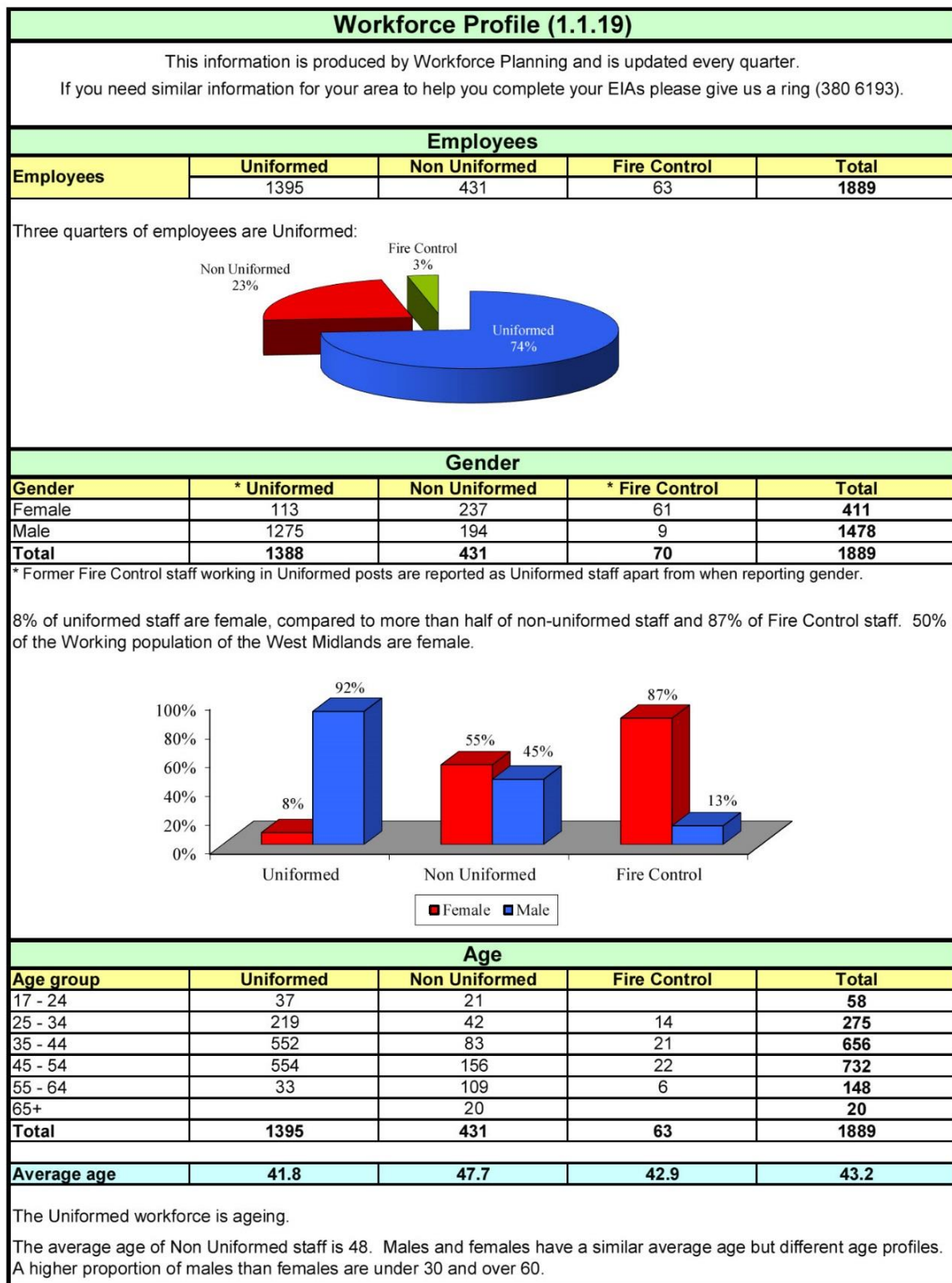
### Quartile Pay Bands

This is the proportion of White and BAME full pay relevant employees in the upper, upper middle, lower middle and lower quartile pay bands. Figures show the percentage of White employees and BAME employees in each quartile.

		As at 31.03.18
Upper Quartile	White	90.3%
	BAME	7.8%
Upper Middle Quartile	White	90.4%
	BAME	8.0%
Lower Middle Quartile	White	86.8%
	BAME	10.9%
Lower Quartile	White	83.6%
	BAME	14.5%

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## APPENDIX 2



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### Female Progression

#### Uniformed Staff

Management Band	Female	Male	Total
Foundation (FF)	86	750	836
Supervisory (CC & WC)	19	463	482
Middle (SC & GC)	7	54	61
Strategic	1	8	9
<b>Total</b>	<b>113</b>	<b>1275</b>	<b>1388</b>

40% of Uniformed posts are Management posts (above FF). 24% of female Uniformed staff, and 41% of male Uniformed staff are in Management posts.

#### Non-Uniformed Staff

Management Band	Female	Male	Total
Foundation (G1-8)	123	50	173
Supervisory (G9-14)	92	115	207
Middle (G15-17)	14	18	32
Strategic	8	11	19
<b>Total</b>	<b>237</b>	<b>194</b>	<b>431</b>

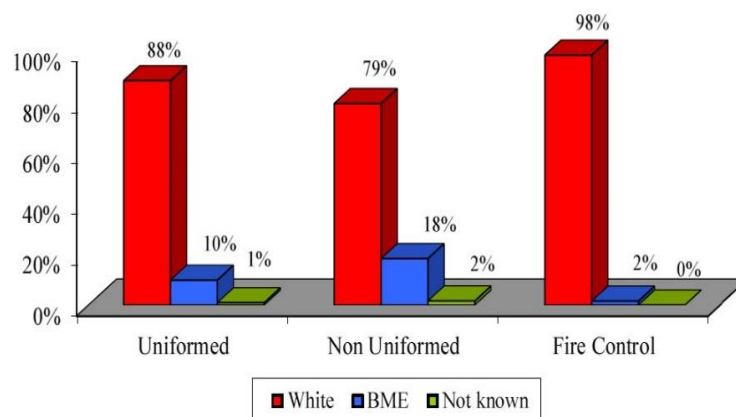
The gender difference in grade is more pronounced amongst Non-Uniformed staff. 60% of Non-Uniformed posts are Management posts (above Grade 8). 48% of female Non-Uniformed staff, and 74% of male Non-Uniformed staff are in Management posts.

47% of Fire Control posts are Management posts (above FF).

### Ethnicity

Ethnicity	Uniformed	Non Uniformed	Fire Control	Total
White	1232	342	62	1636
BME	137	79	1	217
Prefer not to state	13	3	0	16
Not declared	13	7	0	20
<b>Total</b>	<b>1395</b>	<b>431</b>	<b>63</b>	<b>1889</b>

11% of employees are from Black or Minority Ethnic (BME) communities. 30% of the working population of the West Midlands are from BME communities.



**BME Progression**

40% of Uniformed posts are Management posts (above FF). 27% of BME Uniformed staff, and 42% of White Uniformed staff are in Management posts.

60% of Non-Uniformed posts are Management posts (Grade 9 and above). 53% of BME Non-Uniformed staff, and 61% of White Non-Uniformed staff are in Management posts.

**Religion**

Religion	Uniformed	Non Uniformed	Fire Control	Total
Catholic	25	7	1	33
Christian	543	173	28	744
Protestant	1	3		4
Other Christian Denomination	12	4		16
Buddhist	6	1		7
Hindu	3	9		12
Humanist	8			8
Jain	1			1
Jewish	1			1
Muslim	17	9		26
Pagan	6	2		8
Scientologist	1			1
Sikh	8	16		24
Spiritualism	1	1		2
Other	37	9	1	47
None	356	94	26	476
Prefer not to state	176	34	5	215
Not declared	193	69	2	264
<b>Total</b>	<b>1395</b>	<b>431</b>	<b>63</b>	<b>1889</b>

14% of employees have not declared their religion.

**Sexual Orientation**

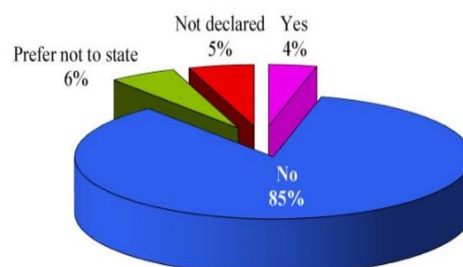
Sexual Orientation	Uniformed	Non Uniformed	Fire Control	Total
Bisexual	17	1	2	20
Gay/Lesbian	20	4	3	27
Heterosexual	957	301	50	1308
Prefer not to state	204	42	5	251
Not declared	197	83	3	283
<b>Total</b>	<b>1395</b>	<b>431</b>	<b>63</b>	<b>1889</b>

15% of employees have not declared their sexual orientation.

**Declared a Disability**

Disabled?	Uniformed	Non Uniformed	Fire Control	Total
Yes	39	33	2	74
No	1194	358	59	1611
Prefer not to state	90	12	1	103
Not declared	72	28	1	101
<b>Total</b>	<b>1395</b>	<b>431</b>	<b>63</b>	<b>1889</b>

5% of employees have not declared whether they are disabled.



**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**SCRUTINY COMMITTEE**

**5 JUNE 2018**

1. **ANNUAL REPORT OF THE SCRUTINY COMMITTEE 2018/19**

Report of the Chair of the Scrutiny Committee.

**RECOMMENDED**

That the Committee gives consideration to the content and format of its Annual Report 2018/19 for submission to the Annual General Meeting of the Authority.

2. **PURPOSE OF REPORT**

This report is submitted to Members to seek approval of the Annual Report of the Scrutiny Committee 2018/19.

3. **BACKGROUND**

3.1 The Scrutiny Committee was established at the Annual General Meeting of the Authority in June 2012. The Committee was to undertake performance management functions and would also scrutinise human resource matters, equality and diversity and health and safety across the Service. Its purpose is to:

- inform policy development
- hold officers and the Service to account
- hold the Authority to account
- conduct reviews into specific issues

3.2 A draft Annual Report for 2018/19 has been prepared by the Chair of the Scrutiny Committee and is attached for comments by the Committee in preparation for submission of the report to the Annual General Meeting of the Authority (24 June 2019).

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4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment is not required and has not been carried out because the matters contained in this report do not relate to a policy change.

5. **LEGAL IMPLICATIONS**

There are no particular legal requirements for the Authority to establish a Scrutiny Committee; it is however, considered good practice for authorities to have a vehicle through which monitoring and review of the Authority's policies and practices can be undertaken.

6. **FINANCIAL IMPLICATIONS**

Advice may be provided internally by Officers at no direct cost to the Authority, supporting the Committee in its work. The Scrutiny Committee can, if required, access resources to be able to engage external professional advice where applicable.

**BACKGROUND PAPERS**

Authority and Scrutiny Committee Reports  
Minutes of the Scrutiny Committee

Councillor Chris Tranter  
Chair of the Scrutiny Committee

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**Appendix 1**

**WEST MIDLANDS FIRE SERVICE**

**Annual Report of the Scrutiny  
Committee  
2018/19**

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## 1. Background

The Scrutiny Committee was established by the Fire Authority at its Annual General Meeting in 2012. Its purpose is to:

- inform policy development
- hold officers and the Service to account
- hold the Authority to account
- conduct reviews into specific issues

The key benefits of the Committee can be seen as:

- Complementing the strategic and policy formulation and development work of the Authority and Service.
- Developing the skills of Members to enable them to investigate below the surface of policies, strategies and processes.
- Providing a useful oversight and an element of 'challenge' to performance improvement processes and continuous improvement.
- Encouraging public involvement in the policy process.
- Supporting the development of an environment that stimulates a more reflective, evaluative and evidence based culture within the Authority and Service.

The Terms of Reference for the Committee can be found at Appendix A of this report.

## 2. Meetings

During 2018/19, the Committee met on the following dates:

• 05 September 2018 (rescheduled)
• 12 September 2018
• 10 October 2018
• 14 November 2018
• 27 February 2019
• 27 March 2019
• 05 June 2019

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### 3. Members & Attendance Record

	05/09/18*	12/09/18	10/10/18	14/11/18	27/02/19	27/03/19	05/06/19
Councillor Barlow	√	√	X	√	√	√	
Councillor Barrie	X	√	√	√	√	X	
Councillor Brackenridge	√	√	√	√	√	√	
Councillor Jenkins	√	√	√	X	X	√	
Councillor Spence	X	√	√	√	√	X	
Councillor Tranter	√	X	√	√	√	√	
Councillor Young	X	X	√	√	√	√	
S Middleton (co-optee)	X	X	√	X	X	√	

\*Note: The meeting scheduled for 5 September was rescheduled to 12 September.

Senior Officers from the Authority are also present at meetings as appropriate.

Working Groups are also appointed to consider scrutiny reviews. The Committee are to undertake a maximum of two such reviews each year. Each Working Group has a minimum of three Members allocated to it.

### 4. Business

During the year the Committee conducted the following business:

- Scrutiny of Positive Action and Firefighter Recruitment
- Review of Safeguarding
- Operational Assessment Improvement Register
- Quarterly Analysis of Corporate Performance against 'The Plan'
- Diversity, Inclusion, Cohesion and Equality quarterly updates
- Dispute Resolution Monitoring
- Work programme selection

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## 5. The Committee's main achievements

The Committee believes its key achievements during the year included:

- The Committee undertook to review and evaluate the Service's approach to positive action and firefighter recruitment in 2016/17 (original proposal and scoping document submitted to the Committee at the February 2017 meeting). The Scrutiny Review of Positive Action and Firefighter Recruitment included the examination of the associated protocols and procedures, analysing their effectiveness, and identifying and removing barriers where present. The review was concluded in November 2018, with a final report submitted to the Committee on 14 November.
- The Committee undertook to review and evaluate the effectiveness of the Service's safeguarding policy, procedures and practice (original proposal and scoping document submitted to the Committee at the 4 June 2018 meeting). The purpose of the review was to ensure that:
  - The Service's policy and procedures were compliant with the legislation, statutory guidance and addressed the learning from recent fire safety prohibition cases
  - The whole workforce had the necessary skills and knowledge to identify safeguarding concerns within the context of their role and apply the policy and processes consistently and competently
  - The safeguarding policy was owned by the most appropriate Strategic Enabler so that safeguarding was seen as everyone's responsibility
  - There were quality standards and monitoring processes in place so that the Service could be assured that safeguarding concerns were being identified and managed in accordance with the Service policy
- A working group of the Scrutiny Committee was set up to support the review. An external independent professional was appointed to work with the Scrutiny working group, and conducted the review, analysing the information gathered

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and produced a report which included recommendations and an action plan framework (submitted to the Committee as part of the conclusion of the review, at the meeting on 27 March 2019). Additionally, an internal working group comprised of key stakeholders from a variety of areas within the Service, was set up to support the Scrutiny working group and the external independent professional.

- Following the publication of the Service's Operational Assessment and Fire Peer Challenge in June 2017, the Committee has monitored the progress of the work undertaken by the Service in addressing the areas for consideration raised by the Fire Peer Challenge Team via the monitoring of the Operational Assessment Improvement Register. All 38 areas for consideration within the Register were classed as completed in February 2019, and the final update was submitted to the Committee on 27 March, representing the conclusion of the process with the Register considered as closed.
- The robust monitoring of the Service's performance in the areas of Diversity, Inclusion, Cohesion and Equality, analysis of Corporate Performance against 'The Plan', workforce profile indicators and dispute resolutions.

## **Appendix A**

### **Terms of Reference for the Scrutiny Committee**

#### **Scrutiny Committee**

To carry out a maximum of two scrutiny reviews per annum selected by the Committee. Such reviews will be member-led and evidence based, and will produce SMART (specific, measurable, attainable, realistic and timely) recommendations to the Authority.

To track and monitor the implementation of review recommendations that are accepted by the Authority.

To summon any officer or member of the Authority to give account in respect of reviews or any other relevant matter.

To manage, in consultation with the Strategic Enabler for Finance and Resources, a specific budget for the purpose of buying in any necessary external advice and support in connection with the reviews.

To receive and scrutinise performance information including progress against the Community Safety Strategy and 'The Plan', the Service's objectives and corporate performance indicators and review performance targets.

To have responsibility for scrutiny of Diversity, Inclusion, Cohesion and Equality and diversity throughout the West Midlands Fire Service and to review policies and monitor performance in relation thereto.

To monitor and scrutinise as appropriate the Authority's HR policies.

To monitor and scrutinise sickness levels, promotion policies and employee exit information.

To receive information and statistics on grievance monitoring and to report outcomes to the Joint Consultative Panel.

To ensure that the Authority is meeting its duties under Health & Safety and environmental and other relevant legislation.

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To deal with any matters referred to it by the full Authority, the Policy Planning Forum, the Chief Fire Officer, Clerk, Monitoring Officer or Treasurer, not within its work programme.

To refer any matter for consideration by the Authority, another Committee or an officer where considered appropriate.

To submit its minutes and an Annual Report to the Authority.

In order to allow for separation of the scrutiny and decision making functions, findings and recommendations of Scrutiny reviews will be presented to the Authority by the Chair of the Scrutiny Committee. Members (excluding substitutes) of the Scrutiny Committee shall not vote on matters arising from Scrutiny reviews.

The Committee will sit in public with minimum exceptions.

In addition to its programmed meetings, the Committee will hold additional meetings, as and when required, in order to efficiently manage its workload.

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**WEST MIDLANDS FIRE AND RESCUE AUTHORITY  
SCRUTINY COMMITTEE WORK PROGRAMME 2018/19**

<b>Date of Meeting</b>	<b>Item</b>	<b>Responsible Officer</b>	<b>Completed</b>
<b>2018</b>			
05 September 2018	Analysis of Progress of Corporate Performance against The Plan for Quarter 1 2018/2019	Director of Service Delivery	12.09.18
Rescheduled to 12 September 2018	Review of Safeguarding	Director of Service Delivery	12.09.18
	Consideration of Work Programme	Chair Of Scrutiny Committee	12.09.18
10 October 2018	Dispute Resolution Monitoring	Strategic Enabler People Support Services	10.10.18
	Operational Assessment Improvement Register	Strategic Enabler Strategic Hub	Rescheduled to 14.11.18
14 November 2018	Analysis of Progress of Corporate Performance against The Plan for Quarter 2 2018/2019	Director of Service Delivery	14.11.18

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	Diversity, Inclusion, Cohesion & Equality Update	Strategic Enabler People Support Services	14.11.18
	Review of Positive Action and Firefighter Recruitment	Strategic Enabler People Support Services	14.11.18
	Operational Assessment Improvement Register	Strategic Enabler Strategic Hub	14.11.18
<b>2019</b>			
<b>Date of Meeting</b>	<b>Item</b>	<b>Responsible Officer</b>	<b>Completed</b>
27 February 2019	Analysis of Progress of Corporate Performance against The Plan for Quarter 3 2018/2019	Director of Service Delivery	27.02.19
	Review of Safeguarding (update)	Working Group / Director of Service Delivery	27.02.19
27 March 2019	Dispute Resolution Monitoring Report	Strategic Enabler People Support Services	

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	Operational Assessment Improvement Register	Strategic Enabler Strategic Hub	
	Consideration of the Annual Report of the Scrutiny Committee	Chair of Scrutiny Committee	
	Review of Safeguarding	Working Group / Director of Service Delivery	
05 June 2019	Analysis of Progress of Corporate Performance against The Plan for Quarter 4 2018/2019	Director of Service Delivery	
	Diversity, Inclusion, Cohesion & Equality Update	Strategic Enabler People Support Services	
	Annual Report of the Scrutiny Committee	Chair of Scrutiny Committee	

To report as appropriate:

- Review of positive action and firefighter recruitment
- Review of safeguarding

Note: separate meetings of any review working group are to be scheduled if and when required

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