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- [REDACTED] for queries related to the Workplace Equality Index or Global Workplace Equality Index
- [REDACTED] for queries related to School Champion Awards and College Champion Awards
- [REDACTED] for queries related to CYPs Champion Awards

[REDACTED]

[REDACTED]

[REDACTED]

You can find the [REDACTED]

You can find the [REDACTED]

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You can find the [REDACTED]

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I've read and understood the data protection and privacy policy

[REDACTED]

**Completed** 16 Aug 2021

[REDACTED]

This is my form.

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Cheshire Fire and Rescue Service

[Redacted]

Public

[Redacted]

Emergency Services

[Redacted]

England: North West

[Redacted]

CW7 2UA

[Redacted]

[Redacted]

**Responses Selected:**

England: North West

[Redacted]

878

[Redacted]

Yes

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57

[Redacted]

Yes

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173

[Redacted]

**Completed** 1 Oct 2021

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Yes

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Cheshire Fire and Rescue Service (CFRS) has developed a range of ways in which employees can feedback on the inclusiveness of policies, to ensure that any colleague who wishes to contribute to their development is not precluded from doing so. This supports our core value to "be inclusive".

First and foremost, all managers must undertake training to carry out Equality Impact Assessments (EIAs) when developing or significantly amending policies. This involves careful consideration of potential impacts on people, both inside and outside our service, who live with protected characteristics or other risk factors.

Draft EIAs are then quality-assured by our Equality, Diversity and Inclusion (EDI) Officer, who advises the lead manager on whether there are potential significant implications that warrant further consultation with colleagues or community representatives. This consultation includes reference to internal networks, including the Firepride LGBT+ staff and volunteer network, if relevant to their areas of expertise and interest. The networks, in turn, consult their own members and allies at meetings or by email where staff are dispersed across locations or shift patterns.


Policies drafted by our Human Resources (HR) Department are also scrutinised by our Joint Consultation Negotiation Panel (JCNP), which comprises trade unions and senior leaders. Staff representatives with relevant professional experience, such as safeguarding, finance or communications, attend depending on the purpose of the policy. Policies are not approved until all members of JCNP are happy. Policies relating to recruitment and retention are also reviewed by our Positive Action Group.

Our Staff Engagement Forum also routinely has sight of new policies or proposed changes to existing policies, as a sounding board of staff from across a range of roles, departments and internal networks.

Policies with particular relevance to EDI matters are brought to our Equality Steering Group (ESG) for discussion. Chaired by the Chief Fire Officer, this group includes Cheshire Fire Authority's (CFA's) elected member champions, heads of departments, trade union representatives and staff network representatives.

Our EDI Officer collates all comments from this far-reaching consultation process and supports lead managers to amend and adapt draft policies accordingly. Only then do they proceed to the service's Performance and Programme Board for final approval.

Staff are made aware of all new and amended policies - and the process for their approval - through team meetings, all-staff emails, the weekly Green bulletin, monthly staff Alert magazine and on the intranet, where all policies can be viewed through a Sharepoint-style system.



It is rare for a draft policy not to be refined as a result of the consultation process, such is the collegiate approach to policy development encouraged by the Service.

Specifically with regards to LGBT+ inclusion, the EIA process and engagement with staff has resulted in:

- family-friendly policies, such as those setting out maternity, paternity, adoption and special leave provisions, being adapted to use gender neutral language where possible and to be inclusive of same sex families, staff with trans or non-binary identities and non-traditional parenting/caring arrangements. This ensures that no member of staff feels unable to access the support they need from HR or their manager
- the provision of non-gendered WC and changing facilities on new and refurbished fire stations, our new operational training centre and public safety education centre. This ensures that all members of staff, and visitors or users of our facilities, feel safe and that their dignity is protected
- the inclusion of people who identify as LGBT+ in the policy that determines how our flagship community safety intervention is targeted, in recognition of key lifestyle factors that place them at greater risk of fire in the home. This has resulted in 'Safe and Well' home safety visits being extended to LGBT+ people of any age referred to us by partner agencies or engaged at community events
- changes to the performance appraisal process, to strengthen linkages to core values and ensure staff continue to be recognised for their contribution to networks and EDI activity.



[Redacted]

Our Dignity at Work Policy has been provided as evidence, with relevant sections highlighted in yellow.

This well-established policy sets out our ZERO TOLERANCE approach to any member of staff or volunteer being subjected to harm, threats of harm, bullying and harassment, discrimination, or any inappropriate behaviour or language in the workplace or in the community, irrespective of whether it is instigated by a colleague or a member of the public.

The policy is absolutely clear that inappropriate behaviour directed towards people on the basis of gender expression or gender identity (transphobia) or sexual orientation (homophobia or biphobia) will not be tolerated. Examples of these types of aggressions are provided.

Guidance for how to report an incident and how complaints are handled is provided in the procedure section of the document, also highlighted.

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[CFRS Adoption Leave Policy - June 2021.pdf](#)

**Filename:** CFRS Adoption Leave Policy - June 2021.pdf **Size:** 657.8 kB

[CFRS Special Leave 2021.DOC](#)

**Filename:** CFRS Special Leave 2021.DOC **Size:** 265.7 kB

[CFRS Maternity Scheme - Jun 2020.pdf](#)

**Filename:** CFRS Maternity Scheme - Jun 2020.pdf **Size:** 843.0 kB


[Paternity Scheme April 2020.pdf](#)

**Filename:** Paternity Scheme April 2020.pdf **Size:** 510.8 kB

[CFRS Shared Parental Leave - April 2020.pdf](#)

**Filename:** CFRS Shared Parental Leave - April 2020.pdf **Size:** 1.3 MB

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We have six separate, relevant policies covering the following: 1. Adoption Leave Policy (uploaded at A), 2. Special Leave Policy (uploaded at B), 3. Maternity Scheme Policy (uploaded at C), 4. Paternity Scheme Policy (uploaded at D), and 5. Shared Parental Leave Policy (uploaded at E).

All policies are reviewed in three year cycles and have been recently amended, in consultation with staff, to ensure the use of non-gendered language throughout.

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[Trans Policy Dec 2020.pdf](#)

**Filename:** Trans Policy Dec 2020.pdf **Size:** 349.1 kB

[CFRS Trans Guidance A4 booklet - Feb 2021.pdf](#)

**Filename:** CFRS Trans Guidance A4 booklet - Feb 2021.pdf **Size:** 2.4 MB

[REDACTED]

Our Transgender Policy and its supporting Trans Guidance document for managers and colleagues have been uploaded. Both have been developed in consultation with trans colleagues and trans community group representatives.

The Trans Guidance document provides a wealth of information about trans identities and provides advice to managers on interpreting and applying the provisions of the policy. For example, it clarifies that trans employees may use the facilities they feel most comfortable with, a commitment to non-gendered facilities and that gender fluid colleagues may wish to have multiple uniforms.

The language expressed throughout both documents is inclusive of non-binary identities.

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[Trans Policy Dec 2020.pdf](#)

**Filename:** Trans Policy Dec 2020.pdf **Size:** 335.7 kB

[CFRS Trans Guidance A4 booklet - Feb 2021.pdf](#)

**Filename:** CFRS Trans Guidance A4 booklet - Feb 2021.pdf **Size:** 2.4 MB

[Redacted]

Our Transgender Policy and supporting Trans Guidance document for managers and colleagues (provided as evidence for the previous question) include clear information on how to support, while they are at work, individuals who are transitioning. (36)

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Yes

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As a forward-thinking fire and rescue service and public sector employer, we have set out our intention to make all facilities inclusive in our EDI Strategy 2021-2024.

We put in place our first non-gendered WCs and shower rooms more than 10 years ago and have continued to do so as facilities have been refurbished or replaced. We are currently in the third year of a five-year modernisation project which will see all 31 of our sites, including 28 fire stations, headquarters, Safety Central education centre and operational Training Centre have non-gendered facilities installed. Currently, 18 sites have non-gendered facilities with the rest due to be completed by the end of 2024.

In doing so, we not only aim to be inclusive of the needs of visitors to our premises, but also to attract and retain LGBT+ staff as part of our strategy to develop a diverse and talented workforce.

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No

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Yes

We have set ourselves the goal of providing the most rigorous and comprehensive mental health and well-being support of any fire and rescue service in the UK. As such, over the last three years we have developed an ambitious mental health and well-being strategy and employed the first dedicated fire and rescue service mental health and well-being advisor in the country.

This role was suggested and designed by our Staff Engagement Forum, which was chaired at the time by one of the co-chairs of our Firepride. The Firepride co-chair was also directly involved in the advisor's selection and recruitment.

The advisor role sits within our Transformation Directorate, working closely with our EDI Officer and staff engagement lead. This ensures he is able to take a holistic and inclusive view of the workforce's mental health needs. One of his first tasks was to re-specify the counselling and therapy support offered by our occupational health provider, ensuring that colleagues who identify as LGBT+ could access specialist support if needed.

Delivery of the mental health and well-being action plan rests with the advisor, with the support of a newly-formed mental health and well-being steering group and staff networks including Firepride. The advisor is an active member of Firepride.

Since the launch of the strategy and action plan, the advisor and steering group have led two World Mental Health Day sessions for the Firepride and Firepride Allies networks, specifically focussing on mental health issues experienced by LGBT+ people and how colleagues can support them. These were exceptionally well-received and will form part of our annual Mental Health Week calendar of events moving forward.

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[Redacted]

[Redacted]

Yes

[Redacted]

[Menopause Policy Jan 2020.doc](#)

**Filename:** Menopause Policy Jan 2020.doc **Size:** 127.5 kB

[Redacted]

Through consultation with Firepride members, in particular our trans and non-binary colleagues, we have updated the language of our Menopause Policy. This is now explicitly inclusive of trans individuals who may still experience the symptoms of menopause and that assumptions should not be made purely gender expression/identity.

In addition, our Maternity Scheme has been updated to remove reference to the word 'father'. It now clearly acknowledges that a non-maternal parent might be of the same gender or non-binary.

**The following question is for information gathering purposes only and is not scored.**

[Redacted]

[Redacted]

Yes

[Redacted]

7.2 For the purpose of this section “dependant” means, in relation to the employee:-

- Spouse (regardless of gender);
- Civil partner;
- Child or step child;
- Parent (regardless of gender);
- Chosen family members, close support networks or loved ones;
- Person who lives in the same household as the employee, excluding their employee, tenant, lodger or boarder;
- In the case of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the member for assistance, e.g. where the employee is the primary carer or the only person who can help in an emergency.

[Redacted]

**Completed** 29 Sep 2021

[Redacted]

This is my form.

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[2.1B Statement valuing diversity explicitly inclusive of LGBT People.jpg](#)

**Filename:** 2.1B Statement valuing diversity explicitly inclusive of LGBT People.jpg **Size:** 134.6 kB

[2.1C Demonstrate inclusion of LGBT Staff Networks and Activities in job packs.png](#)

**Filename:** 2.1C Demonstrate inclusion of LGBT Staff Networks and Activities in job packs.png **Size:** 114.5 kB

[2.1A RECRUITMENT ADVERTISING.pdf](#)

**Filename:** 2.1A RECRUITMENT ADVERTISING.pdf **Size:** 795.7 kB

[REDACTED]

A. Shows artwork from our bold Positive Action recruitment campaign, which aims to encourage applications from LGBT+ people and other under-represented communities. These were been used at [REDACTED] in August 2021 and [REDACTED] in September 2021 and on social media. A plan has been drawn up to use them more widely in 2022 onwards. The evidence also shows a sample of social media posts from key LGBT+ partners, engaged to help raise awareness of opportunities.

B. A statement is included in all of our job packs relating our commitment to LGBT+ inclusion. The document uploaded contains is an email sent to all registrants for whole-time firefighters posts, and a similar statement is contained in all jobs packs and website pages for operational, support staff, apprentices and volunteers.

C. Information about Firepride and LGBT+ inclusion activities is contained in job packs and the jobs pages of our website via a link to the LGBT+ equality pages of our website. The document uploaded contains a screenshot from the website jobs pages.

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

Yes

[REDACTED]

[2.2 Unconscious bias e-learning excerpt on recruitment.docx](#)

**Filename:** 2.2 Unconscious bias e-learning excerpt on recruitment.docx **Size:** 1.8 MB

Although recruitment is co-ordinated by our HR Resourcing Team, the selection decision lies with the local manager recruiting to his, her or their team. As such, all colleagues involved in recruitment must complete our Equality Essentials module annually and Understanding Bias e-learning module bi-annually, both of which are inclusive of sexual orientation, gender expression/identity and trans identities. In addition, all managers as a matter of course complete additional bi-annual training on sexual orientation and transgender awareness to provide extra layer of knowledge and best practice.

The Understanding Bias module assessment takes the form of a quiz developed in-house and in consultation with the Firepride network, which addresses fictional but entirely realistic scenarios involving LGBT+ candidates. A screenshot of some of the quiz questions is provided as evidence.

Completion levels for recruitment training are monitored via our online Learn Pro system. If a recruiting manager has not completed the training, a reminder is automatically sent to them and their line manager to ensure completion.

As well as completing e-learning, every manager who participates in the interview process undergoes mandatory recruitment training, which includes how to eliminate bias and remain impartial. There is a specific emphasis towards LGBT+ applicants with issues brought to life through a role play scenario involving a trans applicant. This enables managers to challenge assumptions they may have about trans individuals and to better support them during the application process.

100% of managers have received the training and work will be conducted over the coming year to support new joiners and newly-promoted staff.

Finally, all managers at a supervisory level are encouraged to complete our ILM Level 3 and Level 5 management courses, which also include a compulsory training day on an inclusive and supportive approach to recruitment. During this training, staff are encouraged to share their pronouns and the impact of some questions on LGBT+ candidates is explored.



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[CFRS Corporate Induction EDI Workshop March 2021.pptx](#)

**Filename:** CFRS Corporate Induction EDI Workshop March 2021.pptx **Size:** 5.5 MB

All new starters undergo a comprehensive induction process, at a corporate level and in their own team or department.

On receiving a job offer or as soon as possible thereafter, all new employees receive our Staff Handbook which lists our portfolio of policies and clearly states that they are LGBT+ inclusive. The Handbook also provides information on our Firepride network.

Within three months of joining, all new starters take part in a two-day induction programme at our Headquarters, Training Centre or at Safety Central. This includes an interactive 1.5-hour session on EDI issues, delivered by the EDI Officer and supported where possible by representatives of our staff and volunteer networks. Even during the pandemic we continued to deliver this session, by presenting virtually using online platforms.

As shown in the evidence uploaded, there is an explicit message from our Chief Fire Officer, expressing his clear commitment to LGBT+ inclusion. The slide deck also contains information about LGBT+ inclusive policies, campaigns and visibility days, Firepride and Allies programmes, and where staff can access key information. In addition, the induction sessions include an exercise that specially addresses language and raises awareness of LGBT+ identities.

Alongside the formal induction process, all employees must complete the Equality Essentials and Trans Awareness e-learning packages within the first month of starting. Also, within the first six months of joining, they must attend three bi-monthly probation review meetings with their manager, to run through a checklist that includes passing on information on our LGBT+ network and allies programme, as well as information on LGBT inclusive policies.

[REDACTED]

Yes

[REDACTED]

Application forms for all staff, apprentices and volunteers contain the following question as part of the equality monitoring information:


male  female  prefer to self identify  prefer not to say

Applicants can also select the title 'Mx' on application forms or no title at all.

Where existing employees and volunteers express a wish to identify as non-binary, they have the ability to change their own details on the HR system. This includes an option to describe the name or title by which they prefer to be known. This then triggers an update of name badges and ID cards.




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Owing to our workforce being dispersed across multiple sites and shift patterns, much of our training takes the form of high-quality e-learning packages. One advantage of this system is that it provides a clear audit trail of who has completed training and when, enabling managers to have a real-time picture of training completion rates. Data from this system informs the estimates provided above. Another advantage is that the system automatically prompts individuals and their managers about completion of overdue or outstanding training. This is essential in a risk-critical business, whose workforce must be up-to-date with the latest policies, procedures and guidance.

Where training takes place in person, attendance is recorded by the trainer and completion noted in employees' individual training records (also informing the rates stated above). These are taken into account at annual and interim performance appraisals.

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2.5 B and C - The first piece of evidence is taken from our Equality Essentials and Sexual Orientation e-learning packages, which outline the importance of language and how incorrect use can have a negative impact in the workplace. The content specifically covers a range of identities that might be affected by harassment in the workplace including lesbian, gay and bisexual people in this particular case study. The content takes staff through how they should address and tackle harassment and emphasises the importance using appropriate language at all times.

2.5 B and D - The second piece of evidence is also taken from our Equality Essentials, Sexual Orientation and Trans Awareness e-learning packages, which outline how staff should challenge and tackle inappropriate behaviour. There is content referring to the Equality Act 2010 and there are definition and examples of direct and indirect discrimination. On completion of the training, staff understand they are protected and that there are internal policies and practices which underpin our inclusive culture. The content in the Equality Essentials and Sexual Orientation training also refers to policies accessible via the intranet.

2.5 A and E - This piece of evidence shows how we set out to inform staff about key policies as soon as they join the Service. All members of staff take part in a corporate induction, slides from which are evidenced to show how policy is communicated. With regards to legislation, the corporate induction goes into detail about the Equality Act 2010, types of discrimination, the nine protected characteristics, an in-depth explanation of our Public Sector Equality Duties and how we work to exceed our duties, not just work to meet the minimum requirements. The corporate induction has been delivered virtually and in person over the past 12 months.



[2.5BC Language stereotypes and assumptions.docx](#)

**Filename:** 2.5BC Language stereotypes and assumptions.docx **Size:** 3.5 MB

[2.5BD Challenging inappropriate behaviour.docx](#)

**Filename:** 2.5BD Challenging inappropriate behaviour.docx **Size:** 3.5 MB

[2.5AE Corporate Induction EDI Workshop March 2021.pptx](#)

**Filename:** 2.5AE Corporate Induction EDI Workshop March 2021.pptx **Size:** 5.7 MB

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[2.6A Evidence of internal communication of LGBT awareness and visibility days.docx](#)

**Filename:** 2.6A Evidence of internal communication of LGBT awareness and visibility days.docx **Size:** 988.4 kB

[2.6B Evidence Bi and Pansexual.docx](#)

**Filename:** 2.6B Evidence Bi and Pansexual.docx **Size:** 1.5 MB

[2.6C Evidence Trans Day of Visibility and Day of Remembrance.docx](#)

**Filename:** 2.6C Evidence Trans Day of Visibility and Day of Remembrance.docx **Size:** 471.9 kB

[2.6D Evidence Non-binary identities.docx](#)

**Filename:** 2.6D Evidence Non-binary identities.docx **Size:** 913.2 kB

[2.6E Evidence Staff networks and allies.docx](#)

**Filename:** 2.6E Evidence Staff networks and allies.docx **Size:** 276.7 kB

[2.6F and G Evidence LGBT inclusive policies and pronouns.docx](#)

**Filename:** 2.6F and G Evidence LGBT inclusive policies and pronouns.docx **Size:** 390.0 kB

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[REDACTED]

1 Oct 2020

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[REDACTED]

1 May 2021

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[REDACTED]

1 Nov 2020

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[Redacted]

1 Jun 2021

[Redacted]

4 May 2021

[Redacted]

1 Apr 2021

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4 May 2021

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Yes



Performance appraisals not only monitor the delivery of departmental objectives, but also provide an opportunity for managers to discuss and recognise employees' commitment to our core values and culture. Appraisal guidance for managers and our LGBT+ Guide for Managers requires that these contributions, including participation in the activities of our LGBT+ staff network, are recognised regardless of whether the employee has a formal role in Firepride. Recognition for working with Firepride is captured within the employee's overall appraisal rating.

For managers (watch managers and above, and support staff equivalent), in 2020 we introduced an additional assessment within the performance appraisal that focuses on behaviour that reflects both core values and leadership competencies. This requires all managers to reflect on their contribution to our four core values, including “be inclusive”, regardless of whether EDI is a formal part of their role. Under the “integrity” section of this appraisal, managers are required to show how they have proactively contributed to EDI, such as supporting the work of internal staff networks, including Firepride. Inability to evidence behaviours that support our core values would result in employees undertaking further professional development.

There is also provision within the Service for discretionary recognition payments to be made where staff have exceeded the expectations of their roles, including in cases where staff have made significant contributions to Firepride. Further recognition comes in the form of formal thank you letters from the Chief Fire Officer a, being able to attend training or events such as the Stonewall Role Models, Bisexual Role Models, Allies, Trans Allies and Leadership programmes or conferences, being featured in a Service publication, nomination for an internal Star Award or even a regional or national award where warranted.

[Redacted]

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Yes

[Redacted]

The exit interview process has two elements, to encourage candour and to give leavers the opportunity to provide feedback in a way that is most comfortable for them.

Prior to leaving, individuals attend a face-to-face meeting, typically with their immediate manager, although this was changed in 2019 to offer staff a meeting with an alternative manager should the individual prefer. During this meeting, leavers are able to discuss their reasons for leaving and engage in candid dialogue. The form completed at the end of the meeting enables participants to record specifically whether discrimination was a reason for leaving; this can then be expanded on in the open comments at the end of the form, providing specific means for raising any LGBT+ issues.

The second element is a confidential questionnaire sent to the leaver's home address and returned directly to HR. This asks whether their line manager treated them fairly and dealt with any issues appropriately. This can be expanded on in an open response section, again allowing for raising LGBT+ issues.

Through our equality monitoring, we track the number of LGBT+ leavers and this is reported in quarterly and annual equality monitoring reports scrutinised at Equality Steering Group.

[Redacted]

Where issues are raised, these are logged on a confidential spreadsheet and escalated to the appropriate person by HR. The level of escalation would depend on the nature and sensitivity of the issues raised. Where necessary, the manager, HR, EDI Officer or a member of the Firepride Committee may become involved to carry out an investigation.

Reasons for leaving are also monitored our Equality Steering Group. Where LGBT+ issues are flagged to the Equality Steering Group, this ensures that these issues are analysed and monitored and the Service can put in place a co-ordinated plan to address them. The Equality Steering Group also receives quarterly and annual monitoring reports, which provides comprehensive data on the number of LGBT+ leavers. While this does not identify LGBT+ leavers individually or their reasons for leaving, it provides information so any trends can be monitored and identified and relevant action put in place.

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No

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Yes

[REDACTED]

Every two years we recruit between 12 and 14 apprentices to our Community Safety and Firefighter Apprenticeship Programme. During summer 2021 we launched our latest round of recruitment for the fourth cohort of apprentices, due to start their learning in January 2022. In previous years, around 25% of applicants identified as LGBT+ thanks to targeted Positive Action in our recruitment activity.

After 18 months in which we were unable to attend physical pride events, this year we specifically targeted LGBT+ people at [REDACTED] and [REDACTED] prides during August and September. At these events we utilised new recruitment materials that specifically challenge the stereotype of what makes a firefighter, making it clear that those who identify as LGB or trans have an important role to play in our organisation.

As a sponsor of [REDACTED] we were also able to promote our online information and application portal through their social media channels, extending the reach of our recruitment to thousands of LGBT+ people across [REDACTED] and the surrounding areas.

[REDACTED]

**Completed** 29 Sep 2021

[REDACTED]

This is my form.

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[FIREPRIDE TOR.docx](#)

**Filename:** FIREPRIDE TOR.docx **Size:** 83.8 kB

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A. Firepride and the Service’s three other staff networks are funded through the Service’s central EDI budget. This covers Stonewall Diversity Champion Membership, local pride sponsorship, campaign materials, Positive Action recruitment activities, catering at network events and staff training and development. The network also looks after the event budget for the annual Proud to Provide conference. If additional money is required for local activities, the network can bid to one of the Service’s local governance groups. Spending this year, as always, has been reported to network members at meetings and through the Equality Steering Group.

B. Mark Cashin, Chief Fire Officer, is our Senior Sponsor and Champion for LGBT+ Inclusion. His passion for and commitment to this agenda was recognised by Stonewall in 2019 when he was named North West Senior Champion. Mark is proud to wear a rainbow lanyard every day and rainbow laces and epaulets for special events. He attends as many network breakfasts and prides (often with his family) as he is able to and has also opened our Proud to Provide conference for the last two years. A statement of his support for LGBT+ colleagues and communities is available on the intranet and in induction

materials.

C. Staff are actively encouraged to participate in network activities through the performance appraisal system and as such are granted paid time away from their day job to attend meetings and events, where workload allows. Committee members rarely have difficulty being able to have time away from their work thanks to the support of their line managers. More than 100 colleagues (15% of the workforce) have supported LGBT+ inclusion work in the last year. Where events take place outside normal working hours, we endeavour to give time back or reward colleagues in other ways (for example, by paying for entry to ticketed areas at pride).

D. Firepride actively and regularly promotes training opportunities to members through its intranet pages and email updates. This year those wishing to step into co-chair roles, for example, have been offered access to a coach or mentor as well as in-house courses - such as presentation and facilitation skills - to build their confidence.

E. All Firepride members are actively encouraged to take advantage of professional development opportunities. These might be LGBT+ specific, such as participating in Stonewall's Role Models, Allies and Leadership programmes. This year, owing to many external events being cancelled, they have also been encouraged to access the Service's own suite of development programmes, including the Step Up scheme and senior level apprenticeships. As such, in the last year, a [REDACTED] has been promoted to the [REDACTED]

F. Staff have been invited through network meetings and bulletins to get involved and support the planning of various external LGBT+ events. For example, we were represented on a question and answer panel as part of the [REDACTED] LGBT+ [REDACTED] in November 2020. We also provided input at [REDACTED] planning sessions in the build up to their 1st ever LGBT+ Conference which took place during LGBT History Month in February 2021. More recently, our [REDACTED] [REDACTED] provided some insight and shared his experiences of being [REDACTED] at [REDACTED] [REDACTED] event in August 2021.



[Redacted]

[Redacted]

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[Redacted]

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[Redacted]	
[Redacted]	

[REDACTED]

A and B. Since its inception, Firepride's terms of reference have provided for a committee of five co-chairs each representing a section of the LGBT+ community. In the last year, we have recruited a new and enthusiastic co-chair for bi issues and reconfirmed the appointment of our longstanding co-chair for trans issues. In their roles, they are supported to develop their knowledge and understanding of the issues relating to their area, lead on engagement with relevant external groups and raise awareness of issues internally. Their names and contact details are also promoted to staff via the intranet and at induction, in case any wish to speak to them directly about bi or trans issues.

C. Over the past year, Firepride has made a concerted effort to raise awareness of some of more marginalised and under-represented LGBT+ identities. We have, for example, given relevant awareness-raising days/weeks and events equal prominence in our annual equality calendar. This has resulted in a much greater spotlight on pansexuality, asexual or ACE identities, non-binary identities and people who identify as intersex. The aim is not only to promote awareness and understanding among staff when dealing with colleagues or members of the public who belong to these groups, but also create a workplace culture when staff can themselves be open about how they identify.

D. Following the establishment by our Limitless Women's Staff Network of a maternity support group and a paternity group by our Mental Health and Wellbeing Community, Firepride identified a need to develop an LGBT+ parenting group to support parents in same sex relationships, or who identify as trans and/or non-binary. The new LGBT+ parenting sub-group's membership has been formalised this year and has met informally online. Moving forward, now restrictions have eased, the sub-group will meet twice yearly in a safe space where they can discuss their specific issues and experiences.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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No

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[Redacted]

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[Redacted]	[Redacted]
[Redacted]	[Redacted]

[REDACTED]

A. We have a confidential email address - [REDACTED] - which can be used to provide support to all staff, not just members of Firepride or Firepride Allies. This inbox can only be accessed by our LGBT Champion (a vice-Chair of FirePride) and our EDI Officer. Restricting this access to a limited number of people helps ensure confidentiality. In addition, the Vice Chairs of Firepride are able to provide confidential support in person to all staff, and Allies are identified as being points of contact for confidential support. These sources of support are communicated to staff on induction, on the intranet and in regular articles in the Green bulletin throughout the year. We also have 'Who Do I Turn To' campaign, to provide support to members of staff who might be experiencing bullying and/or harassment. The intention of this campaign is to train members of staff, including members of Firepride, to be able to provide support to those involved in bullying and/or harassment issues, specifically such issues involving LGBT+ matters.

B. Similar to the confidential support on offer, the Firepride email address provides staff a confidential means of reporting homophobic, biphobic and transphobic bullying and harassment. At the same time, co-chairs and Allies are available to provide support in person in this regard. This support may range from informally advising on how homophobic, biphobic and transphobic bullying and harassment can be reported, to actually reporting the bullying and harassment on the victim's behalf and guiding them through the Service's Dignity at Work policy and procedure. In addition, the Service's external confidential support service, Safecall, is explicitly inclusive of LGBT+ employees and this is promoted by Firepride as an additional source of support. These sources of support are communicated to staff on induction, on the intranet and in articles in the Green bulletin throughout the year.

C. Firepride is actively involved in scrutinising and shaping internal policies through our well-established EDI governance structure. This ensures members are consulted through the EIA process or through the network's seat on the Equality Steering Group. Further information on this process is provided in our response to Section 1.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

[REDACTED]

A. In spite of the challenges of the pandemic, Firepride has organised several social activities and events over the past year - some virtually and one or two 'in person'. There was a festive get-together in December 2020 and informal online gatherings to mark LGBT+ History Month, Trans Awareness Day, International Non-Binary People's Day and Bi Visibility Day. The network also organised two Covid-safe 'walk and talk' sessions, one as part of Lesbian Visibility Week celebrations in April 2021. Firepride members and allies managed to meet 'in person' at local pride events in [REDACTED] in August 2021 and [REDACTED] in September 2021, as part of efforts to engage the local community and show visibility.

B. Held on November 19th 2020, our second national LGBT+ conference was a resounding success in

spite of being held virtually. Attracting more than 200 attendees representing over 100 different organisations across the United Kingdom, Proud to Provide II included four hours of lively and thought-provoking presentations from speakers hand-picked by Firepride members who led on the development of the agenda. The event received excellent feedback and there were thousands of interactions and impressions on social media before and afterwards. Planning for Proud to Provide III, to be held in January 2022, began in April 2021.

C. To mark Bi Visibility Day 2021, Firepride invited [REDACTED] to speak at its autumn breakfast on September 30th. [REDACTED] is [REDACTED] recognised for his EDI research and, as a bisexual [REDACTED], passionate about raising awareness of bisexuality.

D. To mark Non-Binary People's Day 2021, Firepride invited [REDACTED] to speak at its summer breakfast on July 14th. They spoke candidly and movingly about their experience growing up and the implications for an organisation like Cheshire Fire and Rescue Service in engaging with non-binary young people participating in its youth schemes.

E. At the March 31st 2021 Firepride breakfast, [REDACTED] was invited to talk to members about [REDACTED] own experiences as a [REDACTED] working in the sector and [REDACTED] tireless work to promote trans rights.

F. As a high-performing Stonewall Diversity Champion, we feel a sense of responsibility to share our experiences and resources where possible. As such, over the past 12 months, we have supported a number LGBT+ networks in other organisations. Our co-chairs and members have spent time with network leads from the [REDACTED]

[REDACTED] to share experiences of maintaining network momentum and look at opportunities to work together in the future.

G. Cheshire Fire and Rescue Service has a well-established coaching and mentoring scheme, which is actively promoted to Firepride members as a means of personal development. This year, members have also been encouraged to train as coaches or mentors in their own right, with the co-chair for gay men's issues supporting three members of staff from operational response, prevention and the governance team.

[Redacted text block]

Yes, three examples



[REDACTED]

[REDACTED]

When identifying issues to explore or raise awareness of in relation to LGBT+ inclusion, we are keen to ensure that there is relevance to our core business as a fire and rescue service. Much of our prevention work in the community is focused on older people, as they are statistically most at risk of death or injury from fire. We also engage with people in disadvantaged communities through our children and young people's programmes. For these reasons, the examples provided below focus on older LGBT+ people and LGBT+ people who experience poverty or homelessness. As an organisation traditionally regarded as male-dominated, our EDI strategy sets out priorities for attracting, recruiting and retaining women in our service. The third example provided, therefore, is that of the experience of LGBT+ women.

Older LGBT+ people (November 19th 2020): [REDACTED] was the keynote speaker at our Proud to Provide II conference. Talking with passion and insight, he explored the historic inequality experienced by LGBT+ people and how this fundamentally affects the confidence many of them now have in statutory authorities such as the [REDACTED]. The conference programme also included an interactive workshop on building rapport and trust with older LGBT+ people, led by [REDACTED].

LGBT+ people with experience of poverty or homelessness (August/September 2021): We are actively developing partnerships with various local charities as a way of reaching out and engaging with people who experience, or are at risk of, homelessness. The importance of this work, for us, is strengthened by research from the [REDACTED] and [REDACTED] in 2020 that highlighted that nearly a quarter of homeless people aged between 16-24 years old are LGBT+. We have started a piece of work with [REDACTED] training their staff on EDI issues in exchange for insight to needs and aspirations of young LGBT+ homeless people.

LGBT+ women (November 19th 2020): [REDACTED] also spoke at Proud to Provide II. [REDACTED] shared [REDACTED] personal experience of being a [REDACTED] and of also being a [REDACTED] working in [REDACTED] which is still dominated by [REDACTED].

[Redacted text block]

Yes

[REDACTED]

Our service operates from 31 locations across Cheshire, Halton and Warrington. In addition, many of our staff work shift patterns or live in service accommodation which makes travelling to headquarters for meetings a challenge. For these reasons, Firepride takes an inclusive, multi-channelled approach to engaging its members and ensuring they are able to participate in a range of network activities.

1: We utilise digital communication platforms to ensure maximum reach and engagement. This includes monthly e-bulletins to network members and allies, a dedicated area on the intranet and regular articles in the Service-wide weekly Green staff bulletin and monthly Alert staff magazine. During the pandemic, we have made good use of new teleconferencing equipment and software installed across all our sites, enabling meetings and events to take place virtually. Options to enable people to continue to 'dial in' will continue once restrictions are fully lifted. These methods of engagement are clearly set out in the Firepride terms of reference.

2: In recent years there has been a proliferation of hyper-local pride events across our county, with the towns of Ellesmere Port, Crewe, Congleton, Nantwich and Macclesfield all holding annual celebrations. While our attendance at the much larger Chester and Manchester prides is co-ordinated centrally, Firepride has taken a conscious decision to support frontline teams to organise participation in their local events by providing funding, vehicles and an events toolkit. The network recognises these community-focussed events give staff at dispersed locations an opportunity to take part in activities close to where they live and work. This often involves firefighters and fire staff joining their local pride organising committees and lending our resources or know-how from other events. This arrangement is formalised in our EDI Action Plan.

[REDACTED]

**Completed** 1 Oct 2021

[REDACTED]

This is my form.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes

[REDACTED]

All staff are encouraged to become change makers by joining a network that focusses on issues important to them and/or participating in our Staff Engagement Forum. Refreshed each year, this comprises 15 members of staff selected to represent a range of workforce groups (female, BAME, LGBT+), roles, shift patterns and locations. They are empowered to speak freely, identify their own priorities and projects and put suggestions to senior leaders about improvements to the Service.

Change makers are also created through our Service's Steps talent and leadership development framework, which comprises three elements - step in, step forward and step up. While each includes development opportunities available all colleagues, Firepride proactively promotes them to network members through its intranet pages and regular e-bulletins, to ensure maximum LGBT+ participation. Completion of training and development is monitored and reported by protected characteristic to the Equality Steering Group, to ensure there are no barriers to access.

In addition, the EDI Officer and Firepride undertake targeted work against each of these steps to support LGBT+ colleagues to bring their full selves to work and, where possible, be visible role models.

Step In: young people taking part in prevention programmes such as Fire Cadets and the Prince's Trust scheme are able to join Firepride, as per its terms of reference. This gives potential recruits an insight into our work and access to career entry opportunities including the Community Safety and Firefighter Apprenticeship, work placements and our High Potential Development scheme for particularly promising individuals. These schemes are also promoted at pride events and through local LGBT+ networks as part of our Positive Action work (evidenced in Section 2).

Step forward: once in the Service, the performance appraisal system supports colleagues to work in accordance with the core values (one of which is 'be inclusive') and provides an opportunity for contributions to staff networks to be recognised formally. Through this process, staff can access a range of professional development courses. Firepride membership is promoted as means of gaining a greater understanding of the service and an opportunity to broaden professional networks. All staff must also complete mandatory EDI e-learning modules, to broaden their knowledge of issues experienced by LGBT+ staff and barriers they might encounter in the workplace.

Step up: Firepride's co-chairs offer coaching and mentoring to any LGBT+ colleague, regardless of role or rank, who feels they would benefit, particularly in respect of being visible in the workplace. This might involve leading an event or awareness-raising initiative or being invited to attend an external conference or seminar. It might also involve them taking part in a Stonewall programme or those provided by local partners such as [REDACTED] or [REDACTED]

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[4.2 C - Twitter](#) [Redacted]

**Filename:** 4.2 C - Twitter [Redacted] 31.03.21.JPG **Size:** 49.4 kB

[Redacted]

[4.2 G - Green Bulletin Board Level Experiences 19.04.21.JPG](#)

**Filename:** 4.2 G - Green Bulletin Board Level Experiences 19.04.21.JPG **Size:** 101.1 kB

[Redacted]

[Redacted] [Senior Leader sharing experience.JPG](#)

**Filename:** 4.2 H - [Redacted] Senior Leader sharing experience.JPG **Size:** 59.7 kB

[Redacted]

[Redacted] [Experiences July 2021.docx](#)

**Filename:** 4.2 M - [Redacted] Experiences July 2021.docx **Size:** 108.6 kB

[Redacted]

31 Mar 2021

[Redacted]

20 Apr 2021

[Redacted]

30 Nov 2020

[Redacted]

14 Jul 2021

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

B. Yes, a separate allies network group



Established in 2012, Firepride Allies is a network of like-minded colleagues who wish to make a visible commitment to creating a Service that is fully LGBT+ inclusive. Although most allies are non-LGBT+, the scheme is also open to those who do not wish to disclose their sexual orientation or gender identity.

The role of Firepride Allies is to:

- act as a visible focal point for all staff and volunteers seeking support on LGBT+ issues;
- signpost people to Firepride or other sources of information, help and advice;
- champion LGBT+ inclusion within their teams or departments;
- support Firepride in delivering campaigns and events; and
- challenge prejudice and discrimination, wherever they might see it.

Firepride Allies are not expected to become overnight experts in LGBT+ issues, but are offered the chance to participate in ally training, conferences and events that help them gain a better understanding.

Firepride Allies receive a pin badge and special-edition corporate lanyard to signal their visibility and support. Uniformed colleagues may also wear rainbow epaulets and laces during LGBT History Month, other awareness-raising events and at prides.

Two Firepride Allies currently sit on the Firepride Committee as ally co-chairs.

[CFRS Firepride Allies A4 booklet - new 2021.pdf](#)

**Filename:** CFRS Firepride Allies A4 booklet - new 2021.pdf **Size:** 3.6 MB

[REDACTED]

Yes

[REDACTED]

Our approach to encouraging bi-allyship is fourfold:

1. Firstly, all staff complete e-learning packages which focus on intersectionality and allyship, with specific reference to non-bi employees being active allies to our bi colleagues and volunteers.
2. All staff are able to access the LGBT+ Ally Guide, which is available in a hard copy version on all stations and departments and via the staff intranet. The LGBT+ Ally Guide specifically provides best practice examples of bi inclusion and how members of the LGBT+ community can be allies to each other.
3. We ran a week long campaign called 'Bi Your Side' in September 2021 that specifically focuses on bisexuality and allyship. We also had an internal focus on bisexuality at our national Proud to Provide II Conference in November which covered allyship and supporting bi colleagues in the workplace. In addition, Firepride organised a seminar as part of the Bisexuality Awareness Day celebrations in September 2020 and 2021. [REDACTED] from the [REDACTED] was our guest speaker and [REDACTED] shared his expertise and research surrounding bisexuality.
4. Our fourth approach is to develop various resources and signpost colleagues to key information provided by LGBT+ charities and organisations. We share and promote resources such as myth busting leaflets, factsheets and the MIND 'Stand Bi Me' information through the Firepride intranet pages.

[Redacted]

[4.4 Bi Ally Ship Evidence.docx](#)

**Filename:** 4.4 Bi Ally Ship Evidence.docx **Size:** 3.1 MB

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Yes

[REDACTED]

In January 2021 our LGBT+ Allies Guide was updated to ensure we promote inclusivity across all LGBT+ identities. This includes broadening the focus of allyship across minority identities. Our Transgender Guide has also been updated to include non-binary identities, with allyship a key focus. This important information has been distributed to all members of Firepride and Firepride Allies, and is available on the Firepride pages of the intranet. Regular communication through the weekly Green bulletin and monthly Alert magazine are other ways that we use to communicate with staff.

The extract in the LGBT+ Allies Guide reads as follows: Although being an LGBT+ ally includes being an ally to people who are trans, non-binary, pan, gender fluid or those who are non-gender confirming, some people may feel uncertain about what to do or say to support colleagues who identify to one or more of the minority identities. Gay and Lesbian terms are well-established in our society, culture and communities but there is often much less awareness surrounding other identities. This guide includes a glossary of language commonly used and associated guidance. If you need any further support on being an Ally to the wider LGBT+ family, please contact Firepride on [REDACTED]

In addition, we have built on Stonewall's Trans Allies training programme, in which we first participated in 2017. In 2021, we have supported our allies to access various workshops that have been delivered by experienced staff internally and some sessions have been delivered by external organisations. Sessions included generic LGBT+ allies workshops and specific sessions focussing on transgender, non-binary, lesbian, pansexuality and bisexuality. We intend to expand our focus on asexuality and intersex next year.

[REDACTED]

[4.5 Trans resources and training evidence.docx](#)

**Filename:** 4.5 Trans resources and training evidence.docx **Size:** 2.2 MB

[Redacted]

[Redacted]

No

[Redacted]

Yes

[REDACTED]

Our Service operates from 31 locations across Cheshire, Halton and Warrington. In addition, many of our staff work shift patterns or live service accommodation which makes travelling to headquarters for meetings a challenges. For these reasons, Firepride and the wider Service takes an inclusive, multi-channelled approach to ensuring all staff are able to benefit from activities aimed at empowering them.

1. As stated earlier, we utilise digital communication platforms to ensure maximum reach and engagement. This includes use of monthly e-bulletins to network members and allies, a dedicated area on the intranet and regular articles in the Service-wide weekly Green staff bulletin and monthly Alert staff magazine to promote empowerment opportunities. During the pandemic, colleagues in training and development have made good use of new teleconferencing equipment and software installed across all our sites, enabling courses and seminars to take place virtually. Options to enable people to continue to 'dial in' will continue once restrictions are fully lifted.

2. If a colleague is unable to participate in an event owing to their shift pattern or, for example, being called to an incident or another engagement, we endeavour to give them an opportunity to watch the event in their own time. Proud to Provide II, for example, was recorded and presentations made available afterwards, so that the information and discussions could be accessed at a later date if required.

[REDACTED]

**Completed** 1 Oct 2021

[REDACTED]

This is my form.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

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**Responses Selected:**

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

A. Our Mentoring and Coaching Framework makes specific reference to LGBT+ colleagues being available to reverse mentor all employees, including those in senior leadership (Service Management Team) and board level (Fire Authority) roles. This Framework is signposted in the Service’s Staff Handbook, on the professional development section of the intranet, as part of the Fire Authority Member Development Programme and on appraisal forms as an option for career development. This year, our Fire Authority member champions for EDI, [Redacted] and [Redacted] began reverse mentoring with a member of Firepride. This process has been managed by our EDI Officer.

B. Our EDI Officer has also provided coaching and additional EDI training (inclusive of sexual orientation and gender identity) to a number of Fire Authority members over the past 12 months. These included several interactive EDI-focussed workshops taking place online every two months. Additional coaching and training has been delivered to all senior leaders including: [Redacted]

[Redacted] Various senior leaders have specifically requested further education and support around LGBT+ inclusion to enhance their personal knowledge

and expand on mandatory e-learning. Some have also asked for specific support to make better use of pronouns, to support LGBT+ campaigns and gain a better understanding of how, as managers, to be better role models and allies. In addition during 2020/21, we have piloted unconscious bias training with Cheshire Fire Authority members and rolled out a comprehensive EIA training package to senior managers.

C. Opportunities to attend LGBT+ specific conferences or seminars are promoted to senior leaders and members directly through Firepride bulletins, the Equality Steering Group, at Service Management Team and at Fire Authority meetings. There have been fewer opportunities to do so over the last 12 months, owing to the impact of the pandemic. However, our Proud to Provide II conference in November 2020 was attended by the majority of the Service Management Team and a number of Fire Authority Members. In previous years it has been routine for at least one senior leader and one Fire Authority member to accompany Firepride members at any LGBT+ event the Service attends.

D. [REDACTED] opened our autumn 2021 Firepride breakfast, organised to coincide with Bi Visibility Day in September. The two-hour virtual event, which featured a guest speaker and a follow-up seminar, was also attended by a number of the Service Management Team and provided an opportunity to learn more about bi issues and to network with Firepride members.

E. [REDACTED] opened our summer 2021 Firepride breakfast, which marked International Non-Binary People's Day in July. Firepride was delighted to welcome guest speaker [REDACTED] [REDACTED] who identifies as [REDACTED] to share their experiences and knowledge of supporting young LGBT+ people. A number of senior managers also attended the seminar.

F. [REDACTED] also opened our spring Firepride breakfast, to celebrate International Trans Awareness Day in March 2021. Also well-attended by senior managers, the seminar provided an opportunity to focus on trans issues and challenges. Guest speaker [REDACTED] shared [REDACTED] experience of being [REDACTED] acceptance from family members, support from colleagues in the workplace and insight of working in the fire and rescue sector. Various senior leaders took the opportunity to put questions to [REDACTED] in what proved to be a lively and though-provoking discussion.



[Redacted]	[Redacted]
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[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[REDACTED]

A. [REDACTED] communicated a strong message of support for LGBT+ equality, to mark International Day Against Homophobia, Transphobia and Biphobia (IDAHoBiT) on May 11th 2021. The message was communicated to all staff via the our website, intranet and that week's Green bulletin. There was also coverage in our monthly Alert magazine and there was external exposure through our social media platforms. Throughout 2020/21 all members of the Service Management Team, and many Fire Authority members, have worn rainbow lanyards and/or Firepride pin badges to show their continued and ongoing support of LGBT+ colleagues and communities.

[REDACTED]

B. [REDACTED] communicated a strong message of support for bi visibility, to co-incide with Bi-Visability Day on September 23rd 2021. The message was communicated to all staff via the our website, intranet and that week's Green bulletin. There was also coverage in our monthly Alert magazine and there was external exposure through our social media platforms.

[REDACTED]

B. [REDACTED] communicated a strong message of support for trans equality, to coincide with Trans Visibility Day in March 2021. The message was communicated to all staff via the our website, intranet and that week's Green bulletin. There was also coverage in our monthly Alert magazine and there was external exposure through our social media platforms.

[REDACTED]

[REDACTED]

D. Over the summer of 2021 our [REDACTED] and [REDACTED] [REDACTED] developed, authored, consulted on and agreed a three-year holistic EDI Strategy for the Service. This sets out the ways in which we will support our people, partners and communities across all protected characteristics. Firepride co-chairs were closely involved in the development of the strategy and as such it includes priorities relating to LGBT+ inclusion and the development of the network. The draft strategy was discussed in detail by the Service Management Team and refined before being presented to Cheshire Fire Authority for final approval on September 29th 2021. The strategy will now be delivered through detailed annual action plans, including one owned by the Firepride network.

[REDACTED]

[REDACTED]

E. Our Equality Steering Group, [REDACTED] and attended by Service Management Team and Fire Authority member champions for EDI among others, is responsible for scrutinising top line LGBT+ monitoring reports and actions. The Group has met virtually throughout 2020/21. At each meeting the EDI Officer presents a quarterly monitoring report covering recruitment, promotion, training, leavers and key aspects of community engagement by protected characteristics including LGBT+. In addition, a Firepride co-chair presents an update on LGBT+ inclusion activity. Group members provide important oversight, challenge and support to the delivery of this work.

[REDACTED]

[REDACTED]

F. All nine members of Senior Management Team are active members of the Firepride and Firepride Allies networks. In spite of the demands of his role, [REDACTED] endeavours to attend all meetings as senior sponsor and is always joined by at least two or three senior colleagues. Over the past 12 months [REDACTED] [REDACTED] have all periodically met with network members by attending virtual winter, spring, summer and autumn Firepride breakfasts and the seminars and socials highlighted in Section 3 of this submission.

[REDACTED]

[REDACTED]

G. [REDACTED] spoke at [REDACTED] internal events during the past year including all four Firepride breakfasts and at our International Women's Day event in March 2021, where he led discussion on the challenges experienced by trans women and their in their careers in the fire and rescue service. [REDACTED] also opened our Proud to Provide II conference on November 19th 2020. The International Women's Day seminar was emceed by [REDACTED] who emphasised the need for a holistic approach to female empowerment, which includes intersectionality with other protected characteristics such as gender and trans identities and sexual orientation.

[REDACTED]

[REDACTED]

H. In August 2021 [REDACTED] took part in an external online panel discussion chaired by [REDACTED] and focussing on what LGBT+ inclusion means to the area's leading employers. As a [REDACTED], [REDACTED] was able to share [REDACTED] personal experiences of being a [REDACTED] in a male-dominated fire and rescue service. He also answered questions about the Service's LGBT+ inclusion work and key challenges.

[REDACTED]

I. [REDACTED] of Cheshire Fire Authority, attended [REDACTED] event on September 18th 2021. He was joined by [REDACTED]  
[REDACTED]  
attended Congleton Pride on August 21st 2021.

[REDACTED]

[Evidence of senior leaders at events.pdf](#)

**Filename:** Evidence of senior leaders at events.pdf **Size:** 660.0 kB

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes

[REDACTED]

Our service operates from 31 locations across Cheshire, Halton and Warrington. In addition, many of our staff work shift patterns or live in service accommodation which makes travelling to headquarters for meetings a challenge. For these reasons, senior leaders work hard to ensure that they are visible to all staff across all locations, not just those working at headquarters.

1. They utilise digital communication platforms to ensure maximum reach and engagement. This includes a weekly email to all staff from the principal officers, which often reflects on matters relating to inclusion. During the pandemic, we have made good use of new teleconferencing equipment and software installed across all our sites, enabling meetings and events to take place virtually. Proud to Provide II, for example, was streamed live for people to watch. Options to enable people to continue to 'dial in' will continue once restrictions are fully lifted. These methods of engagement are clearly set out in the Firepride terms of reference and in the Staff Engagement Strategy.

2. As well attending staff network events, each principal officer also schedules a two-hour visit to every team and station across the county, at least once a year. All staff are also encouraged to join the Service's Staff Engagement Forum, which meets monthly and which is attended by the Chief Fire Officer and senior leaders. If a member of staff works on shift or from a remote location, the Service supports them to be released from duties to attend. These arrangements is formalised in our Staff Engagement Strategy.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A. Yes, all senior leaders and line managers

[REDACTED]

As standard, all members of staff - including senior leaders - are expected to meet the following competence, set out in the person specifications for new roles: "To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service."

There is always an EDI-related question included in all interviews, including those at senior level. These are drawn from a question bank, held by our HR Resourcing Team. An example is the following question included in interviews for the senior positions of Deputy Chief Fire Officer and Assistant Chief Fire Officer in January 2021: "What evidence can you provide that demonstrates a proven track record and genuine commitment to supporting and promoting equality, diversity and inclusion?"

[REDACTED]

[REDACTED]

We have adopted the National Fire Chiefs Council's Leadership Framework as the basis for our Service-wide system of performance appraisal and professional development. It has four key themes, one of which is: 'Personal Impact; ensuring we value, respect and promote EDI'. Our appraisal forms ask people to self-assess and seek 360 degree feedback on whether they:

- value inclusion and set a positive example of appropriate behaviour
- take responsibility for inclusion and encourage different points of view
- role model and mentor others to encourage inclusion
- use non-stigmatising behaviours or language and non-stereotyping language.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

A. Yes, all senior leaders and line managers

[Redacted]

Rather than mandate the need for every employee to be set an inclusion-based objective every year, our mature and well-established approach to embedding EDI throughout all our activity means that senior leaders and managers MUST ensure inclusion is considered in everything they do.

All senior leaders and departmental managers are required as part of their role description to attend our Equality Steering Group, at which monitoring reports are presented and the impact of policy, procedure and guidance against the provisions of the Equality Act (2010) is considered.

In addition, our project, programme and performance framework is such that EIAs must be carried out for all significant pieces of work and signed off by departmental managers and, where relevant, the Equality Steering Group. For example, comprehensive EIAs underpin our major service proposals for 2021-23, which were signed off for public consultation on September 29th 2021. These were developed by senior managers and leaders, working closely with our EDI Officer.

[Redacted]

**Completed** 1 Oct 2021

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This is my form.



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Yes

[Redacted]

**Our internal HR Pro self-serve system, used to gather diversity monitoring (including sexual orientation) for staff in post, uses the following drop down selection list:**

- Bi**
- Gay/Lesbian**
- Hetrosexual**
- Decline to state**
- Not stated**

**The same question (and options) is also asked on all of our application forms. Applicants' responses are then recorded on our internal HR system.**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

80-89%

[Redacted]

[Redacted]

[Annual Equality Monitoring Report 2020-21.pdf](#)

**Filename: Annual Equality Monitoring Report 2020-21.pdf Size: 1.8 MB**

[Redacted]

The report provided as evidence is our Annual Equality Monitoring Report 2020/21, which has been presented to our Equality Steering Group and Cheshire Fire Authority.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Yes

Our internal HR Pro self-serve system, used to gather diversity monitoring (including gender identity) for staff in post, uses the following drop down selection list:

Male

Female

Prefer not to say

Prefer to self describe

The same question (and options) is also asked on all of our application forms. Applicants' responses are then recorded on our internal HR system.

90-100%

[Annual Equality Monitoring Report 2020-21.pdf](#)

Filename: Annual Equality Monitoring Report 2020-21.pdf Size: 1.8 MB

The report provided as evidence is our Annual Equality Monitoring Report 2020/21, which has been presented to our Equality Steering Group and Cheshire Fire Authority.

[Redacted text block]

Yes

[Redacted text block]

**Our internal HR Pro self-serve system, used to gather diversity monitoring (including trans status) for staff in post, uses the following drop down selection list:**

- Male**
- Female**
- Prefer not to say**
- Prefer to self describe**

**Do you identify as trans?**

- Yes**
- No**
- Prefer not to say**

**The same question (and options) is also asked on all of our application forms. Applicants' responses are then recorded on our internal HR system.**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

90-100%

[Redacted]

[Redacted]

[Annual Equality Monitoring Report 2020-21.pdf](#)

**Filename: Annual Equality Monitoring Report 2020-21.pdf Size: 1.8 MB**

[Redacted]

The report provided as evidence is our Annual Equality Monitoring Report 2020/21, which has been presented to our Equality Steering Group and Cheshire Fire Authority. All our trans staff identify as binary females or males, which is why the breakdown of figures does not show anyone who prefers to self-describe or who identifies as non-binary (figures relating to applicants do show a number of non-binary individuals). We do not publish information about the very small number of people who disclose that they identify differently to the gender assigned at birth.

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[HPDS EDI Breakdown 21.xlsx](#)

**Filename: HPDS EDI Breakdown 21.xlsx Size: 12.2 kB**

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[HPDS EDI Breakdown 21.xlsx](#)

**Filename: HPDS EDI Breakdown 21.xlsx Size: 12.2 kB**

[Redacted]

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[HPDS EDI Breakdown 21.xlsx](#)

**Filename: HPDS EDI Breakdown 21.xlsx Size: 12.2 kB**

[REDACTED]

We have attached the EDI monitoring report from our most recent round of recruitment (for our High Potential Development Scheme), which shows applicants by various protected characteristics. Reports like these are generated at every stage in the application process, to track progression of applicants and highlight stages at which there might be system barriers for them to overcome. These reports are scrutinised by our EDI Officer, Director of Transformation, HR, the Positive Action Working Group and Equality Steering Group. Measures can therefore be put in place to eliminate barriers and target under-represented groups more effectively.

The attached document shows we are successfully attracting LGBT+ applicants, with [REDACTED] % identifying as non-heterosexual in this round of recruitment. We are pleased to report that of those shortlisted, [REDACTED] % are LGBT+.

This is testament to the Positive Action work, informed by reports like this which enable us to plan recruitment activities in ways in which they will have most impact in the community.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Annual Equality Monitoring Report 2020-21.pdf](#)

**Filename: Annual Equality Monitoring Report 2020-21.pdf Size: 1.8 MB**

[REDACTED]

[REDACTED]

[CFRS Gender Pay Gap Report 2019.pdf](#)

**Filename: CFRS Gender Pay Gap Report 2019.pdf Size: 2.4 MB**

[REDACTED]

As a publicly-funded organisation, we are required to produce and publish a Gender Pay Gap Report each year. Owing to the pandemic, the most recently published report is that from 2019 (published in the summer of 2020). The report for 2020 was in its final stages of sign off at the time of this submission. Our Gender Pay Gap report contains detailed information of pay grades across all roles and disciplines and is scrutinised in detail, alongside our routine equality monitoring information, to help remove systemic barriers to the progression of women (and trans women) in our Service.

We do not currently comprehensively evaluate the difference in pay or grades in relation to sexual orientation across all levels and roles in the service. However, we conduct regular analysis of the top 5% of earners across various protected characteristics, including sexual orientation and gender identity. We also closely monitor the number of applications from LGBT+ people, how many are appointed and also the progression of LGBT+ staff through the promotion processes.

Consideration is currently being given to expanding the scope of the Gender Pay Gap Report to include other protected characteristics in the same level of detail.



[REDACTED]

[REDACTED]

[REDACTED]

Note that this must not contain individual responses or personally identifiable data.

[STAFF SURVEY 2019 LGBT RESPONDENTS.pdf](#)

**Filename: STAFF SURVEY 2019 LGBT RESPONDENTS.pdf Size: 316.8 kB**

[REDACTED]

Note that this must not contain individual responses or personally identifiable data.

[STAFF SURVEY 2019 EDI ANALYSIS.pptx](#)

**Filename: STAFF SURVEY 2019 EDI ANALYSIS.pptx Size: 3.7 MB**

[REDACTED]

Note that this must not contain individual responses or personally identifiable data.

[STAFF SURVEY 2019 EDI ANALYSIS.pptx](#)

**Filename: STAFF SURVEY 2019 EDI ANALYSIS.pptx Size: 3.7 MB**

**We undertake a staff engagement survey every two years, with the most recent being completed in July 2019 and the next one due to take place in October 2021. We engage an external market research provider to facilitate the survey, offering assurance to staff that their feedback about the Service as an employer remains anonymous and confidential.**

**Respondents are given the option to declare their gender, trans status and sexual orientation (among other protected characteristics). This enables the Equality Steering Group, HR and EDI Officer to identify issues affecting particular groups and assess their level of satisfaction and engagement with the Service.**

**We have attached a breakdown of results by LGBT+ respondents and an overall EDI report on the survey results as evidence. Please note, on this occasion the number of bi, non-binary and trans respondents was too small to report on (our survey provider does not report responses from groups of under 10 staff, in order to maintain their confidentiality).**

**The results of the 2019 survey show that █% of lesbian and gay respondents believe our Service is an inclusive workplace, compared to █% of other staff. The ways in which LGBT+ staff are engaged are, as a result, being used as examples of good practice for engaging other minority staff groups.**

**The Equality Steering Group and EDI Officer also recognise, from the results of the survey, that there is still work to do to engage bi and non-binary staff (there were not enough trans and/or non-binary staff to be able to report back on). This has driven bi-inclusion work, including the weeklong 'Bi Your Side' campaign to increase bi-visibility and raise awareness to support the development of bi inclusion.**

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[6.7 A and B Evidence.docx](#)

**Filename: 6.7 A and B Evidence.docx Size: 163.3 kB**

[6.7 C - EDI Annual Report 2020-21 .pdf](#)

**Filename: 6.7 C - EDI Annual Report 2020-21 .pdf Size: 167.9 kB**

[6.7 D Bi and Pan Evidence.docx](#)

**Filename: 6.7 D Bi and Pan Evidence.docx Size: 1.9 MB**

[6.7 E Trans Evidence.docx](#)

**Filename: 6.7 E Trans Evidence.docx Size: 143.5 kB**

**A and B: two articles posted in our Green e-bulletin. In addition to verbal updates highlighting the benefits of disclosing personal information, our staff newsletter enables us to communicate why LGBT+ and EDI monitoring is important and how personal data is kept strictly confidential and secure.**

**C: The attached annual report (See Page 2) demonstrates how we have communicated the tangible benefits of staff disclosing personal data as part of our previous monitoring exercises. The annual report is published widely and shared with staff through our website, intranet and all-staff emails.**

**D: We communicate explicit definitions regarding Bi and Pan Identities to all staff through various methods. As evidence we have provided screenshots of the glossary of definitions that can be found on our Firepride intranet pages and the definitions included in our LGBT+ Allies Guide. A screenshot of our recent 'Bi Your Side' campaign signposted staff to Stonewall's Bi Report which defines bisexuality (inclusive of pan and queer identities). The evidence also includes content from our LGBT+ Awareness Workshops delivered to staff and young people in February 2021.**

**E: We have provided as evidence a screenshot of our Transgender Guide, which includes an explicit definition of trans inclusive of non-binary identities.**

[Redacted]

[Redacted]

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[Redacted]

Note that this must not contain individual responses or personally identifiable data.

[Redacted]

Note that this must not contain individual responses or personally identifiable data.

[Redacted]

Note that this must not contain individual responses or personally identifiable data.

[Redacted]

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[REDACTED]

This is my form.

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

We share our Procurement Department with [REDACTED] through a [REDACTED]

[REDACTED] The supply chain specialists working in that Department have undertaken a great deal of work to ensure that EDI considerations are embedded into their processes for market appraisal, tendering and contract management. They recognise that they have a responsibility to promote inclusion and that the services provided by suppliers can, in the eyes of the public and stakeholders, reflect our values as public services. Our EDI Officer works closely with the team to advise on EDI issues pertaining to new and existing contracts.

Our expectations are clearly set out in our 'Selling to Cheshire Fire and Rescue Service: A Guide for Suppliers'. This states that in order to determine whether our suppliers support our commitment to equality and diversity, we will ask them to provide a copy of the following policies as part of our contract award deliberations:

- A. A policy which explicitly bars discrimination and/or bullying and harassment on the grounds of sex (gender), race, sexual orientation, gender identity, age, disability, religion, marriage or civil partnership, pregnancy or maternity.
- B. Whether the supplier has a policy which ensure its monitors incidents of bully and harassment, including cases based on sexual orientation and gender identity.
- C. Whether our suppliers promote transgender inclusion and whether they have a transgender policy.
- D. We also identify whether each supplier has an EDI strategy and whether it is inclusive of sexual orientation and gender identity and/or expression.

If they do not have the relevant policies, this will automatically disqualify them from the tendering process. The quality of the policy is also a significant factor in deciding whether or not to award a contract to a supplier.

In 2020, we have audited whether our key suppliers are actively participating in any external benchmarking such as 'Disability Confident' or 'Stonewall Diversity Champions'. We believe that external benchmarking and accreditations enable organisations to develop an reliable process and framework to become an inclusive organisation and one that share our core value of 'be inclusive'.

[REDACTED]

Although falling under our [REDACTED] the Procurement Department's team is employed officially [REDACTED] As such, they are required to complete the [REDACTED] [REDACTED] Team members have also completed further face-to-face EDI training led by the police's EDI and learning and development functions.

Our EDI Officer works closely with the team, championing and promoting Stonewall's 'Embedding LGBT Equality into Procurement Practices and Supply Chain Management' resource. As a result, this has become a key point of reference for the specialists who work directly with our Service. In addition, we invite [REDACTED] and [REDACTED] staff to participate in our full range of EDI activities, including Firepride breakfasts and seminars, our recent Proud to Provide II conference and International Women's Day events.

[REDACTED]

[REDACTED]

[REDACTED]



[Redacted]

As stated in our suppliers' guide, if a potential supplier cannot demonstrate it has any policy protection for LGBT+ employees or service users (alongside those from other protected characteristics), we do not award the contract. The requirement is clearly set out in the marking criteria for panellists, with an appropriately weighted score. Total failure to meet this criterion is fed back to them after thorough assessment of their bid.

Where a potential supplier has in place some degree of policy provision but we are not satisfied as to its robustness, they are scored accordingly, not automatically disqualified and we offer appropriate support and feedback. In the past 12 months, for example, we have worked closely with a major building contractor developing and refurbishing our fire station estate. Our EDI Officer has led workshops with the company's project team and other staff working across the region for other clients, to reinforce the need for an inclusive approach during their work with us. The workshops were well-attended and well-received.

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A. We insist that social value checkpoint meetings are scheduled into the monitoring of major contracts with our service. Throughout 2021, we used these as an opportunity to discuss EDI related objectives and opportunities to support our EDI work, link with local equality interest groups to provide work placement opportunities, explore ways to employ local people, engage schools and support specialist charities with different equality focuses.

B. Shortly before the pandemic, we introduced a new measure of auditing construction companies that are building and modernising our fire stations. Audits are conducted through site visits, where a small team of staff including the EDI Officer and the relevant Project Manager from Service meet with senior contractor staff. They ask about any EDI training completed by contractors and sub-contractors and any key learning points. We also ask questions about how staff can access certain policies (i.e. EDI, Transgender Policy), how often do staff read such policies, how the company communicates with staff regarding any updates to policies or when new policies are launched and whether any EDI-related complaints have been received during the project. This audit regime has been well-received and will be introduced across all major contracts in the future.

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

A. As outlined in 7.2 and 7.3, we organised a specific EDI training for managers and sub-contractors from our major construction supplier during in June 2021. Staff working for our arms-length providers [REDACTED] [REDACTED] routinely have the opportunity to take part in our internal EDI training, run throughout the year.

B. [REDACTED] and [REDACTED] staff, together with staff from our [REDACTED] and [REDACTED] contractors, are active Firepride members and take part in the full range of network activities. While these have been restricted to mainly online events in the last 12 months, these have included Firepride breakfasts and seminars and the Proud to Provide II conference.

C. We had our first social value checkpoint meeting in July 2021 with another major contractor looking after the construction of a replacement fire station in Crewe. Bi monthly meetings are planned throughout the duration of the project to monitor performance and to assess whether all agreed equality objectives are being met. Already we have identified gaps and opportunities and delivered EDI training to staff and sub contractors. This enabled us to share techniques and strategies for promoting LGBT+ inclusion, including being mindful of inclusive, effective use of pronouns, avoid mis-gendering, supporting visibility days and wearing rainbow laces in support of Rainbow Laces week during in December for example.

[REDACTED]

**Completed - 1 Oct 2021**

[REDACTED]

This is my form.

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	x	✓	✓	x
[REDACTED]	x	x	x	✓
[REDACTED]	x	x	x	✓
[REDACTED]	✓	x	✓	x

[REDACTED]

[REDACTED]

A. We are able to provide two examples of partnerships with LGBT+ groups or initiatives:

- (Grade 3) we have a longstanding partnership with the [REDACTED] charity, which we helped to found 10 years ago alongside other public sector employers in the city. In the summer of 2020 we donated £5,000 to help the charity establish its [REDACTED] LGBT+ [REDACTED] supported their social media activity and taken part in an [REDACTED] as part of their [REDACTED] pride event. We are also on the charity's working group that is establishing an employers' best practice network in [REDACTED] and the surrounding area. The group last met in March 2020 but discussions have continued online.

- (Grade 2) we provide long-term support to [REDACTED] which works with [REDACTED] LGBT+ people across the [REDACTED]. For the last three years we have allowed the charity to use, for free, our community room at [REDACTED] for a [REDACTED]. This arrangement will soon be extended to the use of [REDACTED] community room.

[REDACTED]

- (Grade 3) we have developed a close and mutually beneficial partnership with [REDACTED] [REDACTED] which supports under-represented and marginalised LGBT+ people, with a particular emphasis on [REDACTED] LGBT+ people through its [REDACTED] and [REDACTED] community. During LGBT History Month 2019 we delivered joint engagement sessions for [REDACTED] people in [REDACTED] at [REDACTED] and at our [REDACTED] education centre and in 2020 [REDACTED] ran a similar process as part of our Proud to Provide event. This gives us the opportunity to speak to [REDACTED] LGBT+ people about any barriers to them accessing our prevention services and provides logistical/practical support the charity.

- (Grade 1) Using the surplus from the ticket sales at our national LGBT+ Proud to Provide II Conference in November 2020, we made a £200 donation to the [REDACTED] charity [REDACTED]. The charity provides advice and support to LGBT+ people [REDACTED].

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[8.2 A Evidence of LGBT Equality Campaigns.docx](#)

**Filename:** 8.2 A Evidence of LGBT Equality Campaigns.docx **Size:** 1.4 MB

[Redacted]

[8.2 B Evidence of Bi Campaigns.docx](#)

**Filename:** 8.2 B Evidence of Bi Campaigns.docx **Size:** 501.5 kB

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[8.2 C Evidence of Non-Binary Equality Campaigns.docx](#)

**Filename:** 8.2 C Evidence of Non-Binary Equality Campaigns.docx **Size:** 223.7 kB

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[8.2 D Evidence of Trans Equality Campaigns.docx](#)

**Filename:** 8.2 D Evidence of Trans Equality Campaigns.docx **Size:** 335.7 kB

[Redacted]

1 Feb 2021

[Redacted]

23 Sep 2021

[Redacted]

14 Jul 2021

[Redacted]

31 Mar 2021

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Yes



[REDACTED]

Over the last 12 months we have supported two key LGBT+ equality campaigns:

- Rainbow Laces, December 2020: we provided laces to dozens of staff across the Service and encouraged them to be visible internally and on social media for a full week about their support for LGBT+ colleagues and communities. Among those to wear them was our [REDACTED] and members of the Service Management Team. One social media post in particular was shared and retweeted several thousand times by key organisations in our sector.

- LGBT+ History Month, February 2021: as well as flying rainbow flags at all 28 community fire stations, our training centre and our education centre, firefighters this year decided to mark the event in a new way. The key message #LiftforPride was to “lift the burden of LGBT+ colleagues” and this was demonstrated in scores of social media posts from operational staff proudly displaying rainbow flags and practising for a physical challenge at the end of the month. Unexpectedly, within a week of promoting the campaign on social media, fire staff from all over the UK had got involved and colleagues from as far as Germany were also taking part. On the last day of February, more than 50 people took part in a weightlifting challenge, lifting the equivalent weight of 3 million kilograms or 171 fire engines.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes

[REDACTED]

[REDACTED]

In addition to funding and organising our national LGBT+ Proud to Provide II conference in November 2020, which attracted representatives from 35 UK fire and rescue services, we have promoted LGBT+ equality in our sector through a variety of ways.

- Our EDI Officer proactively contributes to the National Fire Chiefs Council (NFCC) and Local Government Association EDI programmes, sharing our experience of maintaining an LGBT+ staff network, engaging LGBT+ communities in community safety activity, positive action recruitment, training, supporting local LGBT+ partner organisations and of taking part in Stonewall's Diversity Champions programme. To this end, he has taken part in online seminars and forums throughout 2020/21.

- Our [REDACTED] is an active member of the NFCC [REDACTED] Forum and is leading on the design of a [REDACTED] for the UK fire and rescue service. This will provide a central bank of exemplar tools, templates and guidance including positive action in LGBT+ recruitment, unconscious bias and avoiding discrimination in the workplace.

- one of our Firepride co-chairs is working closely with public sector organisations in [REDACTED] to share our LGBT+ journey and help them create a 'centre of gravity' around LGBT+ inclusion in the town; including the launch of a pride event and better signposting to advice and support. The group last met in March 2020 but conversations have continued throughout the last 12 months and have led to our next Proud to Provide conference being held in the town next January.

- Our EDI Officer has also spoke and contributed to public sector LGBT+ events including [REDACTED] [REDACTED] in February and March 2021. In May 2021 he was invited by the [REDACTED] [REDACTED] LGBT + staff network and the [REDACTED] to share our experience in establishing and maintaining an LGBT+ staff network.

[REDACTED]

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[Redacted]

[Redacted]

Yes

[REDACTED]

[REDACTED]

In order to ensure that we identify the specific needs of LGBT+ people and the potential barriers that might prevent them receiving an optimum service, we examine our customer journeys in four ways:

1. Equality Impact Assessments (EIAs) - these are undertaken to inform the development or amendment of policies or services. Lead managers undertake EIA training, as explained earlier in this submission, to enable them to consider the potential impacts of their proposals on a wide range of communities, including LGBT+ people. The first stage of the EIA is to look at what we already know from open source information (e.g. that LGBT+ people experience a higher rate of mental ill health than the general population, putting them at greater risk of fire at home). If the EIA reveals a significant potential impact, as a second step we engage those communities to understand their needs and views in more detail. EIAs are produced continually across the Service, as described earlier.

2. Engagement - by working with organisations like [REDACTED] [REDACTED] and [REDACTED] [REDACTED] and talking to LGBT+ people at events we develop an even keener understanding of LGBT+ people's experience of engaging with our staff. For example, focus groups with [REDACTED] and [REDACTED] support group in spring 2020 (the last time we could meet physically) gave us useful insight that has informed the redesign of our Safe and Well visits. In addition, we formally consult with LGBT+ groups through our annual IRMP consultation process, inviting them to share their views on our performance and proposals for the future.

3. Monitoring - we seek feedback on a number of our services, including our Safe and Well visits, business safety inspections and attendance at domestic fire or flood incidents. As part of this process, we collect EDI information about respondents where this is relevant and appropriate. This data is included in our quarterly EDI monitoring report for consideration by our Equality Steering Group.

4. Firepride - as well as working or volunteering for our Service, our LGBT+ staff and volunteers are local citizens and as such have experience of receiving our services. Their views are always taken into account as part of the EIA process.

There are a number of ways in which our process for reviewing the LGBT+ customer journey has had an outcome or impact:

- LGBT+ focus groups tell us that they have a great deal of trust in the fire and rescue service, not least because we are visible LGBT+ champions. They value signs and signals of our inclusive approach, including our rainbow fire engine, flying the rainbow flag on stations and wearing rainbow pin badges, laces and epaulets. As such, they feel comfortable letting us carry out Safe and Well visits in their homes. This enables us to continue making the case to Cheshire Fire Authority to invest in high-profile LGBT+ inclusion activity. It also gives us sound justification on occasions where we receive criticism (largely on social media or through FOI requests) of our support for LGBT+ communities

- we tested the design of our new Safe and Well information booklet with LGBT+ people and have ensured that illustrations and the language used is fully inclusive

- the EIA of our programmes at Safety Central ensures that language used by volunteers when addressing visitors is fully inclusive. We do not, for example, assume children have 'mum and dad' at home and we use the gender neutral term 'partner' where possible. We have also designed a programme aimed at Key Stage 3 young people that focuses on privilege and unconscious bias in a range of situations they are likely to encounter.

- the EIA and engagement process with LGBT+ people on our station modernisation programme has enabled us to build a case for gender neutral facilities, where stations are open to members of the community to use. This ensures that all groups feel able to use them.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

- encouraging residents who have received a Safe and Well visit to complete an EDI monitoring form at the end of our visit

- sending feedback forms to everyone who has received a Safe and Well visit, business safety audit or for whom we have attended a domestic fire or flood incident. These forms include EDI monitoring questions including LGBT+ status.

In both cases, the questions ask:

Gender

- Male
- Female
- Prefer to self-describe
- Prefer not to say

Do you identify as trans?

Sexual orientation

- heterosexual
- gay/lesbian
- bisexual
- prefer to self-describe
- prefer not to say

[REDACTED]

The data collected through the Safe and Well EDI monitoring and our customer satisfaction surveys is collated by our Engagement Team and then analysed by our Business Intelligence Unit, which produces the quarterly and annual EDI monitoring reports for the Equality Steering Group. Where relevant, the Business Intelligence Unit will flag any trends or statistics that require further investigation or discussion.

This is quantitative data and as such the number of LGBT+ respondents is typically too low to identify trends and themes, often meaning that inferences about their specific experiences cannot be drawn.

However, free text boxes enable people to provide comments and on the very rare occasion they are negative their whole response is scrutinised to assess the reason why the individual perceived a poor experience. If this related to an EDI issue, it would be referred to the EDI Officer and discussed, if appropriate, at the Equality Steering Group.

[REDACTED]

[Safe and Well Resident Responses 2019 - 2021.docx](#)

**Filename:** Safe and Well Resident Responses 2019 - 2021.docx **Size:** 138.0 kB

[REDACTED]

[ATI 2021 Q1.docx](#)

**Filename:** ATI 2021 Q1.docx **Size:** 2.1 MB

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes



[REDACTED]

We have a well-established compliments and complaints procedure, which is managed by our Leadership Team at headquarters. The standard complaint form has an option for the individual to provide EDI monitoring information including LGBT+ status. In addition, our Firepride website page and pride exhibition materials provide the [REDACTED] email address for members of the public to contact the EDI Officer and network directly, if they wish.

Any LGBT+ related complaints would be, in the first instance, reviewed by the EDI Officer and relevant Firepride co-chair. They would be involved in any subsequent investigation or process of resolution, with any learning reported to the Equality Steering Group.

We have no records of complaints from LGBT+ people relating to a poor experience on the basis of their gender identity or sexual orientation. However, we routinely receive FOI requests or negative comments on social media about our support for LGBT+ inclusion. They are responded to by the EDI Officer after consultation with our Head of Communications and, if necessary, Chief Fire Officer.

[REDACTED]

[Compliments and Complaints Annual Report 2020-21.pdf](#)

**Filename:** Compliments and Complaints Annual Report 2020-21.pdf **Size:** 129.9 kB

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes

[REDACTED]

Our customer-facing forms (e.g. for Safe and Well visits or volunteer applications) do not include a drop-down menu of gender marker options, enabling the individual to enter their own preferred term, or none at all, if they wish. This will be recorded against their name on our system. There are no set text fields for 'title' on our customer databases.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes

[REDACTED]

[REDACTED]

We regularly engage LGBT+ service users in the development of our services, largely through the processes and relationships outlined in our response to 8.5.

In addition, we formally consult our communities annually on our Integrated Risk Management Plan (IRMP, or business plan). In September 2021, we distributed our summary consultation document and feedback questionnaire to LGBT+ groups including [REDACTED]

[REDACTED] and

[REDACTED] We have also worked closely with LGBT+ networks at the [REDACTED] [REDACTED] and all four local authorities in our Service area to extend our reach to local LGBT+ people. We encourage all these groups not only to respond, but also to encourage responses from LGBT+ people they work with.

We track the number of responses from LGBT+ people through the EDI monitoring questions at the end of the consultation questionnaire and work hard to ensure that a representative number of responses have been received. This gives our Fire Authority assurance in the consultation outcome report at the end of the process that the views expressed are representative of the communities we serve.

We engage the Consultation Institute to ensure all our consultations are run in accordance with best practice.

[REDACTED]

[REDACTED]

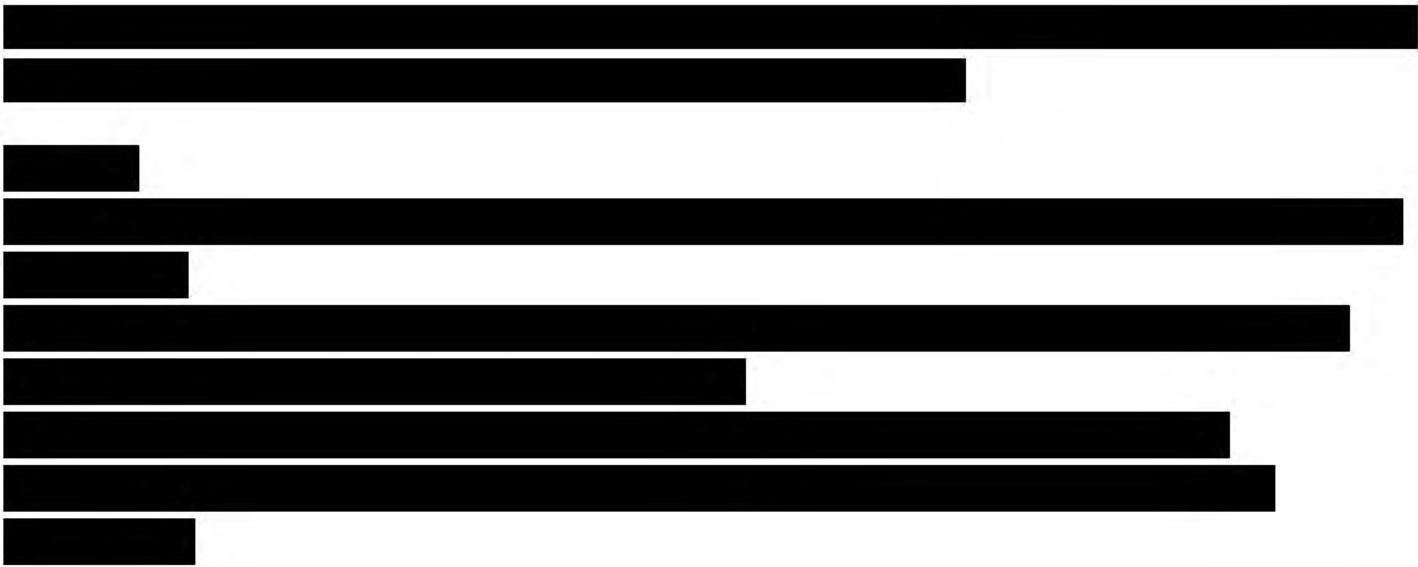
This year's IRMP consultation will conclude after the deadline for this submission and as such we cannot yet provide outcomes from this year's exercise. There was no IRMP consultation in 2020 owing to the pandemic, so there are no outcomes to report from 2020/21.

However, in the past year we can report the following service developments from the ongoing dialogue we have undertaken as a result of less formal consultation with our LGBT+ partner organisations:

- as result of feedback from The [REDACTED] about making our own youth schemes more inclusive, throughout LGBT History Month in February 2021 we ran workshops with our five Prince's Trust young people's groups. This enabled us to talk to 16 and 24-year-olds about the risk factors that can put young LGBT+ people at an increased risk of fire and injury. The workshops allowed LGBT+ young people to share their experience and perspectives, giving cisgender peers and non-LGB peers an insight to how they can better support LGBT+ friends and family. Our youth staff have, as result, continued to develop their own understanding of issues affecting LGBT+ young people and are better placed to support them.

- working closely with [REDACTED] in [REDACTED] and [REDACTED] has enabled us to understand the needs of LGBT+ people who are homeless or at risk of becoming homeless. Following a workshop in July 2021 we are now reviewing our Safe and Well booklet to include information on how to stay safe and well while in transient accommodation. The booklet also includes inclusive language and imagery, and key LGBT+ contacts for signposting.


- [REDACTED] is now able to signpost LGBT+ people to our prevention services and youth programmes through its [REDACTED] after we supported its establishment with a donation and provided its project managers with information about the range of ways in which we can support people. This should increase LGBT+ participation in our youth programmes and encourage more older LGBT+ people to take up the offer of a Safe and Well visit.



B. 51 - 75 per cent



Due to robust monitoring of e-learning completion and staff training records, we know in real time how many staff have completed EDI related training. We can report that the overall completion rate is currently 73% of our total workforce who have completed training which explicitly covers LGBT+ identities in respect of our communities (i.e. customers as opposed to colleagues). That figure rises to over 90% of frontline public-facing prevention staff, including our Safe and Well advocates and youth teams.



Our 'customer facing' LGBT+ Awareness Training is interactive and is has the biggest impact when delivered in person. Sessions are usually delivered to groups of between six and 20 staff members. Sessions are delivered over a three or four hour period which is usually delivered in a half day block. Group activities stimulate creative thinking and shared learning. Case studies and scenario based exercises are used to share best practice and overcome potential issues and barriers that sometimes occur in domestic or service delivery situations.

As demonstrated in the evidence attached, the two combined Powerpoint presentations cover 'meeting the needs of community members' and 'youth engagement'. Both training packages include definitions, legal responsibilities and legislation, types of barriers, language and terminology, best practice, real life scenarios and case studies.

A combination between individual, 'pair and share' tasks and group work enables staff to work independently and work as a team to devise a response or strategy to overcome potential issues when delivering fire related services in various community settings. The scenario-based exercises provide some insight to best practice and group discussion is always active during this part of the training where 'do's and don'ts' can be teased out. As you will find from the training packages, we devise training based on the approach or type of service delivery and while some content will remain the same. Some adaptations will be made based on the nature of the engagement and profile of the target audience.



[LGBT Awareness Training Safe and Well and Youth Engagement.pptx](#)

**Filename:** LGBT Awareness Training Safe and Well and Youth Engagement.pptx **Size:** 6.5 MB

[REDACTED]

Yes

[REDACTED]

[PUBLIC STATEMENT.jpg](#)

**Filename:** PUBLIC STATEMENT.jpg **Size:** 204.7 kB

[REDACTED]

[REDACTED]

We promote our policy that bans biphobic, homophobic and transphobic discrimination in the delivery of our services by:

- publishing our Dignity at Work Policy (submitted as evidence in Section 1) on our public website, to promote our zero tolerance approach. This policy gives all our staff the confidence to call out and report unacceptable behaviour towards them

- including reference in our terms of conditions of booking visits to our education centre

- making a clear commitment to this effect on the compliments and complaints section of our website (evidence attached).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Yes



[REDACTED]

The evidence we have uploaded demonstrates the incredibly broad range of activity we take throughout the year to make it clear to our communities that we are a public sector organisation that is committed to being LGBT+ inclusive in the delivery of our services:

- signs and symbols: flying rainbow flags at all our sites during LGBT+ History Month; issuing rainbow lanyards, laces and epaulets to staff; incorporating the rainbow into our logo and branding during Pride Month; wrapping an operational fire engine and prevention vehicle in rainbow colours
- social media and communications; marking awareness and visibility days throughout the year through lively and engaging updates across all our accounts; regular updates in our Service publications including the annual report and monthly magazine; promoting our performance in Stonewall's Workplace Equality index in our local media and with large '3rd' plaques at our headquarters and education centre.
- events: running our own national Proud to Provide conference and #LiftforPride initiatives; supporting local pride events; working with LGBT+ partner organisations to run workshops and seminars.

[REDACTED]

[8.12 Evidence.docx](#)

**Filename:** 8.12 Evidence.docx **Size:** 3.2 MB

[REDACTED]

**Completed - 1 Oct 2021**

[REDACTED]

This is my form.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Yes

[Redacted]

[Stonewall WEI Staff Survey Evidence.docx](#)

**Filename:** Stonewall WEI Staff Survey Evidence.docx **Size:** 143.3 kB

[Redacted]

**Incomplete**

[Redacted]

This is my form.

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

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[Redacted]

(No response)

[Redacted]

(No response)

[Redacted]

(No response)

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[Redacted]

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[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

(No response)

[Redacted]

[Redacted]

(No response)

# 1179 Adoption Leave Policy

The following policy sets out the statutory and enhanced Adoption Leave benefits available to Cheshire Fire and Rescue Service (CFRS) operational, support, part time, full time and fixed term employees (who have the relevant continuous service).

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	June 2021
<b>REVIEW DUE DATE</b>	Controlled by Corporate Docs
<b>VERSION CONTROL</b>	1.4

## OTHER (CROSS) REFERENCES:

[1180 Parental Leave Policy](#), [1181 Paternity Leave](#), [1225 Flexible Working](#), [1230 Pay and Recognition Policy](#), [1214 Reorganisation Policy](#), [1215 Redeployment Policy](#), [1197 Special Leave: Shared Parental Leave Policy](#); [Agile Working Policy](#)

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# PART 1 – POLICY SECTION

## 1. Introduction and Scope of Policy

- 1.1 This policy sets out the Adoption Leave Scheme provided by Cheshire Fire and Rescue Service (CFRS) to its employees and explains the statutory and occupational entitlements in respect of Adoption Leave and Pay. This policy is applicable to all CFRS operational, support, part time, full time and fixed term employees regardless of gender and includes surrogacy.
- 1.2 The purpose of this policy and associated procedures is to:
- Support staff to balance work and family life
  - Maintain contact with staff and assist them in their return to work
  - Retain staff and thereby promote equality and diversity within the workplace.
- 1.3 This policy should be read in conjunction with the Shared Parental Leave Policy and Paternity Policy. Shared parental leave provides parents with more flexibility in how to share the care of their child during the first year. Adopters can opt to curtail their Adoption Leave early and to share the remaining leave and pay entitlement with their partner. This enables parents to choose to be off work at the same time and/or take it in turns to have periods of leave to look after their child.
- 1.4 Where this policy refers to spouse, partner, parent or adopter this is regardless of gender and includes same sex spouses, partners and parents.

## 2. Statutory Adoption Provisions

### Adoption Leave

- 2.1 The law provides up to 52 weeks' of Adoption Leave which is made up of 26 weeks' Ordinary Adoption Leave (OAL) and 26 weeks' Additional Adoption Leave (AAL).
- 2.2 To be eligible employees must fall into one of the following categories as the primary carer:
- Have been newly matched with a child/children for adoption by an approved adoption agency and have agreed to take the child;
  - Are, or expect to be, the parent of a child under a parental order in a surrogacy arrangement where one of the intended parents is the biological parent of the child;
  - Are an approved prospective adopter who will look after a child/children as part of a "fostering to adopt" arrangement, and have been notified of



the placement.

2.3 Adoption Leave is an immediate entitlement and there is no qualifying period.

2.4 Adoption Leave can start:

- When a child starts living with the employee or up to 14 days before the placement date (UK adoptions).
- When the child arrives in the UK or within 28 days of arrival (overseas adoption).

### **Statutory Adoption Pay (SAP)**

2.5 SAP is a state benefit for employees on Adoption Leave, the conditions for which and the amount of which are determined by the Government, but paid by the employer.

2.6 SAP requires the first 6 weeks of Adoption Leave to be paid at 90% of the employee's average weekly earnings. Thereafter, employees receive the Standard Rate of SAP, or 90% of average weekly earnings, whichever is lower, for 33 weeks.

2.7 Average weekly earnings are calculated based on earnings over the 8 week period ending with the week in which the employee is notified of being matched with a child/children for adoption.

2.8 To qualify for SAP an employee must have:

- Completed at least 26 weeks of continuous service with CFRS by the week you were matched with a child; and
- Average weekly earnings above the lower earnings limit for National Insurance contribution purposes during the 8 week period ending with the week in which the employee is notified of being matched with the child / children for adoption.

## **3. CFRS Adoption Provisions**

### **Occupational Adoption Pay (OAP)**

3.1 OAP is provided by CFRS to give enhanced benefits to employees who intend to return to work after Adoption Leave. As from 1<sup>st</sup> April 2018, employees who have at least one year's continuous local government service will receive 45 weeks full pay (inclusive of SAP). Any Keeping in Touch ('KIT') days (see further below) which have been taken during this 45 week period or thereafter will be paid once full pay has been exhausted. Whilst you will receive normal

pay for any KIT days worked, you may prefer to bank the equivalent time off in lieu. If this is your preference, the lieu time must be taken within the 52 weeks Adoption Leave period. Further, if the employee chooses to take their contractual annual leave entitlement once OAP has been exhausted and all KIT days have been taken, then combined with the full pay entitlement and KIT days, they will receive a maximum 53 weeks of fully paid leave, dependent upon annual leave entitlement (plus any bank holiday entitlement which falls within the leave period).

The Service recognises that employees cannot be obliged to take annual leave and/or KIT days whilst on Adoption Leave. As such, if an employee decides not to take annual leave or KIT days, they will still be entitled to 52 weeks Adoption Leave. However, they will not be paid after 45 weeks leave.

For the avoidance of doubt, an employee who is not entitled to OAP will be paid for any KIT days taken in line with normal monthly pay procedures (upon authorisation of KIT Day claim form).

3.2 To qualify for OAP an employee must:

- Have completed at least one year's continuous local government service by the 'relevant' week.
- Have provided documentary proof from an adoption agency that is recognised in the UK to show that they are eligible for SAP and OAP.
- Have followed the procedure set out in this document, confirming in writing to CFRS of the intent to return to work at the end of the period of Adoption Leave for at least 12 weeks. (This 12 week period would exclude sickness absence and extended unpaid leave).

### **Time Off Prior to Adoption**

3.3 It is recognised that adopting in the UK or elsewhere, involves pre-adoption stages, which can be both lengthy and difficult. Typically there is a process of checks, referee interviews, applicant interviews, familiarisation sessions and training, mostly that cannot be done outside of normal working hours. In recognition of this, employees applying to be adoptive parents can apply for paid time off during Stage One and/or Stage Two of the process. A maximum of 5 days paid special leave can be approved as Pre-Adoption Leave.

### **Childcare Vouchers**

**This scheme is closed to new entrants from 1 October 2018. The below information is for existing members only.**

3.4 CFRS operates a childcare voucher scheme to help employees with childcare costs. Under the scheme, the Government will allow working parents to receive a fixed amount per week and per month in childcare vouchers, free of

tax and NI. The salary amount exempt from tax and NI is updated each April with current rates contained in Appendix G of the [CFRS Pay and Recognition Policy](#). Adoption Leave can affect childcare voucher arrangements and in order to qualify for receipt of full SAP (Statutory Adoption Pay) an employee already in the scheme can choose to withdraw from the scheme during the eight week 'relevant period' for calculating SAP. Please refer to Procedure 4 in the Procedure Section.

### **Flexible Working Requests**

- 3.5 A member of staff who indicates they wish to return to work on different working hours following Adoption Leave should submit a request under the Flexible Working Policy. The ability to request flexible working is a statutory right and the Service will consider any requests from employees to work different/part time hours on their return to work. No agreement to a requested change can however be guaranteed. Further information is available in the [Flexible Working Policy](#).

### **Agile Working Requests**

- 3.6 A member of staff who indicates they wish to return to work following Adoption Leave on an agile working basis, ie to carry out the duties of their role either from an alternative CFRS location or from the employee's home should submit a request under the [Agile Working Policy](#).

### **Shared Parental Leave**

- 3.7 The introduction of Shared Parental Leave (SPL) entitles the primary adopter to end their Adoption Leave early and share and remaining balance of leave with their partner. Both parents must meet certain eligibility criteria and their respective employers with the relevant notification requirements before any leave can be taken. Further details regarding Shared Parental Leave can be obtained via the policy, document number 1898.

## **4. Notification of Adoption Leave**

- 4.1 Early notification of adoptions is encouraged to ensure that future absence from the workplace can be planned for. The specific requirements and timescales in relation to notifying the Service of an adoption are outlined in the Procedure Section.

## **5. Communication and Keeping in Touch**

- 5.1 CFRS is very committed to ensuring that regular two-way communication prevails during periods of Adoption Leave. This is necessary to ensure that individuals have access to support and do not feel isolated during periods of Adoption Leave.
- 5.2 It is also required to ensure that new adoptive parents are kept aware of developments in the workplace, have access to opportunities, by receiving

copies of the green bulletin (detailed in Procedure 5) and are able to discuss plans for returning to work. The requirement for ongoing communication is the responsibility of both the Line Manager and the employee, and arrangements for contact should normally be discussed prior to commencement of the Adoption Leave period.

- 5.3 In order to provide a more tangible means of maintaining contact with the Service and to ensure work practices and risk critical operational training is up-to-date, a maximum of 10 Keeping in Touch Days (KIT) are offered. Employees can return to work on a voluntary basis during their Adoption Leave without losing the right to SAP or OAP. Details of how these days can be arranged and the extent to which they can be engaged in are outlined within the Guidance Section.

## **6. Returning to Work after Adoption Leave**

- 6.1 By law an employee who has only taken Ordinary Adoption Leave up to a period of 26 weeks is entitled to return to the same job they were in before they went on leave, and on terms and conditions that are no less favourable than those that would have applied had they not been absent.
- 6.2 A member of staff who has stated their intention to return to work after Additional Adoption Leave up to a maximum of 52 weeks will normally be re-employed in their previous post, but if there are exceptional reasons why this is not possible, they will be employed on similar work and on terms and conditions that are no less favourable.
- 6.3 CFRS understands that an employee may have concerns prior to returning to work following Adoption Leave, but it does require the employee to notify the Service of their intention at least 8 weeks prior to their return to work. Or, at the earliest opportunity to allow the organisation to plan for the return and to ensure that an employee has the necessary support to settle back into their role.
- 6.4 On occasion when individuals are absent from the workplace for extended period of time, their substantive role may be impacted by organisational change. In these circumstances employees on Adoption Leave will be consulted, in person or in writing, at the earliest opportunity. Employees on Adoption Leave will be treated no less favourable due to their absence and will be provided with the same information as all other staff affected by the change.
- 6.5 Employees shall have the right to return to the job in which they were employed. Where it is not practical by reason of redundancy or reorganisation to permit an employee to return to their substantive role a suitable alternative will be offered where available. The role will be appropriate and commensurate with the levels of responsibility, grade and terms and conditions of the role they were previously employed in.

- 6.6 An employee who fails to return to work after Adoption Leave will be treated as being on authorised absence, and the Service reserves the right to take appropriate disciplinary action up to and including dismissal. CFRS will in these circumstances seek to reclaim any payments made in excess of SAP.
- 6.7 If an employee leaves within 12 weeks of their return to work after Adoption Leave the Service has the right to recover any payment made in excess of SAP. This provision shall not apply to employees on a fixed term contract that expires either before their return to work or within a period of 12 weeks from return to work provided that they have not (i) been notified that their contract is to be renewed/extended or (ii) refused an offer of suitable alternative employment.
- 6.8 To assist operational employee's transition back to full operational duties, (dependant upon length of Adoption Leave) a period of retraining will be arranged in full consultation and agreement with the employee, tailored to their specific needs.

## **7. Agency Workers**

- 7.1 Agency workers are entitled to the same basic employment and working conditions as if they had been recruited directly, if and when they complete a qualifying period of 12 weeks in the same job.
- 7.2 It is the responsibility of the agency worker to notify both the Temporary Work Agency (TWA) and hirer (CFRS) of their adoption.

## **8. Benefits during Adoption Leave period**

- 8.1 During Adoption Leave the contract of employment continues. All terms and conditions of the contract continue and continuity of service is maintained.
- 8.2 During the period of Adoption Leave when the employee is still in receipt of full pay, pension contributions will continue as usual. Employer pension contributions will not be paid during any period of unpaid Adoption Leave and pensionable service will not be earned for this period. An employee may choose to make this period pensionable on their return to work by paying contributions. If the employee chooses to pay contributions for this period, CFRS will also pay the employer contributions to their pension scheme.
- 8.3 During the period of Ordinary and Additional Adoption Leave a member of staff will continue to accrue annual leave, including bank holidays in the normal way. Employees may take their annual leave at the beginning and/or end of the Adoption Leave. As set out above, if employees take their annual leave at the end of their Service OMP entitlement and after taking all KIT days, they will receive at maximum of 53 weeks full pay, depending on annual leave entitlement (plus any remaining bank holidays that fall within the leave period). If they choose not to do so, any outstanding annual leave from a

previous calendar year should be taken within three months of returning to work following Adoption Leave.

## **9. Problems during Adoption Leave**

9.1 CFRS recognises that problems during the adoption process and/or Adoption Leave can be very distressing. Therefore, special consideration will be given to individual circumstances and discretion exercised to decide upon any appropriate action, which may include extending Adoption Leave by invoking either Special Leave arrangements or the Parental Leave policy. Please refer to the Procedure and Guidance section for further information.

## **10. Roles and Responsibilities**

10.1 **Employees** must recognise the importance of keeping management informed of their intentions and circumstances at the earliest opportunity and provide all necessary documentation as required. Employees must also adhere to the requirements in relation to providing notice of intention to take Adoption Leave.

10.2 **Equality and Inclusion Officer** will meet with the employee as soon as possible after notification of adoption is received to provide guidance and support throughout the adoption process, Adoption Leave and on return to work.

10.3 **Line Managers** are responsible for the day-to-day operation of the policy and procedure and ensuring that it is adhered to consistently. Line managers will also provide guidance and support throughout the

10.4 **The Human Resources Team** is responsible for ensuring this procedure is implemented consistently across the organisation and to provide advice and guidance on its interpretation.

# **PART 2 - PROCEDURE SECTION**

## **Prior to Adoption Leave**

Procedure 1a Notification of Adoption Leave (Adoption within the UK)

Procedure 1b Notification of Adoption Leave (Adoption from Overseas)

Procedure 2 Placement and Match Appointments

Procedure 3 Problems during Adoption Leave

Procedure 4 Child Care Vouchers

### **During Adoption Leave**

Procedure 5 Maintaining Contact

Procedure 6 Keeping in Touch (KIT) Days

Procedure 7 Shared Parental Leave

Procedure 8 Grey Book Employee Leave Picks

### **Returning to Work**

Procedure 9 Returning to Work After Adoption Leave

Procedure 10 Resignation

Procedure 11 Changes to Contract of Employment -Requested by Employee

Procedure 12 Changes to Contract of Employment – Organisational Change

Procedure 1a

### **Notification of Adoption Leave (Adoption within UK)**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee notifies Line Manager and the Equality and Inclusion Officer, in writing of adoption within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable. HR Advisor is subsequently notified.	Employee
2	If the employee is eligible for SAP, a letter or matching certificate from the adoption agency is required providing details of the adoption to the Line Manager including: <ul style="list-style-type: none"><li>• Name and address of the adoption agency;</li><li>• Date on which the child is expected to be placed for adoption or, the date of adoption placement if child is already placed;</li><li>• Date on which employee was informed by the adoption agency that the child would be placed with employee for adoption.</li></ul>	Employee
3	Line Manager considers requirements for temporary cover in liaison with Head of Department and the appropriate HR Business Partner. A Vacancy Approval Form must be completed and passed to the Resourcing Team. Please refer to the 1 Minute Guide for guidance on how to complete the 'Vacancy Approval Form'.	Line Manager
4	If the employee wishes to change the date of Adoption Leave they must give a minimum of 28 days notice in writing to the Equality and Inclusion Officer. However, the Service does recognise that in some cases, this may not be possible.	Employee

5	The Equality and Inclusion Officer must forward a copy of the employee's letter advising the Service of the Adoption Leave or advising the Service of any changes, to their HR Advisor.	Line Manager
6	The HR Advisor will write to the employee confirming the date of expected Adoption Leave and entitlements within 28 days of receipt of their written notice. The pension option form MA1 will be enclosed for LGPS members.	HR Advisor
7	If the employee is a member of LGPS, they must complete the MA1 form and return to their HR Advisor.	Employee
8	Employee must forward the Matching Certificate provided to them from the adoption agency to their HR Advisor once received. Other evidence that can be accepted includes a letter from the adoption agency, confirming the adoption.	Employee
9	The HR Advisor will notify the Payroll Team by completing the 'Leave Form' once the Matching Certificate has been received.	HR Advisor
10	The HR Advisor will record all adoption details on the HR System and also liaise with the OPA Admin Staff to ensure that these details are recorded on Gartan Staffing System.	HR Advisor / OPA Admin Hub

Procedure 1b

**Notification of Adoption Leave (Adoption from abroad)**

	<b>Process/Action</b>	<b>Responsibility</b>
1	<p>Employee notifies Line Manager and the Equality and Inclusion Officer, in writing of adoption. Written notification should include:</p> <ul style="list-style-type: none"> <li>• The date on which they received 'official notification' (see glossary)</li> <li>• The date the child is expected to enter the UK and the date the child actually entered the UK (confirmed when this has taken place).</li> <li>• The date employee wants their Statutory Adoption Leave to start, providing at least 28 days of the start date, or providing notice as soon as is reasonably practicable.</li> </ul> <p>This notification should be provided within 28 days of receiving official notification, or as soon as is reasonably practicable. (Where an employee receives official notification before they have the necessary 26 weeks qualifying Service, employees can provide notice within 28 days of completing</p>	Employee



	26 weeks' continuous service).	
2	<p>The letter from the employee must also include the following information:</p> <ul style="list-style-type: none"> <li>• Name and address of the adoption agency;</li> <li>• Date on which the child is expected to be placed for adoption - or, where the child has already been placed for adoption the date of the placement;</li> <li>• Date on which employee was informed by the adoption agency that the child would be placed with employee for adoption.</li> </ul>	Employee
3	<p>Employee should also complete declaration form 'SC6' <a href="http://www.hmrc.gov.uk/forms/sc6.pdf">http://www.hmrc.gov.uk/forms/sc6.pdf</a>, to confirm that they have been elected to receive Statutory Adoption Pay and not Statutory Paternity Pay (Adoption) This should be attached to the letter provided by the employee including the information above.</p>	Employee
4	<p>Line Manager needs to consider requirements for temporary adoption cover in liaison with their Head of Department and the HR Business Partner. A <a href="#">Vacancy Approval Form</a> must be completed and passed to the Resourcing Team. Please refer to the 1 Minute Guide for guidance.</p>	Line Manager
5	<p>If the employee wishes to change the date of Adoption Leave they must give a minimum of 28 days notice in writing to the Equality and Inclusion Officer. The Service does recognise that in some cases this may not be possible.</p>	Employee
6	<p>The Equality and Inclusion Officer must forward a copy of the employee's letter advising the Service of any changes to their HR Advisor.</p>	Line Manager
7	<p>HR Advisor writes to the employee confirming the dates of expected leave, the date the Statutory Adoption Leave will end and entitlements within 28 days of receipt of their written notice. If the employee is a member of the LGPS, the pension option form MA1 will be enclosed.</p>	HR Advisor
8	<p>If the employee is a member of the LGPS, they must complete the MA1 form and return to their HR Advisor.</p>	Employee
9	<p>The employee must forward the documentation provided to them from the adoption agency to their HR Advisor once received (- this will include the 'official notification' letter which confirms eligibility for adoption has been granted).</p>	Employee
10	<p>HR Advisor notifies the Payroll Team by completing the 'Leave Form' once all documentation from the adoption agency has been received.</p>	HR Advisor

11	HR Advisor records all adoption details on the HR system and also liaises with the Staffing Resource Coordinator to ensure that these details are recorded on Gartan Staffing System.	HR Advisor
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Procedure 2

**Time Off prior to Adoption – Notification and Recording Appointments**

	<b>Process/Action</b>	<b>Responsibility</b>
1	During Stage One and Two appointments should be arranged in employee's own time as far as possible. Where this is not possible employee can request up to a maximum of 5 days paid time off. These should be requested as paid special leave requests.	Employee
2	Employee should give Line Manager as much notice as possible of appointments.	Employee
3	Line Manager will note and authorise time off for appointment	Line Manager
4	Support Staff Timesheet – Employee must record full hours for that particular day regardless of time/length of appointment	Employee
5	Operational Staff – Line manager to inform the OPA Staffing Resource Co-ordinator and HR Advisor who will make the necessary changes to the staffing system.	Line Manager

Procedure 3

**Problems During Adoption Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Employee must notify their Line Manager of any changes to their circumstances as soon as is reasonably practical.	Employee
2	Line Manager must seek advice from their HR Advisor before advising the employee of any entitlements regarding Statutory Adoption Pay/Leave.	Line Manager
3	Line Manager and HR Advisor establish the various options for the employee. Where required discussions should be held to seek authorisation in respect of options with the Head	Line Manager/HR Advisor/Head of Department (where

	of Department.	applicable)
4	The options will be discussed between the employee, Line Manager and HR Advisor (via telephone/meeting depending on circumstance).	Employee/Line Manager/HR Advisor
5	Once agreements are made, the HR Advisor in conjunction with the Line Manager will write to the employee to confirm what action will be taken in relation to their new circumstances.	HR Advisor Line Manager
7	HR Advisor will liaise with the Payroll Team if any pay adjustments are to be made.	HR Advisor
8	Employee completes a Special Leave form if required which is authorised by the Line Manager and the Duty Station Manager/Head of Department.	Employee/Line Manager/Duty Station Manager/Head of Department
9	HR Advisor will record relevant changes in the HR system.	HR Advisor
10	The Line Manager and will monitor and address any developments in the change of circumstances.	Line Manager

#### Procedure 4

#### **Child Care Vouchers**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee must notify their Line Manager/HR Advisor that they are currently receiving child care vouchers when first notifying them of their Adoption placement.	Employee
2	HR Advisor notifies the Payroll team.	HR Advisor
3	Employee can choose to withdraw from the scheme during the 8 weeks 'relevant period' (see glossary) and re-join again following this. This must be requested in writing by the employee to the Line Manager/HR Advisor.	Employee
4	Further information can be found within the <a href="#">Guidance Section</a> attached to this policy and the <a href="#">Pay and Recognition Policy</a>	Employee/Line Manager

#### **During Adoption Leave**

#### Procedure 5

#### **Maintaining Contact**

	<b>Process/Action</b>	<b>Responsibility</b>
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1	Line Manager and employee agree regular dates (monthly contact recommended) to contact each other prior to the employees' Adoption Leave commencing.	Line Manager/Employee
2	Line manager to record details of conversations that take place throughout the employee's Adoption Leave on the Welfare Log (as available on Manager Self-Serve).	Line Manager
3	Employee must keep Line Manager informed of any changes to circumstances and their plans to return to work (8 weeks notice for return date required). Also if contact details change.	Employee
4	Line Manager must keep the employee informed of any important developments in the work place.	Line Manager
5	Copies of the CFRS Weekly Bulletin ('The Green') will be sent to all employees during Adoption Leave. Responsibility for this lies with the current Line Manager (via Customer Services) for all employees.	Line Manager
6	Keeping in Touch (KIT) Days can also be arranged during this contact (please refer to procedure 13 below).	Line Manager/Equality Inclusion Officer/Employee

#### Procedure 6

#### **Keeping in Touch (KIT) Days (10 days maximum)**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Service strongly encourages employees to take KIT days and discussions will be held with the Equality and Inclusion Officer in advance. The Equality and Inclusion Officer will authorise KIT days.	Line Manager/Equality and Inclusion Officer
2	The Equality and Inclusion Officer must consider appropriate arrangements for the KIT day and discuss this with the individual in advance. Risk critical operation training may be incorporated into KIT days wherever possible, including BA hot fire; BA refresher; RTC, height safety and water safety. Risk assessments must be completed where appropriate.	Line Manager
3	KIT days may also be used for the purpose of carrying out appraisals and ensuring CPD is discussed at the appropriate juncture. The Equality and Inclusion Officer will liaise with Line Managers for these purposes.	Equality and Inclusion Officer/Line Manager
4	The employee must complete the KIT day claim form if on a period of unpaid Adoption Leave.	Employee
5	Line Manager must keep a record of the KIT days on the Welfare Log available on manager self serve to allow them to cross reference it with any claim forms submitted by the employee.	Line Manager

6	The employee must forward the KIT form to the Equality and Inclusion Officer for authorisation, who will subsequently forward for payment. Where an employee prefers to bank the equivalent time off in lieu, the form should still be submitted and the lieu time must be taken within the 52 week Adoption Leave period.	Employee
6	Payroll Team will process. Payment made to the employee once Service OAP has been exhausted (where entitled) or in the normal monthly pay.	Payroll Team

Procedure 7

**Shared Parental Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	If the employee considers ending their Adoption Leave early to take a period of Shared Parental Leave with their partner, they must refer to the Service's <a href="#">Shared Parental Leave Policy</a> [#1989] and follow the relevant process.	Employee + Partner
2	<b>Important:</b> The employee and their partner must check they both meet the eligibility criteria for Shared Parental Leave. This can be done via the <a href="#">Gov.website</a> .	Employee + Partner

Procedure 8

**Grey Book Employee Leave Picks**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Watch Manager must contact the employee on Adoption Leave to include in the picking of annual leave.	Watch Manager/Employee
2	Leave dates agreed.	Watch Manager/Employee
3	The Watch Manager must send the employee confirmation of leave picks once agreed and bear them in mind when making child care arrangements for their return to work at the end of their Adoption Leave.	Employee

**Returning to Work**

Procedure 9

**Returning to Work After Adoption Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
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1	Employee must inform their Line Manager of the date they intend to return to work (at least 8 weeks in advance).	Employee
2	Line Manager must liaise with HR Business Partner to make arrangements to conclude any temporary cover, including notifying any temporary staff.	Line Manager
3	The Line Manager must conduct a return to work induction using the <a href="#">Corporate Induction Checklist - (PDF 183 KB)</a> and any local induction documentation, and agree an initial Development Plan / PDR Pro (see Appendix 3, Operational). Reference should be made to the Service Training Forecast and Operational Training Cycle (inc. development material on LearnPro)	Line Manager
4	A DSE assessment must be completed, via LearnPro.	Line Manager/Employee
5	Line Manager must ensure ICT provisions have been organised and ready for use upon the employee's return.	Line Manager/ICT
6	Line Manager must ensure that the correct and required equipment is available to the employee upon their return.	Line Manager/Stores
7	Payroll will contact those members of the New Firefighters' Pension Scheme and the Firefighters' Pension Scheme to confirm whether they wish to re-pay pension contributions for any period of unpaid Adoption Leave.  For the Local Government Pension Scheme, the right to exercise the option to repay pension contributions must be made in writing to HR within 30 days of returning to work, by completing an amended 'MA1 / 2' form provided by the HR Department.	Payroll/ Employee
8	Employees are welcome to contact the Equality and Inclusion Officer ahead of their return to discuss such matters as uniform and new developments within the Service. Contact details are as follows: Email Equalities@cheshirefire.gov.uk or ring 01606 868700.	Employee/Equality and Inclusion Officer

Procedure 10  
**Resignation**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee must give the required period of notice as set out in their contract of employment.	Employee
2	Notice must be given in writing to Line Manager.	Line Manager
3	Written notice to be forward to the HR Advisor.	Line Manager

4	Outstanding leave must be calculated and the HR Advisor informed.	Line Manager
5	The employee will be required to refund any Occupational Adoption Pay received if they do not return to work for at least 3 months following Adoption Leave.	Employee
5	Service will acknowledge resignation in writing and details of how any outstanding payments by either the employee or the Service will be made.	HR Advisor
6	P45 will be sent direct to the employee's home address.	Payroll Team

Procedure 11

**Changes to Contract of Employment – Requested by Employee**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Change request should be submitted by the employee in writing ( <a href="#">FR1 form</a> ) create link in accordance with the <a href="#">Flexible Working Policy</a> and <a href="#">Flexible Working Application Procedure</a>	Employee
2	Service will respond within 28 days in accordance with the Flexible Working Policy and Flexible Working Application Procedure.	Line Manager/HR Advisor
3	The employee will be notified of the outcome in writing.	Line Manager/HR Advisor
4	If a flexible working request is agreed it may take up to 3 months to complete the request process and implement the change.	Line Manager/HR Advisor
5	If the application is not accepted the employee will be given notification of the appeals process. Please refer to the <a href="#">Flexible Working Policy</a> and <a href="#">Flexible Working Application Procedure</a> .	Employee/Line Manager

Procedure 12

**Changes to Contract of Employment – Organisational Change**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee will be consulted in accordance with the <a href="#">1214 Reorganisation</a> , <a href="#">1215 Redeployment</a> and <a href="#">1229 Early Retirement and Severance</a> . This will be done at the same time as all other staff affected by the change are notified.	Line Manager/Head of Department/HR
2	Copies of all documentation will be sent to the individual on	Line Manager

	Adoption Leave.	
3	The employee will be invited to attend any team meetings/briefings in relation to the organisational change.	Line Manager

## PART 3 – GUIDANCE SECTION

### Definition of Terms

Listed are some of the key terms and acronyms in relation to Adoption Leave which are used throughout the Policy:

#### **Adopter**

This means the person(s) who are going to adopt a child. They may be going to adopt a child on their own, or with their partner (regardless of gender).

#### **Adoption Leave**

This is available to:

- individuals adopting a child on their own, or
- one member of a couple adopting a child together.

The adopter is entitled to 52 weeks statutory Adoption Leave.

SAP is payable for 39 weeks. An employee who does not qualify for SAP may still qualify for Adoption Leave. For more information about Adoption Leave go to [www.businesslink.gov.uk/workandfamilies](http://www.businesslink.gov.uk/workandfamilies)

#### **Declaration of Entitlement**

Form (SC6) on which an employee who is adopting a child from abroad with their partner must declare that they are not receiving or have not applied for Ordinary Statutory Paternity Pay (OSPP).

#### **Lower Earnings Limit (LEL)**

The minimum amount of earnings that an employee needs to qualify for benefits. It is also the level that employee's Average Weekly Earnings (AWE) must reach in a specific period for them to qualify for SAP.

#### **Pre-Adoption – Stages One and Two**

These are the preliminary stages of the adoption process where a prospective adopter has to undertake a series of meetings, training sessions and is subject to stringent reference checks and scrutiny by an assigned social worker. Typically during Stage One this requires an approximate 5 day commitment. Typically during Stage Two this requires approximately 8 meetings with social workers that are approx. 3 hours in duration. In an effort



to assess flexibility social workers require the meetings during Stage Two to be held during normal office hours.

### **Matching**

Once approved by a panel at the end of Stage Two to adopt, the matching process commences to identify a suitable child/children for the adopter(s).

### **Matched**

A matching panel comprising of representatives from the adoption agency and respective council has decided that a person is suitable to adopt a particular child. The adoptive parent(s) may be given a 'matching certificate' letter from the agency.

### **Matching Date**

The date when the adoption agency told the employee that they had been matched with a child.

### **Matching Week**

Prior to the child/children being able to move in the adopter has to spend approximately one week with the child/children in their temporary place of residence. Depending on the location of the child this is likely to require the adopter to spend time away from home and will involve visits from the child's social worker, adopter's social worker, and spending time with temporary foster carers to get more in-depth understanding of the child.

### **Adoptive Placement/Placed**

The child starts living with the adoptive parent but are not yet legally adopted. Adoptive placements are required to have a minimum period of 10 weeks before the adopter can apply for an adoption order to get full legal responsibility for the child. During this 10 week period the legal responsibility for the child remains with the local authority and as such there is still a lot of interaction with social workers. At this stage even though the Adoption Leave will have commenced there is a possibility that the adoption order may fail and the adopters do not gain legal responsibility for the child.

### **Official Notification**

The letter from the relevant domestic authority to confirm that someone adopting a child from overseas has been approved as a suitable adoptive parent.

### **Set Period/ Relevant Period**

The 'set period', or 'relevant period', is needed to establish the earnings to be used and the number of days, weeks or months to divide those earnings by. All earnings paid in the 'set period' are divided by the number of days, weeks or months in that 'set period'. Regulations define the set period, as the period between:

- Date 1 the last normal payday on, or before the Saturday of the matching week or official notification week, This payday will be **Date 1** in the 'set period', and
- Date 2 the last normal payday falling not less than eight weeks before the payday at Date 1. **Date 2** will be the day after this payday and is the start of the 'set period'.

## FREQUENTLY ASKED QUESTIONS

### LEAVE

<b>Q</b>	<b>What is Statutory Adoption Leave?</b>
<b>A</b>	Statutory Adoption Leave is the right to 26 weeks of Ordinary Adoption Leave (OAL) and 26 weeks of Additional Adoption Leave (AAL), making one year in total. The combined 52 weeks is known as Statutory Adoption Leave.
<b>Q</b>	<b>Who is Eligible to take Adoption Leave?</b>
<b>A</b>	An employee who is an approved adopter and has been matched with a child for adoption may be eligible for Adoption Leave. Other than being an approved adopter there are no other requirements to be eligible to take Adoption Leave. In order to receive pay whilst on Adoption Leave however they must have 26 weeks' continuous Service or more by the end of the week in which the employee is notified of being matched with a child for adoption.
<b>Q</b>	<b>When Can Adoption Leave be Taken?</b>
<b>A</b>	<p>For a child adopted from within the UK, the period of Adoption Leave may begin from the date on which the child is placed with the employee for adoption, or from a fixed date, up to 14 days beforehand. As the matching week prior to the child moving in requires continuous interaction it is likely that employees will need to commence their Adoption Leave prior to the date that the child becomes resident with them.</p> <p>In the case of a child adopted from overseas, the period of Adoption Leave may begin on the date on which the child enters UK or on a predetermined date that is no later than 28 days after the date on which the child entered UK.</p> <p>Adoption Leave can start on any day of the week, but it cannot be used to cover the period employees spend travelling overseas to arrange the adoption or visit the child.</p>
<b>Q</b>	<b>What provision is available to assist the employee during Stage One and Stage Two of the adoption application process?</b>
<b>A</b>	Ideally employees should try to arrange as many appointments in their own time but it is also understood that the requirements of the pre-adoption processes may require the individual to assign up to approximately two weeks of their own personal annual leave allowance. Where required the Service has provision to authorise a total of 5 days paid leave to support employees during Stage One and Two of the process. The 5 days is to be taken across the two stages not 5 days for each stage of the process.

<b>Q</b>	<b>Can an employee request to return to work on different or part time hours following Adoption Leave?</b>
<b>A</b>	If an employee decides that they would like to work different / part time hours on their return to work they should submit their request in writing. – Please refer to the Flexible Working Policy. The employee should provide a proposed start date and be submitted as early as possible to provide the Organisation with time to consider the request. This may take up to 14 weeks, although requests will be dealt with as expediently as possible and in accordance with the Statutory Right to Request Flexible Working procedure. The employee will be notified of the outcome in writing. Should the application not be accepted the employee will be given notification of the appeals process. Please refer to procedure 11.
<b>Q</b>	<b>Can an employee request to work from home?</b>
<b>A</b>	Yes, for further information please refer to the <a href="#">Agile Working Policy</a>
<b>Q</b>	<b>What happens if the child is placed early or late?</b>
<b>A</b>	<p>The employee is permitted to bring forward their Adoption Leave start date, provided that they advise the Service in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.</p> <p>The employee may also postpone their Adoption Leave start date, provided that they advise the Company in writing at least 28 days before the original proposed start date or, as soon as reasonably practicable.</p>
<b>Q</b>	<b>What happens if the Adoption Order is not approved by the courts which results in a child's placement being terminated during Adoption Leave?</b>
<b>A</b>	<p>On occasion, the initial adoption placement is not given permanency and this could be as a result of the adoption order not being successful in the courts. As an adoption order cannot be submitted to the courts until at least 10 weeks after the child has been matched and placed with the adoptive parents, depending on the circumstances it is possible that the child will remain in residence with the adopters until alternative arrangements are made. If the expected placement does not occur, provision for an additional eight weeks of Adoption Leave will be provided.</p> <p>However, in the event of any problems, employee are advised to contact their Line Manager who will seek advice of any entitlement regarding pay and/or leave. Special consideration will be given to individual circumstances and where necessary additional special leave may be granted.</p>
<b>Q</b>	<b>What if an employee intends to return to work before the expiry of their Adoption Leave period?</b>
<b>A</b>	For Grey Book staff, an employee who wishes to return to work before the end of the Adoption Leave period must give twenty-eight days' notice to the Service. If such notice is not provided the Authority may postpone the return until twenty-eight work days from the notice being received, or by the end of the Adoption Leave period, if sooner.

	For Green Book staff, if an employee intends to return to work before the expiry of their Adoption Leave period, or to change any previous notification they have given, then they must give 8 weeks notice. The employee's return date may be postponed by the employer for up to 8 weeks if proper notice is not given, but the postponement will not extend beyond the date when the employee's Adoption Leave was due to end.
<b>Q</b>	<b>Will an operational employee be watch aligned when they return on non operational duties?</b>
<b>A</b>	Yes, however if an employee decides that they would like to work different or part time hours on their return to work they should submit their request in good time under the Statutory Right to Request Flexible Working procedure. All requests will be considered appropriately although no agreement to a requested change can be guaranteed. Please refer to procedure 11.
<b>SHARED PARENTAL LEAVE</b>	
<b>Q</b>	<b>What is Shared Parental Leave?</b>
<b>A</b>	Shared Parental Leave is a new entitlement that allows eligible adopters the opportunity to end their Adoption Leave early and share any remaining leave with their partner. Both parents must meet eligibility criteria and provide relevant notifications in order to take Shared Parental Leave.
<b>Q</b>	<b>How much leave can be shared between parents?</b>
	The amount of leave available is dependent upon how much Adoption Leave the primary adopter has already taken. For example, an adopter decides to end their Adoption Leave after 12 weeks, leaving a balance of 40 weeks leave remaining, which can then be shared.
<b>Q</b>	<b>When Can Shared Parental Leave Be Taken?</b>
	Provided both employees meet the eligibility requirements and the correct notification is given, Shared Parental Leave can be taken at any time in the first year of the adoption placement.
<b>Q</b>	<b>Is Shared Parental Leave Paid?</b>
	Payment is explained further in the Shared Parental Leave Policy.
<b>PAY</b>	
<b>Q:</b>	<b>Who is entitled to Adoption Pay?</b>
<b>A:</b>	<p>All employees with 26 weeks continuous local government service ending with the week</p> <ul style="list-style-type: none"> <li>• In which they are notified of the match with a child for adoption within UK</li> <li>• Or, ending with the week in which the official notification was received for adoptions from abroad.</li> <li>• (However for adoptions from abroad, the 26 weeks continuous service can</li> </ul>

	<p>commence with the week in which their employment began, if official notification was received before this).</p> <p>are entitled to up to 39 weeks Statutory Adoption Pay (SAP).</p> <p>To qualify for Adoption Pay employees also need to:-</p> <ul style="list-style-type: none"> <li>• Be newly-matched with a child for adoption by an approved adoption agency</li> <li>• Have notified their Line Manager of their intention to stop work because of adoption - and this must be in line with Procedure 1a and 1b.</li> <li>• Have average weekly earnings in the 8 weeks up to and including the Qualifying Week at or above the lower earnings limit (see glossary) for payment of national insurance contributions</li> <li>• produced a 'Matching Certificate' for adoptions within UK, or produced the 'Official Notification' for adoptions from abroad.</li> </ul> <p>During the first week of Adoption Leave the employee will be entitled to full pay, offset by SAP.</p>
<b>Q:</b>	<b>If an employee is entitled to SAP and Occupational Adoption Pay, what pay will they receive?</b>
<b>A:</b>	<p>As from 1 April 2018, the Service will pay 45 weeks of leave on full pay inclusive of SAP. Employees will also be entitled to be paid for up to 10 KIT days and for any outstanding annual leave they choose to take once their full pay and KIT days have been exhausted. This could give them up to a maximum of 53 weeks of fully paid leave, dependant on annual leave entitlement.</p> <p>The Service recognises that employees cannot be obliged to take annual leave and/or KIT days whilst on Adoption Leave. As such, if an employee decides not to take annual leave and/or KIT days, they will still be entitled to 52 weeks Adoption Leave. However, they will not be paid after 45 weeks leave.</p>
<b>Q:</b>	<b>If an employee does not have 26 weeks continuous local government service for SAP, what should they do?</b>
<b>A:</b>	<p>If an employee does not qualify for SAP, they will be sent an 'SAP1' form from the Payroll Department. In these circumstances, it is advised that the employee contacts their adoption agency to find out if they can get any other help. Employees may be able to get Income Support while on Adoption Leave. In addition, employees may be able to claim Child Benefit or tax credits. Please go to <a href="#">HM Revenue &amp; Customs: Home Page</a> for more information.</p>
<b>Q:</b>	<b>If eligible, when will an employee start receiving Adoption Pay?</b>
<b>A:</b>	<p>Adoption pay commences from the first day of Adoption Leave and will be paid at the same intervals as an employee currently receives pay (i.e.monthly).</p>
<b>Q:</b>	<b>What is defined as a 'week's pay'?</b>
<b>A:</b>	<p>A week's pay is the amount paid to an individual for working the normal number of hours per week as set out in their current contract of employment.</p>

	<p>For employees on the 'On Call' duty system a weeks pay is defined as the average weekly remuneration of the previous twelve weeks, (excluding any week in which an employee has been sick or received no pay) taking all payments into account. Weekly pay for annual leave purposes for On Call employees is calculated based on a 52 week average of remuneration.</p>
<b>Q:</b>	<b>What happens to National Insurance and Tax contributions during Adoption Leave?</b>
<b>A:</b>	Both SAP and OAP are subject to normal deductions during Adoption Leave.
<b>Q:</b>	<b>What happens to pension contributions during Adoption Leave?</b>
<b>A:</b>	<p>Employees who pay contributions to the Local Government Pension Scheme, New Firefighters' Pension Scheme 2006, or Firefighters' Pension Scheme (1992) will continue to do so whilst receiving any occupational or statutory payments when on Adoption Leave.</p> <p>The amount paid will be the usual percentage contribution based on the employee's normal salary. This will continue until the employee ceases to receive any Adoption Pay. This ensures that the employee retains full pensionable service during this period, even though they could be paying less than they would normally pay when receiving their normal salary.</p> <p>If an employee continues onto unpaid Additional Adoption Leave and returns to work, then they will have the option to elect to repay pension contributions if the employee wishes to count that period as pensionable service. If the employee elects to repay these contributions, Cheshire Fire and Rescue Service will also pay the Employer's contributions. Normal pension contributions will automatically resume upon return to work.</p> <p>For the Local Government Pension Scheme, the right to exercise the option to repay pension contributions must be made in writing to HR within 30 days of returning to work, by completing an amended 'MA1 / 2' form provided by the HR Department.</p> <p>For the New Firefighters' Pension Scheme 2006 and the Firefighters' Pension Scheme 1992, employees have a period of six months to opt to repay any contributions and repayment must also be made within the six month period from the date of election to repay the contributions.</p>
<b>Q:</b>	<b>What will happen if an employee currently receives childcare vouchers?</b>
<b>A:</b>	<p>For employees who elect to receive childcare vouchers there may be more flexibility to enable them to maximise tax and NI savings before taking Adoption Leave.</p> <p>An employee can choose to withdraw from the scheme during the eight week 'relevant period' for calculating SAP.</p> <p>For further information, please contact the Childcare Voucher provider or click on the following link: <a href="https://www.gov.uk/help-with-childcare-costs/tax-free-childcare">https://www.gov.uk/help-with-childcare-costs/tax-free-childcare</a></p>

<b>KEEPING IN TOUCH (KIT) DAYS</b>	
<b>Q:</b>	<b>Under what circumstances would a KIT day be arranged?</b>
<b>A:</b>	KIT days may be arranged, for example, to undertake staff development, attend a meeting, to take part in the appraisal scheme, CPD application/ discussions concerning CPD applications, or other activities to help employees keep in touch.
<b>Q:</b>	<b>Are KIT days paid or unpaid?</b>
<b>A:</b>	<p>Employees who attend work will receive their normal hourly pay for any hours worked on a voluntary KIT day. However, payment will be made once Service OAP has been exhausted to extend the employee's receipt of full pay for a longer period of their Adoption Leave. Employees may prefer to bank the equivalent time off in lieu which must be taken within the 52 week Adoption Leave period. Where the employee is not entitled to Service OAP a KIT day will be paid upon submission of the claim form in the normal monthly pay and will not break the employees SAP.</p> <p>Mileage and subsistence will be paid in accordance with the Pay and Recognition Policy if KIT days take place away from the employee's usual workplace.</p>
<b>Q:</b>	<b>Who decides that a KIT day can take place?</b>
<b>A:</b>	Although strongly encouraged, there is no obligation on the employee to undertake work, nor is there an obligation on Cheshire Fire and Rescue Service to provide work. The KIT days will only be arranged by mutual agreement and for very specific purposes. The Equality and Inclusion Officer will authorise such a day/s on request from the current / substantive Line Manager. Authorisation must be given prior to the current / substantive Line Manager confirming a KIT day with an employee.
<b>Q:</b>	<b>Can KIT days be scheduled for any time during Adoption Leave?</b>
<b>A:</b>	Yes, KIT days can be arranged for any time during Adoption Leave. Payment or time in lieu will be made as set out above. If the employee takes annual leave before returning to work and chooses to work during the annual leave period, this is not a Keeping in Touch day and additional payment will not be made.
<b>Q:</b>	<b>Is there a minimum/maximum numbers of KIT days?</b>
<b>A:</b>	An employee can work on a KIT day during their Adoption Leave for a maximum of 10 days. As it is not compulsory there is no minimum number set.
<b>Q:</b>	<b>If an employee does not want to attend work on a KIT day can they add the maximum of 10 days to their adoption entitlement?</b>
<b>A:</b>	No - Untaken KIT days cannot extend the Adoption Leave period.
<b>Q:</b>	<b>Can Adoption Leave be extended taking account of any 'KIT' days that have been worked?</b>
<b>A:</b>	No – KIT days worked also cannot extend the Adoption Leave Period and must be taken before the employee ends their period of Adoption Leave.

<b>SICKNESS ABSENCE</b>	
<b>Q:</b>	<b>What if an employee is sick on their expected return to work date following a period of Adoption Leave?</b>
<b>A:</b>	The employee will still be regarded as having returned to work from Adoption Leave and the Attendance Management policy will apply.
<b>CONTRACT INFORMATION</b>	
<b>Q:</b>	<b>Will an employee's continuity of employment be affected if Adoption Leave is taken?</b>
<b>A:</b>	Continuity of employment is maintained during Adoption Leave, which means there is no break in service during the employee's absence from work.
<b>Q:</b>	<b>What will happen to an employee's annual leave before, during and after Adoption Leave?</b>
<b>A:</b>	Employees continue to accrue full annual leave and public holidays whilst on Adoption Leave (both OAL and AAL). Line Managers will meet with individuals prior to commencement of Adoption Leave to discuss annual leave entitlement and the possibility of taking some or all of annual leave immediately prior to or immediately after the period of Adoption Leave.
<b>Q:</b>	<b>What will happen to an operational employee's leave picks while on Adoption Leave?</b>
<b>A:</b>	The employee's Watch Manager will contact them and include them in the leave picks for their watch to ensure consideration is given for when they return to work.
<b>Q:</b>	<b>What will happen to an employee's essential car user arrangements during Adoption Leave?</b>
<b>A:</b>	Employees will maintain the use of their car but as they will not be incurring any business mileage they will need to discuss the impact on their payments, taxation and mileage with the Fleet Manager and Finance Department.
<b>Q:</b>	<b>Will an employee need to return their mobile phone during Adoption Leave?</b>
<b>A:</b>	Yes, unless personal use is permitted in which case the use of a mobile phone will continue and the phone will not need to be surrendered.
<b>Q:</b>	<b>What if an employee wishes to resign before their Adoption Leave expires?</b>
<b>A:</b>	If an employee chooses not to return to work on the expiry of their Adoption Leave and decides to resign then they must give the required period of notice as set out in their contract of employment. Please note, if Occupational Adoption Pay has been paid and the employee does not return to work for at least 3 months, then they will have to repay the Occupational Adoption Pay. Please refer to the procedure section to establish what action is required.
<b>Q:</b>	<b>How much notice should be given to return to work on different hours or part time following Adoption Leave?</b>
<b>A:</b>	As much notice as possible. The process may take up to 3 months, although requests will be dealt with as expediently as possible and in accordance with the



Statutory Right to Request Flexible Working procedure.

If an employee decides that they would like to work different / part time hours on their return to work they should submit their request in writing including a proposed start date for the arrangements to begin giving the Service reasonable time to consider it and implement it should it be approved. The employee will be notified of the outcome in writing. Should the application not be accepted the employee will be given notification of the appeals process. Please refer to procedure 11.

## RELATED ENTITLEMENTS

### Parental Leave

In addition to Adoption Leave the employee may be entitled to up to 13 weeks unpaid Parental Leave to be taken separately up to the child's eighth (8) birthday. Guidance is provided within the Parental Leave Policy.

### Paternity Leave and Shared Parental Leave

Paternity Leave entitles eligible employees who have or expect to have responsibility for a child's upbringing to take Paternity Leave to help care for the child, or support the child's mother (the pregnant person who gives birth to a child) or primary adopter following the birth or adoption of a child (regardless of gender).

Paternity Leave can be taken as either one week or two consecutive weeks in a single block, which must be completed within 8 weeks of the child's birth/ or within eight weeks of the child being placed for adoption. Please refer to the [Paternity Leave Policy](#) for further information.

Shared Parental Leave allows eligible employees with parental responsibility the option to end Adoption Leave early and share any remaining leave with their partner during the child's first year. Guidance is provided within the Shared Parental Leave Policy.

### Flexible Working

Employees who have parental responsibility for a child can apply to work flexibly. Guidance is provided within the Flexible Working Policy.

# Adoption Leave Flowchart

*For UK Adoptions*

Employee advises EIO/LM in writing of adoption:

- For UK adoptions: No less than within 7 days of being matched with a child, or as soon as is reasonably practicable.
- For adoptions from abroad: Within 28 days of receiving official notification or as soon as reasonably practicable.

*For Adoptions from abroad*

The written notification should include:

- Name and address
- Name and address of adoption agency
- The date on which the child is expected to be placed for adoption or, where the child has already been placed for adoption, the date of the placement.
- The date adoption was confirmed by adoption agency
- Date when Adoption Leave to commence

The written notification should include:

- Date employee received official notification
- Date child is expected to enter UK and the date the child actually entered UK
- Name and address
- Name and address of adoption agency
- The date on which the child is expected /or was placed for adoption.
- The date adoption was confirmed by adoption agency
- Date when Adoption Leave to commence
- And employee should also complete form SC6

HR Advisor will write to the employee, confirming the date of expected leave and entitlements within 28 days of receipt of their written notice and will state latest return to work date

- Employee must send Matching Certificate or letter from the adoption agency to HR Advisor, for UK adoptions
- Employee must send documentation provided to them from the adoption agency (including official notification letter) to HR, for adoptions from abroad

Employees that meet criteria outlined in pay section of FAQ's are entitled to:

- The first week's Adoption Leave at full pay, (offset by Statutory Adoption Pay (SAP)).
- Statutory Adoption Pay (SAP) for up to 39 weeks upon commencement of Adoption Leave.
- Entitled to OAP – 45 weeks full pay (offset by SAP)

Employee returns to work

## CLAIM FOR KIT DAY

NAME	EMPLOYEE NO.	DATE KIT DAY WORKED	HOURS AT NORMAL RATE

Authorised by Equality and Inclusion Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

# 1222 MATERNITY SCHEME

The following policy sets out the statutory and enhanced Maternity benefits available to operational, support, part time, full time, temporary and fixed term employees. The policy also sets out the entitlements of Agency Workers.

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	June 2020
<b>REVIEW DUE DATE</b>	Controlled by Corporate Docs (or when statutory entitlements/ business needs change)
<b>VERSION CONTROL</b>	Controlled by Corp Docs
<b>OTHER (CROSS) REFERENCES:</b>	
<a href="#">CFRS-#1181-Paternity Scheme Policy</a> ; <a href="#">CFRS-#1180-Parental Leave Policy</a> ; <a href="#">CFRS-#1179-Adoption Leave Policy</a> ; <a href="#">CFRS-#1225-Flexible Working Policy</a> ; <a href="#">CFRS-#1230-Pay and Recognition</a> ; <a href="#">CFRS-#1157-Attendance Management</a> ; <a href="#">CFRS-#1214-Reorganisation Procedure – All Staff</a> <a href="#">CFRS-#1215-Redeployment Procedure – All Staff</a> and <a href="#">CFRS-#1286-Expectant and Breast Feeding Mothers</a> – <a href="#">CFRS#1989- Shared Parental Leave Policy</a> - <a href="#">CFRS Fitness Guidance and Firefighter Fitness Programme</a>	

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# PART 1 - POLICY SECTION

## 1. Introduction and Scope of Policy

- 1.1 This policy sets out the Maternity Scheme provided by Cheshire Fire and Rescue Service (CFRS) to its employees who are pregnant, have recently given birth, or who are undergoing fertility treatment (IVF) and explains the statutory and occupational entitlements in respect of maternity leave and pay. This policy is applicable to all CFRS operational, support, part-time, full-time and fixed term employees.
- 1.2 The purpose of this policy and associated procedures is to:
- Support staff to balance work and family life
  - Maintain contact with staff and assist them in their return to work
  - Retain staff and thereby promote equality and diversity within the workplace.
- 1.3 The Generic Risk Assessment for New and Expectant Mothers is reviewed simultaneously with all policy reviews.
- 1.4 This policy should be read in conjunction with the Shared Parental Leave Policy which provides parents with more flexibility in how to share the care of their child during the first year. Mothers can opt to curtail their maternity leave early and to share the remaining leave and pay entitlement with their partner. This enables parents to choose to be off work at the same time and/or take it in turns to have periods of leave to look after their child.
- 1.5 Where this policy refers to spouse, partner or parent this is regardless of gender and includes same sex spouses, partners and parents. All reference to 'mother' includes all people who can become pregnant.

## 2. Statutory Maternity Provisions

### Maternity Leave

- 2.1 The law provides up to 52 weeks of maternity leave which is made up of 26 weeks' Ordinary Maternity Leave (OML) and up to 26 weeks' Additional Maternity Leave (AML). This is regardless of the number of hours worked or the length of service.
- 2.2 CFRS will ensure that all employees take Compulsory Maternity Leave (CML) for a period of two weeks immediately after giving birth. By law an employee is not permitted to work during this period.

Maternity Leave is an immediate entitlement and there is no qualifying period.



## **Statutory Maternity Pay (SMP)**

- 2.3 SMP is a state benefit for employees on maternity leave, the conditions for which and the amount of which are determined by the Government, but paid by the employer.
- 2.4 SMP requires the first 6 weeks of maternity leave to be paid at 90% of the employees' average weekly earnings. Thereafter, employees receive the Standard Rate of SMP or 90% of average weekly earnings, whichever is lower, for 33 weeks.
- 2.5 Average weekly earnings are calculated based on earnings over the 8 week period ending with the last payday before the end of the employees' qualifying week. **The qualifying week is the 15<sup>th</sup> week before the week your baby is due.**
- 2.6 To qualify for SMP an employee must:
- Have completed at least 26 weeks of continuous service with CFRS by the qualifying week;
  - Still be employed by CFRS in the qualifying week; and
  - Have average weekly earnings above the lower earnings limit for National Insurance contribution purposes during the 8 week period up to the last payday before the end of the qualifying week.

## **3. CFRS Maternity Provisions**

### **Occupational Maternity Pay (OMP)**

- 3.1 OMP is provided by CFRS to give enhanced benefits to employees who intend to return to work after maternity leave. As from 1<sup>st</sup> April 2018, employees who have at least one years' continuous local government service will receive 45 weeks full pay (inclusive of SMP). Any Keeping in Touch ('KIT') days (see further below) which have been taken during this 45 week period or thereafter will be paid once full pay has been exhausted. Whilst you will receive normal pay for any KIT days worked, you may prefer to bank the equivalent time off in lieu. If this is your preference, the lieu time must be taken within the 52 weeks Maternity Leave period. Further, if the employee chooses to take their contractual annual leave entitlement once OMP has been exhausted and all KIT days have been taken, then combined with the full pay entitlement and KIT days, they will receive a maximum 53 weeks of fully paid leave, dependent upon annual leave entitlement (plus any bank holiday entitlement which falls within the leave period).

The Service recognises that employees cannot be obliged to take annual leave and/or KIT days whilst on maternity leave. As such, if an employee decides not to take annual leave or KIT days, they will still be entitled to 52 weeks maternity leave. However, they will not be paid after 45 weeks leave.

For the avoidance of doubt, an employee who is not entitled to OMP will be paid for any KIT days taken in line with normal monthly pay procedures (upon authorisation of KIT Day claim form).

3.2 To qualify for OMP an employee must:

- Have completed at least one years continuous local government service by the qualifying week and remain in work until the 11<sup>th</sup> week before the EWC; and
- Have followed the procedure set out in this document, confirming in writing the intent to return to work at the end of the period of maternity leave for at least 12 weeks. This 12 week period would exclude sickness absence and any period of extended unpaid leave.

### **Antenatal Care**

3.3 Pregnant employees are entitled to paid time off to attend antenatal care as advised by their doctor, registered midwife or registered health visitor. Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor has advised the employee to attend, in addition to medical examinations. A spouse, civil partner, partner or an employee who intends to apply for a parental order to become a child's legal parent in a surrogacy situation, and, who is an employee of CFRS may take paid time off on two occasions to attend such appointments which must be requested using the [time off for antenatal appointments form](#).

### **Childcare Vouchers**

3.4 CFRS operates a childcare voucher scheme to help employees with childcare costs. Under the scheme, the Government will allow working parents to receive a fixed amount per week and per month in childcare vouchers, free of tax and NI. The salary amount exempt from tax and NI is updated each April with current rates contained in Appendix G of the [CFRS Pay and Recognition Policy](#). Pregnancy can affect childcare voucher arrangements and in order to qualify for receipt of full SMP (Statutory Maternity Pay) an employee already in the scheme can choose to withdraw from the scheme during the eight week 'relevant period' for calculating SMP. Please refer to Part 2, Procedure 8 of this policy.

### **Flexible Working Requests**

3.5 A member of staff who indicates they wish to return to work on different working hours following maternity leave, should submit a request under the Flexible Working Policy. The ability to request flexible working is a statutory right and the Service will consider any requests from employees to work different/part time hours on their return to work. No agreement to a requested change can however be guaranteed. Further information is available in the [Flexible Working Policy](#).

## **Shared Parental Leave**

- 3.6 The introduction of Shared Parental Leave (SPL) entitles eligible mothers to end their Maternity Leave early and share any remaining balance of leave with their partner. Both parents must meet certain eligibility criteria and provide their respective employers with the relevant notification requirements before any leave can be taken. Further details regarding Shared Parental Leave can be obtained via the policy, document number 1898.

## **Fertility Treatment (IVF)**

- 3.7 CFRS will consider necessary adjustments where required, for those employees undergoing the first stages of IVF treatment, to help minimise stress or physical exertion at work.
- 3.8 Employees are covered by a statutory right to time off under the provisions of the pregnancy directive from the time that the egg is implanted. Details of this provision for time off are outlined within the Guidance Section (Part 3).

## **Safety and Welfare**

- 3.9 Although undertaking risk assessments is a legal requirement, the Service sees the safety and wellbeing of its employees as a high priority. Therefore to ensure that the appropriate risk assessments and support can be provided, it is essential that line managers are made aware of any information or medical advice that could be pertinent to the individual's safety and wellbeing during pregnancy at the earliest opportunity. Contact is also encouraged with the Service's Fitness Advisor to obtain advice on physical and dietary fitness before, during and after pregnancy.
- 3.10 Although the outcome of each risk assessment will be unique, CFRS requires that operational employees reduce/remove any potential risks to themselves or their unborn child for the duration of their pregnancy. For this reason, the Service requires that pregnant operational employees do not undertake emergency response duties and upon notification of an employee's pregnancy, will engage directly with the individual to identify a suitable non-operational placement. In all cases the Service is committed to ensuring that all placements provide a relevant and valuable development opportunity that are in line with an individual's career aspirations and engage them in meaningful work. Flexibility will be afforded as far as is reasonably practicable in respect of working patterns taking into account individual circumstances and the needs of the business.
- 3.11 CFRS also requires that risk assessments are conducted on a monthly basis (detailed in Procedure 10) to capture all adjustments and considerations that may be required during the changes that take place to an employee before, during and after pregnancy.
- 3.12 To ensure the comfort of individuals, CFRS will provide a uniform / corporate work wear for both operational and non operational employees during pregnancy (detailed in Procedure 3a and 3b). An allowance will also be made

available to employees to purchase supplementary clothing, provided the clothing is in accordance with the [Appearance and Bearing Policy](#).

- 3.13 CFRS supports the right for mothers to breastfeed after returning to work. Therefore, if a request is made, appropriate arrangements will be made that provide the necessary privacy.
- 3.14 CFRS recognises that employees will have different experiences throughout the various stages of their pregnancy and would like to assure employees that any pregnancy related illness will be excluded for the purposes of progression through the Attendance Management Policy. Pregnancy related and non pregnancy related illnesses are defined in the Guidance Section of this policy. The procedure to be followed in such an event can be found under Part 2, Procedure 7.

### **Problems during Pregnancy**

- 3.15 CFRS recognises that problems during pregnancy and/or childbirth can be very distressing. Therefore, special consideration will be given to individual circumstances and discretion exercised to decide upon any appropriate action, which may include extending Maternity Leave by invoking special leave arrangements. Please refer to Part 2, Procedure 6 and the Guidance Section for further information.

## **4. Communication and Keeping in Touch**

- 4.1 CFRS is committed to ensuring that regular two-way communication prevails during periods of pregnancy and Maternity Leave. This is necessary to ensure that individuals have access to support and do not feel isolated during periods of Maternity Leave.
- 4.2 On becoming pregnant, early notification is encouraged to ensure that future absence from the workplace can be planned for and Health and Safety implications can be considered. The specific requirements and timescales in relation to notifying the organisation of a pregnancy are outlined in the Procedure Section below.
- 4.3 Maintaining regular contact during periods of Maternity Leave is also required to ensure that new mothers are kept aware of developments in the workplace and have access to opportunities, by receiving copies of the green bulletin (*detailed in Procedure 12.5 and Line Manager's Guide to Support Maternity Process*) and are able to discuss plans for returning to work. The requirement for ongoing communication is the responsibility of both the \*current Line Manager and the employee, and arrangements for contact should normally be discussed prior to commencement of the Maternity Leave period.

*\*Current Line Manager - includes immediate supervisor during a period of 'secondment' into a non-operational placement whilst pregnant.*

- 4.4 In order to provide a more tangible means of maintaining contact with the Service and to ensure work practices and risk critical operational training is up-to-date, a maximum of 10 Keeping in Touch Days (KIT) are offered.

Employees can return to work on a voluntary basis during their Maternity Leave without losing the right to SMP or OMP. Details of how these days can be arranged and the extent to which they can be engaged in are outlined within the Guidance Section.

## **5. Returning to Work after Maternity Leave**

- 5.1 By law an employee who has only taken Ordinary Maternity Leave up to a period of 26 weeks is entitled to return to the same job they were in before they went on leave, and on terms and conditions that are no less favourable than those that would have applied had they not been absent.
- 5.2 A member of staff who has stated their intention to return to work after Additional Maternity Leave up to a maximum of 52 weeks will normally be re-employed in their previous post, but if there are exceptional reasons why this is not possible, they will be employed in similar work and on terms and conditions that are no less favourable.
- 5.3 CFRS understands that an employee may have concerns prior to returning to work following Maternity Leave, but it does require the employee to notify the Service of their intention at least 8 weeks prior to their return to work. Or, at the earliest opportunity to allow the organisation to plan for the return and to ensure that an employee has the necessary support to settle back into their role.
- 5.4 On occasion when individuals are absent from the workplace for extended periods of time, their substantive role may be impacted by organisational change. In these circumstances employees on Maternity Leave will be consulted, in person or in writing, at the earliest opportunity. Employees on Maternity Leave will be treated no less favourably due to their absence and the Service will ensure that they are made aware of the additional protections available to them in law should organisational change prevent them from returning to their substantive role.
- 5.5 Employees shall have the right to return to the job in which they were employed. Where it is not practical by reason of redundancy or reorganisation to permit an employee to return to their substantive role a suitable alternative will be offered wherever available. The role will be appropriate and commensurate with the level of responsibility, grade and terms and conditions of the role they were previously employed in.
- 5.6 An employee who chooses not to return to work after Maternity Leave will be treated as being on unauthorised absence, and the Service reserves the right to take appropriate disciplinary action up to and including dismissal. CFRS will in these circumstances seek to reclaim any payments made in excess of SMP.
- 5.7 In the event that an employee is prevented from returning to work as a result of post natal depression or any other pregnancy related medical condition, the Service will refer the individual to the Occupational Health Unit who will provide support and guidance in respect of an appropriate return to work timescale.

- 5.8 If an employee leaves within 12 weeks of their return to work after Maternity Leave the Service has the right to recover any payment made in excess of SMP. This provision shall not apply to employees on a fixed term contract that expires either before their return to work or within a period of 12 weeks from return to work provided that they have not (i) been notified that their contract is to be renewed/extended or (ii) refused an offer of suitable alternative employment.
- 5.9 To assist operational employees' transition back to full operational duties, a referral will be made to Occupational Health and the Fitness Advisor, or the Station's Physical Fitness Advocate. A period of retraining will then be arranged in full consultation and agreement with the employee, tailored to their specific needs.

## **6. Agency Workers**

- 6.1 Agency workers are entitled to the same basic employment and working conditions as if they had been recruited directly, if and when they complete a qualifying period of 12 weeks in the same job.
- 6.2 It is the responsibility of the agency worker to notify both the Temporary Work Agency (TWA) and hirer (CFRS) of their pregnancy. CFRS will carry out a personal risk assessment (see Procedures 9 and 10) upon notification and make any reasonable adjustments where possible. If a reasonable adjustment cannot be made the assignment with CFRS will be terminated and the Temporary Work Agency must find the agency worker alternative work.
- 6.3 Agency workers are entitled to paid time off for antenatal appointments following the 12 week qualifying period.

The same facilities will be made available to agency workers as CFRS employees for breast feeding mothers.

## **7. Benefits during Maternity Leave period**

- 7.1 During Maternity Leave the contract of employment continues. All terms and conditions of the contract continue and continuity of service is maintained. During the period of Maternity Leave when the employee is still in receipt of full pay, pension contributions will continue as usual. Employer pension contributions will not be paid during any period of unpaid Maternity Leave and pensionable service will not be earned for this period. An employee may chose to make this period pensionable on their return to work by paying contributions. If the employee chooses to pay contributions for this period, CFRS will also pay the employer contributions to their pension scheme.
- 7.2 During the period of Ordinary and Additional Maternity Leave a member of staff will continue to accrue annual leave, including bank holidays in the normal way. Employees may take their annual leave at the beginning and/or end of the Maternity Leave. If the employee takes their annual leave at the end of their Service OMP entitlement, and chooses to take the maximum number of KIT days, they will receive a maximum of 53 weeks full pay, depending on annual

leave entitlement (plus any remaining bank holidays that fall within the leave period). If they choose not to do so, any outstanding leave from a previous calendar year should be taken within three months of returning to work following Maternity Leave.

## **8. Roles and Responsibilities**

- 8.1 **Employees** must adhere to the responsibilities outlined in the policy and procedure in relation to communication. They must recognise the importance of keeping management informed of their intentions and circumstances at the earliest opportunity and provide any necessary documentation as required.
- 8.2 **Equality and Inclusion Officer** will meet with the employee as soon as possible after notification of pregnancy is received to identify a meaningful placement, provide guidance and support throughout pregnancy, maternity leave and on return to work.
- 8.3 **Line Managers** are responsible for the day-to-day operation of the policy and procedure and ensuring that it is adhered to consistently. Line Managers will also provide guidance and support to employees throughout pregnancy, maternity leave and on return to work.
- 8.4 **Human Resources Team** are responsible for ensuring this policy is implemented across the organisation and to provide advice and guidance on its interpretation.
- 8.5 **Fitness Advisor** will provide guidance on fitness and nutrition before, during and after pregnancy where requested.
- 8.6 **Health, Safety and Wellbeing Advisor** is available to support completion of risk assessments and provide general guidance.

## PART 2 – PROCEDURE SECTION

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Procedure 1

### **Notification of Pregnancy**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee notifies their Line Manager and the Equality and Inclusion Officer, in writing, of pregnancy as soon as possible. HR Advisor is subsequently notified.	Employee
2	Line Manager creates a Welfare Log on Self Serve and makes a record of all communication and action	Line Manager



	taken/required (including risk assessments) during the employee's pregnancy, Maternity Leave and settling in period upon their return to work.	
3	Operational employee is placed on non operational duties immediately and procedure 2 (below) is followed.	Employee / Line Manager
4	Line Manager conducts as soon as possible a risk assessment with the employee. Please refer to Procedure 9 – Risk Assessments during Pregnancy.	Line Manager/Employee
5	Equality and Inclusion Officer meets with employee (as soon as possible) to develop and implement a Step Forward Development Plan. This will be a bespoke work plan for each individual to ensure they are provided with meaningful work while pregnant. This meeting will also consider other issues, for example CPD, appraisals, annual leave, uniform etc.	Equality and Inclusion Officer/Employee
6	Employee writes to Equality and Inclusion Officer, no less than 15 weeks before the Expected Week of Childbirth (EWC), or, as soon as is practical. Letter must include details of the week the baby is expected and the chosen start date of Maternity Leave.	Employee
7	Line Manager needs to consider requirements for temporary Maternity Leave cover in liaison with their Head of Department and the Resourcing Team within the Business Support Unit. A Vacancy Approval Form ( <a href="#">new window Word 81.5 kb</a> ) must be completed and passed to the Resourcing Team. Please refer to the 1 Minute Guide ( <a href="#">Green Book (new window PDF 54 KB)</a> , <a href="#">Grey Book (new window PDF 53 KB)</a> ) for guidance on how to complete the Vacancy Approval Form.	Line Manager/ Resourcing Team
8	If the employee wishes to change the date of their Maternity Leave they must give a minimum of 28 days' notice, in writing, to the Equality and Inclusion Officer. The Service does recognise that in some cases this may not be possible if, for example, the baby is born early.	Employee
9	The Equality and Inclusion Officer must forward a copy of the employee's letter advising the service of any changes to their HR Advisor.	Equality and Inclusion Officer
10	The HR Advisor will write to the employee confirming the date of expected leave and entitlements within 28 days of receipt of their written notice. The pension option form MA1 will be enclosed for employees in the Local Government Pension Scheme (LGPS).	HR Advisor
11	The employee must complete the MA1 form and return to their HR Advisor (if applicable).	Employee
12	The employee must forward their MATB1 form to their HR Advisor once received (from their midwife approx. 20 – 26 weeks into pregnancy).	Employee

13	The HR Advisor will notify the payroll team by completing the 'Leave Form' once the MATB1 and MA1 forms have been received.	HR Advisor
14	The HR Advisor will record all maternity details on the HR system.	HR Advisor/HR System

## Procedure 2

### Grey Book Employees – Duties during Pregnancy

	Process/Action	Responsibility
1	Pregnant operational employees should not undertake emergency response duties. On notification of pregnancy, the employee will meet with the Equality and Inclusion Officer to develop and implement a Step Forward Development Plan. This will be a bespoke work plan for each individual to ensure they are provided with meaningful work while pregnant.	Employee/Equality and Inclusion Officer
2	The Equality and Inclusion Officer at this meeting will also discuss annual leave, CPD, appraisals, uniform etc.	Equality and Inclusion Officer/ Employee
3	Where the employee moves to non-operational duties, the Line Manager must inform OPA Admin Hub and the HR Advisor of the date the employee commenced non operational duties.	Line Manager
4	HR Advisor will note the commencement date of non operational duties on the HR system.	HR Advisor
5	HR Advisor will note the end date of non operational duties on the HR system once Maternity Leave commences.	HR Advisor
6	HR Advisor will send an email to 'Leave Requests' (OPA Admin) to ensure that <b>Maternity Leave</b> dates are entered onto the Gartan System.	HR Advisor
7	OPA Admin will update the Gartan System to reflect the Maternity Leave dates.	OPA Admin

## Procedure 3a and 3b

### 3a Uniform Arrangements – Non Operational Employees

	Process/Action	Responsibility
1	The employee will discuss options for maternity wear with the Equality and Inclusion Officer.	Employee
2	If the employee does not require the support of the Equality and Inclusion Officer, they can order maternity clothing via Agresso in the normal way in accordance with the procedure below. Alternatively, the Equality and Inclusion Officer can	Equality and Inclusion Officer/Employee

	order maternity clothing on the employee's behalf.	
3	In addition, the employee is entitled to purchase maternity clothing up to the value of £150, to supplement the uniform made available by the Service.	Employee
4	Employee completes the General Expense Form ( <a href="#">General Expenses Form (new window Excel 70.0 kb)</a> ) and attaches any receipts.	Employee
5	Equality and Inclusion Officer authorises claim by signing the claim form.	Equality and Inclusion Officer
6	Equality and Inclusion Officer forwards claim form to HR Advisor for processing.	Equality and Inclusion Officer
7	The Payroll team processes the claim.	Payroll Team, HR Advisor
8	Employee is reimbursed through their monthly pay.	Payroll Team, HR Advisor

### 3b Uniform Arrangements – Operational Employees

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee will discuss options for maternity wear with the Equality and Inclusion Officer.	Equality and Inclusion Officer/Employee
2	The employee is entitled to the following uniform and allowance, which can be ordered by the Equality and Inclusion Officer through Agresso: <ul style="list-style-type: none"> <li>• 2 x trousers.</li> <li>• 3 x shirts.</li> <li>• £150, to supplement this uniform</li> </ul> Any additional uniform purchased by the employee must be in accordance with the Appearance and Bearing Policy.	Employee/Line Manager
3	Please refer to procedure 3a above.	Employee

#### Procedure 4

### Ante-Natal Appointments/ Parent Craft Classes – Notification and Recording Appointments

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee will arrange appointments for as near to the start or the end of the working day or on a non working day if working part time, where possible.	Employee
2	The employee should give their Line Manager as much notice as possible of appointments, and with the exception of the first appointment, must provide evidence of	Employee

	appointments.	
3	The Line Manager notes and authorises time off for appointments. Details updated on employee's Welfare Log.	Line Manager
4	Support staff – an employee must record full hours on their timesheet for that particular day regardless of time/length of appointment.	Employee
5	Operational Staff – Line Manager informs OPA Admin who will make the necessary changes to the Gartan system.	Line Manager

#### Procedure 5

### **Fertility Treatment (IVF) Appointments – Notification and Recording Appointments**

	<b>Process/Action</b>	<b>Responsibility</b>
1	All appointments will be treated as special leave – up to a maximum of 5 days, paid leave will be authorised.	Line Manager/Head of Department
2	Employees are encouraged to inform their Line Manager as soon as their plans to undergo treatment have been confirmed. A statement should also be provided from a qualified medical practitioner that the treatment has been recommended and approved.	Employee
3	The Line Manager will create and record this information on the employee's Welfare Log (via self-serve) and any subsequent meetings/discussions in relation to the employee's fertility treatment.	Line Manager
4	The employee arranges appointments as near to the start or the end of the working day, where possible.	Employee
5	The employee should give their Line Manager as much notice as possible of appointments and provide necessary evidence.	Employee
6	The employee completes a <a href="#">Special Leave Request Form</a> and forwards to their Line Manager for authorisation.	Employee
7	Line Manager forwards the Special Leave Request Form to the Head of Department for authorisation.	Line Manager/Head of Department
8	Line Manager forwards the Special Leave Request Form to their HR Advisor and records appointments on the Welfare Log.	Line Manager
9	Line Manager and employee conduct a risk assessment following treatment. Please refer to procedure 10.	Line Manager/Employee

Procedure 6

**Miscarriages, Complications during Pregnancy and Premature Births**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee notifies their Line Manager of any changes to their circumstances as soon as is reasonably practical.	Employee
2	Line Manager must seek advice from their HR Advisor before advising the employee of any entitlements regarding pay/leave.	Line Manager
3	Line Manager and HR Advisor will seek medical advice from Occupational Health.	Line Manager/HR Advisor
4	The Line Manager and HR Advisor will establish the various options for the employee and seek authorisation for each option with the Head of Department.	Line Manager/HR Advisor/Head of Department
5	The options will be discussed between the employee, Line Manager, HR Advisor and if required, the Equality and Inclusion Officer (via telephone/meeting depending on circumstances).	Employee/Line Manager/HR Advisor/Equality and Inclusion Officer
6	Once agreement has been made the HR Advisor will write to the employee to confirm what action will be taken in relation to their change in circumstances.	HR Advisor
7	The HR Advisor will liaise with the payroll team if any pay adjustments are to be made.	HR Advisor
8	Employee completes a special leave form if required and this will be authorised by the Line Manager and the Duty Station Manager/Head of Department.	Employee/Line Manager/Duty Station Manager/Head of Department
9	The HR Advisor will record any relevant changes onto the HR system.	HR Advisor
10	The Line Manager and HR Advisor will monitor and address any developments in a change of circumstances.	Line Manager/ HR Advisor

Procedure 7

**Sickness Absence during Pregnancy**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Where an employee has a pregnancy related sickness, this will be excluded for the purposes of progression through the Attendance Management Policy. All other sickness absences will be recorded in the normal way.	Line Manager/HR Advisor
2	All sickness absence must be recorded in the normal way <ul style="list-style-type: none"> <li>• employee reports absence to the Line Manager.</li> <li>• fit note submitted if required (applicable to absence of</li> </ul>	Employee/Line Manager

	<p>7 calendar days or more).</p> <ul style="list-style-type: none"> <li>• Line Manager completes details of sickness absence onto employee's self serve and notifies HR Advisor of sickness absence.</li> <li>• employee books fit with Line Manager who updates record on self serve.</li> <li>• upon return to work, employee and Line Manager hold discussion, sickness record updated and closed off.</li> </ul>	
3	If a pregnant employee is absent from work, either wholly or partly, due to a pregnancy related reason in the 4 week period before their EWC, then their Maternity Leave will automatically be triggered. In this case their Maternity Leave will commence on the day following the first day of absence. The HR Advisor must be informed.	Employee/Line Manager
4	Further information and guidance can be found in the Guidance Section of this policy and the Attendance Management Policy.	Employee/Line Manager

#### Procedure 8

#### Child Care Vouchers

	Process/Action	Responsibility
1	If an employee would like to find out more/join the scheme <a href="#">click here for details of voucher Scheme</a> .	Employee
2	The employee must notify their Line Manager/HR Advisor that they are currently receiving child care vouchers when first notifying them of their pregnancy.	Employee
3	HR Advisor notifies the Payroll team.	HR Advisor
4	The employee completes Maternity Pay and Childcare Savings Calculator on website <a href="https://www.gov.uk/help-with-childcare-costs/tax-free-childcare">https://www.gov.uk/help-with-childcare-costs/tax-free-childcare</a>	Employee
5	The employee can choose to withdraw from the scheme at <b>17 weeks of pregnancy</b> in order to qualify for receipt of full SMP (Statutory Maternity Pay). This must be done in writing to the Line Manager/HR Advisor.	Employee
6	HR Advisor liaises with the Payroll Team to process withdrawal of the scheme at 17 weeks, and re-joining at 25 weeks.	HR Advisor
7	Further information can be found within the Guidance Section attached to this policy and the <a href="#">Pay and Recognition Policy</a> [#1230].	Employee/Line Manager

## **Risk Assessments**

Procedure 9

### **Generic Risk Assessment – Health & Safety**

	<b>Process/Action</b>	<b>Responsibility</b>
1	An initial generic risk assessment will be conducted in conjunction with each Maternity Scheme review.	Health, Safety & Welfare Team
2	Risks will be communicated to employees via the policy including the precautions being taken to reduce the risk. The generic risk assessment [#1286] is available to all employees via Corporate Docs on the Service intranet page.	Employee Relations & Health, Safety & Welfare Team

Procedure 10

### **Risk Assessments during Pregnancy – Line Manager**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee must inform their Line Manager as early as possible that they are pregnant or have given birth in the last six months.	Employee
2	Employee must pass on to her Line Manager any advice from her registered medical practitioner, midwife, Fitness Advisor or Station's Physical Fitness Advocate that could affect the assessment of her risk at work.	Employee
3	Line Manager and employee must review the generic risk assessment on a monthly basis [#1286] and identify any risks specific to the employee.	Line Manager/Employee
4	All discussions relating to the review of the risk assessment must be recorded on the Welfare Log by the Line Manager.	Line Manager
5	If the risk cannot be removed/reduced consideration may need to be given to adjust the employee's working conditions/hours. In this case the Line Manager must discuss any proposed actions with their HR Advisor and the Equality and Inclusion Officer.	Line Manager/HR Advisor
6	If suitable adjustments cannot be accommodated, the employee may be requested to take paid leave for as long as is necessary to protect her Health & Safety. In this event the decision and discussions must be made in conjunction with the Service Management Team and the HR Advisor.	Line Manager/HR Advisor/SMT
7	The Line Manager and employee will agree dates to review the risk assessment again at monthly intervals.	Line Manager/Employee

Procedure 11

**Risk Assessment for Breastfeeding Mothers upon Return to Work**

	<b>Process/Action</b>	<b>Responsibility</b>
1	In line with the policy the employee must give their Line Manager at least 8 weeks notice of their intended return to work date.	Employee
2	The employee must pass on to their Line Manager any advice from their registered medical practitioner or midwife that could affect the assessment of their risk upon their return to work.	Employee
3	The Line Manager and employee must review the generic risk assessment [#1286] on the first day the employee returns from Maternity Leave. If a risk is identified the Line Manager and employee must explore the options and agree on the action to be taken to remove/reduce the risk.	Line Manager/Employee
4	The Line Manager and employee must conduct a review of the risk assessment at monthly intervals until the mother stops breastfeeding if applicable.	Line Manager/Employee
5	All discussions relating to the review of the risk assessment must be recorded on the Welfare Log on self-serve by the Line Manager.	Line Manager
6	If the risk cannot be removed/reduced then consideration may need to be given to adjust the employees working conditions or hours (and comply with normal office hours if employed in an operational role). In this case the Line Manager must discuss the proposed action with their HR Advisor and the Equality and Inclusion Officer.	Line Manager/HR Advisor/Equality and Inclusion Officer

**During Maternity Leave**

Procedure 12

**Maintaining Contact**

	<b>Process/Action</b>	<b>Responsibility</b>
1	If the employee is seconded to a different department during pregnancy, an 'interim' Line Manager may be appointed from the new department. If this is the case, once the employee starts maternity leave the permanent Line Manager (known here on in as the 'Line Manager') should resume managerial responsibility.	Interim Line Manager/ Line Manager
2	The Line Manager and the employee will agree regular dates (monthly contact recommended) to contact each other prior to the employee's Maternity Leave commencing.	Line Manager/ Employee
3	The Line Manager will record details of conversations that take place throughout the employee's Maternity Leave on the Welfare Log.	Line Manager



4	The employee must keep their Line Manager informed of any changes to circumstances and their plans to return to work (8 weeks notice for return date required). Also if any contact details change.	Employee
5	The Line Manager must keep the employee informed of any important developments in the work place.	Line Manager
6	Copies of the CFRS Weekly Bulletin ('The Green') will be sent to all employees during Maternity Leave. Responsibility for this lies with the current Line Manager (via Customer Services) for all employees.	Line Manager
7	Keeping in Touch (KIT) Days can also be arranged during this contact (please refer to procedure 13 below).	Line Manager/Employee

### Procedure 13

#### Keeping in Touch (KIT) Days (10 days maximum)

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Service strongly encourages employees to take KIT days and discussions will be held with the Equality and Inclusion Officer in advance. The Equality and Inclusion Officer will authorise KIT days.	Equality and Inclusion Officer
2	The Equality and Inclusion Officer must consider appropriate arrangements for the KIT day and discuss this with the individual in advance. Risk critical operational training may be incorporated into KIT days wherever possible, including BA hot fire; BA refresher; RTC, height safety and water safety. Risk assessments must be completed where appropriate.	Equality and Inclusion Officer
3	KIT days may also be used for the purposes of carrying out appraisals and ensuring CPD is discussed at the appropriate juncture. The Equality and Inclusion Officer will liaise with Line Managers for these purposes.	Equality and Inclusion Officer/Line Manager
3	The employee must complete the KIT day claim form and forward to their Line Manger for signature.	Employee/Line Manager
4	The Line Manager must keep a record of the KIT days on the Welfare Log to allow them to cross reference it with any claim forms submitted by the employee.	Line Manager
5	The employee must forward the KIT form to the Equality and Inclusion Officer for authorisation, who will subsequently forward for payment. Where an employee prefers to bank the equivalent time off in lieu, the form should still be submitted and the lieu time must be taken within the 52 week Maternity Leave period.	Employee
6	The Payroll Team will process and payment will be made to the employee once Service OMP has been exhausted (where entitled) or in the normal monthly pay.	Payroll Team

Procedure 14  
**Shared Parental Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	If the employee considers ending their Maternity Leave early to take a period of Shared Parental Leave with their partner, they must refer to the Service's <a href="#">Shared Parental Leave Policy</a> [#1989] and follow the relevant process.	Employee + Partner
2	<b>Important:</b> The employee and their partner must check they <u>both</u> meet the eligibility criteria for Shared Parental Leave. This can be done via the <a href="#">Gov.website</a> .	Employee + Partner

Procedure 15  
**Grey Book Employee Leave Picks**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Watch Manager must contact the employee on Maternity Leave to include in the picking of annual leave.	Watch Manager/Employee
2	Leave dates agreed and recorded.	Watch Manager/Employee
3	The Watch Manager must send the employee confirmation of their leave picks once agreed and bear them in mind when making child care arrangements for their return to work at the end of maternity leave.	Watch Manager

**Returning to Work**

Procedure 16  
**Returning to Work After Maternity Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee must inform their Line Manager of the date they intend to return to work, (at least 8 weeks in advance of their return).	Employee
2	The Line Manager must communicate dates to the temporary employee covering Maternity Leave if applicable.	Line Manager
3	The Line Manager must conduct a return to work induction using the <a href="#">Corporate Induction Checklist - (PDF 183 KB)</a> and any local induction documentation, and agree an initial Development Plan (see Appendix 3, Operational). Reference	Line Manager/Equality and Inclusion Officer

	should be made to the Service Training Forecast and Operational Training Cycle (incl. development material on LearnPro). The Equality and Inclusion Officer can be involved in this meeting as far as required.	
4	A DSE assessment must be completed, via LearnPro.	Line Manager/Employee
5	The Line Manager must ensure that ICT provisions have been organised and are ready for use upon the employee's return.	Line Manager/ICT
6	The Line Manager must ensure the correct and required equipment is available to the employee upon her return, including issue of new uniform as appropriate.	Line Manager/Stores/Equality and Inclusion Officer
7	If the employee intends to continue to breastfeed following her return to work the Line Manager and employee should refer to Procedure 11, Risk Assessment for Breast Feeding Mothers Upon Return to Work.	Line Manager/Employee
8	Employees are welcome to contact the Equality and Inclusion Officer ahead of their return to discuss such matters as uniform and new developments within the Service. Contact details are as follows: Email <a href="mailto:Equalities@cheshirefire.gov.uk">Equalities@cheshirefire.gov.uk</a> or ring 01606 868700.	Employee/Equality and Inclusion Officer

#### Procedure 17

#### **Grey Book Employees – Returning on Non Operational Duties**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Line Manager and employee complete steps 1 to 7 of procedure 16 above.	Line Manager/Employer
2	The Line Manager completes the OHU Management Referral through self-serve recommending a review be conducted upon the employee's return to work, and forwards to their HR Advisor.	Line Manager/HR Advisor
3	A retraining programme will be conducted in accordance with Occupational Health advice (see Appendix 3).	Line Manager/Operational Training Group
4	The Line Manager emails 'Leave Requests' advising of the date the employee is returning to work on non operational duties.	Line Manager
5	The Line Manager emails 'Leave Requests' advising of the date the employee will return to full operational duties.	Line Manager

Procedure 18  
**Resignation**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee must give the required period of notice as set out in their contract of employment.	Employee
2	Notice must be in writing and sent to their Line Manager.	Employee/ Line Manager
3	The Line Manager forwards the notice to HR Advisor.	Line Manager
4	Any outstanding leave must be calculated by the Line Manager and the HR Advisor informed.	Line Manager
5	The employee will be required to refund any Occupational Maternity Pay received (if they do not return to work for at least 3 months).	Employee
6	The Service will acknowledge the resignation in writing including details of how any outstanding payments by either the employee or the Service will be made.	HR Advisor
7	P45 will be sent direct to the employee's home address.	Payroll Team

Procedure 19a  
**Changes to Contract of Employment – Requested by Employee**

	<b>Process/Action</b>	<b>Responsibility</b>
1	A change request should be submitted by the employee in writing on FR1 form – Appendix 1 in accordance with the <a href="#">Flexible Working Policy</a> and Flexible Working Application Procedure.	Employee
2	The Service will respond within 28 days in accordance with the Flexible Working Policy and Flexible Working Application Procedure.	Line Manager/HR Advisor
3	The employee will be notified of the outcome in writing.	Line Manager/HR Advisor
4	If a flexible working request is agreed it may take up to 3 months to complete the request process and implement the change.	Employee/Line Manager/HR Advisor
5	If the application is not accepted the employee will be given notification of the appeals process. Please refer to the <a href="#">Flexible Working Policy</a> and Flexible Working Application Procedure.	Employee/Line Manager/HR Advisor

Procedure 19b

**Changes to Contract of Employment – Organisational Change**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee will be consulted in accordance with the <a href="#">1214 Reorganisation</a> , <a href="#">1215 Redeployment</a> and <a href="#">1229 Early Retirement and Severance</a> policies. This will be done at the same time as all other staff affected by the change are notified.	Line Manager/Head of Department/HR Team
2	The Line Manager will send copies of all documentation to the individual on Maternity Leave.	Line Manager
3	The employee will be invited to attend any team meetings/briefings in relation to the organisational change.	Line Manager

## PART 3 - GUIDANCE SECTION

Each employee's maternity experience is different and the following FAQ Section has been designed to provide additional guidance and support for employees and Line Managers if and when they require it. It is important that the Human Resources Team are kept up to date of any change in an employee's situation and that Line Managers refer specific cases to them to confirm entitlements and action to be taken in each situation.

### FREQUENTLY ASKED QUESTIONS

#### PAY

##### **Q: Who is entitled to Statutory Maternity Pay (SMP)?**

**A:** To qualify for SMP an employee must:

- give the correct notice
- provide proof of pregnancy
- have worked for CFRS continuously for at least 26 weeks continuing into the 'qualifying week', and
- have average weekly earnings above the lower earnings limit for National Insurance contribution purposes during the 8 week period up to the last payday before the end of the qualifying week.

##### **Q: Who is entitled to Occupational Maternity Pay (OMP)?**

- A:**
- Employees with over one years' continuous local government service by the qualifying week (15<sup>th</sup> week before the EWC),
  - provided they remain at work until the 11<sup>th</sup> week before the EWC, and
  - intend to return to work for 12 weeks following maternity leave will receive Occupational Maternity Pay.

##### **Q: If an employee does not qualify for SMP what should they do?**

**A:** Pregnant employees who are not entitled to receive SMP may qualify for Maternity Allowance (MA). This is based on an employee's recent employment and earnings record and is a state benefit which may be payable for 39 weeks.

An employee can apply to their local Job Centre Plus Office for more information about the criteria and to see whether they qualify for MA. The HR Team will supply the employee with form SMP1 for this purpose. The nearest office can be found on the Job Centre Plus website – [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

**Q: If an employee is entitled to SMP what pay will they receive?**

**A:** SMP is payable for up to 39 weeks and consists of:

- first 6 weeks at 90% of the employees average weekly pay (or SMP, whichever is lower)
- up to 33 weeks at the lower statutory earnings level – (please check [Gov.website](#) for current amounts).

**Q: If an employee is entitled to SMP and OMP what pay will they receive?**

**A:** As from 1 April 2018, employees with over one years' continuous local government service will receive 45 weeks full pay (inclusive of SMP). Employees will also be entitled to be paid for up to 10 KIT days and for any outstanding annual leave they choose to take once their full pay and KIT days have been exhausted. This could give them up to a maximum of 53 weeks of fully paid leave, dependant on annual leave entitlement.

The Service recognises that employees cannot be obliged to take annual leave and/or KIT days whilst on maternity leave. As such, if an employee decides not to take annual leave and/or KIT days, they will still be entitled to 52 weeks maternity leave. However, they will not be paid after 45 weeks leave.

**Q: When will an employee start receiving Maternity pay?**

**A:** Maternity Pay commences from the first day of Maternity Leave and will be paid at the same monthly intervals as an employee currently receives.

**Q: What is defined as a week's pay?**

**A:** A week's pay is the amount paid to an individual for working the normal number of hours per week as set out in their current contract of employment.

For employees on the 'On Call' duty system a week's pay is defined as the average weekly remuneration for the previous twelve weeks prior to commencement of amended duties, (excluding any week in which an employee has been sick or received no pay) taking all payments into account.

A week's pay for On Call employees for annual leave purposes is defined as the average remuneration for the previous fifty-two weeks prior to commencement of annual leave.

**Q: What happens to National Insurance and Tax contributions during maternity leave?**

**A:** Both SMP and OMP are subject to normal deductions during Maternity Leave.

**Q: What happens to pension contributions during Maternity Leave?**

**A:** Employees who pay contributions to the Local Government Pension Scheme (LGPS), New Firefighters' Pension Scheme 2006, or Firefighters' Pension Scheme (1992 & 2015) will continue to do so whilst receiving any occupational or statutory payments when on Maternity Leave.

The amount paid will be the usual percentage contribution based on the employee's normal salary. This will continue until the employee ceases to receive any Maternity Pay. This ensures that the employee retains full pensionable service during this period, even though they could be paying less than they would normally pay when receiving their normal salary.

If an employee continues onto unpaid Maternity Leave and returns to work, they will have the option to elect to repay pension contributions if they wish to count that period as pensionable service. Normal pension contributions will automatically resume upon their return to work.

For the Local Government Pension Scheme, the right to exercise the option to repay pension contributions must be made in writing to the HR Advisor within 30 days of returning to work, by completing an amended 'MA1 / 2' form provided by the HR Team.

For the New Firefighters' Pension Scheme 2006 and the Firefighters' Pension Scheme 1992/2015 employees have a period of six months to opt to repay any contributions and repayment must also be made within the six month period from the date of election to repay the contributions.

**Q: Are employees entitled to paid time off to attend antenatal care?**

**A:** Pregnant employees are entitled to paid time off to attend antenatal care as advised by their doctor, registered midwife or registered health visitor. However, the Service would encourage employees to make appointments at the start or end of the working day and for those on part time contracts, outside of normal working hours, where possible.

**Q: What will happen if an employee currently receives childcare vouchers?**

**A:** For employees who elect to receive childcare vouchers there may be more flexibility to enable them to maximise tax and NI savings during pregnancy and Maternity Leave.

Employee's who receive only SMP, or SMP and OMP are entitled to withdraw and re-join the Childcare Voucher scheme during pregnancy. This allows them to receive tax and NI savings on childcare vouchers if they:



- Withdraw from the scheme by 17<sup>th</sup> week of pregnancy
- Re-join at 25<sup>th</sup> week of pregnancy

Employees will then receive full SMP of 90% of their weekly salary for the first six weeks.

For further information go to:

[http://www.hmrc.gov.uk/employers/employee\\_pregnant.htm](http://www.hmrc.gov.uk/employers/employee_pregnant.htm)

or contact the Childcare Voucher provider.

**Q: How will an employee keep up to date with CPD applications whilst on Maternity Leave?**

**A:** Employees on Maternity Leave during the application period will be contacted by their manager to ensure they are aware of the CPD application date.

**Q: What entitlements does a surrogate mother and their spouse or civil partner have to Maternity Scheme, Paternity Policy, and Parental Leave Policy provisions?**

**A:** The surrogate mother and their spouse or civil partner are the legal parents of the child, until such time as legal rights are given to someone else through a parental order or adoption. As such, the provisions of the Maternity Scheme, Paternity Policy and Parental Leave Policy apply to them in the usual way while they remain the legal parents of the child.

**Q: What entitlements will employees who become legal parents of a child under a surrogacy arrangement be entitled to?**

**A:** Intended parents who become the child's legal parents through a parental order can be eligible for Adoption Leave and Pay and Paternity Leave and Pay. The couple must decide which one of them will take Adoption Leave. The employee taking Adoption Leave will also be able to curtail their adoption leave and opt into taking Shared Parental Leave with the other parent, provided both parents meet the eligibility requirements. Further details regarding Adoption Leave, surrogacy and Shared Parental Leave can be found in the relevant Service policies detailed further below.

**Q: Am I entitled to any time off to accompany the surrogate mother to ante-natal appointments?**

**A:** The intended parents in a surrogacy arrangement who are eligible and intend to apply for a Parental Order are entitled to paid time off to accompany the surrogacy mother to up to two ante-natal appointments. An additional period of up to six and a half hours leave may also be granted by management on a case by case basis, this time could be used for, but not limited to, additional scan appointments or for emotional support purposes. Each appointment is capped at a maximum of 6.5 hours.

**Q: What entitlements will employees who are a surrogate mother be entitled to?**

**A:** Surrogate mothers who give birth to a baby are entitled to maternity leave and pay as set out in this policy.

**Q: What if I have changed roles recently?**

**A:** If you have recently changed roles (or in the case of migration, moved from On-Call to Wholetime), and have 26 weeks continuous employment with a local government service, you will be entitled to receive SMP should your average weekly earnings in the 8 weeks up to and including the Qualifying Week be at or above the lower earnings limit for payment of national insurance contributions.

**Q: What will happen to my Occupational Maternity Pay if my salary has been increased temporarily due to acting up or secondment?**

**A:** Your Occupational Maternity Pay will be as per your contractual entitlements. Where an employee is in a temporary acting up role or a secondment the Occupational Pay will be based on the higher salary as detailed in your maternity acknowledgement letter. If the acting up / secondment role ends during your maternity leave the Occupational Pay will alter to reflect this and the employee will receive the rate of pay for their substantive role. The employee will be notified in advance should this situation arise.

## LEAVE

**Q: What is Statutory Maternity Leave?**

**A:** An employee has the right to 26 weeks Ordinary Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML) making one year in total. The combined 52 weeks is known as Statutory Maternity Leave.

**Q: What is Compulsory Maternity Leave (CML)?**

**A:** Compulsory Maternity Leave is the two weeks immediately after child birth when, by law, an employee is not permitted to work.

CML commences on the day after the childbirth occurs, and continues for two consecutive weeks after that date. These two weeks are part of OML, and are not additional to it.

**Q: What is Ordinary Maternity Leave (OML)?**

**A:** Ordinary Maternity Leave can start at any time after the beginning of the 11<sup>th</sup> week before the employee's expected week of childbirth (unless the child is born prematurely before that date in which case it will start earlier).

Ordinary Maternity Leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the 4 weeks before the expected week of childbirth.

**Q: What is Shared Parental Leave?**

**A:** Shared Parental Leave is a new entitlement that allows eligible mothers the opportunity to end their Maternity Leave early and share any remaining leave with their partner. Both parents must meet eligibility criteria and provide relevant notifications in order to take Shared Parental Leave.

**Q: How much leave can be shared between parents?**

**A:** The amount of leave available is dependent upon how much Maternity Leave the mother has already taken. The maximum amount of leave that could possibly be shared is 50 weeks [the first two weeks remain compulsory Maternity Leave]. For example, a mother decides to end their maternity leave after 12 weeks, leaving a balance of 40 weeks leave remaining, which can then be shared.

**Q: When can Shared Parental Leave be taken?**

**A:** Provided both employees meet the eligibility requirements and the correct notification is given, Shared Parental Leave can be taken at any time following the birth (excluding the first two weeks which are compulsory Maternity Leave) up to the child's first birthday.

**Q: Is Shared Parental Leave paid?**

**A:** The amount of Statutory Shared Parental Pay available is 39 weeks, however this will be reduced by the amount of SMP or Maternity Allowance taken by the mother. The mother cannot curtail their Maternity Leave and pay until the end of the compulsory maternity leave period (two weeks) which means there is a maximum amount of 37 weeks available. The partner should take their paternity pay prior to any shared parental pay otherwise this will be lost.

**Q: What happens if an employee becomes pregnant whilst on Maternity Leave?**

**A:** An employee who becomes pregnant while on Maternity Leave will qualify for the right to take Maternity Leave or receive Statutory Maternity Pay (SMP) again. The fact that they are not physically at work when they become pregnant or when notifying their employer of their intention to take a further period of Maternity Leave will not lead to a reduction in their rights.

**Q:** **Can an employee request to return to work on different or part time hours following Maternity Leave?**

**A:** If an employee decides that they would like to work different / part time hours on their return to work they should submit their request in writing. The request should provide a proposed start date and be submitted as early as possible to provide the organisation with time to consider the request. Requests may take up to 3 months, and each request will be dealt with as expediently as possible and in accordance with the Statutory Right to Request Flexible Working procedure. The employee will be notified of the outcome in writing. Should the application not be accepted the employee will be given notification of the appeals process. Please refer to procedure 19a.

**Q:** **What happens if an employee gives birth prematurely?**

**A:** If an employee gives birth before their Maternity Leave was due to start, they must notify their Line Manager of the date of birth as soon as is reasonably practical, in order that their Maternity Leave and/or pay is triggered. Special consideration will be given to individual circumstances and discretion exercised when deciding any appropriate action, which may include extending Maternity Leave.

**Q:** **What happens if an employee has a miscarriage or the baby is stillborn?**

**A:** If an employee's child is stillborn or dies 24 weeks or more in to the pregnancy, they will retain their entitlement to Maternity Leave and Statutory Maternity Pay (SMP). If a baby is lost before 24 weeks the provisions will not apply.

In the event of any problems the employee is advised to contact the Equality and Inclusion Officer or their Line Manager who will seek advice of any entitlements they may have regarding pay and/or leave. Special consideration will be given to individual circumstances and where necessary bereavement leave, special leave or a period of sickness may be granted.

**Q:** **What if an employee intends to return to work before the expiry of their Maternity Leave period?**

**A:** If an employee intends to return to work before the expiry of their Maternity Leave period, or to change any previous notification they have given, then 8 weeks notice must be provided. The return to work date may be postponed by the employer for up to 8 weeks if proper notice is not given, but the postponement will not extend beyond

the date when the employee's Maternity Leave was due to end.

**Q: Will an operational employee be watch aligned when they return on non operational duties?**

**A:** This will be discussed in detail prior to return. However if an employee decides that they would like to work different or part time hours on their return to work they should submit their request in good time under the Statutory Right to Request Flexible Working procedure. All requests will be considered appropriately although no agreement to a requested change can be guaranteed.

## HEALTH AND SAFETY

**Q: What involvement does an employee have in the Risk Assessment Process?**

**A:** The Line Manager with the support of the Health, Safety and Wellbeing Officer will review the generic risk assessment with an employee and discuss any specific risks that are identified and take relevant action to remove/reduce them. It is important that any advice an employee receives from their doctor, midwife Fitness Advisor or Station Physical Fitness Advocate, that could impact on the assessment, is passed on to their Line Manager.

**Q: What sort of risks might an employee be exposed to?**

**A:** Employees may be at risk from different physical, biological, and chemical agents, working conditions and processes. These risks will vary depending on their health, and at different stages of their pregnancy.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long periods of time;
- exposure to infectious diseases;
- exposure to lead;
- work-related stress;
- workstations and posture,
- exposure to radioactive material;
- exposure to electromagnetic fields;
- other people's smoke in the workplace;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplaces.

Please refer to the Generic Risk Assessment [\[#1286\]](#).

The HSE's *New and expectant mothers at work: A guide for employers* provides more detail on these risks

<http://www.hse.gov.uk/pubns/indg373.pdf>

**Q: Why is an employee referred to OHU and the Fitness Advisor following Maternity Leave?**

**A:** It gives the employee an opportunity to discuss their health and welfare, and any advice they have received, with OHU prior to returning to work.

The Fitness Advisor will also arrange for a treadmill test to be completed prior to returning to operational duties and a development plan drawn up as required.

## KEEPING IN TOUCH (KIT) DAYS

**Q: Under what circumstances would a KIT day be arranged?**

**A:** KIT days may be arranged, for example to undertake staff development, attend risk critical training, attend a meeting, to take part in the appraisal scheme, to discuss CPD or other activities to help employees keep in touch. Please refer to procedure 19a.

**Q: Are KIT days paid or unpaid?**

**A:** Employees who attend work will receive their normal hourly pay for any hours worked on a voluntary KIT day. If an employee is entitled to OMP, payment will be made once OMP has been exhausted. Employees may prefer to bank the equivalent time off in lieu which must be taken within the 52 week Maternity Leave period. Where the employee is not entitled to Service OMP a KIT day will be paid upon submission of the claim form in the normal monthly pay and will not break the employees SMP.

Mileage and subsistence will be paid in accordance with the Pay and Recognition Policy if KIT days take place away from the employee's usual workplace.

**Q: Who decides that a KIT day can take place?**

**A:** Although they are strongly encouraged, there is no obligation on the employee to undertake work, nor is there an obligation on the Service to provide work. The KIT days will only be arranged by mutual agreement and for very specific purposes. The Equality and Inclusion Officer will authorise KIT days and authorisation must be confirmed prior to the KIT day.

KIT days can be used for operational training. If KIT days are not taken up, essential refresher training will be incorporated into the Individual Development Plan on return from Maternity Leave.

**Q: Can KIT days be scheduled for any time during maternity leave?**

**A:** Except during the two weeks immediately after childbirth (i.e. the Compulsory Maternity Leave period) KIT days can be arranged for any time during Maternity Leave. Payment or time in lieu will be made as set out above. If an employee takes annual leave before returning to work and chooses to work during the annual leave period, this is not a Keeping In Touch day and additional payment will not be made.

**Q: Is there a minimum/maximum numbers of KIT days?**

**A:** An employee can return on a voluntary basis during their Maternity Leave for a maximum of 10 days. As it is not compulsory there is no minimum number set.

**Q: If an employee does not want to attend work on a KIT day can they add the maximum of 10 days to their Maternity Leave entitlement?**

**A:** No - KIT days do not extend the Maternity Leave period and must be taken before the employee ends their period of Maternity Leave.

## FERTILITY TREATMENT (IVF)

**Q: Is an employee entitled to time off work for IVF treatment?**

**A:** Yes. CFRS provide up to 5 days of special leave paid to attend appointments.

Appointments should be arranged, where possible, at times which will cause the Service the least amount of disruption and with sufficient notice.

Employees are covered by the statutory right to time off under the provisions of the pregnancy directive from the time that the egg is implanted. Any time off required from this date is classed as being related to pregnancy and paid time off is therefore appropriate.

Employees are reminded that all special leave requests must be approved by managers as designated in the policy.

**Q: Does an employee have to inform their employer that they are undergoing fertility treatment?**

**A:** No, but employees may need to advise their Line Manager should they require any adjustments to their work. This will enable the Line Manager to undertake a risk assessment to identify any local risks to the individual.

An employee can access the Occupational Health Unit during this time for additional

support and advice.

## SICKNESS ABSENCE

### **Q: What if an employee is sick due to a pregnancy-related reason?**

**A:** All pregnancy related sickness will be excluded for the purposes of progression through the Attendance Management Policy.

Absence caused by an illness which cannot be treated because of the individual's pregnancy also counts as pregnancy related absence.

If a pregnant employee is absent from work either wholly or partly due to a pregnancy related reason in the 4 week period before their EWC, their Maternity Leave will automatically be triggered. In this case Maternity Leave will commence on the day following the first day of absence.

### **Q: What if an employee is sick due to a non pregnancy-related reason?**

**A:** If a pregnant employee is absent due to sickness but it is not related to the employee's pregnancy, they will be treated as any other employee who is sick in line with the Attendance Management Policy.

### **Q: What if an employee is sick on their expected return to work date following a period of Maternity Leave?**

**A:** The employee will still be regarded as having returned to work from Maternity Leave and the Attendance Management policy will apply.

## UNIFORM

### **Q: How much can an employee spend on maternity clothing?**

**A:** The Service will provide all employees wherever possible with maternity uniform. In addition, a clothing allowance of up to £150 will be made available to employees to purchase alternative maternity clothing. The uniform purchased should be suitable to the role the employee undertakes whilst pregnant. Please refer to the Procedures Section for further detail of what and how an employee can make a claim for reimbursement of their purchases.

## CONTRACT INFORMATION



**Q: If an employee is on a temporary contract or fixed term contract will they be entitled to Maternity Leave or Pay?**

**A:** Employees on a temporary contract will be entitled to Maternity Leave/pay if they fulfil the qualifying criteria as stated in CFRS Maternity Scheme.

If the end date of a contract falls in the Maternity Leave period, and it is not renewed, the contract will end on that date. The employee will continue to receive Statutory Maternity payments if they are entitled to receive them.

**Q: Will an employee's continuity of employment be affected if Maternity Leave is taken?**

**A:** Continuity of employment is maintained during Maternity Leave, which means there is no break in service during the employee's absence from work.

**Q: What will happen to an employee's annual leave before, during and after Maternity Leave?**

**A:** Employees continue to accrue full annual leave and public holidays whilst on Maternity Leave (both OML and AML). Line Managers will meet with individuals prior to commencement of Maternity Leave to discuss annual leave entitlement and the possibility of taking some or all of annual leave immediately prior to or immediately after the period of Maternity Leave. Normally, carry forward of annual leave will be limited if there is unused annual leave when the annual leave year ends.

**Q: What will happen to an operational employee's leave picks while on Maternity Leave?**

**A:** The employee's Watch Manager will contact them and include them in the leave picks for their watch to ensure consideration is given for when they return to work.

**Q: What will happen to an employee's essential car user arrangements during Maternity Leave?**

**A:** Employees will continue to receive payment of essential car user allowance or the provision of a lease car (if applicable) whilst on Maternity Leave.

**Q: Will an employee need to return their mobile phone during Maternity Leave?**

**A:** Yes, unless personal use is permitted in which case the use of a mobile phone will continue and the phone will not need to be surrendered.

**Q: What if an employee wishes to resign before their Maternity Leave expires?**

**A:** If an employee chooses not to return to work on the expiry of their Maternity Leave and decides to resign, they must give the required period of notice as set out in their contract of employment. Please note, if Occupational Maternity Pay has been paid and the employee does not return to work for at least 3 months then they will have to refund the Occupational Maternity Pay. Please refer to the procedure section to establish what action is required.

**Q: How much notice should be given to return to work on different hours or part time following Maternity Leave?**

**A:** As much notice as possible. The process may take up to 3 months, although requests will be dealt with as expediently as possible and in accordance with the Statutory Right to Request Flexible Working procedure.

If an employee decides that they would like to work different / part time hours on their return to work they should submit their request in writing including a proposed start date for the arrangements to begin giving the organisation reasonable time to consider it and implement it should it be approved. The employee will be notified of the outcome in writing. Should the application not be accepted the employee will be given notification of the appeals process. Please refer to procedure 19a.

## RELATED ENTITLEMENTS

### Paternity Leave

A spouse, civil partner or partner (regardless of gender) who is an employee of CFRS may be entitled to two weeks Paternity Leave at full pay (offset by Statutory Paternity Pay), or one weeks paid Maternity Support Leave. Guidance is provided within the Paternity Policy.

### Parental Leave

In addition to Maternity Leave the employee may be entitled to up to 18 weeks unpaid Parental Leave to be taken separately up to the child's (eighteenth) 18<sup>th</sup> birthday. Guidance is provided within the Parental Leave Policy.

### Adoption Leave & Surrogacy

An employee (regardless of gender) who is the primary adopter of a child or the intended parent with main caring responsibilities in a surrogacy arrangement has the qualified right to apply to take Adoption Leave. Guidance is provided within the Adoption Leave Policy.

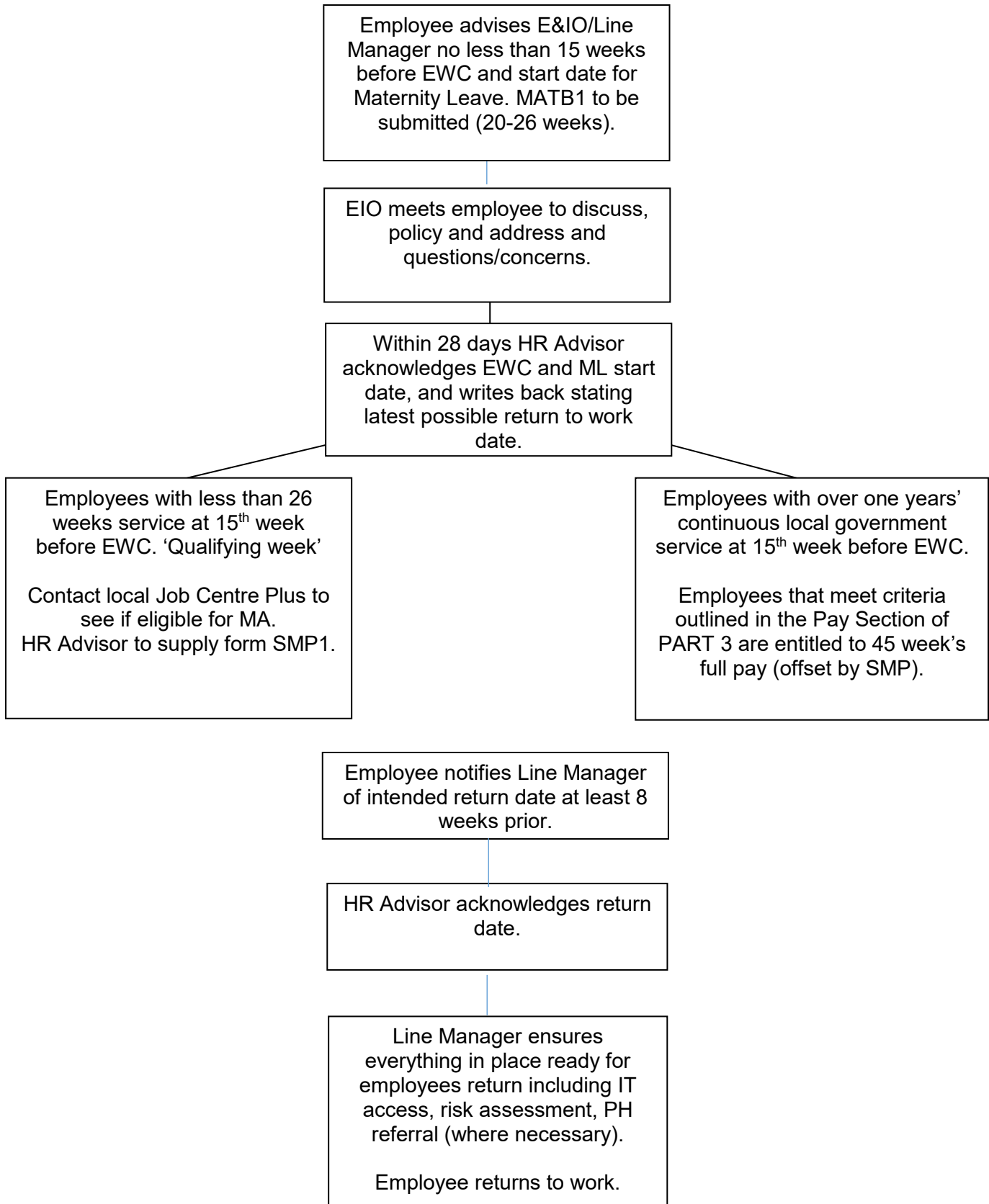
### Flexible Working

Employees who have parental responsibility for a child can apply to work flexibly. Guidance is provided within the Flexible Working Policy.

### Shared Parental Leave

Allows eligible employees with parental responsibility the option to end Maternity/Adoption Leave early and share any remaining leave with their partner during the child's first year. Guidance is provided within the Shared Parental Leave Policy.

# Maternity Overview Flowchart



# CLAIM FOR KIT DAY

Appendix 2

NAME	EMPLOYEE NO.	DATE KIT DAY WORKED	HOURS AT NORMAL RATE

Authorised by Equality and Inclusion Officer: \_\_\_\_\_

Name: \_\_\_\_\_  
PLEASE PRINT

Date: \_\_\_\_\_

## Appendix 3

### Development Plan – Return from Maternity Leave - Operational

<b><u>Day One – Reintroduction to station</u></b>	
Introduction to watch	
Station re-familiarisation	
Service Training Forecast and Operational Training Cycle	
Fire Alarm procedures	
First Aid procedures	
Working routines and site specific Risk Information Process	
Health and Safety and Welfare briefing	
Service values	
Safety Flashes and Green Bulletins	
Uniform and PPE check and Service standards	

<b><u>Week One – Training requirement prior to undertaking operational duties</u></b>	
BA (introduction, description, recording, recording processes and procedures, high and low pressure tests, pre-entry checks)	
BA practical wearing exercise	
BA guideline introduction and simulated exercise to confirm skills and knowledge	
Treadmill fitness test	
Hot wear	
Height Safety Training	
Water awareness training / SWRT	
Ladders and pump operation	
Holmatro extrication equipment	
RTC refresher and BTACC (Basic Trauma and Critical Care Refresher Course)	
Hazardous materials	
Positive Pressure Ventilation (PPV) fan	
Harness – height safety training	
Special appliances	
Incident Command Pack (Standard operating procedures)	
EFAD refresher or Vehicle re-familiarisation (if required)	
Intranet knowledge and understanding (LearnPro)	

# 1181 PATERNITY POLICY

The following policy sets out the statutory and enhanced benefits available to Cheshire Fire and Rescue Service (CFRS) operational, support, part time, full time and fixed term employees.

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	January 2020
<b>REVIEW DUE DATE</b>	Controlled by Corp Docs
<b>VERSION CONTROL</b>	1.3

## OTHER (CROSS) REFERENCES:

[1222 Maternity Scheme](#), [1180 Parental Leave Policy](#), [1179 Adoption Leave](#), [1225 Flexible Working](#), [1230 Pay and Recognition Policy](#), [1214 Reorganisation Policy](#), [1215 Redeployment Policy](#), [1197 Special Leave](#), [1989 Shared Parental Leave](#).

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# PART 1 - POLICY SECTION

## 1. Introduction and Scope of Policy

This Paternity Scheme forms part of a group of policies under 'Family Leave'. This policy sets out the statutory and enhanced benefits available to Cheshire Fire and Rescue Service (CFRS) operational, support, part time, full time and fixed term employees who may be eligible.

The purpose of this policy and associated procedures is to:

- Explain the Service's enhanced provisions for Paternity Pay and leave.
- Ensure that managers are aware of their responsibilities to employees covered by this policy.
- Ensure that both employees and managers are aware of the processes in place in relation to Paternity Leave.
- Provide clear guidance on employee rights and responsibilities prior to, during and following Paternity Leave.

## 2. Roles and Responsibilities

- 2.1 **Employees** must recognise the importance of keeping management informed of their intentions and circumstances at the earliest opportunity and provide all necessary documentation as required. Employees must also adhere to the requirements in relation to providing notice of intention to take Paternity Leave.
- 2.2 **Line Managers** are responsible for the day-to-day operation of the procedure and ensuring that it is adhered to consistently.
- 2.3 **Human Resources** are responsible for ensuring this procedure is implemented across the organisation and to provide advice and guidance on its interpretation.
- 2.4 **Equality and Inclusion Officer** will provide guidance and support where requested.
- 2.5 **Fitness Advisor** will provide guidance on fitness and nutrition where requested.
- 2.6 **Mental Health and Wellbeing Officer** is available to provide support and general guidance.

## 3. Definition of Terms

Listed are some of the key terms and acronyms in relation to Paternity Leave which are used throughout the Policy. Where this policy refers to spouse, partner or parent this is regardless of gender and includes same sex spouses, partners and parents.

### **‘Primary Adopter’**

For the purposes of this Policy, ‘Primary Adopter’ refers to the adoptive parent who takes Adoption Leave and/or is paid Statutory Adoption Pay. Therefore, the person taking Paternity Leave cannot be the ‘Primary Adopter’.

### **‘Mother’**

For simplicity, ‘Mother’ refers to the pregnant person who gives birth to a child’.

### **‘Partner’**

For simplicity, ‘Partner’ refers to the biological or non-biological, non-pregnant parent or carer of the child, regardless of gender.

### **‘Relevant Week’**

This is the week, fifteen weeks before the ‘expected week of childbirth’

**‘SPP’:** Statutory Paternity Pay

**‘SMP’:** Statutory Maternity Pay

**‘SPL’:** Shared Parental Leave

**‘MA’:** Maternity Allowance

**‘SAP’:** Statutory Adoption Pay

**‘EWC’:** Expected Week of Childbirth

## **4. Statutory Entitlements**

- 4.1 Cheshire Fire and Rescue Service is committed to supporting employees who make use of their paternity rights as under current legislation. This entitles eligible employees (regardless of their gender) who have or expect to have responsibility for a child’s upbringing to take Paternity Leave to help care for the child, or support the child’s mother or primary adopter following the birth or adoption of a child.
- 4.2 Where the employee has 26 weeks’ continuous service at the 15<sup>th</sup> week before the expected week of childbirth/ or at the end of the week in which the adoption agency formally notifies the adopter that they have been matched with the child, they may be entitled to take Paternity Leave.

## **5. Paternity Leave**

Paternity Leave is available to an employee who is the child's father or mother's partner (regardless of gender identity and inclusive of same sex couples), where they have parental responsibility for the child. Paternity Leave is also available to an adoptive parent or an adoptive parent's partner, where they have parental responsibility for the child and do not take Adoption Leave.

Where this policy refers to spouse, partner or parent this is regardless of gender or gender identity and includes same-sex spouses, partners and parents.

Paternity Leave can be taken as either one week or two consecutive weeks in a single block, which must be completed within 56 days of the child's birth/ or within 56 days of the child being placed for adoption (please refer to 'Guidance' section for more information).

## **6. Paternity Pay**

Employees eligible for Paternity Pay will be entitled to two week's full pay (offset by Statutory Paternity Pay (SPP) where applicable).

## **7. Maternity Support Leave**

CFRS also recognises the benefits of employees being able to support their partners once a child is born or placed for adoption, even when they do not meet the continuous service requirements for statutory Paternity Leave. Therefore, an employee with less than twenty-six weeks' continuous local government service at the fourteenth week before the Expected Week of Childbirth (EWC) and who is the child's father, the expectant mother's partner or the expectant mother's nominated carer shall be entitled to a week's paid 'Maternity Support Leave' (which shall equate to seven consecutive days free from duty). This provision also applies to an adoptive parent, who is not taking Adoption Leave.

## **8. Antenatal Appointments and Placement and Match Meetings**

CFRS understand the value of the mother and their partner attending ante natal appointments, relaxation and parent-craft classes, as well as both parents attending placement and match meetings in adoption cases. Where possible, these appointments should be made within the employee's own time.

Where an employee has a qualifying relationship with the pregnant individual, or the expected child, the employee is entitled to paid time off of up to six and a half hours on two occasions to accompany the pregnant individual to an antenatal appointment. An additional period of up to 6.5 hours leave may also be granted by management on a case by case basis, this time could be used for, but not limited to, additional scan appointments or for emotional support purposes. This must be requested using the [time off for antenatal appointments form](#).

## **9. Notice Arrangements**

- 9.1 CFRS has a responsibility to ensure that those employees who wish to take Paternity Leave receive the relevant support and entitlements.
- 9.2 At the same time, CFRS needs to ensure that Paternity Leave is planned and operationally covered by the Service at all times. This is why CFRS require Paternity Leave requests to be made in writing by employees (using the relevant form from Appendix 2-5), providing as much notice as possible
- 9.3 At least 15 weeks' written notice of the date of the expected date of childbirth should be provided, or should be provided as soon as reasonably practicable if notice could not have been provided sooner. For adoptions, the written notice should be provided no later than 7 days after notification that the child has been matched for adoption.
- 9.4 For further details on notification procedures, please refer to the Procedure and Guidance sections.

## **10. Returning to Work following Paternity Leave**

- 10.1 The Service is committed to ensuring that employees are able to return to the same job following Paternity Leave. However, where it is not practical by reason of redundancy or re-organisation to permit an employee to return to their substantive role, a suitable alternative will be offered. Such a role will be commensurate with the level of responsibility, grade and terms and conditions of the role they were previously employed in.
- 10.2 Employees on Paternity Leave will be treated no less favourably due to their absence and will be provided with the same information as all other staff affected by the change.

## **11. Problems during the pregnancy/and or childbirth**

- 11.1 CFRS recognises that problems during pregnancy and/or childbirth can be very distressing for both parents. Therefore, special consideration will be given to individual circumstances and discretion exercised to decide upon any appropriate action, which may include extending Paternity Leave, or invoking special leave arrangements. In such circumstances, employees are advised to speak to their line manager as soon as possible.

## **12. Flexible Working Requests**

- 12.1 CFRS acknowledges that many employees face responsibilities both at work and home and as such, the Service understands how additional flexibility can benefit an individual with child-care responsibilities. Please refer to the [Flexible Working Policy](#) for further information.

### **13. Shared Parental Leave**

Shared Parental Leave is separate to Paternity Leave and enables mothers to end their maternity leave and pay early, and to share any untaken balance of leave with their partner, paid at the rate set out under that policy. For further information please refer to the [Shared Parental Leave Policy](#).

### **14. Fertility Treatment (IVF) and Appointments**

- 14.1 CFRS will consider necessary adjustments where required, for those employees undergoing the first stages of fertility (IVF) treatment.
- 14.2 Employees are entitled to up to 5 days paid special leave to attend fertility treatment appointments (see procedure 8 below).

## **PART 2 - PROCEDURE SECTION**

Procedure 1	Notification of Paternity Leave.
Procedure 2	Problems During Paternity Leave.
Procedure 3	Grey Book Employee Leave Picks
Procedure 4	Notification of Maternity Support Leave
Procedure 5	Resignation
Procedure 6	Changes to Contract of Employment - Requested by Employee
Procedure 7	Changes to Contract of Employment - Organisational Change
Procedure 8	Fertility Treatment (IVF) and Appointments

**Notification of Paternity Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee notifies Line Manager as soon as possible of request for Paternity Leave (at least 15 weeks before baby is due) (or no later than 7 days after notification of a matched child/ children for adoption)	Employee
2	Line Manager and employee discuss request and entitlements and Line Manager asks employee to complete the 'Paternity Leave Self-Certificate' form	Line Manager
3	Employee must complete and return the Paternity Leave Self-Certificate to their Line Manager no less than 15 weeks before the Expected Week of Childbirth (EWC) or as soon as practicable, or no later than 7 days after notification of a matched child for adoption. This Self-Certificate must include details of the week the baby is expected and the chosen start date of their Paternity Leave.	Employee
4	Line Manager authorises Leave and sends the Paternity Leave Self-Certificate form to the employee's Grandparent Manager who will need to arrange necessary cover.	Line Manager and Grandparent Manager
5	Once the Paternity Leave Self-Certificate has been signed by the employee, Line Manager and Grandparent Manager, the form should be forwarded to the HR Advisor for processing	Line Manager
6	If the employee wishes to change the date of Paternity Leave they must give a minimum of 28 days notice in writing (via email) to their Line Manager and another 'Paternity Leave Self-Certificate' should be completed and forwarded to the HR Advisor. (The Service does recognise that in some cases providing the relevant notice may not be possible – if, for example, the baby is born early).	Employee and Line Manager
7	HR Admin will inform Leave Requests of the Paternity Leave Request	HR Admin
8	HR will write to the employee confirming the date of expected leave and entitlements within 28 days of Manager receipt of the 'Paternity Leave Self-Certification'	HR
9	HR will notify the Payroll team of the Paternity Leave dates.	HR
10	HR Admin will record all paternity details on the HRIS (Human Resources Information System)	HR Admin
11	The Paternity Leave and/or any changes must be recorded into the Corporate Staffing System by the Staffing Resource Coordinator (PP&R) through liaison with the Grandparent Manager and HR	Staffing Resource Coordinator (PP&R)



Procedure 2

**Problems During Paternity Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The Employee must notify their Line Manager of any changes to their circumstances as soon as reasonably practicable	Employee
2	The Line Manager must seek advice from their HR Advisor before advising the employee of any entitlements regarding pay/leave	Line Manager
4	The Line Manager and HR Advisor will establish the various options for the employee and seek authorisation for each option with the relevant member of the Senior Management Team	Line Manager/ HR Advisor/Relevant Senior Manager
5	The options will be discussed between the employee, Line Manager and HR Advisor (via telephone/meeting depending on circumstance)	Employee/ Line Manager/ HR Advisor
6	Once agreement has been made the HR Advisor will write to the employee to confirm what action will be taken in relation to their new circumstances	HR Advisor
7	The HR Advisor will liaise with the Payroll team if any pay adjustments are to be made	HR Advisor
8	The employee will complete the Special Leave Form if required and this will be authorised by the Line Manager and the Duty Station Manager/Head of Department	Employee/ Line Manager/ Director/ Head of Department
9	HR Advisor will record any relevant changes in the HRIS system	HR Advisor
10	The Line Manager and HR Advisor will monitor and address any developments in the change of circumstances	Line Manager/ HR Advisor

Procedure 3

**Grey Book Employee Leave Picks**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Line Manager must contact the employee on Paternity Leave to include in the picking of annual leave	Line Manager/ Employee (on Paternity Leave)
2	Leave dates agreed	Line Manager/ Employee (on Paternity Leave)/Employee (covering the employee on Paternity Leave)
3	Employee (on Paternity Leave) must make a note of their leave picks once agreed and bear them in mind when making child care arrangements for their return to work at the end of their Paternity Leave	Employee

Procedure 4

**Notification of Maternity Support Leave**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee notifies Line Manager as soon as possible of request for Maternity Support Leave at least 15 weeks before baby is due or no later than 7 days after notification of a matched child/ children for adoption	Employee
2	Line Manager and employee discuss request	Line Manager and Employee
3	Employee completes the 'Request for Maternity Support Leave' form and returns to Line Manager no less than 15 weeks before the Expected Week of Childbirth, or as soon as practicable (or 7 days after notification of a matched child for adoption). This form must include details of the week the baby is expected, or the date placement is expected - and the chosen start date of their Maternity Support Leave	Employee
4	Line Manager seeks approval for Maternity Support Leave from Grandparent Manager who will need to arrange necessary cover	Line Manager/ Grandparent Manager

5	Once the 'Maternity Support Leave form' has been signed by the Line Manager and Grandparent Manager , the form should be forwarded to the relevant HR Advisor	Grandparent Manager
6	HR Advisor will inform the Staffing Resource Coordinator (PP&R) of the Maternity Support Request, who will log the Leave onto the Staffing System	HR Advisor/ Staffing Resource Coordinator (PP&R)
7	The HR Advisor will write to the employee confirming the Maternity Support Leave	HR Advisor
8	The HR Advisor will notify the payroll team of Maternity Support Leave via email.	HR Advisor
9	The HR Admin will record all paternity details on the HRIS (Human Resources Information System)	HR Admin

## Procedure 5

### Resignation

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee must give the required period of notice as set out in their contract of employment	Employee
2	Notice must be given in writing to Line Manager	Line Manager
3	Written notice to be forwarded to the HR Advisor	Line Manager
4	Outstanding leave must be calculated and a copy of the Leave Card sent to the HR Advisor	Line Manager
5	The HR Advisor will acknowledge resignation in writing and details of how any outstanding payments by either the employee or the Service will be made	HR Advisor
6	P45 will be sent direct to the employees home address following termination	Payroll Team

Procedure 6

**Changes to Contract of Employment – Requested by Employee**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Change request should be submitted by the employee in writing ( <u>FR1 form</u> ) in accordance with the Flexible Working Policy and Flexible Working Application Procedure	Employee
2	Service will respond within 28 days in accordance with the Flexible Working Policy and Flexible Working Application Procedure	Line Manager/ HR Advisor

Procedure 7

**Changes to Contract of Employment – Organisational Change**

	<b>Process/Action</b>	<b>Responsibility</b>
1	The employee will be consulted in accordance with the 1214 Reorganisation, 1215 Redeployment and 1229 Early Retirement and Severance. This will be done at the same time as all other staff affected by the change are notified.	Line Manager/Director /Head of Department/HR
2	Copies of all documentation will be sent to the individual on Paternity Leave.	Line Manager
3	The employee will be invited to attend team meetings/ briefings in relation to the organisational change.	Line Manager

Procedure 8

**Fertility Treatment (IVF) Appointments – Notification and Recording Appointments**

	<b>Process/Action</b>	<b>Responsibility</b>
1	All appointments will be treated as special leave – up to a maximum of 5 days paid leave will be authorised.	Line Manager/
2	Employees are encouraged to inform their Line Manager as soon as their plans to undergo treatment have been confirmed. A statement should also be provided from a qualified medical practitioner that the treatment has been recommended and approved.	Employee
3	The Line Manager will create and <b>record</b> this information on the employee's Welfare Log (via self-serve) and any subsequent meetings/discussions in relation to the employee's fertility treatment. The line manager and employee should also complete a risk assessment.	Line Manager/ Employee
4	The employee arranges appointments as near to the start or the end of the working day, where possible.	Employee
5	The employee should give their Line Manager as much notice as possible of appointments and provide necessary evidence.	Employee
6	The employee completes a <a href="#">Special Leave Request Form</a> and forwards to their Line Manager for authorisation.	Employee
7	Line Manager forwards the Special Leave Request Form to the Head of Department for authorisation.	Line Manager
8	Line Manager forwards the Special Leave Request Form to their HR Advisor and records appointments on the Welfare Log.	Line Manager

## PART 3 - GUIDANCE SECTION

### FREQUENTLY ASKED QUESTIONS

#### PATERNITY LEAVE

##### Q: What is Paternity Leave?

**A:** The purpose of Paternity Leave is to care for the child, and/or to support the child's mother or primary adopter. Paternity Leave entitles eligible employees to take a single block of one or two weeks leave which can be taken from the time of birth of the child until 8 weeks after the Expected Week of Childbirth (EWC), or taken within 8 weeks of the placement of a child for adoption.

##### Q: Who is entitled to Paternity Leave?

**A:** All employees, regardless of their gender, can be entitled to Paternity Leave.

Paternity Leave is available to an employee:

- who is the biological father of the child
- and/or whose wife, civil partner or partner (regardless of gender identity and inclusive of same sex couples) gives birth to a child
- who is the intended parent (if you are having a baby through a surrogacy arrangement)

Paternity Leave is also available to an employee:

- who is the spouse, civil partner or partner of a child's primary adopter
- or to the adoptive parent who does not take Adoption Leave (including same sex couples)

Paternity Leave is only available where the child is **newly** matched for adoption (please also refer to separate adoption policy).

##### Q: What is the eligibility criteria for Paternity Leave?

**A:** Employees have statutory Paternity Leave rights if they satisfy the following conditions:

- Have or expect to have responsibility for the child's upbringing and are making the request to help care for the child, or to support the child's mother or primary adopter.
- Are the biological father of the child or the mother's or primary adopter's husband, civil partner or cohabiting partner (regardless of gender identity and inclusive of same-sex couples).
- Have provided notice of intention to take Paternity Leave, as set out in Procedure 1.
- Have worked continuously for the Service for 26 weeks by the week that falls 15 weeks before the week in which the child is expected – and remain in this employment until the week before the employee wishes to take Paternity Leave.

- **OR**, in cases of adoption: Have worked continuously for the Service for 26 weeks by the end of the week in which the adoption agency formally notifies the adopter that they have been matched with the child.
- -For overseas adoptions, the 26 weeks' continuous service can start with the week in which the employee's employment began, in cases where official notification may be received a year or more before the child is placed.

### **Q: What constitutes a 'Partner' under Paternity Leave?**

**A:** 'Partner' means a person who lives with the mother and the baby or the person adopting the child, in an enduring family relationship, but is not a relative of the mother or primary adopter.

### **Q: When can Paternity Leave be taken?**

**A:** Paternity Leave can be taken:

- From the date of the child's birth/ child being placed for adoption.
- From a chosen number of days or weeks after the actual date of the birth/ child being placed for adoption, up to 56 days/ 8 weeks after the 'Expected Week of Childbirth'.
- Weeks cannot be separated and must be full weeks taken consecutively (odd days cannot be taken).
- Leave can start on any day of the week.

Paternity Leave must be completed:

- Within 56 days/ 8 weeks of the actual date of birth of the child or a child being placed for adoption.
- Or, if the child is born early, within the period from the actual date of birth, up to 56 days after the Expected Week of Childbirth.

### **Q: What constitutes a 'week's' Leave?**

**A:** A week's leave is any period of 7 consecutive days free from work, or being available for work.

### **Q: How much notice for Paternity Leave should be provided by an employee?**

**A:** Eligible employees wishing to request Paternity Leave in respect of a birth of a child must give at least 15 weeks' written notice of the date on which their baby is due, or as soon as reasonably practicable if notice could not have been given sooner. This 'written' notice should be by completion of the 'Paternity Leave Self-Certificate' form.

For adoption cases, an employee must give written notice (also using the 'Paternity Leave Self-Certificate form) no later than 7 days after the date on which notification of the match with the child was given by the adoption agency, or as soon as reasonably practicable.

### **Q: What would happen if an employee does not provide the relevant notice for a Paternity Leave request?**

**A:** If the relevant notice of Paternity Leave is not provided, then the Service can refuse the Paternity Leave request if it is not possible to accommodate it at short notice. However, if the

employee can demonstrate that it was not reasonably practicable for them to provide such notice, then the Service will do all it can to ensure that the Paternity Leave can be taken.

**Q: What documents are required from an employee to notify of their intention to take Paternity Leave?**

**A:** The 'Paternity Leave Self-Certificate' form must be completed by the employee and given to their line manager. The information required from the employee on this form includes the date on which the baby is due, the length of Paternity Leave the employee wishes to take and the date on which the employee wishes the leave to commence. The employee must also sign to state that they are entitled to Paternity Leave and/or Statutory Paternity Pay.

In cases of adoption, the information required on the 'Paternity Leave Self-Certificate' form will alternatively include the date the child is expected to be placed for adoption and the date notification of the match of the child was made.

**Q: What happens if the employee wishes to change the start date for Paternity Leave?**

**A:** If an employee wishes to change the timing of the Paternity Leave, they must provide 28 days' written notice of the new dates, unless this is not reasonably practicable. If an employee wishes to change the start date, they must also complete a new 'Paternity Leave Self-Certificate Form' and re-submit, in line with Procedure 1.

**Q: What happens if the child is born prematurely?**

**A:** In such cases where the employee has requested to start their Leave on the birth of the child and they are at work on this date, the Leave will commence the following day, even though the employee may leave work early on the birth date. Where an employee may leave work early on the birth date of their child, special leave may be granted.

**Q: What happens if the child is born late?**

**A:** Where the child is born late, the eight week period in which Paternity Leave can be taken runs from the date of the actual birth. An employee cannot start a period of Paternity Leave before the child is born.

**Q: If an employee is expecting twins or adopting two children at the same time, are their entitlements different?**

**A:** Only one period of Paternity Leave will be available to employees, irrespective of whether more than one child is born as a result of the same pregnancy, or number of children adopted.

**Q: What happens if the child is still-born, or in the event of a death of a child during Paternity Leave?**



**A:** In the unfortunate event that a child is stillborn or dies 24 weeks or more into the pregnancy, the employee will retain their entitlement to Paternity Leave and Pay. If a baby is unfortunately lost before 24 weeks, these provisions will not apply.

However, in the event of any problems, employees are advised to contact their line manager, who will seek advice of any entitlements they may have regarding pay and/ or Leave. Special consideration will be given to all individual circumstances - and where necessary, special leave or a period of sickness may be granted.

**Q: What entitlements does a surrogate mother and their husband or civil partner have to maternity scheme, paternity policy, and parental leave policy provisions?**

**A:** The surrogate mother and their husband or civil partner are the legal parents of the child, until such time as legal rights are given to someone else through a parental order or adoption. As such, the provisions of the maternity scheme, paternity policy and parental leave policy apply to them in the usual way while they remain the legal parents of the child.

**Q:** Who do I talk to if I have concerns about my health and wellbeing?

**A:** Becoming a parent can sometimes trigger health and wellbeing issues ie; sleep deprivation. When an employee has concerns over their ability to perform their role (especially in the case of operational staff ie for blue light driving) and is worried they may be a risk to the Service, they should advise their line manager in the first instance. From this, it may be appropriate to refer the employee to Occupational Health to establish whether any additional support is required. The Mental Health and Wellbeing Officer is also able to provide support and guidance and can be contacted directly without the need for a referral.

## **MATERNITY SUPPORT LEAVE**

**Q: What can an employee do if they do not have the 26 weeks' continuous service requirements for Paternity Leave?**

**A:** If an employee does not have the required 26 weeks' continuous service at the fourteenth week before the Expected Week of Childbirth (EWC) and they are the child's father, the expectant mother's partner, the expectant mother's nominated carer or an adoptive parent who has not taken Adoption Leave - they are entitled to a week's paid Maternity Support Leave.

If the employee is not eligible for Statutory Paternity Leave and they would like to request further leave, they should discuss this with their line manager, who may be able to give consideration to annual leave requests, if this can be accommodated. It may also be possible for the employee to take unpaid Parental Leave (please refer to the Parental Leave Policy).

**Q: Who is a 'Nominated Carer' for the purposes of Maternity Support Leave?**

**A:** A 'nominated carer' is the person nominated by the mother (or primary adopter) to assist in the care of the child and to provide support to the mother (or primary adopter) at or around the time of the birth (or adoption).

## PAY

### **Q: What Paternity Pay is an employee entitled to?**

**A:** An employee who has met the eligibility criteria for Paternity Leave is entitled to two weeks at full pay (offset by SPP where applicable).

### **Q: What is a 'week's' pay for Paternity Leave?**

**A:** A week's pay is the normal basic salary amount paid to an individual for working their standard number of hours per week, as set out in their current contract of employment.

For employees on the 'On Call' duty system a week's pay is defined as the average weekly remuneration of the previous twelve weeks, (excluding any week in which an employee has been sick or received no pay) taking all payments into account, with the exception of any retainer fee.

### **Q: Will employees with more than one role have different entitlements?**

**A:** If an employee undertakes two roles within CFRS, the leave dates chosen for Paternity Leave may be different for each role, however SPP will only be payable once. The Paternity Pay will be in line with the employee's standard weekly pay (as above).

If an employee works for two different employers, they may be entitled to receive Statutory Paternity Pay from both separate employers. This will depend on a number of different factors. Please refer to the HMRC website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) for further information.

### **Q: What happens to tax and national insurance during Paternity Leave?**

**A:** All paternity pay is subject to normal deductions during Paternity Leave, as it is treated as 'earnings'.

### **Q: What happens to pension contributions during Paternity Leave?**

**A:** Employees who pay contributions to the Local Government Pension Scheme, New Firefighters' Pension Scheme 2006, or Firefighters' Pension Scheme (1992) will continue to do so whilst receiving any occupational or statutory payments when on Paternity Leave.

The amount paid will be the usual percentage contribution based on the employee's normal salary. This will continue until the employee ceases to receive Paternity Pay. This ensures that the employee retains full pensionable service during this period, even though they could be paying less than they would normally pay when receiving their normal salary.

## CONTRACT INFORMATION

**Q: If an employee is on a fixed term contract, will they be entitled to Paternity Leave/Pay?**

**A:** Employees on fixed term contracts will be entitled to Paternity Leave/ Pay if they fulfil the qualifying criteria as stated in this policy.

**Q: Will an employee's continuity of employment be affected if Paternity Leave is taken?**

**A:** Continuity of employment is maintained during Paternity Leave, which means there is no break in service during an employee's absence from work.

**Q: What happens to an employee's annual leave entitlement during Paternity Leave?**

**A:** Employees continue to accrue full annual leave and public holiday entitlements whilst on Paternity Leave.

Line managers will meet with individuals prior to commencement of Paternity Leave, to discuss annual leave entitlements and the possibility of taking some annual leave immediately prior to, or immediately after the period of Paternity Leave. Otherwise, carry forward of annual leave will apply up to a maximum of 5 days if there is unused annual leave when the annual leave year ends.

**Q: Are child-care vouchers (normally through salary sacrifice) affected during Paternity Leave?**

**A:** All employees currently receiving child-care vouchers will continue to do so as a non-cash benefit during Paternity Leave.

**Q: What will happen to an employee's essential car user arrangements during Paternity Leave?**

**A:** Employees will continue to receive payment of essential car-user allowance or the provision of a lease care (if applicable) whilst on Paternity Leave.

## GENERAL INFORMATION

**Q: What if an employee's last night of tour (for operational employees) falls on the last night of their paternity leave?**

**A:** Should this occur, then the employee may wish to apply for annual leave to add on to the end of their paternity leave.

**Q: Does an employee have to inform their employer that they are undergoing fertility treatment?**

**A:** No, but employees may need to advise their Line Manager should they require any adjustments to their work. This will enable the Line Manager to undertake a risk assessment to identify any local risks to the individual.

An employee can also access the Occupational Health Unit and the Mental Health and Wellbeing Officer during this time for additional support and advice.

## RELATED ENTITLEMENTS

### Shared Parental Leave

In addition to Paternity leave, the employee may be entitled to a maximum of 50 weeks' leave (of which up to 37 weeks leave may be paid at statutory rate). Such leave may be shared between both parents. Guidance is provided within the [Shared Parental Leave Policy](#)

### Parental Leave

In addition to maternity leave the employee may be entitled to up to 13 weeks unpaid Parental Leave to be taken separately up to the child's eighth (8) birthday. Guidance is provided within the Parental Leave Policy.

### Adoption Leave

An employee who has adopted a child, or who is one of a couple who have jointly adopted a child, has the qualified right to apply to take Adoption leave. Guidance is provided within the Adoption Leave Policy.

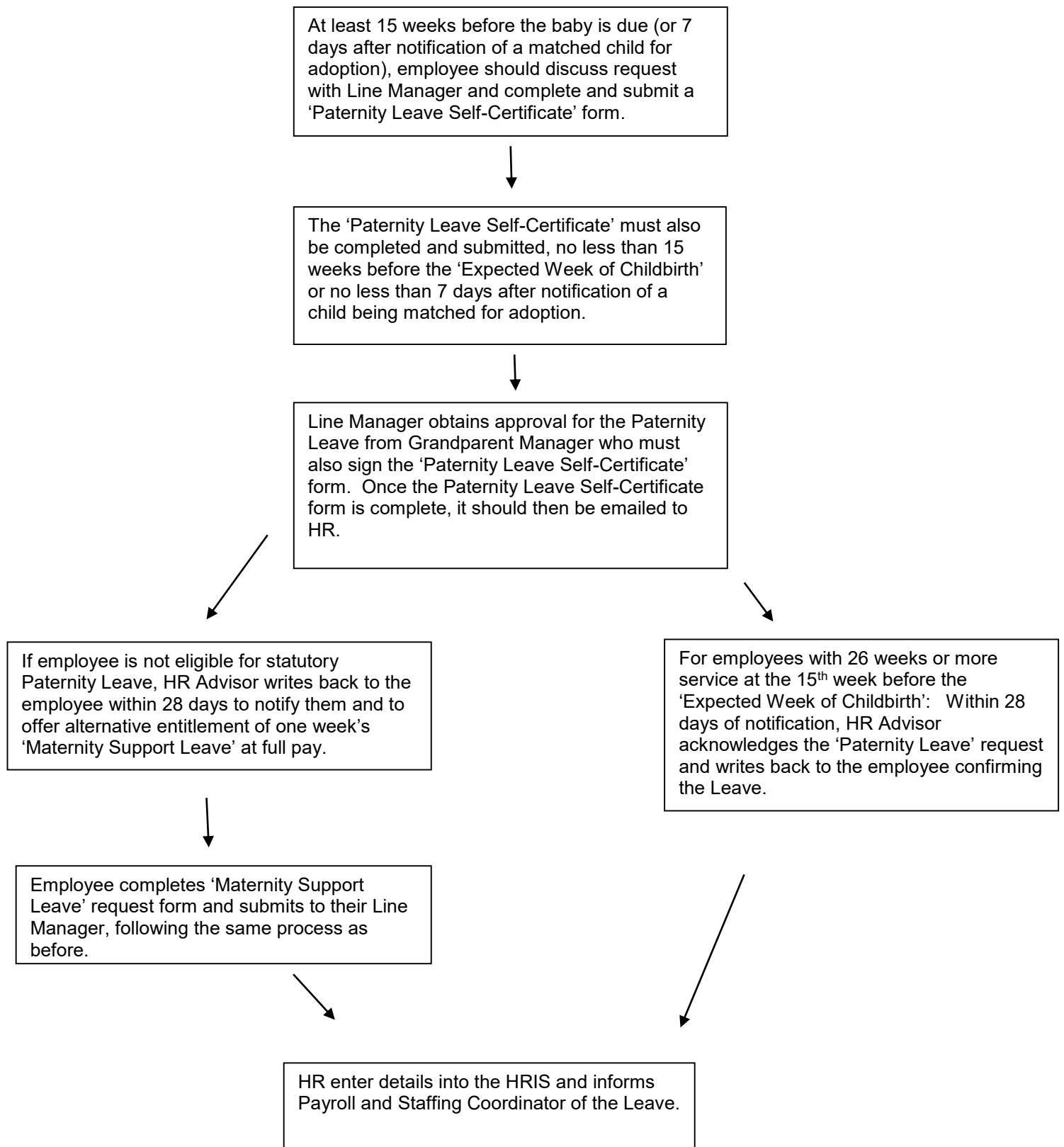
### Flexible Working

Employees who have parental responsibility for a child can apply to work flexibly. Guidance is provided within the Flexible Working Policy.

### Special Leave

The Special Leave policy provides guidance on paid and unpaid leave which can be requested for appointments and meetings in connection with fertility treatment and the fostering process.

# Paternity Leave Flowchart



## PATERNITY LEAVE REQUEST FORM

If you have more than one role with CFRS please provide details of your primary role and secondary role. Authorisation for both roles will be required from each relevant manager.

Name:		
Primary Role:	Employee Number:	Job Title:
	Location:	
Secondary Role:	Employee Number:	Job Title:
	Location:	

### Your Pay and Dates

The baby is due on (- if baby is already born, please provide the date the baby was due) :	
The baby is already born, please enter actual date of birth:	
<i>If your child/children have been matched for adoption, please enter date of notification:</i>	
<i>The child is expected to be placed for adoption on:</i>	
<i>If the child has been placed for adoption, please enter the date they were placed:</i>	
I would like my Paternity Leave to start on the date the baby is born:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If no (or for adoptions), I would like Paternity Leave to start on:	
Please state length of Paternity Leave you wish to take:	One Week / Two Weeks
If you have a secondary role with CFRS do you wish to take the same leave on the same dates as requested above for your primary role?	Yes / No
If you wish to take <b>different</b> Paternity Leave in your secondary role with CFRS please advise whether one or two weeks and start date:	One Week / Two Weeks Start date: _____

(P.T.O. to complete 'Your Declaration').

**Your Declaration:**

You must be able to answer ‘**yes**’ to all three boxes in Section A, or ‘**yes**’ to all four boxes in Section B below to get Statutory Paternity Pay and Leave:

**Section A – Becoming a Parent**

**I declare that:**

I am 1) the baby’s biological father <b>or</b> 2) married to the mother or in a civil partnership with the baby’s mother, <b>or</b> 3) living with the mother in an enduring family relationship, but am not an immediate relative 4) the intended parent (if you are having a baby through a surrogacy arrangement)	Yes / No
I have responsibility for the child’s upbringing	Yes / No
I will take time off work to support the mother and/or care for the child	Yes / No

**Section B – Becoming an Adoptive Parent**

**I declare that:**

I am adopting the child with my partner and I want to receive Statutory Paternity Pay and Paternity Leave, <b>not</b> Statutory Adoption Pay and Adoption Leave	Yes / No
I am 1) married to, or in a civil partnership with the person adopting the child, <b>or</b> 2) living with the person adopting the child in an enduring family relationship, but am not an immediate relative, <b>or</b> 3) the expectant mother’s nominated carer*	Yes / No
I will have responsibility for the child’s upbringing	Yes / No
I will take time off work to support the person adopting the child and/or care for the child	Yes / No

Employee Signature:		Date:
Approved by Line Manager (primary role):		Date:
Approved by Grandparent Manager (primary role):		Date:

For secondary role with CFRS if appropriate:

Approved by Line Manager (primary role):		Date:
Approved by Grandparent Manager (primary role):		Date:

\*Nominated carer is the person nominated by the mother (or primary adopter) to assist in the care of the child and provide support to the mother (or primary adopter) at or around the time of the birth (or adoption).

### Appendix 3: Maternity Support Leave Form

Name:	
Location:	
Employee Number:	

#### Your Pay and Dates

The baby is due on (- if baby is already born, please provide the date the baby was due) :	
The baby is already born, please enter actual date of birth:	
<i>If your child/children have been matched for adoption, please enter date of notification:</i>	
<i>The child is expected to be placed for adoption on:</i>	
<i>If the child has been placed for adoption, please enter the date they were placed:</i>	
I would like my Maternity Support Leave to start on the date the baby is born:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If no (or for adoptions), I would like my Maternity Support Leave to start on:	



# 1989 SHARED PARENTAL LEAVE POLICY

The following policy sets out the statutory rights available to operational, support, part time, full time, temporary and fixed term employees and agency workers.

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	April 2020 (minor amends)
<b>REVIEW DUE DATE</b>	Controlled by Corp Docs
<b>VERSION CONTROL</b>	1.1
<b>OTHER (CROSS) REFERENCES:</b> <a href="#">CFRS-#1181-Paternity Scheme Policy</a> ; <a href="#">CFRS-#1180-Parental Leave Policy</a> ; <a href="#">CFRS-#1179-Adoption Leave Policy</a> ; <a href="#">CFRS-#1225-Flexible Working Policy</a> ; <a href="#">CFRS-#1230-Pay and Recognition</a> ; <a href="#">CFRS-#1660-Reorganisation and Redeployment Policy</a> ; <a href="#">CFRS-#1157-Attendance Management</a> ; <a href="#">CFRS-#1286-Expectant and Breast Feeding Mothers</a> ; <a href="#">Children and Families Act 2014</a>	

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# PART 1 – POLICY SECTION

## 1. Introduction

- 1.1 This policy sets out the statutory rights available to Cheshire Fire and Rescue Service employees who may be entitled to Shared Parental Leave (SPL) and Pay. This policy should be read in conjunction with the Service's Maternity, Adoption, Paternity and Parental Leave policies.
- 1.2 Shared parental leave is a type of leave available to parents whose babies are due, or where a child is placed for adoption, on or after 5<sup>th</sup> April 2015. Shared parental leave enables mothers to commit to ending their maternity leave and pay early and to share any untaken balance of leave and pay with their partner.
- 1.3 Shared parental leave should not be confused with parental leave. [Eligible employees are entitled to take up to 18 weeks unpaid leave]. Please refer to the [Parental Leave Policy 1180](#).
- 1.4 The purpose of this policy and associated procedures is to:
  - Outline the statutory entitlements for Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP)
  - Provide clear guidance on employee rights and responsibilities prior to, during and after taking Shared Parental Leave
  - Set out the provisions for booking Shared Parental Leave.

## 2. Definitions under the Shared Parental Leave (SPL) Policy

- 2.1 For simplicity throughout this policy “**mother**” shall refer to the pregnant person who gives birth to a child or the main adopter (the main adopter being the person who is eligible for adoption leave and pay, who can be male or female).

“**Partner**” shall refer to the child's biological father or the partner of the mother/adopter and can be a spouse, civil partner; or a partner who is living with the mother and has responsibility for the child.

Where this policy refers to spouse, partner or parent this is regardless of gender and includes same sex spouses, partners and parents. All reference to ‘mother’ includes all people who can become pregnant.

## 3. Roles and Responsibilities

- 3.1 **Employees** must adhere to the responsibilities outlined in the policy in relation to communication. They must recognise the importance of keeping management informed of their intentions

and circumstances at the earliest opportunity and provide any necessary documentation as required.

**3.2 Line Managers** are responsible for the day-to-day operation of the procedure and ensuring that it is adhered to consistently.

**3.3 Human Resources** are responsible for ensuring this policy is implemented across the organisation and to provide advice and guidance on its interpretation.

#### **4. Scope of Shared Parental Leave**

This policy applies to employees of the Fire Service whether they are the mother or the partner of the child. If the mother is an employee of CFRS their partner must submit the relevant notifications to their own employer as set out in this policy if they wish to take a period of SPL.

If the partner is an employee of CFRS, then as above, the mother must submit any notifications to their own employer should they wish to take a period of SPL.

It is important to note that discussions should be held as soon as possible with each employer where shared parental leave is being considered to ensure requests for leave are handled as smoothly and quickly as possible.

#### **5. Amount of Shared Parental Leave available**

The amount of shared parental leave available is dependent upon when the mother chooses to end their maternity or adoption leave, known as the “curtailing” of leave. Any untaken weeks of maternity/adoption leave can then be transferred into shared parental leave.

Shared parental leave must be taken in blocks of at least one week. Employees can request one **continuous** block of leave i.e. six continuous weeks, or a number of **discontinuous** blocks i.e. two weeks in one month followed by a return to work then a further two weeks in another month. It should be noted that a continuous block of leave cannot be refused by the Service. Discontinuous blocks of leave require agreement and there may be instances where proposed dates cannot be accommodated by the Service. Where this situation arises a meeting will be held with the employee and their line manager to discuss alternative dates. Each parent can make up to **three** requests with their employer (per pregnancy).

The first two weeks following the birth/date of placement remain compulsory maternity/adoption leave and are reserved for the mother. The mother can therefore not curtail their maternity/adoption leave to

take any shared parental leave before the first two weeks which leaves a possible maximum balance of 50 weeks leave that may be shared.

The mother's partner can begin a period of SPL at any time following the birth. The partner needs to bear in mind that they are entitled to take up to two week's paternity leave following the birth/placement of their child (which will be lost if SPL is taken first). SPL must be taken within 52 weeks of the child's birth/placement i.e. before the child's first birthday.

## 6. Eligibility for Leave

For employees to be eligible to take SPL, **both parents** must meet certain eligibility requirements.

***Mother's eligibility for shared parental leave: [where mother is employee of CFRS]***

- have at least 26 weeks' continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth/date of placement and remains in continuous employment with the organisation until the week before any period of shared parental leave is taken;
- has, at the date of the child's birth/placement, the main responsibility, apart from the partner, for the care of the child;
- is entitled to statutory maternity/adoption leave in respect of the child; and
- complies with the relevant "maternity/adoption leave curtailment" requirements (or has returned to work before the end of statutory maternity/adoption leave), and SPL "notice and evidence" requirements. (Further details regarding notice requirements are outlined in Part 2 of this policy – Procedures Section).

In addition, for the mother to be eligible for SPL, the **partner** [whether CFRS employee or not] must:

- have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement;
- have average weekly earnings of at least the maternity allowance threshold [please check the DTI website for current rates] for any 13 of those 66 weeks; and
- have at the date of the child's birth/placement, the main responsibility, apart from the mother, for the care of the child.

***Partner's eligibility for SPL: [where partner is employee of CFRS]***

- have at least 26 weeks continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth/placement and remains in continuous employment with the organisation until the week before any period of SPL is taken;
- have, at the date of the child's birth/placement, the main responsibility, apart from the mother, for the care of the child; and
- complies with the relevant SPL notice and evidence requirements.

In addition, for the partner to be eligible for SPL, the **mother** [whether CFRS employee or not] must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have an average weekly earnings of at least the maternity allowance (currently £30) for any 13 of those 66 weeks;
- have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;
- be entitled to statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance in respect of the child; and
- comply with the relevant maternity/adoption leave or pay curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave).

## 7. **Statutory Shared Parental Pay (ShPP)**

ShPP is available for eligible parents to share whilst taking shared parental leave. The number of weeks' ShPP available to parents will depend on how much statutory maternity/adoption pay or maternity allowance the mother has been paid prior to ending their maternity/adoption leave.

A total of 39 weeks' statutory maternity/adoption pay or maternity allowance is available to the mother. As mentioned previously the mother has to take a minimum of two weeks compulsory maternity/adoption leave which leaves a balance of a maximum of 37 weeks pay which could then be shared with the partner.

Any ShPP due during shared parental leave will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower.

It is up to the parents to decide who is to be paid the ShPP and how it is apportioned between them. For example the mother could return to work (goes back into full pay) and the partner is paid the ShPP; both the mother and partner are off together and both receive ShPP; mother and partner alternate at different times so one parent is paid at normal rate whilst the other receives ShPP and vice versa. A worked example is provided in Section 3 of this policy - FAQ's.

## 8. Eligibility for Statutory Shared Parental Pay (ShPP)

For employees to be eligible for statutory shared parental pay (ShPP), both parents must meet certain eligibility criteria:

### ***Mother's eligibility for ShPP:***

The mother [where mother is employee of CFRS] is eligible for ShPP if:

- has at least 26 weeks' continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth or at the week in which the main adopter was notified of having been matched for adoption with the child and remains in continuous employment with the Service until the week before any period of ShPP that they get;
- has normal weekly earnings for a period of eight weeks ending with the 15<sup>th</sup> week before the expected week of childbirth/placement of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date of the child's birth/placement, the main responsibility, apart from the partner, for the care of the child;
- is absent from work and intends to care for the child during each week in which they have received ShPP; and
- is entitled to statutory maternity/adoption pay or maternity allowance in respect of the child, but the maternity pay period has been reduced.

In addition, for the mother to be eligible for ShPP, the **partner** [whether CFRS employee or not] must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
- have average weekly earnings of at least the maternity allowance threshold [please check the DTI website for current rates] for any 13 of those 66 weeks.

### ***Partner's eligibility for ShPP:***

The partner [where partner is employee of CFRS] is eligible for ShPP if they:

- have at least 26 weeks' continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth/placement and remains in continuous employment until the week before any period of ShPP is received;
- have normal weekly earnings for eight weeks ending with the 15<sup>th</sup> week before the expected week of childbirth/placement of at least the lower earnings limit for national insurance contribution purposes;
- have, at the date of the child's birth/placement, the main responsibility, apart from the mother, for the care of the child; and
- is absent from work and intends to care for the child during each week in which they receive ShPP.

In addition, for the partner to be eligible, the **mother** [whether CFRS employee or not] must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement;
- have average weekly earnings of at least the maternity allowance threshold [check DTI website for current rate] for any 13 of those 66 weeks;
- have, at the date of the child's birth/placement, the main responsibility, apart from the partner, for the care of child; and
- be entitled to statutory maternity/adoption pay or maternity allowance in respect of the child, but the maternity/adoption pay period or maternity allowance period has been curtailed.

## **9. Rights during Shared Parental Leave**

During SPL, all terms and conditions of the employee's contract [excluding remuneration] will continue.

Employees continue to accrue annual leave whilst on SPL, although employees will be encouraged to take annual leave within the current leave year wherever possible.

## **10. Contact during Shared Parental Leave**

The Service reserves the right to maintain reasonable contact with employees during SPL. This may be to discuss employee's plans for their return to work, to discuss any special arrangements to be made, or



training to be given to ease their return to work, or to update them on developments at work during their absence.

#### **11. Shared Parental Leave in Touch (SPLIT) days**

An employee can agree to return to work (or attend training) for up to 20 days during SPL without that work bringing the period of their SPL and/or pay to an end. These are known as “Shared Parental Leave in Touch” (SPLIT) days.

The Service has no right to require employees to carry out work and employees have no right to undertake any work during their SPL.

Employees are entitled to receive ShPP for any work undertaken during a SPLIT day(s). The Service will pay the employee their normal rate of pay (which will be offset by ShPP). Employees are required to complete a SPLIT claim form. [See procedure 8 for further details].

#### **12. Returning to Work following Shared Parental Leave**

Employees are entitled to return to the same job or a suitable alternative where this is not reasonably practicable on their return to work.

#### **13. Further Guidance and Information**

For further information regarding Shared Parental Leave and Statutory Shared Parental Pay, eligibility and entitlements please refer to the ACAS guidance [[click here to be directed to the ACAS website](#)] or the DTI website [[click here to be directed to DTI website](#)]. Employees can check their eligibility using the online calculator by clicking the link above.

## PART 2 - PROCEDURES SECTION

### Notice requirements

The notice that parents must give to their relevant employer to be able to take Shared Parental Leave are made up of three elements:

1. A “**maternity leave curtailment notice**” from the mother setting out when they propose to end their maternity leave (unless the mother has already returned to work from maternity leave);
2. A “**notice of entitlement and intention**” from the employee giving an initial, non-binding indication of each period of shared parental leave that they are requesting [including a declaration from the partner stating eligibility for SPL and/or ShPP]; and
3. A “**period of leave notice**” from the employee setting out the start and end dates of each period of shared parental leave that they are requesting.

CFRS employees are advised that, if they have already decided the pattern of shared parental leave that they would like to take, they can provide more than one type of notice at the same time.

#### Procedure 1

#### Mother’s notice curtailing maternity/adoption leave

	<b>Process/Action</b>	<b>Responsibility</b>
1	Mother and partner discuss options regarding shared parental leave and check to see if they both meet the eligibility requirements. [Employees can check their eligibility via the <a href="https://www.direct.gov.uk">direct.gov website</a> using the online calculator].	Mother/partner
2	<p>Mother decides to end their maternity/adoption leave early and confirms a return to work by either: having returned to work already (having provided eight weeks notice as per the maternity policy) or submits a “maternity leave curtailment notice” [Form 1].</p> <p><b>Notes:</b></p> <p>The date at which the maternity/adoption leave is to end must be:</p> <ul style="list-style-type: none"> <li>- After the two weeks compulsory maternity/adoption leave period;</li> <li>- At least eight weeks from the date the ‘curtailment’ form is submitted; and</li> </ul>	Mother [employee]

	<ul style="list-style-type: none"> <li>- At least one week before what would be the end of the additional maternity leave period.</li> </ul> <p>This notice is binding and cannot be withdrawn (except in certain circumstances – see procedure two below).</p> <p>Mother submits the form to their line manager.</p>	
2	Line manager acknowledges the ‘maternity notice of curtailment’, updates welfare log and forwards letter to their Human Resource Advisor (HRA).	Line manager
3.	HRA receives ‘maternity leave curtailment notice’ form; informs payroll of end of maternity/adoption date, updates HRPro, files document on employees PRF.	HRA
4.	<b>Employee [mother is CFRS employee] must also submit a “notification of entitlement and intention” form at this point [see procedure 3 below].</b>	Employee [if mother is CFRS employee]

## Procedure 2

### Revocation of ‘maternity leave curtailment notice’

	<b>Process/Action</b>	<b>Responsibility</b>
1	Employee writes to line manager wishing to withdraw their ‘maternity leave curtailment notice’. Withdrawal can only be accepted in certain circumstances and the employee [mother] must not have returned to work at this point.	Employee
2	Line manager checks that the withdrawal is for one of the following reasons before accepting: <ul style="list-style-type: none"> <li>- it has been discovered that neither the mother nor the partner are entitled to shared parental leave or statutory shared parental pay;</li> <li>- notice has been given before the birth and is revoked within six weeks of the birth;</li> <li>- if the other parent dies.</li> </ul>	Line manager
3	Line manager forwards the withdrawal letter to their HRA and updates employee’s Welfare Log.	Line manager
4	HRA receives notification and informs payroll. HRPro is updated and letter is filed on employees PRF.	HRA
5	Employee [remains on maternity/adoption leave, partner takes paternity leave [if eligible]].	Employee

### Procedure 3

#### 'Notice of Entitlement and Intention'

	<b>Process/Action</b>	<b>Responsibility</b>
1	<p>Employee [whether mother or partner of CFRS] provides line manager with a “<b>notice of entitlement and intention</b>” form. Form must be submitted <b>at least eight weeks</b> before the employee intends to take a period of SPL.</p> <p><b>Note:</b> It is advised to discuss possible dates and intention to take shared parental leave as soon as possible with line manager/HRA.</p>	Employee
2	<p>Line manager receives the '<b>notice of entitlement and intention</b>' form and checks the following details:</p> <ul style="list-style-type: none"> <li>- eligibility of mother and partner;</li> <li>- that both the mother and partner have signed the form agreeing to take shared parental leave.</li> </ul> <p>Line Manger records dates of intended leave on Welfare Log and forwards to HRA.</p> <p><b>Note:</b> employee does not have to take these dates [unless they have stated that they wish them to be binding]. These dates are <u>an indication</u> of what leave they would like to take. A '<b>period of notice</b>' form is required before any leave is confirmed.</p>	Line manager/HRA
3	<p>HRA receives form, discusses with employee and line manager to establish if there are likely to be any problems with proposed dates, records notes of discussion on form and files on employees PRF.</p>	Line Manager/Employee/HRA
4	<p>Employee can at this point also submit a '<b>period of leave notice</b>' form – procedure 5.</p>	Employee

### Procedure 4

#### Variation or Cancellation of 'Notice of Entitlement and Intention'

	<b>Process/Action</b>	<b>Responsibility</b>
1	<p>Employee [mother or partner] decides to cancel proposed shared parental leave dates provided in the '<b>notice of entitlement and intention</b>' form, the form is non binding [unless employee has indicated that they wish the proposed dates to be binding].</p>	Employee

2	Employee submits notice of variation of intention form to line manger. Line manager updates Welfare Log and forwards form to HRA.	Line manager
3	HRA receives variation form [further meeting held if required] and records on HRPro. Form is filed on PRF.	HRA

#### Procedure 5

#### Period of Leave Notice

	Process/Action	Responsibility
1	Employee completes a ' <b>period of leave notice</b> ' form setting out the start and end dates of each period of shared parental leave requested. This notice may be given at the same time the employee submits a ' <b>notice of entitlement and intention form</b> '. (Procedure 3).	Employee
2	The ' <b>period of leave notice</b> ' form must be submitted <u>at least eight weeks</u> before any period of leave is to begin. If the child has not yet been born then the booking should specify that it will commence after a period of time following the birth i.e. six weeks following the birth.	Employee
3	' <b>Period of leave of notice</b> ' form sent to line manager.	Employee
4	Line manager looks at ' <b>leave of notice</b> ' form and confirms if leave is <u>continuous</u> or <u>discontinuous</u> . Where continuous leave is requested, form is sent to HRA, approval letter is issued, HRPro updated, payroll notified, documents filed on PRF.	Line manager/HRA/Payroll
5	Where leave is discontinuous line manager contacts HRA to discuss further, arranges meeting [see procedure 7 below]. <b>Note:</b> Please be aware that there is a time limit to adhere to for discontinuous leave requests.	Line manager/ HRA
6	Employee can submit <u>up to three</u> ' <b>periods of leave notice</b> ' requests. Please follow procedure for each request.	

#### Procedure 6

#### Variation or Cancellation of Period of Leave Notice

	Process/Action	Responsibility
1	Employee decides to vary or cancel their proposed shared parental leave dates following submission of a period of leave notice form. The new dates must be <u>at least eight</u>	Employee

	<u>weeks</u> before the proposed new start date is due to commence. Form completed, employee forwards to line manager.	
2	Line manager receives form and checks proposed new date adhered to timescale i.e. at least 8 weeks notice. Line manager confirms if the request is a <u>continuous</u> block of leave or <u>discontinuous</u> block and notifies HRA.	Line manager
3	If continuous period of leave, request is authorised, HRA prepares letter and sends to employee. Documents filed on PRF, payroll notified of new dates.	HRA/Payroll
4	Where request is <u>discontinuous</u> , line manager contacts HRA to arrange meeting to discuss options. [See procedure 7 below] <b>Note:</b> meeting and response must be held with specific timescales see procedure below.	Line Manager /HRA

#### Procedure 7

#### Discontinuous Periods of Shared Parental Leave

	<b>Process/Action</b>	<b>Responsibility</b>
1	' <b>Period of leave notice</b> ' form received from employee requesting <u>discontinuous</u> blocks of leave.	Employee
2	Line manager contacts HRA to discuss proposed dates. <b>Note:</b> decision needs to be reached within <b>14 days</b> of receiving request.	Line manager/HRA
3	Where appropriate line manager invites employee to informal meeting to discuss periods of leave and look at possible alternative dates if necessary.	Line manager/ employee/HRA
4	Proposed dates are considered factoring in any planned events/busy periods/staffing issues that may impact the decision.	Line manager/HRA
5	Decision is made to either: <ul style="list-style-type: none"> <li>• consent to the pattern of leave requested;</li> <li>• propose alternative dates; or</li> <li>• refuse the pattern of leave requested.</li> </ul>	Line manager/HRA
6	Employee is notified of the decision in writing [ <b>within the two week window</b> ].	Employee/HRA
7	If no agreement is reached during the <b>two week period</b> , employee is entitled to take the leave as a <u>continuous</u> period of leave. Employee notifies the Service [within five days	Employee

	following the 14 day period] of new start leave date [which must be at least eight weeks from the date on which the period of leave was originally given]. HRA notifies line manger of new date, confirms and prepares letter. HRPro is updated, payroll informed of dates of leave.	HRA/Payroll
8	If employee does not confirm a new date, leave will commence <b>on the date</b> that was originally requested on the original ' <b>period of leave notice</b> ' form as a continuous block. HRA informs line manager, prepares letter for employee, updates HR pro and informs payroll.	Line Manager/ HRA/Payroll
9.	Employee chooses to withdraw their request [before 15 <sup>th</sup> day, following the submission of the ' <b>period of leave notice</b> ' form]. HRA acknowledges withdrawal, updates HR Pro, prepares letter, files documentation on PRF.	HRA
10.	<b>Note:</b> A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that the employee can make.	

#### Procedure 8

#### Shared Parental Leave in Touch (SPLIT) Days

	<b>Process/Action</b>	<b>Responsibility</b>
1	If a request for a SPLIT day has been requested then the line manager must seek authorisation from the Area Manager /Head of Department before confirming with the individual.	Line Manager/Area Manager/HOD
2	The line manager must consider appropriate arrangements for the SPLIT day and discuss this with the individual in advance. Risk assessments must be completed where appropriate.	Line Manager
3	The employee must complete the SPLIT day claim form	Employee
4	Line Manager to sign claim form.	Line Manager
5	Line Manager must keep a record of the SPLIT days on the Welfare Log to allow them to cross reference it with any claim forms submitted by the employee.	Line Manager
6	Form to be forward to HRA. HRA updates HR Pro and forwards form to Payroll for processing.	Employee/ HRA
7	Payroll Team will process and payment will be made to the employee within their monthly/4 weekly pay	Payroll Team

# PART 3 – GUIDANCE SECTION

## FREQUENTLY ASKED QUESTIONS

### PAY

**Q: What pay do employees receive whilst on shared parental leave?**

**A:** Employees will receive statutory shared parental pay, or 90% of their normal earnings. Rates are set by the Government and change annually every April. Please refer to the [DTI website](#) for current rates.

**Q: Who is responsible for paying the employee's partner?**

**A:** If the employee's partner does not work for CFRS then it will be the partner's employer who is responsible for paying them. The Service will only have to pay for the employee working for the Service.

**Q: How is statutory shared parental pay divided between parents if they take shared parental leave at the same time?**

**A:** There are no rules as to how entitlement to statutory shared parental pay should be divided; this is for agreement between the parents. The total amount of statutory shared parental pay available for eligible parents to share is 39 weeks (minus the first two compulsory weeks that the mother has to take following the birth/placement of the child totalling a maximum of 37 weeks). Once the mother/adopter has curtailed their maternity/adoption leave the remaining balance can be shared between the two parents who may choose to take time off at the same time. Both parents will be paid by their respective employers and the weeks leave taken will be deducted from the balance of shared parental leave that was available. See worked example below.

**Q: What happens if an employee is off sick and is in receipt of sick pay?**

**A:** There is no entitlement to statutory shared parental pay during any time an employee is entitled to statutory sick pay. Please refer to the Attendance Management Policy for further information. The employee will remain on SPL and must inform their line manager if booking sick leave.

**Q: Will employees with more than one job role have different entitlements?**

If an employee undertakes two roles within CFRS, the leave dates chosen for Shared Parental Leave will apply to both roles undertaken. Statutory Shared Parental Pay will be in line with the employee's standard weekly pay, and the employee will receive statutory payments in the same way as all other employees, with no more statutory payments being paid if an employee has more than one role.

However, if an employee works for two different employers, they may be entitled to receive Statutory Paternity Pay from both separate employers. This will depend on a number of different factors. Please refer to the HMRC website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) for further information.



## LEAVE

### **Q: What is a 'continuous period' of shared parental leave?**

**A:** This is where an employee requests one continuous [unbroken] period of leave i.e. a period of six weeks. Employees have a statutory right to take leave this way and it cannot be refused by the Service. Please note that an employee could submit up to three separate blocks of leave during the year. As long as each block is continuous the Service can not refuse the requests.

### **Q: What is a discontinuous block of leave?**

**A:** This is where an employee asks for periods of leave with breaks in between e.g. one week in July, one week in August, and one week in September and returns to work in between [minimum period of leave is one week]. This could be submitted as one request but is for a discontinuous period of leave. Discontinuous leave periods may be refused by the Service and alternative dates may be offered. [Please remember that leave must be taken within first year of child's birth/placement].

### **Q: How many leave requests can an employee make for shared parental leave?**

**A:** An employee can make up to three periods of leave or variation of periods of leave notices. However, the following do not count towards this limit:

- A notice withdrawn within 15 days of providing it;
- A notice to vary leave due to a child being born earlier or later than the expected week of confinement;
- A notice to vary leave provided following a request from the employer that the employee varies a period of leave.

### **Q: Can a mother's partner begin a period of shared parental leave while the mother is still on maternity leave?**

**A:** Yes, if the mother has provided their employer with a '**maternity leave curtailment notice**', and all the relevant eligibility criteria and notice requirements are satisfied, the mother's partner can begin a period of shared parental leave while the mother is still on maternity leave.

For example, the mother could submit a '**maternity leave curtailment notice**' stating that their maternity leave will end three months from the date the notice is given. The mother's partner can take shared parental leave (provided they've given eight weeks' notice) at any time after the mother has submitted the leave curtailment notice; employee does not have to wait until those three months have passed.

## SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS

### **Q: What are SPLIT days and how many is an employee entitled to?**

**A:** Employees are entitled to up to 20 SPLIT days which will not bring an end to their shared parental leave. SPLIT days can be used to either undertake work or, for instance, attend meetings, team events or training. Both parents are eligible for up to 20 days which can be taken as single days or in blocks.

**Note** that this is in addition to the 10 keeping in touch days available to the mother during maternity/adoption leave.

**Q: When will an employee receive payment for a SPLIT day?**

**A:** If an employee returns to work on a SPLIT day, a SPLIT claim form should be completed. The line manager will sign and forward to payroll for processing. Payment will be made in the normal way inline with the payroll calendar.

**Q: What pay will an employee receive for a SPLIT day?**

**A:** Employees will receive their normal hourly rate of pay in addition to any ShPP they may be entitled to. This will be paid via submission of a SPLIT claim form, and will be paid in the normal way i.e. 4 weekly/monthly pay.

## CONTRACT INFORMATION

**Q: What rights is an employee entitled to when taking shared parental leave?**

**A:** Employees are entitled to the benefit of their terms and conditions of employment apart from remuneration (salary or wages). Employees will continue to accrue rights to annual leave, bank holidays etc.

**Q: What happens if an employee's post is made redundant whilst on shared parental leave?**

**A:** The same protection that currently exists for employees who take other forms of family friendly leave in the event of redundancy applies. If an employee is to be made redundant when on SPL they are entitled to be offered any suitable alternative vacancy that is not substantially less favourable.

**Q: Is an employee entitled to return to the same job?**

**A:** Where an employee has taken less than 26 weeks statutory leave they are entitled to return to their previous job. The leave could be made up of ordinary maternity leave followed by a period of shared parental leave, but must not exceed 26 weeks. If the employee took more than 26 weeks' statutory leave, any additional maternity leave or parental leave of more than four weeks, they are entitled to return to their previous job, or where this is not reasonably practicable for the employer, to another job which is both suitable and appropriate for the employee.

**Q: What is the process if an employee is unable to take all annual leave in the same year?**

**A:** Line managers will meet with individuals prior to commencement of shared parental leave, to discuss annual leave entitlements and the possibility of taking some annual leave immediately prior to, or immediately after the period of shared parental leave. Otherwise, carry forward of annual leave will apply up to a maximum of 5 days if there is unused annual leave when the annual leave year ends.

## GENERAL

**Q: Are there any provisions for employees in a surrogacy situation?**

**A:** Where a child is born to a surrogate mother, the intended parents can become the child's legal parents by applying for a parental order. One of the intended parents must be genetically related to the child and the child must live with the intended parents.

Where a couple has a parental order in relation to a child, or is applying for one, one of the parents can be eligible for adoption leave and pay and the other can be eligible for paternity leave and pay. The employee that takes adoption leave in these circumstances can curtail their adoption leave and take shared parental leave with the other parent, provided that both parents meet the relevant eligibility requirements.

For further information please refer to the Service's Adoption Policy.

**Q: What defines the term "partner"?**

**A:** A partner throughout the policy is defined as the child's biological father or the partner of the mother/adopter. This can be a spouse, civil partner; or a partner who is living in an enduring relationship with the mother and child.

**Q: Does an employer need to check an employee's eligibility?**

**A:** It is the employee's responsibility to check that they are eligible for SPL and ShPP. There is assistance and guidance including a calculator on the [directgov.website](https://www.direct.gov.uk) which employees can use to check their eligibility.

The Service may wish to request a copy of the child's birth certificate (if one is available) within 14 days of receiving notice and may also request the contact details for the employee's partner's employer. It should be noted that the criteria for the employment and earnings tests may still be met where the partner is self-employed or no longer employed.

**Q: What is the situation if an employee has booked to take SPL within the first eight weeks of the due date but the child arrives early?**

**A:** If the child is born before their expected due date and the employee has booked to take SPL within the first eight weeks of the due date, they may take the same period of time off after the actual birth without having to provide the eight weeks' notice, by submitting a notice to vary their leave as soon as is reasonably practicable. In this instance this would not count as one of the employee's three notifications. Leave that is arranged after the first eight weeks of the due date is still bound by the eight week notice required to vary leave.

**Q: What day does shared parental leave begin?**

**A:** Shared parental leave can begin on any day of the week and must be taken in complete weeks i.e. SPL for one week begins on a Monday will follow the following Sunday.

**Q: What factors need to be taken into consideration when looking at a discontinuous leave request?**

**A:** Employees should consider the following when looking at the possibility of taking a discontinuous block of leave:

- essential dates where leave must be taken;
- leave needs of the partner;
- desire for and availability of childcare options;
- impact on career/pension etc;
- the need to maintain own wellbeing.

Line managers should consider the following when reviewing a discontinuous leave request:

- important dates/events that may be planned;
- any challenging/busy periods;
- how the role will be covered;
- staffing issues during the period(s) proposed;
- customer impact.

Early discussions are encouraged to explore options available and how the leave may be covered. This will be particularly helpful in situations where a mother and partner wish to take leave at the same time to ensure that dates are agreed or alternatives offered in advanced. The discussion where possible should be held prior to formal notices being given.

**Q: Can an employee take shared parental leave if their partner is self-employed?**

**A:** Yes, an employee can be eligible to take shared parental leave if their partner is self-employed, as long as the partner meets the relevant requirements relating to employment and earnings.

The employee's partner must have:

- been engaged in employment either as an employed or self-employed earner for any part of the week in at least 26 of the 66 weeks immediately before the expected week of birth (or the week of notification of matching for adoption); and
- have average weekly earnings of at least £30 in any 13 of those 66 weeks.

**For example**, if the partner of a child is self-employed and meets the employment and earnings test, the mother can take shared parental leave provided they meet the eligibility requirements. While the mother will not be able to share the leave with their partner if they are not an employee, the mother may choose to curtail their maternity leave and take shared parental leave instead, so that they can take leave in a more flexible way, i.e. more than one block.

**Q: Is there a limit on the number of period of leave notices or variations an employee can request?**

**A:** An employee can only give up to **three** periods of leave notifications. The following do not count towards this limit:

- a notice that is withdrawn within 15 days of providing the request;
- a notice to vary leave due to a child being born earlier or later than the EWC;

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- a notice to vary provided following a request from the Service that the employee vary a period of leave.

**Q: Is the SPL entitlement different for multiple births?**

**A:** Employees are not entitled to extra SPL or ShPP if they are expecting more than one child. This also applies in the case of multiple adoptions that occur in a single placement.

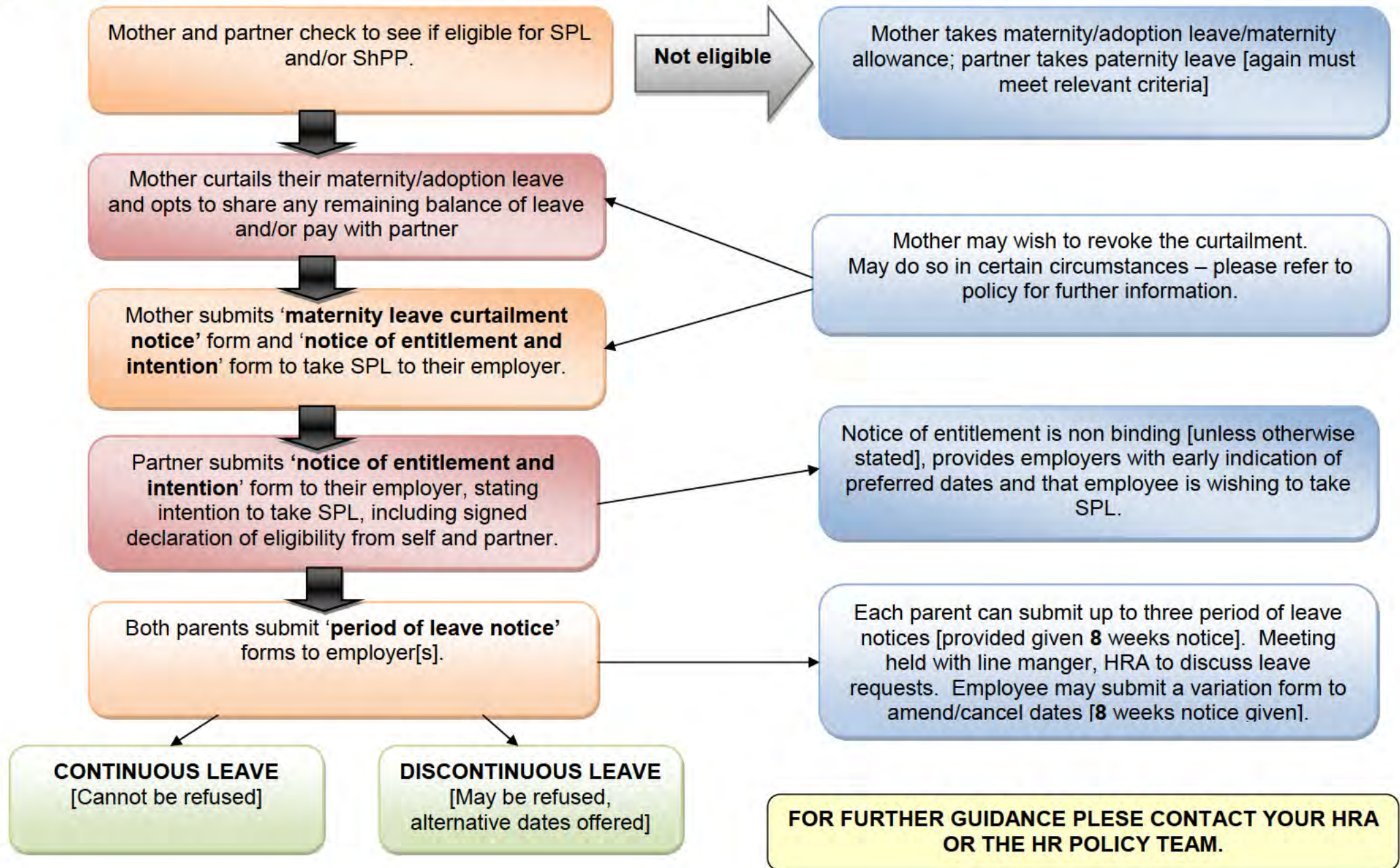
**Q: Worked example of how leave and pay is taken**

Mary and John both meet the eligibility requirements for Shared Parental Leave and Pay. They have discussed the option of taking Shared Parental Leave once the baby is born and have submitted the relevant notifications to their respective employers.

Entitlements	Leave	Pay
Mary is entitled to	52 weeks	39 weeks
John is entitled to	2 weeks statutory paternity leave	2 weeks statutory pay (not to be excluded from Mary's entitled)
<i>Mary must take the first two weeks (compulsory leave)</i>	<i>50 weeks remain</i>	<i>37 weeks pay</i>
Mary decides to curtail maternity leave 20 weeks following the birth (this includes the 2 weeks above)	(52-20) 32 weeks leave remain	(39-20) 19 weeks pay remain
John would like to take 4 weeks leave immediately after the two weeks paternity leave	(32-4) 28 weeks leave remain	(19-4) 15 weeks pay remain
Mary decides to go back to work for 8 weeks and will then take a further 12 weeks leave	(28-12) 16 weeks leave remain	(15-12) 3 weeks pay remain
John decides to also take 4 weeks at the same time Mary is off	(16-4) 12 weeks leave remain	(3-4) As there is only 3 weeks pay left John will not receive any pay for 1 week.
	The remainder of the 12 weeks leave is not taken.	Any further leave would be unpaid.

# Appendix 1

# Simplified Shared Parental Leave Process



# Maternity Leave – CFRS

## Leave

2 weeks compulsory maternity leave

Plus up to 50 weeks further maternity leave

52 weeks

## Pay

6 weeks 90% of average weekly pay

12 weeks ½ average weekly pay plus Statutory Maternity Pay (SMP) £139.58

21 weeks Statutory Maternity Pay (SMP) £139.58

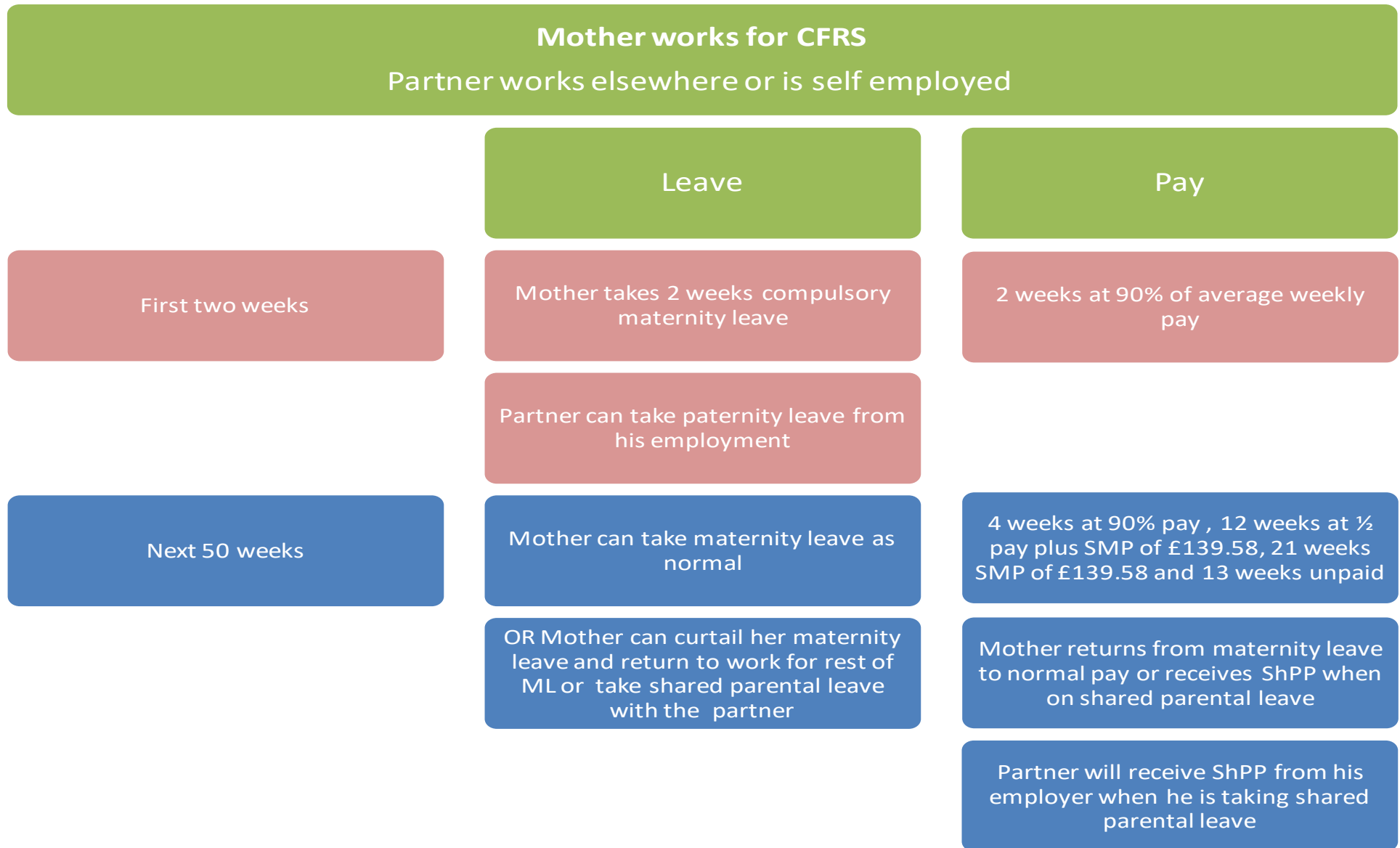
13 weeks Unpaid

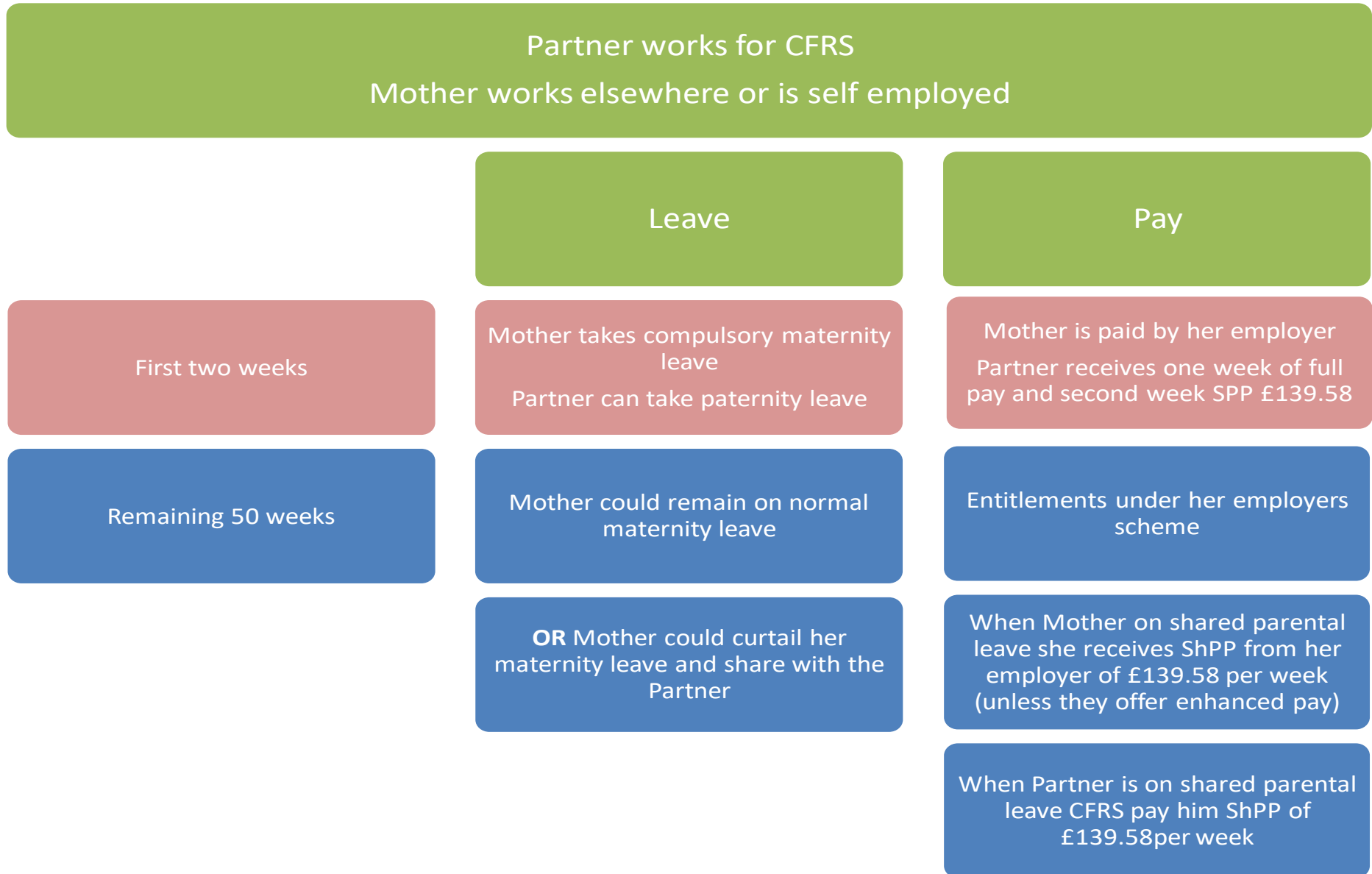
52 weeks

## Appendix 3 Breakdown of Shared Parental Leave & Pay – Mother & Partner both work for CFRS.

Shared Parental Leave		
Mother and Partner both work for CFRS		
	Leave	Pay
First two weeks	Mother takes 2 weeks compulsory maternity leave	Mother receives 2 weeks at 90% of average weekly pay
	Partner can take 2 weeks paternity leave	Partner receives one weeks full pay Second week statutory paternity pay of £139.58
Next 16 weeks	Mother can take maternity leave as normal	4 weeks 90% pay 12 weeks ½ pay plus SMP
	OR Mother can curtail her ML & share with the Partner. Both or one of them can be on leave.	Mother will receive ShPP Partner receives ShPP of £139.58
Next 21 weeks	Mother can take maternity leave as normal	Mother receives 21 weeks SMP of £139.58 per week
	OR Mother can curtail her ML and share with the Partner	Mother receives ShPP of £139.58 Partner receives ShPP of £139.58
Next 13 weeks	Mother can take maternity as normal if not curtailed it	Does not receive any pay
	OR Mother can curtail her ML and share PL with Partner	Neither receive any pay







## Appendix 6 - Checklist

Line managers (along with HRA) and employee may use the checklist below to ensure correct procedure is followed.

Action	Completed
Does the employee know what the Service's policy is on SPL?	
Has maternity/adoption leave/ pay ended or has a date been confirmed when it will end?	
Has the employee correctly completed a notice of entitlement to take SPL?	
How much SPL does the employee have available for them to take?	
Has a meeting been arranged to discuss possible leave?	
Has a notice to book leave been made?	
Has a meeting been arranged to discuss the notice to book SPL been arranged?	
Has contact during SPL been discussed?	
Has a response to the notice to book SPL been given within <b>14 calendar days</b> ?	
What leave period has been arranged?	
How many notices to book leave are remaining?	
How much SPL does the employee still have available for them to take?	

## Form 1 - Maternity/Adoption Leave Curtailment Notice

This notice is to inform the Service that you wish your maternity/adoption leave and pay (or just maternity/adoption pay if you are no longer in employment) to end in order that the person who shares main responsibility to care for the child can take shared parental leave. Your partner/other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least **eight weeks'** notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least **two weeks** after the birth of your child.

If you are in receipt of maternity allowance you must also submit a curtailment notice to Jobcentre Plus.

I wish my maternity/adoption leave/pay to end on \_\_\_\_\_ [*insert date*].

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this form to your line manager***

## Form 2 – Notice of Entitlement and Intention to take Shared Parental Leave

Employees with a child due to be born or placed for adoption on or after 5 April 2015 who wish to take shared parental leave (SPL) to share the main caring responsibilities with the other parent/partner must submit this form to their Human Resources Advisor **at least eight weeks** before the start date of the first period of SPL.

To be entitled to SPL you must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (referred to in this form as a parent);
- have (or share with the other parent) the main responsibility for the care of the child;
- have at least 26 weeks' continuous service at the 15<sup>th</sup> week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week');
- still be in continuous employment until the week before any SPL is taken.

The other parent must have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week and have average weekly earnings of at least £30 during at least 13 of those weeks.

### Section 1 – Basic Details

Employee name	
Child's expected date of birth/date of placement for adoption	
Child's actual date of birth/date of placement for adoption (if known)	
Start date of mother/main adopter's maternity/adoption leave (or pay period*)	
End date of mother/main adopter's maternity/adoption leave (or pay period*)	

\*The start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave.

Cont.....

## Section 2 – Shared Parental Leave Details

The total amount available is 52 weeks minus the number of weeks' leave/pay already taken by the mother/main adopter according to the dates given in the previous section.

Total number of weeks' SPL available	
Number of weeks' SPL you intend to take	
Number of weeks' SPL the other parent intends to take	
Indication of start and end dates of SPL that you intend to take  <i>This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish to request for it to be binding. Complete the section below if you wish your request for any/all of these periods of leave to be treated as a period leave notice.</i>	
Do you wish the dates indicated for the period(s) of leave to constitute a formal (binding) period of leave notice? (delete as appropriate)	YES / NO / Yes, for the following dates only:

## Section 3 – Shared Parental Pay Details

The total amount of shared parental pay (ShPP) which may be available is 39 weeks minus the number of weeks' pay already taken by the mother/main adopter according to the dates given in Section 1.

Total number of weeks' ShPP available	
Number of weeks' ShPP you intend to claim	
Number of weeks' ShPP the other parent intends to claim	
Indication of start and end dates of your ShPP periods	

#### **Section 4 – Employee notice of curtailment of maternity/adoption leave**

Complete this section if you are the employee named in this notice and you are the mother or main adopter. You must give at least eight weeks' notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child.

I wish my maternity/adoption leave to end on \_\_\_\_\_ [insert date].

#### **Section 5 – Employee declaration**

I confirm that I meet the following conditions:

- I am the mother, father, or main adopter of the child, or the partner of the mother or main adopter
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child and I am taking SPL in order to care for the child
- I have at least 26 weeks' continuous service at the 15<sup>th</sup> week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- I intend to be in continuous employment until the week before any SPL is taken
- (If I am claiming shared parental pay) I have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the relevant week
- I agree to inform the Service immediately if I cease to meet the conditions for entitlement to SPL or ShPP.

If you are the mother/main adopter:

- I have submitted a curtailment of maternity/adoption leave notice by completing Section 4 above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 6 – Declaration of other parent

Name	
Address	
National Insurance Number	

I confirm that I meet the following conditions:

- I have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the 15<sup>th</sup> week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week
- I agree to inform your employee if I cease to meet the two conditions above
- I consent to your employee taking SPP and ShPP as set out in Sections 2 and 3 above.

If you are the mother/main adopter:

- I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employee starts shared parental leave.

I consent to you processing the information contained in this declaration.

Signature:

Date:

***Please return your completed form to your line manager***



### Form 3 - Notice of Variation of Intention to Take Shared Parental Leave

Use this form to vary the information you have previously provided regarding the amount of shared parental leave/pay you and the other parent each intend to take.

You must have previously submitted the “notice of entitlement and intention to take leave” form, and had your entitlement to shared parental leave confirmed.

If you (or the other parent) have already submitted a binding period of leave notice for any of the periods detailed below, please confirm this where indicated.

Both parents must sign the declaration to indicate their agreement to any variation.

Number of weeks' SPL you intend to take	
Number of weeks' SPL the other parent intends to take	
Indication of start and end dates of SPL that you intend to take  <i>This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish it to be binding.</i>	
List any dates of SPL which you have already submitted to the Service on a binding period of leave notice	
List any dates of SPL which the other parent has already submitted on a binding period of leave notice to their employer.	

Cont...

### Shared Parental Pay (ShPP) Details

Number of weeks' ShPP you have claimed/intend to claim	
Number of weeks' ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of your ShPP periods	

### Declaration

We confirm that we agree to the variation(s) detailed above.

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of other parent: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this form to your line manager***

## Form 4 - Period of Leave Notice

Use this form to give notice to take a period of shared parental leave (and pay if applicable), giving **at least eight weeks'** notice of the start date of the leave. You may submit up to three period of leave notices.

You must have previously submitted the notice of entitlement and intention to take leave form, and had your eligibility for shared parental leave confirmed.

If a continuous period of leave is requested in a period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing. If you request discontinuous periods of leave in this notice and it is not practicable to accommodate your requested pattern of leave your manager will discuss alternative options to you.

Please refer to the SPL policy (1989) for further details regarding the notification and variation of periods of shared parental leave.

### Shared parental leave dates

Start date	End date	Number of week

### Shared parental pay dates (if applicable)

Start date	End date	Number of week

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payroll Number: \_\_\_\_\_

***Please return this form to your Line Manager***

## Form 5 - Notice to Cancel or Vary a Period of Shared Parental Leave

Use this form to cancel or vary a period of shared parental leave (and pay if applicable) as follows:

- Vary the start or end date of a period of leave/pay, giving at least eight weeks' notice before both the new date and the original date
- Vary or cancel the amount of leave requested, giving at least eight weeks' notice before the leave date is due to start
- Request that a single period of leave become discontinuous periods, or vice versa.

A variation will count as one of your three periods of leave notices unless:

- It is made as a result of the child being born earlier or later than the expected week of childbirth;
- The Service has requested the variation

If you are requesting a variation in shared parental pay entitlement the other parent must also sign this form to signify consent to the variation.

Name of employee (CFRS)	
Name of other parent	

### Original shared parental leave dates to be varied or cancelled

Start date	End date	Number of weeks

### New shared parental leave dates

Start date	End date	Number of weeks

Cont.....



**New shared parental pay (ShPP) details (if applicable)**

Number of weeks' ShPP you have claimed/intend to claim	
Number of weeks' ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of your ShPP periods	

**Declaration**

I confirm that I agree to the variation(s) detailed above.

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration of other parent**

(If the number of weeks' shared parental pay is changing)

I confirm that I agree to the variation(s) detailed above.

Signature of other parent: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this form to your line manager***

Form 6 -

## CLAIM FOR SPLIT DAY

NAME	EMPLOYEE NO.	DATE SPLIT DAY WORKED	HOURS AT NORMAL RATE

Authorised by: \_\_\_\_\_

Name: \_\_\_\_\_  
PLEASE PRINT

Date: \_\_\_\_\_





# TRANS POLICY

## 59 - 3757

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	December 2020
<b>REVIEW DUE DATE</b>	Controlled by Corp Docs
<b>VERSION CONTROL</b>	1.2
<b>OTHER (CROSS) REFERENCES:</b> CFRS-#1212-Dignity at Work Policy; CFRS-#1178-Discipline Procedures; CFRS-#1217-Disciplinary Procedure – Non Uniformed/Support Staff; CFRS-#1204-Recruitment and Retention Policy	

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# PART 1 – POLICY SECTION

## 1. Introduction and Scope of the Policy

- 1.1 Cheshire Fire and Rescue Service is an inclusive employer and is committed to ensuring that its workers, members, volunteers and cadets (collectively “worker”) can experience a workplace without fear of discrimination, bullying and/or harassment on the grounds of their gender identity (i.e. transgender, trans, non-binary, intersex, gender fluid, gender queer and those who are non-gender conforming). This policy collectively refers to the foregoing characteristics as “trans”.
- 1.2 As stated in its Dignity at Work Policy and Procedure, Cheshire Fire and Rescue Service has a ZERO TOLERANCE approach to any worker being subjected to harm, threats of harm, bullying and harassment or any inappropriate behaviour or language in the workplace, irrespective of whether it is instigated by another worker of the Service, or a member of the public. This applies equally to any such behaviour on the grounds of a worker’s trans status or gender identity.
- 1.3 The purpose of this policy is to address the needs of and to ensure the safety of trans workers, particularly during any period of transition between genders at work.
- 1.4 The policy is not designed to anticipate every situation that may occur in relation to trans workers and it is important to recognise that the needs of trans workers should be assessed on a case by case basis.

## 2. Operation of the Policy

- 2.1 The Service’s Recruitment and Retention Policy provides that the Service will ensure that: *“every job applicant, internal and external, applying for a vacant post will receive fair and equitable treatment, whilst also seeking to recruit only the best people for the job. Selection is based on merit alone using the Service’s Recruitment and Retention Policy and guidance.”* In most circumstances, an applicant’s gender or gender identity will not impact on their ability to carry out the role for which they have applied.
- 2.2 Trans people have a right under General Data Protection Regulation (GDPR) to confidentiality about their status at work. The DPA provides that information relating to a person’s trans and non-binary status cannot be recorded or passed to another person unless specific conditions are met. Any information disclosed therefore should be restricted to those who need to know and should not be passed on unless absolutely necessary. It may be an offence to disclose confidential information acquired at work about a person’s trans and non-binary status to other people.

- 2.3 Any worker who decides to transition at work will be fully supported by the Service. The Service recognises that all transitions are different and bespoke to the worker, and will work with them to develop an appropriate and successful approach that meets their needs. The process should be led by the worker transitioning as much as possible and it is a worker's choice as to who they first decide to tell they are trans and/or have chosen to transition at work.
- 2.4 If the worker does not feel able to discuss their transition with their line manager, an alternative manager or the Equality and Inclusion Officer can be approached. The Equality and Inclusion Officer is available for support throughout the transition process and can be involved to any extent required by the worker.
- 2.5 A representative from Human Resources should also be notified of a worker's decision to transition to ensure that all HR records and processes are updated as soon as possible.
- 2.6 Workers should be entitled to wear the uniform and to use the changing facilities of the gender to which they identify. The Service will try to make gender neutral facilities available where needed and as far as reasonably possible.
- 2.7 Where an individual feels that they have been bullied or harassed contrary to this policy, they should raise a complaint under the Dignity at Work Policy. Any breaches of this policy will be dealt with in accordance with the Service's Dignity at Work Policy and the applicable Disciplinary Procedure.

### **3. Roles and Responsibilities**

- 3.1 Workers must recognise the need to keep management informed of their intentions and circumstances.
- 3.2 Line managers are responsible for ensuring this policy is implemented and adhered to consistently.
- 3.3 Human Resources are responsible for ensuring this policy is implemented across the organisation and to provide advice and guidance on its interpretation.
- 3.4 The Equality and Inclusion Officer is available for advice and guidance on all aspects of this policy, and to support trans and non-binary colleagues in general.

### **4. Recruitment**

- 4.1 Questions about an applicant's trans and/or non-binary status should not be asked at interview; there is no obligation on an applicant to disclose their status and, if they choose so to disclose, employment should not be refused on the grounds of their status. Any information

disclosed as part of the recruitment process, for example as part of monitoring requirements or Occupational Health assessments, should be treated as confidential and knowledge restricted to those involved in the relevant process. Any disclosure of an applicant's trans status should be with their explicit consent. In fact, it is a criminal offence to disclose an individual's trans history without their consent.

- 4.2 Where a trans individual is required to complete a Disclosure and Barring Service (DBS) check as part of their role or prospective role, DBS offers a confidential checking process. The Trans person is offered the choice under this service as to whether they are content or not for their trans history to be disclosed on their DBS Certificate. For more information, please contact the **DBS sensitive applications team** on [sensitive@db.s.gsi.gov.uk](mailto:sensitive@db.s.gsi.gov.uk) or 0151 676 1452.

## **5. Record Keeping**

- 5.1 Employee records, identity cards etc should reflect the name given by the worker on appointment and, where a worker transitions at work, amendments to reflect any change in name or gender should be made by HR as soon as possible with the agreement of the worker and in any event as soon as possible.
- 5.2 A worker should always be addressed by the name and pronoun that they request. Any deliberate failure or repeated failure to do so can constitute discrimination, harassment or bullying and is a breach of this policy.

## **6. Transitioning at Work**

- 6.1 The worker has the choice of who to tell about their decision to transition at work. However, workers are encouraged to inform their line manager at the earliest possible opportunity of their decision (unless there are special circumstances preventing this) so that appropriate arrangements can be put in place.
- 6.2 Once the appropriate people have been notified, a plan should be established to support the worker before, during and after their transition, with attention being paid to how they expect their transition to progress and a likely timetable. It is recognised however that any timetable will remain flexible and dates can be altered as necessary. Procedure 3 below is to be treated as guidance only and should be adapted to treat a worker's circumstances.

## **7. Uniform and Changing Facilities**

Where a worker is transitioning at work, consideration should be given to when the worker would like to start wearing the uniform of, and using the facilities allocated to, the gender to which they are transitioning.

## **8. Absences from Work**

The worker may be absent from work for medical reasons and other appointments associated with the transition process. Absences associated with the transition process will be recorded as a short-term reasonable adjustment and will not be used in relation to any absence management process.

## PART 2 - PROCEDURES SECTION

### Procedure 1

#### Recruitment

	<b>Process/Action</b>	<b>Responsibility</b>
1	All pre-employment information obtained for the purpose of equality and diversity monitoring is entirely anonymous.	HR
2	Banks of questions should not draw upon information in relation to a worker's trans status.	HR / Line Managers
3	Information accessed through Occupational Health Assessments in respect of trans history will remain confidential and only disclosed with the consent of the worker.	HR / Line Managers
4	A confidential DBS checking process will be offered and a choice as to whether trans history is disclosed on the DBS Certificate.	Employee

### Procedure 2

#### Record Keeping

	<b>Process/Action</b>	<b>Responsibility</b>
1	As part of the Self Service system of updating personal records, workers should ensure that the personal details held by CFRS are correct.	Employee
2	Electronic and paper-based employee records should reflect the preferred name and gender given by the worker.	HR / Line Manager
3	Workers should be addressed by their preferred name and pronoun.	HR / Line Manager

### Procedure 3

#### Transitioning at Work

	<b>Process/Action</b>	<b>Responsibility</b>
1	It is at the discretion of the worker as to who is notified within the Service of their decision to transition at work.	HR / Line Manager / Equality and Inclusion officer
2	A series of review meetings should be scheduled with a single point of contact for the worker to discuss the transition process. Agreement should be sought as to the type of notes taken and maintained.	Line Manager / HR
3	Consideration should be given to whether the worker wishes to involve their family and how external people will be informed of the worker's transition.	Line Manager / HR
4	The Service will develop an appropriate approach to meet the individual needs of the worker.	Line Manager / HR
5	Consideration should be given as to when and how to inform and involve the worker's colleagues in the transition process.	Line Manager / HR
6	Discussion should take place in respect of work location during and after transition.	Line Manager / HR
7	Consideration should be given to a phased return to work after transition.	Line Manager / HR
8	Discussion in respect of medical treatment and appointments is required so that the Service can manage the process.	Line Manager / HR

### Procedure 4

#### Uniform, Changing Facilities and Benefits

	<b>Process/Action</b>	<b>Responsibility</b>
1	Plans must be made to arrange for the ordering of the appropriate uniform of the gender to which they are transitioning.	Line Manager / HR / Equality and Inclusion Officer
2	HR must be notified of the date of transition and ensure all policies and benefits are accessible to the worker and that all work colleagues have sufficient knowledge of trans matters to ensure compliance with Dignity at Work processes.	HR / Line Manager / Employee

**Absences from Work**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Absences for medical reasons associated with the transition process or related appointments will be recorded as a short-term reasonable adjustment not within the absence management process.	Line Manager / HR

## PART 3 – GUIDANCE SECTION

### FREQUENTLY ASKED QUESTIONS

**Q: How will I be supported by the organisation if I choose to transition?**

**A:** Your personal needs will be fully supported by the organisation agreeing an individual approach with you.

**Q: Who do I need to tell in respect of my decision to transition?**

**A:** You have a choice of who you can discuss your transition with, for example your Line Manager, HR or Equality and Inclusion Officer.

**Q: Who do I contact if I need support during my transition process?**

**A:** There are a number of confidential avenues of support and guidance available to you during your transition including: our LGBT network Firepride, our FBU LGBT rep; our Equality and Inclusion Officer; your dedicated HR contact; Occupational Health; or Safecall. Your line manager and trusted colleagues may also be able to support.

**Q: Will colleagues and customers be informed?**

**A:** Not without your full agreement.

**Q: What information do I legally need to provide for the organisation to ensure that my personal records are updated, such as my Pension records?**

**A:** We will discuss with you what documentation may be required and what benefits may be affected by your transition.

**Q: When can I start using the uniform and facilities of my preferred gender?**

**A:** As soon as you decide.

**Q: Can I continue in my same job after my transition at work?**

**A:** A phased return to work may be considered. As long as you remain medically fit and continue to meet the essential criteria for the job, there should be no reason why you should not continue in your current role.

**Q: What if my colleagues are not supportive and I am subjected to inappropriate behaviour?**

**A:** This will be dealt with through the Dignity at Work Policy.

**Q: If I transition at work does any absence attributable to the transition process count against me for absence management?**

**A:** No, this would be regarded as a reasonable adjustment.

**Q: What are the most commonly used terms in respect of the trans community that I should be aware of?**

**A:** The most commonly used terms are outlined below for guidance only:

## FREQUENTLY USED TERMS AND THEIR MEANING

**Ally** - A (typically) straight and/or cis person who supports members of the LGBT community.

**Cisgender or Cis** - Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

**Coming Out** - When a person first tells someone/others about their identity as lesbian, gay, bi or trans.

**Deadnaming** - Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

**Gender** - Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

**Gender Dysphoria** - Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

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**Gender Expression** - How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

**Gender Identity** – A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

**Gender Reassignment** – Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention.

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**Gender Recognition Certificate (GRC)** – This enables trans people to be legally



recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

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**Intersex** – A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

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**Non-Binary** – An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

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**Pronoun** – Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their.

**Sex** – Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

**Trans** – An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

**Transgender Man** – A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

**Transgender Woman** – A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

**Transitioning** – The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

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**Transphobia** – The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

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**Transsexual** – This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

# APPENDICES

## RELEVANT LEGISLATION

**The Equality Act 2010 (“EqA”)** – This prohibits discrimination, harassment and victimisation in employment against a person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex.

The EqA also prohibits discrimination against a person who has undergone gender reassignment if, in relation to an absence that is because of gender reassignment, that person is treated less favourably by their employer than they would be if their absence was because of sickness or injury or for some other reason such as emergency leave, and it is not reasonable for that person to be treated less favourably.

**The Gender Recognition Act 2004** – provides full legal recognition of trans people in their acquired gender status. The Act means that people who have taken decisive steps to change their status permanently are afforded all the same rights and responsibilities as other citizens in their new gender. Under the Act, individuals who have transitioned can apply to the Gender Recognition Panel for a Gender Recognition Certificate in order for their acquired gender to be legally recognised in the UK. Some individuals may however choose not to apply for a Gender Recognition Certificate.

**General Data Protection Regulations (GDPR)** – for the purposes of the GDPR, gender reassignment and any information appertaining to an individual’s gender history would constitute “sensitive data” which can only be processed for certain specified reasons, as set out in the Regulations.



# Transgender Guidance



Be Inclusive



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**The Service is committed to supporting its trans employees and volunteers and providing a fully inclusive workplace**

# Introduction

**Cheshire Fire and Rescue Service has in place a transgender policy designed to support trans people.**

This supplementary guidance is intended to provide additional support to colleagues, to ensure that the Service provides an inclusive working environment to trans individuals.

This guidance is not a formal document, but has been produced by Firepride (the Service's LGBT+ network) as an additional resource for colleagues.

The Service uses the term 'trans' for the purposes of this guidance as an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the gender they were assigned at birth. Trans

people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-fluid, non-binary, gender-variant, transman, transwoman, trans masculine and trans feminine. A glossary of useful terms is included at the end of this guidance.

The Service also recognises that not all trans people will undergo a gender reassignment process (for example people who do not wish to undergo any medical intervention or who identify as non-binary or gender fluid), and that trans people may join us having already transitioned. As such, this guidance supports trans staff and volunteers in general, as well as those transitioning at work.



## Trans employees and volunteers

**The Service is committed to supporting its trans employees and volunteers and providing a fully inclusive workplace; this commitment is set out in further detail in the Policy.**

The Service takes care to treat trans people according to their chosen gender identity. This will include ensuring that they are referred to by the correct pronouns and gender, that they are able to use the facilities and wear the uniform of their chosen gender and that should they experience any difficulties in the workplace, they have the support of the Service to resolve those issues.

The Service has in place a number of support mechanisms for trans people. These include: line managers, the HR team, the Equality and Inclusion Team, FirePride (the Service's LGBT+ network) and FirePride Allies. Safecall, the Service's external and confidential support mechanism, is explicitly inclusive of trans colleagues.

If an individual decides to transition at work, they have the full support of the Service. The Policy sets out the process to support individuals to transition at work, including how to change their name and gender markers on workplace systems. However, each transition is bespoke to the individual and will be guided by the needs of the individual transitioning.

The Service also welcomes and is inclusive of non-binary employees and volunteers, (those whose gender identities do not fit into the gender binary of male or female). The Service provides a uniform for the majority of its staff and non-binary colleagues are encouraged to select whatever uniform they feel comfortable

in, regardless of gender marker. The only requirement is that it is the correct uniform for their role. In terms of changing facilities, a number of the Services premises have gender neutral changing facilities, which all colleagues, regardless of gender identity can use. Where these facilities are not available, non-binary colleagues can select whichever changing facilities they feel most comfortable using, including accessible facilities if appropriate.



## Managers

**Line managers are incredibly important in ensuring trans people are supported, especially if they choose to transition at work.**

Line managers will be a point of contact and support for trans employees and volunteers, and it is vital that they understand the experiences and needs of trans individuals. The Service is therefore committed to ensuring that line managers are empowered to understand terminology, legislation, the transition process and entitlements, so that they are able to offer support and where necessary, help plan a transition in a thoughtful and sensitive way. As already highlighted, a transition plan will be led by the employee or volunteer transitioning.

The Policy provides an overview of the process line managers should follow if an employee or volunteer intends to transition at work and their related responsibilities. The Policy also sets out the key actions and milestones managers should take. However, this process is flexible and should be adapted to suit the needs of the individual transitioning. The main responsibility of line managers during the transition process is to be supportive and sensitive towards the individual transitioning.

The Service recognises that line managers themselves might need additional support and guidance to understand the needs of trans people and the transition process. As such, the Service has a number of elearning modules to support this and HR, the Equality and Inclusion team, FirePride and FirePride Allies are available for face to face assistance. There is also a guide for managers on supporting LGBT+ staff and volunteers available on the FirePride pages of the intranet.

The key point is for line managers to remain sensitive to the needs of their direct reports, and where they are unsure or have questions, to ask these in an appropriate and timely fashion. While line managers may be understandably unsure of the correct language to use, and will want to avoid causing unintended offence, mistakes may happen and this concern should not inhibit open conversations. It is better to ask questions at the outset rather than worry. In particular, it is best to appropriately ask trans people what their preferred pronouns are if you are not sure, rather than unintentionally upset someone.

## HR Staff

**HR staff play a crucial role in supporting trans colleagues and working to ensure the workplace is fully inclusive.**

Like line managers, HR staff will act as a point of contact and support for trans employees and volunteers, and so need to understand the experiences and needs of trans individuals, applying empathy in their approach. In order to engender this understanding, HR staff are fully supported by the Equality and Inclusion team, FirePride and FirePride Allies and have access to elearning training materials. If HR staff would like further training, this can be arranged with the support of Firepride.

During the recruitment process, trans colleagues will be made to feel welcome and accepted in the gender in which they present. In terms of the recruitment processes, HR staff will take into consideration the following points:

- **All pre-employment information obtained for the purpose of equality and diversity monitoring is entirely anonymous.**

- Banks of questions should not draw upon information in relation to a worker's transgender status.
- Information accessed through Occupational Health Assessments in respect of transgender history will remain confidential and will only be disclosed with the consent of the worker.
- A confidential DBS checking process will be offered and a choice as to whether trans history is disclosed on the DBS Certificate.

When trans people join the Service, HR colleagues will ensure that all electronic and paper-based employee records reflect the preferred title, name and gender given by a trans colleague. HR colleagues' responsibilities where a trans colleague chooses to transition at work are fully explained in the Policy.

HR staff are explicitly held out as sources of support for trans colleagues and from time to time may be involved in supporting them with issues they face at work. Like with line managers, HR colleagues will be supported to fulfil this role successfully. The Service recognises that HR staff will have questions and encourages them to ask these questions in an appropriate and sensitive manner.

## Colleagues

**To ensure that the workplace is fully inclusive of trans members of staff, including those who choose to transition at work, the Service recognises the important role colleagues play in creating this culture.**

In order to empower colleagues to provide this role, they can access a number of resources. These have already been mentioned but include: on-line e-learning modules relevant

to trans issues; and confidential advice and support from HR, the equality and inclusion team and FirePride and FirePride allies.

Every trans person is an individual, however there are a number of general principles that should be followed:

- Acknowledge a person as the gender they identify as from the outset of their employment or the transition process. This means, for example, using their chosen name and pronouns from the day they start work with the Service or begin transitioning
- Respect people's boundaries. Being trans and transitioning is a very personal and individual experience. Some people may choose to talk openly about their transition, whilst others may choose to keep the experience private.
- Respect a person's privacy. Do not tell others about a person's transgender status or transition process unless you have permission to do so.
- If you are not sure how to address or refer to someone, politely ask them how they would like to be addressed, including which pronouns they would prefer to be used.

If you could like to find out more about becoming a Trans Ally, please contact Firepride on [firepride@cheshirefire.gov.uk](mailto:firepride@cheshirefire.gov.uk).







## Intersectionality

**The term ‘intersectionality’ was first coined in 1989 by professor Kimberlé Crenshaw to describe how race, class, gender, and other individual characteristics “intersect” with each other and at time overlap.**

Intersectionality can provide an analytical framework for understanding how aspects of a person’s social and political identities combine to create different modes of discrimination and privilege. We can also start to view how people with multi-identities can sometimes experience more discrimination than other people.

For example, a trans person may also be non-binary and their heritage may be Asian or African.

The service will have a focus on intersectionality in the future and the key message is that a trans person’s needs may go beyond just their gender identity.



# Frequently used terms and their meanings

## Acquired gender

The law uses the phrase 'acquired gender' to refer to the gender in which a transgender person lives and presents to the world. This is not the gender that they were assigned at birth, but it is the gender in which they should be treated.

## Cisgender

Those whose gender identity is the same as that assigned to them at birth. Non-trans is also used.

## Gender

The social differences and relations between men and women which are learned, vary widely among societies and cultures, and change over time.

## Gender binary

A binary system allows only two things or states; for example on/off. In terms of gender, it refers to the either/or categories of male/female that do not allow for or recognise other experiences of gender.

## Gender dysphoria

Discomfort or distress caused by a mismatch between a person's gender identity and their biological sex assigned at birth. Treatment for gender dysphoria aims to help reduce or remove the distressing feelings of a mismatch between biological sex and gender identity. This can mean different things for different people up to and including permanent surgery.

## Gender identity

A person's internal, deeply held sense of their own gender. For trans people, their own sense of who they are does not match the sex that society assigns to them when they are born.

## Gender Recognition Certificate (GRC)

A certificate issued under the Gender Recognition Act which enables trans people to be legally recognised in their acquired gender.

## Intersex

Intersex people are individuals whose anatomy or physiology differ from contemporary cultural assumptions about what constitutes male or female. Such variation may involve genital ambiguity, and combinations of chromosomal genotype and sexual phenotype other than XY-male and XX-female.

## Non-binary

Non-binary is a term for people whose gender identities do not fit into the gender binary of male or female. A non-binary person might consider themselves to be neither male nor female, or to be in some sense both male and female, or to be sometimes male and sometimes female. People who identify as non-binary will sometimes prefer to refer to themselves using pronouns which are not gendered, for example 'they' or 'ze'.

## Sex

Biological differences between men and women, such as chromosomes and hormones.

## Trans

An umbrella term to cover a range of identities including transgender, transsexual and non-binary. What these identities have in common is that for a trans person their gender identity does not match the sex assigned to them at birth. For example, society might assign a person female at birth but they instead identify as a man.

**Transgender**

People whose gender identity differs from the sex recorded on their birth certificate.

**Transgender man**

People who were assigned female at birth but identify and live as a man may use this term to describe themselves.

They may shorten it to trans man. Some may also use FTM, an abbreviation for female-to-male. Some may prefer to simply be called men, without any modifier. It is best to ask which term an individual prefers.

**Transgender woman**

People who were assigned male at birth but identify and live as a woman may use this term to describe themselves. They may shorten to trans woman. Some may also use MTF, an abbreviation for male-to-female. Some may prefer to simply be called women, without any modifier. It is best to ask which term an individual prefers.

**Transsexualism**

An older term still preferred by some people who have transitioned to live as a different gender than the one society assigns them at birth. Many trans people do not identify as transsexual and prefer the word transgender. It is best to ask which term an individual prefers. If preferred, use as an adjective; transsexual woman and transsexual man.

**Transvestism**

Where a person occasionally wears clothes typically associated with the opposite gender (cross-dressing) for a variety of reasons but does not choose to live permanently as a member of the opposite sex.

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If you require this document in larger print or in an alternative format, please contact us at:

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Telephone: 01606 868700  
[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)

January 2021



## Our Core Values



### **Be Inclusive**

By acting fairly, with integrity, respect and without prejudice.



### **Do the Right Thing**

By holding each other to account for ensuring high standards of professionalism in everything we do.



### **Act with Compassion**

By being understanding and offering help to each other and to our communities with warmth, patience and kindness.



### **Make a Difference**

By making an impact in our organisation and in our communities in whatever ways we can, for as many people as we can.

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# TRANS POLICY

## 59 - 3757

<b>OWNER</b>	Human Resources
<b>LAST REVIEW</b>	December 2020
<b>REVIEW DUE DATE</b>	Controlled by Corp Docs
<b>VERSION CONTROL</b>	1.2
<b>OTHER (CROSS) REFERENCES:</b> CFRS-#1212-Dignity at Work Policy; CFRS-#1178-Discipline Procedures; CFRS-#1217-Disciplinary Procedure – Non Uniformed/Support Staff; CFRS-#1204-Recruitment and Retention Policy	

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# PART 1 – POLICY SECTION

## 1. Introduction and Scope of the Policy

- 1.1 Cheshire Fire and Rescue Service is an inclusive employer and is committed to ensuring that its workers, members, volunteers and cadets (collectively “worker”) can experience a workplace without fear of discrimination, bullying and/or harassment on the grounds of their gender identity (i.e. transgender, trans, non-binary, intersex, gender fluid, gender queer and those who are non-gender conforming). This policy collectively refers to the foregoing characteristics as “trans”.
- 1.2 As stated in its Dignity at Work Policy and Procedure, Cheshire Fire and Rescue Service has a ZERO TOLERANCE approach to any worker being subjected to harm, threats of harm, bullying and harassment or any inappropriate behaviour or language in the workplace, irrespective of whether it is instigated by another worker of the Service, or a member of the public. This applies equally to any such behaviour on the grounds of a worker’s trans status or gender identity.
- 1.3 The purpose of this policy is to address the needs of and to ensure the safety of trans workers, particularly during any period of transition between genders at work.
- 1.4 The policy is not designed to anticipate every situation that may occur in relation to trans workers and it is important to recognise that the needs of trans workers should be assessed on a case by case basis.

## 2. Operation of the Policy

- 2.1 The Service’s Recruitment and Retention Policy provides that the Service will ensure that: *“every job applicant, internal and external, applying for a vacant post will receive fair and equitable treatment, whilst also seeking to recruit only the best people for the job. Selection is based on merit alone using the Service’s Recruitment and Retention Policy and guidance.”* In most circumstances, an applicant’s gender or gender identity will not impact on their ability to carry out the role for which they have applied.
- 2.2 Trans people have a right under General Data Protection Regulation (GDPR) to confidentiality about their status at work. The DPA provides that information relating to a person’s trans and non-binary status cannot be recorded or passed to another person unless specific conditions are met. Any information disclosed therefore should be restricted to those who need to know and should not be passed on unless absolutely necessary. It may be an offence to disclose confidential information acquired at work about a person’s trans and non-binary status to other people.



- 2.3 Any worker who decides to transition at work will be fully supported by the Service. The Service recognises that all transitions are different and bespoke to the worker, and will work with them to develop an appropriate and successful approach that meets their needs. The process should be led by the worker transitioning as much as possible and it is a worker's choice as to who they first decide to tell they are trans and/or have chosen to transition at work.
- 2.4 If the worker does not feel able to discuss their transition with their line manager, an alternative manager or the Equality and Inclusion Officer can be approached. The Equality and Inclusion Officer is available for support throughout the transition process and can be involved to any extent required by the worker.
- 2.5 A representative from Human Resources should also be notified of a worker's decision to transition to ensure that all HR records and processes are updated as soon as possible.
- 2.6 Workers should be entitled to wear the uniform and to use the changing facilities of the gender to which they identify. The Service will try to make gender neutral facilities available where needed and as far as reasonably possible.
- 2.7 Where an individual feels that they have been bullied or harassed contrary to this policy, they should raise a complaint under the Dignity at Work Policy. Any breaches of this policy will be dealt with in accordance with the Service's Dignity at Work Policy and the applicable Disciplinary Procedure.

### **3. Roles and Responsibilities**

- 3.1 Workers must recognise the need to keep management informed of their intentions and circumstances.
- 3.2 Line managers are responsible for ensuring this policy is implemented and adhered to consistently.
- 3.3 Human Resources are responsible for ensuring this policy is implemented across the organisation and to provide advice and guidance on its interpretation.
- 3.4 The Equality and Inclusion Officer is available for advice and guidance on all aspects of this policy, and to support trans and non-binary colleagues in general.

### **4. Recruitment**

- 4.1 Questions about an applicant's trans and/or non-binary status should not be asked at interview; there is no obligation on an applicant to disclose their status and, if they choose so to disclose, employment should not be refused on the grounds of their status. Any information

disclosed as part of the recruitment process, for example as part of monitoring requirements or Occupational Health assessments, should be treated as confidential and knowledge restricted to those involved in the relevant process. Any disclosure of an applicant's trans status should be with their explicit consent. In fact, it is a criminal offence to disclose an individual's trans history without their consent.

- 4.2 Where a trans individual is required to complete a Disclosure and Barring Service (DBS) check as part of their role or prospective role, DBS offers a confidential checking process. The Trans person is offered the choice under this service as to whether they are content or not for their trans history to be disclosed on their DBS Certificate. For more information, please contact the **DBS sensitive applications team** on [sensitive@db.s.gsi.gov.uk](mailto:sensitive@db.s.gsi.gov.uk) or 0151 676 1452.

## **5. Record Keeping**

- 5.1 Employee records, identity cards etc should reflect the name given by the worker on appointment and, where a worker transitions at work, amendments to reflect any change in name or gender should be made by HR as soon as possible with the agreement of the worker and in any event as soon as possible.
- 5.2 A worker should always be addressed by the name and pronoun that they request. Any deliberate failure or repeated failure to do so can constitute discrimination, harassment or bullying and is a breach of this policy.

## **6. Transitioning at Work**

- 6.1 The worker has the choice of who to tell about their decision to transition at work. However, workers are encouraged to inform their line manager at the earliest possible opportunity of their decision (unless there are special circumstances preventing this) so that appropriate arrangements can be put in place.
- 6.2 Once the appropriate people have been notified, a plan should be established to support the worker before, during and after their transition, with attention being paid to how they expect their transition to progress and a likely timetable. It is recognised however that any timetable will remain flexible and dates can be altered as necessary. Procedure 3 below is to be treated as guidance only and should be adapted to treat a worker's circumstances.

## **7. Uniform and Changing Facilities**

Where a worker is transitioning at work, consideration should be given to when the worker would like to start wearing the uniform of, and using the facilities allocated to, the gender to which they are transitioning.

## **8. Absences from Work**

The worker may be absent from work for medical reasons and other appointments associated with the transition process. Absences associated with the transition process will be recorded as a short-term reasonable adjustment and will not be used in relation to any absence management process.

## PART 2 - PROCEDURES SECTION

### Procedure 1

#### Recruitment

	<b>Process/Action</b>	<b>Responsibility</b>
1	All pre-employment information obtained for the purpose of equality and diversity monitoring is entirely anonymous.	HR
2	Banks of questions should not draw upon information in relation to a worker's trans status.	HR / Line Managers
3	Information accessed through Occupational Health Assessments in respect of trans history will remain confidential and only disclosed with the consent of the worker.	HR / Line Managers
4	A confidential DBS checking process will be offered and a choice as to whether trans history is disclosed on the DBS Certificate.	Employee

### Procedure 2

#### Record Keeping

	<b>Process/Action</b>	<b>Responsibility</b>
1	As part of the Self Service system of updating personal records, workers should ensure that the personal details held by CFRS are correct.	Employee
2	Electronic and paper-based employee records should reflect the preferred name and gender given by the worker.	HR / Line Manager
3	Workers should be addressed by their preferred name and pronoun.	HR / Line Manager

### Procedure 3

#### Transitioning at Work

	<b>Process/Action</b>	<b>Responsibility</b>
1	It is at the discretion of the worker as to who is notified within the Service of their decision to transition at work.	HR / Line Manager / Equality and Inclusion officer
2	A series of review meetings should be scheduled with a single point of contact for the worker to discuss the transition process. Agreement should be sought as to the type of notes taken and maintained.	Line Manager / HR
3	Consideration should be given to whether the worker wishes to involve their family and how external people will be informed of the worker's transition.	Line Manager / HR
4	The Service will develop an appropriate approach to meet the individual needs of the worker.	Line Manager / HR
5	Consideration should be given as to when and how to inform and involve the worker's colleagues in the transition process.	Line Manager / HR
6	Discussion should take place in respect of work location during and after transition.	Line Manager / HR
7	Consideration should be given to a phased return to work after transition.	Line Manager / HR
8	Discussion in respect of medical treatment and appointments is required so that the Service can manage the process.	Line Manager / HR

### Procedure 4

#### Uniform, Changing Facilities and Benefits

	<b>Process/Action</b>	<b>Responsibility</b>
1	Plans must be made to arrange for the ordering of the appropriate uniform of the gender to which they are transitioning.	Line Manager / HR / Equality and Inclusion Officer
2	HR must be notified of the date of transition and ensure all policies and benefits are accessible to the worker and that all work colleagues have sufficient knowledge of trans matters to ensure compliance with Dignity at Work processes.	HR / Line Manager / Employee

**Absences from Work**

	<b>Process/Action</b>	<b>Responsibility</b>
1	Absences for medical reasons associated with the transition process or related appointments will be recorded as a short-term reasonable adjustment not within the absence management process.	Line Manager / HR

## PART 3 – GUIDANCE SECTION

### FREQUENTLY ASKED QUESTIONS

**Q: How will I be supported by the organisation if I choose to transition?**

**A:** Your personal needs will be fully supported by the organisation agreeing an individual approach with you.

**Q: Who do I need to tell in respect of my decision to transition?**

**A:** You have a choice of who you can discuss your transition with, for example your Line Manager, HR or Equality and Inclusion Officer.

**Q: Who do I contact if I need support during my transition process?**

**A:** There are a number of confidential avenues of support and guidance available to you during your transition including: our LGBT network Firepride, our FBU LGBT rep; our Equality and Inclusion Officer; your dedicated HR contact; Occupational Health; or Safecall. Your line manager and trusted colleagues may also be able to support.

**Q: Will colleagues and customers be informed?**

**A:** Not without your full agreement.

**Q: What information do I legally need to provide for the organisation to ensure that my personal records are updated, such as my Pension records?**

**A:** We will discuss with you what documentation may be required and what benefits may be affected by your transition.

**Q: When can I start using the uniform and facilities of my preferred gender?**

**A:** As soon as you decide.

**Q: Can I continue in my same job after my transition at work?**

**A:** A phased return to work may be considered. As long as you remain medically fit and continue to meet the essential criteria for the job, there should be no reason why you should not continue in your current role.

**Q: What if my colleagues are not supportive and I am subjected to inappropriate behaviour?**

**A:** This will be dealt with through the Dignity at Work Policy.

**Q: If I transition at work does any absence attributable to the transition process count against me for absence management?**

**A:** No, this would be regarded as a reasonable adjustment.

**Q: What are the most commonly used terms in respect of the trans community that I should be aware of?**

**A:** The most commonly used terms are outlined below for guidance only:

## FREQUENTLY USED TERMS AND THEIR MEANING

**Ally** - A (typically) straight and/or cis person who supports members of the LGBT community.

**Cisgender or Cis** - Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

**Coming Out** - When a person first tells someone/others about their identity as lesbian, gay, bi or trans.

**Deadnaming** - Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

**Gender** - Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

**Gender Dysphoria** - Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

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**Gender Expression** - How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

**Gender Identity** – A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

**Gender Reassignment** – Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention.

---

**Gender Recognition Certificate (GRC)** – This enables trans people to be legally

recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

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**Intersex** – A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

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**Non-Binary** – An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

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**Pronoun** – Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their.

**Sex** – Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

**Trans** – An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

**Transgender Man** – A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

**Transgender Woman** – A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

**Transitioning** – The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

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**Transphobia** – The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

**Transsexual** – This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

# APPENDICES

## RELEVANT LEGISLATION

**The Equality Act 2010 (“EqA”)** – This prohibits discrimination, harassment and victimisation in employment against a person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex.

The EqA also prohibits discrimination against a person who has undergone gender reassignment if, in relation to an absence that is because of gender reassignment, that person is treated less favourably by their employer than they would be if their absence was because of sickness or injury or for some other reason such as emergency leave, and it is not reasonable for that person to be treated less favourably.

**The Gender Recognition Act 2004** – provides full legal recognition of trans people in their acquired gender status. The Act means that people who have taken decisive steps to change their status permanently are afforded all the same rights and responsibilities as other citizens in their new gender. Under the Act, individuals who have transitioned can apply to the Gender Recognition Panel for a Gender Recognition Certificate in order for their acquired gender to be legally recognised in the UK. Some individuals may however choose not to apply for a Gender Recognition Certificate.

**General Data Protection Regulations (GDPR)** – for the purposes of the GDPR, gender reassignment and any information appertaining to an individual’s gender history would constitute “sensitive data” which can only be processed for certain specified reasons, as set out in the Regulations.





# Transgender Guidance



Be Inclusive



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**The Service is committed to supporting its trans employees and volunteers and providing a fully inclusive workplace**

# Introduction

**Cheshire Fire and Rescue Service has in place a transgender policy designed to support trans people.**

This supplementary guidance is intended to provide additional support to colleagues, to ensure that the Service provides an inclusive working environment to trans individuals.

This guidance is not a formal document, but has been produced by Firepride (the Service's LGBT+ network) as an additional resource for colleagues.

The Service uses the term 'trans' for the purposes of this guidance as an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the gender they were assigned at birth. Trans

people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-fluid, non-binary, gender-variant, transman, transwoman, trans masculine and trans feminine. A glossary of useful terms is included at the end of this guidance.

The Service also recognises that not all trans people will undergo a gender reassignment process (for example people who do not wish to undergo any medical intervention or who identify as non-binary or gender fluid), and that trans people may join us having already transitioned. As such, this guidance supports trans staff and volunteers in general, as well as those transitioning at work.



## Trans employees and volunteers

**The Service is committed to supporting its trans employees and volunteers and providing a fully inclusive workplace; this commitment is set out in further detail in the Policy.**

The Service takes care to treat trans people according to their chosen gender identity. This will include ensuring that they are referred to by the correct pronouns and gender, that they are able to use the facilities and wear the uniform of their chosen gender and that should they experience any difficulties in the workplace, they have the support of the Service to resolve those issues.

The Service has in place a number of support mechanisms for trans people. These include: line managers, the HR team, the Equality and Inclusion Team, FirePride (the Service's LGBT+ network) and FirePride Allies. Safecall, the Service's external and confidential support mechanism, is explicitly inclusive of trans colleagues.

If an individual decides to transition at work, they have the full support of the Service. The Policy sets out the process to support individuals to transition at work, including how to change their name and gender markers on workplace systems. However, each transition is bespoke to the individual and will be guided by the needs of the individual transitioning.

The Service also welcomes and is inclusive of non-binary employees and volunteers, (those whose gender identities do not fit into the gender binary of male or female). The Service provides a uniform for the majority of its staff and non-binary colleagues are encouraged to select whatever uniform they feel comfortable

in, regardless of gender marker. The only requirement is that it is the correct uniform for their role. In terms of changing facilities, a number of the Services premises have gender neutral changing facilities, which all colleagues, regardless of gender identity can use. Where these facilities are not available, non-binary colleagues can select whichever changing facilities they feel most comfortable using, including accessible facilities if appropriate.



## Managers

**Line managers are incredibly important in ensuring trans people are supported, especially if they choose to transition at work.**

Line managers will be a point of contact and support for trans employees and volunteers, and it is vital that they understand the experiences and needs of trans individuals. The Service is therefore committed to ensuring that line managers are empowered to understand terminology, legislation, the transition process and entitlements, so that they are able to offer support and where necessary, help plan a transition in a thoughtful and sensitive way. As already highlighted, a transition plan will be led by the employee or volunteer transitioning.

The Policy provides an overview of the process line managers should follow if an employee or volunteer intends to transition at work and their related responsibilities. The Policy also sets out the key actions and milestones managers should take. However, this process is flexible and should be adapted to suit the needs of the individual transitioning. The main responsibility of line managers during the transition process is to be supportive and sensitive towards the individual transitioning.

The Service recognises that line managers themselves might need additional support and guidance to understand the needs of trans people and the transition process. As such, the Service has a number of elearning modules to support this and HR, the Equality and Inclusion team, FirePride and FirePride Allies are available for face to face assistance. There is also a guide for managers on supporting LGBT+ staff and volunteers available on the FirePride pages of the intranet.

The key point is for line managers to remain sensitive to the needs of their direct reports, and where they are unsure or have questions, to ask these in an appropriate and timely fashion. While line managers may be understandably unsure of the correct language to use, and will want to avoid causing unintended offence, mistakes may happen and this concern should not inhibit open conversations. It is better to ask questions at the outset rather than worry. In particular, it is best to appropriately ask trans people what their preferred pronouns are if you are not sure, rather than unintentionally upset someone.

## HR Staff

**HR staff play a crucial role in supporting trans colleagues and working to ensure the workplace is fully inclusive.**

Like line managers, HR staff will act as a point of contact and support for trans employees and volunteers, and so need to understand the experiences and needs of trans individuals, applying empathy in their approach. In order to engender this understanding, HR staff are fully supported by the Equality and Inclusion team, FirePride and FirePride Allies and have access to elearning training materials. If HR staff would like further training, this can be arranged with the support of Firepride.

During the recruitment process, trans colleagues will be made to feel welcome and accepted in the gender in which they present. In terms of the recruitment processes, HR staff will take into consideration the following points:

- **All pre-employment information obtained for the purpose of equality and diversity monitoring is entirely anonymous.**

- Banks of questions should not draw upon information in relation to a worker's transgender status.
- Information accessed through Occupational Health Assessments in respect of transgender history will remain confidential and will only be disclosed with the consent of the worker.
- A confidential DBS checking process will be offered and a choice as to whether trans history is disclosed on the DBS Certificate.

When trans people join the Service, HR colleagues will ensure that all electronic and paper-based employee records reflect the preferred title, name and gender given by a trans colleague. HR colleagues' responsibilities where a trans colleague chooses to transition at work are fully explained in the Policy.

HR staff are explicitly held out as sources of support for trans colleagues and from time to time may be involved in supporting them with issues they face at work. Like with line managers, HR colleagues will be supported to fulfil this role successfully. The Service recognises that HR staff will have questions and encourages them to ask these questions in an appropriate and sensitive manner.

## Colleagues

**To ensure that the workplace is fully inclusive of trans members of staff, including those who choose to transition at work, the Service recognises the important role colleagues play in creating this culture.**

In order to empower colleagues to provide this role, they can access a number of resources. These have already been mentioned but include: on-line e-learning modules relevant

to trans issues; and confidential advice and support from HR, the equality and inclusion team and FirePride and FirePride allies.

Every trans person is an individual, however there are a number of general principles that should be followed:

- Acknowledge a person as the gender they identify as from the outset of their employment or the transition process. This means, for example, using their chosen name and pronouns from the day they start work with the Service or begin transitioning
- Respect people's boundaries. Being trans and transitioning is a very personal and individual experience. Some people may choose to talk openly about their transition, whilst others may choose to keep the experience private.
- Respect a person's privacy. Do not tell others about a person's transgender status or transition process unless you have permission to do so.
- If you are not sure how to address or refer to someone, politely ask them how they would like to be addressed, including which pronouns they would prefer to be used.

If you could like to find out more about becoming a Trans Ally, please contact Firepride on [firepride@cheshirefire.gov.uk](mailto:firepride@cheshirefire.gov.uk).





## Intersectionality

**The term ‘intersectionality’ was first coined in 1989 by professor Kimberlé Crenshaw to describe how race, class, gender, and other individual characteristics “intersect” with each other and at time overlap.**

Intersectionality can provide an analytical framework for understanding how aspects of a person’s social and political identities combine to create different modes of discrimination and privilege. We can also start to view how people with multi-identities can sometimes experience more discrimination than other people.

For example, a trans person may also be non-binary and their heritage may be Asian or African.

The service will have a focus on intersectionality in the future and the key message is that a trans person’s needs may go beyond just their gender identity.



# Frequently used terms and their meanings

## Acquired gender

The law uses the phrase 'acquired gender' to refer to the gender in which a transgender person lives and presents to the world. This is not the gender that they were assigned at birth, but it is the gender in which they should be treated.

## Cisgender

Those whose gender identity is the same as that assigned to them at birth. Non-trans is also used.

## Gender

The social differences and relations between men and women which are learned, vary widely among societies and cultures, and change over time.

## Gender binary

A binary system allows only two things or states; for example on/off. In terms of gender, it refers to the either/or categories of male/female that do not allow for or recognise other experiences of gender.

## Gender dysphoria

Discomfort or distress caused by a mismatch between a person's gender identity and their biological sex assigned at birth. Treatment for gender dysphoria aims to help reduce or remove the distressing feelings of a mismatch between biological sex and gender identity. This can mean different things for different people up to and including permanent surgery.

## Gender identity

A person's internal, deeply held sense of their own gender. For trans people, their own sense of who they are does not match the sex that society assigns to them when they are born.

## Gender Recognition Certificate (GRC)

A certificate issued under the Gender Recognition Act which enables trans people to be legally recognised in their acquired gender.

## Intersex

Intersex people are individuals whose anatomy or physiology differ from contemporary cultural assumptions about what constitutes male or female. Such variation may involve genital ambiguity, and combinations of chromosomal genotype and sexual phenotype other than XY-male and XX-female.

## Non-binary

Non-binary is a term for people whose gender identities do not fit into the gender binary of male or female. A non-binary person might consider themselves to be neither male nor female, or to be in some sense both male and female, or to be sometimes male and sometimes female. People who identify as non-binary will sometimes prefer to refer to themselves using pronouns which are not gendered, for example 'they' or 'ze'.

## Sex

Biological differences between men and women, such as chromosomes and hormones.

## Trans

An umbrella term to cover a range of identities including transgender, transsexual and non-binary. What these identities have in common is that for a trans person their gender identity does not match the sex assigned to them at birth. For example, society might assign a person female at birth but they instead identify as a man.



**Transgender**

People whose gender identity differs from the sex recorded on their birth certificate.

**Transgender man**

People who were assigned female at birth but identify and live as a man may use this term to describe themselves.

They may shorten it to trans man. Some may also use FTM, an abbreviation for female-to-male. Some may prefer to simply be called men, without any modifier. It is best to ask which term an individual prefers.

**Transgender woman**

People who were assigned male at birth but identify and live as a woman may use this term to describe themselves. They may shorten to trans woman. Some may also use MTF, an abbreviation for male-to-female. Some may prefer to simply be called women, without any modifier. It is best to ask which term an individual prefers.

**Transsexualism**

An older term still preferred by some people who have transitioned to live as a different gender than the one society assigns them at birth. Many trans people do not identify as transsexual and prefer the word transgender. It is best to ask which term an individual prefers. If preferred, use as an adjective; transsexual woman and transsexual man.

**Transvestism**

Where a person occasionally wears clothes typically associated with the opposite gender (cross-dressing) for a variety of reasons but does not choose to live permanently as a member of the opposite sex.

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If you require this document in larger print or in an alternative format, please contact us at:

Cheshire Fire and Rescue Service  
Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire, CW7 2UA  
Telephone: 01606 868700  
[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)

January 2021



## Our Core Values



### **Be Inclusive**

By acting fairly, with integrity, respect and without prejudice.



### **Do the Right Thing**

By holding each other to account for ensuring high standards of professionalism in everything we do.



### **Act with Compassion**

By being understanding and offering help to each other and to our communities with warmth, patience and kindness.



### **Make a Difference**

By making an impact in our organisation and in our communities in whatever ways we can, for as many people as we can.

Cheshire Fire and Rescue Service  
Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA  
T: 01606 868700

[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)

**“When I was a little girl, all I wanted to be was a firefighter.”**



There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today.

**Make a difference to other people's lives - starting with your own.**



**Cheshire**  
Fire & Rescue Service

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**“My husband said I would make a great firefighter. He was right.”**



There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today.

**Make a difference to other people's lives - starting with your own.**



**Cheshire**  
Fire & Rescue Service

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**Fire doesn't care about gender, race or sexual orientation...**



**...Neither do we.**

There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today.

**Make a difference to other people's lives - starting with your own.**



**Cheshire**  
Fire & Rescue Service

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**Chester Pride** @ChesterPride

CheshireFire are recruiting!

Check out some exciting career opportunities; Support Officer at Safety Central, Governance Officer & On-Call positions across Cheshire.

[cheshirefire.gov.uk/jobs/current-v...](http://cheshirefire.gov.uk/jobs/current-v...)

Did you know - #CFRS are the UKs top performing emergency service for #LGBT inclusion.



4:57 PM · Mar 25 2021 · Twitter for Android

10 Retweets · 1 Quote Tweet · 15 Likes

You Retweeted

**Chester Pride** @ChesterPride · Apr 27

VACANCY | @CheshireFire have a part-time position for a Business Support Administrator in Winsford and various on-call vacancies. For full details and to apply visit [cheshirefire.gov.uk/jobs/current-v...](http://cheshirefire.gov.uk/jobs/current-v...)

#ad



9 Likes



**The Proud Trust** @TheProudTrust · Sep 6

Our friends at @CheshireFire are recruiting!

Their High Potential Degree Scheme offers ambitious individuals the opportunity to a comprehensive leadership development programme. Check out their website for more info: [bit.ly/3ymAnOj](http://bit.ly/3ymAnOj) #CFRS



2 Retweets · 0 Likes

**Chester Pride** @ChesterPride · Aug 31

CheshireFire open their High Potential Degree Scheme on 6th September. The scheme offers ambitious individuals the opportunity to a comprehensive leadership development programme. Check out their website for more info - [cheshirefire.gov.uk/jobs/current-v...](http://cheshirefire.gov.uk/jobs/current-v...) - #FutureLeaders #CFRS



2 Retweets · 4 Likes



I am an  
**Ally!**



**FireprideAllies**  
LGBT Network



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**The Firepride Allies scheme is first and foremost a network of like-minded staff who have made a public commitment to LGBT+ equality.**



# Foreword

## Thank you for signing up as a Firepride Ally.

Enabling people to feel that they can be themselves in the workplace helps organisations and workplace cultures to move forward.

With the challenges the Service faces in the years ahead, it is more important than ever that all our people feel able to give their all at work and to make Team Cheshire a reality.

While our successful Firepride Staff Network has done lots to highlight lesbian, gay, bisexual and transgender (LGBT+) issues over the last few years, equality monitoring highlights an enduring taboo around LGBT+ issues, which must be addressed.

Your decision to stand up and make a personal commitment to support LGBT+ colleagues matters a great deal to members of Firepride, as well as to LGBT+ staff who choose not to be 'out' at work.

Our Allies and Firepride work closely together to ensure that staff, volunteers, partners and communities understand our organisational commitment to equality and inclusion and create an atmosphere where individuals can be themselves.

Thank you for taking part.

**Mark Cashin** Chief Fire Officer and Firepride Senior Sponsor

**Benji Evans** Equality and Inclusion Officer

**Sophie Williams** Firepride Co-Chair

**Victoria Elliott** Firepride Co-Chair

**Jon Woolley** Firepride Co-Chair

**Tam Blair** Firepride Co-Chair

**Des Evans** Firepride Co-Chair



## What is an Ally?

'An 'Ally' is a term used to describe mainly straight people who believe that lesbian, gay, bisexual and transgender people should experience full equality in the workplace and who use their role to create a culture where this can happen.'

(Adapted from Stonewall, Straight Allies Workplace Guide)



**The Service maintains a network of employees and volunteers who are committed to developing a more inclusive culture for LGBT+ staff and to help tackle feelings of isolation or fear that might exist, particularly in operational environments.**

Whilst this has tended to centre on straight colleagues, the Service recognises that individuals who do not identify as straight may choose to become involved as an Ally rather than as a member of Firepride. The Service fully supports this.

Allies should act as a focal point for staff and managers seeking support and advice on LGBT+ matters.

Allies aren't required to have a comprehensive understanding of LGBT+ issues, but need to signpost to other forms of support, as well as to be visible and approachable.

You can view our database of existing Allies on the [Firepride](#) pages of the intranet.

## How the scheme works

The Firepride Allies scheme is first and foremost a network of like-minded staff who have made a public commitment to LGBT+ equality. By signing up we ask you to:

- Add your details to our directory - make yourself visible
- Add the Allies logo to your email signature
- Include a quote in your directory entry, stating why you are an Ally
- Wear rainbow lanyards and pink fire engine pins
- Sign up for bespoke Allies training - giving you some key skills
- Attend Firepride events and keep yourself up to date with events and issues



## As an Ally you should...

- **be visible and proud** – include the Allies logo or an indication that you're an Ally on your email signature and inform friends and colleagues. You can also wear one of our rainbow lanyards and pink fire engine pins.
- **be available** – make time for colleagues who want/need to talk, include contact details including general location in the directory
- **be a champion** – be prepared to tackle and challenge inappropriate behaviour and banter, spread the word and keep others informed
- **be informed and involved** – make the effort to engage with LGBT+ staff, attend LGBT+ events and networking to better understand the issues and speak to the LGBT+ Champion or Equalities Officer about what other support mechanisms are available to employees

## As an Ally you should not...

- **be pushy** – not all LGBT+ colleagues want to be 'out' to everyone in the workplace, or perhaps to anyone. The purpose of the scheme is to ensure people feel supported
- **break confidences** – people may speak to you but ask you to respect their confidentiality, we would encourage the same
- **feel wholly responsible** – Allies are not required to counsel, officially represent or to act on behalf of any member of staff
- **disregard other equality issues** – LGBT+ is one of a number of equality strands and we'd expect our Allies to champion all areas of diversity

# Being an Ally to the L, G, B, T and + community

Although being an LGBT+ Ally includes being an Ally to people who are Trans, non-binary, pan, gender fluid or those who are non-gender confirming, some people may feel uncertain about what to do or say to support colleagues who identify to one or more of the minority identities.

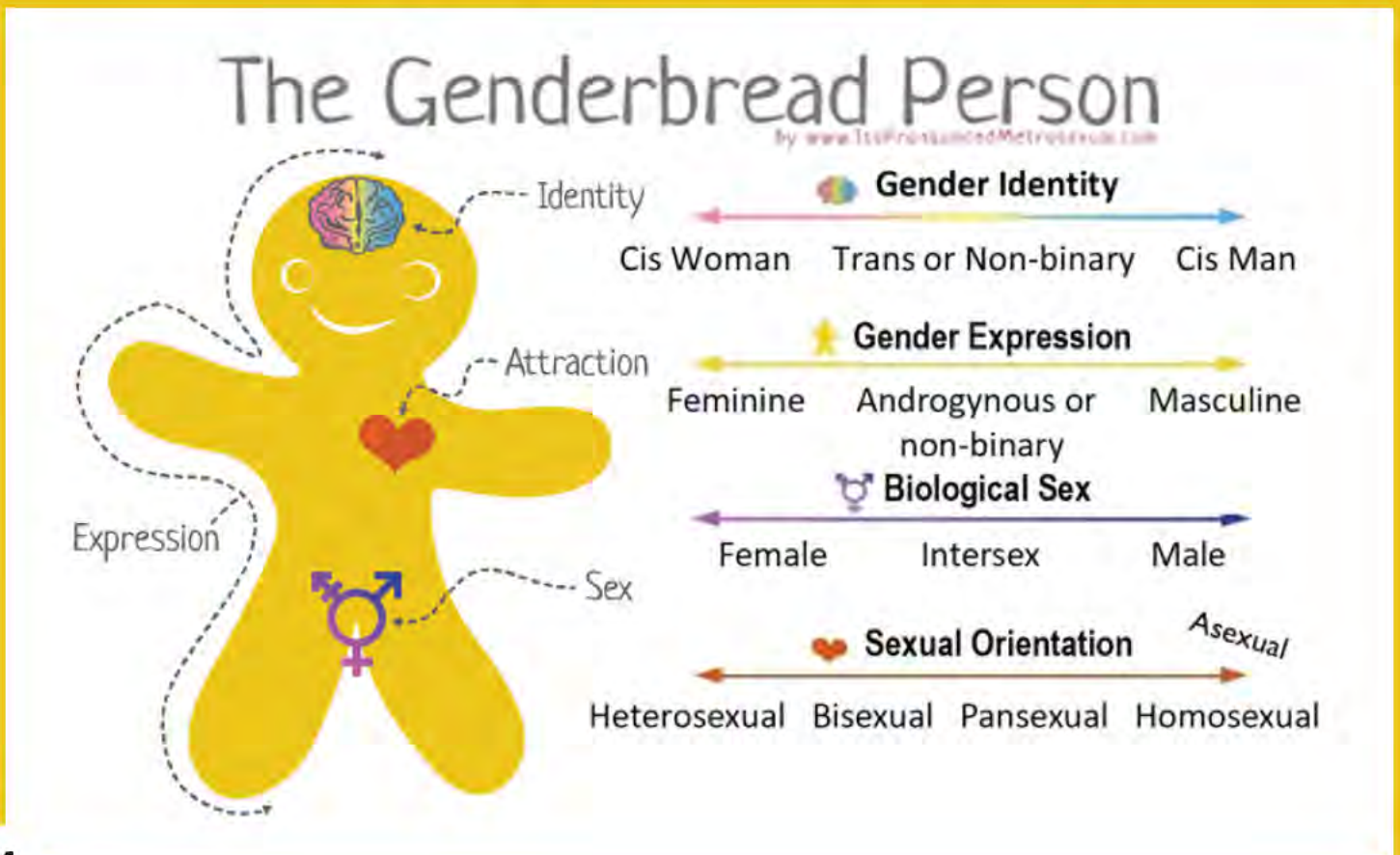
Gay and Lesbian terms are well established in our society, culture and communities but there is often much less awareness surrounding other identities (eg Bi, trans, pan, gender fluid).

This guide includes a glossary of language commonly used, and associated guidance. If you need any further support on being an Ally to the wider LGBT+ family, please contact Firepride on [firepride@cheshirefire.gov.uk](mailto:firepride@cheshirefire.gov.uk)

The following are a few tips and hints on how to develop as an LGBT+ Ally:

- Role model diverse and inclusive behaviours and challenge any instances of abuse and hatred towards LGBT+ people
- When discussing bullying and harassment affecting LGBT+ people, make sure this includes examples of transphobia and biphobia and not just homophobia
- Respect the wishes of your LGBT+ colleagues – some people may not want to be openly known to be trans or pan in the workplace
- Don't make assumptions about a trans person's sexual orientation – gender identity is separate from sexual orientation

The Genderbread Person is a great way to visualise and understand some differences:





## Intersectionality

**As an Ally, we want to support all our colleagues in the workplace, including people with multiple identities.**

Intersectionality, a term coined in the late 1980s by Professor Kimberlé Crenshaw, who described how race, class, gender, and other individual characteristics “intersect” with one another and overlap.

If we are to truly support our colleagues, we need to fully embrace all individual characteristics of a person, which will include their race, age, gender identity, sexual orientation, disability, religion or belief system. Some characteristics may appear obvious and some are far less obvious. For example, a person may have an obvious physical

impairment such as a missing limb, while some people have a hidden disability, which is far less obvious. Every person will have completely different identities, while some people may have similar identities, but rarely are the needs of two people the same.

Acknowledging, accepting and understanding a person’s wider identity is often the difference between being just a colleague and a truly ‘supportive’ colleague.

Our Service promotes various equality related awareness campaigns and celebrations throughout the calendar year. As Allies, we can all support our LGBT+ colleagues who have other identities (eg religious beliefs, cultural heritage, hidden disabilities).



## Further reading and support

The Allies scheme is about supporting and signposting those who need help to the relevant individuals, which might include:

- Firepride Committee
- Equality and Inclusion Officer (Benji Evans)
- Line managers and Human Resources (HR), or
- External organisations (support links available on the Firepride intranet pages)

If in doubt email [REDACTED]

The documents contained in the intranet pages will provide more detailed information on what to expect and how to conduct yourself, but essentially the role is yours to fulfil.

All we can ask is that you try to be a great Ally, champion the open culture we are trying to promote, support the organisation's Core Values and be flexible.

Documents and further information can be accessed through the Firepride pages of the intranet - [REDACTED]



# Glossary

## Frequently used terms and their meaning

### **Ally**

A (typically) straight and/or cis person who supports members of the LGBT+ community.

### **Biphobia**

The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.

### **Cisgender or Cis**

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

### **Coming Out**

When a person first tells someone/others about their orientation and/or gender identity.

### **Deadnaming**

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

### **Gay**

Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

### **Gender**

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

### **Gender Dysphoria**

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity.

### **Gender Expression**

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not confirm to societal expectations of gender may not, however, identify as trans.

### **Gender Identity**

A person's innate sense of their own gender, whether male, female or something else (see non-binary), which may or may not correspond to the sex assigned at birth.

### **Gender Reassignment**

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention.

### **Gender Recognition Certificate (GRC)**

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

## Homophobia

The fear or dislike of someone based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

## Intersex

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

## Non-Binary

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

## Orientation

Orientation is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refer to a person's sense of identity based on their attractions, or lack thereof. Orientations include, but are not limited to, lesbian, gay, bi, ace and straight.

## Outed

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

## Pan

Refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender.

## Pronoun

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their.

## Questioning

The process where a person is exploring their own sexual orientation and/or gender identity.

## Sex

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

## Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

## Transgender Man

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

## Transgender Woman

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.



## **Transitioning**

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.

Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

## **Transphobia**

The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

## **Transsexual**

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

Please contact us if you require this guide in large print, audio or alternative format.

## Keep up to date with what is happening in Cheshire Fire and Rescue Service:



[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)



CheshireFRS



@CheshireFire



@CheshireFRS



01606 868700



Cheshire Fire and Rescue Service  
Clemonds Hey, Winsford  
Cheshire CW7 2UA



# Congleton Pride

## Saturday 21<sup>st</sup> August 2021



Congleton Fire Station @CongletonFS · Aug 17

...

Congleton along with representatives from Cheshire Fire and Rescue Service will be supporting Congleton Pride on Saturday 21st August. Please come along and say hello to us. We are on active duty so please accept our apologies if we have to dash away.

[orlo.uk/cB6Hq](https://orlo.uk/cB6Hq)



♥ 3



Congleton Fire Station @CongletonFS · Aug 21

...

Congleton Pride, come along and see the event and have a chat with our team.

[@CheshireFire](#) [@CheshireFireEDI](#)



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**Benji Evans** @BenjiEvans10 · Aug 21

...

Such a good day with colleagues promoting careers and key safety messages at [@CongletonPride](#). [#CommunityEngagement](#)  
[#BestJobInTheWorld](#)



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5



You Retweeted



**Neil Griffiths** @CFRS\_NGriffiths · Aug 21

...

Great to be able to attend [@CongletonPride](#) in person today with crews from [@CongletonFS](#) [@BenjiEvans10](#) and [@CheshireFire](#) and [@cheshirepolice](#) colleagues



2

1

17





## Chester Pride 'Reflect and Connect' Event Saturday 18<sup>th</sup> September 2021





**Chester Fire Station** @ChesterFireStn · Sep 18

...

Our staff welcome colleagues from across Cheshire to attend @ChesterPride today. The sun is shining and we aim to promote our key safety messages and careers. @CheshireFire @CheshireFireEDI #LGBT #Inclusion



**Benji Evans** @BenjiEvans10 · Sep 18

...

It's great to promote key safety messages at @ChesterPride today. It's good to engage with people in a safe environment. Well done to the organisers. #FireSafety #RoadSafety #SaveLives





**Chester Fire Station** @ChesterFireStn · Sep 18

...

A busy day down at Chester pride celebrating the occasion & delivering our key road safety messages moving into winter! 🇬🇧🇩🇪🇫🇷

#fatal5



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# CHESHIRE FIRE AUTHORITY

**MEETING OF:** PERFORMANCE AND OVERVIEW COMMITTEE  
**DATE:** 9<sup>TH</sup> AUGUST 2021  
**REPORT OF:** DIRECTOR OF TRANSFORMATION  
**AUTHOR:** ██████████

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**SUBJECT:** EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2020-21

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## Purpose of Report

1. To provide an overview of key equality, diversity and inclusion developments within the Service and to highlight upcoming work.

## Recommended: That

- [1] members note the report and highlight any issues for further discussion or clarification.

## Background

2. Cheshire Fire and Rescue Service's employees are our most valuable asset and in order to continue to deliver an excellent emergency service to our communities, we recognise equality, diversity and inclusion as a significant business imperative.
3. Being inclusive is also one of the Service's core values and we constantly strive to create an environment and a culture where all of our people are able to thrive and achieve their full potential.
4. Under the Equality Act 2010, the Service also has a duty to: eliminate discrimination; advance equality of opportunity; and foster good relations between different groups ("public sector equality duty").
5. In order to fulfill this public sector equality duty, the Service currently has in place an Equality, Diversity and Inclusion Strategy ('the Strategy') for the period 2017-2020. A new strategy for the period 2021-2024 will be submitted for review and approval to Members in Autumn 2021.
6. Delivery of the strategy is captured within a comprehensive action plan which is monitored on a quarterly basis by the Equality Steering Group (ESG). The ESG is chaired by the Chief Fire Officer who holds overall responsibility for overseeing equality, diversity and inclusion in the Service.
7. This report provides a summary and highlights the progress over the last 12 months.



## Key Accomplishments

### Stonewall Workplace Equality Index

8. In May 2020, Stonewall announced that following feedback, and in response to the challenges presented by the lockdown restrictions, the 2020 Stonewall Workplace Equality Index was to be deferred for 12 months. The Service are currently positioned 3<sup>rd</sup> in the Stonewall Top 100 and the UK's most inclusive emergency service and Top North West employer in terms LGBT+ inclusion for the sixth year running.
9. In recent years the Stonewall criteria has remained relatively static which has enabled the Service to demonstrate continued progress against the key themes and maintain its position in the top 5. However in July 2020, Stonewall changed its emphasis to focus on new areas including intersectionality and multiple and minority identities, communication methodology plus additional questions in all eight sections of the criteria.
10. Having undertaken a gap analysis against the new criteria, the EDI Officer has worked closely with the Service's designated Stonewall Account Manager to discuss the work currently in progress and to close any identified gaps in order to prepare effectively for this year's submission which is due in October 2021.
11. The Service has also started to develop new projects which are helping to improve community engagement with local LGBT+ people, especially with people deemed 'at risk' in terms of various safety indicators. An example of this is working closely with [REDACTED] to communicate key safety messages whilst also providing advice to why LGBT+ people living on the streets are able to access support.

[REDACTED]

[REDACTED]

### Addressing disproportionality in the workforce

14. Despite the onset of the national pandemic work has continued to develop positive action and creative recruitment campaigns to encourage applications from under-represented groups, with the aim of increasing the diversity within our workforce.
15. Although progress is incremental, the outcome of positive action work over the last two years has seen an additional 23 females recruited into the Service. This accounts for an overall increase in the female employee population from 17% to

19%. Over the last year we have seen a specific increase in female staff working in operational positions from 7.7% to 9.3%. A specific highlight in this regard was the recruitment of two females onto the 2020 High Potential Development Scheme. They were selected from an initial applicant pool of over 40 applicants, and a shortlisted group of 10, 4 of whom were female.

16. Against the backdrop of Black Lives Matter during this reporting period a key area of focus for the Positive Action Group has been around developing new partnership with community groups, charities, sports teams and places of worship to help target individuals and groups of people currently under-represented in our workforce and volunteers; One example of excellent partnership working is a collaboration between staff, Cheshire Football Association and a faith based organisation in Chester. This collaboration to organise football related competitions in the future. We intend on planning these events to coincide with key religious and cultural celebrations which organically attract large crowds of people together, thus creating a platform where our staff can engage with different ethnic groups and the wider community to promote key safety messages, youth provision, careers advice, and volunteering.
17. Despite the Service seeing a slight decrease in the number of BAME staff during the last reporting period, during this financial year the Service has recruited more staff from different ethnic backgrounds and has seen an increase from 4.1% to 4.3% in its BAME workforce. With 5% of applicants coming from people of BAME heritage, this demonstrates that despite the restrictions imposed by the pandemic, the Service's positive action work is reaching and attracting applicants from different ethnic groups.
18. Recruiting staff with disabilities into the Fire and Rescue Service is an ongoing challenge because quite often people deselect themselves based on assumptions about the role of a firefighter and what adjustments can be made. Currently the Service only has 2.9% of its workforce with a declared disability which has reduced slightly from the previous year which showed a representation of 3.2%.
19. It is expected however that with a number of hidden disabilities such as dyslexia and dyspraxia, the actual number of staff with a disability is much higher. In order to identify this and to remove any stigma about declaring a disability, it is intended that the new EDI Strategy will have a specific focus on disability, especially people who are neurodiverse.

### Staff Networks

20. Staff network groups continue to play an important role and despite the limitations of face to face contact throughout the pandemic, they have all stepped up to provide support for staff during very challenging times.
21. The service's BAME Staff Network has seen increased membership and greater participation in national ASFA meetings and events. The BAME network held educational workshops during February to celebrate Race Equality Week and the network have met on a quarterly basis. Awareness of the network is increasing as a result of the production of monthly newsletters

and the Service has recently been approached to host the national ASFA conference in 2022.

22. The Limitless network have been very active during the year and during the entire pandemic, has continued to meet as a network, support each other and maintained regular contact via email and a dedicated What's App.
23. Key deliverables from the network this year have seen the progression of work around menopause, maternity and return to work support, mentoring and buddying. New policies have evolved and training has been provided to create new initiatives such as Menopause champions to support staff. One particular project has also seen the Service trial new ecofriendly products to enhance the accessibility and quality of hygiene packs on station and in all service vehicles.
24. The Limitless group played a key role in organising the International Women's Day event which was a virtual event this year. This year's theme was #Choose to Challenge with the focus on the importance of challenging inappropriate behaviour, championing gender equality and speaking up as a way of improving working conditions for women. The event was hosted by the two highest ranking female staff members and included a number of quality external speakers. Notably the event was also very well attended by male colleagues who demonstrated their continued support.
25. In November, the Service organised and hosted its second "Proud to Provide" conference. The focus of the conference was intersectionality and multiple identities and over 250 delegates attended the online event to hear from a range of high profile speakers which included [REDACTED] and the CEO's of two equality charities. The feedback from the event was very positive and due to its popularity and purpose, the Service has taken the decision to make "Proud to Provide" an annual event.

#### Visibility and Awareness Days

26. During the reporting period, the service has continued to increase LGBT+ visibility and awareness surrounding various cultural and religious celebrations. The service was again active during LGBT+ History Month, flying rainbow flags on stations and at HQ. Articles, statements of support, training workshops and resources uploaded onto the staff intranet and website have enabled staff to access key information and education. Social media platforms have also been used to good effect to promote key messages to our wider community.
27. The service has actively promoted all LGBT+ visibility days during the reporting period including Trans Visibility (February), Lesbian Visibility (March), IDAHoBiT & Pansexual Visibility (May) and Non-Binary People's Day (July). External guest speakers were arranged to talk at our Firepride Breakfasts for Trans Visibility and Non-Binary People Day.
28. The service has continued to increase awareness around all major religious and cultural celebrations and observances including Passover, Ramadan, Eid, Vaisakhi/Baisakhi, Dhamma, Buddha Day, Chinese New Year and National Windrush Day. As well as providing educational opportunities for staff, key

safety messages have been promoted to the wider community to help reduce risk of fire and injury to people when marking their respective celebrations with open fire, candles, fireworks, lanterns, and fire crackers.

29. The service has worked closely with partners to raise awareness of different disability related themes including Dyslexia and Dyspraxia Awareness, Neurodiversity Awareness, Downs Syndrome Awareness Week, Learning Disability Awareness Week and Deafblind Awareness Week. Each awareness theme provided insight to each disability with, educational resources uploaded onto the staff intranet. This focus has enable staff to gain wider knowledge that will enhance their ability to support colleagues with a disability and also provide a more inclusive service to community members with differing needs.
30. June 1<sup>st</sup> marked the start of the 2021 Pride season, but like 2020, all but two local pride events were cancelled. The Service provided support through supportive statements in the media and social media coverage. During the pride season, the Service also increased visibility by flying rainbow flags at all stations and HQ.
31. Crews from the locations that would normally have hosted a physical Pride event also offered support via social media.

#### Policy Development and Review

32. The Service has continued to develop its networks and review policies to ensure they are family friendly and attractive to prospective applicants. Examples of this include the review and development of a new Equality Impact Assessment template and guidance to ensure policies do not inadvertently discriminate.
33. During the year the Service also developed a new Menopause Policy and work has been commissioned to ensure all welfare facilities are appropriate and gender specific issues such as menstruation are understood and supported in the workplace.
34. Following feedback from staff and in acknowledgement of the need to introduce new ways of working following the pandemic, the Service also introduced a new Agile working policy. This offers staff the ability to work remotely from home and in many cases achieve a better work/life balance. Other factors that have been considered in the development of this policy include health and safety, wellbeing, social isolation and continued access to support and supervision.

#### EDI Education and Training

35. During 2020, various e-learning modules were updated and the Service launched new e-learning packages focusing on Unconscious Bias and Stress Awareness. Updated versions of Dyslexia Awareness were also made available and a revised course on Safeguarding was launched which covers overarching themes such as modern slavery, race, and sexual orientation.
36. Bespoke Equality Impact Assessment training workshops were developed in February 2020 and have since been rolled out and delivered to 91 staff across all levels and departments. The interactive training covered the Service's legal

responsibilities and duties, definitions and terminology of equality, diversity and inclusion in the context of Fire and Rescue Services. Various case studies enabled staff to explore the broad considerations required to show due regard for different protected characteristics, but how the Service need to document and evidence how they are mitigating any risk identified.

37. The Service also launched various guidance documents including 'How to Support Colleagues during Ramadan' and 'LGBT+ allies booklet'.

#### Maintaining and Developing New Partnerships

38. Although COVID-19 has continued to restrict the ability to physically meet people, the Service has maintained its relationship with key partners and networks including fire specific networks, working groups, community and voluntary sector. The Service has also made the most of networking forums to reconnect with partners as well as developing new partnerships. For example, we have connected with the Warrington Disability Partnership and Cheshire Healthwatch to connect with more people with a disability and/or a long term health condition. We have utilised the power of social media, virtual technologies and traditional methods of email and telephone to connect with our partners.
39. As part of the Positive Action work, new connections have been made with various equality interest groups and charities that will enable the service to reach out to people 'at risk' in terms of promoting key safety messages, but also groups of people that are currently underrepresented in our workforce. Examples include Active Cheshire who we are in the process of developing a community project to support local girls and women to participate in physical activity using our facilities – this will create an ideal platform to communicate key safety messages, but also to promote careers, volunteering and youth provision.
40. Based on the success of working closely with women's rugby teams previously, the Services are in the early stages of working with Crewe Alexander Ladies Football Club to use football as a way of connecting with local girls and women. Other sports will be explored in conjunction with Chester University.
41. The Service have also held some initial discussion with Sale Sharks about partnering them to develop a primary school initiative which will widen access to children in Cheshire East with a specific focus on deprivation and some focus on race and gender equality.

#### Neurodiversity Project

42. The Service have continued to develop this area of work and a new dyslexia assessment tool has been sourced which has been designed specifically for the fire and rescue sector. This will enable managers to better support staff and to identify the most appropriate adjustments where required.
43. The Dyslexia awareness e-learning has been updated and the Service is in the initial stages of completing the British Dyslexia Accredited Workplace Assessor Programme. This educational programme will support the Service's Equality

and Inclusion Officer who will be able to conduct workplace assessments to make more informed and professional judgements to what adjustments will benefit staff.

44. The Service have also become corporate members of the Business Disability Forum (BDF). This new membership will enable the service to benchmark against the BDF 'equality standard' which exceeds the criteria to become a Disability Confident Leader which is the highest accreditation the government offer. It also provides access to resources, information and toolkits which will enable us to improve our offer of support to staff with any type of disability.

#### Contributing towards the national agenda

45. As part of our involvement with the National Fire Chiefs Council (NFCC) EDI working group, The Services Equality and Inclusion Officer was co-author of a paper called 'Equality of Access to Services and Employment' which focused on Gypsy and Travellers (G&T). The paper provides insight to the various considerations given when engaging with G&T communities in terms of barriers and challenges they traditionally experience and how to effectively communicate with this section of the community. The paper is part of series which will provide insight, advice and best practice to all 45 fire and rescue services across the UK.
46. Other work conducted as part of the NFCC EDI working group includes 'recruitment' and 'positive action' which helps the Service to meet professionals across the county which enable us to identify best practice and access new methods of working which can be later cascaded internally to colleagues.

#### Recruitment Communications and Attraction Strategy

47. As a Service, we are maximising our partners to help us promote our careers and vacancies to the wider community with particular emphasis on reaching out to people underrepresented in our workforce. For example, ██████████ now send out monthly posts to promote our jobs, volunteering and youth provision as way of targeting LGBT+ people.
48. Operational staff across the Service have been completing mapping exercises to identify equality interest groups to help us target girls and women, people with a disability, people from different ethnic backgrounds and people who identify as LGBT+. This exercise will also help identify parents and people who live alone for the purpose of promoting safety messages, but we intent to use this intelligence to target our marketing and recruitment.

#### COVID-19 Recovery Planning and Road Map

49. In 2020, the Service conducted a thematic staff survey which provided a valuable source of information to help identify risks which aided the way we planned and developed the recovery plans. As with all staff surveys a specific EDI analysis was undertaken to assess the results exploring trends and/or concerns.

50. The COVID-19 EIA produced in 2020 was reviewed and updated at various points in time to reflect the dynamic situation. The EIA ensured that risks have been considered from an internal and external perspective. The findings of the EIA and associated impacts will also be inform the services recovery planning process.
51. During the COVID-19 HMICFRS inspection, the Service was able to demonstrate that they adopted an ethical and sensitive approach to our recovery planning where due regard has been take in respect of EDI.

### **Priorities for Next 6 Months**

52. The following provides an update on key pieces of upcoming work relating to equality, diversity and inclusion.
53. The anticipated white paper for reform is expected to revolve around Professionalism, People and Governance and within this it is likely that there will be a strong emphasis around Ethics. Over the coming months, we will continue to gain more insight in relation to the detail but in the meantime, the Service will consider how its networks and senior leaders can be continue to be recognised as ethical role models for change and inclusion.
54. To maintain the momentum behind the networks, there will be further emphasis on the need to have strong Ally's and to maintain a regular Programme of events. The Firepride network have previously gained some success with their LGBT+ Ally's Programme, so similar work is planned to promote 'champions' during in October around work streams such as Neurodiversity, Black History Month and Menopause Awareness Week.
55. A new neurodiversity network will be launched in September 2021. This will incorporate a Dyslexia Working Group to bring staff from various departments together to provide feedback, offer suggestions and collectively help the Service progress this important area of work.
56. The BAME network are intending to rebrand themselves with a new name and logo in the coming months. Events are also being planned to increase awareness during cultural and race related campaigns such as South Asian Heritage Month in July and Black History Month in October.
57. One year on from the #BLM campaign, the Service and the BAME network will be exploring issues surrounding racism in society and the ongoing challenges black people face. It will also consider how we can recruit more BAME staff, build further connections with different ethnic groups through community engagement and liaison with partner organisations, educational institutions and local businesses.
58. The [REDACTED] to coincide with the upcoming apprentice recruitment campaign. The images associated with the campaign will be visible on the website and materials will be circulated to promote the Service's commitment to providing an open and welcoming culture.

59. In October 2021, the Service will submit the Stonewall submission based on the new criteria with an expected result in February 2022. The new criteria has challenged the Service, but will ultimately improve everything we do across policies, the way we support staff, and the way we engage with LGBT+ people in our community.
60. The Service's third Proud to Provide Conference will be held as a physical event in January 2022. It is expected that with a range of high profile guests and an effective publicity campaign this event will attract a lot of interest. The event will be held in Chester.
61. Work has been commissioned for the Limitless Group in conjunction with the EDI Officer to look at welfare facilities and issues relating to menstruation and endometriosis. This is to ensure that the Service understands how these issues may impact staff in the course of their work and what can be done to provide and access greater support.

### **Financial Implications**

62. The EDI function has its own budget but a budget bid will be put forward for consideration in 2021 to secure the necessary funding to extend the work around Neurodiversity and Dyslexia screening. This will be in the region of £5-7k.

### **Legal Implications**

63. As referred to in the 'Background' section, the above activities will help evidence the Service's commitment to and compliance with the provisions of the Equality Act 2010, and in particular to the Public Sector Equality Duty.

### **Equality and Diversity Implications**

64. Due to the nature of this report, equality and diversity implications have been considered and discussed throughout the main body of the report.

### **Environmental Implications**

65. None

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MANAGER**

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# Gender Pay Gap Report 2019



Be Inclusive



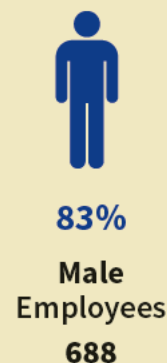
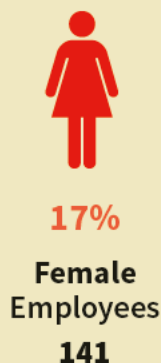
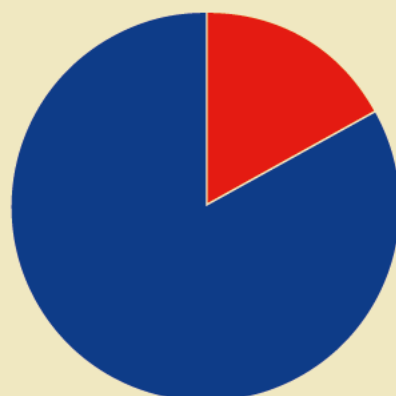
# Cheshire Fire and Rescue Service's Gender Pay Gap 2019

CFRS's employees are our most valuable asset and in order to continue to deliver an excellent emergency service to our communities, we recognise equality, diversity and inclusion as a significant business imperative.

Being Inclusive is also one of the Service's core values and we constantly strive to create an environment and a culture where all our people are able to thrive and achieve their full potential. In order to attract and retain great people who can make an impact, we also work hard to attract and retain a workforce that is reflective of our communities. This helps us establish strong relationships and enables us to engage positively with all of our community groups and protect, change and save the lives of as many people as we can.

The causes of our gender pay gap are varied and overlapping, some stemming from outside the workplace, such as stereotypical representations of men and women from an early age which have resulted in the much reported dominance of males within the broader Fire Sector. Other influences include different conditions of service and the progression of CFRS's Blue Light Collaboration arrangements which has seen the transfer of many of the service's female staff to the new Joint Support Services hosted by Cheshire Constabulary.

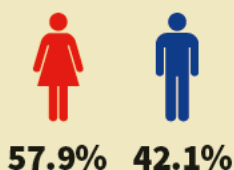
This year's total of CFRS's 829 members of staff



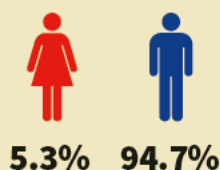
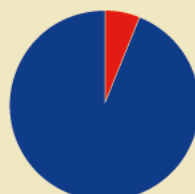
This year's calculations are based on a total of **829 staff**. The breakdown of our staff is detailed in the following tables:

CFRS Staff employed at 31 March 2019

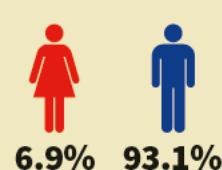
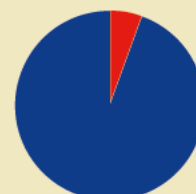
**Fire Staff**  
Total 171 (21%)



**On Call**  
Total 243 (29%)



**Wholetime**  
Total 415 (50%)

















This profile clearly demonstrates that there is a higher proportion of men overall employed by CFRS than women although there has been an increase in the number of women in wholetime operational roles over the last year.

Male staff currently make up 83% of the workforce at CFRS, rising to 93% when operational staff are considered exclusively.

Women remain better represented in fire staff roles but as a result of Bluelight Collaboration and the transfer of a number of CFRS's fire staff to Cheshire Constabulary, the number of women employed by the Service in fire staff roles has reduced. The final tranche of staff that transferred during this reporting period were from departments, such as HR, that historically have been staffed and managed by a higher proportion of females.

With more men in the workforce it is inevitable that differences in pay are exacerbated and this imbalance will continue until there are more women in operational, fire staff and senior level roles. There is no quick fix for this but CFRS is committed to eliminating all barriers for the attraction and progression of women to achieve a more diverse workforce.

Based on a snapshot of data available as at **31st March 2019** in relation to earnings of all staff, Cheshire Fire and Rescue Service's (CFRS) calculations for the purposes of gender pay gap reporting are as follows:

	Female	Male	Gender Pay Gap
MEAN HOURLY RATE	 <b>£13.24</b>	 <b>£17.57</b>	 <b>24.6%</b>
MEDIAN HOURLY RATE	 <b>£12.43</b>	 <b>£15.55</b>	 <b>20.1%</b>
PROPORTION OF STAFF IN RECEIPT OF A BONUS	 <b>13%</b>	 <b>57%</b>	
MEAN BONUS	 <b>£768.94</b>	 <b>£672.86</b>	 <b>-14.3%</b>
MEDIAN BONUS	 <b>£749.25</b>	 <b>£749.25</b>	 <b>0%</b>

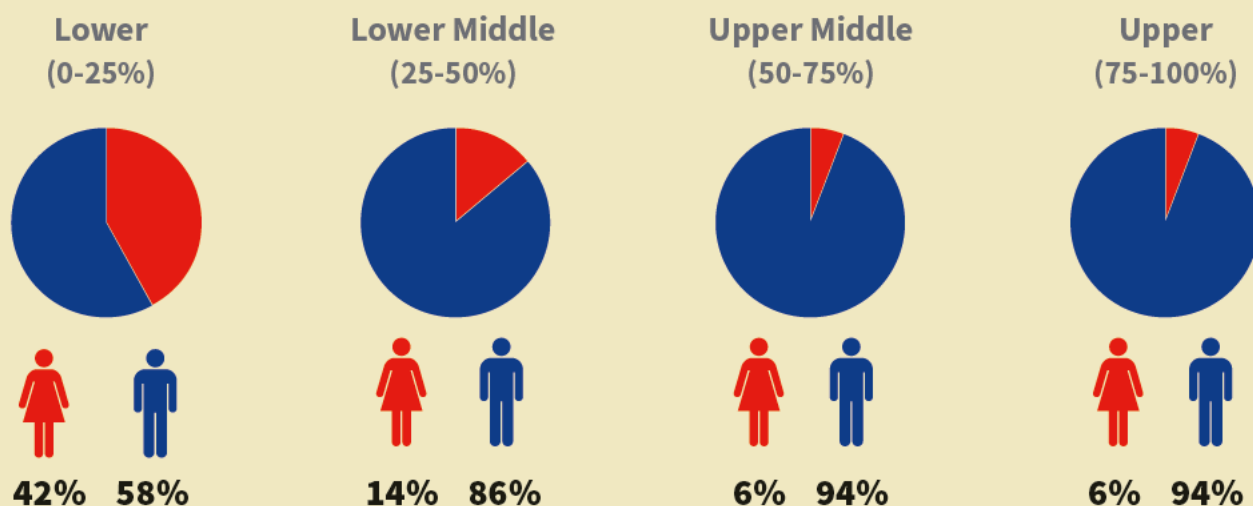
The Gender Pay Gap is slightly above the national average which as previously stated, is largely due to the transfer of a number of female staff and female middle managers to Cheshire Constabulary. The differences in conditions of service between Green and Grey Book staff also has an impact as typically Grey Book operational staff have access to more allowances and opportunities to work overtime.

The Continuous Professional Development (CPD) payment which only applies to operational staff is also a factor that impacts on Gender Pay Gap reporting in respect of bonuses. Although other types of ad hoc recognition are also included in the bonus figures, with more male operational staff in the Service eligible for annual CPD payments it stands to reason that the 2019 analysis highlighted that male staff as a collective group received larger bonus payment than their female counterparts.

For Firefighter roles, terms and conditions are nationally negotiated, using role maps and have nationally agreed pay scales. Fire staff roles are determined locally for pay and terms and conditions using an accredited job evaluation scheme. It is important to note, that as staff in different types of roles are employed on different terms and conditions it is more difficult to make like for like comparisons.

As can be seen from the mean bonus pay, female members of staff as a collective group received a larger bonus payment than their male comparators. As in 2017, this can be explained by a greater number of women receiving recognition payments for their work, which are typically of greater monetary value than other bonus payments. By contrast, a greater proportion of men than women receive bonus payments. This is most likely due to CPD payments being paid to operational staff, the majority of whom are men.

## Quartiles



These quartile graphs show that the lower quartile which is made up of lower pay rates, is heavily populated by women but that representation level starts to decline in the middle and upper quartiles where the pay rates are higher.

More men than women occupy senior roles and typically, men have longer service which means they are paid more due to annual pay progression which is linked to length of service.

Although over the last year, through positive action and recruitment efforts there has been an increase in the number of female recruits, they are young in service and mostly still in training, so this increase in females is not yet reflected in the quartile analysis as they are still on the lower pay grades. Over the course of time however, as more females are recruited and progress within the service, this will have a significant impact with a higher proportion of females moving into the higher pay quartiles.

# Closing the gender pay gap

CFRS's People Strategy and Equality, Diversity and Inclusion plans contain a variety of actions to achieve a more diverse workforce and to improve the gender balance. These include:

## Attracting and retaining a more diverse workforce

- CFRS will continue with a programme of positive action work which will be underpinned by a bold communications campaign that showcases the Service's commitment to achieving a workforce that is more reflective of its community.
- CFRS will continue to engage with and support community groups, local sports teams, schools and colleges to showcase careers within the service. The provision of role models to girls and young women and development of networks with under-represented community groups is a particular area of emphasis.
- CFRS will continue to ensure that all policies are family friendly and that the Service builds on its reputation for being an inclusive employer. This includes the development and launch of a new Menopause policy and continued support of initiatives and campaigns relating to White Ribbon, Stonewall and the HeForShe movement.
- During Summer 2020 the Service will launch a new high potential graduate entry scheme to provide an alternative entry point for staff aspiring to be future leaders. This programme will be promoted via our networks and community groups.

## Tackling the barriers to progression

- CFRS will continue to working with staff networks to gain feedback and understand how it can bring about positive change based on staff feedback and aspirations.
- Further development and expansion of the Service's women's network "Limitless" providing a valuable source of feedback and development with access to role models and mentorship to grow personal and professional impact.
- In addition to our LGBT network, FirePride, CFRS have recently established a BAME staff network. Both networks will actively promote intersectionality which will help to support females who have multiple identities and whose needs may differ.
- Coaching and mentoring available to all staff with the offer of career development training for all staff.
- Bespoke development plans and mentoring offered to all newly promoted staff.

**Supporting a diverse and inclusive culture/ environment**

- Promoting an inclusive culture through the launch of a new set of core values.
- CFRS will promote staff engagement via two way communication and accessibility and visibility of senior leaders.
- Ensuring female representation on the Service’s Staff Engagement Forum, involving women from across the organisation in the shaping and development of new ideas.
- Increased emphasis on reward and recognition to recognise exceptional performance from all parts of the Service and build an inclusive culture.
- Dedicated Equality and Inclusion awareness provided to all new starters through induction processes.

**CFRS wholetime firefighter recruitment poster ad campaign 2019-2020.**

**“My brother wouldn't let me play with his fire engine. So I got my own.”**



There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today. Make a difference to other people's lives - starting with your own.

**CHESHIRE**  
FIRE & RESCUE SERVICE

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**“When I was a little girl, all I wanted to be was a firefighter.”**



There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today. Make a difference to other people's lives - starting with your own.

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**Fire doesn't care about gender, race or sexual orientation...**



**...Neither do we.**

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**CHESHIRE**  
FIRE & RESCUE SERVICE

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**“There's no glass ceiling at the top of our ladder”**



Also Firefighter, you'll succeed because of who you are, not what you are. Your gender, race or sexual orientation will never come into it. Once you've completed your training, you could be earning more than £20,000 in just 18 months, with that figure climbing as high as your ambition will take you. There's also 45 weeks full pay maternity and adoption pay, plus, as well as up to 35 days annual leave, find out what becoming a Firefighter could mean for you. Make a difference to other people's lives - starting with your own.

**CHESHIRE**  
FIRE & RESCUE SERVICE

[www.cheshirefire.careers](http://www.cheshirefire.careers)

**“My husband said I would make a great firefighter. He was right.”**



There are no Firemen or Firewomen in the modern service – just Firefighters. We're a close team of self-disciplined individuals who have each other's backs. It doesn't matter about your gender, race or sexual orientation; we're looking for like-minded team players to join today. Make a difference to other people's lives - starting with your own.

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## Our Core Values



### **Be Inclusive**

By acting fairly, with integrity, respect and without prejudice.



### **Do the Right Thing**

By holding each other to account for ensuring high standards of professionalism in everything we do.



### **Act with Compassion**

By being understanding and offering help to each other and to our communities with warmth, patience and kindness.



### **Make a Difference**

By making an impact in our organisation and in our communities in whatever ways we can, for as many people as we can.

Cheshire Fire and Rescue Service  
Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA  
T: 01606 868700

[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)

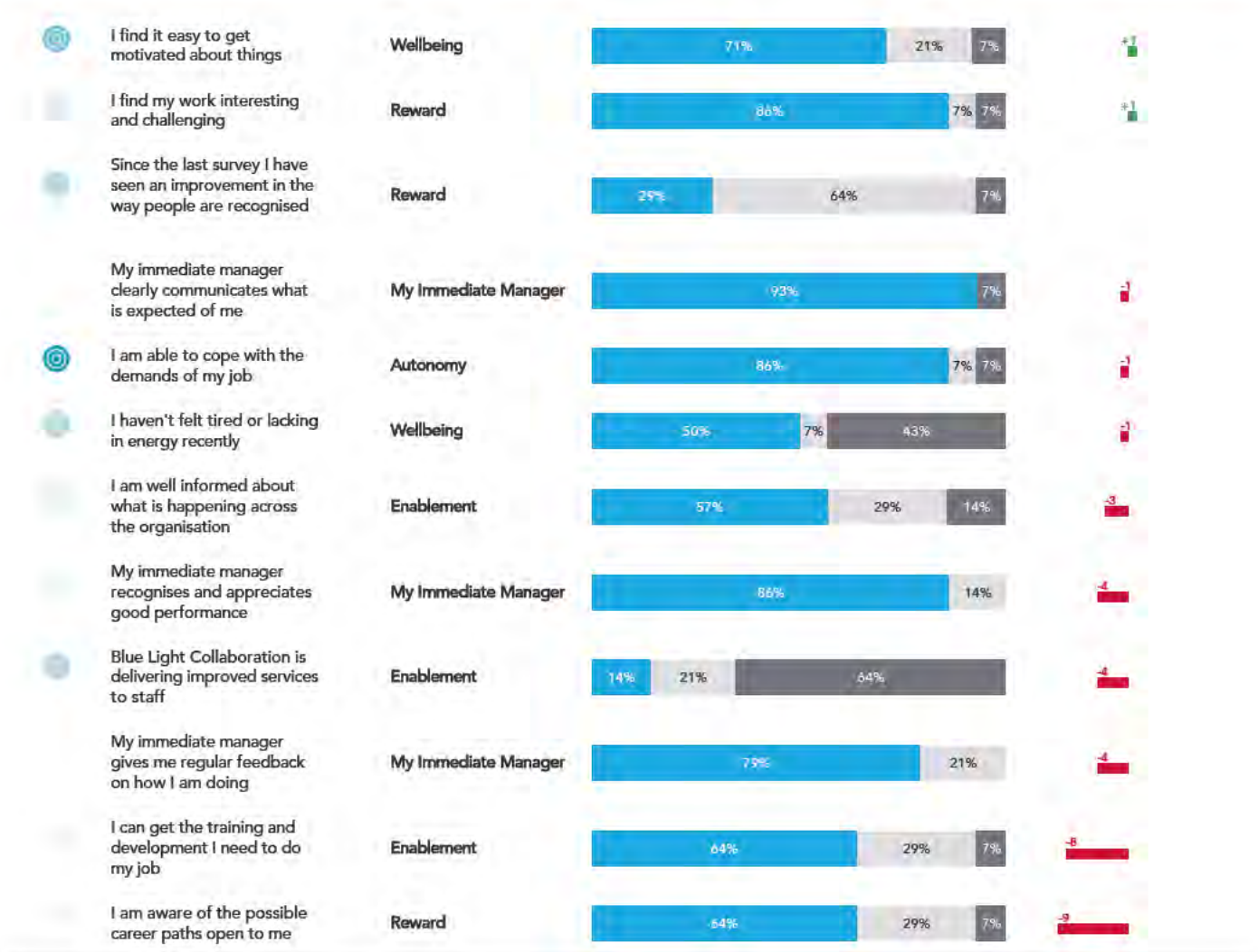


Scorecard report (Sexual Orientation: Gay/Lesbian)

Impact	Question	Theme	Response favourability	Comparison
	If asked, I would recommend to friends and family that Cheshire Fire and Rescue Service is a good place to work	Engagement	93% 7%	+32
📍	I am able to be myself in the workplace	Purpose and Integrity	100%	+29
	I feel valued by Cheshire Fire and Rescue Service	Reward	71% 7% 21%	+25
📍	I receive the information I need about my job in a timely manner	Enablement	86% 7% 7%	+23
	I believe Cheshire Fire and Rescue Service is committed to ensuring an inclusive workplace for its employees	Purpose and Integrity	93% 7%	+22
📍	I don't get any more upset about things than I used to	Wellbeing	93% 7%	+22
	If I share my views, they are listened and responded to	Leadership	64% 21% 14%	+22
	I believe the organisation endeavours to protect me from discrimination, intimidation and harassment	Purpose and Integrity	86% 14%	+21
	Middle managers provide clear leadership	Leadership	79% 14% 7%	+20
	My immediate manager discourages unnecessarily long working hours	My Immediate Manager	93% 7%	+19
	Cheshire Fire and Rescue Service supports flexible working arrangements	Autonomy	71% 14% 14%	+19
	Working here makes me want to do the best work I can	Engagement	93% 7%	+18
	Supervisory managers provide clear leadership	Leadership	93% 7%	+15
	I can relax or calm down quickly after a difficult situation	Wellbeing	86% 14%	+15
	Middle managers are clearly visible	Leadership	79% 14% 7%	+15
	Communications are good between different teams	Enablement	50% 21% 29%	+15
📍	Cheshire Fire and Rescue Service makes good use of my skills and abilities	Autonomy	79% 14% 7%	+14

	The Fire Authority gives clear direction to Cheshire Fire and Rescue Service about the future	Leadership	50%	29%	21%	+14
	Principal Officers and Heads of Department provide clear leadership	Leadership	57%	36%	7%	+13
👤	Cheshire Fire and Rescue Service values my health and safety	Enablement	93%	7%		+12
👤	I have the freedom I need to get on with my job	Autonomy	93%	7%		+12
👤	I believe all staff are equally valued within Cheshire Fire and Rescue Service	Reward	50%	7%	43%	+12
👤	I can explain how my job contributes to the Service's aims and objectives	Purpose and Integrity	100%			+12
👤	I am proud to say I work for Cheshire Fire and Rescue Service	Engagement	93%	7%		+11
👤	Employees are kept up to date during times of organisational change	Leadership	57%	21%	21%	+11
👤	In general I would say my health is good	Wellbeing	100%			+11
👤	I am well informed about any changes to policies and procedures	Enablement	71%	21%	7%	+11
👤	The standard of training for new recruits within Cheshire Fire and Rescue Service is satisfactory	Enablement	64%	29%	7%	+10
👤	The organisation manages change effectively	Leadership	50%	36%	14%	+10
👤	I am confident the promotion processes are fair and transparent	Enablement	43%	36%	21%	+10
👤	I don't often feel stressed out or tense	Wellbeing	64%	21%	14%	+9
👤	My immediate manager provides me with help and support when needed	My Immediate Manager	100%			+9
👤	I feel secure in my job	Purpose and Integrity	71%	14%	14%	+9
👤	My appetite has been normal recently	Wellbeing	93%	7%		+8
👤	I enjoy things as much as I used to	Wellbeing	71%	14%	14%	+8
👤	I care about the future of Cheshire Fire and Rescue Service	Engagement	100%			+8
👤	The reasons for decisions that are made are explained openly	Leadership	50%	36%	14%	+8





## Appendix

Dashboard:	Cheshire Fire and Rescue 2019
Dashboard hierarchy type:	none
Response count:	14
Panel count:	undefined
Participation:	n/a
Comparison:	Survey Overall
Report produced:	28 August 2019



## Statistics for 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

5. The statistics for 2020-21 are:

- i. Formal Complaints - 1
- ii. Informal Complaints - 30
- iii. Compliments - 86

### Performance Comparison

6. Comparison of the overall numbers is a crude indicator because of the relatively low numbers. The comparison figures for the past five reporting periods are presented below:

	2020-21	2019-20	2018-19	2017-18	2016-17
<b>Formal complaints</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>
<b>Informal complaints</b>	<b>30</b>	<b>31</b>	<b>20</b>	<b>14</b>	<b>34</b>
<b>Compliments</b>	<b>86</b>	<b>42</b>	<b>48</b>	<b>41</b>	<b>78</b>

7. As can be seen from the table, there has been a significant increase in compliments during 2020-21 and small reductions for formal and informal complaints compared to the previous year.

8. Appendix 1 to this report provides brief details of the informal complaints received and whether they have been dealt with within the timescales set out in the Procedure. Appendix 2 provides a summary of the formal complaint. Appendix 3 summarises the compliments received.

9. The following observations may be helpful:-

- (a) The complaints cover a range of issues with the vast majority being resolved quickly and on occasion resulting from a misunderstanding. The nature of complaints received can be categorised into key areas as follows: Communication (1); Construction (2); Covid-19 Breaches (4); Equality and Diversity (1); Estates (1); Human Resources (1); Protection (1); Prevention (2); Service Delivery (18); and Staff Welfare (1).
- (b) The formal complaint received was concerned with the response of the service when attending an alleged burning of waste incident.
- (c) The compliments received all related to the Service's departments that have direct interaction with members of the public. They

related to: Covid-19 activity (33); fundraising efforts (1); the Service's response to incidents (28); Safe and Well visits (6), Protection activity (1); and the Safety Central facility (17).

### **Financial Implications**

10. There are no financial implications arising from this report.

### **Legal Implications**

11. There are no legal implications arising from this report.

### **Equality & Diversity Implications**

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

### **Environmental Implications**

13. There are no environmental implications arising from this report.

### **BACKGROUND PAPERS: NONE**

Appendix 1 – Informal Complaints recorded

Appendix 2 – Formal Complaint recorded

Appendix 3 – Compliments recorded