

Progress on Implementation of the Equality Action Plan

Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman Chief Fire Officer, on 01743 260201 or Natalie Parkinson, Equality, Diversity and Inclusion Officer on 01743 260236.

1 Purpose of Report

This report updates Members on progress on the key actions identified in the Equality Scheme Action Plan from March 2022 to February 2023.

2 Recommendations

The Committee is asked to note the contents of the report.

3 Background

This report provides members with:

- Details of key actions within the Action Plan; and.
- the latest version of quarterly Action Plan (dated September to December 2022).

4 Progress on the main Equality, Diversity and Inclusion (EDI) actions

The revised Action Plan for the final period of 2022/23 is attached for Member's information.

5 Examples of Shropshire Fire and Rescue Service EDI Work

Employment-focused EDI work over the past year has included:

The Positive Action programme aims to encourage under-represented sections of the community to apply for employment with the Service and is sanctioned under the Equality Act 2010.

Taster Days have been held to encourage specific groups to apply for employment as On Call Firefighters on the following dates and locations:

| Date | Location |
|-------------------------|--------------------------|
| 12 March 2022 | Whitchurch |
| 30 April 2022 | Bridgnorth |
| 7 May 2022 | Oswestry |
| 1 October 2022 | Shrewsbury |
| 8 October 2022 | Wellington |
| 18 February 2023 | Much Wenlock |
| 3/3/22, 2/4/22, 13/7/22 | Virtual Tasters Sessions |

Mental Health:

- Mental Health at Work Commitment – development of a Service wide action plan has been created.
- Chief Fire Officer sent information to all employees about the ‘time to talk day’ in February 2023
- A pack was sent to each station/watch or department in the service for time to talk day
- Information on the newsletter and portal about MIND and mental health support
- Mental Health awareness and suicide prevention courses ongoing
- Health and Wellbeing courses offered to employees

The programme of reasonable adjustments to the working conditions of employees who have a disability has continued. The majority of support is to operational employees who have dyslexia, providing personal tuition, specialist equipment and peer support as appropriate.

The EDI steering group confirmed that the Service would be purchasing the networked version of ‘read and write’ for its neurodiverse employees and this will be available to all our employees.

EDI refresher training was completed from March 2022 to February 2023:

18 On Call Stations

12 Wholetime Watches

2 Fire Control Watches

Prevention and Protection

Ongoing EDI Induction Training has been completed for new employees during the year.

Equality Impact Assessment training was attended by 14 employees in November. Internal training on the online form and process was delivered by the EDI officer in February 2023.

The Voices Employee Support Group is now embedded and the representatives have undertaken many initiatives and events working with the EDI team including the following:

- BAME survey was sent out to all employees, to find out what they wanted from this group and to encourage allies to get involved. Results have now been received.
- Set up closed team areas for the BAME and Dyslexia support the Menopause area is ongoing
- Mental Health video focusing on money worries and cost of living – created by an employee who shared their personal experiences
- Time to Talk Day – packs/resources sent to all teams
- Attendance at Ludlow Pride event
- Peri-Menopause yoga sessions were trialled in September and October which were very successful, walks and active ‘Microsoft teams’ chat and sharing of information, Peri menopause library books available to all employees. Lunchtime walks have been rescheduled for every 2 weeks on a Wednesday.
- Women’s Networking Day in September – huge success, included guest speakers; life skills coach, menopause, yoga, self defence, health and wellbeing information. Personal protection alarms were purchased for all staff and are still available upon request.
- White Ribbon Day and 16 days action against domestic violence – guest speaker from the police educating about domestic violence
- International Women’s Day – packs, photos, attendance at conferences
- Representative attends EDI steering group to provide an update
- A four monthly newsletter is created and sent out around the service to update staff on what the Voices reps have been doing and any future events coming up.

White Ribbon Accreditation – the Service signed up to this in November 2022, this has been promoted internally and externally. A focus group is now in development and working towards the action plan.

Women’s Safety Survey September 2022 - this was sent to all female employees in the Service. Further to these results an action plan was developed and went to EDI steering Group and SMT for approval and implementation of this is now ongoing. The Service have purchased safety alarms, is reviewing the lone working policy and are investigating a confidential reporting line.

Review of the London Fire Brigade’s Cultural Review – a gap analysis and recommendations were taken to the EDI steering group in January 2023; this work is ongoing.

Yoga course has taken place in January, a second course will run in February open to all employees.

NFCC – responded to all EDI consultation documents, attended NFCC EDI meetings and EQIA meetings.

Externally focused EDI actions over the year have included:

The Service is a member of the Shropshire, Telford & Wrekin Dementia Action Alliance and regularly attends meetings. A multi-agency video has been created to increase understanding of dementia.

Frequent articles and notices on social media and in 'The Pink' on providing employees and the public with information about equality-related issues and events including:

- Holocaust Memorial Day
- Time to talk day
- LGBT History Month
- International Women's Day
- Autism Awareness Month
- Black History Month
- White Ribbon Day (against domestic violence)

International Women's Day on 8 March – The theme for 2022 was 'break the bias' every woman in the service received an envelope in the post for this week. A display was held in 99Dine and women were invited to come along and use the post-it notes to collate the bias they would like to break the most. A large 'X' symbol was created on the fire ground with various roles in the Service, to promote on social media and show the Service's support for International Women's Day 2022.

The EDI has supported the Local Government Association (LGA) by delivering a training session at the Fire Leadership Essentials Course and has been invited to deliver this again in March 2023.

Attendance at and ongoing support for local equality, diversity and inclusion groups and events, including:

- Attendance at LGBT+ events such as Ludlow Pride.
- Flying Rainbow flags over Headquarters and Training Centre to mark International Day against Homophobia (May 2022), LGBT History Month (February 2023) and Rainbow Film Festival (October 2022)
- Attendance at the Asian Fire Service Association (AFSA) conferences.
- Attendance at Shropshire Disability Network in November 2022 and February 2023.

6 Financial Implications

There are no financial implications arising from this report.

7 Legal Comment

There are no legal implications arising from this report.

8 Equality Impact Assessment

An Equality Impact Assessment is not required as this report is on historical information. All projects that impact on people will have a separate assessment.

9 Appendix

Equality Scheme Action Plan (October 2022 – December 2022)

10 Background Papers

There are no background papers associated with this report.

Equality Action Plan

September 2022 – December 2022

1.0 Recruitment, selection and training

1.1 Dyslexia

Employment - Improved awareness and initial recognition of dyslexia in employees

Service delivery - Greater confidence in service provision by Service and service users

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|-------------|---|-------------|
| Service currently has 35 live cases of dyslexia. | EDI | Ongoing | Ongoing work supporting employees with assessments and equipment | Ongoing |
| Dyslexia Awareness Training for Watch Managers | EDI & JT | 2023 | Training for 2023 19 th January is our next session. | Ongoing |
| Set up another Neurodiversity networking evening to provide ongoing support. Encourage recently diagnosed employees to attend | EDI | 2023 | Our first Neurodiversity Networking evening didn't go ahead on 21 st November due to low numbers, another date in progress for being arranged for this year. | Ongoing |
| Explore purchasing Read and Write to be networked | EDI/IT | 07/2022 | Quotes have been obtained. December 2022 Information with IT for review. For discussion at the EDI steering group meeting in Jan '23. | In progress |

1.2 Dementia

Employment -Raised awareness of symptoms and appropriate responses to dementia

Service Delivery -Dementia-sensitive service provision, leading to appropriate support for relevant service users

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|-------------|---|-------------|
| Need for ongoing training for operational employees to be reviewed. | Prevention | 09/2022 | Training package requires development in order to make available on LEO. Prevention investigating the possibility of virtual dementia friends training. Update- Training was mentioned in the last Dementia Action Meeting not fully up and running yet but will take to next meeting for an update. September 2022- Further update required from Dementia Action Alliance this month as not had any further info on Virtual training. | In progress |

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|-------------------------------|------------|---------|--|---------|
| Dementia Action Alliance plan | Prevention | Ongoing | Prevention team continue to meet regularly with the Shropshire & Telford & Wrekin group. | Ongoing |
|-------------------------------|------------|---------|--|---------|

1.5 EDI refresher training

Employment - All employees understand: the importance of EDI to the Service and their responsibilities for good ED&I practice in their work
Service delivery - More sensitive and aware for service delivery, Service delivery models anti-discrimination practice

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|-------------|--|-------------|
| EDI Officer to review e-learning work packages and devise new training for employees (EDIP 5.4.1.a) | EDI | 2023/24 | Review of completed of EDI packages, 2 selected and amendments made. Further amendments to be made to incorporate positive action statement. Put on hold for capacity to develop this module. Modules available on LEO – need to agree launch date | Ongoing |
| Review EDI training requirements for senior and middle managers | EDI | 2023 | In Jan 2022 EDI met with MakeUK for a quote, sent a new spec for review Spec has been updated and is now being reviewed. | In progress |
| EDI awareness training for operational staff | EDI | 2023 | EDI training has now started, completed to date- On-Call- 14 Stations Wholetime- 13 Watches Non-Uniform- 3 Fire Control- 1 Watch 5 People Other Departments – 1 (BFS) Sheet attached and AP to give update. | In Progress |

1.6 Induction training

Employment - All new employees understand: The importance of EDI to the Service, SFRS EDI policy framework, responsibilities for good EDI practice in their work
Service delivery – That employees are considering EDI in all of their working practices

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------|---|---------|
| Ensure all new employees participate in EDI induction: (EDIP 5.4.1a/b) | EDI | Ongoing | 26 September- On-Call and Wholetime- 12 attended. 19 th December- On-Call- 11 attended. On call induction in January 2023. | Ongoing |
| Complete non uniformed / missed sessions. | EDI | 2022 | | |

1.8 Positive action

Employment -Challenge to social prejudices about firefighting for under-represented groups and increased representation of women, BME and LGBT people in operational posts

Service Delivery - More representative service delivery and increased interest in working for SFRS from women, BAME and LGBT people.

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------------------------|---|-------------|
| Positive action Taster Sessions for on call recruitment (EDIP 5.4.1.c) | EDI / Rural | Various dates throughout 2022 | <p>Taster Dates for 2023 are still currently being arranged, our first date will be at Much Wenlock on 18th February. Other dates for the year to follow.</p> <p>Virtual Tasters being held in January, February and March.</p> | In progress |
| Working with Prevention on community initiatives | EDI/ Prevention | Ongoing | Arranged attendance at events such as; Interfaith Fun Day- Saturday 3 rd September. | Ongoing |
| Women's development programme | Development | Ongoing | <p>In association with Women in the Fire Service, Women to Work have delivered a women's development programme.</p> <p>One delegate attended the first programme and 6 females have just successfully completed the second programme.</p> <p>The programme content included the following:</p> <ul style="list-style-type: none"> • Take control of their work and life now and in the future • Have their voice heard in a way that's meaningful to them • Reconnect with who they are and all they have to offer • Identify and challenge any limiting beliefs that may be holding them | Ongoing |

| | | | | |
|---|--------|-----------------------|---|-------------|
| | | | <p>back and find strategies to build their personal resilience</p> <ul style="list-style-type: none"> • Value themselves and what they need and want from work and life • Engage, connect and build relationships with other women in the emergency services <p>Dates for the next two programmes have been released and these have been advertised in The Pink</p> | |
| Introduce annual uniformed services visits using appropriate role models and targeted attendance at other events (IFSG 3.3) | EDI/HR | 2023 | Arrange for Woodlands specialist school to visit one of our stations once COVID-19 restrictions permit. | On hold |
| | | 2023 | <p>A number of school visits have been arranged for 2023.</p> <p>2022: Landau School visit- event got cancelled. Much Wenlock School- Attended by Chloe Richards and Matt Angell</p> | In progress |
| Communication to explain positive action and positive discrimination (IFSG 3.5/HMI) to increase understanding | EDI | Ongoing April 2022 | EDI Training has now started firefighters/control/non-uniformed. Included in EDI induction training. | Ongoing |

1.9 Reasonable adjustments

Employment - Disabled employees provided with at least their legislative entitlements to reasonable adjustments to their working environments.

Disabled employees enabled to perform their job roles to the standards required for their posts

Service Delivery - Services delivered by all employees to the same high standard

| Action | Who's responsible | Target date | Progress | Status |
|---|---------------------------|-------------|--|---------|
| Reasonable adjustments programme to be maintained and developed | EDI / T&D /Line mgmt /Ops | Ongoing | <p>EDI are continuously receiving requests of help from individuals with potential dyslexia and other disabilities.</p> <p>Employees are typically supported by providing tuition, coaching, equipment, etc. Records are held confidentially, only shared with relevant individuals only once authorisation from the employee has been obtained.</p> | Ongoing |

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|--|-----|---------|--|-------------|
| Disability Confident Employer Level 2 | EDI | Ongoing | NP renewed SFRS level 2 December 2022 | Ongoing |
| EDI to attend Jobs-fair at the Jobcentre Plus to promote our jobs to potential recruits who have a disability. | EDI | 2022 | September/ October- Contacted again and still no update. | In progress |

1.10 Promoting an inclusive culture

Employment and Service Delivery – Promoting an inclusive culture

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------|---|-------------|
| Managers are trained in people management skills, including having difficult conversations and their responsibilities on promoting an inclusive culture (IFSG 2.1) | Development | A&O | Management development programme: ILM level 3 and ILM level 5 included in this. EDI is included in module 1 and runs through all modules. | Ongoing |
| Staff survey to monitor that senior managers challenge bullying and harassment at all levels (IFSG 2.2) | Execs/Development | 2023 | The staff survey has now been completed and results will be available from January. DT sent NP the survey responses relating to this area. The Execs and an SMT member will be visiting each watch/ station/ team within the next 3 months to discuss the results in more detail. | |
| Regular meetings to be held with Voices group, to discuss feedback, event participation, setting up support groups | EDI | Ongoing | Individual meetings were held with the EDI officer and Representatives throughout the year. Workplan for the year has been created. Next meeting- 26 th January 2023 See full detail in Voices section. | Ongoing |
| Review the role of mentors/coaching programmes for employees wishing to progress (IFSG 4.2) | HR/Development | 04/22 | We have had 3 employees access external coaches through West Midlands Employers with positive feedback from these relationships. We have two internal formal mentoring relationships currently ongoing and again feedback from these are positive. Coaching and Mentoring continues to be promoted through IPDR/Talent Management training and offered to those who have through a promotion process. | In progress |

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|--|-----|------|--|---|
| NFCC Equality of Access Documents | ALL | | | Ongoing |
| Attendance at Shropshire Rainbow Film Festival | EDI | 2022 | October '22 events did not go ahead waiting for information on February 2023 events | |
| HMI actions: 1. Improving equality monitoring data 2. Giving employees a voice (see separate Voices section) | EDI | 2023 | Information about data collection is included in the EDI induction and refresher training. November/December 2022 further review of the recording processes for monitoring data. HR now input this data off the application form. Dec 2022.NP has reviewed the categories in myview and these are being updated in line with our current application form. | Completed Ongoing Ongoing |
| White Ribbon Accreditation | EDI | 2023 | EDI have signed up to the white ribbon accreditation in November 2022. The service promoted this during White Ribbon Day and the 16 days action against domestic violence. Information was put out on social media and internally. A WRA steering group is now being created and the first meeting will take place in February 2023. | Completed In progress |

2.0 Policy

2.1 Impact assessments

Employment - Current equality, diversity and human rights impact assessments exist for employment policies and procedures.

Service delivery - Current equality, diversity and human rights impact assessments exist for all service delivery and community engagement policies and procedures

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------|--|-----------|
| Monitor progress of new electronic Impact assessment process | EDI | Ongoing | EDI officer showed attendees of EQIA training how to use the form. | Ongoing |
| Equality Impact Assessment Training for all managers | EDI/Dev | Ongoing | EQIA Training date held on 17 November 2022, 11 attended. | Completed |

| | | | | |
|---|-----|----------|--|----|
| | | | EQIA Training to be held in March 2023, currently in process of arranging. | IP |
| Equality Impact Assessment specific SFRS process support session with EDI Officer | EDI | Feb 2023 | Dates offered 8/2/23 and 29/3/23 | IP |

2.2 Impact Assessment BO

Employment - Clear guidance for employees on EIA process and framework for analysing potential equality & human rights impacts.

Service Delivery - Framework for analysing potential equality & human rights impacts of SFRS policies and practice on communities and service users.

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------|---|-------------|
| When progress of electronic EIA is gathered, Action number 2.1, review whether documentation needs amending to assist employees. | EDI | TBC | EDI officer attends National NFCC EQIA meetings | In progress |
| Review Current EQIA form with the NFCC form. | EDI | 2023 | | |

2.3 Gender Pay Gap Report

Employment - Clear guidance for employees on EIA process and framework for analysing potential equality & human rights impacts.

Service Delivery - Framework for analysing potential equality & human rights impacts of SFRS policies and practice on communities and service users.

| Action | Who's responsible | Target date | Progress | Status |
|---------------------------------------|-------------------|-------------|---|--------|
| Gender Pay Gap Report to be published | EDI / HR | 03/23 | December 2022 draft report in progress. | IP |

2.4 Menopause (IFSG 5.2)

Employment - Clear guidance for employees on EIA process and framework for analysing potential equality & human rights impacts.

Service Delivery - Framework for analysing potential equality & human rights impacts of SFRS policies and practice on communities and service users.

| Action | Who's responsible | Target date | Progress | Status |
|-------------------|-------------------|-------------|---|----------|
| Menopause Session | EDI | 2023 | 2 blocks of yoga sessions were held in September and October. Lunchtime walks have been rescheduled for every 2 weeks on a Wednesday. | Complete |
| | | | | Complete |

| | | | |
|--|--|--|---------------------------------|
| | | <p>A survey was sent to the employees that attended the yoga sessions to see if they wanted to continue with these and get feedback. Further yoga sessions open to all have been arranged to start in January 2023.</p> <p>Women's Networking Event- 24th September. Guest speaker on Menopause and health information was provided.</p> <p>New Voices rep appointed in September- Yvonne Homer. The Service has purchased several Perimenopause books that staff can use as a library.</p> | <p>Complete</p> <p>Complete</p> |
|--|--|--|---------------------------------|

2.4 Brigade Orders / Guidance

Employment – Employees are aware and understand policies

Service Delivery – The outcome of this will be dependent on the Brigade Order being reviewed

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|--------------------|--|-------------|
| EDI policies for review: (IFSG 2.4) Equality Impact Assessment – see 2.2 Accessibility policy | EDI | 09/22 02/23 | | In progress |
| Report to be produced on disciplinary and grievances using protected characteristics to ascertain trends (IFSG 2.5) | HR | Ongoing | Monthly performance stats detailing this information is sent to Head of HR | Ongoing |
| Review carers support and reasonable adjustments (IFSG 4.4) | EDI | On hold | Project currently on hold | On hold |
| Monitoring the results of exit interviews for any themes (IFSG .4) | HR | Annual | Exit interviews are routinely reviewed and logged when received into HR | Ongoing |

3.0 Communication

3.1 Images and stereotypes

Employment - Positive images of non-stereotypical and/or non-traditional roles

Service delivery - Positive images of non-stereotypical and/or non-traditional roles

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|--------------|--|-------------|
| Draft review process for annual review of images used in SFRS material for positive role models | Communications | 04/2022 | Review process and schedule currently in operation – learnings to be taken where necessary. | In progress |
| Reviewing our website for women role models. | Communications | 04/2022 | Website review underway | In progress |
| Black History Month 2023 | EDI/Voices/Comms | October 2023 | The Voices rep will confirm if they still want portraits and information to promote our Black Heritage employees | tbc |

3.2 Translated Materials

Employment - Relevant support materials available to enable employees to communicate with speakers of other languages.

Service Delivery - Information available in languages and imagery appropriate to communities

| Action | Who's responsible | Target date | Progress | Status |
|--|-------------------|-------------|---|---------|
| Attend monthly fire safety meetings for Protection & Prevention as requested | EDI | Ongoing | Advice given to prevention team on obtaining an interpreter | Ongoing |

3.4 Groups, networks and organisations

Employment - Service able to hear community concerns and feedback, service able to communicate information to communities effectively.

Service Delivery - Better awareness of available services, engagement with service policy and service development, access to service resources to support their work

| | | | | |
|---|------------|---------|---|-------------|
| Shropshire Disability Network | EDI | Ongoing | Adam Matthews attended the last meeting and offered the use of the rooms. | In progress |
| AFSA Conferences 2022 | EDI | 2023 | Winter Conference attended by 4 SFRS employees | Ongoing |
| Shropshire, Telford & Wrekin Dementia Action Alliance | Prevention | 2023 | Prevention currently working with Shropshire, Telford & Wrekin Dementia Action Alliance | Ongoing |
| Voices group (internal) | EDI | 2023 | 20 th September- Full Voices meeting held. | Ongoing |

| | | | | |
|---|-----|------|---|--|
| | | | <p>Next meeting scheduled for 26th January 2023.</p> <p>Women’s Networking Event- 24th September. Guest speaker on Menopause and health information was provided, life skills coach, yoga and self-defence sessions were had. Occupational Health attended with information leaflets. Personal protection alarms for all staff have been purchased and available to request.</p> <p>New Voices rep appointed in September- Yvonne Homer. The Service has purchased several Perimenopause books that staff can use as a library.</p> <p>Results of the BAME survey were received and currently being reviewed.</p> <p>Mental Health rep created another video discussing support for MH and money concerns which was sent out in an all staff email from the CFO in October 22.</p> <p>White Ribbon Accreditation and social media for this event in November ‘22.</p> <p>Women’s safety survey results due to go to SMT in Jan ‘23.</p> | <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> |
| NFCC Equality Impact Assessment Working Group | EDI | 2023 | Ongoing attendance at meetings | Ongoing |
| | | | | |

3.5 EDI Media Strategy

Employment - Employee awareness of positive impact of SFRS equality work

Service Delivery -Public awareness of positive impact of SFRS equality work

| Action | Who's responsible | Target date | Progress | Status |
|---|-------------------|-------------|---|---------|
| Build employee and public awareness that we are an employer that promotes equality, diversity and inclusivity within the workplace. (EDIP 5.4.1.a/c) | EDI | Ongoing | The Service promotes diversity and inclusion through social media posts. Positive action events, positive action video before all events, Mental Health, LGBT+ events Communications campaign for 2023 is being finalised. | Ongoing |

3.6 Mental Health

Employment - To make employees aware of mental wellbeing in the workplace.

For employees to be more open about mental health and get help when needed.

| Action | Who's responsible | Target date | Progress | Status |
|--|---|-------------|---|---------|
| MIND – Blue Light Programme | Contracts manager/E&D/ OpTraining /Dev | Ongoing | See ongoing activities by voices reps | Ongoing |
| SFRS to train the recommended 10% of the workforce in Mental Health First Aid awareness Half day Mental Health First Aid Course | Development | Ongoing | As at 12 th January, the Service has 62 MHFA trained. MHFA Refresher courses have recently commenced for all MHFA – and 17 people have completed this so far. 30 people have attended the ½ day MH Awareness course delivered through joint training at Shropshire Council. As at 12 th January, 35 people have attended MH Awareness training. 35 People have also completed the MH Foundation Skills e-learning module on LEO. | Ongoing |

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|---|------------------|---------|---|-----------------------------|
| | | | As at 12 th January, 35 people have completed this e-learning module. 11 booked onto the session in June 2022 – these are from priority stations/watches/teams, where there are currently no MHFA's. See update for MHFA 2-day | |
| Support mental health awareness events such as mental health awareness week and time to talk day. | EDI | Ongoing | World Mental Health Day was Monday 10 th October- an article was created to go in The Pink with useful information and links to external websites for help. Social Media content also went out on the corporate Facebook and Twitter pages. Time to Talk Day is Thursday 2 nd February 2023, social media, article for The Pink and packs currently in progress. | Complete In Progress |
| Continue to purchase relevant MIND promotional materials | EDI | Ongoing | Ongoing activity | Ongoing |
| Actively seek and support employees with Mental Health issues that are willing to share their stories | EDI/all managers | Ongoing | Ongoing work with the voices reps. The voices rep created a video for World Mental Health day in October which was shared via email - focusing on the cost of living and how to get support update | Complete |
| TRIM support and training for employees | Ops | Ongoing | TRiM sessions continue to be utilised by staff across the service on a regular basis. Process of booking a refresher course for current TRiM practitioners and also looking at booking an initial course for some new practitioners. waiting for dates from the provider but expected around June/July. | Ongoing |

| Mental Health at Work Commitment | | | | |
|---|----------------------------|-------------------------|--|-------------------------------------|
| Create action plan Promote internally and externally | EDI | Ongoing | August 2022- action plan created MHAWC is discussed during the EDI induction MHAWC logo is being used during external social media | Completed Ongoing Ongoing |
| MHAWC Standard 1 Promote the Senior Mental Health leads All senior managers have mental health as their performance objectives – as part of the people strategy Specific OH report to be produced Mental Health | EDI Execs/SMT HR | Tbc Tbc 11/22 | Electronic referral form has been updated to include specific questions around Mental Health. Sickness Absence Reports can be run via absence type | Complete Complete |
| MHAWC Standard 2 Include Mental Health support in the online induction programme - complete | DT | 03/23 | This is already included in the induction e-learning module and specifically mentions MIND and a link to the website. There is also a section on the 'Voices Groups'. DT to add in a link to the H&W Tile and an optional link to the Mental Health and Wellbeing course on LEO. DT has updated the Green Book induction checklist to include that the line manger signposts any new starter to the H&W tile on day 1 of employment and discuss the support available for physical and mental wellbeing. | IP |
| Plants and greenery in communal areas | Resources/AK | | | |
| Ensure that all employees are taking their annual leave entitlement | HR/Line Managers | 03/23 | HR send reminders to managers towards the end of the year to take AL | Complete |
| Managers discussing workloads in 1:1 meetings and IPDR | SMT | | | |

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|--|------------------|-------|--|--|
| Review green book induction and process | EDI EDI DT | 03/23 | The EDI induction includes Mental Health support Reviewing the use of the logo on our website. Review to be undertaken of the new starter induction checklist to ensure mental health support is included. | Complete In progress In progress |
| MHAWC Standard 3 Promote the use of the Workplace Adjustment Passports | EDI/HR/ALL | 01/23 | EDI and HR Officers are promoting the use of these. EDI officer offers during Reasonable adjustments meetings. | Ongoing |
| Include guidance in IPDR (update BO) / 1:1 meetings that health and wellbeing is discussed | SMT / DT | 04/23 | There is currently no formal template for 1:1 meetings, DT to update the IPDR BO to reflect this. H&W is already reflected in the IDPR. DT to set quarterly reminders to be shared at managers meeting to discuss health and wellbeing at 1:1 and team meetings. | In progress |
| MHAWC Standard 4 Review how often managers receive training for managing staff with regards to sickness absence (particularly green book staff) | HR | 04/23 | Review currently in progress | In progress |
| Incorporate managing mental health into the management development programmes | DT | 05/23 | 1/2 day Mental Health course is mandatory for all managers, DT to review current development offering to incorporate mental health awareness. | In progress |
| Attendance policy, review to expand section on Mental Health guidance | HR | 2023 | | |
| MHAWC Standard 5 Ensure that the Mental Health at Work Website is advertised during the next Mental Health Key date on articles, social media and carousel | EDI | 02/23 | This will be incorporated Time to Talk Day information. | In progress |
| Advertise MH at Work Website and support annually at the WM meetings | EDI | 03/23 | | |

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|---|--------------------------|--------------------------|--|-------------|
| Advertise MH at Work Website and support annually at the Corporate Services briefings | EDI/HR/CFO | 03/23 | | |
| MHAWC Standard 6 Look at the Index to see how much work this involved to ascertain timescales and added value Review other external frameworks for Mental Health Take to EDI steering group to confirm we should do this Review how we measure against MINDS workplace wellbeing index | EDI EDI EDI TBC | Tbc Tbc Tbc Tbc | | |
| White Ribbon Accreditation | | | | |
| White Ribbon Accreditation applied for and confirmed | EDI | 11/22 | EDI Steering group and SMT confirmed to progress accreditation. Form completed, WRA approved, paid for membership, organisation details provided, action plan to be started. | Complete |
| Information sent internally and externally for White Ribbon Day and the 16 Days action against domestic violence campaign on social media | EDI | 11/22 | | Complete |
| Information sent to SMT to share to all employees about the WRA and becoming part of this group | EDI | 11/22 | Interest has been received from employees wanting to be part of this, ongoing work to encourage participation of the steering group | Complete |
| Set up a White Ribbon Steering Group | EDI | 02/23 | | In Progress |
| Create a White Ribbon Action Plan | EDI | 03/23 | This has started with actions above, will be created at the steering group | In progress |

EDI – Equality, Diversity and Inclusion

IFSG – Inclusive Fire Service Group (improvement strategies actions)