

Progress on Implementation of the Equality Scheme Action Plan

Report of the Chief Fire Officer

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1 Purpose of Report

This report updates Members on progress on the main actions identified in the Equality Scheme Action Plan from March 2019 to February 2020.

2 Recommendations

The Committee is asked to note the contents of the report

3 Background

This report provides members with:

- Details of major actions within the Action Plan.
- Provides Members with the latest version of triannual Action Plan.

4 Progress on the main Equality and Diversity actions

The revised Action Plan for the final period of 2019/20 is attached for Members' information.

5 Examples of Shropshire Fire and Rescue Service (SFRS) Equality, Diversity & Inclusion (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. Women's Taster Days have been held to encourage women to apply for employment as Retained Firefighters on the following dates:

- 18 May 2019 - Women's on call taster at Minsterley
 - 20 July 2019 – BAME (Black Asian or Minority Ethnic) taster at Wellington Station
 - 19 June 2019 – Job related test taster session
- In September 2019 the Service employed its first Supported Internship placement through Enable.
- Mental Health:
 - 2-day Mental health first aid course for managers has been completed.
 - Ongoing work on the action plan
 - Chief Fire Officer sent information to all employees about the 'time to talk day' in February 2020
 - 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
- The Health and Wellbeing tiles on the employee portal have been developed over the past 12 months to provide a range of support links for example on mental health, fitness, menopause, nutrition, diabetes, debt management, bereavement.
- The programme of reasonable adjustments to the working conditions of employees who have a disability has continued. Most of the work is with operational employees who have dyslexia, providing personal tuition, specialist equipment and peer support as appropriate. The costs are partly met by Access to Work. The programme continues to be highly effective in enabling employees to carry out their roles with increased confidence and effectiveness and giving some the opportunity to go for a promotion.
- 2 Women attended the Women in the Fire Service development weekend and provided feedback which was placed on internal newsletter.
- Equality, Diversity and Inclusion Induction Training completed for new employees and several catchup sessions have been held.
- Work around Menopause has commenced, along with a guidance document and training.
- Dyslexia networking meetings were held in 2019.

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.

- The working relationship between EDI and Prevention Departments has continued, this has allowed continued joint working on areas such as attendance at the Vaisakhi (New Year) parade with a specific banner created for this, distributing leaflets for Protection whilst undertaking positive action
- 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.
- International Women's Day –8 March – the theme for 2019 was 'balance for better' and many female employees posted a picture on social media with their poses.
- NFCC (National Fire Chiefs Council) Equality, Diversity and Inclusion Meeting, the EDI officer attends these.
- Attendance at and ongoing support for local equality, diversity and inclusion groups and events, including:
 - Provision of meeting rooms for local groups, including Fairness Respect Equality Shropshire (FRESH), Shropshire Disability Network (SDN) and Shropshire, Telford and Wrekin Dementia Action Alliance
 - Attendance at and support for FRESH Ltd meetings
 - Attendance at LGBT+ events and Rainbow Film Festival by a Senior Officer at the launch.
 - Flying Rainbow flags over HQ and Training Centre to mark International Day against Homophobia (May 2019), LGBT History Month (February 2020) and Rainbow Film Festival (October 2019)
 - Attendance at the Asian Fire Service Association (AFSA) Annual conference in November 2019.
 - Attendance at the AFSA regional positive action workshop in January 2020.
 - Attendance at:
 - Shrewsbury Job Centre jobs fair in March 2019
 - Apprenticeship jobs fair in January 2020
 - Telford Langley Career Event March 2019
 - TCAT visited Telford Station in March 2019
 - EMBRACE a culture of inclusion launch October 2019

Along with a programme of recruitment initiatives planned for the year ahead.

6 Capacity

There are no capacity impacts arising from this report.

7 Collaboration / Partnership Working

Opportunities for collaboration and partnership working will continue to be explored and developed.

8 Community Safety

There are no community safety impacts arising from this report.

9 Environmental

There are no environmental impacts arising from this report.

10 Equality Impact Assessment

This report contains merely statements of fact / historical data. An Equality Impact Assessment is not, therefore, required.

11 Financial Implications

There are no financial implications arising from this report.

12 Health and Safety

There are no health and safety impacts arising from this report.

13 Human Rights (including Data Protection)

This report supports Article 14 of the Human Rights Act.

14 ICT

There are no ICT impacts arising from this report.

15 Legal Comment

There are no legal implications arising from this report.

16 Public Value / Service Delivery

There are no public value or service delivery impacts arising from this report.

17 Reputation

There are no reputational impacts arising from this report.

18 Security

There are no security impacts arising from this report.

19 Training

There are no training impacts arising from this report.

20 Appendix

Single Equality Scheme Action Plan
Quarter 4, December – February 2020

21 Background Papers

There are no background papers associated with this report.

Equality Scheme

Action Plan

November 2019 – February 2020

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 13 live cases of dyslexia.	EDI	Ongoing	Ongoing work supporting employees with assessments and equipment	Ongoing
Dyslexia Awareness Training for Watch Managers	EDI & JT	11/2019 03/2020	Training took place on 25/11/2019 EDI and Development to discuss further dates for 2020	Complete In progress
Explore cost of dyslexie font as open dyslexia font was not found to be as good, EDI to research dyslexie font	EDI	03/2020	Costings sent to ICT	In progress
Set up another dyslexia networking evening to provide ongoing support. Encourage recently diagnosed employees to attend	EDI	2020	Meeting booked for April 2020	Complete
SFRS awarded Organisation Award from British Dyslexia Association	EDI	11/2019	EDI & AGC attended award ceremony at Twickenham Ruby Stadium and received the award.	Complete
Cream Paper to be used throughout the service	EDI	12/2019	EDI have put information on the newsletter 06/12/2019	Complete

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.	EDI/ Prevention	03/2020	This can go on to LEO as a Training Package but this will need to be developed. EDI investigating if training can be obtained for free through Dementia UK	In progress
Dementia Action Alliance plan	Prevention	Ongoing	Prevention team meet regularly with the Shropshire & Telford & Wrekin merged group.	Ongoing

1.0 Recruitment, selection and training

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
Rolling programme to be discussed at steering group.	EDI	2020		
EDI Officer to review e-learning work packages and devise new training for employees	EDI	04/20	Review complete of EDI packages, 2 selected and amendments made. 11/19 - Further amendments to be made to incorporate positive action statement	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.	EDI	Ongoing	10/02/2020 - 16 attended 04/11/2019 - 14 attended	Completed Completed
Complete backlog of induction sessions.	EDI	03/2020	22/01/2020 - 7 attended Next session booked for 01/06/2020	Completed

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	EDI / Rural	2020	<p>Taster Sessions to be looked at before WT recruitment drive</p> <p>At the On-Call Recruitment and Retention meeting on 13/11/2020 and 29/01/2020 it was agreed that we would have the following in 2020:</p> <p>2 x Womens Tasters , 1 in March to link with International Women's Day – this has now changed as it was the National On Call recruitment week</p> <p>1 x BAME in October to coincide with Black History Month</p> <p>1 x LGBT to link with national events</p>	In progress
Working with Prevention on community initiatives	EDI/ Prevention	tbc	Discussions have taken place how we can link prevention and recruitment initiatives	In progress
Women's development programme	Development	04/2019	The Development Officer has provided costing and content have been sourced.	Complete
		06/2020	This is currently under review.	In progress
Women's meeting for operational employees	EDI	02/2020	EDI emailed all operational female staff to see if they would like to attend another networking meeting	Complete
Fire boot camp	EDI/officers/ training	tbc	A meeting to be arranged to work out the logistics of this programme, including costs, resources etc	Completed
Review recruitment of apprenticeships as an opportunity to increase diversity (IFSG 3.2)	HR	Ongoing	Attendance at Shropshire Apprenticeship event at Shrewsbury Town FC. Feb 2020	Completed

Consider introducing firefighter apprenticeships (IFSG 3.2)	DO/HR	Ongoing	We currently have 8 firefighter apprentices at SFRS	Completed
Introduce annual uniformed services visits using appropriate role models and targeted attendance at other events (IFSG 3.3)	EDI/HR	2020 05/20	Arranging for Woodlands specialist school to visit one of our stations. EDI to contact TCAT Shrewsbury College event	In progress In progress Complete
Communication to explain positive action and positive discrimination (IFSG 3.5/HMI) to increase understanding	EDI	03/20	Reviewing our current statement on our website 05/19 PA statement has been completed – awaiting steering group approval 09/19 further changes to statement to be made 02/20 draft complete EDI Officer currently writing EDI Strategy	Complete In progress In progress

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 mgmt	Ongoing	Employees with dyslexia are supported by providing them with tuition, equipment etc. ED&I are continuously receiving requests of help from individuals with potential dyslexia and other disabilities.	In progress
Disability Confident Employer Level 2	EDI		SFRS are currently at this level	In progress
EDI to attend Jobsfair at the Jobcentre Plus to promote our jobs to potential recruits who have a disability.	EDI	2020	EDI attending Shrewsbury Jobsfair in May 2020	IP

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)	DO	A&O	This is included in our management development programme: ILM level 3 introduced September 2018 ILM level 5 introduced July 2018 EDI is included in module 1 and runs through all modules.	A&O
Staff survey to monitor that senior managers challenge bullying and harassment at all levels (IFSG 2.2)	Execs/DO	January / February 2020	Staff survey took place in October 2019. Feedback sessions are being provided to managers across the service in Jan/Feb 2020.	Completed In progress
Consider ED&I champions – we will ask for expressions of interest from a broad range of areas, including protected characteristics and other areas such as mental health and menopause (IFSG 2.6)	EDI	04/20	Mental health training to be completed before this is undertaken. EDI officer researching allies programme All employees offered in the newsletter to attend a champions workshop through AFSA Feb 2020	Ongoing In progress Complete
Review the role of mentors/coaching programmes for employees wishing to progress (IFSG 4.2)	HR/DO	02/20 04/20	Coaching skills training offered to all managers. 78 managers trained to date. November - February 2020 March SMT paper re: options for future coaching	Complete In progress
Sanitary Provision	Tech Services / EDI	02/2020	It was agreed at the EDI Steering Group in September to put sanity products in all female and accessible toilets to support the national campaigns such as Period Power.	In progress
Strategic Planning Workshop	EDI	December 2020	It was agreed at the last EDI Steering Group meeting in September that SFRS events need to be prioritised throughout the year. It was agreed to have a Strategic Planning Workshop to do this.	Complete

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	Electronic EIA has been devised, monitor the usage of this	Ongoing
EQIA required for Telford refurbishment.	Andrew Kelcey, Rob Corfield & EDI	2019	EIA has been completed and is now part of the new build specifications.	Complete

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	Not started	

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	03/20	Going to SMT and HR Committee for approval in March 2020	Compleat

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
Guidance document	HR Officer	10/19	Research has been undertaken and collated. Guidance document completed October 2019.	Complete
Menopause awareness training	Development Officer	10/19	16-10-2019 We have held 7 sessions and trained approximately 155 members of staff.	Complete
Menopause Drop in Session	EDI	04/20	To be undertaken when the guidance document has been completed. A member of staff has been contacted who would like to be involved in running this event.	In progress

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: EDI translation and accessibility policy (IFSG 2.4)	EDI	09/19	Confirmed and on system	Complete
Annual report to be produced on disciplinary and grievances using protected characteristics to ascertain trends (IFSG 2.5)	HR	Annual		
Review carers support and reasonable adjustments (IFSG 4.4)	HR/EDI	tbc		
Monitoring the results of exit interviews for any themes (IFSG .4)	HR	Annual		

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	Chris White / Jason Norgrove /Communications	04/2020	Job related test video featuring women firefighters currently being made by a university student who is doing this as a project and Jason Norgrove is arranging this with her – on hold as new comms team in place	In progress - on hold
Reviewing our website for women role models.	Communications	04/2020		In progress
International Women's Day 'Each for Equal' promoting women in the Fire Service and the different type of roles.	EDI/ Comms	08/3/20	EDI have contacted all women to see if they would like to participate in this social media campaign, asking for photographs with details of the women's roles and what they enjoy about this.	In progress
		04/20	Feb 20, EDI contacted a local school to see if they are interested in undertaking a gender stereotypes exercise with our female firefighters	In progress

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		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

AFSA	EDI/ Officers			
Shropshire Disability Network	EDI	Ongoing	Steering Group agreed for SFRS to become a Safe Place on 22/11/2016. This work is still under discussion. EDI has contacted SDN regarding safe places and they are still expanding these, they are happy to come and talk to use, provide training and use a short video. Invited to attend meeting on 22/7/19	In progress
AFSA Conferences 2019 / 2020	EDI	2020	3 members of staff attended National Conference on 28 & 29 November 2019 4 members of staff attended the positive action workshop on 17/1/20	Ongoing
Fairness Respect Equality Shropshire (FRESH)	EDI	2020	Prevention Manager will attend these meetings. EDI attended	Ongoing
Shropshire, Telford & Wrekin Dementia Action Alliance	Prevention	2020	Prevention currently working with Shropshire, Telford & Wrekin Dementia Action Alliance	Ongoing
Northwest Equality Practitioners Group	EDI	24/09/19	Last meeting held at SFRS in September 2019	Completed
NFCC EDI strategic meetings		09/19	Next meeting in September in Exeter	
National IFSG (Inclusive Fire Service Group) meetings		Ongoing	NP attended workshop in London on 13/1/20	

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
Discussions with Corporate Communications Officer	EDI / CCO	01/2020	EDI have met with the communications officer to discuss the priorities for the first quarter	Complete
			A calendar of events for the year is being created	In progress
			Monthly information is sent to comms to be put out on social media	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/ Operational Training / Development	2020	Champions to be reviewed. Invite is being sent out to all staff to obtain interest in a champions training event.	In progress
SFRS to train the recommended 10% of the workforce in Mental Health First Aid awareness	Development		Courses completed:	
Two day mental health First Aid Course for managers			15 & 16 Jan 2020	Complete
Half day Mental Health First Aid Course			Course sourced and to start in April 2020	In progress

Support mental health awareness events such as mental health awareness week and time to talk day.	EDI	Ongoing	7/2/20 Time to talk day – email sent from the CFO & information was sent out to all stations/watches/offices	Complete
Update the positive action for disabled people policy statement	EDI	04/20	This is in draft	In Progress
Induction checklist for supervisory/management development programmes to include information about the Health and wellbeing tile, MIND, TRIM and the FF Charity.	DO	03/20		
Continue to purchase relevant MIND promotional materials	EDI	Ongoing		
Actively seek and support employees with Mental Health issues that are willing to share their stories	EDI/all managers	Ongoing	To be undertaken after the MHFA courses are completed	

4.0 Research

4.2 SAFARI - South Asian communities and attitudes to fire research project

Employment - Reliable data on any barriers to recruitment of South Asian people as f/f

Service delivery - Reliable data for South Asian people on: Perceptions of SFRS, any issues of attitudes and/or practice for domestic and business fire safety

Action	Who's responsible	Target date	Progress	Status
Action Plan to be reviewed	EDI	ongoing	Managers have the report and work is ongoing in this area	In progress

EDI – Equality, Diversity and Inclusion

DO – Development Officer

IFSG – Inclusive Fire Service Group (improvement strategies actions)