

Progress on Implementation of the Single 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 Single Equality Scheme Action Plan from March 2016 to February 2017.

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, quarter 4 of the Action Plan.

4 Progress on the main Equality and Diversity actions

The revised Action Plan for the final quarter of 2016/17 is attached for Members' information.

2016/17 total actions completed = 58

Actions completed:

Quarter 1 = 23

Quarter 2 = 12

Quarter 3 = 12

Quarter 4 = 11

5 Examples of Shropshire Fire and Rescue Service (SFRS) Equality and Diversity (E&D) Work

Employment-focused Equality and Diversity work over the past year has included:

- Meeting held with Enable and a presentation to Service Management Team to discuss the potential of having a student placement
- Dementia Awareness Training sessions were completed for operational employees during 2016.
- The Service has signed up to the dementia action plan and is a member of the Shropshire, Telford & Wrekin Dementia Action Alliance.
- Dyslexia awareness film was released on the portal.
- Held dyslexia networking evenings
- 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:
 - 16 July 2016 – Prees
 - 4 August 2016 – Follow up event at training centre
 - 12 November 2016– Albrighton
 - 7 December 2016 - follow up evening
- MIND Blue Light Programme
 - Ongoing work on the action plan
 - Chief Fire Officer sent information to all employees about the 'time to talk day' in February 2017
 - Put information on the pink and portal about MIND
 - Tile on Sharepoint to the MIND website in 'my stuff' and 'operational response'.

The action plan is now an ongoing piece of work with actions for all parts of the organisation, more training sessions are being arranged for 2017.

- The programme of reasonable adjustments to the working conditions of employees who have a disability has continued. Most of the work is with dyslexic operational employees, 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.
- 2 Women attended the Women in the Fire Service development weekend and provided feedback which was placed on 'The Pink'
- Equality and Diversity Induction Training completed for new employees
- Dyslexia awareness training was held for Associate Trainers.
- SFRS was nominated and came in the top 3 for the 'Best Employer' Award at the first Dyslexia Awards in November 2016.

Externally-focused E & D actions over the year have included:

- Ongoing work on the 'South Asian Fire Attitudes Research Initiative (SAFARI) Action Plan, exploring attitudes among South Asian communities towards the job of a firefighter, including actions for Human Resources, Equality and Diversity, Protection and Prevention teams.

- The working relationship between Equality and Diversity and Prevention Departments has continued, this has allowed continued joint working on areas such as language requirements, distributing leaflets for Protection whilst undertaking positive action, and working on the SAFARI action plan.
- 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.
- Attendance at and ongoing support for local equality and diversity groups and events, including:
 - Provision of meeting rooms for local groups, including Fairness Respect Equality Shropshire (FRESH) and Shropshire, Telford and Wrekin Dementia Action Alliance
 - Attendance at and support for FRESH Ltd meetings
 - Attendance at LGBT events, Rainbow Film Festival by a Senior Officer and the launch of the LGBT History Month in February.
 - Flying Rainbow flags over HQ and Training Centre to mark International Day against Homophobia (May), LGBT History Month (February) and Rainbow Film Festival (October)
 - Supporting Dyslexia Information Day
 - Attendance at the Asian Fire Service Association (AFSA) Annual conference.
 - Attendance with the outreach vehicle and watch at the FRESH Cultural Diversity Day in July 2016.
 - Attendance at "your future, your choice" recruitment event aimed at year in November 2016
- October contains several Equality & Diversity international commemorative events, and local festivals. The Service has therefore distributed information about these events throughout the Service.
- The Service has agreed to become a 'safe place' for people who are feeling vulnerable or distressed.

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 Initial Impact Assessment

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

9 Equality Impact Assessment

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

10 Appendix

Single Equality Scheme Action Plan Quarter 4, December – February 2017

11 Background Papers

There are no background papers associated with this report.

SES Action Plan December 2016 – February 2017

1.0 Recruitment, selection and training

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
1.1	Dyslexia	Improved awareness and initial recognition of dyslexia in employees	Greater confidence in service provision by Service and service users	SFRS were nominated for the Dyslexia Awards Best Supportive Employer	E & D	11/16	E & D attended the awards ceremony which was held at Enginuity on 25/11/16. SFRS came in top 3.	Complete
				Promote film to be used in other FRS and other organisations – CCO	CCO	03/17	There were concerns with the film being made public. Awaiting one more person for permission. He is now a leaver.	In progress
				Presentation by Neil Grady to be reviewed and put on portal or e-learning package	E&D	10/16	Sent to Lynsey Strydom to put as part of e-learning package.	Complete
				Dyslexia Awareness Training for Watch Managers	E & D	12/17	Currently complying dates for 2017	In progress

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
				Explore the use of cream paper.	Stores	03/17	Costs currently being collated.	In progress
				Explore purchasing dyslexia font.	E & D	03/17	E & D to send information to Executive Support to take to next Systems Governance Group to look at what impact this will have on ICT.	In progress
1.2	Dementia	Raised awareness of symptoms and appropriate responses to dementia	Dementia-sensitive service provision, leading to appropriate support for relevant service users	Need for training for operational employees to be reviewed	E&D/ Prevention	2016	Dementia Awareness training arranged for SY station and all RDS stations in CFS training slot.	Complete
				Sessions for new employees and any employees who have not yet had the training.	E & D / VPO	03/17	Alison Teece can now deliver training internally – dates being arranged.	In progress
				Dementia Action Alliance plan	Prevention	2017	The groups have now merged and a joint meeting was held at SFRS 11/16.	Ongoing

1.0 Recruitment, selection and training

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
1.5	E & D refresher training	All employees understand: <ul style="list-style-type: none"> the importance of E&D to the Service their responsibilities for good E & D practice in their work 	<ul style="list-style-type: none"> More sensitive and aware service delivery Service delivery models anti-discrimination practice 	Rolling programme to be arranged	E & D	12/16	E&D officer has requested a slot on the on call firefighter training calendar	Complete
				EDO to review e-learning package on learning pool academy.	E & D	03/17	E & D Officer has reviewed several of the work packages and will meet with E-learning Administrator to change content to SFRS style.	In progress
				New programme to be agreed by operational management	E & D	02/17	E & D has met with Area Command and discussed training requirements.	Complete

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
1.6	Induction training	<p>All new employees understand:</p> <ul style="list-style-type: none"> the importance of E&D to the Service SFRS E & D policy framework responsibilities for good E & D practice in their work 	<ul style="list-style-type: none"> New employees understand core values of Service More sensitive and aware service delivery Service delivery models anti-discrimination practice 	Ensure new non-uniformed employees participate in E & D induction	E & D	Ongoing	20/02/2017 – On Call Firefighter induction.	Ongoing
1.8	Positive action	<ul style="list-style-type: none"> Challenge to social prejudices about firefighting for under-represented groups Increased representation of women, BME 	<ul style="list-style-type: none"> More representative service delivery Increased interest in working for SFRS from women, BME 	Positive action Taster Sessions	R&D/ Rural	09/17	<p>To take place in:</p> <p>March at Bridgnorth Fire Station</p> <p>June at Market Drayton Fire Station</p> <p>July – Possible BME tbc</p> <p>September at Oswestry Fire Station</p>	In progress

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
		and LGBT people in operational posts	and LGBT people	Positive Action Coffee Morning	R&D/ Rural	03/17	To take place in: February at Bridgnorth Fire Stations March/April at Minsterley Fire Station	In progress
				Women's development programme	E&D/ Devlop Off	04/17	The Development Officer is currently considering Springboard and / or Spring Forward.	In progress
1.9	Reasonable adjustments	<ul style="list-style-type: none"> 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 	Services delivered by all employees to the same high standard	Reasonable adjustments programme to be maintained and developed	E&D / T&D /Line mgmt /Ops mgmt	2017	Dyslexic employees are being offered a joint training session on how to understand training manuals.	Ongoing
				Set up another dyslexia networking evening to provide ongoing support. Encourage recently diagnosed employees to attend	E&D	2016 / 2017	Meeting held on 28/11/2016. Four people attended, excellent feedback given and there were demonstrations on equipment.	Completed and ongoing

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
		required for their posts						

2.0 Policy

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
2.1	Impact assessments	Current equality, diversity and human rights impact assessments exist for employment policies and procedures	Current equality, diversity and human rights impact assessments exist for all service delivery and community engagement policies and procedures	Monitor progress of suggested Impact assessment process	All managers and office rs E & D	01/17	<ul style="list-style-type: none"> NP/LG to attend SMT on 25/01/2017 or similar manager meeting to demonstrate how to use the online form. 	Completed
				Shift pattern impact assessment for WT and Control.		11/16	<ul style="list-style-type: none"> NP completed impact assessment for WT shift pattern and Control shift pattern with a group of employees. 	Completed
				Telford New Build	E & D	TBC 05/17	<ul style="list-style-type: none"> NP has contacted DCFO and Head of Resources regarding this. 	TBC
2.2	Impact Assessments BO	<ul style="list-style-type: none"> Clear guidance for employees on IIA process Framework for analysing potential equality & human rights impacts 	Framework for analysing potential equality & human rights impacts of SFRS policies and practice on communities and service users	New guidance on equality monitoring and impact assessment being prepared	EDO	07/17	<ul style="list-style-type: none"> Structure of equality policies changed. NP considering visiting Staffordshire community station. Will be reviewed in line with 2.1 	In progress

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
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2.3	Equality, Diversity, Behaviours and Organisational Culture MOU			To be discussed at steering group on 14/2/17	All	tbc		New

3.0 Communication

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
3.1	Images and stereotypes	Positive images of non-stereotypical and/or non-traditional roles	Positive images of non-stereotypical and/or non-traditional roles	Draft review process for annual review of images used in SFRS material for positive role models	MS / HR / E & D	05/17	Meeting held with operations to develop a storyboard for a job related test video featuring women firefighters - follow up progress	In progress
				Reviewing our website for women role models.	MS	05/17		In progress
3.2	Translated Materials	Relevant support materials available to enable employees to communicate with speakers of other languages	Information available in languages and imagery appropriate to communities	Attend monthly fire safety meetings for P&P	E & D	Ongoing	Attended meetings	Ongoing
				Work with Chinese Business Support to incorporate SFRS Risk Assessment information into their material.	Protection	2017	Tony Wenger has met with this group and is in discussions to hold a prevention meeting at their building	In progress
3.4	Groups, networks and organisations	• Service able to hear community	• Better awareness of available services	FReSh		Ongoing	Attendance at meetings.	

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
		concerns and feedback • Service able to communicate information to communities effectively	• Engagement with Service policy and service development • Access to Service resources to support their work	Shropshire Hate Crime Steering Group: Posters on Service appliances	E&D/ CCO	04/17	Meeting held with Prevention, Resources, HR, E&D to discuss distribution.	In progress
				E & D in contact with designers.	E & D	03/17	E & D arranging a meeting.	In progress
				AFSA	E&D/ Officers	Ongoing	Attendance at conference on 23/24 November 2016.	Complete
				Shropshire Disability Network	E & D	04/17	E & D Steering Group agreed for SFRRS to become a Safe Place on 22/11/2016.	In progress
				Shropshire, Telford & Wrekin Dementia Action Alliance		Ongoing	Shropshire Dementia Action Alliance and Telford Dementia Action Alliance have now merged to become Shropshire, Telford & Wrekin Dementia Action Alliance and VPO attended the last meeting.	Ongoing

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
3.5	E & D Media Strategy	<ul style="list-style-type: none"> Employee awareness of positive impact of SFRS equality work 	<ul style="list-style-type: none"> Public awareness of positive impact of SFRS equality work 	Discussions with Corporate Communications Officer	E & D / CCO	05/16	<p>CCO is looking at a recruitment film on all aspects of the fire service. However RDS working group are looking at a JRT film so to link the two up.</p> <p>Recommended that a CFOA message is sent to see what has already been done and to look at schools or colleges for support of the production.</p>	In progress
3.6	MIND – Blue Light Programme	<ul style="list-style-type: none"> To make employees aware of mental wellbeing in the workplace For employees to be more open about mental health and get help when needed 		Work on the Action plan	Contracts manager/E&D / Operational	05/17 11/16 03/16	<p>Champions process being devised.</p> <p>Staff survey comments being reviewed.</p> <p>NP has contacted ACAS regarding in-house training and local MIND organisations</p> <p>Time to talk day 4/2/17</p>	In progress Completed In progress Completed

4.0 Research

Number	Issue/ work area	Outcome		Action	Who's responsible	Target date	Progress	Status
		Employment	Service delivery					
4.2	SAFARI - South Asian communities and attitudes to fire research project	Reliable data on any barriers to recruitment of South Asian people as f/f	Reliable data for South Asian people on: • Perceptions of SFRS • Any issues of attitudes and/or practice for domestic and business fire safety	Action Plan to be started	E & D /P&P	12/17	NP has had meetings with James Bainbridge and Ian Leigh and reviewed the Action Plan.	Complete and ongoing
				Making Every Contact Count	GW	2017	Telford and Wrekin are providing this training, and dementia training is included in this.	Ongoing
4.3	Dementia awareness			Dementia Action Plan	E&D/P &P	05/16	Laura is currently arranging this.	In progress