

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 2018 to February 2019.

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;
- 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 2018/19 is attached, at the Appendix to the report, 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:

- Dementia Awareness Training sessions were completed for operational employees during 2016.
- The Service is a member of the Shropshire, Telford & Wrekin Dementia Action Alliance and regularly attends meetings.
- 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:
 - December 2018 On call coffee afternoon at Prees
 - January 2019 - Women's on call taster at Whitchurch
- Fire Bootcamp for wholetime recruitment
- Mental Health:
 - 2 day Mental Health first aid course for managers has been completed – 2 courses one in January and February 2019.
 - Ongoing work on the action plan
 - Chief Fire Officer sent information to all employees about the 'time to talk day' in February 2019
 - Put information on the pink and portal about MIND
- 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 and several catch-up sessions have been held.
- Work around menopause has commenced, to include a guidance document, training and a drop-in event.
- A Women's meeting for operational employees was held in February 2019 to discuss a number of topics.

Externally-focused EDI actions over the year have included:

- 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
- 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 – preparation for the day on 8 March involving women to support this.
- National Fire Chiefs Council (NFCC) Equality, Diversity and Inclusion Meeting, the EDI officer attended this National meeting in November to discuss themes and workstreams from the NFCC.
- 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.
 - Flying Rainbow flags over HQ and Training Centre to mark International Day against Homophobia (May 2018), LGBT History Month (February 2019) and Rainbow Film Festival (October 2018)
 - Attendance at the Asian Fire Service Association (AFSA) Annual conference in November 2019.
 - Attendance at the Asian Fire Services Association (AFSA) regional Development event in February 2019.
 - Attendance at Telford Jobsfair in February 2019

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 2019

11 Background Papers

There are no background papers associated with this report.

SFRS

Single Equality Scheme Action Plan

December 2018 – February 2019

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 15 live cases of dyslexia.	EDI		Ongoing work supporting employees with assessments and equipment	Ongoing
Dyslexia Awareness Training for Watch Managers	EDI & JT	2019	Currently compiling dates for 2019.	In progress
Explore purchasing dyslexia font.	ICT	12/18	We have now obtained a dyslexia font called Opendyslexia	Complete 12/18
Set up another dyslexia networking evening to provide ongoing support. Encourage recently diagnosed employees to attend	EDI	03/19	EDI currently looking at dates and will be arranging dyslexia networking evening early 2019.	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.	EDI/ Prevention	03/2019	Training to be reviewed for 2019.	In progress
Dementia Action Alliance plan	Prevention	2018/19	The groups have now merged and a joint meetings in 2018 have also been attended by EDI team.	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	03/19		
ED&I Officer has reviewed several of the work packages and will meet with E-learning	EDI	04/19	EDI has spoken to e-learning Administrator to plan in time for amending modules, reviewing capacity from March onwards. Meeting to be arrange in March to plan this.	In progress

1.6 Induction training

Employment - All new employees understand: The importance of E&D to the Service, SFRS E & D policy framework, responsibilities for good E & D practice in their work

Action	Who's responsible	Target date	Progress	Status
Ensure new non-uniformed employees participate in EDI induction.	EDI	Ongoing	Planning next induction for March 2019.	Ongoing
Complete backlog of induction sessions.	EDI	03/2019	Training taken place on: 11/12/18 – 9 people attended 15/1/19 - 7 people attended 21/1/19 - 6 people attended	Complete
			Additional dates to take place in 2019 04/03/19 at TC.	In progress

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 LGB people.

Action	Who's responsible	Target date	Progress	Status
Positive action Taster Sessions for on call recruitment	EDI / Rural	2019	A meeting took place in 09/18 to discuss requirements and it was agreed that the following will take place in 2019:	
		12/2019	<ul style="list-style-type: none"> Whitchurch– 12/01/2019 Bishops Castle – 18/05/2019 Albrighton – Beginning of July Ludlow - Mid/End of September Wellington – Coffee / Boot Camp Session - Date TBC 	Complete
			GST to provide dates	
Positive Action Recruitment & Community Fire Safety Event	EDI / Rural	2018	Taking place at Prees Cricket Club on 04/12/2018.	Complete
Working with Prevention on community initiatives:	EDI / Prevention	21/04/19	Attendance at event to be organised using the outreach vehicle and a bespoke banner to be used.	In progress
<ul style="list-style-type: none"> Attendance at Naga Kartan for Vaisakhi (Sikh new year) Muslim multi-agency Community Event 	EDI/ Prevention	tbc	Discussions taking place around a multi-agency event in the heart of their community	In progress
Women's development programme	Development	04/2019	The Development Officer has provided costing and content have been sourced. This is currently under review.	In progress
Women's meeting for operational employees	EDI	03/19	Invites went out to all operational employees with two dates offered. One meeting was held on 11/02/2019. 4 attended others were interested but could not attend. Results to	Complete

Next meeting to take place in September 2019.	EDI	09/19	go to steering group, next meeting to be held in 6 months.	In progress
Women in the Fire Service Weekend	EDI	05/19	Information to be advertised regarding attendance	In progress
Fire boot camp	EDI/officers/training	tbc	A meeting is being arranged to work out the logistics of this programme, including costs, resources etc	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 Scheme Disability Confident Level 1	EDI	02/19	EDI met with Shropshire Employers Team on 22/01/2019 to discuss our current level and how to progress this. We are currently Disability Committed Level 1.	Complete
Disability Confident Employer Level 2	EDI		EDI completed the self-assessment for level 2 on the 22/01/2019.	In progress
EDI to attend Jobsfair at the Jobcentre Plus to promote our jobs to potential recruits who have a disability. Telford Shrewsbury	EDI	28/02/2019 07/03/2019	Dates arranged and EDI attending.	Complete 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	03/2019	Electronic EIA has been devised, monitor the useage of this	Ongoing
EQIA required for refurbishment of kitchen and ground floor area at Shrewsbury station.	EDI, AGC SY	2019	Meeting is being arranged for December	In progress
EQIA required for Telford refurbishment.	Andrew Kelcey, Rob Corfield & EDI	2019	EDI has spoken to officers about the need for a full impact assessment and how we will involve our communities in this, and how the use of the building will impact on the impact assessment. Need to take into consideration from learning of the HQ build.	In progress

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
Statistics to go to SMT	EDI /HR	27/02/19	Going to SMT on 27/02/2019.	Complete
Gender Pay Gap Report to be published	EDI / HR	30/03/19		In progress

2.4 Menopause

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	04/19	Research has been undertaken and collated.	In progress
Menopause awareness training	Development Officer	06/19	Providers and costs are currently being sourced.	In progress
Menopause Drop in Session	EDI	06/19	To be undertaken when the guidance 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

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	01/2019	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.	In progress
Reviewing our website for women role models.	Communications	04/2019		In progress
International Women's Day 'Balance for Better' promoting women in the Fire Service and the different type of roles.	EDI/ Comms	08/3/19	EDI have contacted all women to see if they would like to participate in this social media campaign, photographs have been taken along with details of the women's roles and what they enjoy about this.	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	EDI	2018 / 2019	EDI used language line to translate several letters to business owner for Fire Safety Feedback from ASFA conference will be provided at the next P&P meeting	Complete

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	11/2018	EDI Officer attended Smoke & Mirrors Report Workshop and will be reporting back to steering group.	Completed
Shropshire Hate Crime Steering Group: Posters on Service appliances	EDI	12/2018	Derek Taylor attends these meetings. To review this at steering group and discuss.	In progress
Shropshire Disability Network	EDI	12/2018	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.	In progress
AFSA Conference 2019	EDI	2019	EDI Officer and AGC Shrewsbury to attend ASFA on 27/02/2019.	In progress
Fairness Respect Equality Shropshire (FRESH)	EDI	2019	Prevention Manager will attend these meetings.	Ongoing
Shropshire, Telford & Wrekin Dementia Action Alliance	Prevention	2018/19	Prevention currently working with Shropshire, Telford & Wrekin Dementia Action Alliance	Ongoing
Visit my Mosque at Craven Arms	EDI / Officers	03/03/2019	EDI has co-ordinated with station and managers regarding attendance for this event.	In progress

Northwest Equality Practitioner Group	EDI		EDI has attended one of these in Feb 2019.	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
Discussions with Corporate Communications Officer	EDI / CCO	04/2019	EDI are liaising with the CCO to highlight the work of EDI both on SFRS website and in the community. A calendar of events for the year is being created and Monthly information is sent to comms to be put out on social media	In progress In progress 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 Work on Action Plan, review how this is incorporated into SES or Health & Wellbeing	Contracts manager/E&D/ Operational Training / Development	2019	Champions to be reviewed.	In progress
Mental Health First Aid Courses Two day mental health First Aid Course for managers	Development	2019	Courses completed: 08 & 09 Jan.	Complete Complete

One day Mental Health First Aid Course			05 & 06 Feb	In progress
Half day Mental Health First Aid Course				

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	03/2019	NP to review SAFARI action plan in 2019 with relevant managers	In progress

EDI – Equality, Diversity and Inclusion

DO – Development Officer