**Single Equality Scheme**

**Action Plan**

**Quarterly update:**

**September 2018 – November 2018**

1.0 Recruitment, selection and training

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| 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 20 live cases of dyslexia. | EDI |  | Ongoing work supporting employees with assessments and equipment | Ongoing |
| EDI to arrange a networking evening to take place at HQ. | EDI | Jan 2019 | Dates currently being looked at. | In progress |
| 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 – however this is not yet available to use. | In progress |
| Set up another dyslexia networking evening to provide ongoing support. Encourage recently diagnosed employees to attend | EDI | 02/19 | 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 |

Page Break

1.0 Recruitment, selection and training

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| 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 | Administrator to change content to SFRS style.    EDI has met with E-Learning Administrator to discuss and possibly offer the EDI modules on LEO.(07/18) | In progress  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.  Complete backlog of induction sessions. | EDI      EDI | Ongoing  03/2019 | Induction training completed on 05/11/2018 for 9 new on call employees.  Training arranged for the dates as below:  11/12/18  15/1/19  21/1/19 | Ongoing  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  12/2019 | A meeting took place in 09/18 to discuss requirements and it was agreed that the following will take place in 2019:   * Prees – March * Minsterley – May * Albrighton – Beginning of July * Ludlow - Mid/End of September * Wellington – Coffee / Boot Camp Session - Date TBC   Bridgnorth is next on the list if any of the above changes.  GST to provide dates | In progress |
| Positive Action Recruitment & Community Fire Safety Event | EDI / Rural | 2018 | Taking place at Prees Cricket Club on  04/12/2018. | In progress |
| Women’s development programme | E&D/Develop Off | 04/2019 | The Development Officer is currently considering Springboard and / or Spring Forward. | 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 |

2.0 Policy

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| 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 | TBC | 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 |  |

3.0 Communication

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| 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/  MS | 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. | MS | 02/2019 |  | 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 a letter to business owner for Fire Safety  Feedback from ASFA conference will be provided at the next P&P meeting | Complete |

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| 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. | In progress |
| 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 2018 | EDI | 2018/19 | EDI Officer attended ASFA 2018 Conference with Prevention Manager and Group Manager Training & Development. |  |
| Fairness Respect Equality Shropshire (FRESH) | EDI | 12/2018 | Next FRESh meeting taking place 12/18. EDI Officer to attend. |  |
| Shropshire, Telford & Wrekin Dementia Action Alliance | Prevention | 2018/19 | Prevention currently working with Shropshire, Telford & Wrekin Dementia Action Alliance | Ongoing |

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| 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 | 01/2019 | EDI are liaising with the CCO to highlight the work of EDI both on SFRS website and in the community. | In progress |
| 3.6 MIND – Blue Light Programme  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** |
| Work on Action Plan, review how this is incorporated into SES or Health & Wellbeing  Mental Health First Aid Course to be organised | Contracts manager/E&D/ Operational  Training / Development | 2019      11/2018 | Champions to be reviewed.  Course was due to take place 11/2018. Currently being rearranged as cancelled. | In progress  Completed |

4.0 Research

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| 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 |