

Action Number	Age	Disability	Gender	Race	Religion and Belief	Sexual Orientation	Transgender	FSEF - Leadership and promoting inclusion	FSEF - Accountability	FSEF - Service delivery and community	FSEF - Employment and training	FSEF - Evaluation and sharing good practice	Fire Service Strategy	P = policy, Pr = projects, R = routine, T =	Action	Outcome	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1 (Mar-May)	Progress Quarter 2 (Jun-Aug)	Progress Quarter 3 (Sep - Nov)	Progress Quarter 4 (Dec - Feb 2012)
9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr	Electronic employment application form available	Recruitment process more accessible to all groups	HR / PID	Web Officer	01/06/2010 June 12	C			Test carried out. Applicants now using the online form	Application form being used. Some problems highlighted which are being looked into. Currently no recruitment	As a service we are moving to use WM jobs who will deal with all our recruitment including an online application form.	
17	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	T	Undertake equality and diversity workshops for Authority Members	To increase awareness of Equality and Diversity so that all E&D issues are considered in all parts of the Service	HR, T&D	ACO / EDO	Apr-12	C		Members received an E&D briefing prior to the CFA in December 2010 and further training is being planned as part of the 2011/12 Member training plan which is currently being planned	29 Sep 11 HR Committee received papers on E&D issues. The member development plan was issued to all members in July 2011 with Equality issued being planned to be covered in December 2011. Members training will be carried out at the next CFA meeting in December.	Equality Act update given to Fire Authority Meeting on 14 December 2011.		
31	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Create a consultation and communication strategy	Best practice on SFRS consultation processes	P	PID	Apr-10	C		Completed January 11				
39	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr	Review whether the uniform inhibits access for undertaking fire safety visits	Recommendations to improve accessibility of CFS safety visits	CFS	CFS	Apr-11	C		Conducting FS visits is a legal obligation. Staff do not have a choice not to undertake these visits. Believe that uniform is a benefit.		John Dasgupta updated that uniform is a benefit in accessing properties		
41	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr	Review the need for more specialist CFS advocates	Ensure that all sections of the community are receiving an equitable service	CFS	CFS	2011	C		In progress		John Dasgupta updated that no additional funding available for recruitment of staff. BME advocate currently works in areas with higher BME population		
48	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	R	Produce an annual report on equality monitoring statistics	To understand the profile of the organisation	HR	EDO	Annual	C		Pbviews has been rebranded as Scorecard. Initially rolled out at Area mCommand level - future use is currently being evaluated	In progress	A PID is being drafted (due back to SMT in December) which asks SMT to approve a review of current performance management within the Service. PB	Completed January 2012 and published on our website.	
75	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Create process for capturing members involvement in E&D	Demonstrate E & D involvement of members	E&D	EDO/Clr Jean Jones		C		As previous	Equality and Diversity Survey sent to all Fire Authority members asking for their E&D involvement.			
11		Y						Y	Y	Y	Y			P	Introduce Disability Brigade Order	Allow transparency of process and to support employees	HR	EDO	Sep-11	A & O		Received comments from unions		With Management Support for final formatting before issuing to SPG	Dyslexia BO published Feb 12	
24		Y						Y	Y	Y				T	Increase communication and understanding about disability requirements for operational posts	Reduced myths about operational posts and increased awareness of disability genuine occupational requirements in the Service	HR, E&D	EDO	Ongoing	A&O			Ongoing work with training and development teams			

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27														P, R	Analysis of current employment diversity data.	Up-to-date diversity data on our employees and ensure compliance with the National E&D Strategy	HR	EDO	2010 Annually in August Jan 12 Jan 13	A&O		In progress	In progress	In progress - waiting guidance from EHRC and data cleanse update	No guidance from CEHR completed Jan 2012 - on our website.	
32	Y	Y	Y	Y	Y	Y	Y			Y			Y	T	Undertake Equality and Diversity Training for all members of staff • 2010 – non uniformed and uniformed at Telford and HQ • 2011 - 12 Operational employees	To increase awareness of equality and diversity so that all equality and diversity issues are considered in all parts of the Service	HR	ACO/EDO	2010 2011-12	A&O	Training schedule	Training completed for 14 out of 16 Watches	Training completed for 14 out of 16 Watches	Outstanding training for Watches now booked	Completed for Wholetime employees	
36	Y	Y	Y	Y	Y	Y	Y						Y	R	Provide the Human Resources Committee with an annual update on implementation of the action plan	To ensure that the HR committee are happy with overall progress of the single equality scheme / corporate equality action plan	HR	EDO	2010 ✓ 2011 2012	A & O		Report taken to HRMC 12 April 2011				
42				Y			Y	Y	Y	Y			Y	Pr, T	Review language barriers for school presentations and business fire safety information	Ensure that all sections of the community are receiving an equitable service	CFS	CFS	2011	A&O		BFS advice starts at Key Stage 2 and the majority of children who have a different first language by that stage have a basic understanding of English. Presentations are interactive and pictorial. Schools have never made comment that we are not meeting the needs of certain children.				
49	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	P	Undertaken an EQIA of the Annual Report (previously the Performance Plan)	To ensure that the content and plan has no negative impact on any person	P	P	Annually in line with the report	A&O				Ongoing - in progress. EQIA on annual report has been completed and was taken to CFA in June. NP to get from Alison Pritchard to put on our website. Next annual report will be completed June 12.	EQIA on annual report has been completed and was taken to CFA in June. NP to get from Alison Pritchard to put on our website. Next annual report will be completed June 12.	
65	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	P, Pr	Executives' visits to staff to include raising awareness of Equality & Diversity issues, actions to address these and progress made	Raised staff awareness and prioritising equality and diversity issues within their work	Execs	Execs	Ongoing	A & O		Staff are advised of the Service's Core Priorities as identified through the 2010 Public Value Review. It is implicit within the Core Priorities that we will endeavour to deliver a fair and equitable service to all sections of the community, focused particularly on those at greatest risk and most vulnerable in society.				
3			Y	Y	Y		Y	Y	Y	Y	Y		Y	Pr	Undertake positive action events for under-represented groups	Remove any social preconceptions and views for under-represented groups	HR, T&D / CFS	EDO / CFS	(01/02/2011) June 12	IP		Positive action for RDS to be carried out		E&D SG agreed for Take your Daughters' to work day to go ahead.	Take our daughters to work' agreed by SMT and Steering Group to go ahead June 12.	
6	Y	Y	Y	Y	Y	Y							Y	R	Complete the Equality Impact Assessment 3 year Action Plan	All people are receiving an equitable service and there is no adverse impact	All	All	2009 (year 2) 2010 (year 2/3) 2011 (year 3)	IP		In progress with departments	In progress with departments.	In progress	In progress with departments.	

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7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr	Arrange example equality audit with Regional partners	Participation in Regional equality audits additional monitoring and evaluation resource for SFRS	HR	EDO	(12/11/2010) March 12	IP			E&D Steering group agreed to audit Service Delivery and Community Engagement element of framework.	Provisional dates agreed of Jan 12 to audit Service Delivery and Community Engagement element of framework	To be carried out Jan 12.	Audit date changed and confirmed as 27 March 12.

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15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr, R	Consider whether to undertake the cultural audit or other staff survey	Decision and rationale for an audit or a survey, and guidance on content and method	SG, HR, T&D	HRM/ EDO	Sep-11	IP		On agenda for Steering Group 17 May 2011	Further research being undertaken on type of survey	Further research being undertaken on type of survey. On agenda for meeting 5 October 2011. Referred to Feb 12 meeting.	LM -This activity was deferred due to cost implications. applicability of something such as Survey Monkey was to be done after the experience for the LGBT survey using the same mechanism was completed which is still in progress.	
19	Y							Y	Y	Y	Y	Y	Y	T	Review the possibility of training a selection of employees in sign language	To increase communication	CFS / HR	CFS / EDO	01/01/2011. Changed to July 2012	IP		Date changed to July 2012	Investigating options for training to be discussed at next Steering Group.	Options: Teach yourself BSL book and DVD available A selection of courses are available both at TCAT and Shrewsbury College., some taster course and others Level 1. Start dates & costs being investigated. Course Sign Language First Steps at CHEC Centre Madeley 20 April - 29 June 2012 - Gain expressions of interest from employees.		
21			Y	Y	Y			Y	Y	Y	Y	Y	Y	Pr	Use rôle models in publicity and training materials to challenge stereotypical images	To promote the service to a diverse range of people	ALL	ALL / EDO	(01/07/2011) April 12	IP				Ian Russell -updated he is using diverse pictures where possible, in process with CFS of getting a block of photos to use for press and will take into account rôle models. NP to speak to our new photographers about the pictures we publish to ensure where possible we using a variety of images to include different groups to reflect equality and diversity - IR to set up meeting.		
23	Y	Y		Y					Y	Y		Y	Y	P	Encourage the use of plain English, shorter documents and easy read documents throughout the Service	Better communications with employees and service users	All	All	Ongoing	IP				Ongoing		
29					Y									Pr	Proactive attendance at local religious and cultural events	To promote the Service to a wide range of communities	CFS / E & D	CFS / EDO	Ongoing	IP		Cultural Diversity Day in Shrewsbury square attended by E&D team and Shrewsbury Watch 10/7/11	CFS held a Polish Open Evening in Market Drayton. E&D and Outreach vehicle attended Multi Cultural Day -	HMD event held at Shirehall and display at HQ. Cultural Diversity Day this year 7th July 2012 which the outreach vehicle, E&D team and watch are booked.		
30	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P, T	Equality and Diversity Champions for each of the 7 Strands	To ensure that progress is being made in relation to all equality strands	ESG	ESG	Nov-12	IP			Finds message sent to fire services on their approach to E&D champions.	Research carried out and collated for review to go to E&D steering group.		
40	Y	Y						Y	Y	Y				Pr	Review of accessibility at: WL HQ TC	Ensure access for all people at these sites	RS	HOR	(01/04/2011) April 13	IP		WL being reviewed HQ in progress, TC not started	HQ completed	WL EQIA completed but renovations not started yet and TC not started.		
43													Y	Pr, T	Work with Shropshire's Consultation group to ensure quality of service to all sections of the community	Ensure best quality and breadth of SFRS consultations	P	EDO / PID	(2011) 2012	IP		Engagement strategy now released as BO. Social Media is being investigated as a way of communicating and consulting with sections of the community. Updates to SPG	Engagement strategy now released as BO. Social Media is being investigated as a way of communicating and consulting with sections of the community. Updates to SMT	The Engagement Strategy is still in place. We have not established the link with the councils consultation groups as yet. AP investigating if it still exists.		

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45							Y	Y	Y	Y	Y	Y	R	Undertake peer review every 3 years either through regional working / peer assessment of Fire Service Equality Framework	Ensure SFRS meets requirements of Fire Service Equality Framework	ESG	E&D STG / EDO	2012	IP			Provisional dates agreed of Jan 12 to audit Service Delivery and Community Engagement element of framework	To be carried out Jan 12.	Partial audit confirmed 27 March 12 of service delivery and community engagement element.	
46	Y	Y	Y	Y	Y	Y							Pr	Share planning and participation in public cultural diversity and inclusion events such as Shrewsbury Cultural Diversity Day and Rock against Racism, Telford and Birmingham Pride, etc	Higher public awareness of cultural diversity and social inclusion; higher SFRS profile on E & D issues	CFS / HR	CFS / EDO	Annual	IP		Attended SAAR meeting 20 April 2011. Next Cultural Diversity day in July 2011	Cultural Diversity Day held on 10/7/11, HMD planning currently in progress.	Multi Cultural day attended by CS and E&D at the United Reform Church on 10 Sep 11. Polish evening at MD on 30 Nov 2011.	Holocaust Memorial Day display 27 Jan 12. Event completed at Shirehall and display at HQ. Cultural Diversity Day scheduled for 7th July 2012.	
50	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Undertake an EQIA of the IRMP proposals (now the Public Value regime)	To ensure that there are no adverse effects on any people	P	P	As they are created	IP		Meeting with H&W cancelled twice. To be arranged in May/June 2011		Ongoing. IRMP process will need to ensure that EQIA's are completed for all action plans/changes resulting from this and that as wider impact assessment is undertaken to include other areas i.e. H&S.	Strategic Workshops taken place Jan 12.	
68	Y		Y					Y	Y				Pr	Take Our Daughters to Work'	Positive action day for daughters, young women friends and relatives of staff. To dispel preconceptions about women employees in Fire & Rescue Service, and give 'flavour' of work -esp. operational	E & D, all	EDO	April/May 2012	IP			Paper taken to SG Nov 11, preparation to be carried to be done June 12	Paper agreed at E&D SG and SMT for June 12.		
69					Y		Y	Y	Y	Y			R, Pr	Are You Being Served?' consultation research project	Analysis of LGB views of services and agencies in Shropshire/ T&W. Report and action plan	E & D	EDO	(01/01/2011) June 12	IP			Meeting on 7 Sep 11 looking at draft survey. LGB survey launched at Rainbow Film Festival on 14 October. Meeting held on 8 November to discuss further marketing.	LGB survey display and leaflets set up at HMD event 27th Jan at Shirehall. Survey to go on our website and link on payslips.		
70			Y					Y	Y				T	Gypsy and Traveller staff anti-discrimination training	Better understanding of lifestyles, history and oppression of G & T communities. Reduced prejudices among front-line staff	E & D, Development	EDO, Dev. Officer (TT)	Dec-12	IP		Training undertaken on 21 March 2011 to Fire Safety staff	Amendments further to pilot with CFS	Amendments to training being undertaken in line with recent media events	RDS training started Feb 12. Training started, x1 completed	
72					Y		Y	Y					Pr	Attendance at and regular reporting to Shropshire LGB Network to show evidence of our engagement	To provide evidence to Stonewall Top 100 Index of promoting inclusion	E&D	EDO	Sep-12	IP				Discussion had with chair of LGB group, invited to their next meeting Feb 12.		

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16	Y	Y	Y	Y	Y	Y	Y							P	Succession / Replacement Plan	To ensure continuity of Service delivery within E & D good practice	HR	HRM / DM	Apr-13	Not due yet.						Date agreed to be changed to April 13 and to change to work on workforce planning – to be done when new HR system in place.

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13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Review the flexi-time scheme for non-uniformed staff	More family friendly scheme	HR	EDO	May-12	Not due yet.					Date changed to May 2012	
33	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Review the Single Equality Scheme for 2013	To ensure we are complying with our legal obligations	HR	EDO	End of 2012	Not due yet.						
36A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Review the mediation process	Assessment of effectiveness. Necessary amendments or renegotiation of contract	HR	EDO	Sep-12	Not due yet.				First mediation cases taken place in Sep 11. Change of date to Sep 2012		
37							Y	Y	Y	Y	Y	Y	Y	P	Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Jun-12	Not due yet.					NP asked group to change date to June 12 – agreed and LV advised to look at EEF for guidance	
52	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P, Pr	Plan to undertake an equal pay review in accordance with the EHRC code of practice on equal pay / equalities bill	To ensure that pay is equitable	HR	ACO / HRM	2013	Not due yet.			HR departmental resources are insufficient to undertake such a review at this time and so we will defer this activity for 2 years and meanwhile will keep a watching brief on developments across the fire sector	Louise Mckenzie updated watching brief to be maintained on the national situation. No plans to undertake such an audit in the near future due to both resources implications and continued existence of national terms, conditions and pay structures for all staff groups providing a level of resilience.		
53													Y	P	Review the monitoring process for IPDRs	Meeting statutory obligations	ESG	ESG / EDO	tbc	Not due yet.					Monitoring process to be looked at in HR	
66			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Introduce Equality Monitoring Brigade Order	Set a framework for E & D performance monitoring.	HR	EDO	(01/09/2010) June 12	Not due yet.		No action so far		BO is in progress.	BO is in progress.	
67	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	EQIA partners' review	Co-ordination of EQIA outcomes and actions. Better integration of processes. Shared information	E & D	EDO	(01/12/2010) Sept 12	Not due yet.				Plan for a peer view of organisational matters with HWFS. Steve Worrall is organising the funding from (RIEP)	JR advised group RIEP no longer in place.	
73						Y				Y				T	Managers training to include understanding and recognising homophobic bullying	Better understanding of LGB issues	E&D	EDO	(01/09/2010) Changed to Sept 12.	Not due yet.		There are 2 main languages in the Telford area which are covered by FRS staff. In the Shropshire area the other language is Polish. Initiatives are run as to how we can communicate with these communities. We have the ability to link into certain community groups for help with translation		Current disciplinary investigation skills training for managers includes a homophobic exercise/ case study. After discussions At SG, group agreed refresher training still required for managers.		
74	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Obtain evidence that procurement is contributing to meeting equality and diversity objectives	Demonstrate E & D impact of procurement process	E&D/RS	EDO/AK	(01/09/2010) Sept 12	Not due yet.					NP to speak to Andrew Kelcey to look at procurement from a legislative, employment and equality view. Sent to AK.	