

## Progress on the Single Equality Action Plan

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Jonathan Hyams, Equality and Diversity Officer, on 01743 260236.

#### 1 Purpose of Report

This purpose of this report is to update Members on the progress of actions identified within the Single Equality Action Plan, which is monitored through the Directorate Business Plans.

#### 2 Recommendations

The Committee is asked to note the progress on the actions in the Single Equality Action Plan.

#### 3 Background

This report updates Members on progress in implementing the Single Equality Action Plan.

The chart attached at the appendix shows progress made from June to August 2010 in undertaking our agreed Equality and Diversity actions. The chart highlights actions which have been completed (green), actions in progress (yellow) and actions yet to be started (white), allowing progress to be monitored.

#### 4 Progress to date

The report on the Single Equality Action Plan to Audit and Performance Management Committee in May 2010 was the second since the introduction of the Single Equality Scheme which has integrated policy and actions to cover all of the Equality Strands. Following that report, we have reviewed the content and priorities in the Action Plan in light of its effectiveness in delivering Equality and Diversity outcomes.

As at 16 August 2010, there are 60 actions in the Plan, of which

- 9 (15%) have been completed
- 33 (55%) are in progress
- 18 (30%) are not yet due to be started

Completed actions include:

- Reviewing staff induction and cultural awareness training;
- Reviewing the staff Equality and Diversity training programme;
- Analysis of harassment and bullying procedures, and introduction of a new Harassment and Bullying Brigade Order and explanatory leaflet;
- Completion of the Stress Audit Action Plan;
- Ensuring that all business, station and departmental plans include Equality and Diversity objectives; and
- Creating an action plan for lesbian, gay and bisexual issues following feedback from Stonewall; on our 2009 Workplace Equality Index application.

Among the wide range of ongoing actions are:

- New Brigade Orders on Equality and Diversity Monitoring and Dyslexia are presently out for consultation;
- Equality and Diversity monitoring reports are now available on Resource Link, enabling us reliably to analyse current workforce diversity data;
- The Equality and Diversity department and the wider Service have been increasingly engaging in planning and participation in public cultural diversity and inclusion events, including hate crime briefings for young people at the Crucial Crew young people's event at Nescliffe Camp in June and Telford Pride in August. Community Fire Safety have engaged in a range of events, and local watches and crews have been undertaking a wide range of community-focused activities in response to local needs;
- Staff awareness of the relevance and impact of Equality and Diversity for their work has been highlighted through Executives' visits to staff;
- Work with statutory and voluntary sector partners has included participation in planning a major Shropshire consultation project with lesbian, gay and bisexual people, support for the first LGB Pride event in Shropshire county, and planning for a Black History Month two-day event at the Hive in Shrewsbury; and
- A programme for Gypsy and Traveller anti-discrimination training for staff has been drafted.

## 5 Financial Implications

All financial implications have been considered as part of the Business Planning process. Any new actions will be considered at the time and either absorbed in to current workloads or included within next year's Business Plans.

## 6 Legal Comment

There are no direct legal implications arising from this report.

## 7 Equality Impact Assessment

This report is an update on historical information and so the recommendations within the report have no impact on people.

## 8 Appendix

Single Equality Action Plan – Progress March - August 2010

## 9 Background Papers

Fire Service Equality Framework

### **Shropshire and Wrekin Fire and Rescue Authority**

Single Equality Scheme

Single Equality Action Plan

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Business Continuity Planning		Member Involvement	
Capacity		National Framework	
Civil Contingencies Act		Operational Assurance	
Efficiency Savings		Public Value	
Environmental		Retained	
Financial	*	Risk and Insurance	
Fire Control/Fire Link		Staff	
Information Communications and Technology		Strategic Planning	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*
Legal	*		

Single Equality Scheme Action Plan

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, I	Action	Outcome	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1	Progress Quarter 2
2				Y							Y		Y		Review of induction cultural awareness training to include Chinese and Gypsy & Traveller awareness	Increase general awareness and to identify any improvement areas in service delivery	HR	EDO	End March 2010	C			In progress waiting for figures from Shropshire Council	Completed
5	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y		Complete the Stress Audit Action Plan	To ensure that any effect of stress is reduced within the Service	All - as appropriate	All - as appropriate	2009 - 2010	C			In progress	Completed
12													Y		Analysis of effectiveness of procedures for dealing with bullying, harassment, unfair discrimination and unacceptable behaviours	To ensure compliance with the National E&D Strategy	HR	HRM / EDO	Jun-10	C				New H & B Brigade Order
35	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	All Business / Station / Department plans include Equality and Diversity objectives	To ensure that all people understand the relevance of equality and that all service areas are improving equality where necessary	All	All	Apr-10	C			Equality and Diversity update being included in the Directorate plans and supporting department, station and watch plans. The plans will start from 1st April 2010.	Plans now in place with E&D statement, responsibility of individual managers to integrate objectives into plans.
56	Y	Y	Y	Y	Y	Y	Y						Y		Consider management training on dealing with issues such as bullying & harassment, discrimination and unacceptable behaviours.	Decision and rationale for possible training programme: impact on reporting, mediation, disciplinary action	STG / HR	DM/EDO	Jun-10	C				Mediation training completed. Disciplinary training in progress
71	Y	Y	Y	Y	Y	Y	Y								Review Equality and Diversity Staff training programme	Improved and updated programme, taking account of all 7 E & D strands	E&D	EDO	Mar-10	C			In progress	Completed
10	Y	Y	Y	Y	Y	Y	Y	Y					Y	Pr	Investigate the introduction of Corporate Wear	Assess whether will eliminate barriers and promote a consistent image to the public	ESG	ESG	2010	C			In progress - in trial period with select staff	Decision at COG to defer
18						Y							Y	Pr, R	Create an action plan for LGB issues following results of the Stonewall Workplace Equality Index application	To support our LGB employees and to make improvements to LGB equality	HR	EDO	Jun-10	C				Action plan complete - E&D SG asked for prioritisation of actions
25	Y	Y	Y	Y	Y	Y	Y	Y					Y	P	Review Brigade order on Harassment & Bullying	Ensure comprehensive and accessible for all employees	HR	EDO	Mar-10	C			In progress - draft policy being written	Complete - new BO on website
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	Jul-10	IP			Taster session scheduled for July 2010	Not recruiting for WT in 2010, will look at RDS.
6	Y	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	Needs to be coordinated with Partners' review of EQIAs
7	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	2010/11	IP			In progress. Waiting for Regional decision about taking forward	In progress
9	Y	Y	Y	Y	Y	Y								Pr	Electronic employment application form available	Recruitment process more accessible to all groups	HR / PID	Web Officer	Jun-10	IP			In progress, web officer waiting for secure certificate	In progress, web officer waiting for secure certificate

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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	Aug-10	IP			Research into other systems carried out. No work yet on SFRS own process	
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			E & D Steering Group decision to defer. Take back to SG in 2011	
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	Sep-10	IP			Some members attended Diversity Management Course. Request for information about Members' Council E & D training submitted - awaiting responses	
22	Y	Y							Y	Y			Y	Pr	Review the Crucial Crew presentations to make them more engaging and interactive with different versions for those with varying abilities	To ensure that all age ranges and abilities ranges actively participate	CFS	CFS	May-10	IP			CFS just run crucial crew for 2010 with two presentations, one powerpoint interaction	
23	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		E.g. mediation Brigade Order and Easy-read images	JH in discussion with PCT, etc on 'Easy Read' co-operation	
27													Y	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	IP		Working with S Council on Resourcelink	Resource Link reports now available - need to familiarise	
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		E.g. Wellington Women's Eid event Oct 09	Attendance at United Reform Church event In July 2010	
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	IP		Strategy plus supporting working document has been drafted and is in the Brigade Order process.	Now at final stages with SPG	
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 12 2011	IP		Training schedule Organised 4 training sessions for non-uniformed, training and control staff	Training completed for non-uniformed. Wholtime training schedule I/P	

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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 2012	2011 IP				Report taken January 2010
38		Y								Y			Y	T	Arrange Dyslexia Awareness training for key staff	To ensure that employees are supported appropriate	HR, T&D	EDO	Dec-10	IP				Consulting with Training & Development
44	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	P, Pr	Actions from the EQIA of the new HQ build to be implemented	To ensure that all equality improvements have been assessed and implemented	P / RS	P / RS	2011 – in line with HQ new build	IP		In progress	EQIA actions build in to the specification for the new building design so still in progress.	
46	Y	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		Currently planning our participation in the Cultural Diversity Day.	Day one workers' training programme drafted	
47	Y	Y	Y	Y	Y	Y	Y						Y	R	Provide the Audit and Performance Management Committee with quarterly update on the action plan	To ensure that the Service is making progress on the actions contained in the single equality scheme / corporate equality action plan	HR	EDO	Quarterly – to coincide with committee dates	IP		Ongoing	September 2010 update I/P	
48	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	IP			W/T recruitment done. Needs to be broadened to include all employees	
49	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	IP			EQIA for Annual report completed 12 May 10	
50	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			Will now be incorporated into the Public Value regime which replaces IRMP. New matrix of regime includes EQIA trigger points. Recently completed April 10.	
52	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	2011	IP		CFOA HR working group has been set up to undertake some work into equal pay issues within the FRS and we are	Who is heading up working group?	

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61	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Pr, T	Through access to Pviews (performance management system - measures performance against targets), communicate and raise staff awareness and understanding of local community issues and actions to address them	Improved staff awareness of local equality and diversity issues which impact on fire safety and prevention	Perf	Perf	2010 - 2011	IP			Delivering district station performance only due to technical difficulties. Ongoing development programme to deliver further indicators will be	Still ongoing development from previous quarter.
62	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Exit interview information process to be reviewed and information analysed for patterns. Also to include E&D Monitoring form	Exit interview process encourages discussion of equality and diversity issues and impacts. Any equality and diversity patterns identified from interview	HR	HR	Jun-10	IP			In progress	Brigade Order i/p - check progress
64	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	T	Disciplinary and grievance refresher training to be considered	Decision and rationale for planning and running disciplinary and grievance refresher training, with particular reference to bullying, harassment and mediation issues.	HR	DM/HRM	Aug-10	IP			A Discipline Investigation Skills Training Course is taking place to further strengthen knowledge in June, July, Aug 10 for	Course in progress
65	Y	Y	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 of equality and diversity issues within their work	Execs	Execs	Ongoing	IP			Awareness raising happening at executive visits.	Need evidence
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	Sep-10	IP				Out for consultation
67	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	Dec-10	IP				SC, WMP, PCT involved. Initial planning meeting arranged.
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	E & D, all	EDO		IP				Decision to proceed in April/May 2011
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	Jan-11	IP				Planning group set up. Action plan drafted. Reports to SG and HR C'ttee
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-10	IP				Planning meeting held.(TT/JH). Video ordered. Outline programme drafted
72					Y			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-10	IP				In progress - LGB Network contacted
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	IP				Dyslexia Brigade Order and training in progress
11		Y						Y	Y	Y	Y			P	Introduce Disability Brigade Order	Allow transparency of process and to support employees	HR	EDO	Oct-10	NS				Overarching policy framework for disability with appendices for specific issues

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14										Y	Y		Y	R	Report to go to CFA in September for approval before going to CLG on improvements to service delivery and employment practice	Meeting statutory obligations	ESG	ESG / EDO	Sep-10	NS				Awaiting CLG pro forma 16/08/10 - still waiting for pro-forma
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	Dec-10	NS				Check with LV
19		Y								Y	Y		Y	T	Review the possibility of training a selection of employees in sign language	To increase communication	CFS / HR	CFS / EDO	Jan-11	NS				
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	Jul-11	NS				
30	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-10	NS				
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	NS				
37							Y	Y	Y	Y	Y	Y		P	Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Jun-11	NS				
39	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	NS				
40	Y	Y						Y		Y	Y			Pr	Review of accessibility at TC / WL and HQ	Ensure access for all people at these sites	RS	HOR	Apr-11	NS				
41	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	NS				
42				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	NS				
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	NS				
45							Y	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	NS				



