

## Progress on the Corporate Equality Action Plan

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 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 being monitored through the Directorate Business Plans. The Single Equality Action Plan replaces the earlier Corporate Equality Action Plan.

#### 2 Recommendations

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

#### 3 Background

The Single Equality Action Plan (SEAP) is used to monitor progress on implementing actions that have arisen from the Single Equality Scheme, the Fire Service Equality Framework and outcomes of completed Equality Impact Assessments.

#### 4 Progress to date

This report is the first update on the Single Equality Action Plan. Outstanding actions from the Corporate Equality Action Plan have been transferred into the new Action Plan, which will be used to monitor progress on Equality and Diversity.

The chart shows the progress made from November 2009 to date in meeting our agreed actions. The chart also shows those actions which have recently been completed., allowing progress to be monitored.

## **5 Financial Implications**

All financial implications have been considered as part of the Business Planning process. Any new actions arising as a result of the EQIA process 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 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 November 2009 – February 2010

## **9 Background Papers**

- Progress on the Corporate Equality Action Plan – report June 2009
- Progress on the Corporate Equality Action Plan – report March 2009
- Quarterly Progress on the Corporate Equality Action Plan – report November 2008
- Quarterly Progress on the Corporate Equality Action Plan – report September 2008
- Quarterly Progress on the Corporate Equality Action Plan – report November 2009
- Single Equality Action Plan
- Single Equality Scheme
- Fire Service Equality Framework

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.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	✓

### Single Equality Scheme Action Plan

Action Number	Age	Disability	Gender	Race	Religion and Belief	Sexual Orientation	Transgender	Fire Service Equality Framework	Fire Service Strategy	Action	Outcome	Departments involved	Responsible Officer	Target completion date	Completed Date completed	Evidence	Progress Quarter 1	
1						Y		Y	Y	Provide access for our employees to Shropshire LGB Network	To support our LGB/T employees	HR	EDO	2009		Nov-09	Communicated in 'The Pink' internal newsletter	All employees have access to Shropshire LGB Network within Shropshire Council
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				In progress waiting for figures from Shropshire Council
3			Y	Y	Y			Y	Y	Undertake positive action events for under-represented groups	Remove any social preconceptions and views for under-represented groups	HR,T&D / CFS	EDO / CFS	2010				Taster session scheduled for July 2010
4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Equality Impact Assessment Training for appropriate employees	To ensure that all people understand and can complete impact assessments	HR, T&D	EDO	2009 Annually as required		Dec-09	Record of attendance list	Annual training completed for 2009
5	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				In progress
6	Y	Y	Y	Y	Y	Y	Y	Y	Y	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)				
7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Train equality auditor	Participation in Regional equality audits; additional monitoring and evaluation resource for SFRS	HR	EDO	2010/11				In progress. Waiting for Regional decision about taking forward
8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertaken a programme of positive action events for under -represented groups at retained duty system stations	To increase the representative diversity of our RDS employees	HR	EDO	March 2010 and ongoing				
9	Y	Y	Y	Y	Y	Y	Y			Electronic employment application form available	Recruitment process more accessible to all groups	HR / PID	Web Officer	Mar-10				
10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Investigate the introduction of Corporate Wear	Assess whether will eliminate barriers and promote a consistent image to the public	ESG	ESG	2010				In progress - in trial period with select staff
11		Y						Y		Introduce Disability Brigade Order	Allow transparency of process and to support employees	HR	EDO	May-10				
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				
13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review the flexi-time scheme for non-uniformed staff	More family friendly scheme	HR	EDO	Aug-10				
14								Y		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				

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15	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	Nov-10			
16	Y	Y	Y	Y	Y	Y	Y			Succession / Replacement Plan	To ensure continuity of Service delivery within E & D good practice	HR	HRM / DM	Dec-10			
17	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			
18						Y		Y	Y	Create an action plan for LGB issues following results of the Stonewall Workplace Equality Index application	To support our LBG employees and to make improvements to LBG equality	HR	EDO	Jun-10			
19		Y						Y	Y	Review the possibility of training a selection of employees in sign language	To increase communication	CFS / HR	CFS / EDO	Aug-10			
20	Y	Y	Y	Y	Y	Y	Y			Review the Recruitment Application and Equality Monitoring Form	Ensure that our recruitment process and monitoring is robust	HR	HRO / EDO	May-10			In progress with HR
21			Y	Y	Y			Y	Y	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-10			
22	Y	Y						Y	Y	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 and that those	CFS	CFS	2010			
23	Y	Y		Y				Y	Y	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			E.g. mediation Brigade Order
24		Y						Y		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	Oct-10			
25	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review Brigade order on Harassment & Bullying	Ensure comprehensive and accessible for all employees	HR	EDO	Mar-10			In progress - draft policy being written
26								Y		Collect and submit evidence to CLG qualitative and quantitative evidence of service delivery improvements and employment practice for the E&D Report	To ensure compliance with the National E&D Strategy	ESG	ESG / EDO	Feb 10 for September CLG report	Jan-10	Fire and Rescue Service Equality and Diversity Report 2010 Questionnaire covering the period 1 January to 31 December 2009	Completed and sent to CLG
27								Y		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			Working with S Council on Resourcelink

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28							Y	Y	Y	Transgender awareness training	Increase general awareness for appropriate employees and to identify any improvement areas in service delivery	HR	EDO	2010		Record of attendance list	Training completed for 15 employees selected
29					Y					Proactive attendance at local religious events	To promote the Service to a wide range of communities	CFS / E & D	CFS / EDO	Ongoing			E.g. Wellington Women's Eid event Oct 09
30	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			
31	Y	Y	Y	Y	Y	Y	Y	Y	Y	Create a consultation and communication strategy	Best practice on SFRS consultation processes	P	PID	2010			
32	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertake Equality and Diversity Training for all members of staff <ul style="list-style-type: none"> <li>• 2010 – non uniformed and uniformed at Telford and HQ</li> <li>• 2011 - 12 Operational employees</li> </ul>	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		Training schedule	Organised 4 training sessions for non-uniformed, training and control staff
33	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review the Single Equality Scheme for 2013	To ensure we are complying with our legal obligations	HR	EDO	End of 2012			
34	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertake the Cultural Audit	To benchmark against other Services and to see if our score has changed since the last one.	HR	EDO	2010-2011			
35	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	2010			Equality and Diversity being included in new district plans for each station
36	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			
36A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review the mediation process	Assessment of effectiveness. Necessary amendments or renegotiation of contract	HR	EDO	Jan-11			
37							Y	Y		Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Jun-11			
38		Y						Y	Y	Arrange Dyslexia Awareness training for key staff	To ensure that employees are supported appropriate	HR, T&D	EDO	Aug-11			
39	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review whether the uniform inhibits access for undertaking fire safety visits	Recommendations to improve accessibility of CFS safety visits	CFS	CFS	May-11			

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40	Y	Y						Y		Review of accessibility at TC / WL and HQ	Ensure access for all people at these sites	RS	HOR	Jun-11			
41	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review the need for more specialist CFS advocates	Ensure that all sections of the community are receiving an equitable service	CFS	CFS	2011			
42				Y				Y	Y	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			
43									Y	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			
44	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			
45									Y	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			
46	Y	Y	Y	Y	Y	Y	Y			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			Currently planning our participation in the Cultural Diversity Day.
47	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			Ongoing
48	Y	Y	Y	Y	Y	Y	Y	Y	Y	Produce an annual report on equality monitoring statistics	To understand the profile of the organisation	HR	EDO	Annual			
49	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertaken an EQIA of the Performance Plan	To ensure that the content and plan has no negative impact on any person	P	P	Annually in line with the plan			
50	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertake an EQIA of the IRMP proposals	To ensure that there are no adverse effects on any people	P	P	As they are created			
51	Y	Y	Y	Y	Y	Y	Y	Y	Y	Collect and submit qualitative and quantitative evidence of service delivery improvements and employment practice to CLG for the E&D Report	Meeting statutory obligations. Provide ongoing monitoring and evaluation information on E & D implementation and effectiveness	ESG	ESG / EDO / CFO	Annually in August for September CLG report			Duplicate entry
52	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			CFOA HR working group has been set up to undertake some work into equal pay issues within the FRS and we are awaiting the outcome of that work.

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53									Y	Review the monitoring process for IPDRS	Meeting statutory obligations	ESG	ESG / EDO	tbc			
54									Y	IRMP team to investigate how to demonstrate compliance with employment and equalities legislation and specifically the public duties for gender, race and disability and review progress in the IRMP	Meeting statutory obligations	ESG	ESG / EDO	tbc			
55	Y	Y	Y	Y	Y	Y	Y	Y	Y	Review of the effectiveness of procedures for dealing with bullying, harassment, unfair discrimination and unacceptable behaviours		HR	tbc	tbc			Repeat of Action number 12
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			
57	Y	Y	Y	Y	Y	Y	Y	Y	Y	Undertake peer review every 3 years either through regional working / peer assessment of ESLG	Assessment of SFRS equality policy and practice, progress and impact	STG	STG	tbc			Repeat of Action number 45?
58	Y	Y	Y	Y	Y	Y	Y	Y	Y	Work with Shropshire's Consultation group to ensure quality of service to all sections of the community	Improved feedback on equality & diversity performance with service users and local communities	HR / Perf	EDO / Perf	tbc			Repeat of Action number 43?
59	Y	Y	Y	Y	Y	Y	Y	Y	Y	Local participation on LAA to identify and take account of needs of all communities	Improved analysis of local community needs and appropriate strategies to meet them	CS	CS	tbc			
60	Y	Y	Y	Y	Y	Y	Y	Y	Y	EQIAs to be completed on all aspects of the Integrated Risk Management Plan and ensure that consultation has taken place	Equality and diversity impact implications of all aspects of IRMP considered, and measures in place to eliminate or reduce negative impacts	Perf	Perf	tbc			
61	Y	Y	Y	Y	Y	Y	Y	Y	Y	Through access to Pviews, 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			Delivering district station performance only due to technical difficulties. Ongoing development programme to deliver further indicators will be consisted during 2010/2011
62	Y	Y	Y	Y	Y	Y	Y		Y	Exit interview information process to be reviewed and information analysed for patterns	Exit interview process encourages discussion of equality and diversity issues and impacts. Any equality and diversity patterns identified from interview information	HR	HR	tbc			Analysis completed, recommendations to be reviewed by HRM.
63		Y						Y	Y	Consider Disability Brigade Order	Decision and rationale for preparing a Disability Brigade Order, and possible content and structure.	HR	EDO	tbc			Repeat of action number 11



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64	Y	Y	Y	Y	Y	Y	Y		Y	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	tbc			
65	Y	Y	Y	Y	Y	Y	Y	Y	Y	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			
66	Y	Y	Y	Y	Y	Y	Y	Y	Y	Consider resources for dealing with the investigation of disciplinary and grievances, and whether a dedicated officer is required on a rolling programme	Decision on resources needed and source.	EDSG	EDSG	tbc			
67	Y	Y	Y	Y	Y	Y	Y	Y	Y	Analysis to be undertaken on current employment diversity data.	Improved depth and spread of employment diversity data.	HR	HR / EDO	tbc			On going work to all equality reporting.
	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			In progress