

## 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 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.

#### 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 now includes updated completion dates received from departments, and shows progress made from February to April 2010 in meeting our agreed actions.

The chart shows actions which have recently been completed, actions in progress and actions yet to be started, allowing progress to be monitored:

Not started	In Progress	Complete
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## **4 Progress to date**

As at 20 April 2010, 64 actions had been identified in the Plan. Of these:

- 7 have been completed (11%)
- 23 are in progress (36%)
- 33 have yet to be started (53%). In the great majority of these cases, this is because they are not yet due.

Completed actions include:

- Providing access for our employees to Shropshire LGB Network
- Equality Impact Assessment Training for appropriate employees
- Reviewing the Recruitment Application and Equality Monitoring Form
- Collecting and submitting evidence to CLG for the annual national E&D Report
- Carrying out transgender awareness training
- Completing consultation and EQIAs on all aspects of the Integrated Risk Management Plan
- Assessing whether a dedicated officer is required for the investigation of disciplinary and grievance cases.

## **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 Single Equality Action Plan - February 2010
- Progress on the Corporate Equality Action Plan – November 2009
- Progress on the Corporate Equality Action Plan – June 2009
- Progress on the Corporate Equality Action Plan – March 2009
- Progress on the Corporate Equality Action Plan – November 2008

- Progress on the Corporate Equality Action Plan – September 2008
- Progress on the Corporate Equality Action Plan – November 2009
- Single Equality Scheme
- Single Equality Action Plan
- 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.

Business Continuity Planning		Legal	
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Area 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	*
Integrated Risk Management Planning			

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	C	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	IP			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	Jul-10	IP			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	C	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	IP			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)	IP			In progress
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	IP			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	NS			
9	Y	Y	Y	Y	Y	Y	Y			Electronic employment application form available	Recruitment process more accessible to all groups	HR / PID	Web Officer	May-10	IP			In progress, web officer waiting for secure certificate
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	IP			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	NS			
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	NS			
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	NS			
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	NS			

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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	NS			
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	NS			
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	NS			
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	NS			
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	NS			
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	C	Mar-10	In place	Completed
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	NS			
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	May-10	NS			
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	IP		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	NS			
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	IP		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	C	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	IP		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	C	Feb-10	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	IP			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	NS			
31	Y	Y	Y	Y	Y	Y	Y	Y	Y	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.
32	Y	Y	Y	Y	Y	Y	Y	Y	Y	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	IP	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	NS			
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	Apr-10	IP			Equality and Diversity update being included in the Directorate plans and supporting department,
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	NS		
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	NS			
37							Y	Y		Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Jun-11	NS			
38		Y						Y	Y	Arrange Dyslexia Awareness training for key staff	To ensure that employees are supported appropriately	HR, T&D	EDO	Aug-11	NS			

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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	Apr-11	NS		
40	Y	Y						Y		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	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	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	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		
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	IP		In progress
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	NS		
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	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.
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	IP		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	NS		
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	NS		
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	NS		
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	To ensure that pay is equitable	HR	ACO / HRM	2011	IP		Our OADR working group has been set up to undertake some work into
53									Y	Review the monitoring process for IPDRS	Meeting statutory obligations	ESG	ESG / EDO	tbc	NS		

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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 NS			
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 NS			
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 NS			
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	Feb 10 with actions ongoing C	Feb-10	Committee paper	The consultation process is completed for the current IRMP, with EQIAs attached.
61	Y	Y	Y	Y	Y	Y	Y	Y	Y	Through access to Pbviews, 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
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	Jun-10 IP			In progress
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	Aug-10 IP			A Discipline Investigation Skills Training Course is taking place to further strengthen knowledge in June, July, Aug 10 for Station, Group, Area and HR managers



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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	NS			
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	C	N/A		A dedicated Officer will not be put in place as an individual Officer is appointed to investigate
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	Aug-10	IP			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	IP			In progress
											<u>Key</u>	Not started	In Progress	Complete				