

## Quarterly Progress on the Corporate Equality Action Plan

### Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260201 or Natalie Hill, Equality and Diversity Officer, on 01743 260236.

#### 1 Purpose of Report

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

#### 2 Recommendations

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

#### 3 Background

The Corporate Equality Action Plan is a combination of actions that have arisen from the Gender, Disability and Race Equality Schemes, the Equality Standard for Local Government and outcomes of completed Equality Impact Assessments (EQIAs). These actions were agreed by Policy Group (Executive Officers) and have recently been reviewed by the Equality and Diversity Steering Group to ascertain which actions have been completed, those still in progress and those not yet started, thus updating the Corporate Equality Action Plan (CEAP). It was necessary to re-evaluate the completion dates for some actions and these have been amended in light of workloads within the directorates.

#### 4 Progress to date

This report is the first quarterly update and shows the progress made April to June 2008 in achieving those actions. The colour coding allows a quick glance on progress with detail in the text. A number of actions have been achieved prior to April 2008 (the start of this year's business plans) and are

marked as completed prior to 08/09. Others are completed and ongoing; updates on these are also provided to show continuous improvement. Due to capacity, a small number of actions will be included within next year's business plans for completion and these are identified.

82 out of the 128 actions are now either completed or completed and ongoing. This represents over 64% of the total current actions. Officers are reminded however that further actions may be added to the CEAP during the course of the year as a result of outcomes from the EQIA process.

## **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 into 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 purely an update on historical information and so the recommendations within the report have no impact on people. Therefore an Initial Equality Impact Assessment has not been completed for this report.

## **8 Appendix**

Corporate Equality Action Plan – Progress on Quarter 1 (April – June 2008)

## **9 Background Papers**

Corporate Equality Action Plan  
Disability, Gender and Race Equality Schemes  
Equality Standard for Local Government

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              | * |

# Corporate Equality Action Plan

## Appendix to report on Quarterly Progress on the Corporate Equality Action Plan Shropshire and Wrekin Fire and Rescue Authority Audit and Performance Management Committee 11 September 2008

| Action Number | Race | Disability | Gender | ES | Action   | Departments involved | Responsible Officer                          | Target completion date | Completed | Date completed   | Evidence  | Notes   | Evidence produced | Where the action will be reported upon | Progress Quarter 1 as reported in the Directorate Business Plans  |
|---------------|------|------------|--------|----|--|----------------------|--|------------------------|-----------|------------------|---|---|-------------------|--|---|
| 1             | Y    | N          | N      |    | Monitor ethnic make up of all services   | CS                   | ADO's & Performance                          | Feb-07                 | A&O       |                  | After the fire survey forms, questionnaires   |   |                   | Appendix B, Directorate Plan 2008/09   | ATI survey results show return from minorities  |
| 2*            | Y    | Y          | Y      |    | Review the ethnicity & disability monitoring arrangements in each of the service delivery areas when new procedures come into place: CFS eg customer satisfaction forms, Operational, Control. | CS, PID              | ADO's & Performance                          | Jan-08                 | Y         |                  | Policy Group agenda template now includes a standing agenda item for monitoring arrangements  |   |                   | Appendix B, Directorate Plan 2008/09   | Completed   |
| 3             | Y    | N          | N      |    | All stations with significant ethnic minority communities to build up good relations with these and other diverse groups.  | CS                   | ADO's  | Ongoing                | A&O       | 01/12/05<br>2006 | TC & WL attend community events, launch of TREDP. Attend PACT meetings around BTW - representatives from whole communities, Polish & English Culture Event 2007, Rock against Racism 2006/07/08, Age Concern visits, Mosque |   | N                 | Appendix B, Directorate Plan 2008/09   | Work is ongoing and achieved.   |
| 3             |      | Y          | N      |    | Stations to build up good relations with disability groups   | CS                   | District Support Officers                    | Ongoing                | A&O       |                  | Attend PACT meetings  |   |                   | Appendix B, Directorate Plan 2008/09   | Work with Learning Disability groups. Future plans for work with disabled groups.   |
| 4             | Y    | Y          | Y      |    | Attend (minority) community events with recruitment and CFS literature   | CS                   | ADO's  | Ongoing                | A&O       | A&O              | Mega Mela 2005, Rock Against Racism 2006/07/08, Open Days 2006, Asian Womens Even Feb 08  |   | Y                 | Appendix B, Directorate Plan 2008/09   | Work is ongoing and achieved  |
| 5             | Y    | N          | N      |    | Project to look at target areas for CFS information - temporary Community liaison officer with specific language employed to undertake this  | CS                   | ADO's  | Aug-06                 | Y         | Aug-06           | Adverts placed in August, temporary person started in October 2006  |   | Y see 73          | Completed prior to 08/09               | Completed   |
| 6             | Y    | Y          | Y      | Y  | Retained stations to undertake positive action to connect with under-represented groups with CFS education and recruitment information   | CS                   | ADO's  | Ongoing                | A&O       | A&O              | Open days at Stations, Driving Day at Oswestry specifically for women, contacting schools etc to encourage more women. FSNBF ladies driving challenge.  |   |                   | Appendix B, Directorate Plan 2008/09   | Work is ongoing   |
| 7*            | Y    | N          | N      | Y  | Ensure that reception and CFS staff are aware of translation service and how they can access this  | CS, Exec, HR         | CFS, Corporate Services Manager, EDO         | Sep-08                 |           |                  | Links to action number 8 investigation complete - awaiting implementation   |   |                   | Appendix B, Directorate Plan 2008/09   | Awaiting implementation of language line  |
| 8*            | Y    | N          | N      | Y  | Investigate the feasibility of introducing a service such as language line   | CS, HR               | CFS, Control, EDO                            | Dec-06                 | Y         |                  | Investigation has taken place and is to be introduced shortly.  | In PG report indicative costs, ops assurance clarified needed it, in budget |                   | Completed prior to 08/09               | Completed   |
| 9*            | Y    | Y          | Y      |    | Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure.   | All                  | All  | Ongoing                | A&O       | Dec-07           | Evidence of this can be found on the EQIA databases for all Directorates./ CFA paper  |   | Y                 | Appendix B, Directorate Plan 2008/09   | Paper 7, CFA 16.07.08 Constitution of committees assessed and changes made in line with EQIA.                             |
| 10            | Y    | Y          | N      |    | Produce an external communications policy for press and media.   | PID                  | Programme Office                             | Dec-08                 | P         |                  | Included in action number 44  |   |                   | Appendix B, Directorate Plan 2008/09   | Being researched currently. Will be incorporated into Comms and Consultation Strategy. Completion date extended to Dec 08 |
| 11*           | Y    | Y          | Y      |    | Include Race & Disability Equality & promotion activities in SFRS Organisation Business Plans to integrate race equality into mainstream activities.   | All                  | CFO, Policy Group                            | Annually as devised    | A&O       | Annually         | Information on this is contained in the Retained Station Plans. Performance Plan & Audit and Performance Committee report.  |   | Y                 | Appendix B, Directorate Plan 2008/09   | Corporate Equality Action Plan is now contained within the Directorate Plans.   |
| 12            | Y    | Y          | N      |    | Compliments slips inform all (minority) people that a translation service is available eg language/disability  | Exec                 | Corporate Services Manager                   | Oct-06                 | Y         |                  | Completed   |   |                   | Completed prior to 08/09               | Completed   |
| 13*           | Y    | Y          |        |    | Establish a recording mechanism for all equality impact assessments (new, current, revised policies procedures or practices) and EQIA forms.   | HR, Exec, PID        | EDO, Corporate Services Manager, Performance | Oct-06                 | Y         | 01/12/06         | Database has been created.  |   | Y see 9           | Completed prior to 08/09               | Completed   |
| 14*           | Y    | Y          | Y      |    | Ensure that papers for meetings require Members to consider implications for equality and diversity.   | HR, Exec             | Corporate Services Manager, EDO              | Ongoing                | A&O       | Ongoing          | Reports for members require them to complete this part of the report  |   |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |

| Action Number | Race | Disability | Gender | ES | Action   | Departments involved | Responsible Officer | Target completion date                           | Completed | Date completed | Evidence  | Notes  | Evidence produced | Where the action will be reported upon | Progress Quarter 1 as reported in the Directorate Business Plans                |
|---------------|------|------------|--------|----|--|----------------------|---------------------|--|-----------|----------------|---|--|-------------------|--|---|
| 15            | Y    | Y          | Y      |    | Use data from the monitoring of take up of service, to inform policy review and target setting   | Exec                 | CFO                 | Annually as devised                              | A&O       | Ongoing        | ORS reports. After Fire Incident Survey. Fire Authority Meeting   |  |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 16            | Y    | Y          | Y      |    | Utilise demographic data from the census for Shropshire to inform plans  | Exec                 | CFO                 | Annually   | A&O       | Ongoing        | E+D Self Assessment   |  |                   | Appendix B, Directorate Plan 2008/09   | See E+D Assessment  |
| 17            | Y    | Y          | Y      |    | Promote the Authority's successful racial / disability / gender equality work in the media.  | Exec                 | CFO & Policy Group  | Ongoing  | A&O       | Ongoing        | Mega Mela, Racism Football Event 2006, article in Chronicle about Female Firefighters   |  | Y see 19 & 31     | Appendix B, Directorate Plan 2008/09   | Adverts on fire appliances e.g. Hate Crime                                      |
| 18            | Y    | Y          | Y      |    | Promote the Authority's commitment to racial / disability / gender equality in all appropriate internal and external communications.               | Exec                 | CFO & Policy Group  | Ongoing  | A&O       | Ongoing        | Retention of two ticks in pink.   |  | Y                 | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 19            | Y    | Y          | Y      |    | Ensure that public events organised/attended by the Authority reflects and reinforces its commitment to racial / disability / gender equality.     | Exec                 | CFO & Policy Group  | Ongoing  | A&O       | Ongoing        | Mega Mela, Rock Against Racism, Connecting Communities, Equalities Forum, TREDP.  |  |                   | Appendix B, Directorate Plan 2008/09   | EQIAs carried out   |
| 20            | Y    | Y          | Y      |    | Maintain currency of knowledge for Champions of Equality and Diversity, the Chair and CFO.   | Exec                 | Chair & CFO         | Dec-06   | A&O       |                | Have attended EQIA training and E+D National Strategy Conference  | Emailed Training Development Manager to research appropriate courses |                   | Appendix B, Directorate Plan 2008/09   | see evidence  |
| 21            | Y    | Y          | Y      |    | Annually circulate an update to policy group and employees on the RES & DES & GES action plan  | HR                   | EDO                 | Annually   | A&O       |                | HR Committee Receive update reports, PG received presentation with updated list.  |  |                   | Appendix B, Directorate Plan 2008/09   | Through quarterly reporting process on the CEAP                                 |
| 22*           | Y    | Y          | Y      |    | Monitor employment target levels/dates for compliance  | HR, PID              | EDO, Performance    | Annually   | A&O       | Ongoing        | Evidence of this is through our BVPI's.   |  |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 23            | Y    | Y          | Y      |    | Review the current induction training to ensure that information on the Race Relations Act/DDA & DES & GES is included                             | HR                   | EDO                 | Jul-05   | Y         | 01/07/05       | Information on the RRA is now included in induction training. Summary schemes are given out at induction.   |  |                   | Completed prior to 08/09               | Completed   |
| 24            | Y    | N          | N      |    | Review the RES and make alterations for the 2008-11 scheme.  | HR                   | EDO                 | Oct-08   |           |                |   |  |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 25            | Y    | N          | N      |    | Document where translation service are available and put into Brigade Order  | HR                   | EDO                 | Dec-08   |           |                |   |  |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 26            | Y    | Y          | Y      |    | Create an Equality Audit Group   | HR                   | EDO                 | RES 01/12/2006<br>DES June 2007<br>GES June 2007 | Y         |                | Equality Steering Group has been created.   | New date agreed for RES June 2007                                    |                   | Completed prior to 08/09               | Completed   |
| 27            | Y    | Y          | N      |    | Ensure that the Website has a contact for requesting information in alternative formats  | HR                   | EDO                 | Jun-05   | Y         | 01/06/05       | Evidence of this is on the website front page   |  |                   | Completed prior to 08/09               | Completed   |
| 28            | Y    | N          | N      |    | Create a specific Equality & Diversity webpage   | HR                   | EDO                 | Oct-05   | Y         | 01/10/05       | Evidence of this is on the new website.   |  | Y                 | Completed prior to 08/09               | Completed   |
| 29            | Y    | N          | Y      |    | Undertake recruitment taster sessions for under-represented groups for operational posts   | HR                   | EDO                 | July 2006<br>May 2007<br>May 2008                | A&O       | 01/07/06       | 3 Sessions were held, 2 on 17 June and 1 on 19 June, taster sessions for women on 24/11/08.   |  | Y                 | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 30            | Y    | N          | N      |    | Review the application and monitoring form for race and other diversity implications   | HR                   | EDO                 | Aug-05   | Y         | 01/08/05       | These have been reviewed and a revised application and monitoring form is now in use  |  | Y                 | Completed prior to 08/09               | Completed   |
| 31            | Y    | Y          | Y      |    | Attend events to promote the service to under-represented groups, eg jobfinder, mega mela.   | HR                   | EDO/HRM/HRO         | Ongoing  | A&O       | Ongoing        | Mega Mela 2005, Rock Against Racism 2006 & 07, Jobfinder in 2005 & 2006, Kick Racism out of football tournament 2006, Open Days 2006/07, Polish & English Cultural Eve 2007, FSNBF Womens Driving Challenge 07, EDO attendees Shropshire Equalities Forum and Telford Race Equality & Diversity Partnership, Asian Womens Event Feb 08. |  | Y                 | Appendix B, Directorate Plan 2008/09   | Rock against Racism 2008. events attended as they happen                        |
| 32*           | Y    | Y          | N      |    | Carry out an employee survey/cultural audit to obtain views on equalities issues.  | HR, PID              | EDO, Performance    | RES 01/11/2006<br>DES Jan 2007                   | Y         | 01/01/07       | Ged sending copy to me  |  |                   | Completed prior to 08/09               | Completed   |
| 33            | Y    | N          | N      |    | Ensure that all staff from under-represented groups are offered the opportunity to discuss their experiences within 4 months of joining their team | HR                   | EDO                 | 2005<br>2006<br>2007                             | O         | 27/06/05       | Interviews carried out with members of staff. No new staff in 2006.   |  |                   | Appendix B, Directorate Plan 2008/09   | Recruits that have joined during 2008 are not from any under-represented group. |
| 34            | Y    | Y          | N      |    | Review Equality & Diversity training to consider developing training aimed at different levels, undertake a training needs analysis                | HR                   | DM & EDO            | Oct-08   |           |                |   | LM speak to Yvonne about this  |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |

| Action Number | Race | Disability | Gender | ES | Action  | Departments involved | Responsible Officer                          | Target completion date    | Completed | Date completed       | Evidence  | Notes | Evidence produced | Where the action will be reported upon | Progress Quarter 1 as reported in the Directorate Business Plans  |
|---------------|------|------------|--------|----|---|----------------------|--|---------------------------|-----------|----------------------|---|-------|-------------------|--|---|
| 35            | Y    | Y          | N      |    | Deliver specific training on conducting EQIA for those with specific responsibility for these.  | HR                   | EDO & DM                                     | 2005<br>2006<br>2007      | A&O       | 27/06/05<br>30/11/06 | 2 members of staff received training. 3 sessions held in November 2006. Session held on 19/06/07  |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 36            | Y    | Y          | Y      |    | Ensure that all staff training includes messages that inform employees on how to ensure that no service user is unlawfully discriminated against on the grounds of race/disability/gender.                          | HR                   | ACO, DM, EDO                                 | As devised                | A&O       | Ongoing              | Leadership & management development programmes, retained E&D training, all wholetime watches receiving E&D training during 2007   |       |                   | Appendix B, Directorate Plan 2008/09   | also included in handbook and induction training  |
| 37            | Y    | Y          | Y      |    | Hold equality workshops for Authority Members, SFRS senior managers and senior officers. DES - Members only   | HR                   | ACO, DM, EDO                                 | Bi-annually 2007          | A&O       |                      | E&D members training held on 30/05/07 all policy group & snr mgrs have attended EQIA training   |       |                   | 2009/10 Directorate Plans              | Ongoing   |
| 38            | Y    | Y          | Y      |    | Ensure that job vacancies are advertised as widely as possible, including ethnic minority media if appropriate.   | HR                   | HRM, EDO                                     | Annually                  | A&O       |                      | Advert has been placed in the Urban UK Directory with 2 other FRS in the region, this is distributed to BME & people with disability, this is out in October 2007, distributed over the year at various events. |       |                   | Appendix B, Directorate Plan 2008/09   | advert being placed in Urban UK for 2008  |
| 39            | Y    | Y          | Y      |    | Ensure that training and refresher courses are provided (as appropriate) for personnel involved in the recruitment and selection process (including interviewing and appointing staff), to avoid any cultural bias. | HR                   | DM   | Annually                  | A&O       | Ongoing              | Staff have been given training in 2006  |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 40            | Y    | Y          | Y      |    | Ensure that equality issues are incorporated into training for all staff  | HR                   | ACO, DM, EDO                                 | As devised                | A&O       | Ongoing              |   |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 41            | Y    | N          | N      |    | Ensure that training for managers/officers includes the implications of racial equality matters   | HR                   | ACO, DM, EDO                                 | As devised                | A&O       | Ongoing              |   |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 42            | Y    | N          | N      |    | Issue all staff with a summary of the Race Equality Scheme, and incorporate into induction information  | HR                   | EDO  | 2006 changed to July 2007 | Y         | 14/04/07             | Information has been put in the pink April 07, copy of summary document in file.  | Y     |                   | Completed prior to 08/09               | Completed   |
| 43            | Y    | Y          | Y      |    | Produce a report on statistics when appropriate data becomes available  | PID                  | Statistics Officer                           | Ongoing                   | A&O       |                      |   |       |                   | Appendix B, Directorate Plan 2008/09   | This is complete and forms part of the self assessment for the E+D Audit  |
| 44            | Y    | Y          | N      | Y  | Produce a Brigade Order for consultation with stakeholders and staff (Comms Strategy)   | PID                  | Performance Improvement                      | Aug-08                    | P         |                      |   |       |                   | Appendix B, Directorate Plan 2008/09   | Work on this is underway.   |
| 45            | Y    | Y          | ?      |    | Ensure that consultation protocol is being used in all areas  | PID                  | Performance Improvement Officer              | Dec-08                    | P         |                      |   |       |                   | Appendix B, Directorate Plan 2008/09   | Work on this is underway.   |
| 46            | Y    | Y          | ?      |    | Ensure consultation feedback is used to review policy for policies and planning   | PID                  | Performance Improvement Officer/ all mangers | Jan-09                    |           |                      | IRMP  |       |                   | Appendix B, Directorate Plan 2008/09   | Feedback on Annual Report used as part of Strategic Planning Process (October Workshop)   |
| 47            | Y    | Y          | Y      |    | Race, Disability & Gender Equality Scheme and Action Plan are promoted throughout the organisation by policy group members  | PID                  | CFO & Policy Group                           | May 2002 ongoing          | A&O       |                      |   |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 48            | Y    | Y          | N      |    | Amend complaints survey form to include ethnicity & disability monitoring information   | PID                  | Senior Management                            | Aug-06                    | Y         | Aug-06               | Copy of form  |       | Y                 | Completed prior to 08/09               | Completed   |
| 49*           | Y    | Y          | Y      |    | Ensure that all customer surveys include Equality & Diversity questions and monitoring information and that these results are published.  | HR, PID              | Performance (lead) /HRM & EDO                | Mar-09                    | P         |                      | Alison to check with ORS. BS follow up form. Complaints form, Cultural Audit  |       |                   | Appendix B, Directorate Plan 2008/09   | All surveys undertaken from now onwards will include an E+D questionnaire. E.g Annual Report, ATI and IRMP. Stress survey meeting has been held and has included monitoring data. |
| 50            | Y    | N          | N      |    | Investigate the feasibility of translating the website into local community languages   | PID                  | Web Officer                                  | Aug-08                    | Y         |                      | Claire to look at mid July  |       |                   | Appendix B, Directorate Plan 2008/09   | CFS parts of the website are translated and links have been established to CLG literature.  |

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|---------------|------|------------|--------|----|--|----------------------|----------------------------------|------------------------|-----------|----------------|--|-------|-------------------|--|--|
| 51            | Y    | Y          | N      |    | Review the supplier management policy to ensure that it incorporates Equal Opportunities Policies and the CRE's 'Race Equality and Public Procurement Document'. | Res                  | HOR                              | Jan-09                 | P         |                | Partially complete   |       |                   | Appendix B, Directorate Plan 2008/09   | CRE guidance out of date and new guidance not yet available. HoR attended West Midlands forum presentation regarding this issue and considering actions. |
| 52            | Y    | N          |        |    | Investigate availability of different styles of uniforms/corporate wear e.g. long sleeves for Muslim staff and maternity wear                                    | Res                  | HOR, Equipment Contracts Manager | Jul-07                 |           | 2007           |  |       | Y                 | Appendix B, Directorate Plan 2008/09   | Meetings have now taken place with providers and meetings with staff to discuss  |
| 53*           | N    | Y          | N      |    | Investigate the feasibility of introducing a service such as minicom or talk type.   | HR, PID              | EDO/Performance - comms          | Mar-09                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet started  |
| 54*           | N    | Y          | N      |    | Where appropriate provide a summary of more detailed documents eg IRMP.  | All                  | All                              | Annually as devised    | A&O       | Ongoing        | DES summary document, Procurement Handbook, IRMP results, performance summary 2007                       |       | Y                 | Appendix B, Directorate Plan 2008/09   | EQIA on MTFP has identified need for summary   |
| 55            | N    | Y          | N      |    | Review the DES and make alterations for the 2009-11 scheme.  | HR                   | HRM/EDO/Policy Group             | Oct-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due  |
| 56            | N    | Y          | N      |    | Brigade Order to be produced on the format of documents and literature taking into account different types of Disabilities                                       | HR, Exec             | EDO/Senior Mgt Support Officer   | Feb-07                 | Y         |                | Corporate branding document  |       |                   | Completed prior to 08/09               | Completed  |
| 57            | N    | Y          | Y      | Y  | Disability and Gender section page to be included on the website   | HR                   | EDO                              | 2007                   | Y         |                | This is on the new website   |       |                   | Completed prior to 08/09               | Completed  |
| 58            | N    | Y          | N      | N  | Issue all staff with a summary of the Disability Equality Scheme.  | HR                   | EDO                              | Dec-06                 | Y         | 22/12/06       | Summary document was sent on the pink to all staff.  |       | Y                 | Completed prior to 08/09               | Completed  |
| 59*           | N    | Y          | N      | Y  | Promote the use of plain English throughout the organisation; create a Brigade Order on this.  | All                  | Performance Improvement          | Aug-08                 | P         |                | Incorporated into the Consultation and Communication Strategy, and Corporate Image                       |       |                   | Appendix B, Directorate Plan 2008/09   | GE to investigate and return withy PG report. May have to amend Target Date.   |
| 60            | N    | Y          |        | Y  | All staff to have disability awareness training  | HR                   | EDO/DM                           | 2006-2009              | P         |                | Retained staff have had this during 2007. WT watches to had during 2008 . Members have received training |       |                   | Appendix B, Directorate Plan 2008/09   | New WT recruits have had training in the 6 strands   |
| 61            | N    | Y          |        |    | Where appropriate use local people for talks and training regarding disability.  | HR                   | EDO/DM                           | Oct-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due  |
| 62            | N    | Y          | N      |    | Produce literature informing staff about what happens if you have or get a disability  | HR                   | HRM                              | Oct-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due  |
| 63            | N    | Y          | N      |    | Electronic application form should be made available.  | HR, PID              | Web Officer & EDO                | Jan-09                 | P         |                | PDF version available  |       |                   | Appendix B, Directorate Plan 2008/09   | PDF version available from website. GE to investigate costs of on line application form.   |
| 64            | N    | Y          |        |    | Review the information sent out in application packs   | HR                   | HRM                              | Jan-09                 |           |                |  |       |                   | 2009/10 Directorate Plans              | Not yet due  |
| 65            | N    | Y          | N      | Y  | Trial using the Conversor equipments for people using hearing aids when undertaking CFS work.  | CS                   | Head of Fire Prevention          | Jun-08                 | P         |                | Through the Vulnerable Person's Officer  |       |                   | Appendix B, Directorate Plan 2008/09   | Trial commenced. Date needs to be checked.   |
| 66            | N    | Y          | N      |    | Review where referral forms are distributed  | CS                   | Head of Fire Prevention          | Mar-09                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due  |
| 67            | N    | Y          | N      |    | Use specialist media to promote CFS. For example; disabled groups newsletters  | CS                   | Head of Fire Prevention          | Sep-08                 | A&O       |                | e.g. Help the Aged   |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing  |
| 68            | N    | Y          | N      | Y  | Review the website for accessibility issues  | PID                  | Web Officer                      | Aug-07                 | Y         |                | Completed with new website, claire to confirm what accessibility audit has been undertaken               |       |                   | Completed prior to 08/09               | Completed  |
| 69            |      |            |        |    | Blank  |                      |                                  |                        |           |                |  |       |                   |  |  |

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|---------------|------|------------|--------|----|---|----------------------|------------------------------|------------------------|-----------|--------------------|--|-------|-------------------|--|---|
| 70            | N    | Y          | Y      |    | Continued implementation of the Buildings/Assets programme to ensure we are complying with our legislative requirements                     | Res                  | HOR                          | 2006-2009              | A&O       | Annually           | Capital reports available on website to show progress on this.   |       | Y                 | Appendix B, Directorate Plan 2008/09   | Prees and Craven Arms recently completed  |
| 71            | N    | Y          | N      |    | To research/implement reasonable adjustments to premises and equipment where necessary  | Res                  | HOR                          | 2006-2009              | A&O       | As required        | Hearing aid supplied to staff, trial use of lace up boots. Disabled toilet provided for medal ceremony on Shrewsbury station |       |                   | Appendix B, Directorate Plan 2008/09   | As above  |
| 72            | N    | Y          | N      |    | Work with local authorities to promote official firework displays only  | CS                   | DCFO                         | 2006-2009              | A&O       | Ongoing            | It is the policy of SFRS only to promote official displays   |       |                   | Appendix B, Directorate Plan 2008/09   | Ongoing   |
| 73            | N    | Y          | N      |    | Develop a people at risk team to target fire safety at hard to reach people, including disabled people                                      | CS                   | DCFO                         | Apr-07                 | A&O       | 01/03/07 & ongoing | The team is now up and running, this includes Vulnerable Person's Officer, mohammed younis, and youth officer                |       | Y                 | Appendix B, Directorate Plan 2008/09   | Continual improvement through employment of Fire Crime Officer. Post advertised |
| 74            | N    | N          | Y      |    | Look at reasons wh people refuse to have smoke detectors fitted   | CS                   | Head of Prevention           | Sep-09                 |           |                    |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 75*           | N    | N          | Y      |    | Use results of Cultural Audit to identify further actions   | All                  | All                          | As devised             | Y         |                    | Consultation completed and draft action plan   |       |                   | Appendix B, Directorate Plan 2008/09   | Completed   |
| 76*           | N    | N          | Y      |    | All new and replacement posts must consider whether these can be carried out part-time/job share  | All                  | All                          | Sep-08 ongoing         | A&O       |                    | Advert template now includes section to consider this  |       |                   | Appendix B, Directorate Plan 2008/09   | As new jobs arise, seek advice from HR  |
| 77            | N    | N          | Y      |    | Incident facilities need to be reviewed and a policy written on this  | CS                   | Head of Operations           | Dec-08                 | P         |                    |  |       |                   | Appendix B, Directorate Plan 2008/09   | Welfare Order in place. Toilet facilities being revised.                        |
| 78            | N    | N          | Y      |    | Policy to be introduced and communicated to all staff on the use of lockers and changing areas  | CS                   | Head of District Performance | Dec-08                 |           |                    |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 79*           | N    | N          | Y      |    | Investigate the introduction of Corporate Wear  | All                  | All                          | 2009                   |           |                    |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 80            | N    | N          | Y      | N  | Review the GES and make alteration for the 2010-13 scheme   | HR                   | HRM/EDO/ Policy Group        | Dec-09                 |           |                    |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 81            | N    | N          | Y      | N  | Issue all staff with a summary of the GES   | HR                   | EDO                          | May-07                 | Y         | 22/06/07           | Summary document was placed on the pink.   |       |                   | Completed prior to 08/09               | Completed   |
| 82            | N    | N          | Y      |    | Review the flexi-time scheme which is in operation for non-uniformed staff  | HR                   | HRM                          | Mar-09                 |           |                    |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 83            | N    | N          | Y      |    | Family friendly policies to be promoted throughout the organisation, eg flexible working, parental leave                                    | HR                   | EDO                          | Aug-07                 | Y         |                    | Currently done through E&D training, info for the pink in progress, draft BO's in progress (adoption and job sharing)        |       |                   | Appendix B, Directorate Plan 2008/09   | Completed   |
| 84            | N    | N          | Y      |    | IT training to be communicated to all staff, especially those in operational posts, information to be placed in the internal newsletter     | HR                   | DM                           | Oct-08                 | P         |                    | Training needs analysis has been undertaken  |       |                   | Appendix B, Directorate Plan 2008/09   | analysis of results being undertaken  |
| 85            | N    | N          | Y      |    | Information to be placed on the internal newsletter to give them information on ; sexual orientation and transsexuals                       | HR                   | EDO                          | Nov-08                 |           |                    |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 86            | N    | N          | Y      |    | Specific training to be developed on training men and women on interactive skills, respect, this should be implemented where it is required | HR                   | DM                           | Oct-08                 |           |                    | Dignity at Work has been completed   |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 87            | N    | N          | Y      | Y  | Improve the communication and involvement of 'taster sessions'  | HR                   | EDO                          | As undertaken          | Y         |                    | Tasters held Nov 07, communicated to staff via the pink and offered staff to be involved                                     |       |                   | Appendix B, Directorate Plan 2008/09   | None planned so far for 2008  |
| 88            | N    | N          | Y      |    | Investigate feasibility of introducing Childcare Vouchers for employees   | HR                   | EDO                          | Nov-07                 | Y         |                    | Childcare vouchers have been implemented in Jan 08.  |       |                   | Completed prior to 08/09               | Completed   |
| 89            | N    | N          | Y      |    | Talk to job centre plus/careers advisors to ensure that they are promoting firefighter roles to both genders                                | HR                   | HRM                          | May-09                 |           |                    |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 90            | N    | N          | Y      | Y  | Gender Equality Training to be incorporated into training for staff   | HR                   | DM & EDO                     | 2007-2010              | A&O       |                    |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 91            | N    | N          | Y      |    | Investigate the feasibility of creating/participating in a LGBT group   | HR                   | EDO                          | Aug-08                 | P         |                    | Currently investigating participation in the SCC LGBT  |       |                   | Appendix B, Directorate Plan 2008/09   | Investigation taking place for practical issues                                 |



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|---------------|------|------------|--------|----|---|----------------------|-----------------------------|------------------------|-----------|----------------|------------------------|-------------------------------------|-------------------|--|--|
| 92            | N    | N          | Y      | Y  | Review the maternity policy   | HR                   | HRM                         | Sep-08                 | P         |                | Ready for consultation |                                     |                   | Appendix B, Directorate Plan 2008/09   | with unions for consultation                                     |
| 93            | N    | N          | Y      |    | Ensure that there is adequate provision for maternity uniforms  | Res                  | Equipment contracts manager | 2007-2010              |           |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | ongoing discussion with suppliers                                |
| 94            | N    | N          | Y      |    | Only use suppliers that take into consideration gender differences when supplying equipment and PPE   | Res                  | HOR                         | Ongoing                | A&O       |                | Meeting contractors    |                                     |                   | Appendix B, Directorate Plan 2008/09   | Ongoing  |
| 95            | N    | N          | Y      |    | Contractors to improve cleanliness of toilet and shower facilities  | Res                  | HOR                         | Ongoing                | P         |                | In progress            |                                     |                   | 2009/10 Directorate Plans              | Not yet due  |
| 96            | N    | N          | N      | Y  | Initial meeting with Consultant to review equality for Local Government   | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 97            | N    | N          | N      | Y  | Review of Self assessment of level 1  | STG                  | STG                         |                        | Y         | 01/02/08       |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 98            | Y    | Y          | Y      | Y  | Meetings with Directorates confirmed for their EQIA action plan   | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 99            | Y    | Y          | Y      | Y  | EQIA action plan completed for each Directorate   | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 100           | N    | N          | N      | Y  | Advert for secondment opportunity into Equality and Diversity to go in pink   | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 101           | N    | N          | N      | Y  | Review of Self assessment of level 2  | STG                  | STG                         |                        | Y         | 01/03/08       |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 102           | N    | N          | N      | Y  | Equality Impact Assessment process to be amended to fully utilise the outcomes and link to service planning                                       | HR, PID              | EDO/ Prog Man               |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 103           | N    | N          | N      | Y  | Date to be arranged for representative bodies to discuss cultural audit and equality standard   | HR                   | HOD/EDO                     |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 104           | N    | N          | N      | Y  | Self assessment of level 3  | STG                  | SG                          |                        | Y         | 01/04/08       |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 105           | N    | N          | N      | Y  | ½ day training to enhance performance for the Steering group to be arranged   | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 106           |      |            |        | Y  | Training on EQIA's for policy group and other appropriate managers to enhance current understanding and linkage of outcomes to performance plans. | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 107           | N    | N          | N      | Y  | Appointment of secondee into Equality and Diversity Section   | HR                   | EDO                         |                        | Y         | 01/05/08       |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 108           | Y    | Y          | Y      | Y  | EQIA prioritisation plan  | HR                   | EDO                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 109           |      |            |        | Y  | Equality monitoring guidance policy to be developed   | HR                   | EDO                         | Aug-08                 |           |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 110           | N    | N          | N      | Y  | Further dates to be booked on training managers on completion of EQIA's   | HR                   | EDO                         | latter half of 2008    | A&O       |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Ongoing  |
| 111           |      |            |        | Y  | Review of interview panel training  | HR                   | HOD                         | Aug-08                 |           |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 112           | N    | N          | N      | Y  | Organisation chart showing the communication flow between committees and groups within the Service  | PID                  | HOD                         |                        | Y         |                |                        |                                     |                   | Appendix B, Directorate Plan 2008/09   | Completed  |
| 113           |      |            |        | Y  | Recruitment brigade order to be written.  | HR                   | HRM                         | Aug-08                 |           |                | Draft                  |                                     |                   | Appendix B, Directorate Plan 2008/09   | Currently going through full EQIA                                |
| 114           | N    | N          | N      | Y  | Amend partnership forms to include E&D implications   | PID                  | Prog Man                    | Sep-08                 |           |                |                        | LG to check advice from E+D Officer |                   | Appendix B, Directorate Plan 2008/09   | See notes column   |

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| 115           | N    | N          | N      | Y  | Draft self assessment report  | HR, STG              | EDO/STG             | Jun-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Completed and sent to external assessors prior to validation date.            |
| 116           |      |            |        | Y  | Appointment of Equality and Diversity Assistant   | HR                   | EDO                 | Aug-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Interviews completed. Post offered to candidate                               |
| 117           |      |            |        |    | ½ day with consultant to look at specific EQIA's  | HR                   | EDO                 | Ongoing                |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | As required - to be looked at during August                                   |
| 118           |      |            |        | Y  | Investigate ORS additional scrutiny panel for minority groups   | PID                  | PIO                 | Jan-09                 |           |                | Tie in with budget consultation  |       |                   | Appendix B, Directorate Plan 2008/09   | This has been investigated through the TREDG and Shropshire Equalities Forum. |
| 119           |      |            |        | Y  | Review consultation budget in line with consultation strategy   | PID                  | Prog Man            | Apr-09                 |           |                |  |       |                   | 2009/10 Directorate Plans              | Not yet due   |
| 120           | N    | N          | N      | Y  | Equality Standard general information to go on the pink   | HR                   | EDO                 |                        |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Completed   |
| 122           |      |            |        | Y  | Equality Standard briefing document for team meetings   | HR                   | EDO                 | Aug-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | In draft  |
| 123           | N    | Y          | N      | Y  | Trial use of Converser (similar to portable loop for people with hearing impairment) on Shrewsbury WT Station             | HR                   | EDO                 |                        |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Completed   |
| 124           |      |            |        | Y  | Succession plan   | HR                   | HRM                 | Aug-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |
| 125           | N    | N          | N      | Y  | Action Plan for the Fire & Rescue National Equality and Diversity Strategy  | STG                  | STG                 | Jul-08                 |           |                | waiting for national briefing sessions on target setting held during summer 2008 |       |                   | Appendix B, Directorate Plan 2008/09   | Action plan approved at July 08 CFA. Delegated to Steering Group              |
| 126           |      |            |        | Y  | Devise Equality and Diversity Training for operational staff  | HR                   | EDO                 | tbc                    |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Investigation of need currently in progress                                   |
| 127           | N    | N          | N      | Y  | Review timescales for achievement of level 4  | STG                  | STG                 | Oct-08                 |           |                | Depends upon outcome of external assessment and improvement areas                |       |                   | Appendix B, Directorate Plan 2008/09   | to be reviewed at the Strategic Planning Workshops in October 08              |
| 128           | N    | N          | Y      | Y  | We will plan to undertake an equal pay review in accordance with the EOC's (now the E&HRC) code of practice on equal pay. | HR                   | HRM                 | Oct-08                 |           |                |  |       |                   | Appendix B, Directorate Plan 2008/09   | Not yet due   |