

## 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 260225 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 (CEAP) which are being monitored through the Directorate Business Plans.

### 2 Recommendations

The Committee is asked to note:

- a) the progress on the actions in the Corporate Equality Action Plan; and
- b) the additional items as agreed by the Equality and Diversity Steering Group to be added to 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. These actions were agreed by Policy Group (Executive Officers) and were reviewed at the start of the reporting period by the Equality and Diversity Steering Group to ascertain which actions had been completed and which were still in progress or had not yet started, thus updating the CEAP. It was necessary to re-evaluate the completion dates for some actions and these were amended in light of workloads within the directorates.

## **4 Progress to date**

This report is the second quarterly update and shows the progress made from July to September 2008 in achieving those actions. The colour coding allows a quick glance on progress with detail in the text. A number of actions were achieved prior to April 2008, 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.

93 out of the 127 actions are now either completed or completed and ongoing. This represents over 73% of the total current actions (an increase from 64% reported in the last quarter). Progress on individual actions is detailed in appendix A.

A number of actions have also been identified following an analysis of the Equality Standard for Local Government and the National Equality and Diversity Strategy which have been agreed by the Equality and Diversity Steering Group. It is intended that these actions be added to the CEAP and that progress be reported at the next Audit and Performance Management Committee alongside the existing actions in the plan. The list of the additional actions is included in appendix B to the report.

## **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 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.

## **8 Appendices**

### **Appendix A**

Corporate Equality Action Plan – Progress on Quarter 2 (July – September 2008)

### **Appendix B**

Additional actions identified to be added to the Corporate Equality Action Plan

## 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	*

**Appendix A** to report on  
**Quarterly Progress on the Corporate Equality Action Plan**  
**Shropshire and Wrekin Fire Authority**  
**Audit and Performance Management Committee**  
**27 November 2008**

**Corporate Equality Action Plan**

Action Number	Race	Disability	Gender	ES	Action	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1 as reported in the Directorate Business Plans	Progress Quarter 2 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	ATI survey results show return from minorities	Ongoing
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	Completed	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 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	Work is ongoing and achieved.	RED AGM and hate crime event attended. Work is ongoing and achieved. Further activity in Wellington with Mosques completed in September
3		Y	N		Stations to build up good relations with disability groups	CS	District Support Officers	Ongoing	A&O		Attend PACT meetings	Work with Learning Disability groups. Future plans for work with disabled groups.	all vulnerable people being targeted particularly in Wholetime Areas.
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	Work is ongoing and achieved	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	Completed	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.	Work is ongoing	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	Y		Links to action number 8 investigation complete - awaiting implementation	Awaiting implementation of language line	Language line implemented and used. Information has been sent to all appropriate staff.
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.	Completed	Operational Exercise at CM tested language line successfully.
9*	Y	Y	Y		Ensure all Committee and Fire Authority papers and Policy Group 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	Paper 7, CFA 16.07.08 Constitution of committees assessed and changes made in line with EQIA.	Ongoing and embedded
10	Y	Y	N		Produce an external communications policy for press and media.	PID	Programme Office	Dec-08	P		Included in action number 44	Being researched currently. Will be incorporated into Comms and Consultation Strategy. Completion date extended to Dec 08	As before
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.	Corporate Equality Action Plan is now contained within the Directorate Plans.	All watches now incorporating vulnerable groups on their target populations.

**Corporate Equality Action Plan**

Action Number	Race	Disability	Gender	ES	Action	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1 as reported in the Directorate Business Plans	Progress Quarter 2 as reported in the Directorate Business 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	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.	Completed	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	Ongoing	Ongoing
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	Ongoing	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	See E+D Assessment	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	Adverts on fire appliances e.g. Hate Crime	Kick Racism Out of Football advertised in the internal newsletter
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.	Ongoing	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.	EQIAs carried out	DCFO visited station open day at Wellington targeted at Muslim population.
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	see evidence	DCFO attended conference on equality target setting.
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.	Through quarterly reporting process on the CEAP	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.	Ongoing	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	Completed
24	Y	N	N		Review the RES and make alterations for the 2008-11 scheme.	HR	EDO	Nov-08				Not yet due	End date amended to November 08
25	Y	N	N		Document where translation service are available and put into Brigade Order	HR	EDO	Dec-08				Not yet due	Not yet due
26	Y	Y	Y		Create an Equality Audit Group	HR	EDO	RES 01/12/2006 DES June 2007 GES June 2007	Y		Equality Steering Group has been created.	Completed	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	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.	Completed	Completed
29	Y	N	Y		Undertake recruitment taster sessions for under-represented groups for operational posts	HR	EDO	July 2006 May 2007 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.	Ongoing	Tasters being held November 2008
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	Completed	Completed

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31	Y	Y	Y		Attend events to promote the service to under-represented groups, eg jobfinder, mega mela.	HR	EDO/HRM/HR O	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 attends Shropshire Equalities Forum and Telford Race Equality & Diversity Partnership, Asian Womens Event Feb 08.	Rock against Racism 2008. events attended as they happen	TREDP hate crime event attended
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 DES Jan 2007	Y	01/01/07	Consultant's report on Cultural Audit feedback	Completed	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 2006 2007	A+O	27/06/05	Interviews carried out with members of staff. No new staff in 2006.	Recruits that have joined during 2008 are not from any under-represented group.	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				Not yet due	Training needs analysis for Members developed
35	Y	Y	N		Deliver specific training on conducting EQIA for those with specific responsibility for these.	HR	EDO & DM	2005 2006 2007	A&O	27/06/05 30/11/06	2 members of staff received training. 3 sessions held in November 2006. Session held on 19/06/07	Ongoing	More training being arranged for October/November 2008
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 wholtime watches receiving E&D training during 2007	also included in handbook and induction training	Ongoing
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	Ongoing	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.	advert being placed in Urban UK for 2008	Ongoing
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	Ongoing	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		Ongoing	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		Ongoing	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.	Completed	Completed
43	Y	Y	Y		Produce a report on statistics when appropriate data becomes available	PID	Statistics Officer	Ongoing	A&O			This is complete and forms part of the self assessment for the E+D Audit	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 Officer	Aug-08	Y			Work on this is underway.	Brigade Order Completed and issued
45	Y	Y	?		Ensure that consultation protocol is being used in all areas	PID	Performance Improvement Officer	Dec-08	P			Work on this is underway.	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	Feedback on Annual Report used as part of Strategic Planning Process (October Workshop)	Feedback also being sought on Corporate Plan which will be available for use at the October Workshop

Corporate Equality Action Plan

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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			Ongoing	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	Completed	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		Full impact assessment on Consultation and Communication Strategy	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.	Full impact assessment on the Consultation and Communication Strategy is complete which have provided actions to address this item
50	Y	N	N		Investigate the feasibility of translating the website into local community languages	PID	Web Officer	Aug-08	Y			CFS parts of the website are translated and links have been established to CLG literature.	Complete
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	CRE guidance out of date and new guidance not yet available. HoR attended West Midlands forum presentation regarding this issue and considering actions.	This action will be closed down when a status report has been received and a new action will replace this regarding regional supplier management.
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		Meetings have now taken place with providers and meetings with staff to discuss	Images at work to supply any requirements. Completed.
53*	N	Y	N		Investigate the feasibility of introducing a service such as minicom or talk type.	HR, PID	EDO/Performance - comms	Mar-09				Not yet started	Not yet due
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	EQIA on MTFP has identified need for summary	As and when
55	N	Y	N		Review the DES and make alterations for the 2009-11 scheme.	HR	HRM/EDO/Policy Group	Jan-09				Not yet due	End date amended to January 09
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	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	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.	Completed	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	Y		Incorporated into the Consultation and Communication Strategy, and Corporate Image	GE to investigate and return with PG report. May have to amend Target Date.	Consultation and Communication Strategy complete
60	N	Y		Y	All staff to have disability awareness training	HR	EDO/DM	2006-2009	A+O		Retained staff have had this during 2007, WT watches to had during 2006 . Members have received training	New WT recruits have had training in the 6 strands	WT Ops training currently being delivered

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61	N	Y			Where appropriate use local people for talks and training regarding disability.	HR	EDO/DM	Nov-08				Not yet due	Early stages of discussion. End date amended to November 08
62	N	Y	N		Produce literature informing staff about what happens if you have or get a disability	HR	HRM	Oct-08				Not yet due	Article to go on Pink in October 2008
63	N	Y	N		Electronic application form should be made available.	HR, PID	Web Officer & EDO	Jan-09	P		PDF version available	PDF version available from website. GE to investigate costs of on line application form.	Investigation ongoing
64	N	Y			Review the information sent out in application packs	HR	HRM	Jan-09				Not yet due	End date amended to January 09
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	Trial commenced. Date needs to be checked.	CFS given training on using this and additional information
66	N	Y	N		Review where referral forms are distributed	CS	Head of Fire Prevention	Mar-09				Not yet due	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	Ongoing	Ongoing
68	N	Y	N	Y	Review the website for accessibility issues	PID	Web Officer	Aug-07	Y		Completed with new website	Completed	Completed
69					Blank								
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.	Prees and Craven Arms recently completed	Building programme is continuing
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	As above	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	Ongoing	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	Continual improvement through employment of Fire Crime Officer. Post advertised	Ongoing
74	N	N	Y		Look at reasons wh people refuse to have smoke detectors fitted	CS	Head of Prevention	Sep-09				Not yet due	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	Completed	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	As new jobs arise, seek advice from HR	ongoing
77	N	N	Y		Incident facilities need to be reviewed and a policy written on this	CS	Head of Operations	Dec-08	P			Welfare Order in place. Toilet facilities being revised.	Various options investigated. Decision to be taken.
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				Not yet due	Signage to be devised instead of Brigade Order
79*	N	N	Y		Investigate the introduction of Corporate Wear	All	All	2009				Not yet due	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				Not yet due	Not yet due



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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	Completed
82	N	N	Y		Review the flexi-time scheme which is in operation for non-uniformed staff	HR	HRM	Mar-09				Not yet due	End date amended to March 09
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)	Completed	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	analysis of results being undertaken	The results received have now been analysed and discussions are planned in October with a training/funding provider to seek way forward
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				Not yet due	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	Not yet due	Communication and E&D skills are an integral part of our current development programmes. If additional training is required this will be identified through the IPDR process or other routes as identified. We are currently delivering a specific E&D skills programme to those managers who may not have had the opportunity to attend the newly designed programmes.
87	N	N	Y	Y	Improve the communication and involvement of 'taster sessions'	HR	EDO	As undertaken	A+O		Tasters held Nov 07, communicated to staff via the pink and offered staff to be involved	None planned so far for 2008	To be considered for November 2008 session
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	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				Not yet due	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			Not yet due	Not yet due
91	N	N	Y		Investigate the feasibility of creating/participating in a LGBT group	HR	EDO	Dec-08	P		Currently investigating participation in the SCC LGBT	Investigation taking place for practical issues	Investigation taking place. End date amended to December 08
92	N	N	Y	Y	Review the maternity policy	HR	HRM	Dec-08	P		Ready for consultation	with unions for consultation	End date amended to December 08. Consultation process is taking longer than anticipated

**Corporate Equality Action Plan**

Action Number	Race	Disability	Gender	ES	Action	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1 as reported in the Directorate Business Plans	Progress Quarter 2 as reported in the Directorate Business Plans
93	N	N	Y		Ensure that there is adequate provision for maternity uniforms	Res	Equipment contracts manager	2007-2010				ongoing discussion with suppliers	Images at Work
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	Ongoing	Ongoing
95	N	N	Y		Contractors to improve cleanliness of toilet and shower facilities	Res	HOR	Ongoing	P		In progress	Not yet due	Existing contract terminated and new contractor appointed.
96	N	N	N	Y	Initial meeting with Consultant to review equality for Local Government	HR	EDO		Y			Completed	Completed
97	N	N	N	Y	Review of Self assessment of level 1	STG	STG		Y	01/02/08		Completed	Completed
98	Y	Y	Y	Y	Meetings with Directorates confirmed for their EQIA action plan	HR	EDO		Y			Completed	Completed
99	Y	Y	Y	Y	EQIA action plan completed for each Directorate	HR	EDO		Y			Completed	Completed
100	N	N	N	Y	Advert for secondment opportunity into Equality and Diversity to go in pink	HR	EDO		Y			Completed	Completed
101	N	N	N	Y	Review of Self assessment of level 2	STG	STG		Y	01/03/08		Completed	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			Completed	Completed
103	N	N	N	Y	Date to be arranged for representative bodies to discuss cultural audit and equality standard	HR	HOD/EDO		Y			Completed	Completed
104	N	N	N	Y	Self assessment of level 3	STG	SG		Y	01/04/08		Completed	Completed
105	N	N	N	Y	½ day training to enhance performance for the Steering group to be arranged	HR	EDO		Y			Completed	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			Completed	Completed
107	N	N	N	Y	Appointment of secondees into Equality and Diversity Section	HR	EDO		Y	01/05/08		Completed	Completed
108	Y	Y	Y	Y	EQIA prioritisation plan	HR	EDO		Y			Completed	Completed
109				Y	Equality monitoring guidance policy to be developed	HR	EDO	Aug-08				Completed	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			Ongoing	Ongoing
111				Y	Review of interview panel training	HR	HOD	Aug-08				Completed	Completed
112	N	N	N	Y	Organisation chart showing the communication flow between committees and groups within the Service	PID	HOD		Y			Completed	Completed
113				Y	Recruitment brigade order to be written.	HR	HRM	Dec-08			Draft order	Currently going through full EQIA	Work still in progress. End date amended to December 08

Corporate Equality Action Plan

Action Number	Race	Disability	Gender	ES	Action	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Evidence	Progress Quarter 1 as reported in the Directorate Business Plans	Progress Quarter 2 as reported in the Directorate Business Plans
114	N	N	N	Y	Amend partnership forms to include E&D implications	PID	Prog Man	Sep-08				Discussed with Partnership Assessment Group	To be included within the next revision of the Brigade Order
115	N	N	N	Y	Draft self assessment report	HR, STG	EDO/STG	Jun-08				Completed and sent to external assessors prior to validation date.	Completed
116				Y	Appointment of Equality and Diversity Assistant	HR	EDO	Aug-08	Y			Interviews completed. Post offered to candidate	Post appointed
117					½ day with consultant to look at specific EQIA's	HR	EDO	Ongoing	A+O			As required - to be looked at during August	As required
118				Y	Investigate ORS additional scrutiny panel for minority groups	PID	PIO	Jan-09			Tie in with budget consultation	This has been investigated through the TREDG and Shropshire Equalities Forum.	Ongoing communication with both groups
119				Y	Review consultation budget in line with consultation strategy	PID	Prog Man	Apr-09				Not yet due	Not yet due
120	N	N	N	Y	Equality Standard general information to go on the pink	HR	EDO		Y			Completed	Completed
122				Y	Equality Standard briefing document for team meetings	HR	EDO	Aug-08	Y			In draft	Completed
123	N	Y	N	Y	Trial use of Converser (similar to portable loop for people with hearing impairment) on Shrewsbury WT Station	HR	EDO		Y			Completed	Completed
124				Y	Succession plan	HR	HRM	Mar-09				Not yet due	End date amended to March 09
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	Action plan approved at July 08 CFA. Delegated to Steering Group	In progress through the steering group
126				Y	Devise Equality and Diversity Training for operational staff	HR	EDO		A+O			Investigation of need currently in progress	Operation training now in progress
127	N	N	N	Y	Review timescales for achievement of level 4	STG	STG	Dec-08			Depends upon outcome of external assessment and improvement areas	to be reviewed at the Strategic Planning Workshops in October 08	Awaiting the finalised new Equality Standard framework before final decision is made. End date amended to December 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	Mar-09				Not yet due	End date amended to March 09

**List of Additional Actions**

Action Number	Race	Disability	Gender	ES	National E&D Strategy	Action	Departments involved	Responsible Officer	Target completion date
140	N	N	N	Y	Y	Review the mediation process	HR	EDO	tbc
141	N	N	N	Y	Y	Consider management training on dealing with issues such as bullying & harassment, discrimination and unacceptable behaviours.	HR	DM/EDO	tbc
142	N	N	N	Y	Y	Undertake peer review every 3 years either through regional working / peer assessment of ESLG	STG	STG	tbc
143	N	N	N	Y	Y	Train equality auditors	HR	EDO	Mar-09
144	N	N	N	Y	Y	Work with Shropshire's Consultation group to ensure quality of service to all sections of the community	HR/Perf	EDO/Perf	tbc
145	N	N	N	Y	Y	Local participation on LAA to identify and take account of needs of all communities	CS	CS	tbc

146	N	N	N	Y	Y	EQIA to be completed on all aspects of the IRMP and ensure that consultation has taken place	Perf	Perf	tbc
147	N	N	N	Y	Y	Through access to PVB's, communicate and raise awareness and understanding to staff of local community issues and actions to address issues	Perf	Perf	tbc
148	N	N	N	Y	Y	Exit information process to be reviewed and then analysed for patterns	HR	HR	tbc
149	N	N	N	Y	Y	Consider Disability brigade order	HR	EDO	tbc
150	N	N	N	Y	Y	Disciplinary and grievance refresher training to be considered	HR	DM/HRM	tbc
151	N	N	N	Y	Y	Executives visits to staff to include raising awareness of Equality & Diversity issues, actions to address these and progress made	Execs	Execs	tbc
152	N	N	N	Y	Y	Collect and submit evidence to CLG qualitative and quantitative evidence of service delivery improvements and employment practice for the E&D Report	STG	STG	Annually in August for September CLG report

153	N	N	N	Y	Y	Analysis to be undertaken on the effectiveness for dealing with bullying, harassment, unfair discrimination and unacceptable behaviours	HR	tbc	tbc
154	N	N	N	Y	Y	Consider whether to undertake the cultural audit or other staff survey	HR	tbc	tbc
155	N	N	N	Y	Y	Consider resources for dealing with the investigation of disciplinary and grievances, and whether a dedicated officer is required on a rolling programme	STG	STG	tbc
156	N	N	N	Y	Y	Analysis to be undertaken on current employment diversity data.	HR	EDO	tbc
157	N	N	N	Y	Y	Consider scanning HR documentation	HR	HRM	tbc
158	N	N	N	Y	Y	Ensure work is ongoing to allow employees to disclose their personal information	STG	STG/EDO	tbc
159	N	N	N	Y	Y	Promote the achievement of level 3	STG	STG	tbc