

**Shropshire Fire & Rescue Service  
Terms of Reference for the Equalities Steering Group**

**1. Aims**

The aim of the steering group is to provide a forum:

- To promote equalities throughout the organisation and to enable SFRS to progress its achievement on the equality standard for local government and its equality schemes.
- To maintain focus and ensure strategic priorities for the organisation in relation to Equality and Diversity
- To ensure that all areas of the organisation understand SFRS Equality and Diversity priorities and support the implementation of these.
- Identify and encourage best practice/positive initiatives
- Provide leadership, strategic direction, development and the resources to ensure progression of our Equality Standard and Equality Schemes.

**2. Objectives**

The group will:

- Agree any action plans, monitor and ensure progression of the Equality Standard and Equality Schemes.
- Provide a rigorous and structured approach for promoting improvement against the above.
- To ensure that all managers are aware of their equality and diversity priorities and objectives.

**3. Membership**

The core membership will be 7/8 individuals representing the ranges of services and department across the Service. The group will be chaired by the Chief Fire Officer.

The core membership will be:

Chief Fire Officer (Chair)  
Deputy Chief Fire Officer  
Assistant Chief Fire Officer  
Assistant Chief Officer  
Head of Resources  
Equality & Diversity Officer  
Human Resources Manager  
Programme Manager (initially for business planning purposes)

Members are asked to identify a deputy to attend in their absence.

#### **4. Frequency**

The group will meet fortnightly until such time the group feels that frequency can be moved to monthly meetings. The duration of such meetings will be between 2 – 3 hours.

#### **5. Governance**

The group will send update reports to the Audit and Performance Committee.

An update will be given to the Chair of the Fire Authority during Chairs Briefing.

#### **6. Roles of the membership**

- To regularly attend meeting and when unavailable to make arrangements for a nominated deputy to attend
- Contribute fully to enable the group to comply with its terms of reference
- To undertake duties assigned by the group
- To act as advocates of the Equality and Diversity Steering group and the broader equality and diversity agenda within their area.
- To ensure that the work of the group and the broader equality and diversity agenda is communicated widely.

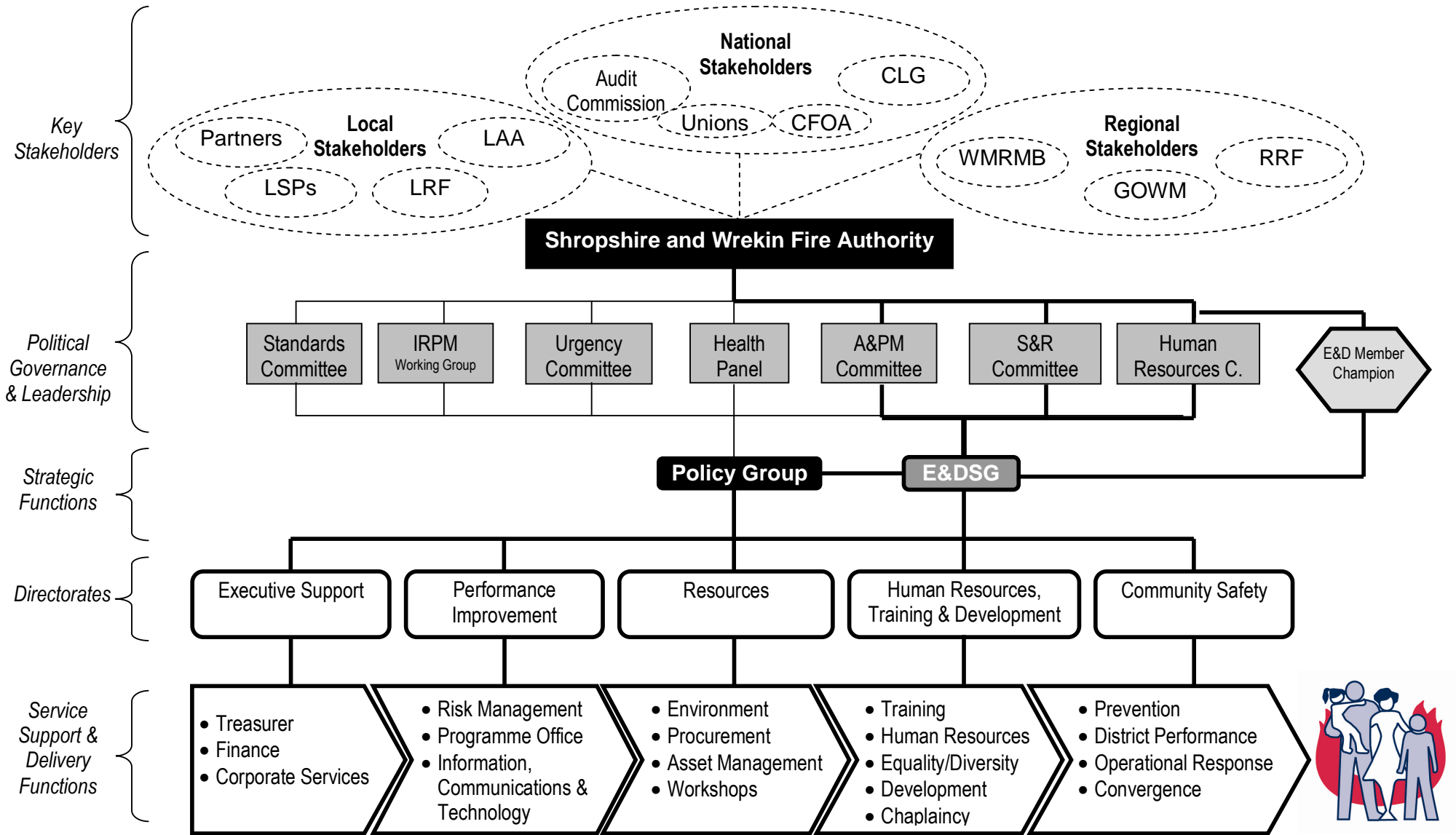
#### **7. Scrutiny**

Scrutiny is undertaken by Policy Group who report to the Audit and Performance Management Committee. External equality groups are used for peer and/or critical friend challenge and the audit commission undertakes statutory scrutiny.

#### **8. Review**

These terms of reference will be reviewed on an annual basis.

# Shropshire Fire and Rescue Service Organisational Chart



- A&PMC - Audit and Performance Management Committee
- C. - Committee
- CFOA – Chief Fire Officers Association
- CLG – Department for Communities and Local Government
- E&DSG – Equality and Diversity Steering Group
- GOWM – Government Office West Midlands
- LAA – Local Area Agreement
- LRF – Local Resilience Forum
- LSPs – Local Strategic Partnerships
- RRF – Regional Resilience Forum
- IRMP – Integrated Risk Management Planning
- S&R – Strategy and Resources
- WMRMB – West Midlands Regional Management Board