

Progress on Implementation of the Single Equality Scheme Action Plan

Report of the Chief Fire Officer

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1 Purpose of Report

This report updates Members on the progress of actions identified within the Single Equality Scheme Action Plan up to 18 March 2011, which is monitored through the Directorate Business Plans.

2 Recommendations

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

3 Background

This report updates Members on progress in implementing the Single Equality Scheme Action Plan.

The chart (attached as appendix) shows progress made from September 2010 to 18 March 2011 in undertaking our agreed Equality and Diversity actions.

The chart highlights actions which have been completed (green), actions in progress (yellow) and actions yet to be started (white), allowing progress to be monitored.

4 Progress to date

As at 18 March 2011, there are 53 actions in the Plan, of which

- 5 (10%) have been completed
- 32 (61%) are in progress, it is important to note that 12 (22%) of these actions are ongoing and are completed for the duration of the scheme.
- 15 (29%) are not yet due to be started

Completed actions include:

- Exit interview Brigade Order has been completed and issued to staff.
- Disciplinary and Grievance training refresher training has been completed.
- Dyslexia Awareness training has been completed
- Equality improvements incorporated into the new HQ building where appropriate
- Crucial Crew presentations have been updated using more interactive methods such as using a smoke filled tent

Among the wide range of ongoing actions are:

- The Gypsy and Traveller anti-discrimination training has now been finalised and the first session completed
- Equality and Diversity refresher training is in progress and has been given to 10 watches to date.
- Translation Brigade Order has been completed.
- The Equality and Diversity department and the wider Service have been increasingly engaging in planning and participation in public cultural diversity and inclusion events. Community Fire Safety have engaged in a range of events such as Chinese New Year and Eid and Diwali Event at Hadley Learning Centre, Get Active at Sundorne Sports Village, Health Day at Woodlands Primary School.
- Work with statutory and voluntary sector partners has included participation in planning a consultation project with lesbian, gay and bisexual people.
- An audit of part of the Equality Framework is currently being considered with our regional partners as long as it is cost neutral
- We are currently attending the Shrewsbury Action Against Racism (SAAR) group and hope to be involved in local projects during the forthcoming year.
- Working with our regional Fire Service partners on a review of our Equality Impact Assessment process.

5 Financial Implications

All financial implications have been considered as part of the Business Planning process. Any new actions 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 an update on historical information and so the recommendations within the report have no impact on people therefore an Equality Impact Assessment does not need to be completed for this report.

8 Appendix

Single Equality Scheme Action Plan – Progress September - March 2011

9 Background Papers

- Shropshire and Wrekin Fire and Rescue Authority
Human Resources Committee, 14 January 2010, Report 10 -
Introduction of Shropshire and Wrekin Fire Authority Single Equality
Scheme
- Single Equality Scheme
- Single Equality Action Plan
- Fire Service Equality Framework

Single Equality Scheme Action Plan

Action Number	Age	Disability	Gender	Race	Religion and Belief	Sexual Orientation	Transgender	FSEF -Leadership and promoting inclusion	FSEF -Accountability	FSEF -Service delivery and community	FSEF -Employment and training	FSEF -Evaluation and sharing good practice	Fire Service Strategy	P= policy, Pr = projects, R = routine, T	Action	Outcome	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Progress Quarter 3 (Sep-Nov)	Quarter 4 (Dec-Feb)
62	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Exit interview information process to be reviewed and information analysed for patterns. Also to include E&D Monitoring form	Exit interview process encourages discussion of equality and diversity issues and impacts. Any equality and diversity patterns identified from interview information	HR	HR	Jun-10	C		Brigade order completed and issued to all staff Oct 10	
64	Y	Y	Y	Y	Y	Y	Y						Y	T	Disciplinary and grievance refresher training to be considered	Decision and rationale for planning and running disciplinary and grievance refresher training, with particular reference to bullying, harassment and mediation issues.	HR	DM/HRM	Nov-10	C	Nov-10	courses complete by end Nov.	Disciplinary and grievance training completed.
38		Y									Y		Y	T	Arrange Dyslexia Awareness training for key staff	To ensure that employees are supported appropriately	HR, T&D	EDO	Dec-10	C	Dec-10	Training organised for Nov and Dec 2010	Completed Dec 2010
44	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	P, Pr	Actions from the EQIA of the new HQ build to be implemented	To ensure that all equality improvements have been assessed and implemented	P / RS	P / RS	2011 – in line with HQ new build	C	Feb-11	Building design has been widely consulted and is being constructed to incorporate all identified issues.	Dedicated rooms have been omitted as it was assessed that better use could be made of the space and that facilities were duplicated. Hearing loops have been omitted in meeting rooms and will be replaced with portable units which provide flexibility
22	Y	Y								Y			Y	Pr	Review the Crucial Crew presentations to make them more engaging and interactive with different versions for those with varying abilities	To ensure that all age ranges and abilities ranges actively participate	CFS	CFS	May-10	C	Feb-11	CC has sent evaluation forms to schools and Crucial Crew Organisers. 1 Response received from school. Crucial Crew finished until June 11 and CC will put together updated lesson plan prior to this	Updated lesson plan to be in place June 11, they are not using more interactive methods such as the smoke filled tent and talking through the process and asking what the children would do.
3			Y	Y	Y			Y	Y	Y	Y	Y	Y	Pr	Undertake positive action events for under-represented groups	Remove any social preconceptions and views for under-represented groups	HR,T&D / CFS	EDO / CFS	Feb-11	IP		RDS positive action taster sessions to be considered early 2011	Not recruiting for WT in 2011
6	Y	Y	Y	Y	Y	Y	Y						Y	R	Complete the Equality Impact Assessment 3 year Action Plan	All people are receiving an equitable service and there is no adverse impact	All	All	2009 (year 2) 2010 (year 2/3) 2011 (year 3)	IP		In progress with depts for completing the final year.	In progress with departments
7	Y	Y	Y	Y	Y	Y	Y		Y		Y		Y	Pr	Arrange example equality audit with Regional partners	Participation in Regional equality audits; additional monitoring and evaluation resource for SFRS	HR	EDO	2010/11	IP		In progress	In progress - to look at completing one part of the framework, contact has been made with the consultant who has done this for other regional FRS.
9	Y	Y	Y	Y	Y	Y	Y							Pr	Electronic employment application form available	Recruitment process more accessible to all groups	HR / PID	Web Officer	Jun-10	IP		Secure certificate done. Draft completed but needs to be tested by HR. HR team currently testing	Hr team currently testing
11		Y						Y	Y		Y	Y		P	Introduce Disability Brigade Order	Allow transparency of process and to support employees	HR	EDO	01/10/2010 - now Sep 11	IP		Dyslexia BO still out for consultation	Dyslexia BO out for consultation with unions. Dyslexia Awareness Training completed Dec 2010. Date changed to Sep 11
13	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	P	Review the flexi-time scheme for non-uniformed staff	More family friendly scheme	HR	EDO	Aug 2010 now May 11	IP		Date changed to May 2011	Date changed to May 2011
15	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Pr, R	Consider whether to undertake the cultural audit or other staff survey	Decision and rationale for an audit or a survey, and guidance on content and method	SG, HR, T&D	HRM/ EDO	Sep-11	IP		E & D Steering Group decision to defer. Take back to SG in 2011	Options currently being considered by the ACO

Appendix to Report 14 on Progress on Implementation of the Single Equality Scheme Action Plan Shropshire and Wrekin Fire and Rescue Authority Human Resources Committee 7 April 2011

Single Equality Scheme Action Plan

Action Number	Age	Disability	Gender	Race	Religion and Belief	Sexual Orientation	Transgender	FSEF -Leadership and promoting inclusion	FSEF -Accountability	FSEF -Service delivery and community	FSEF -Employment and training	FSEF -Evaluation and sharing good practice	Fire Service Strategy	P= policy, Pr = projects, R = routine, T	Action	Outcome	Departments involved	Responsible Officer	Target completion date	Completed	Date completed	Progress Quarter 3 (Sep-Nov)	Quarter 4 (Dec-Feb)
17	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	T	Undertake equality and diversity workshops for Authority Members	To increase awareness of Equality and Diversity so that all E&D issues are considered in all parts of the Service	HR, T&D	ACO / EDO	Sep-10	IP		Some members attended Diversity Management Course. Request for information about Members' Council E & D training submitted - awaiting response. Equality Act briefing given to all members at the 4/11/10 Fire Authority Meeting	
19		Y							Y	Y			Y	T	Review the possibility of training a selection of employees in sign language	To increase communication	CFS / HR	CFS / EDO	Jan-11	IP			Availability and content of courses currently being reviewed.
23	Y	Y		Y					Y	Y			Y	P	Encourage the use of plain English, shorter documents and easy read documents throughout the Service	Better communications with employees and service users	All	All	Ongoing	IP			CFO addressed with his team
24		Y						Y	Y	Y				T	Increase communication and understanding about disability requirements for operational posts	Reduced myths about operational posts and increased awareness of disability genuine occupational requirements in the Service	HR, E&D	EDO	Ongoing	IP		Dyslexia Brigade Order and training in progress. BO comments currently being considered	Dyslexia Awareness Training completed Dec 2010
27													Y	P, R	Analysis of current employment diversity data.	Up-to-date diversity data on our employees and ensure compliance with the National E&D Strategy	HR	EDO	2010 Annually in August	IP			
29					Y									Pr	Proactive attendance at local religious and cultural events	To promote the Service to a wide range of communities	CFS / E & D	CFS / EDO	Ongoing	IP		Attendance at Cultural Exchange Celebration by CFS and Watch 24 Nov 2010	CFS have attended 8 events since January alongside some drop in centres and coffee mornings
30	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P, T	Equality and Diversity Champions for each of the 7 Strands	To ensure that progress is being made in relation to all equality strands	ESG	ESG	Nov-10	IP		E&D Steering Group to consider the best approach to this	E&D Steering Group to consider the best approach to this, was discussed at the last meeting 26/01/11
31	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Create a consultation and communication strategy	Best practice on SFRS consultation processes	P	PID	Apr-10	IP		Policy completed and going through next stage of the BO process following comments from SPG. Consideration currently being given to including the use of social media for consultation purposes - AP and IR presenting to IIG re: Social Media in January 2011	The Engagement Strategy BO is on the 26/1/11 SPG agenda for issue. The order was issued the end of Jan 11
32	Y	Y	Y	Y	Y	Y	Y				Y		Y	T	Undertake Equality and Diversity Training for all members of staff • 2010 – non uniformed and uniformed at Telford and HQ • 2011 - 12 Operational employees	To increase awareness of equality and diversity so that all equality and diversity issues are considered in all parts of the Service	HR	ACO/EDO	2010 2011-12	IP		Wholetime training I/P	AP and IR have delivered a presentation on Social Media to IIG and are now working with JDG on a pilot area.
36	Y	Y	Y	Y	Y	Y	Y						Y	R	Provide the Human Resources Committee with an annual update on implementation of the action plan	To ensure that the HR committee are happy with overall progress of the single equality scheme / corporate equality action plan	HR	EDO	2010 ✓ 2011 2012	IP		Report taken September 2010.	Next due April 2011
46	Y	Y	Y	Y	Y	Y	Y							Pr	Share planning and participation in public cultural diversity and inclusion events such as Shrewsbury Cultural Diversity Day and Rock against Racism, Telford and Birmingham Pride, etc	Higher public awareness of cultural diversity and social inclusion; higher SFRS profile on E & D issues	CFS / HR	CFS / EDO	Annual	IP			Attended Shrewsbury Action Against Racism meeting 21/2/11
47	Y	Y	Y	Y	Y	Y	Y						Y	R	Provide the Audit and Performance Management Committee with quarterly update on the action plan	To ensure that the Service is making progress on the actions contained in the single equality scheme / corporate equality action plan	HR	EDO	Quarterly – to coincide with committee dates	IP		November 2010 i/p	Completed, due March 2011
48	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	R	Produce an annual report on equality monitoring statistics	To understand the profile of the organisation	HR	EDO	Annual	IP			
49	Y	Y	Y	Y	Y	Y	Y		Y	Y		Y	Y	P	Undertaken an EQIA of the Annual Report (previously the Performance Plan)	To ensure that the content and plan has no negative impact on any person	P	P	Annually in line with the report	IP			
50	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	P	Undertake an EQIA of the IRMP proposals (now the Public Value regime)	To ensure that there are no adverse effects on any people	P	P	As they are created	IP		Each proposal of the Public Value review will form an individual project and EQIA will be carried out for each project	Equality Assessments currently being devised for the new projects with the project office

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52	Y	Y	Y	Y	Y	Y	Y				Y		Y	P, Pr	Plan to undertake an equal pay review in accordance with the EHRC code of practice on equal pay / equalities bill	To ensure that pay is equitable	HR	ACO / HRM	2011	IP			Under consideration
61	Y	Y	Y	Y	Y	Y	Y		Y	Y			Y	Pr, T	Through access to Pviews (performance management system - measures performance against targets), communicate and raise staff awareness and understanding of local community	Improved staff awareness of local equality and diversity issues which impact on fire safety and prevention	Perf	Perf	2010 - 2011	IP		Still ongoing development from previous quarter.	Still ongoing development from previous quarter.
65	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y		Y	P, Pr	Executives' visits to staff to include raising awareness of Equality & Diversity issues, actions to address these and progress made	Raised staff awareness and prioritising of equality and diversity issues within their work	Execs	Execs	Ongoing	IP		Need evidence	Staff are advised of the Service's Core Priorities as identified through the 2010 Public Value Review. It is implicit within the Core Priorities that we will endeavour to deliver a fair and equitable service to all sections of the community, focused particularly on those at greatest risk and most vulnerable in society.
66			Y	Y	Y	Y	Y	Y	Y		Y		Y	P	Introduce Equality Monitoring Brigade Order	Set a framework for E & D performance monitoring.	HR	EDO	Sep-10	IP		Comments currently being considered	Comments currently being considered
67	Y	Y	Y	Y	Y	Y	Y							P	EQIA partners' review	Co-ordination of EQIA outcomes and actions. Better integration of processes. Shared information	E & D	EDO	Dec-10	IP		Review of whether this action is still to go ahead	Looking at reviewing with one of our regional Fire Services, as local no longer interested. Meeting arranged with H&W in March to discuss
68	Y		Y							Y	Y			Pr	Take Our Daughters to Work'	Positive action day for daughters, young women friends and relatives of staff. To dispel preconceptions about women employees in Fire & Rescue Service, and give 'flavour' of work -esp. operational	E & D, all	EDO	April/May 2011	IP		Decision to proceed in April/May 2011	Proceed in April/May 2011
69					Y			Y	Y	Y	Y			R, Pr	'Are You Being Served?' consultation research project	Analysis of LGB views of services and agencies in Shropshire/ T&W. Report and action plan	E & D	EDO	Jan-11	IP		Group planning in progress, collating funding streams. Meeting held 22 Nov 2010 - planning meeting to be arranged	Meeting held on 31/01/11 which was well attended by several organisations, draft survey currently being developed.
70				Y					Y	Y				T	Gypsy and Traveller staff anti-discrimination training	Better understanding of lifestyles, history and oppression of G & T communities. Reduced prejudices among front-line staff	E & D, Development	EDO, Dev. Officer (TT)	Dec-10	IP		Training to be organised for 2011	Date arranged for 21 March 2011
72					Y			Y	Y	Y				Pr	Attendance at and regular reporting to Shropshire LGB Network to show evidence of our engagement	To provide evidence to Stonewall Top 100 Index of promoting inclusion	E&D	EDO	Sep-10	IP			
75	Y	Y	Y	Y	Y	Y	Y	Y							Create process for capturing members involvement in E&D	Demonstrate E & D involvement of members	E&D	EDO/Cllr Jean Jones		IP			Draft survey has been devised
14									Y	Y			Y	R	Report to go to CFA in September for approval before going to CLG on improvements to service delivery and employment practice	Meeting statutory obligations	ESG	ESG / EDO	Sep-10	N/A			Action to be removed as no longer a requirement from the CLG
16	Y	Y	Y	Y	Y	Y	Y							P	Succession / Replacement Plan	To ensure continuity of Service delivery within E & D good practice	HR	HRM / DM	Dec-10	NS			Improvement priority to be re-scoped into the HR department. Information on this to be reported to SPG. New date tbc
21			Y	Y	Y			Y	Y	Y	Y	Y	Y	Pr	Use rôle models in publicity and training materials to challenge stereotypical images	To promote the service to a diverse range of people	ALL	ALL / EDO	Jul-11	NS			CFO addressed with his team
33	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Review the Single Equality Scheme for 2013	To ensure we are complying with our legal obligations	HR	EDO	End of 2012	NS			
37						Y	Y	Y	Y	Y	Y			P	Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Jun-11	NS			
39	Y	Y	Y	Y	Y	Y	Y						Y	Pr	Review whether the uniform inhibits access for undertaking fire safety visits	Recommendations to improve accessibility of CFS safety visits	CFS	CFS	Apr-11	NS			
40	Y	Y						Y	Y	Y				Pr	Review of accessibility at TC / WL and HQ	Ensure access for all people at these sites	RS	HOR	Apr-11	NS			
41	Y	Y	Y	Y	Y	Y	Y		Y	Y			Y	Pr	Review the need for more specialist CFS advocates	Ensure that all sections of the community are receiving an equitable service	CFS	CFS	2011	NS			

