

Progress on Equality Impact Assessments

Report of the Chief Fire Officer

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1 Purpose of Report

This report updates Members on implementing Equality Impact Assessments (EQIA), and identifies those still outstanding from years 1 and 2 in the three year EQIA implementation plan.

2 Recommendations

The Committee is asked to note the contents of this report.

3 Background

Equality Impact Assessments are now established as a core part of planning and risk analysis for the Service, and over the past two years there has been an extensive programme of staff training on the EQIA process. However, there are some recent concerns that the process may be seen as an administrative routine, and that its focus on addressing equality and diversity shortfalls and needs may have become less sharp.

Shropshire Fire and Rescue Service's EQIA process was designed to avoid a 'tick box' approach and highlight possible needs for further research or action. The E&D department has recently carried out a small-scale analysis of a random sample of completed EQIAs. From this initial work we believe that a review of the present process might be beneficial. Such a review might include extending the sample analytical work, a simple survey to assess the views of staff with responsibility for completing EQIAs, an analysis of actions, which are attributable to the EQIA process (outcomes), and any necessary recommendations for improving or refreshing the process.

4 Joint Work with Partners on Assessing Equality Impacts

Discussions are in progress with Shropshire Council, Telford & Wrekin Council, and West Mercia Police about undertaking a collective review of equality assessment processes to:

- Bring them more into line with each other to ensure we can exchange outcomes and quality information;
- Mainstream equality impact assessments within broader quality assurance processes;
- Ensure that assessments are not treated as a 'bolt on' or tedious additional chore; and
- Prioritise those assessments likely to have most impact.

It was intended that Shropshire Primary Care Trust should be a partner in this work. However, in light of central government indications that the Trusts are to be abolished they feel it is not appropriate that they should continue with their involvement.

5 Progress to Date on Implementation

The Appendix sets out a record of progress on completing outstanding EQIAs. The table is set out in priority order by department. All outstanding EQIAs are contained in departmental business plans, and as more EQIAs are completed quarterly updated lists will be sent to Executives to ensure that business plans can be amended.

6 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.

7 Legal Comment

The majority of the provisions of The Equality Act 2010 will come into legal force on 1 October 2010. This Act replaces the existing anti-discrimination laws with a single Act of Parliament and brings in new concepts relating to discrimination as well as expanding on the types of behaviours, which might amount to discrimination. It is recommended that the Fire Authority understands its responsibilities under the Act, and that it continues to give emphasis to equality and diversity work, thereby reducing risks of legal challenge. Legal Services are available to provide technical support regarding the new Act, if required.

8 Equality Impact Assessment

This report is an update on historical information and so the recommendations within the report have no impact on people. An Equality Impact Assessment has not, therefore, been completed.

9 Appendix

Equality Impact Assessment Departmental 3 Year Plan

10 Background Papers

Report on Introduction of Shropshire and Wrekin Fire Authority Single Equality Scheme, 14th January 2010
Single Equality Scheme
Single Equality Action Plan
Fire Service Equality Framework

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Business Continuity Planning		Member Involvement	*
Capacity		National Framework	
Civil Contingencies Act		Operational Assurance	
Efficiency Savings		Public Value	
Environmental		Retained	
Financial		Risk and Insurance	
Fire Control/Fire Link		Staff	*
Information Communications and Technology		Strategic Planning	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*
Legal	*		

Shropshire Fire and Rescue Service Equality Impact Assessment Departmental 3 Year Plan

Priority	Department & EQIA	Comments
	Business Fire safety	
1.	False Alarm Reduction (visits)	End Sept 2010
2.	False Alarms	End Oct 2010
3.	Malicious False Alarm Calls	End Nov 2010
4.	Arson Reduction & Fire Investigation	End Nov 2010
5.	FS Complaints	End Sept 2010
6.	Enforcement policy and procedures	End Oct 2010
7.	Digital Imaging Investigations	End Oct 2010
8.	Enforcement interview process / FS 2 PT6 witness statements	End Nov 2010
9.	Audits and Quality Control	End Dec 2010
	District Performance	
1.	Wholetime duty systems – HR 3 PT 2	
2.	Attending Partnership meetings	
3.	Station Hire	
4.	Overtime for uniformed staff – HR 3 PT 1	
5.	Staffing WT stations	
6.	Routine wholetime stations	
7.	General Leave ops	
8.	Leave (2-2-4) HR 3 PT 9 Sect 2	
9.	Retained Leave	
10.	Structured Overtime	
	Corporate Services	
1.	Committee Reports	
2.	BO HR 5-10. Whistle blowing	
3.	Internal newsletter	
4.	BO Admin 20-1. Licence inspections	
5.	BO Admin 1-5. Gifts and Hospitality	
6.	Internal newsletter	
7.	BO Admin 1-4. Signature Policy	
8.	Member Development	
9.	Corporate Identity	
10.	HQ Relocation	
	Finance	
1.	Raising sales ledger invoices and chasing payment	
2.	Employee expenses	
3.	BO Admin 4-2. Authorisation Policy	

Priority	Department & EQIA	Comments
	Human Resources	
1.	The Management of Change BO 2, pt2	Christine Walker
2.	Service Organisation & Management Structure BO2, Pt 1	Christine Walker
3.	Homeworking Guidelines	
4.	Retirement Procedure	
5.	Exit Interviews	
6.	Occupational Health	
7.	Disciplinary BO	
8.	Job Sharing BO	
9.	Flexible Working Hours	
10.	Outside Employment	
11.	Selection for Promotion	
12.	Policy for Market Factor Research on Key Brigade Posts	
13.	Paternity Leave	
14.	Career Break Scheme	
15.	Job Evaluation	
16.	Parental Leave	
17.	Flexible Working Requests	
18.	Pensions	
19.	Employee Code of Conduct	
20.	Recruitment literature	
21.	Brigade Managers Conditioned to the Operational duty System (HR3 PT9 Sec 7)	
22.	Attendance at events	
23.	Prescription Safety Spectacles	
24.	Alcohol and Drugs Policy BO10, pt5	
25.	Training – induction – HR 4 PT 2	
26.	H&S BO 10 Occupational Health Pt 2, 5 9, 10	
	E&D	
1.	Equality Policies	
2.	Equality Impact Assessment	
3.	Training - E&D	
	Training and Development	
1.	Training and Development Policy BO1 Pt1	
2.	The Management of Training BO 2, Part 11	
3.	Training Request/ Evaluation BO 2 Pt 9	
4.	Driver Nomination Procedure	
5.	Specific Training BO3, Parts 2 & 3	
6.	Training 3 Part 9 - Real Fire Training –	
7.	Junior Officer Coaching Scheme BO5, pt 8 –	
8.	Junior Officer Coaching Scheme BO5, pt 8	

Priority	Department & EQIA	Comments
	Programme Office	
1.	Carol Service	
2.	Project/Programme Management	
3.	FOI / DPA / RIPA	
4.	Protective Marking Scheme	
5.	Audit Preparation	
6.	Admin BO 1 Pt 3, 4 Brigade Instructions	
	Risk	
1.	Admin BO 3 Pt 1 & 2 Risk Management	
	Information, Communication and Technology	
1.	Admin BO 16 Pt 1 & 2 IT	
2.	Communications Equipment	
	Health and Safety	
1.	H&S BO 5 Pt 3 Hazardous to health	
2.	H&S BO 5 Pt 7 Transmitted infections	
3.	H&S BO 7 Pt 4 Dangerous substances	
4.	H&S BO 10 Occupational Health Pt 1	
5.	Electricity at Work Regulations	
6.	Safety Communications	
7.		
8.	Electricity at Work Regulations	
9.	H&S BO 5 Pt 3 Hazardous to health	
10.	H&S BO 5 Pt 7 Transmitted infections	
11.	H&S BO 7 Pt 4 Dangerous substances	
12.	H&S BO 9 Pt 1- 4 Accident reporting & investigation	
13.	H&S BO 10 Occupational Health Pt 1	
14.	H&S BO 10 Occupational Health Pt 2, 5 9,10	
	Resources	
1.	PPE	
2.	Standard Stowage	
3.	General Equipment	
4.	Pumps and Generators	
5.	Water Equipment	
6.	Hydrants	
7.	Foam	
8.	Resources Management Group	
9.	Environment	
10.	Quality	
11.	BO 4-3. Disposal Procedures	