

## Equality and Diversity Steering Group – Summary Report

### Report of the Chief Fire Officer

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

### 1 Purpose of Report

To provide the Human Resources (HR) Committee with a summary report on the work of the Equality and Diversity Steering Group

### 2 Recommendations

The Committee is asked to note the content of this report

### 3 Background

The Equality and Diversity Steering Group were set up in February 2008; the main remit of this group is to:

- Provide strategic direction on Equality and Diversity
- Senior management support to implement Equality and Diversity activities
- Identify and encourage best practice
- Promote equalities throughout the organisation and progress against the equality standard and equality schemes.

For more detail on the remit of this group please find the terms of reference attached at Appendix A.

## **4 Main areas of work covered**

Detailed below are some of the main areas of work the Steering Group has been in has been involved in since it was created:

- Corporate Equality Action Plan monitoring and development – includes Race, Disability and Gender Equality Scheme updates and National Equality and Diversity Strategy
- Cultural Audit Actions
- Consultation Responses
- Equality Impact Assessment - monitoring of 3 year plan, prioritisation ongoing development, including looking at recommendations where appropriate eg New Building
- Equality Standard for Local Government Level 3 Assessment
- Equality Standard for Local Government Level 4 Assessment
- Feedback information from other groups – eg Equalities forum, Telford Race, Equality and Diversity Partnership, regional working
- Funding requests
- Legislation updates
- Positive action events and attendance – Birmingham Gay Pride, Taster Sessions
- Single Equality Scheme development – currently in progress
- Stress Survey – currently in progress
- Sharing of best practice
- Target Setting
- Training – Equality Auditors, Equality Impact Assessments, Operational Secondment into Equality and Diversity

The main areas of work are devised dependant upon the needs and priorities of the Service.

## **5 Legal Comment**

There are no legal implications arising from this report. Advising the HR Committee with a summary report on the work of the Equality and Diversity Group is good practice.

## **6 Equality Impact Assessment**

An Initial Equality Impact Assessment is not required as this report is an update report looking at historical information.

## **7 Appendix**

Equality and Diversity Steering Group terms of reference

## 8 Background Papers

There are no background papers associated with this report.

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	*

## 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.

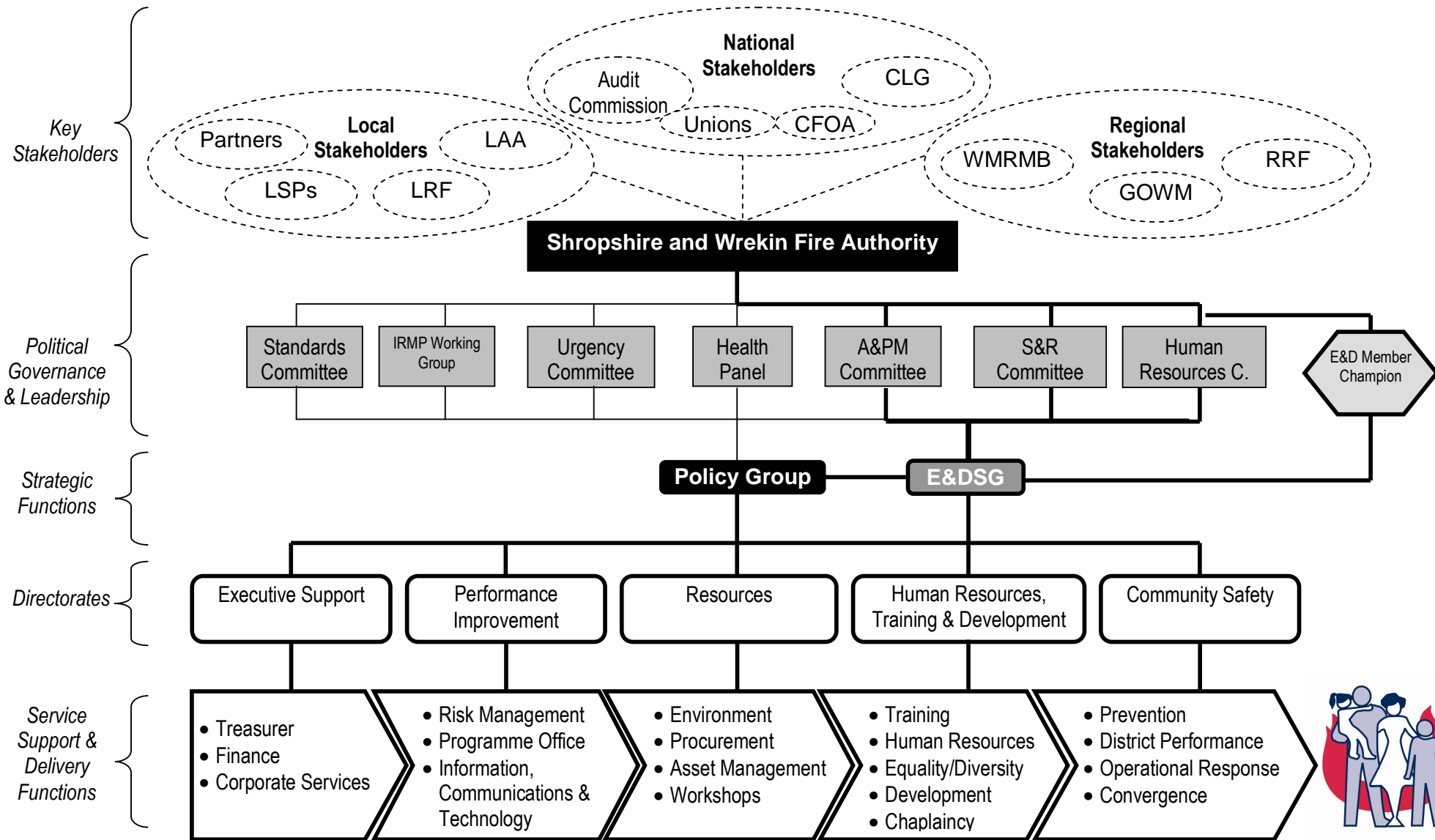
#### **7. Scrutiny**

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