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Promoting Equality for Disabled People

Shropshire and Wrekin Fire Authority
Disability Equality Scheme and Action Plan
December 2006 – 2009

In response to...
The Disability Discrimination Act 2005



Disability Equality Scheme

This document contains information on how Shropshire Fire and Rescue Service is improving by making changes with regard to disability equality. If you would like this document in an alternative language or format, such as large print or audio, please contact us on 01743 260200 or email enquiries@shropshirefire.gov.uk

这份资料为您提供关于Shropshire消防和急救服务部门如何通过残障平等改革改进工作方面的信息。如果您希望获得这份资料的中文译本或其他各式（例如大字体版本或录音磁带），请与我们联系。电话：01743 260200，或电子邮件：enquiries@shropshirefire.gov.uk (Chinese)

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Foreword by Alan Taylor, Chief Fire Officer Shropshire Fire and Rescue Service



Shropshire Fire and Rescue Service is committed to achieving equality throughout all areas of the organisation and service delivery. This is the first Disability Scheme that we have produced, and we are committed to improving our services to those people, who have a disability and to potential and current employees.

The Service has a legal duty to promote disability equality under the Disability Discrimination Act 2005, under both the general and specific duties. The Service has always appreciated the benefits of valuing a diverse workforce and the introduction of this Scheme will only continue to enhance this.

As an organisation we are constantly striving to ensure that we achieve equality of opportunity for all and we will continue to push forward the diversity agenda and change the culture of our Service so that it reflects this commitment.

We have already formed good relations with community groups and will continue this in the future; this has helped us when devising new initiatives to support the recruitment and retention of our employees. This Scheme will ensure that every employee is aware of their responsibilities and that we have a clear and consistent approach to our obligations.

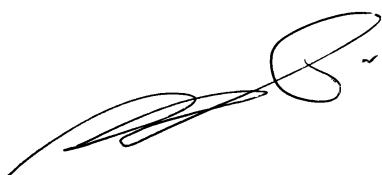


Councillor Nigel Hartin, Chair Shropshire and Wrekin Fire Authority



This Disability Equality Scheme is a document, which provides guidance to the Service and to employees on how to promote disability equality internally and externally, to both our service users and employees. By adopting this document throughout the Service and in everything that we do, it will continue the work that we have already done in this area and progress disability equality throughout the organisation.

The Action Plan, set out in this Scheme will enable us to achieve, not only our legal duty, but also to ensure that these actions become part of our everyday activities. As this Action Plan has been created with the help of people, whom it directly affects, the outcomes from this should give us tangible results that will be transparent throughout the organisation.



Statement of intent

Shropshire and Wrekin Fire Authority is committed to ensuring equality for all who use our services and we will endeavour to do this through implementing our Disability Equality Scheme and Action Plan, along with other documents, which work towards our equality objectives.

In order to do this the Authority will ensure that the organisation understands its responsibilities and that there is clear communication throughout so that our intentions are transparent. We will continue to consult with our communities on this Scheme and any other relevant functions in the future.

We have set clear targets which we will monitor and review on a regular basis. This will ensure that these are still relevant to our overall aims and we will have flexibility in our approach so that these aims can be changed, if necessary. We will amend our equality and diversity aims and objectives to keep pace with the changing environment to sustain our progress.

Vision

The vision of the Fire Authority is:

A Safer Shropshire

Mission

Save life, protect property and the environment and reduce the risks from fire

Motto

The vision and mission are identifiable through its motto:

Putting Shropshire's Safety First



1. Introduction

All fire services are established under the provisions of the Fire Services Act 2004 and have further statutory responsibilities, as laid down in the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as amended.

Shropshire and Wrekin Fire Authority (SWFA), formed as a combined fire authority in 1998 after local government reorganisation, provides a fire and rescue service for the nearly half a million people of Shropshire County Council and the Borough of Telford & Wrekin.

The Authority is a single service local authority and falls into the category of organisations that are bound by the Disability Discrimination Act 1975, as amended by the Disability Discrimination Act 2005, who are required to publish a **Disability Equality Scheme**. Under the provisions of this legislation, we are bound to follow both the 'specific' and 'general' duties.

1.1 What is a Disability Equality Scheme?

A Disability Equality Scheme is a strategic document and action plan, which details how the Service is going to approach its duties under the legislative requirements. It sets timescales for achieving the objectives that are set out in the Action Plan. This Scheme will encourage and push forward real outcomes for disabled people; it will give practical improvements to the organisation, which will ensure we are meeting our duties in this legislation

The aim of this Scheme is to promote equality of opportunity and to eliminate discrimination both as a service provider and as an employer. It will promote positive attitudes and participation for disabled people.

1.2 General Duty

The General Duty (Section 49 A) states that as an authority, when carrying out our functions, we must have due regard to the need to:

- promote equality of opportunity between disabled persons and other persons
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled persons that is related to their disabilities
- promote positive attitudes towards disabled persons
- encourage participation by disabled persons in public life and
- take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

These obligations apply to those people, who are disabled within the meaning of the Act - see Appendix A.

It ensures that disability equality is central to the way the organisation works, putting it at the centre of decision making processes and policy making and mainstreaming it into everyday processes.

1.3 Specific Duties

Under the Disability Discrimination Act 2005, we are obliged to meet the specific duty requirements. Within this part of the legislation we are required to publish a Disability Equality Scheme, to implement certain aspects of this and to report on it.

A Disability Equality Scheme shall state, in particular:

- a) How it intends to fulfil its general and specific duties
- b) How disabled people should be involved in the development of the Scheme.
- c) The Authority's methods for impact assessment of its policies and practices or likely impact.
- d) Steps which the Authority will take towards fulfilling its general duty – the Action Plan
- e) The way information will be gathered on employment and its functions
- f) The way in which information gathered is to be used, such as reviewing effectiveness of the action plan
- g) Within a period of three years take steps, as set out in the Action Plan (unless it is unreasonable or impracticable to do so)
- h) Publish an annual report containing a summary of the steps taken under the Action Plan

1.4 Models of Disability

There are two types of model: the social model and the medical model. Shropshire Fire and Rescue Service supports the social model of disability, which tackles barriers people have to face and results in a more inclusive environment.

The medical model of disability explains that a person's disability is caused by an impairment, illness or disease or condition, which they have, and that they are unable to interact or function on the same level as the rest of society because of their disability.

The social model of disability is about the barriers that disabled people encounter. The poverty, disadvantage and social exclusion, experienced by many disabled people, are not the inevitable result of their impairments or medical conditions, but rather stem from attitudinal and environmental barriers. This is known as the social model of disability and provides a basis for the successful implementation of the duty to promote disability equality. (Disability Rights Commission code of practice)

We also recognise and use the definition in the Disability Discrimination Act (1995), given in Appendix A.

1.5 Statistics and Targets

The Service also has targets, which are set by the Government in relation to the employment of Disabled people.

Best Value Performance Indicators 2005/06:

- BVPI 2(a) The level of the Equality Standard for Local Government to which we conform
- BVPI 11 - The percentage of top 5% of staff who have a disability
- BVPI 16(a) – Percentage of employees with a disability
 - i) Wholetime and retained duty system employees with a disability
 - ii) Control and non uniformed employees with a disability
- BVPI 16(b) Percentage of economically active people who have a disability

1.6 How We Are Meeting our Duties

The service has introduced many good practices to overcome difficulties recruiting people with disabilities, such as training to staff and signing up to the 'Positive about Disabled People' charter, to encourage people with disabilities to apply for positions within the Service. We have been monitoring our employees and potential employees for many years and will continue to do so. As an organisation we will ensure that this information is utilised effectively to review our policies and identify patterns of concern.

The initiatives that the Service introduces along with a change in culture will help to meet some of the above targets.

The Authority aims to be recognised as an equal opportunities employer and has policies to help achieve its goal. These policies cover all aspects of employment, including advertising vacancies, selection, recruitment and training, positive action, conditions of service and reasons for termination of employment.

To ensure that these policies are operating effectively (and for no other purpose) the Authority maintains records of employees' and applicants' disabilities. Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination, and to promote equality of opportunity.

The Authority's long-term aim (in line with Government target setting) is to ensure that the composition of the workforce reflects that of the community of Shropshire. Where necessary, steps may be taken to assist under-represented groups to compete for jobs, as permitted by the relevant legislation.

The Authority's equality and diversity policies and the measures to implement them have been devised on the basis of advice from relevant bodies as well as through consultation with the appropriate representative bodies.

1.7 Benefits to the Organisation

Integrating equality for disabled people into the way we work and how the organisation operates will give improvements in the organisation in many different ways. Some of these are:

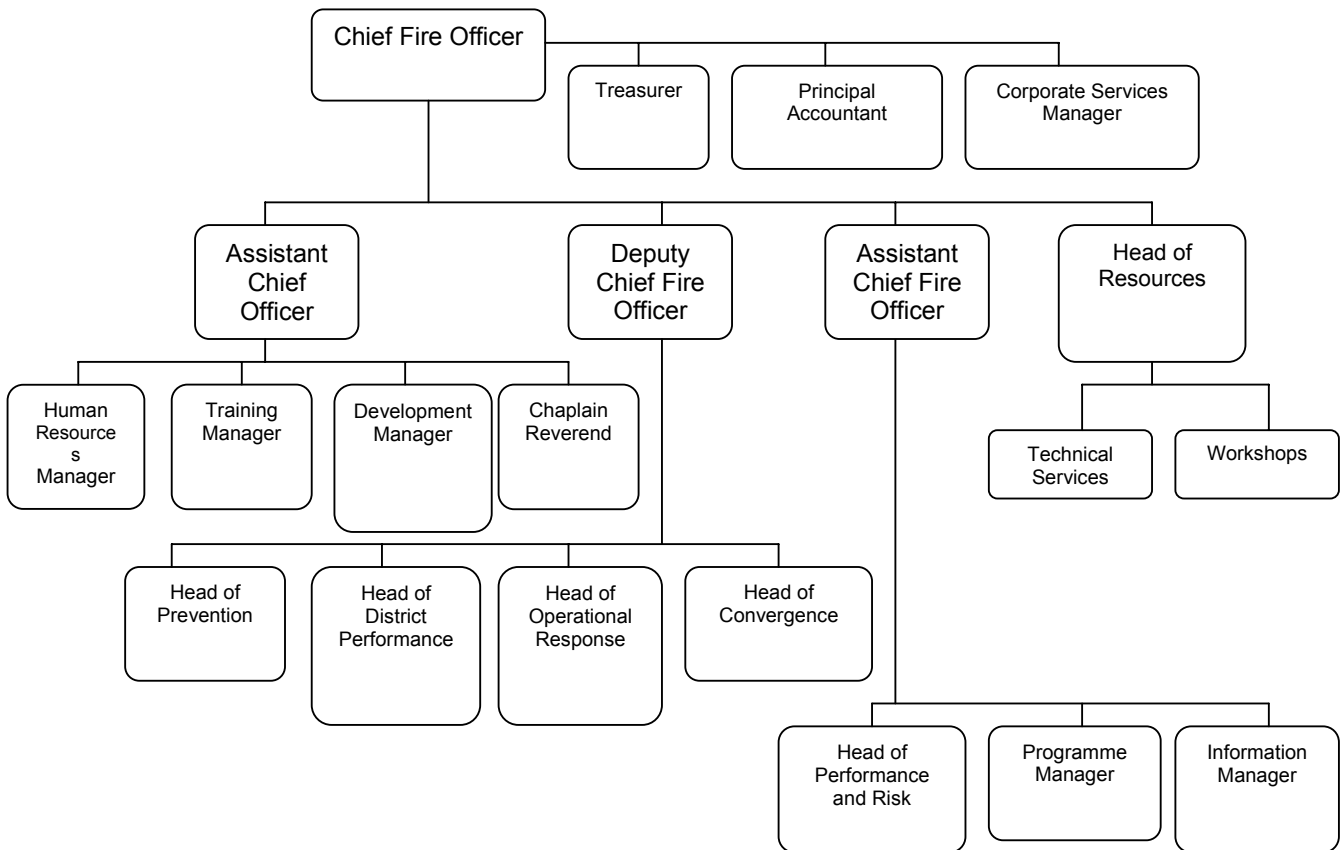
- better targeted policies
- representation of different groups at all levels
- improvements in perceptions of services and more satisfaction with services
- better involvement and more participation by service users
- better targeted information
- better access to public services

It will also bring advantages with regard to employment of people:

- achieve a more representative workforce
- avoid losing or undervaluing staff
- improve staff morale and productivity
- identify and develop good practice

2. Organisation Structure and Decision Making Process

2.1 Organisation Chart



Ultimate responsibility for meeting the duties under the Disability Discrimination Act 1975, as amended by the Disability Discrimination Act 2005, rests with the Chief Fire Officer, however, all managers and employees are responsible for the day-to-day management of the Scheme.

2.2 Committees

The Service is controlled by Shropshire and Wrekin Fire Authority. The Authority comprises Members, who are elected councillors appointed by Shropshire County Council and the Borough of Telford & Wrekin. The Fire Authority holds meetings several times a year, covering a variety of areas handled by individual committees.

The Fire Authority's role is to ensure that the Service provides an effective and cost-efficient service and meets its legal obligations. The Fire Authority receives regular reports and updates on all areas of the Service. Agendas and minutes of meetings are published and placed on our website. The various committees are detailed below.

- Audit and Performance Management Committee
- Health Panel
- Human Resources Committee
- Standards Committee
- Strategy and Resources Committee

The follow meet as and when required:

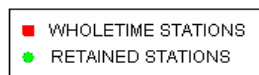
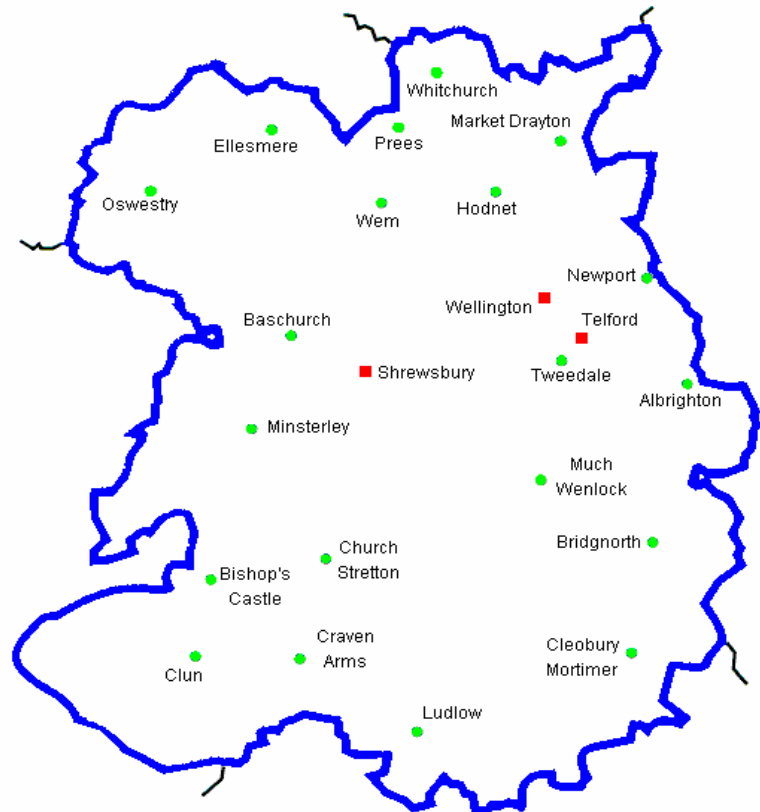
Appeals Committee
 Disciplinary Appeals Tribunal
 Urgency Committee

2.3 Map of Shropshire Showing Location of Wholetime and Retained Stations

The Service has three wholetime operational stations, of which one also holds our headquarters and non-uniformed employees, and another our training department.

There are twenty two retained stations throughout the County who are heavily relied upon to provide an emergency response service to our rural areas.

Shropshire Fire and Rescue Service



2.4 Employees within the Service

	Number of people
Fire control	18
Non uniformed	64
Retained staff	295
Wholetime staff	204

The Service employs a wide range of people, including Administrative Staff, Control Operators, Community Fire Safety, Finance, Firefighters, Human Resources, IT, Mechanics, Performance Team, Procurement and Training. Operational staff spend approximately 10% of their time on operational duties, such as fighting fires, attending road traffic collisions and flooding / chemical incidents to name just a few. The rest of their time is spent undertaking other duties, such as training and out in the community undertaking inspections, fire safety, and awareness raising.

3. Functions of the Service and Strategic Overview

Our Purpose is to:

Save life, protect property and the environment and reduce the risks from fire

Or, put more simply, Shropshire Fire and Rescue Service is:

Putting Shropshire's Safety First

The Community Safety teams of Shropshire Fire and Rescue Service strive to deliver a number of key outcomes. Many of these are shared with other organisations that work with, and serve, the people of Shropshire. Indeed we can only deliver our Purpose by collaborating with other public and private organisations and with the support of the people we serve.

3.1 The Organisation's Directorates

Shropshire Fire and Rescue Service is managed under five organisational directorates:

Community Safety
The Executive Department
Human Resources, Training and Development
Performance Improvement and Resources



The Community Safety Teams are supported in the delivery of the service by all other directorates. This directorate includes all operational fire and rescue teams, community fire safety teams and business fire safety professionals.

The Executive Team is lead by the Chief Fire Officer. This team leads the strategic direction of the Service and also supports the governance of the organisation through the elected Members of Shropshire and Wrekin Fire Authority.

The Human Resources, Training and Development Team ensures that all colleagues are managed effectively and are competent to carry out their role.

The Performance Improvement Team ensures that all functions operate effectively and measures our progress and co-ordinates projects.

The Resources Team ensures that all the equipment and buildings needed to operate the Service are maintained and safe.

Direction is also given to the Service through the Department for Communities and Local Government and the Regional Management Board.

3.2 Our Vision for the Future Community Safety Service

- A service widely regarded as a leader in the provision of fire and rescue services, and being seen as providing assured professional emergency response to meet the needs of our communities
- A service seen as excellent for our performance over successive years in reducing deaths and injuries from fire and other emergencies. Risk management will have become embedded as the basis for our decision making about the deployment of resources.
- A service that has been successful in adapting to a changing world and the threats that this brings, whether that is as a consequence of climate change, a terrorist threat or other phenomenon. All major incidents attended will be considered as having been dealt with professionally and effectively and the reputation of Shropshire Fire and Rescue Service enhanced.
- We will be seen to be a learning service, learning new tactics, approaches, using new equipment and facilities to provide the best emergency response service possible. We will also be a service that has a wide range of specialist skills and services provided through local, regional and national collaboration strategies that maximise the availability of a cost effective service.
- We will be a 'mainstream' player in community safety in the widest context through social inclusion, cohesion and sustainability agendas.
- A service that, although collaborating on the wider stage, will be clearly distinguished by our local communities as 'Their Fire and Rescue Service'

We believe that the **key outcomes** to the work we do are:

A Safe Shropshire – where all residents and visitors to our County are safe from fire, fire-related anti-social behaviours and other hazards, whilst at home, work, study, during leisure activities, travelling through our County or being cared for by others.

A Prosperous Shropshire – where all of our wealth creating organisations are safe from the dangers of fire and other emergencies and where the wealth creators of the future, our children, have an education uninterrupted by fires in schools and colleges.

An Attractive Shropshire – where the environment is sustainable, healthy, clean and attractive to both residents and visitors, and where the rich natural and built heritage within the County is protected from fire and other emergencies.

A Cohesive Shropshire – where all people work together at a neighbourhood or local level to improve and maintain a tolerant and diverse society, where we all respect the freedom of the individual and accept the responsibility of living in a free society. Where social exclusion is reduced and the most vulnerable people are supported and protected.

3.3 Core Values

The Service has always practiced, and been praised for, its open and supportive culture and is eager to adopt the Government's Core Values for the Fire and Rescue Service, seeing it as an opportunity to further improve civility and respect across the Service. These Core Values are:

Service to the Community

We value service to the community by....

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

People

We value all our employees by practising and promoting ...

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

Diversity

We value diversity in the service and in the community by ...

- Treating everyone fairly and with respect
- Providing varying solution for different needs and expectations
- Promoting equal opportunities in employment and progression within the Service
- Challenging prejudice and discrimination

Improvement

We value improvement at all levels of the service by ...

- Accepting responsibility for our performance
- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

3.4 Strategic Aims

In order to assist in carrying out its functions efficiently and effectively, the Authority has set 5 Strategic Aims (with 16 Corporate Objectives), as detailed in its annual **Performance Plan**. These Aims are:

1. Reduce the risk to life and material loss from fire and other emergencies in the community
2. Protect life, property and the environment from fire and other emergencies
3. Secure the highest level of safety and welfare for all staff and Authority Members by providing effective leadership, training, equipment and systems of work
4. Provide a service that demonstrates quality and best value in service provision
5. Provide a service committed to the highest level of equality and fairness

The Corporate Objectives linked to Strategic Aim number 5 and, therefore, the most relevant to our duties under the Disability Discrimination Act are as follows:

- 14 Provide a fair and equitable service to the communities of Shropshire and other stakeholders
- 15 Provide a fair, equitable and dignified place of work for all employees and visitors
- 16 Seek to employ a workforce representative of the community we serve

These Strategic Aims and Corporate objectives underpin Shropshire Fire and Rescue Service's performance and business plans.

3.5 Profile of the County We Serve

Shropshire Fire and Rescue Service covers the whole of Shropshire, which includes the following:

- The Borough of Telford and Wrekin
- Bridgnorth District Council
- North Shropshire District Council
- Oswestry Borough Council
- Shrewsbury & Atcham Borough Council
- Shropshire County Council and
- South Shropshire District Council

Shropshire has a total population of 441,498, of which 17.94% have a limiting long-term illness (from National Statistics, Census Data 2001).

This information can be broken down further to show that in the Borough of Telford & Wrekin the number of people, who have a limiting long-term illness, is 28,466, which equates to 17.97% of the population and in Shropshire County Council there are 50,793 people with a limiting long-term illness, which is 17.95% of the population (statistics are taken from National Statistics, Census Data 2001).

Shropshire Fire and Rescue Service will be conducting an internal cultural audit shortly, which will be able to give more accurate information on how many people in this organisation have a disability.

3.6 Working in Partnership

The Service also works closely with partners in service delivery, having close links with the community and local authorities, through Local Area Agreements, for example, and with our Crime and Disorder Reduction Partnerships.

The Service works in Partnership with other local organisations, groups and authorities. One of these projects was 'Diversity Action', a training event on a range of diversity issues, which was given through a theatre production. Managers and other selected employees attended this event, which has run for 3 seasons, with a total of 45 employees attending over this period.

The Service also works on regional projects with other fire services through the Regional Management Board (RMB). One of these projects is specifically tasked with looking at equalities issues. The Region is made up of the following Services:

- Hereford and Worcester Fire and Rescue Service
- Staffordshire Fire and Rescue Service
- Warwickshire Fire and Rescue service
- West Midlands Fire and Rescue Service

This joint approach is one that is developing nationally and is seen as a way forward for achieving projects and results.

4. Equality and Diversity

The overriding aim of the Authority is to make Shropshire a safer place to live by minimising the risks and social and economic cost of fire and other related hazards.

We are committed to delivering fire safety and community fire safety services that are sensitive to the needs and aspirations of Shropshire's diverse communities by creating a workforce, which is representative of the community we serve.

Equality and diversity issues are considered at all levels in our decision making processes.

A thematic review of Equality and Fairness in the Fire Service was undertaken by Her Majesty's Fire Inspectorate in 1999. This review looked at policies, practices and performance of fire services on equality and fairness issues. The year 2000 saw the publication of an equalities action plan by the Home Office, entitled ***Towards Diversity***, which dealt with all of the issues raised in the thematic review and contained recommendations for cultural change and the embracing of diversity. Recognising the importance of leadership for the issues contained within the Home Office document, responsibility for all equality matters was subsequently placed in the hands of the Chief Fire Officer.

In December 2001 the Home Office published ***Towards Diversity II***, which provided further recommendations, actions and advice. This document was used to review the Authority's equality action plan - ***Quality Means Equality*** in addition to the ***Equality Standard for Local Government***.

4.1 Some of Our Achievements to Date

Assistive listening devices (conversors) - 2 conversors have been purchased, which can be used during meetings or when working in the community.

Buildings improvement programme - We are currently working through this programme and have been doing so since 2001, whereby an audit was undertaken of all of our buildings for accessibility.

Community fire safety information - We have produced a video for the deaf and hard of hearing, which has been widely distributed. In addition, a video featuring fire safety training for people with learning difficulties has been produced in partnership with Telford College of Arts and Technology and Borough of Telford & Wrekin. We also have available audio tapes for the blind, which contain fire safety information.

Diversity training - We have recently carried out diversity training for all of our retained duty system staff, which included a section on disability awareness.

Documents available in various formats - All our documents are available in a variety of formats on request, this has been communicated on our website and in the documents themselves.

Equality and Diversity Officer - In 2004 the Service appointed a full-time Equality and Diversity Officer, whose remit is to look at all areas of equality and diversity within the Service and to monitor and implement the Disability Equality Scheme and Action Plan. Prior to this, from 1999 we had an Equality and Fairness Advisor, who undertook this role. We intend to establish an Equality Audit Group (EAG) to replace the Equality and Fairness Advisory Group. This Group is tasked with looking at all areas of equality and diversity within the Service and consists of representatives from all parts of the organisation ensuring that all under-represented groups are represented.

Guidance to Fire and Rescue Service Managers Disability Discrimination Act Part II - A guidance document has been produced jointly by the Disability Rights Commission and the Chief Fire Officers' Association and adopted by the Service. This gives guidance to managers on the employment provisions of the Disability Discrimination Act, and is intended to provide them with information and practical examples to enable them to deal effectively with cases involving disabled people.

Fire Service Emergency Cover (FSEC) Toolkit - This allows us to identify people in higher risk areas. Two of factors that affect these risk levels are disability and long-term limiting illness. We then use information to aid us when targeting areas with community fire safety.

Older People's Officer – This person was employed to target older people with community fire safety information and undertake work in the community. Older people are more at risk from injury or death from a fire than those under 65.

Partnership working - The Service is a member of the Equalities Forum and the Telford Race, Equality and Diversity Partnership, which assists us to become further involved with local communities. In partnership we have also employed an Older People's Officer, who also works with The Red Cross Home from Hospital Service, Occupational Therapists, Community Service (Social Services) and Shropshire Care and Repair. More recently, this role has also started to offer training to care workers, who support older and disabled people in their own homes, on spotting fire hazards and educating them on how we can work together to reduce the risk to their clients.

Running call telephones - These telephones are placed outside all stations and can be used by the public to make emergency calls. These are all being updated with telephones that incorporate a hearing induction loop.

Two Ticks Symbol - For many years we have been accredited with the 'Two Ticks Symbol' by Jobcentre Plus. It is given as recognition to employers, who have agreed to meet the five commitments regarding the recruitment, employment, retention and career development of disabled people.

5. Involving Disabled People

The disability legislation gives the organisation a requirement not only to consult on the finalised scheme but also to involve disabled people in the development of the Disability Equality Scheme.

In order to do this around 30 groups or individuals, who have a disability or a member of a disability group, were contacted in the County. Employees with a disability were also asked to participate along with our recognised trade unions. In addition to this both the Equalities Forum and the Telford Race, Equality and Diversity Group were sent an invitation to participate in the formulation of this Scheme and Action Plan.

A focus group was arranged and those who had expressed an interest in attending were invited to this.

The draft Scheme was sent to other fire and rescue services in our region for comments and was also put on our intranet for consultation.

The views and comments from all of these groups have been taken into consideration, wherever possible and adopted into this final DES, these views allow us to prioritise our equality initiatives.

6. Impact Assessments

Each current and new policy/function will have an Initial Equality Impact Assessment undertaken to identify any areas of concern, which will then be resolved. If necessary, a Full Equality Impact Assessment will be undertaken. Appropriate training has been given to all staff with responsibility for undertaking Equality Impact Assessments. See Appendix B and C for Equality Impact Assessment Forms.

The purpose of undertaking these impact assessments is to ensure that all proposed and current policies do not disadvantage disabled people, and also to identify where these might better promote equality of opportunity.

Prioritised policies for impact assessment are available as a separate document.

7. Gathering information

It is a requirement of the Disability Discrimination Act 2005 to gather information in several areas of the organization. This allows the organisation to make decisions based on the information obtained.

The Service will gather information on:

- Service delivery
- Employment – recruitment, development and retention
This information can be gathered through monitoring forms, personal development reviews and exit interviews as well as those detailed below.

Employees

- Equality Impact Assessments
- Cultural audit for employees
- Monitoring forms
- Personal development reviews
- Exit interview
- Equality Audit Group

Service Delivery

- Equality Impact Assessments
- Customer satisfaction surveys
- Complaints
- Partnership groups

It is important to gather both qualitative and quantitative data. This information should help to identify whether the actions we have devised in the Action Plan are delivering greater equality for disabled people.

8. Using Information

The information found from using the methods as set out in Section 7 will help to prepare subsequent schemes, and to identify if the actions devised have been effective.

Information gathered through surveys will be analysed and the results of this used to inform future action planning.

9. Reporting

We will produce a report on an annual basis containing a summary of:

- The steps the Service has taken to fulfill its legislative requirements (within the Action Plan)
- Results of information gathering, and what this indicates
- What the Service has done with the information gathered, and any actions as a result

10. Consultation

The Service is committed to consulting as widely as possible on the Scheme and to using comments arising to make amendments to the Scheme. Consultation is already widely used within the Service.

The way in which the Service will consult with the community and stakeholder groups will be done through several methods and using various groups/organisations both internally and externally.

The information from these groups will be used to inform and improve the Authority's policies and service delivery. We shall use the following groups for consultation:

Internal

- All recognised representative bodies

- Human Resources Committee
- Policy Group
- Employees through the internet or 'Pink' newsletter

External

- Individual and community groups on our current partnership list
- Fire and rescue services in the West Midlands Region and our family group
- Shropshire County Council
- Borough of Telford & Wrekin
- Race Equality and Diversity Executive – groups from the Borough of Telford & Wrekin area
- Equalities Forum – groups from the Shropshire County Council area

It is important to ensure that each function to be consulted on is reviewed on an individual basis to ensure that the most appropriate type of consultation is used. The methods of consultation used will be the most appropriate for differing circumstances but may include some or all of the following:

- Internet
- Surveys and questionnaires
- Focus groups
- Consultation meetings
- Working groups
- Conferences
- Market research

The Audit Commission's Fire and Rescue National Report (January 2006) Comprehensive Performance Assessment details Shropshire and Wrekin Fire Authority as an example of good practice for **effective community engagement** with our regular use of scrutiny panels, focus groups, public meetings and internet communication to inform improvement priorities.

11. Arrangements for Monitoring of Policies for Adverse Impact

Monitoring specific areas and service delivery can give us information as to whether disabled people are experiencing the same or different level of service, thereby allowing us to identify areas of improvement and to establish:

- Levels of usage - whether over or under represented
- Levels of satisfaction – ascertain if all backgrounds are satisfied
- Levels of relevance – do policies meet the needs of communities?
- Levels of appropriateness – whether policies are culturally sensitive

Statistical information on employment issues, operational matters, fire prevention and fire safety inspections is gathered regularly.

Responses from the public, and complaints and comments will also be analysed to detect any adverse impact on the promotion of equality for disabled people.

Targets for recruitment and promotion, originally set by the Home Office, will continue to be monitored, as will the actions contained in the Authority's Action Plan, and revised to meet the requirements of Central Government targets.

In addition, the Authority will send 'After the Incident' survey forms to people, who have had need of its services, to enable it to monitor its delivery by identifying trends.

The Authority is also subject to scrutiny by the Audit Commission under the Comprehensive Performance Assessment process. This gives an overall rating and feedback on performance throughout the organisation on equality and diversity issues.

Public opinion and cultural surveys are undertaken through an external organisation. These results are analysed for disparities between service users and appropriate actions will be taken as a result of these.

12. Publishing Information

The Disability Equality Scheme will be published in paper format and be available on request, it will also be placed on our website: www.shropshirefire.gov.uk.

A summary of the Scheme will be published and distributed to every employee and Authority Member. This summary will also be available to the public on request.

The results of the monitoring will be published annually and will be available on the website.

13. Accessing Information

Reports will be available to the public on request and will be available at Brigade HQ and on our website. Any further enquiries for information should be directed to the Equality and Diversity Officer or via the internet.

Internally, the Disability Equality Scheme and any associated reports and Action Plans, will be circulated in paper form and via the intranet to Shropshire Fire and Rescue Service employees.

The Scheme will also be made available on request in alternative formats, such as large print, audio tape and alternative languages.

We are currently in the process of redesigning our website to ensure that it is accessible to as many people as possible.

14. Arrangements for Training Staff

The Authority has already delivered training to personnel on equality and diversity, cultural awareness and harassment and bullying. This training is ongoing and provided to all new employees to the Service during their induction programme.

A new equality handbook is being developed with one of our partnerships; which will help to complement our current policies and procedures. The publishing of this Scheme to Service personnel will help to reinforce the organisation's commitment to this and their knowledge and awareness, both in service delivery and employment environments.

The Authority has also undertaken a partnership approach to training. Diversity Action was a training event through the use of theatre to look at local issues.

Retained duty system personnel have all been given equality and diversity training, with disability awareness being the main focus of this training.

The training given to staff will be reviewed on a regular basis to ensure its relevance and effectiveness.

The Equality and Diversity Officer is responsible for looking at diversity training and has undergone relevant training in this area. The organisation also uses external organisations who are experienced in delivering equalities training within their programmes, such as within our Leadership and Management Development programmes.

15. Review of the Scheme

The Scheme will be reviewed every 3 years by the Equality and Diversity Officer with appropriate managers responsible for completing actions as stated in the Action Plan.

The Action Plan will be amended annually and made available on request. With summaries sent to appropriate managers/employees.

16. Complaints Procedure

Internal

Employees are able to use the Grievance or Whistle blowing Brigade Orders, which are available on the internet or from Human Resources.

External

The Service has a corporate complaints procedure, which allows service users to make complaints, comments or compliments on any aspect of the Service. Details of this procedure are set out in our 'A guide to complaints and/or comments' form, which is widely publicised.

A complaint can be made in person by telephone or in writing.

By telephone contact 01743 260285/260232

By post to Brigade Complaints Officer
Shropshire Fire and Rescue Service
Brigade Headquarters
Shrewsbury
SY1 2HJ

17. Action Plan

Section 3

Action Plan 2006-2009 Disability Equality Scheme

This Action Plan is divided into Directorates.

Reference key

ACFO – Assistant Chief Fire Officer, **ACO** – Assistant Chief Officer **ADO's** – Assistant Divisional Officers, **CFO** – Chief Fire Officer, **HOR** – Head of Resources, **DM** – Development Manager, **HRM** – Human Resources Manager, **SWFA** – Shropshire and Wrekin Fire Authority, **EDO** – Equality and Diversity Officer.

Other references **A&O** - Achieved and Ongoing **CFS** – Community Fire Safety **EQIA** – Equality Impact Assessment

IRMP – Integrated Risk management Planning **SFRS** – Shropshire Fire and Rescue Service

Community Safety

Number	Action	Outcome	Responsible officer/s	Target date	Completed
2*	Review disability monitoring arrangements in each of the service delivery areas when new procedures are put in place: CFS eg customer satisfaction forms, Operational, Control	Review will ensure that sufficient monitoring is taking place and establish any discrepancies between service users	DCFO & Performance	January 2008	
3	Stations to build up good relations with disability groups	Increased involvement in community activities, better understanding of communities and stronger links	District Support Officers	2007 2008 2009	
4	Attend community events with recruitment and CFS literature	Visible presence and engagement with disabled people	Head of District Performance/ Head of Prevention	Ongoing	Y
6	Retained stations to undertake positive action to connect with disabled people with CFS education and recruitment information	Increase numbers of people with disabilities applying to the Service	District Officers	December 2006 Ongoing	Y

9*	Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure	Audit to check that people are filling in the EQIA	Executives & Policy Group	December 2008	
10	Produce a external communications policy for press and media	Consistent approach throughout the organisation of communicating externally	DCFO	February 2008	
11*	Include disability equality promotion activities in SFRS Organisation Business Plans to integrate disability equality into mainstream activities.	Ensure all aspects of the organisation are aware of our commitment to disability equality	CFO & Policy Group	Annually / as plans devised	A&O
65	Trial using the conversor equipment for people using hearing aids when undertaking CFS work	Promotion of this equipment and to establish how well this is used	Head of Fire Prevention	July 2007	
66	Review where home fire risk assessment referral forms are distributed	To ensure that a wide coverage is maintained	Head of Fire Prevention	April 2008	
67	Use specialist media to promote CFS, for example disabled groups newsletters	Increase accessibility to services	Head of Fire Prevention	September 2008	
54*	Where appropriate, provide a summary of more detailed documents, eg IRMP	Provide clear and concise information	All	As devised	A&O
59*	Promote the use of plain English throughout the organisation. Create a Brigade Order on this.	Better access of information to all people	EDO/All	July 2008	
72	Work with local authorities to promote official firework displays only	To reduce the number of unofficial displays	DCFO	2006-2009	A&O
73	Develop a people at risk team to target fire safety at hard to reach people, including disabled people	To ensure that our services are accessible to all people	DCFO	April 2007	

Executive

Number	Action	Outcome	Responsible officer/s	Target date	Completed
9*	Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure	Audit to check that people are filling in the EQIA	Executives / Policy Group / EDO	December 2008	
11*	Include disability equality promotion activities in SFRS Organisation Business Plans to integrate disability equality into mainstream activities	Ensure all aspects of the organisation are aware of our commitment to disability equality	CFO & Policy Group	Annually / as plans devised	A&O

12	Compliments slips inform all people that information is available in alternative formats	Ensures public is aware that publications are offered in an alternative format.	Corporate Services Manager	February 2007	
13*	Establish a recording mechanism for all equality impact assessments (new, current, revised policies, procedures or practices) and EQIA forms	Certify they are being completed in all areas, can be audited easily and used for future reference.	EDO / Corporate Services Manager	December 2006	
14*	Ensure that papers for meetings require Members to consider implications for equality and diversity	Mainstreaming E&D issues	EDO / Corporate Services Manager	Ongoing	A&O
15	Use data from the monitoring of take up of service to inform policy review and target setting	Improve policy development	CFO	Annually	A&O
16	Utilise demographic data from the census for Shropshire to inform plans	Accurate information will improve policy development, use of FSEC	CFO	Annually	A&O
17	Promote the Authority's successful disability equality work in the media	Encourage community working	CFO & Policy Group	Ongoing	A&O
18	Promote the Authority's commitment to disability equality in all appropriate internal and external communications	Transparency throughout the organisation, promote inclusiveness	CFO & Policy Group	Ongoing	A&O
19	Ensure that public events organised/attended by the Authority reflect and reinforce its commitment to disability equality. Executive officers to promote this commitment by supporting and attending local events	Promote inclusiveness and community engagement	CFO / DCFO / ACO / ACFO	Ongoing	A&O
20	Maintain currency of knowledge for Champions of Equality and Diversity, the Chair and CFO	Maintain knowledge of equality and diversity	Chair & CFO	2007	
54*	Where appropriate, provide a summary of more detailed documents, eg IRMP	Provide clear and concise information	All	As devised	A&O
59*	Promote the use of plain English throughout the organisation. Create a Brigade Order on this.	Better access of information to all people	EDO/All	July 2008	

Human Resources, Training and Development

Number	Action	Outcome	Responsible officer/s	Target date	Completed
9*	Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure	Audit to check that people are filling in the EQIA	Executives & Policy Group	December 2008	
11*	Include disability equality promotion activities in SFRS Organisation Business Plans to integrate disability equality into mainstream activities	Ensure all aspects of the organisation are aware of our commitment to disability equality	CFO & Policy Group	Annually / as plans devised	A&O
13*	Establish a recording mechanism for all equality impact assessments (new, current, revised policies, procedures or practices) and EQIA forms	Certify they are being completed in all areas, can be audited easily and used for future reference.	EDO / Corporate Services Manager	December 2006	
14*	Ensure that papers for meetings require Members to consider implications for equality and diversity	Mainstreaming E&D issues	EDO / Corporate Services Manager	Ongoing	A&O
21	Annually circulate an update to Policy Group and employees on the DES action plan	All staff aware of where we are and actions required to complete	EDO	Annually in December	
22*	Monitor employment target levels/dates for compliance	Establish whether we will meet these and any associated actions to try and meet these	HRM/EDO/ Performance	Annually	A&O
23	Review the current induction literature and training to ensure that information on the Disability Discrimination Act and DES is included	Obligated to do this under the legislation, staff will have a better understanding of the organisation and their expectations	EDO/HRM	July 2007	
26	Create an Equality Audit Group	Gain the views of a diverse group of people to contribute to policy development and project work	EDO	June 2007	
27	Ensure that the website has a contact for requesting information in alternative formats	Visible when entering website so people can see service is available	EDO	December 2006	Y
31	Attend events to promote the Service to under-represented groups eg jobfinder	Community engagement, positive action, better understanding of communities	HRM/HRO/ EDO	A&O	Y
32*	Carry out an employee survey/cultural audit to	Establish whether all staff are receiving	EDO +	January	

	obtain views on equalities issues	equitable treatment and areas for improvement	Performance	2007	
34	Review equality and diversity training to consider developing training aimed at different levels, undertake a training needs analysis	More detailed information is given to those that require this in their roles	DM/EDO	2007	
35	Deliver specific training on conducting EQIA for those with specific responsibility for these	Staff competent in carrying out EQIA	DM/EDO	A&O	Y
36	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 their disability	Integrate disability equality throughout organisation and expectations of employees	ACO/DM/EDO	As new training is devised / sourced	A&O
37	Hold equality workshops for Authority Members.	Members must ensure they are up to date with skills	ACO/DM/EDO	Bi-annually 2007	
38	Ensure that job vacancies are advertised as widely as possible, including disability media, if appropriate	Showing that SFRS encourages people from under-represented groups to apply for posts	HRM/EDO	Annually	
39	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 disability bias	Recruitment processes will be unbiased, less opportunity for discrimination to take place	DM	Annually	A&O Annual training
40	Ensure that equality issues are incorporated into training for all staff	Mainstream equality issues through all training	ACO/DM/EDO	As devised	A&O
49*	Ensure that all customer surveys include equality and diversity questions and monitoring information and that these results are published.	Enable us to monitor effectively if any groups are receiving a different level of service or how they view the Authority	Performance/ EDO/HRM	March 2007	
54*	Where appropriate, provide a summary of more detailed documents, eg IRMP	Provide clear and concise information	All	As devised	A&O
53*	Investigate the feasibility of introducing a service, such as minicom or talk type	Improved communications, if it is found this is required	EDO/ Performance - Comms	February 2007	
55	Review the DES and make alterations for the 2009-11 Scheme	Ensure meeting legal timescales	HRM/EDO/ Policy_group	June 2008	
56	Brigade Order to be produced on the format of documents and literature taking into account different types of disabilities	Easy access for all staff so they can efficiently get documents translated or provide translators, if needed	EDO/Snr Management Support Officer	February 2007	

57	Disability section page to be included on the website	More transparent organisation and easy access to information	EDO	2007	
58	Issue all staff with a summary of the Disability Equality Scheme	Increase staff awareness and understanding of what it is for and commitment to disability equality.	EDO	December 2006	
59*	Promote the use of plain English throughout the organisation, create a Brigade Order on this	Better access of information to all people	EDO/All	July 2008	
60	All staff to have disability awareness training	Better understanding of disability issues	EDO/DM	2006 - 2009	
61	Where appropriate use local people for talks and training regarding disability	Better understanding of disability issues	EDO/DM	2006 - 2009	
62	Produce literature informing staff about what happens if you have or get a disability	Promote positive aspects of this and support by the organisation	HRM	October 2007	
63*	Electronic application form should be made available	Improve accessibility	EDO & Web Officer	January 2007	
64	Review the information sent out in application packs	Improve information.	HRM	January 2009	

Performance Improvement

Number	Action	Outcome	Responsible officer/s	Target date	Completed
2*	Review the monitoring arrangements in each of the service delivery areas. CFS eg customer satisfaction forms, Operational, Control	Review will ensure that sufficient monitoring is taking place	ADO's / Performance	March 2007	
9*	Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure	Audit to check that people are filling in the EQIA	Execs & Policy Group	December 2007	
11*	Include disability equality promotion activities in SFRS Organisation Business Plans to integrate race equality into mainstream activities	Ensure all aspects of the organisation are aware of our commitment to race equality	CFO & Policy Group	Annually / as plans devised	A&O
13*	Establish a recording mechanism for all equality impact assessments (new, current, revised policies, procedures or practices)	Certify they are being completed in all areas, can be audited easily and used for future reference.	Performance/ Executives/ EDO	December 2006	
22*	Monitor employment target levels/dates for compliance	Establish whether we are improving in this area	Performance/H RM/EDO	Quarterly and	Y

				Annually	
32*	Carry out an employee survey/cultural audit to obtain views on equalities issues	To establish any areas for improvement	Performance/E DO	January 2008	
43	Produce a report on disability statistics every 3 years on Shropshire County for use throughout the organisation	Enable better planning and business plans to be up to date	Statistics Officer	November 2007	
44	Produce a Brigade Order for consultation with stakeholders and staff	All aware of the correct procedures for consultation and ensure consulting with minority groups	Performance Improvement Officer	April 2007	
45	Ensure that consultation protocol is being used in all areas	All staff will use this protocol, allows views to be taken into consideration	Performance Improvement Officer	June 2007	
46	Ensure consultation feedback is used to review policy for policies and planning	Changes will be made in organisation	Performance Improvement Officer & All managers	January 2008	
47	Disability Equality Scheme and Action Plan are promoted throughout the organisation by Policy Group members	All staff aware of this and their responsibilities	CFO & Policy Group	December 2006 and ongoing	
48	Amend complaints survey form to include disability monitoring information	To enable us to monitor this and make changes, if necessary	Snr Management Support Officer	December 2006	Y
49*	Ensure that all customer surveys include equality and diversity questions and monitoring information and that these results are published.	Enable us to monitor effectively if any groups are receiving a different level of service or how they view the Authority	Performance/ EDO/HRM	March 2007	
53*	Investigate the feasibility of introducing a service, such as minicom or talk type	Improved communications, if it is found this is required	EDO/ Performance - Comms	February 2007	
54*	Where appropriate, provide a summary of more detailed documents, eg IRMP	Provide clear and concise information	All	As devised	A&O
59*	Promote the use of plain English throughout the organisation, create a Brigade Order on this	Better access of information to all people	EDO/All	July 2008	
63*	Electronic application form should be made available	Improve accessibility	EDO & Web Officer	January 2007	
68	Review the website for disability accessibility	Ensure that a wide range of people can access our website	Web Officer	August 2007	

Resources					
Number	Action	Outcome	Responsible officer/s	Target date	Completed
9*	Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure	Audit to check that people are filling in the EQIA	Execs & Policy Group	December 2007	
11*	Include disability equality promotion activities in SFRS Organisation Business Plans to integrate disability equality into mainstream activities	Ensure all aspects of the organisation are aware of our commitment to disability equality	CFO & Policy Group	Annually / as plans devised	A&O
51	Review the supplier management policy to ensure that it incorporates equal opportunities policies	Ensure that suppliers follow the core values of fire service and SFRS values	HOR	January 2007	
54*	Where appropriate, provide a summary of more detailed documents, eg IRMP	Provide clear and concise information	All	As devised	A&O
59*	Promote the use of plain English throughout the organisation, create a Brigade Order on this	Better access of information to all people	EDO/All	July 2008	
70	Continued implementation of the buildings/assets programme to ensure we are complying with our legislative requirements	Increase accessibility	HOR	2006-2009	Ongoing
71	Research/implement reasonable adjustments to premises and equipment, where necessary	To enable staff to remain in their roles	HOR	2006-2009	A&O

* Indicates that this is a joint action

19. Appendices

Appendix A

Definition of Disability under the Disability Discrimination Act

The Act covers disabled people and people, who have had a disability in the past.

Disability is defined as

“A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.”

Explanations of:

Impairment

The definition covers physical and mental impairments. These include:

- physical impairments affecting the senses, such as sight and hearing
- mental impairments, including learning disabilities and mental illness (if it is recognised by a respected body of medical opinion)

Substantial

For an effect to be substantial, it must be more than minor. The following are examples that are likely to be considered substantial:

- inability to see moving traffic clearly enough to cross a road safely
- inability to turn taps or knobs
- inability to remember and relay a simple message correctly

Long-term

These are effects that:

- have lasted at least 12 months, or
- are likely to last at least 12 months, or
- are likely to last for the rest of the life of the person affected

Long-term effects include those, which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12-month period following the first occurrence.

Day-to-day activities

Day-to-day activities are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories:

- mobility - moving from place to place
- manual dexterity - for example, use of the hands
- physical co-ordination
- continence
- the ability to lift, carry or move ordinary objects
- speech, hearing or eyesight
- memory, or ability to concentrate, learn or understand

- being able to recognise physical danger

The Government has issued guidance, under the Act, about whether an impairment has a substantial or long-term effect. This guidance does not in itself impose legal obligations on an employer or service provider, but a tribunal or court must, when considering a complaint about discrimination, take into account any of the guidance, which appears to be relevant.

Particular cases or conditions

Severe disfigurements

The Act's definition treats severe disfigurements as disabilities, although they have no effect on a person's ability to carry out normal day-to-day activities.

If, however, the disfigurement consists of a tattoo, which has not been removed, non-medical body piercing, or an object attached through such a piercing, regulations have the effect of ensuring that this would not be treated as a disability.

Impairments helped by treatment or artificial aids

Medication or equipment (such as an artificial limb), which helps an impairment, is not taken into account when considering whether an impairment has a substantial effect.

For example, a person who wears a hearing aid to improve their hearing is considered to have the hearing loss that would exist without the use of the aid. An exception is when people wear glasses or contact lenses - it is the effect on the person's vision, while wearing their glasses or contact lenses that is considered.

If, however, the treatment is likely to cure the impairment, this should be taken into account in assessing whether the impairment is long-term.

Progressive conditions

The Act covers progressive conditions, where impairments are likely to become substantial.

Examples of progressive conditions include:

- cancer
- HIV infection
- multiple sclerosis
- muscular dystrophy

The Act covers people with these conditions from the moment that there is a noticeable effect on normal day-to-day activities, however slight. For example, a person with multiple sclerosis would be covered from the time they first developed symptoms that affect their ability to carry out normal day-to-day activities. They would not be covered just because the illness had been diagnosed.

Genetic predispositions

The Act does not cover people with a gene that causes a disability, unless they develop the disability. For example, people with the gene that causes Huntington's chorea are not covered if they do not have the condition. People are covered as soon as the first effects on normal day-to-day activities appear.

Past disabilities

The definition covers people, who have had a disability in the past. If a person once had a disability which is covered by the Act, they are still protected, if they have recovered. This applies even if they recovered before the Act came into force.

Registered disabled people

Any person registered as a disabled person under the Disabled Persons (Employment) Act 1944, or the Disabled Persons (Employment) Act (Northern Ireland) 1945, on both

- 12 January 1995 when the legislation was first introduced into Parliament
- and the date when the employment rights start is covered by the Act for three years

is to be treated as having a disability, for the purposes of the Act, for three years from the latter date. They do not have to prove they meet the new definition of disability for this three year period.

Babies and children under the age of six

It may be difficult to see the effects of an impairment on a baby or young child and thus determine if he or she is disabled. However, a young child with an impairment will be treated as disabled under the Act, if someone over the age of six with such an impairment would normally be covered by the Act.

Impairments which are excluded

The following conditions are not to be treated as impairments for the purposes of the Act:

- Addiction to, or dependency on, alcohol, nicotine or any other substance (unless the addiction resulted from the substance being medically prescribed)
- Seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition
- A tendency to set fires
- A tendency to steal
- A tendency to physical or sexual abuse of others
- Exhibitionism
- Voyeurism

Additional information

What about people who have recovered from a disability?

People, who have had a disability within the definition, are protected from discrimination, even if they have since recovered.

What if the effects come and go over a period of time?

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing, if it is likely to recur, that is if it is more probable than not that the effect will recur.

What about treatment?

Someone with an impairment may be receiving medical or other treatment, which alleviates or removes the effects (though not the impairment). In such cases, the treatment is ignored and the

impairment is taken to have the effect it would have had without such treatment. This does not apply, if substantial adverse effects are not likely to recur, even if the treatment stops (ie the impairment has been cured).

Does this include people who wear spectacles?

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

Are people who have disfigurements covered?

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Are there any other people who are automatically treated as disabled under the Act?

Anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled. People, who are not registered or certified as blind or partially sighted, will be covered by the Act, if they can establish that they meet the Act's definition of disability.

What about people who know their condition is going to get worse over time?

Progressive conditions are conditions, which are likely to change and develop over time. Where a person has a progressive condition they will be covered by the Act from the moment the condition leads to an impairment, which has some effect on the ability to carry out normal day-to-day activities, even though not a substantial effect, if that impairment is likely eventually to have a substantial adverse effect on such ability.

Are people with genetic conditions covered?

If a genetic condition has no effect on the ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.

Appendix B



**Shropshire Fire and Rescue Service
Monitoring Information**

You are required to complete the following detachable form to allow the Fire and Rescue Service to monitor its recruitment/equal opportunities policies. The information you provide will be treated in the strictest confidence and will be used only for monitoring purposes; it will not be used in the selection process. The Fire Service is required to record ethnic origin and the sex of people who apply for appointment.

Post Applied For..... **Ref No**.....

Full Name **Date of Birth**.....

Do you consider yourself to be a disabled person? Yes / No* (**please delete*)

If yes please give details

.....

Disabled applicants are invited to contact the Human Resources Office at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustment or special arrangements are required if selected for interview/test.

Please delete or x appropriate box as necessary

I would describe my ethnic/cultural origin as:

- White**
- British
- English
- Scottish
- Welsh
- Any other, please state

- Irish
- Any other white background, please state
- _____

- Mixed**
- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background, please state
- _____

- Asian or Asian British**
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state

- Black or Black British**
- Caribbean
- African
- Any other Black background, please state
- _____

- Chinese or other Ethnic Group**
- Chinese
- Any other, please state
- _____

Nationality:.....

Religion:

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian (including Catholic, Church of England, Protestant and all other Christian denominations) | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Any other religion, please state _____ |

We recognise that in a diverse country many people use more than one language in their day to day life; please can you tell us which languages you use on a regular basis.

- 1) 3)
2)

Gender: Male / Female*

Marital Status: Single / Married / Co-habiting*

Do you have any caring responsibilities:

- Yes, Childcare (children under age 14)
 Yes, Other
 No caring responsibilities

How did you hear about this vacancy:

- Newspaper, please state _____
 Radio, please state _____
 Careers Fair
 SFRS Website
 Careers Advisor
 From a friend / relative who is a SFRS employee
 Other (please specify) _____

For current SFRS employees only:

Compared with your present post, if successful, would you class this as a promotion? YES / NO*

Data Protection Act:

The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed. This data may be processed by Shropshire Fire and Rescue Service for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this monitoring form you will be giving your explicit consent to processing of data contained or referred to on it, including information which may be considered to be sensitive personal data.

Signed:	Date:
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Appendix C



<p>Shropshire Fire & Rescue Service EQIA no</p> <p>Initial Equality Impact Assessment Form</p>
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Directorate		Department/ Section	
Name of officer		Job title	
Name of Policy/Service to be assessed		Date of assessment	
New or existing policy	N / E		

1. Briefly describe the aims, objectives and purpose of the policy/service			
2. Are there any associated objectives of the policy/service?			
3. Who is intended to benefit from the policy/service and in what way?			
4. What outcomes are wanted from this policy/service?			
5. Who are the main stakeholders in relation to the policy/service?			
6. Who implements the policy/service and who is responsible for this?			
7. Are there any concerns that this policy/service could have a differential impact on the following groups and what existing evidence do you have for this? Yes or No, please detail in boxes below.			
8. Age	Y	N	
9. Disability	Y	N	

10. Gender	Y	N	
11. Race	Y	N	
12. Religion or belief	Y	N	
13. Sexual orientation	Y	N	
14. Dependant/caring responsibilities	Y	N	
15. Could the differential impact identified in 7-14 amount to there being the potential for adverse impact in this policy/service?	Y	N	Please detail
16. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or another reason?	Y	N	Please explain for each equality heading on a separate piece of paper.
17. Have you consulted those who are likely to be affected by the policy/service?	Y	N	List those groups/individuals who have been consulted.

18. Should the policy proceed to a full impact assessment?	Y	N	Please detail
19. Date by which full impact assessment to be completed			
20. Reason for non completion			

I am satisfied that this policy has been successfully impact assessed.

I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (Assessing person)		Date	
Signed (Line Manager)		Date	
Please note that this impact assessment will be scrutinised by the E&D Officer			

Appendix D



Shropshire Fire & Rescue Service

EQIA number

Full Equality Impact Assessment Form

Directorate		Department/ Section			
Name of officer		Job title			
Name of Policy/Service to be assessed		Date of assessment		New or existing policy	N / E

1. Review policies & services What is the policy/service being assessed												
2. Examine the evidence In which area does the policy/service differentially / adverse impact	Age	Disability	Gender	Race	Religion / religion	Sexual Orientation	Dependant/ caring					
Where differential/adverse impact has been identified, is this intentional and/or justifiable? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please explain	Please explain intentional impact					Please explain justifiable impact with an example						
For which group/s is the impact most relevant? Please identify specific group/s	Public	Staff/ Members	Community Groups	Partners	Contractors	Consultants						
Has consultation already taken place with this group/s	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
If you have identified unjustified differential/adverse impact on areas of either function, policy or service provision, please read the guideline and												

complete below. If you have not please go to 7 and sign and date

<p>3. Consultation</p> <p>Who was consulted?</p> <p>What were the key points identified in the consultation</p>			
<p>4. Options</p> <p>List the options considered to modify the policy/service to reduce adverse impact on groups/s.</p>			
<p>5. Decisions</p> <p>What solution/s was chosen to modify the policy/service to remove unintended or unjustified impact on group/s</p>	<p>Please list solutions for unjustified impact</p>	<p>Please list solutions for unjustified impact</p>	
<p>6. Monitor/review</p> <p>How will you monitor the progress on impact of policy / service</p>	<p>Please explain</p>	<p>Date of review</p>	
<p>Signed</p>		<p>Date started</p>	
<p>Print name</p>		<p>Date completed</p>	
<p>Job Title</p>			
<p>Reminder: If you have identified unintentional differential/adverse impact of either function, policy, or service delivery provision, the impact assessment cannot be signed off until the consultation has taken place with the relevant group/s</p>			

Please note that this impact assessment will be scrutinised by the E&D Officer