

## REPORT OF THE CHIEF FIRE OFFICER

# Updated Race Equality Scheme

### 1 Purpose of Report

To seek approval from the Human Resources Committee of the draft of the updated Race Equality Scheme (RES), so that it may proceed to public consultation.

### 2 Recommendations

Members are requested to approve the updated Race Equality Scheme.

### 3 Background

The Fire Authority is legally obliged to have a Race Equality Scheme and Action Plan under the Race Relations (Amendment) Act 2000. The Scheme must state how we are meeting our duties under this legislation. We are also required to have an Action Plan, which details how, in each directorate, we will actively promote race equality to effect change throughout the organisation.

### 4 Updating the Race Equality Scheme

The first RES covered the period from 2002 to 2005, and is available via the website. The proposed update follows on from that and runs until 2008. All appropriate legislation and guidance documentation was considered, when the Race Equality Scheme was reviewed. As a result, the old Scheme has been completely overhauled. This took considerably longer than first thought and has contributed to a delay in producing the updated version. The new Scheme is designed to be more user friendly and the action plan has been created through liaison between the Equality and Diversity Officer and the managers from each of the directorates.

The action plan is to be completed over a period of 3 years. Some of the actions detailed are already complete, or have been in progress for some time. Any outstanding activities have been included in the updated version. The updated Scheme, which comes before Members, is a very thorough document, which, whilst it



has not yet been formally approved, has continued to form the basis for our activities in the area of Race Equality since 2002.

Should Members approve this draft, the document will be issued for public consultation. On completion of that consultation the final document will be brought before Members for approval. Thereafter, an update on progress against the Scheme will be brought before the Human Resources Committee annually in April, or the nearest meeting.

## 5 Financial Implications

There are no direct financial implications arising from this report.

## 6 Legal Comment

The Race Relations (Amendment) Act 2000 imposes a duty on the Fire Authority to produce a Race Equality Scheme.

## 7 Appendix

Revised Race Equality Scheme

## 8 Background Papers

Race Equality Scheme 2002 to 2005

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.

Balance Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Equality and Diversity	*	Retained	
Efficiency Savings		Risk and Insurance	
Environmental		Staff	*
Financial		Strategic Planning	
Fire Control/Fire Link		West Midlands Regional Management Board	

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





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# *Promoting Race Equality*

## **REVISED DRAFT**

The Shropshire and Wrekin Fire Authority  
Race Equality Scheme and Action Plan  
2005 – 2008

# Race Equality Scheme

This document contains information on how Shropshire Fire and Rescue Service is improving by making changes with regard to race 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](mailto: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种族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](mailto:enquiries@shropshirefire.gov.uk)

(Chinese)

Dokument ten zawiera informacje na temat tego jak jednostka ratowniczo-gaśnicza straży pożarnej z Shropshire usprawnia swoje usługi poprzez wprowadzanie zmian mających na uwadze równouprawnienie rasowe. Jeśli chcieliby państwo otrzymać ten dokument w innym języku lub formacie, np. w formacie audio lub napisany dużą czcionką, prosimy o kontakt pod numer 01743 260200 lub na adres e-mailowy: [enquiries@shropshirefire.gov.uk](mailto:enquiries@shropshirefire.gov.uk)

(Polish)

یہ دستاویز آپ کو اس بارے میں معلومات فراہم کرتی ہے کہ شروپ شائر اینڈ رسکیو سروس مختلف نسلوں کے مساوی حقوق کے لحاظ سے تبدیلیاں لا کر کیسے بہتر ہو رہی ہے۔ اگر آپ کو یہ دستاویز کسی متبادل زبان یا طریقہ مثلاً بڑے سائیر یا آڈیو میں درکار ہوں تو برائے مہربانی فون نمبر 01743 260200 یا ای میل [enquiries@shropshirefire.gov.uk](mailto:enquiries@shropshirefire.gov.uk) پر رابطہ کریں۔

(Punjabi)

(Urdu)

Dokumentigani waxa ku jira macluumaad ku saabsan sida Shropshire Fire and Rescue Service u sii wanaagsanaanayo iyadoo is-beddello lagu samaynayo sinnaanta isirrada. Haddii aad doonaysid dokumentigan oo ku qoran luqad kale ama qaab kale sida far waaweyn ama maqal ah, fadlan nagala soo xiriir 01743 260200 ama iimayl [enquiries@shropshirefire.gov.uk](mailto:enquiries@shropshirefire.gov.uk)

(Somali)

Mae'r ddogfen hon yn cynnwys gwybodaeth am sut mae Gwasanaeth Tân ac Achub Sir Amwythig yn gwella drwy wneud newidiadau o ran cydraddoldeb hil. Os hoffech chi gael y ddogfen hon mewn iaith neu ar ffurf wahanol fel print bras neu sain, cysylltwch â ni ar 01743 260200 neu drwy'r e-bost [enquiries@shropshirefire.gov.uk](mailto:enquiries@shropshirefire.gov.uk)

(Welsh)

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

| Insert picture of Chief

Shropshire Fire and Rescue Service are committed to achieving equality throughout all areas of the organisation and service delivery. The first Race Equality Scheme was produced in 2002, although the organisation has always been committed to improving race relations both internally and externally for many years before this document was created. This is shown through the commitment of our Senior Management within the organisation and is still continuing today.

The Service has a legal duty to promote race relations under both the general and specific duties of the Race Relations Act 1976 and the amendments to this act. The Service has always appreciated the benefits of valuing a diverse workforce and the introduction of this Race Equality Scheme has continued to confirm this. We have always valued our employees and this scheme only continues to enhance this.

As an organisation we are constantly striving to ensure that we achieve equality of opportunity for all and 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, which helped us when devising new initiatives to support the recruitment and retention of our employees. This revised 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**

| Insert picture

The Stephen Lawrence Inquiry, by Sir William Macpherson in 1999 produced a report, which defined institutional racism, this report was used to tackle discrimination and bring about change in organisations to ensure everyone is treated fairly. The report made various recommendations, and this is when the Race Relations Act 1976 was amended. The Race Relations (Amendment) Act 2000 changed the legislation and gave organisations a legal duty to promote race equality and to make it a fundamental part of the service that we provide, which is why we have the general and specific duties, held in the amended act and detailed within this scheme.

This Race Equality Scheme is to provide guidance to the service/employees on how to promote race equality both internally and externally to our service users. By adopting this document throughout the service and in everything that we do, we will then start to make a real difference to race equality within this organisation.

The action plan set out in this scheme will enable us to achieve not only our legal duty, but to ensure that these actions become part of our everyday activities.

## Statement of intent

Shropshire Fire and Rescue Service are committed to ensuring equality for all who use our Service and will endeavour to do this through implementing our race equality scheme and action plan, along with other documents which work towards our equality objectives.

In order to do this the service 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'**

Insert motto



# Section 1

## 1.0 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.

The Shropshire and Wrekin Fire Authority (SWFA) was formed as a combined fire authority in 1998 after local government reorganisation and 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 General Duty of the Race Relations Act (RRA) 1976, as amended by the Race Relations (Amendment) Act 2000, who are required to publish a **Race Equality Scheme** under the provisions of the Specific Duty of this Act.

### 1.1 What is a Race Equality Scheme

A Race Equality Scheme is a strategy 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.

### 1.2 General Duty

The General Duty (Section 71 (1)) states that as an authority we must have due regard to the need to:

- eliminate unlawful racial discrimination
- promote equality of opportunity; and
- promote good relations between people of different racial groups

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

### 1.3 Specific Duty

Under section 71 (1) of the Race Relations Act, in particular articles 2 (2) and 2 (3) of the Race Relations Act 1976 (Statutory Duties) Order 2001 as an authority it states how our Authority should meet its duties, under the specific duties.

A Race Equality Scheme shall state, in particular -

- (a) Those of its functions and policies, or proposed policies, which that person has assessed as relevant to its performance of the duty imposed by section 71 (1) of the Race Relations Act; and
- (b) That person's arrangements for –
  - (i) assessing and consulting on the likely impact of its proposed policies on the promotion of race equality;

- (ii) monitoring its policies and for any adverse impact on the promotion of race equality;
- (iii) publishing the results of such assessments and consultation as are mentioned in sub-paragraph (i) and (ii);
- (iv) ensuring public access to information and service which it provides; and
- (v) training staff in connection with the duties imposed by section 71 (1) of the Race Relations Act and this Order.

(c) Such a person shall, within a period of three years from 31 May 2002, and within each further period of three years, review the assessment referred to in paragraph (a).

#### 1.4 Specific Duties in Employment

Under the specific duty on employment, Articles 5 (1), 5 (2) and 5 (3) of the RRA (1976 statutory duties order 2001), the Service is required to monitor by reference to the racial groups to which people belong the numbers of;

- staff in post
- applicants for employment, training and promotion.

The Service is also required to monitor and analyse the numbers of staff from each group who;

- receive training;
- benefit or suffer detriment as a result of its performance assessment procedures;
- are involved in grievance procedures;
- are the subject of disciplinary procedures; or
- cease employment

The Service is required to publish annually the results of this monitoring.

#### 1.5 Statistics

The Service also has targets which are set by the Government in relation to the employment of Black and Minority Ethnic (BME) people;

Best Value Performance Indicators 2005/06:

- BVPI 2a) The level of the Equality Standard for Local Government to which we conform
- BVPI 2 b) The duty to promote race equality
- BVPI 11 b) The percentage of top 5% earners from black and minority ethnic communities
- BVPI 17a) Percentage of employees from ethnic minority communities
- BVPI 17b) Percentage of economically active (persons ages 18-65) population from ethnic minority communities in the local brigade area.

The Fire and Rescue National Framework Document 2005/06;

- to increase the percentage of minority ethnic representation within the fire service to 7% by April 2009.

#### 1.6 How we are meeting our duties

SFRS have introduced many initiatives and good practice to overcome difficulties recruiting people within this area, such as training to staff on cultural differences and positive action events to encourage under-represented groups to apply for positions within the Service. These will continue to be reviewed and developed as the organisation and County changes around us, to meet both of these needs.

SFRS have been monitoring its 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 these 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' ethnic origins and will also be monitoring religion and languages. 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.

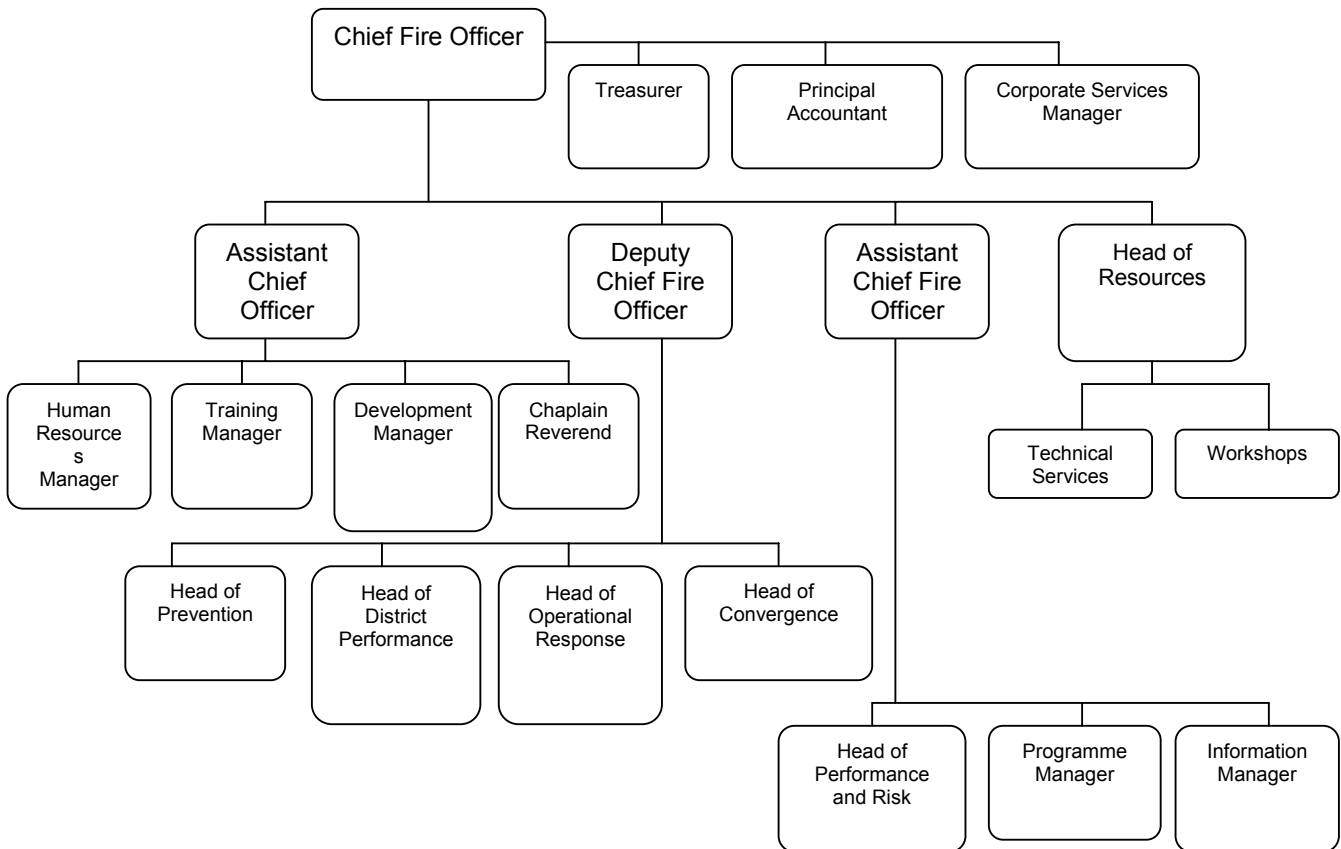
The Authority's long-term aim (in line with Government Target Setting) is to ensure that the composition of the workforce reflects that of the community of Shropshire. Where necessary, special steps (as permitted by the relevant legislation) have been, and will continue to be taken to help disadvantaged or under-represented groups to compete for jobs, on a genuine basis of equality.

The Authority's Equality of Opportunity and Fairness at Work Policies and the measures to implement it have been devised on the basis of advice from relevant bodies as well as through consultation with the appropriate representative bodies.

A review of the employment application and monitoring form was undertaken in 2005, changes were made to this to ensure that the service was collecting relevant valid data, non statutory categories such as religion and languages have now been included (see Appendix A for monitoring form).

## 2.0 Organisation Structure & Decision Making Process

### 2.1 Organisation chart



Ultimate responsibility for meeting the duties under the Race Relations (Amendment) Act 2000 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

SFRS is controlled by the 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 we provide an effective and cost efficient service and ensure that we meet our 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; these committees are detailed below;

- Combined Fire Authority
- Health Panel
- Human Resources Committee
- Audit and Performance Management 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 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.

### 2.4 Employees at the Service

	Number of people
Fire control	17
Non uniformed	57
Retained staff	287
Wholetime staff	208

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 spends approximately 10% of their time on operational duties, such as; fighting fires, attending road traffic collisions, 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.

## 3.0 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 & 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 & 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 the Combined 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 coordinates 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 Office of the Deputy Prime Minister 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 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 Shropshire Fire and Rescue Service's reputation 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 undisrupted 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

SFRS 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
- People
- Diversity
- Improvement

### 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 set out 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 Race Relations Act are the following corporate objectives;

- 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 very small ethnic population, with only 2.64% of people from ethnic minorities (this information was obtained from the Census data 2001).



This information can be broken down further to show that the total population in the Borough of Telford & Wrekin for ethnic minorities is 5.2%, compared to Shropshire County Council which is only 1.01%. The table below shows the breakdown of these figures into the different ethnic groups.

Ethnic composition of Shropshire (from Census data 2001)

		%	No of people
White	British	95.78	422859
	Irish	0.56	2493
	Other	0.98	4404
Asian or Asian British	Indian	0.69	3052
	Pakistani	0.39	1741
	Bangladeshi	0.05	242
	Other	0.09	390
Black or Black British	Black Caribbean	0.16	701
	Black African	0.09	414
	Other	0.03	156
Mixed	White & Black Caribbean	0.30	1349
	White & Black African	0.04	184
	White and Asian	0.18	815
	Other	0.13	560
Other ethnic groups	Chinese	0.29	1279
	Other ethnic group	0.20	869

### 3.6 Working in Partnership

SFRS also works closely with partners in service delivery having close links with the community and local authorities, through local area agreements for example with our crime and disorder reduction partnership.

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 training event. 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 & Worcester Fire Service
- Staffordshire Fire & Rescue
- Warwickshire Fire & Rescue
- West Midlands Fire Service

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

## 4.0 Equality & 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 the HM 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 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***.

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 Race Equality Scheme and Action Plan. To this end we are establishing an Equality Audit Group (EAG) to replace the EFAG 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 minority groups are represented.

## Section 2

### 5.0 Arrangements for Assessing the Impact of Proposed Policies

Each current and new policy will have an 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. Training will be given to all staff with responsibility for undertaking Equality Impact Assessments. See Appendices B and C for Equality Impact Assessment Forms.

All reports going to the Authority or Policy Group for consideration will include an initial equality impact assessment. Assessed policies are available as a separate document.

### 6.0 Arrangements for 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 and has been used previously when the first scheme was introduced.

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 Authorities policies and service delivery. Groups that we will use for consultation:

#### Internal

- All recognised representative bodies including;
  - ▶ Fire Brigades Union (FBU) and the Black and Ethnic Minority Members (B&EMM) Section
  - ▶ Retained Firefighters Union (RFU)
  - ▶ Unison
- Human Resources Committee
- Policy Group
- Equality Audit 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 and Wrekin
- Race Equality and Diversity Executive – Groups from the Borough of Telford and 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 & Wrekin as an example of good practice for **effective community engagement** with our activities of; scrutiny panels, focus groups, public meetings and internet communication being regularly used to inform improvement priorities.

The service's most senior managers go out and visit the entire workforce at least once a year to discuss a broad range of subjects, including race equality as part of this agenda.

## 7.0 Arrangements for Monitoring of Policies for adverse impact

Monitoring specific areas and service delivery can give us information as to whether different ethnic minority groups are experiencing the same or different level of service, therefore allowing us to identify areas of improvement and can establish:

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

All relevant policies have been assessed and prioritised using an assessment matrix, to identify which ones are priority for Equality Impact Assessment. This document is available on request.

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 race equality.

Targets, originally set by the Home Office, for recruitment and promotion will continue to be monitored, as will the actions contained in the Authority's action plan, 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 racial, ethnic, religious and cultural groups. The action plan details that monitoring arrangements in each of the service areas should be reviewed.

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 communities and appropriate actions will be taken as a result of these.

## **8. Publishing Information**

The Race Equality Scheme will be published in paper format and be available on request, it will also be placed on the website: [www.shropshirefire.gov.uk](http://www.shropshirefire.gov.uk).

A summary of this 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.

## **9. Accessing Information**

Reports will be available to the public on request and placed at all Brigade HQ and on our website. Any further enquiries for information should be directed to the Equality & Diversity Officer or via the internet through the Freedom of Information Act.

Internally, the Race 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.

## **10. 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 handbook has been produced to compliment the existing Cultural Awareness training, which is made available to all personnel. This will build on the awareness training previously provided and together with the publishing of this Scheme to SFRS personnel it will reinforce 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. This programme was offered to selected staff.

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, such as 'training the trainer in Equality Fairness and Diversity. 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.

## **11. Review of the Scheme**

The scheme will be reviewed annually by the Equality & 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.

## **12. 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

SFRS have 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 are widely publicised. This process will be amended to include ethnicity monitoring.

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

Telephone: 01743 260285/260232

Post: Brigade Complaints Officer,  
Shropshire Fire & Rescue Service  
Brigade Headquarters  
Shrewsbury  
SY1 2HJ

## **13. Summary**

The actions contained within the body of this report will continue to be implemented and will be complimented by additional actions as indicated in the following plan.

It is acknowledged by the Authority that under the RR(A)A, the intention is for public bodies to introduce improvement measures over a three year period.

## Section 3

### 14.0 Race Equality Scheme Action Plan 2005-2008

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, **DCFO** – Deputy Chief Fire Officer, **DM** –Development Manager, **EDO.**– Equality& Diversity Officer, **HOR** – Head of Resources, **HRM** – Human Resources Manager, **SWFA** – Shropshire and Wrekin Fire Authority,  
 Other references... **A&O** - Achieved and Ongoing

#### Community Safety

Number	Action	Outcome	Responsible officer/s	Target date	Completed
1	Monitor ethnic make up of all services	Comply with monitoring arrangements, accurate statistics; establish any disparities in service delivery.	ADO's & Performance	February 2007	A&O
2*	Review the ethnicity monitoring arrangements in each of the service delivery areas when new procedures come into place: CFS eg customer satisfaction forms, Operational, Control.	Review will ensure that sufficient monitoring is taking place and establish any discrepancies between different ethnic groups.	ADO's & Performance	January 2008	
3	All stations with significant ethnic minority communities to build up good relations with these and other diverse groups.	Increased involvement in community activities, better understanding of communities and stronger links	ADO's	2 - Dec 2005 2 - Dec 2006 2 - Dec 2007	Y
4	Attend minority community events with recruitment and CFS literature	Visible presence and engagement with minority communities	ADO's	Ongoing	Y
5	Project to look at target areas for CFS information - temporary Community liaison officer with specific language employed to undertake this	Specific data regarding minority communities, stronger links with communities	ADO	August 2006	Y
6	Retained stations to undertake positive action to connect with under-represented groups with CFS education and recruitment information	Increase numbers for CFS education and increase numbers applying for posts with organisation	ADO	August 2006 Ongoing	Y
7*	Ensure that reception and CFS staff are aware of translation service and how they can access this	Efficient and effective communications	EDO/Corporate Services Manager/ CFS	December 2006	
8*	Investigate the feasibility of introducing a service such as language line	Improved communications, if it is found this is required	EDO/CFS/Control	February 2007	
9*	Ensure all papers for reports have been assessed	Audit to check that people are filling	Executives & Policy	December 2007	

	using the Equality Impact Assessment procedure.	in the EQIA	Group		
10	Produce an external communications policy for press and media.	Consistent approach throughout the organisation of communicating with the press and media	DCFO	December 2007	
11*	Include Race 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

## Executive

Number	Action	Outcome	Responsible officer/s	Target date	Completed
12	Compliments slips inform all minority people that a translation service is available eg language/disability	Ensure that all publications offer the translation service to improve communications	Corporate Services Manager	October 2006	
7*	Ensure that reception and CFS staff are aware of translation service and how they can access this	Efficient and effective communications	EDO / Corporate Services Manager / CFS	December 2006	
13*	Establish a recording mechanism for all equality impact assessments (new, current, revised policies procedures or practices) and EQIA forms.	Certify that EQIA's are being completed in identified areas, can be audited and referenced easily.	EDO, Performance & Corporate Services Manager	October 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 and service delivery	CFO	Annually	A&O
16	Utilise demographic data from the census for Shropshire to inform plans	Accurate information will improve policy development	CFO	Annually	A&O
11*	Include Race 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
17	Promote the Authority's successful racial equality work in the media.	Encourage community working	CFO & Policy group	Ongoing	A&O
18	Promote the Authority's commitment to racial 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 reflects and reinforces its commitment to racial equality.	Promotes inclusiveness and engagement with minority communities	CFO & Policy group	Ongoing	A&O
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 2007	



20	Maintain currency of knowledge for Champions of Equality and Diversity, the Chair and CFO.	Maintain knowledge of Equality & Diversity	Chair & CFO	December 2006	
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### Human Resources, Training and Development

Number	Action	Outcome	Responsible officer/s	Target date	Completed
21	Annually circulate an update to policy group and employees on the RES action plan	All staff aware of progress and actions to be completed	EDO	Annually	
22*	Monitor employment target levels/dates for compliance	Establish whether we will meet targets and any associated actions necessary to try and achieve these	HRM/EDO/ Performance	Annually	A&O
23	Review the current induction training to ensure that information on the Race Relations Act is included	Staff will have a better understanding of the organisations requirements and their expectations.	EDO/HRM	July 2005	Y
24	Review the RES and make alterations for the 2008-11 scheme.	Ensure meeting legal timescales	HRM/EDO/ Policy group	February 2008	
25	Document where translation service are available and put into Brigade Order	Easy access for all staff so documents can be translated or provide translators if required	EDO	November 2006	
26	Create an Equality Audit Group	Gain the views of a diverse group of people to contribute to policy development and project work	EDO	December 2006	
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	June 2005	Y
28	Create a specific Equality & Diversity webpage	Dedicated areas which is easily accessible for staff and the public	EDO	October 2005	Y
8*	Investigate the feasibility of introducing a service such as language line	Improved communications, if it is found this is required	EDO/CFS/Control	February 2007	
29	Undertake recruitment taster sessions for under-represented groups for operational posts	Encourages more diverse people to apply for posts in the fire service	EDO	July 2006 May 2007 May 2008	Y
30	Review the application and monitoring form for race and other diversity implications	Form free from bias and removes any inappropriate information, enable service to monitor effectively	EDO	August 2005	Y
31	Attend events to promote the service to under-represented groups, eg jobfinder, mega mela.	Community engagement, positive action, better understanding of communities	HRM/HRO/EDO	2005 2006 2007	Y Y
32*	Carry out an employee survey/cultural audit to obtain views on equalities issues.	Establish whether all staff are receiving equitable treatment and areas for improvement	EDO & Performance	November 2006	Y
33	Ensure that all staff from under-represented	To ensure that these people are not	EDO	2005	Y

	groups are offered the opportunity to discuss their experiences within 4 months of joining their team	subjected to any different treatment		2006 2007	n/a
34	Review Equality & 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	2005 2006	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 race.	Integrate race 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, SFRS senior managers and senior officers.	Members must ensure they are up to date with skills	ACO/DM/EDO	Bi-annually 2007	A&O
38	Ensure that job vacancies are advertised as widely as possible, including ethnic minority media if appropriate.	Showing that SFRS encourage people from minority groups to apply for posts	HRM/EDO	Annually	A&O
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 cultural 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
41	Ensure that training for managers/officers includes the implications of racial equality matters	Increase knowledge in this area, allow them to carry out their roles effectively	ACO/DM/EDO	As devised	A&O
42	Issue all staff with a summary of the Race Equality Scheme, and incorporate into induction information	All staff aware of document, better understanding of what it is for and shows commitment to race issues	EDO	2006	
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 2007	
11*	Include Race 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 that EQIA's are being completed in identified areas, can be audited and referenced easily.	Performance / Executives/EDO	October 2006	
49*	Ensure that all customer surveys include Equality & Diversity questions and monitoring information and that these results are published.	To effectively monitor if any groups are receiving a different level of service or how they view Authority	Performance /EDO	March 2007	

## Performance Improvement

Number	Action	Outcome	Responsible officer/s	Target date	Completed
43	Produce a report on ethnic 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	
13*	Establish a recording mechanism for all equality impact assessments (new, current, revised policies, procedures or practices)	Certify that EQIA's are being completed in identified areas, can be audited and referenced easily.	Performance/ Executives/EDO	October 2006	
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	Race 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	May 2002 and ongoing	
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 / EDO	December 2007	
48	Amend complaints survey form to include ethnicity monitoring information	To enable us to monitor this and make changes if necessary	Snr Management Support Officer	August 2006	Y
49*	Ensure that all customer surveys include Equality & Diversity questions and monitoring information and that these results are published.	To effectively monitor if any groups are receiving a different level of service or how they view Authority	Performance /EDO	March 2007	
32*	Carry out an employee survey/cultural audit to obtain views on equalities issues.	To establish any areas for improvement	Performance/EDO	November 2006	
22*	Monitor employment target levels/dates for compliance.	Establish whether we are improving in this areas	Performance/ HRM/EDO	Quarterly and Annually	Y
2*	Review the ethnicity monitoring arrangements in each of the service delivery areas when new procedures come into place: CFS eg customer satisfaction forms, Operational, Control.	Review will ensure that sufficient monitoring is taking place and establish any discrepancies between different ethnic groups.	ADO's / Performance	March 2007	
11*	Include Race 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	Performance / CFO & Policy Group	Annually / as plans devised	A&O
50	Investigate the feasibility of translating the website	Increase communication for service	Web Officer	March 2007	

	into local community languages	users			
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<b>Resources</b>					
<b>Number</b>	<b>Action</b>	<b>Outcome</b>	<b>Responsible officer/s</b>	<b>Target date</b>	<b>Completed</b>
51	Review the supplier management policy to ensure that it incorporates Equal Opportunities Policies and the CRE's 'Race Equality and Public Procurement Document'.	Ensure that suppliers follow the core values of fire service and SFRS values.	HOR	January 2007	
52	Investigate availability of different styles of uniforms/corporate wear e.g. long sleeves for Muslim staff and maternity wear	Will reduce waiting times	HOR / Equipment Contracts Manager	July 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	HOR / Executives / Policy Group / EDO	December 2007	
11*	Include Race 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	HOR / CFO & Policy Group	Annually / as plans devised	A&O

**\* Indicates that this is a joint action**

## 15. Completed Actions for the 2002-2005 Scheme

### **Policy and Planning**

Write a Draft Racial Equality Policy based on the Race Relations (Amendment) Act 2000.

Submit the Policy to the Authority Members for approval.

Write a Draft Racial Equality Scheme.

Submit the Scheme to the Authority for its approval.

Write a Draft Racial Equality Action Plan.

Submit the Plan to the Authority for its approval.

Incorporate the above Policy, Scheme and Action Plans into the Authority's response to the Equality Standard for Local Government.

Provide SFRS with the necessary resources to enable the Authority's plans to be carried out.

Incorporate the Race Equality Scheme into Brigade Orders.

Establish A SWFA website.

Wherever possible, utilise collected data to inform the policy creation process

**Establish a protocol for consultation with stakeholder and staff**

**Ensure that consultation feedback is used to review policy for policies**

Establish a mechanism for cross-referencing all policies for: Race Equality, Best Value, Health & Safety

**Ensure the Racial Equality Policy, Scheme and Action Plans are promoted by SFRS through its Policy Group**

Ensure coordinated application of actions throughout SFRS.

Ensure stakeholders and staff are aware of the policy through the consultation process

**Use target data to inform policy development.**

**Monitor employment target levels/dates for compliance.**

Include suppliers/contractors in the policy and monitoring system through an Ethical Purchasing policy.

Ensure that policies prevent rather than create multiple discrimination situations

Ensure that all new policies are RR(A)A 2000 compliant

Ensure that existing policies are RR(A)A 2000 compliant

**Ensure that papers for meetings require Members to consider implications for equality and diversity.**

**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 race.**

### **Service Delivery & Customer Care**

**Hold equality workshops for Authority Members, SFRS senior managers and senior officers.**

Ensure other SFRS personnel are aware of their responsibilities under the Scheme, by providing appropriate support.

Develop an effective monitoring system for service delivery to ethnic groups, based on the CRE guide.

**Monitor ethnic minority take-up of all services.**

Develop appropriate consultation mechanisms to establish needs and satisfaction levels of ethnic minority service users.

Where practicable arrange translation services for ethnic minority users to gain full access to all services

Review all premises to ensure that people for whom English is not their 1<sup>st</sup> language have access to all relevant information.

**Use data from the monitoring of take up of services, to inform policy review and target setting.**

**Utilise demographic data from the census for Shropshire to inform plans.**

Establish and publicise a procedure for dealing with public complaints of racial discrimination

**Develop a consultation procedure for feedback from community groups after incidents, to monitor service delivery – after the fire survey**

Establish and publicise a procedure to assist in service delivery to ethnic minority groups  
Include racial equality targets in SFRS Organisation Business Plans to integrate race equality into mainstream activities.  
Ensure that SFRS Policies include implications for equality and diversity.  
Ensure that SFRS Policy Group briefing papers include implications for equality and diversity.  
Ensure that SFRS briefing notes/booklets are available in other languages.

### **Employment – Recruitment & Selection**

**Ensure that job vacancies are advertised as widely as possible, including ethnic minority media if appropriate.**

Ensure that application forms and job descriptions are unbiased.

**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 cultural bias.**

Review recruitment and selection procedures against the CRE Code of Practice.

**Establish outreach projects to raise awareness of the role of SFRS and the opportunities for employment**

Continue and improve the awareness programme for ethnic minority group members.

Monitor the recruitment and selection process, to ensure that only job related tests are applied and are validated without bias.

Introduce an Employment Audit and Monitoring Strategy to identify trends, issues and future training needs.

Introduce a comprehensive system of monitoring and reporting on, by racial group, grievance disciplinary action, training and staff leaving the Authority's employment.

### **Development of Personnel**

Ensure that the Race Equality Scheme is included with existing equality awareness issues, during staff induction.

**Ensure that training for managers/officers includes the implications of racial equality matters**

Ensure that all new staff are made aware of existing networks and support groups.

**Ensure that equality issues are incorporated into training for all staff**

Ensure that training for managers/officers includes the implications of racial equality matters.

### **Corporate Image**

Include reference to the Race Equality Scheme in recruitment literature and inform where available.

Ensure that publicity material and recruitment literature positively reflects racial equality in their text and illustrations.

Liaise with external bodies to promote the Authority's policy.

**Promote the Authority's successful racial equality work in the media.**

**Promote the Authority's commitment to racial equality in all appropriate internal and external communications.**

**Ensure that public events organised/attended by the Authority reflects and reinforces its commitment to racial equality.**

**(Bold actions will also be included in the 2005-2008 action plan)**



# 16. Appendices

## Appendix A

### 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 \_\_\_\_\_

- 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 \_\_\_\_\_

- MIXED**
- White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed 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.

<b>Signed:</b>	<b>Date:</b>
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## Appendix B



# SHROPSHIRE FIRE & RESCUE SERVICE INITIAL 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. 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?	Y	N	Please detail
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?	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			

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 (Head of Section)		Date	

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

Appendix C



**SHROPSHIRE FIRE & RESCUE SERVICE**  
**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 <b>What is the policy/service being assessed</b>												
2. Examine the evidence <b>In which area does the policy/service differentially / adverse impact</b>	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>Job Title</p>		<p>Date completed</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