

## REPORT OF THE CHIEF FIRE OFFICER

# Telford Race, Equality and Diversity Partnership

### 1 Purpose of Report

To inform the Human Resources (HR) Committee of the progress of this group, as requested by the Fire Authority.

### 2 Recommendations

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

### 3 Background

In December 2005 the Fire Authority authorised funding to this group of £5,000 per annum for a period of 3 years, subject to a service level agreement (SLA) being provided.

### 4 Progress on Payment

We have received a service level agreement and invoice from the Telford Race, Equality and Diversity Partnership (TREDP). We have received legal advice regarding the SLA and are currently in the process of amending the SLA in line with this advice. When this is finalised we will be able to release the funds as agreed.

### 5 Progress on the Group

The group itself has made a lot of progress. The TREDP Business Plan goes into detail about all of the areas that they cover and intend to complete in the future, and for information a brief summary of this is given below.

#### Progress to date includes:

- Recruitment of staff to help manage the partnership
- Relocation of offices
- Launch of Group on 22 June 2006 at Telford Football Stadium
- Board of directors elected



- Advertised their services – see Appendix C
- Finalised Business and Action Plan (available on request)

This includes information on the following:

The activities they have achieved to date include:

- Electing community representatives
- Gaining financial commitment from strategic partners
- Increasing informal collaboration between different black and minority ethnic (BME) communities
- External fundraising for support staff
- Responding to local needs (community safety sub-group following terrorist attacks in July 2005)
- Promoting community cohesion
- Involvement of BME communities in strategic development of services.

These services are also being provided or are in the process of being developed:

- Discrimination advice and support
- Community development and capacity building programmes (training and support for small BME groups)
- Networking (outreach worker, sharing good practice)
- Conflict resolution.

The strategic aims and outcomes for the partnership are to develop the following areas:

- Advice and information
- Community development and engagement
- Public information
- Education policy development.

The Business Plan details the Partnership's Action Plan over 3 years. This is attached at Appendix A. There is also a very detailed work programme for 2006-07 along with a communications and marketing strategy and plan. The Project Manager's Report for May to July 2006, which gives further details on progress to date is also attached at Appendix B.

We also receive regular information from this Partnership and use this group as a means of communication, when we would like information distributing to the membership.

## **6 Financial Implications**

There are no direct financial implications arising from this report.

## **7 Legal Comment**

There are no legal implications arising directly from this report.



## 8 Appendices

**Appendix A** Action Plan (taken from the Business Plan)

**Appendix B** Project Manager's Report May – July 2006

**Appendix C** Leaflet advertising TREDP services

## 9 Background Papers

Shropshire and Wrekin Fire Authority 14 December 2005, Report 15 - Race, Equality and Diversity Group

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.



### 3.3 Action Plan

This table sets out a broad outline of activities during the first three years of the project

#### **Year 1 Establishing a New Independent Organisation (2006-2007)**

<b>Activity</b>	<b>Month</b>
Agree Constitution / Memorandum and Articles	March 2006
Register with Companies House	April 2006
Negotiate lease for new office premises	April 2006
Recruit new staff for core team	April 2006
Establish Discrimination Advice Surgery with CAB and WMDAS	April 2006
Purchase office equipment and IT support	May 2006
Form Board of Directors with strong representation from the refugee communities	May 2006
Undertake skills audit and secure training opportunities for Board members	May 2006
Consult on Business Plan with Connecting Communities	June 2006
Launch of new organisation	June 2006
Induction programme for new staff	June 2006
Submit 3 applications for funding to key charitable trusts to secure 3 year funding for new organisation	August 2006
Develop key policies and procedures in preparation for applying for the Community Legal Services Quality Mark	August 2006
Prepare for transfer of staff from existing project hosted in CVS to Telford Race, Equality and Diversity partnership	September 2006
Open a bank account for Telford Race, Equality and Diversity Partnership	September 2006
Establish Partners Forum and sub-committee structure	September 2006
Develop Outreach Programme for Advice	September 2006
Interim Report	October 2006
Plan capacity building programme	October 2006
Develop Fundraising Strategy	October 2006
Newsletter	November 2006
Development of new website	January 2007
Plans for expanding services to incorporate Disability Equality	March 2007
Marketing on new services and organisation	Ongoing
Keep key stakeholders abreast of the development in particular Connecting Communities Forum	Ongoing
Provide key advice and information on a daily basis	Ongoing

### **Year 2 – Expansion of Services and Equality Strands (2007-8)**

<b>Activity</b>	<b>Month</b>
Develop race equality volunteer advisors programme	April 2007
Development Programme for Community Representation Leadership	April 2007
Develop Public Awareness and Education Strategy	May 2007
Programme for involvement of disadvantaged groups such as young people and women	May 2007
Hold 1 <sup>st</sup> Annual General Meeting and appointment of officers to Management Committee	June 2007
Plan for expanding service provision for Religious Belief and Faith Equality	September 2007
	October 2007
Evaluate effectiveness of services and adjust them in relation to changing circumstances	December 2007
Apply for Community Legal Service Quality Mark	December 2008
Review all policies and procedures	December 2007
Train staff and volunteers and implement all policies and procedures to attain the CLS Quality Mark	December 2007
Plan for expanding service provision for Gender Equality	March 2008
Apply for funding for April 2009	March 2008
Provide key advice and information on a daily basis	Ongoing
Development of Partnership Links	Ongoing

### **Year 3 – Consolidation of Partnerships and Funding (2008-09)**

<b>Activity</b>	<b>Month</b>
Plan for expanding service provision for Age Equality	April 2008
Elections for New TREDP Community Representatives	April 2008
Attain Community Legal Service Quality Mark	May 2008
2 <sup>nd</sup> AGM to be held	June 2008
Induction of new board members	July 2008
Design and implement an exit strategy if circumstances dictate	September 2008
Plan for expanding service provision for Sexual Orientation Equality	September 2008
Evaluate effectiveness of services and adjust them in relation to changing circumstances	December 2008
Review all policies and procedures	December 2008

The Board of Directors will undertake a continuous programme of monitoring and evaluation managing service adjustments as appropriate.

## TELFORD AND WREKIN RACE, EQUALITY AND DIVERSITY PARTNERSHIP

### PROJECT MANAGER'S REPORT May - July 2006

#### 1. Premises

We are experiencing some delays in respect of sorting the lease agreement for the premises in Hazeldine House. It looks like we will not be able to move into our new premises before the end of July at the earliest. In the meantime we are having to accommodate the new staff team as best we can in the circumstances.

Everything is ready for us to go including the furniture and computers once the lease is signed. We now have a copy of the lease which has gone back to the landlords with amendments and for their approval. The Borough solicitors have seen the agreement and to my knowledge are happy with the content.

**Action: Accept the terms of the lease and agree who will sign the lease**

#### 2. New Staff Team

We now have two other staff who started at the beginning of June, Pam Carline as Office Administrator and Thomas Mathenda as Community Advice and Support Co-ordinator. Thomas is currently undertaking a cash course to qualify as a CAB advisor by the early autumn. He is establishing good relationships with the CAB staff and we hope that this Partnership will be of benefit to both agencies. Both managers have met and discussed the programme and developed a project agreement. A copy of this is attached for your information. We would ask that someone from the Board agree to become the link person for this agreement so that if any problems arise they will take a lead in the matter.

**Action: Support Joint Project Agreement and nominate a link Board member**

#### 3. Partnerships and Service Delivery

We continue to offer discrimination advice surgeries at the CAB and have had five referrals to date, one of which is going to tribunal in September. Some of the issues coming from these cases raise concerns about employment practices and discrimination in the local small to medium manufacturing firms. This raises the need for the provision of equalities training in this area. We are also required to raise public awareness about discrimination and harassment and wanted to put something in the Insight magazine which goes to all households. It would however cost £936 for us to have a half page advertorial in this publication.

In order to try and raise the profile of discrimination cases we held a training session jointly with the CAB on Thursday 11<sup>th</sup> May at Holy Trinity, Hadley with Gus Willock from WMDAS. Fifteen people attended this training and feedback was very positive.

**Action: Agree costs of publishing advertorial in 'Insight'**

#### **4. CRE Core Standards**

We need to be sure we comply with CRE core standards as a new organisation and this will place considerable demands on staff time to meet these requirements in order to ensure future funding. We are planning to move to independence from the CVS by the beginning of October and will need to ensure we have all the relevant policies, insurance, bank account etc in place.

#### **5. Launch**

Our launch on the 22<sup>nd</sup> June at the new learning centre Telford Football Stadium was very successful. Over 90 people attending from across the communities and public sector to hear Frank Reeves, REWM; Zahid Nawaz, CRE; and Lyn Brayne, Telford and Wrekin CAB and enjoy the refreshments from a 'Taste of Paradise'. The focus of the event was on this occasion about race equality. Local groups also provided a small exhibition about their work with local BME communities. As a result of the launch we received two further cases.

#### **6. Incorporation and Vacancies for Chair, Vice Chair and Treasurer**

We now are registered as a limited company – registration no 5842092. The new board has now been formed with 9 Directors and 3 Advisory members. We are seeking to recruit a Chair for the Board and an advert went in the 8th July Shropshire Star as well as going out to Connecting Communities members for candidates both internal or external. An information pack has been put together. We still need to find a treasurer and agree on Vice Chair (s).

**Action: Agree interview panel for applicants for Chair. Volunteers for Treasurer and Vice Chair positions.**

#### **7. Business Plan**

The initial draft business plan has been completed and we will be presenting this to the board at its 18<sup>th</sup> July meeting. The first part of this meeting will be an open meeting to which anyone interested in contributing to the discussion is invited. This is being held in the Walker Room from 6-7.30pm.

**Action: Agree further consultation of Business Plan**

#### **8. Networking**

We continue to build links with local groups and service providers. I have attended local event such as the launch of the Heartstone project tackling issues of racism and bullying in schools.

I have also been invited to join the board of Race Equality West Midlands. We continue to build our links with local and regional groups.

#### **9. Capacity Building**

I am now in the process of setting dates with the London-based Black Training and Enterprise Group to come in Telford in September / October to deliver their 'Growth for Groups' learning programme This programme would

be initially for 6-10 groups and covers a range of topics (see sheet attached) with a follow-up support provided locally through the CVS or TREDP staff.

We have also agreed to participating in a nine month personalised development programme offered by Race Equality West Midlands. This will include some or all of the following activities:

- Audit of training needs
- Analysis of organisational capacity-building requirements
- Negotiation of individualised training programme
- Peer-group partnership work
- Individual organisation profiling
- Evaluation by participating organisations
- Plus others

Jointly with CVS staff we held on the 6<sup>th</sup> June a briefing workshop about the Connecting Communities funding opportunity. Nine groups attending this briefing and we are hoping to support them in making their bids in the current and future rounds for this pot of money. I am hoping that BTEG training will also help develop the groups ability to draw in further external funding.

Diane Cuff, Partnership Manager  
10.07.06



## Other Support

TREDP also provides general advice and support

Work closely with BME communities to enable them to develop their own organisations and strengths

Work in partnership with colleagues in the public and private sector in developing good practice in consultation and strategic involvement of BME communities

Assistance in the development of key policies which promote equality of opportunity

## Telford Race, Equality & Diversity Partnership

Suite 1A  
Hazeldine House,  
Town Centre  
Telford  
TF3 4JL

(above Barbers estate agents)

**For Discrimination Advice  
Appointments only**

**Phone**

**01952 287224**

(hosted by Telford & Wrekin CAB)

**For General Enquiries**

**Phone:**

**01952 210559 / 201873**

**Fax:**

**01952 210540**

**Mobile:**

**07804656099**

**Email: [admin@tredp.org.uk](mailto:admin@tredp.org.uk)**

**Website: [www.tredp.org.uk](http://www.tredp.org.uk)**

**drop into our offices  
between the hours of  
10am and 1pm**

**or phone to make an appointment**

**Company Registration Number 5842092**

## Telford Race, Equality & Diversity Partnership

# Community Advice & Support Service

**Helping those facing  
discrimination & harassment**



*Creating together a cohesive,  
inclusive and just Telford and Wrekin*

## What is Telford Race, Equality & Diversity Partnership?

**A non-profit making voluntary organisation, independent of central and local government**

**A Partnership which works with others across Telford and Wrekin to:**

- eliminate discrimination and harassment
- inform policy making
- ensure equality of opportunity for all

## What is the Community Advice and Support Service?

Telford Race, Equality and Diversity Partnership offers advocacy, support and advice to people who have experienced discrimination and harassment on the grounds of race or ethnic origin.

### What can we offer you?

- ◆ Initial advice on how to make a complaint
- ◆ Support in preparing your case when initiating grievance procedures, employment tribunal and court cases
- ◆ Information about representation and legal advice for tribunals through our partner agency - West Midlands Discrimination Advisory Service or other qualified solicitors
- ◆ Signpost you to other services for general advice and support through our partner agencies such as Victim Support and Citizens Advice Bureau

TELFORD partnership

race equality Diversity