

SINGLE EQUALITY SCHEME ACTION PLAN 2017 - 2020

No.	Objective	Key actions	Progress	Time	Lead	RAG
1 a	Measure performance against equality framework(s)	Undertake a self-assessment exercise against the Fire and Rescue Service Equality Framework (FRSEF).	<p>A narrative report charting titled 'Our equality journey 2017' has been produced as part of the Services self-assessment process.</p> <p>A self-assessment report along with supporting case studies have been prepared for future submission.</p> <p>A gap analysis along with learning from this process will feed into any actions identified through the HIMCFRS Inspection.</p>	<p>May 17</p> <p>This action was delayed due to notification of the HMICFRS but has now been Completed</p> <p>As above, now completed</p> <p>As above due to be completed by Aug 18</p>	<p>DA</p> <p>DA</p> <p>DA</p>	
1 b	Measure performance against equality framework(s)	Invite Assessors to complete an external assessment against the Fire and Rescue Service Equality Framework.	<p>Assessment process on hold until after the HMICFRS Inspection.</p> <p>Establish a revised date for LGA audit in 2018/19</p>	<p>July 17</p> <p>TBC</p>	<p>DA</p> <p>DA</p>	
1 c	Measure performance against equality framework(s)	Conduct the Employers Network for Equality and Inclusion Workforce assessment.	<p>Develop actions based on any recommendations from the HMICFRS Inspection.</p> <p>Consider the benefits of conducting the ENEI audit</p>	<p>Sep 17</p> <p>TBC</p>	<p>DA</p> <p>DA</p>	

2 a	Public access and recruitment	Review the recruitment' positive action plan' to identify ways in which the Service can pro-actively address under-representation issues across the workforce.	Produce an Equality Assessment of the 2017 wholetime recruitment process and present findings to CMT for future direction.	July 18	HSDA/DA	
			Produce a report on recruitment to green book vacancies (2017-18) to support the Service's approach in addressing under-representation issues.	June 18	DA	
2 b	Public access and recruitment	Investigate the expansion of social media to share BFRS news and information with the widest audience reach.	Facebook pages for RDS & W/T stations have now been created and maintained by CEM with reports to CMT	Completed	CEM	
			Social media outreach has been extended to include Twitter, and You Tube platforms.	On-going	CEM	
2 c	Public access and recruitment	Develop an accessible website with translation / audio and large print facilities. Where images are reflective of the communities and it is easy to navigate.	Due to a number of factors this action was delayed but has been completed in June 18	Aug 17	CEM	
2 d	Public access and recruitment	Provide equality data on community prevention, enforcement and workforce.	A template to capture the information required has been produced, data will form part of the PSED annual report 2017/18.	Completed	DA	

2 e	Public access and recruitment	Ensure that key Service documents are summarised and available for translation if required.	<p>The new website will include access to Google Translate.</p> <p>The Service has revised the translation and interpretation policy to support this action.</p>	<p>May 17 – completion on this action was delayed until June 18</p> <p>Completed</p>	<p>DA</p> <p>SIM</p>	
2f	Public access and recruitment	Review the recruitment application form and guidance notes.	<p>The Green Book (support staff) application and guidance notes have been reviewed. The Service is content that the information requested is clear and without bias.</p> <p>A new on-line recruitment process will be introduced for all green book posts.</p> <p>The RDS firefighter application process has been revised and this now forms part of a new online system. In addition new information for applicants and employers is accessible through the Service Website.</p> <p>Wholetime Duty System application has been reviewed in line with the current recruitment process.</p>	<p>May 17</p> <p>Completed on schedule.</p> <p>Due for completion by June 18</p> <p>Completed</p> <p>Completed once the application process had closed.</p>	<p>HHR</p> <p>HSDA</p> <p>DA</p>	

2g	Public access and recruitment	Explore the experiences of staff working across the Service and report on findings.	Staff focus groups were held by an outside organisation, the results of which has led to improvements in communication and engagement for all staff.	July 17 Completed – slight delay encountered due to actions from 2017 staff survey.	DA	
3a	Equality and diversity training	Ensure that staff are up-to-date with equality, diversity and inclusion requirements. Develop a training matrix to ensure that equality learning, for all staff, is refreshed every 3 years.	E&D training matrix has been developed, equality, diversity and Towards Cultural Competence training is on-going. Unconscious bias training has been provided to managers across the service using an online package.	On-going from 2016 Completed	DA DA	
3b	Equality and diversity training	Improve awareness and understanding of LGBT issues; Providing guidance, training and where appropriate policies.	LGBT awareness is being captured through the equality handbook and training provision. Guidance is available for all staff on the Service SharePoint. Develop a LGBT friends and allies group linked to other blue light Services	On-going Completed	DA DA	

3c	Equality and diversity training	Establish a staff equalities network that can support staff with their understanding, training and development.	The Service is introducing the role of 'Policy Pals' to support employees understanding of Service policies and support informal conflict resolution.	On-going from 2016. This work is on track to be delivered by Sept 18	DA	
4a	Equality monitoring	Where we are offering a service to a particular 'At Risk group', we ensure that the Service reaches all communities within that group.	Risk reduction actions against the equality strands have been introduced for all station plans.	Completed	HSDA	
5 a	Equality in commissioning and procurement	Provide evidence which shows how the procurement process is contributing to equality related priorities.	<p>Joint approach in place to:</p> <p>Review key procurement documents e.g. strategy and policy</p> <p>Ensure that equality considerations are included in all tender documents and identify a process for verifying information</p> <p>Strengthen the Equality Assessment on the procurement policy and contracts procedures</p> <p>Ensure that contracts that have an impact on people are Equality Assessed</p> <p>Identify suppliers who would benefit from an equality audit</p>	<p>May 17</p> <p>This work was delayed due to other work priorities and the recruitment of the procurement manager, it is on track to be completed by Nov 18</p>	PM/DA/H&S	

5 b	Equality in commissioning and procurement	Provide equality information for potential suppliers.	Equality and diversity guide for potential suppliers has been produced and is available on the Services website.	Apr 17 Completed on schedule	HFT	
5 c	Equality in commissioning and procurement	Enhance instructions to tenders clarifying the Services values in promoting equality.	Potential suppliers are required to answer questions to show compliance with equality legislation.	Apr 17 Completed on schedule	HFT DA	
6 a	Improving standards and develop new partnerships	Undertake a gender pay audit and implement any necessary actions resulting from this.	The Gender Pay report has been produced and published	2017-18 Completed on schedule	HHR	
6 b	Improving standards and develop new partnerships	Ensure that all Equality Assessments have achieved a top quality rating.	EA's graded 'red' are no longer approved, managers are supported to improve the quality of EA's through 1-1 advice from the DA. EA's graded as 'amber' are given an improvement plan	On-going On-going	DA DA	
6 c	Improving standards and develop new partnerships	Develop partnership arrangements with disability groups. In particular Learning Disability/Mental Health/Hearing/Sight and Mobility impairments.	Work with Access Bedford has led to fire safety messages for the deaf/hard of hearing communities. Work with Alzheimers Society has led to fire safety training to carers of people with dementia	On-going On-going	HSDA / HOP HSDA / HOP	