

SINGLE EQUALITY SCHEME ACTION PLAN 2016 – 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).	Self-assessment report, case studies, narrative report, draft timetable for visit and evidence in support of our assessment has been completed ready for submission to LGA.	Dec 2017	DA	
			Review the self-assessment outcomes and address any issues arising.	Apr 2018	DA	
1 b	Measure performance against equality framework(s)	Invite Assessors to complete an external assessment against the Fire and Rescue Service Equality Framework.	Assessors are scheduled to visit the Service in 2018.	To be arranged	DA	
			Learn lessons from the process to guide future assessments	Dec 2017	DA	
1 c	Measure performance against equality framework(s)	Conduct the Employers Network for Equality and Inclusion Workforce assessment. Because of commitments for the FRSEF, this will now be a self-assessment on actions arising from the peer review.	Develop actions based on any recommendations from the Equality Framework peer review.	2018	DA	
			Monitor and report on progress against the FRSEF actions	May 2019	DA	
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.	A review of the 2016 process has been completed which took into account lessons from previous campaigns and the approach taken by other FRS and Beds Police.	Completed	HSP	

			Review the 2017 whole time recruitment process to learn and develop our Positive Action approach for recruiting in 2018	On going	HSP	
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 all RDS stations have now been created.	Completed	CEM	
			Social media outreach has been extended to include Twitter, and You Tube platforms, ensure that this work is further developed.	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.	The website is currently being developed, the approach has been driven by an Equality Assessment to improve it's accessibility.	August 2017	CEM	
			This is scheduled for completion in March 2018	March 2018	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.	Annually	DA	
			Review our approach to Safe and well visits ensuring that equality data is being captured and reported on.	Dec 2017	DA/HSD	

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>Review and report on usage of interpreters and translations across the Service and the accessibility of the website</p>	<p>On-going</p> <p>Completed</p> <p>September 2018</p>	<p>DA</p> <p>PM/CEM</p> <p>CEM</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>The RDS firefighter application process has been revised, 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>Completed</p> <p>Completed</p> <p>Completed</p>	<p>HHR</p> <p>HSDS</p> <p>HSP</p>	
2g	Public access and recruitment	Explore the experiences of staff working across the Service and report on findings.	A focus group was held to discuss the experiences of female staff across the Service.	Completed	HHR	

			<p>The outcomes of these meetings have led to improvement of onsite facilities.</p> <p>IODA, an external organisation has completed a series of meetings with staff as a follow up to the 2017 staff survey.</p> <p>Initiate a series of actions arising from the IODA report and staff survey</p>	<p>Completed</p> <p>2017 - 18</p>	<p>HSP</p> <p>DA / FBU</p>	
3a	Equality and diversity training	<p>Ensure that staff are up-to-date with equality, diversity and inclusion requirements.</p> <p>Develop a training matrix to ensure that equality learning, for all staff, is refreshed every 3 years.</p>	<p>All new starters receive the equality handbook are tested on their knowledge and are required to attend the equality, diversity programme</p> <p>Continue the roll out of 'Towards Cultural Competence' (TOCC) and Unconscious bias training to staff appropriate to their roles.</p> <p>Embed the E&D training matrix into the staff development process.</p>	<p>On-going</p> <p>On-going</p> <p>April 2018</p>	<p>DA</p> <p>DA</p> <p>T&D</p>	
3b	Equality and diversity training	<p>Improve awareness and understanding of LGBT issues; Providing guidance, training and where appropriate policies.</p>	<p>LGBT awareness is being captured through the equality handbook and training provision.</p> <p>Promote the LGBT guidance</p>	<p>On-going</p> <p>On-going</p>	<p>DA</p> <p>DA</p>	

			that is available for all staff on the Service SharePoint. Roll out LGBT initiatives from Stonewall.	2018/19	DA	
3c	Equality and diversity training	Establish a staff equalities network that can support staff with their understanding, training and development.	Work is being progressed to support a LGBT group for 2018.	On-going from 2018	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 Station Plan's Review and monitor progress annually.	Completed On going	HSD HSD	
5 a	Equality in commissioning and procurement	Provide evidence which shows how the procurement process is contributing to equality related priorities.	'Model equality policies' are available through the website to help SME's develop their own policies. Equality requirements are captured within the T&Cs for new suppliers. An equality audit against key suppliers led by the DA is scheduled for March 2018	Completed Completed March 2018	HFT HFT HFT	
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.	Completed	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.	Completed	HFT	
			Work is ongoing with the support of the DA to fully comply with this action.	On-going	HFT	
6 a	Improving standards and develop new partnerships	Undertake a gender pay audit and implement any necessary actions resulting from this.	The iTrent System is now being utilised this will enable pay audits to be generated.	2017 -2018	HHR	
			Ensure that the Service complys with the Gender pay reporting deadline	2018	HHR	
6 b	Improving standards and develop new partnerships	Ensure that all Equality Assessments have achieved a top quality rating.	All EA's have achieved the top ratings of Amber/Green.	Completed	DA	
			Work is on going to ensure that any relevant policies up for review or developed conform to the Equality Assesment process	On-going	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 is ongoing with Access Bedford and Luton Dementia Alliance to increase the Service's response to Dementia and communities who have hearing impairment	On-going	HSD / HSP	