

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

This is an active document which will be reviewed updated regularly. The current version will be published on our website.

KEY:- CFO – Chief Fire Officer
 ACFO - Assistant Chief Fire Officer
 SHRA(ED) / (TM) – Senior Human Resources Advisor (Equality & Diversity) / (Team Manager)
 CLO – Community Liaison Officer
 AM/GM – Area Manager /Group Manager
 L&D – Learning and Development
 IRMP – Integrated Risk Management Plan
 CFS – Community Fire Safety
 LSP – Local Strategic Partnership
 PIA – People Impact Assessments (Known externally as Equality Impact Assessments)

General Equality Actions identified corporately.

	ACTION	OUTCOME	RESPONSIBLE OFFICER	TARGET TIME-SCALE	Equality strand and Current Position
	Attend minority community events with recruitment & fire safety information	Visible presence and engagement with minority communities.	GM Prevention SHRA(ED) Stations	Ongoing	Race, Sexual Orientation. Religion
	Migrate to the Equality Framework for Local Government (EFLG)	Gap analysis completed	SHRA(ED)	31/03/2011	Race, Sexual Orientation. Religion, Age, Gender, Disability

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	Closely monitor case law developments in relation to age issues and amend policies to comply	Simple, workable policies that are legally compliant and reflect best practice.	SHRA(ED)	31/12/2010	Age
	Workshop on communicating with learners of English to be delivered to station staff as part of Prevention's Communication workshop	Staff can make themselves more easily understood by speakers of other languages	SHRA(ED)	31/12/2011	Race
	Develop new WT mentor scheme to include RDS and non-operational staff	New staff members staff feel supported	SHRA(ED), Training	31/12/2011	Race, Sexual Orientation. Religion, Age, Gender, Disability
	Produce a new 5 year E&D training strategy to review previous training requirements inline with government direction and changes to legislation.	Production of new strategy	SHRA(ED), L&D AM	31/03/2011	Race, Sexual Orientation. Religion, Age, Gender, Disability, Gender Identity
	Further develop the relationship with Connexions and extend to New Directions, inc a further event for careers advisors	Knowledge of and interest in careers in RBFRS raised at a younger age among girls and BME pupils	SHRA(ED)	31/12/2010	Race, Gender

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	Work with regional partners to explore ways to facilitate networking for lesbian, gay, bisexual and transgender (LGBT) staff	LGBT staff feel supported	SHRA(ED)	30/06/2011	Sexual Orientation
	Review policies following the publication of statutory guidance on the Equality Act	RBFRS legally compliant	SHR(ED)	Within 9 months of final publication of the Act and statutory guidance	Race, Sexual Orientation. Religion, Age, Gender, Disability, Gender Identity, Socioeconomic Group
	Review arrangements for equality monitoring of training and service provision	Better data on which to base decisions, better compliance with legislation	SHRA(ED) GM Prevention, Service Delivery.	30/06/2011	Race, Sexual Orientation. Religion, Age, Gender, Disability
	Audit benefit policies to ensure that they use LGB inclusive language	Clarity for LGB staff	SHRA(ED)	31/12/2011	Sexual Orientation
	Produce guidance for dealing with transgender issues in the workplace	Clarity in how situations should be dealt with, reduced risk of legal infractions	SHRA(ED)	30/06/2011	Gender identity
	Ongoing review of all People Impact Assessments in line with service changes, service developments, government changes and changes to Performance Indicators. At a Minimum the review period should not exceed 3 years	Up to date PIAs	All Service Managers	On going	Race, Sexual Orientation. Religion, Age, Gender, Disability, Gender Identity, Socioeconomic Group

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Summary Overview of Actions from People Impact Assessments (PIAs) completed by Departments.
(Full detailed Action Plan can be viewed on request.)

PIA reference Numbers	Action	Outcome	Officer responsible	Target date	Strand and Progress / Comments
R5 , SS2 , PP10,PP1, PP17, PP16	<p>Consultation</p> <p>Consultation and Engagement processes to be embedded in the organisation, to ensure all equality strands are considered and participation by a wider cross section of the community (including partners and members).</p> <p>Carry out consultation activities -</p> <ul style="list-style-type: none"> a) IRMP b) Service requirements on station c) delivery of Prevention activities & effectiveness of fire safety messages d) Young Firefighters – access to groups and need for single sex groups 	<p>Consultation mechanisms to be in place for PIA process.</p> <p>Larger consultation audience, more community input, better feedback on which to base decisions</p>	<p>Members of “Community Engagement and Consultation Working Group” chaired by CFO</p> <p>IRMP issues - ACFO</p>	31/12/2011	<p>This should include specific hard to reach groups as outlined in PIA PP17 on Community events and PP10 - HFSC</p>

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

PP10, PP16	<p>Partnership working</p> <p>Close working with LSPs in areas of E&D to ensure community demographic information is shared.</p> <p>Sharing details of consultation activity</p> <p>Work with voluntary/ community sector to identify vulnerable groups/individuals for Prevention work.</p>	<p>Info available on community groups and changes to current population.</p> <p>Partnership working on joint initiatives minimum of shared timetables of activities</p>	All Lead reps on LSPs	Ongoing	
R4 / HR 16	<p>Catering issues</p> <p>Review provision of emergency catering in relation to diabetic staff, allergies, and religious requirements</p> <p>Review catering provision for employees on training courses eg diabetic staff.</p>		<p>GMA Response</p> <p>Training Centre – GMA</p>	<p>TBC Following Budget review</p> <p>31/12/10</p>	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

PP5	<p>Youth Work</p> <p>Consider need for a female only Young Firefighter unit</p> <p>Review the application / selection process for Young Firefighters and raise awareness among under-represented communities.</p> <p>Monitor service users and ensure all course material is inclusive.</p> <p>Targeting courses with BME communities, single sex schools and areas of problematic behaviour</p>	Uptake to reflect community demographics and to provide better understanding of the service and engagement with high risk communities.	CFS	31/12/2010	
PP1 PP16	<p>HFSC & Volunteers</p> <p>Through targeted engagement activities increase awareness of volunteer recruitment.</p> <p>Develop links with local older persons</p>	<p>Increase the numbers of volunteers, and extend range to include Asian individuals, speakers of other languages and Disabled individuals.</p> <p>Increase number of HFSC in age range</p>	CFS / Corporate	30/11/2010	IRMP Review of Statutory duty may impact on this action

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

<p>CC10 CC7 PP16 PP3 PP17</p>	<p>Communication Review mechanisms for ensuring that RBFPS can communicate in other languages when necessary.</p> <p>Review use of images and editorial content in publications to reflect a more diverse organisation.</p> <p>Tailor messages and media choices to the specific needs of individual groups.</p> <p>Explore the use of third party communications channels (eg magazines of external organisations) to target safety messages</p>	<p>Promote through community engagement activities and media use.</p> <p>Shout and CFS / Recruitment literature to contain community appropriate images and articles.</p> <p>The correct message is communicated to the community in an appropriate way</p>	<p>Corporate Communications Manager</p> <p>Corporate Communications Manager / HR / CFS</p> <p>CFS</p> <p>CFS</p>	<p>31/03/2011</p> <p>31/03/2011</p> <p>31/3/2011</p>	<p>Placed on hold due to IRMP work</p>
<p>CC7</p>	<p>Shout Magazine</p> <p>Formal focus on diversity.</p> <p>Managers to focus on their work and how it progresses</p>	<p>Develop a focus on at least one diversity matter per issue and one up and coming faith festival.</p> <p>Managers to proactively put forward material.</p>	<p>Corporate Communications Manager</p> <p>All service area managers.</p>	<p>31/03/2011</p> <p>31/05/2011</p>	<p>(Target date increased from original PIA to ensure process</p>

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

HR32	<p>diversity and assists partner agencies.</p> <p>Review format and accessibility of Shout newsletter</p> <p>Identify the readership of shout</p>	<p>Re-vamp to look at accessibility, formats and ensure Shout is welcoming to and reflective of all readers and our community.</p> <p>Inform on PIA HR32</p>	<p>CEEG.</p> <p>Corporate Communications Manager</p> <p>TBC</p>	<p>31/03/2011</p> <p>TBC</p>	<p>developed by CEEG)</p>
P2&F1	<p>Purchasing Using the compliance questionnaires monitor the numbers of BME organisation applicant verses the number of contracts issued on a percentage basis annually.</p> <p>Examine whether Section 19 can be used to let small contracts to local employers and supporters of disabled people May/may not be achievable under national framework</p> <p>To look at including in the compliance questionnaires and PQQ process</p>		<p>Procurement & Facilities Manager</p> <p>Procurement & Facilities Manager</p> <p>SHRA(ED)</p>	<p>First report 31/07/2011</p> <p>31/07/2011</p> <p>31/03/2011</p>	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	questions and scoring mechanisms that relate to Employee Performance Management, IIP, Stonewall Diversity Champions relating to contracts				
SS2 PP5 PP16 HR24 HR26	<p>Monitoring</p> <p>Annually Monitor requests for the information in other languages and those who do not understand English</p> <p>Improve the monitoring of service users to inform on PIA completion for all 6 strands of E&D.</p> <p>Look at introducing a system to monitor trends in promotion and pay for LGB staff against heterosexual staff.</p> <p>Consider the monitoring methods of applicants, employees, volunteers and service users by sexual orientation and religion or</p>	<p>Information analysed and actions formulated to address any issues</p> <p>PIAs reviewed inline with findings</p> <p>Will need to introduce safe storage system for Data - out come will be the ability to produce annual statistics.</p> <p>Process produced</p>	<p>IRMP Support Officer</p> <p>CFS</p> <p>HR</p> <p>SHRA(ED)</p>	<p>31/03/2011</p> <p>31 /03/2011</p> <p>Long term carry forward to 2013</p> <p>31/03/2011</p>	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	<p>belief - Work with Stonewall to develop best practice and current legislation.</p> <p>Complaint and Exit interview to be monitored against LGBT / religion Belief issues as well as remaining E&D strands</p> <p>Review monitoring systems for CFS activities</p>	<p>Exit interviews complaints report to highlight any issues</p> <p>Clear monitoring systems established</p>	<p>SHRA(ED) / SHRA(TM)</p> <p>Community Safety Youth Worker</p>	<p>On going</p> <p>31/12/2010</p>	
SS8 / SS9	<p>Operational Equipment</p> <p>Review process for evaluating operational equipment and materials to ensure gender, disability, age and faith issues are considered.</p> <p>Review sizing of Gas Tight Suits, including boot sizes</p>	<p>New products to be impact assessed.</p> <p>Positive feedback from users following post implementation review</p>	<p>GM Technical Support</p> <p>GM Ops Support and REO</p>	<p>Ongoing</p> <p>Long term to be carried forward to 2015</p>	
PR1	<p>Performance Review.</p> <p>Development of a reporting mechanism which is more</p>		<p>GMA (Performance</p>	<p>On-going work to be introduced during 2010</p>	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	qualitatively based.		Review)		
HR21	<p>Assessment Centre</p> <p>Evaluate and undertake a gap analysis</p>	Evaluate people being assessed against expectations. Identify any groups of people who are not coming forward for assessment.	Brigade Assessment Centre Manager	31/03/2011	
HR23 / HR24 / PP1	<p>Recruitment & Selection</p> <p>Feedback from applicants and individuals completing career perception questionnaires gathered and analysed to inform on future positive action activities.</p> <p>Hold further positive action workshops. To help address the issue of under represented groups within RBFRRS</p> <p>Hold workshop for Connexions / Job Centre / careers advisers</p>	Advertising targeted better and increased number of applicants from under represented groups	HR	Next WT recruitment campaign	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	Use targeted literature in promotional materials to attract application from all E&D strands. Extend Positive Action initiatives into CFS front line staff	Achieve a CFS work force representative of the community (long term objective)	HR /CFS	Long term to be carried forward 2015	
HR24	Make links with local organisations.- Explore membership of 'Mindful' employers, to assist the rehabilitation and employment of people with mental health problems and valued in public, for learning difficulties.		SHRA(TM)	31/03/2011	Recruitment freeze currently in force in most areas due to financial climate. Will further explore mindful employer actions
HR24	Training Include messages in training activities to address the fact that positive action can be misunderstood by white/male staff	Lower the perception that female and BME applicants are treated more favourably, as indicated in cultural audit	AM L&D	31/03/2011	
HR3 / HR6	H&S Introduce Monitoring of accidents against equality	Information to be considered in review of	Health & Safety	31/03/2011	

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN Aug 2010 – Aug 2013
Update to August 2010**

Appendix A

	Strands Review Health & Safety materials to ensure they meet standards in relation to staff with dyslexia	PIA. Clear documentation	Manager Health & Safety Manager	31/03/2011	
HR31,HR 32, HR33, HR 35	Fitness and Wellbeing Improved promotion of fitness equipment provision, health schemes (eg Cycling to Work), and services of the Fitness and Health Adviser using available communication routes and increase the location of events. Review monitoring and extend scope. RDS do not have treadmills on station -Investigate potential to supply treadmills given space constraints	Shout/RO articles and champions on stations. Changes to schemes are reflected in Employee Guidance document on Trove. Annual statistical breakdown report produced Proposals identified	Fitness & Health Adviser Fitness & Health Adviser Fitness & Health Adviser	With immediate effect as opportunities arise 01/04/2010 TBC	Dependent on IRMP Review