

**ROYAL BERKSHIRE FIRE AND RESCUE SERVICE
DIVERSITY AND EQUALITY ACTION PLAN June 2009 – June 2012
Update to August 2010**

Appendix B

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)

	ACTION	OUTCOME	RESPONSIBLE OFFICER	TARGET TIME-SCALE	Equality strand and Current Position
1	All stations with significant minority ethnic communities to have on-going links with local minority ethnic community organisations	Evidence of involvement in community activities and provision of facilities for community activities where appropriate.	CLO, SHRA(ED), GM Prevention Service Delivery	Relationships established at Stns 1, 3, & 20 by 31 Dec 09	Race Attendance by organisation at Community events – Reading Carnival / Vaisakhi <i>Achieved</i>
3	Attend minority community events with recruitment & fire safety information	Visible presence and engagement with minority communities.	GM Prevention SHRA(ED)	Ongoing	Race. Sexual Orientation. Religion As above plus Reading Pride <i>Achieved</i>

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4	Review provision of information to the public on the website	All sections of community able to access safety and recruitment information.	SHRA(ED), Comms,	Ongoing	Race, Disability, Age Web Steering Group meets regularly to progress. Post created to review website.
5	Progress the Equality Standard for Local Government (ESLG)	Continuous improvement in standard achieved, as verified in CPA.	Corporate Management Team, SHRA(ED)	March 10 level 3	All RBFRS was awarded level 3 following an external assessment by Doug Feery from IDeA. <i>Achieved.</i>
6	Publish Single Equality Scheme	Scheme conforms to ESLG requirements	SHRA(ED)	30 Sept 09	All <i>Achieved</i>
7	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 Dec 10	Age Changes to date are being incorporated into new and reviewed policies – still awaiting conformation of changes to default retirement age
8	Work in partnership with ESOL training providers to include fire safety messages within the material they	Improve fire safety awareness and knowledge of RBFRS role (& how to access) among speakers of other languages	SHRA(ED), CLO Prevention Team	30 Nov 10	Race Several ESOL training providers in east Berks are including fire safety in their

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	deliver.				courses <i>Achieved</i>
9	Develop a training workshop for RBFRS staff on communicating with learners of English as part of Know your Community	Staff can make themselves more easily understood by speakers of other languages	SHRA(ED)	31/12/09	Race Workshop developed and piloted - original target date slipped but now completed. Achieved by June 2010
10	Develop new WT mentor scheme to include RDS and non-operational staff	New staff members staff feel supported	SHRA(ED), Training	31 Dec 11	All
11	Deliver modular EO training programme to Firefighters	Detailed training delivered in a way which highlights ongoing commitment	SHRA(ED), lay trainers	31 Dec 10	All Not achieved due to resource limitations. Development of new 5 year E&D training strategy incorporating changes to legislation and government direction is proposed.
12	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 Dec 10	Race, Gender Event being arranged for October 10.

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13	Review RBFRS approach to consultation	Larger consultation audience, more community input., better feedback on which to base decisions	SHRA(ED), CLO	31 Dec 08 (not achieved so reviewed - Dec 09)	All Established new consultation working party which reports through CEEG <i>Achieved</i>
14	Ensure all non operational staff receive modular EO awareness training which will cover cultural awareness/ transgender awareness and disability awareness	Will ensure staff are familiar with dealing with all members of the public in a professional and respectful manner	SHRA(ED) + Training	31 Dec 09	All Modules have been given to new starters. Rest deferred due to staff shortages and revised priorities, new E&D training strategy will include..
15	Work with regional partners to explore ways to facilitate networking for lesbian, gay, bisexual and transgender (LBGT) staff	LGBT staff feel supported	SHRA(ED)	30 June 11	Sexual Orientation On line network is being trialled within the SE Region
16	Publish guidelines on support for employees with dyslexia	Range of support mechanisms available and easily accessed	SHRA(ED)	30 Sep 09	Disability <i>Achieved</i>
17	Carry out a biennial equal pay audit as part of a rolling programme	Implementation of remedial measures to correct any unjustified pay differences between men and women in respect of work of the same or equal value.	HR	Dec 10 (non uniform)	Gender non uniform phase has been completed <i>Achieved</i>

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18	Produce guidance to ensure improved recording of information on pay to enable effective comparison between jobs.	Improved levels of information to allow for better comparison between jobs.	HR	31 Dec 2008 (unachieved so reviewed - March 09)	Gender – Guidance has not been produced as finance can produce standard annual pay figures as required. No longer applicable.
19	All departments(Key Areas) to complete a Self assessment in relation to the Equality Standard for Local Government for level 3	To enable RBFRS to achieve Level 3 of the ESFLG	All Departmental heads	31 Dec 09	All <i>Achieved</i>
20	Review policies following the introduction of the Equality Act	RBFRS legally compliant	SHR(ED)	Within 9 months of final publication of the Act	All Reviews of policies are incorporating the known elements of the Equality Act. Further reviews required when the final Code of Practice is produced.
21	Review recruitment documentation and processes to facilitate highly confidential monitoring of religion and sexual orientation in recruitment.	Some monitoring of these areas can commence	SHR(ED), HR team	31 Dec 09	Religion, Sexual Orientation Application form now collects this information <i>Achieved</i>
22	Explore delivery of advanced	Experienced firefighters from	SHRA(ED)	31 Dec 10	Race

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	level lessons in English for Emergency Service Workers, in partnership with police/ambulance	other countries are helped to achieve the required standard, (potentially saving training costs)			Initiative explored, but it proved impracticable due to the number of lessons that would be required to make an impact. <i>Achieved</i>
23	Review arrangements for equality monitoring of training and service provision (eg new FDR1 forms, Prevention)	Better data on which to base decisions, better compliance with legislation	SHRA(ED) GM Prevention, Service Delivery.	31 Sept 10	Some service user data is now collected but further review required when Equality Act Code of Practice is published. <i>Partly achieved</i>
24	Source new photos for use in recruitment literature.	A range of photos available that don't just show white men, so that under-represented groups feel welcome to apply.	SHRA(ED)	31 Mar 10	Gender, Race A selection of photos has been sourced locally. <i>Achieved</i>

	Action not completed to time scale
	Action not yet completed but on target for completion by target date
	Action Completed