



# Wiltshire Fire & Rescue Service

Wiltshire and Swindon Fire Authority

## Race Equality Scheme



2008/2011

Your Safety: Our Priority

If you or someone you know would like to see this document in another language or a different format such as large print, Braille or audio CD, please contact us on 01380 723601.

**Hindi:**

यदि आप या आपकी जान-पहचान वाला/वाली कोई व्यक्ति इस दस्तावेज़ को किसी अन्य भाषा में या अन्य रूप में लेना चाहें – जैसे बड़े अक्षरों या ब्रेल में या सुनने वाली टेप पर – तो कृपया हमारे साथ नंबर 01380 723601 पर संपर्क करें।

**Kurdish Sorani:**

ئە گەر ر بو خۆت یان که سێک که دە یناسیت، پێتان خۆشه ئە م به لگه نامه یه به زبانیکی تر یان به شیوازیکی تر واته به خه تی گه و ره، یان به خه تی تاییه ت به کۆیران یان به ده نگ له سه رسی دی ببینن، تکایه په یوه ندی بکه ن به ئیمه وه له سه ر ژماره ی .01380723601

**Mandarin:**

如果你或你所熟知的人希望得到本信息的简体中文或其它诸如大字印刷、盲文或音频光碟等格式的版本，请致电01380 723601。

**Polish:**

Jeśli Ty lub ktoś znajomy chciałbyś otrzymać ten dokument w innym języku lub formacie (np. większym drukiem), w alfabecie Braille'a lub na audio CD, skontaktuj się z nami pod numerem 01380 723601.

**Portuguese:**

Se você ou alguém que conhece desejar este documento noutra língua ou noutro formato, como um formato ampliado, Braille ou CD áudio, contacte-nos por favor através do número 01380 723601.

**Turkish:**

Siz ya da tanıdığınız birisi bu belgeyi başka bir dilde görmek veya iri puntolu baskı, körler alfabesi ya da sesli CD gibi başka bir formatta edinmek isterseniz, lütfen 01380 723601 numaralı telefondan bizi arayın.

# Contents

Introduction by Margaret White, Lead Member Champion for Equality & Diversity, W&SFA <sup>1</sup> .....	1
Forward by Andy Goves MA MSc LLB[Hons] FIFireE Chief Fire Officer.....	2
The Race Relations (Amendment) Act 2000.....	3
Wiltshire Fire & Rescue Service - Mission statement / Strategic Aims.....	5
Wiltshire Fire & Rescue Service – Core Values.....	5
National Fire & Rescue Service – Equality & Diversity Strategy 2008/2018.....	6
WFRS <sup>2</sup> Race Equality Scheme 2005/2008 – Progress report.....	7
Best Value Performance Indicators for Equality & Diversity (Race).....	10
People data from “Workforce” <sup>3</sup> .....	11
WFRS Functions and policies.....	13
Access to information and services.....	13
Dealing with complaints.....	14
Action Plan 2008/2011.....	15
Appendix A – Prioritisation of functions (Race equality Scheme 2005/2008).....	18
Appendix B – Monitoring impact of existing function and policies.....	19

<sup>1</sup> W&SFA – Wiltshire & Swindon Fire Authority

<sup>2</sup> WFRS – Wiltshire Fire & Rescue Service.

<sup>3</sup> Human Resources Database.

## Introduction

Our previous Race Equality Scheme came into being in 2005 and was designed to run for a three year period, coming to an end in 2008. The main aim of the scheme was to ensure that race equality became a central part of the way we work by putting it at the centre of policy making, service delivery, regulations and enforcement and employment practices.

The scheme is a legal requirement under the general and specific duties introduced by the Race Relations (Amendments) Act 2000. Full details of these duties are provided further on in this scheme.

Since 2005 much progress has been made within Wiltshire Fire & Rescue Service<sup>5</sup> to achieve the aims set, however there is still a way to go. There have also been some significant changes in the Equality & Diversity field.

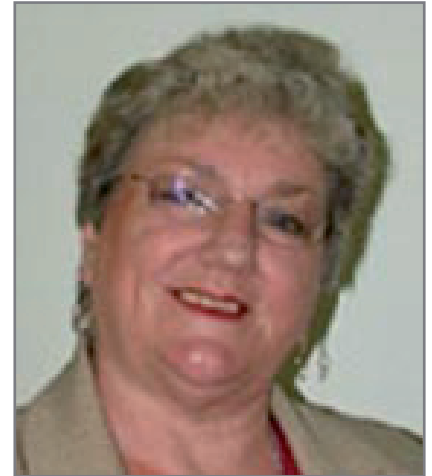
The Commission for Racial Equality (CRE) has evolved into the newly formed Equality and Human Rights Commission with a much wider brief. The commission will oversee work on the six equality strands<sup>6</sup> together with the workings of the Human Rights legislation. Once again the new commission will possess legal powers to ensure that authorities are complying with their general and specific duties.

With the introduction of more equality strands there is a need to develop a Corporate Equality Scheme which will take account of all the strands. However, there is still a legal requirement to have a Race Equality Scheme in place. This scheme has been developed to meet our legal requirements and build on the work already achieved by the 2005-2008 scheme. It has also been designed to link into our Corporate Equality Scheme which will be developed in the coming months.

This year also sees the introduction of the National Fire & Rescue Service Equality and Diversity Strategy. This strategy has been adopted by Wiltshire Fire & Rescue Service and Wiltshire & Swindon Fire Authority. It is a ten year strategy which runs from 2008 to 2018 with the overall aim to mainstream Equality and Diversity issues throughout the Fire & Rescue Service.

All of these changes will influence the way in which we interpret the Race Equality Scheme 2008-2011, and the way in which we deliver the actions in our action plan.

Wiltshire & Swindon Fire Authority is committed to working together with Wiltshire Fire & Rescue Service to eliminate racial discrimination and promote equality of opportunity.



**Margaret White**  
Wiltshire & Swindon Fire Authority <sup>4</sup>  
Lead Member Champion for  
Equality & Diversity

<sup>4</sup> Wiltshire & Swindon Fire Authority may be referred to in this document as "Fire Authority".

<sup>5</sup> Wiltshire Fire & Rescue Service may be referred to in this document as "WFRS".

<sup>6</sup> Race, Gender, Disability, Age, Sexual Orientation and Religion or Belief

## Foreword

Wiltshire Fire & Rescue Service is dedicated to embedding fair treatment and dignity into our working environment and we value the contribution diversity brings to both the Service and the community.

This scheme helps to illustrate our commitment to eliminating racial discrimination, promoting equal opportunities and developing good relations between people of different ethnic groups. It will ensure that we develop robust policies and strategies that recognise and respond to the diverse and differing needs of our communities as we work towards achieving our key priorities as a Service.

We have recently established a Corporate Equality & Diversity Steering Group within the Service to champion and manage the ambitions of the National Equality and Diversity Strategy 2008-18. The group will have representatives from across the service working together and with external partners to move forward on Equality and Diversity issues. This will include driving forward the action plan attached to this scheme.

Committing to diversity helps us all provide a better service to our whole community and in so doing makes Wiltshire safer and stronger.



**Andy Goves**  
MA, MSc, LLB(Hons), FIFireE  
Chief Fire Officer



Fire Minister, Rt. Hon. Parmjit Dhanda in discussion with Cllr. Margaret White and Fire & Rescue Service managers.

# The Race Relations (Amendment) Act 2000

## General Duty

The general duty placed on public authorities is set out in Section 71 (1) of the amended Act:

Every body or other person specified in Schedule 1A<sup>7</sup> or of a description falling within that Schedule shall, in carrying out its functions, have due regard to the need;

- (a) To eliminate unlawful racial discrimination; and
- (b) To promote equality of opportunity; and
- (c) To promote good relations between persons of different racial groups.

## Specific Duties

In order to guide us in how we should approach the General Duty, a series of Specific duties have been established in policy-making, service delivery and employment. These Specific duties aim to improve performance of the General Duty.

Under the Specific Duties covering policy making and service delivery, we must: -

- Publish a Race Equality Scheme which states the functions and policies that we have assessed as being relevant to the General Duty to promote race equality;
- Monitor our policies for any adverse impact on race equality;
- Assess and consult on likely impact of proposed policies on the promotion of race equality;
- Publish the results of these assessments, consultations and monitoring;
- Ensure the public have access to the full range of services provided and information about those services;
- Train staff in connection with the requirements of the General Duty and the Specific Duties.

Under the Specific Duties on employment, we must: -

- Monitor existing staff and applicants for jobs, promotion and training by their racial group.

<sup>7</sup> Schedule 1A includes Combined Fire Authorities.

Authorities with at least 150 full time staff also need to monitor and analyse, by racial group, staff who:-

- Receive training;
- Benefit or suffer detriment as a result of performance appraisals;
- Are involved in grievance procedures;
- Are the subject of disciplinary procedures;
- Leave the authority.

The legislation also requires us to review all our policies and processes in terms of how services are delivered and how employees are managed and make race equality a central part of our work

## Race Equality Scheme

A Race Equality Scheme is effectively a strategy and realistic action plan. It summarises our approach to race equality and our corporate aims. It should indicate how we will carry out each part of the specific duties, that is, our arrangements for:

- Assessing, consulting on, and monitoring our functions and policies for any adverse impact on promoting race equality;
- Publishing the results;
- Making sure the public has access to its services;
- Training employees.

This Scheme has been written both as a tool for the Service to use to ensure that we are meeting our duties as well as a statement for the community about what we intend to do and over what timescale.

## Our Mission Statement

To continue providing an efficient and effective Fire & Rescue Service, protecting the people of Wiltshire and Swindon, by working together with others, to make our communities safer and stronger.

## Strategic Aims

- To provide a resilient response to fires and other emergencies.
- To create stronger, safer and more resilient communities.
- To develop a healthy, safe, well trained workforce which is representative of the community.
- To protect our environment and heritage.
- To resource our key aims to ensure maximum efficiency

## Our Core Values

- Listening and talking with people to improve the way our organisation does things.
- Providing clear leadership, transparent decision-making and appropriate personal behaviour through good governance and a well-defined code of conduct.
- Treating everyone fairly and with respect, whilst challenging prejudice and discrimination.
- Working with partners to provide sustainable change.



Safe Drive Stay Alive Team



Wiltshire Bobby Van Trust

# National Fire & Rescue Service Equality and Diversity Strategy 2008-2018

Wiltshire & Swindon Fire Authority and Wiltshire Fire & Rescue Service are committed to working in line with the National Equality and Diversity Strategy which was introduced in May 2008. This is a ten year strategy which aims to move Equality and Diversity forward within the Fire & Rescue Service nationally.

## Vision of the Equality and Diversity Strategy 2008-2018

We will make fairness and inclusion fundamental to everything we do to ensure:

- That we reduce the impact of fire and other risks on all the communities we serve, by effective prevention, protection and emergency response.
- That our workforce better reflects the diversity of the communities we serve.
- That all our employees are equally respected and valued.

## Why Equality and Diversity are important to the FRS

- 1.1 Equality and Diversity are key issues for the Fire and Rescue Service. They must drive how we treat each other as members of the Service; how we treat each of our customers; how we interact with the diverse communities we serve, and how we deliver our services to those communities. To be an effective Service our policies, practices and procedures must be fair, providing equality of opportunity to all employees and an appropriate and effective service to all parts of the community

## Race Equality Scheme 2005-2008 Progress to date

- 1.0 The Scheme that was adopted in 2005 continued the work originally commenced in May 2002. During the past three years there has been a significant move forward to comply with the general duty to promote race equality, placed on the Combined Fire Authority (CFA) by the Race Relations (Amendment) Act 2000.
- 2.0 Integrate general duty responsibilities into all functions:
  - 2.1 Equality and fairness are now standing items on the agendas of management meetings. It is an item that all are able to contribute to, rather than solely the reference of one officer.
- 3.0 In depth review of all policies, procedures, using assessment grids, to ascertain any adverse impact on different racial groups:
  - 3.1 During the past three years there have been four rounds of Equality Impact Assessment (EIA) training. These have covered all sections of the service and were facilitated by outside consultants IODA<sup>8</sup>.
  - 3.2 Both the Lead Member Champion for Equality and Diversity and the Chief Fire Officer have taken time to attend and complete these training sessions.
  - 3.3 A large number of policies and procedures have been subjected to an EIA, including all the policies referring to HR<sup>9</sup> and personnel issues. At this time all have involved the initial screening process and none have required a full EIA.
  - 3.4 Work is continuing to identify policies and procedures which require an EIA. A priority list will be developed and actioned.
- 4.0 Identify training needs of CFA members and staff responsible for implementing the Race Equality Scheme and produce a three year training plan:
  - 4.1 The Equality & Diversity Advisor held training sessions at all Service location from June 2007 to February 2008. Members undertook equality training in 2007, again facilitated by IODA.
  - 4.2 An enhanced programme of induction training has been introduced to Wiltshire Fire & Rescue Service and more detailed equality & diversity training forms a major part of the input to staff.
  - 4.3 A review of equality and diversity training is at present taking place to ensure that the service has the correct balance of training to ensure continued progress on equality and diversity issues.

<sup>8</sup> Experienced Equality and Diversity trainers with extensive experience of the Fire & Rescue Service.

<sup>9</sup> Human Resources

## 5.0 Monitoring and review of relevant policies:

- 5.1 This forms part of most Service Plans and all new policies and strategies have review dates included.
- 5.2 Lequin Consultancy<sup>10</sup> led a workshop to examine Core Values for the Service. The workshop was attended by the Lead Member Champion for Equality & Diversity and the Chief Fire Officer, emphasising their commitment to this important area.
- 5.3 Consultation has been carried out with staff across the Service in relation to the Core Values which have now been adopted by the CFA and Service. Arrangements are in hand to promote the Core values to all members of staff and Service users.

## 6.0 Establish a Race Equality Scheme Steering Group:

- 6.1 A review has taken place of the structures which are already in place to deliver on the various equality schemes. Recommendation has now been made that a Steering Group be set up to move forward the work being undertaken by the Authority and Service to achieve level three of the Equality Standards. This will include work to achieve our duties under the Race Relation (Amendment) Act 2000.

## 7.0 Research good practice in promoting race equality within other Services:

- 7.1 This is an ongoing project. The Equality & Diversity Advisor is part of the CFOA<sup>11</sup> South West Equalities Group. This group shares good practice regionally and nationally.
- 7.2 Arrangements are in hand to meet regularly with Equality Advisors from other statutory and voluntary sector organisations across Wiltshire. One aim will be to identify areas of best practice and identify opportunities for joint working on race issues.

## 8.0 Develop a consultation strategy for new and relevant policies:

- 8.1 The service consultation strategy has recently been reviewed and contains a commitment to fully consult with our community on changes to services provided.

## 9.0 Develop a strategy for providing access to information for all sections of the community:

- 9.1 This is ongoing as part of our commitment to e-government. A specific equalities section of the website has been developed.

<sup>10</sup> Experienced Equality consultants/trainers.

<sup>11</sup> CFOA – Chief Fire Officers Association

10.0 Develop monitoring procedures to meet employment reporting duties:

10.1 Monitoring is in place for all job applicants – internal and external staff.

10.2 Monitoring will be extended in 2008/09 to include religion and sexual orientation as required by the CLG<sup>12</sup>.

11.0 Publish the results of assessment/consultation exercises:

11.1 Consultation during 2007 concentrated on the impact of IRMP<sup>13</sup> on the public. Details of the consultation have been published on the website.

12.0 Establish an annual review of the Race Equality Scheme Action Plan by the CFA.

12.1 This process is in place and will be carried out through the lifetime of the scheme.

13.0 Review Race Equality Scheme:

13.1 The 2005 to 2008 scheme was introduced in July 2005. This has been subject to review and the result is this revised scheme which will run from 2008 to 2011.

13.2 Work is commencing on a single corporate equality scheme which will encompass all six diversity strands<sup>14</sup>. The schemes which are required under our legal duties<sup>15</sup> will be incorporated into the single scheme.



Public Consultation December 2007

<sup>12</sup> CLG – Department for Communities and Local Government

<sup>13</sup> IRMP – Integrated Risk Management Plan

<sup>14</sup> Race/Gender/Disability/Sexual Orientation/Age/Religion & Belief

<sup>15</sup> Race/Gender/Disability

## Best Value Performance Indicators relating to Equality and Diversity (Race)

			2005/06	2006/07	2007/08
BVPI 2a:	The level of the Equality Standard for Local government to which WFRS conforms.	Level	1	1	1
		Target	1	1	2
BVPI 2b:	Duty to promote race equality: criteria met out of 19	Number	15	15	15
		Percent	78.95%	78.95%	78.95%
		Target	52.63%	84.21%	89.47%
BVPI 11b	Percentage of top 5% of earners from minority ethnic communities	Number	0	0	0
		Percent	0.00%	0.00%	0.00%
		Target	5.88%	5.88%	5.88%
BVPI 17ai	Percentage of uniformed employees from minority ethnic communities	Number	10	10	10
		Percent	1.71%	1.70%	1.83%
		Target	2.30%	2.76%	2.76%

### Targets set for the next three years

	2008/09	2009/10	2010/11
BVPI 2a:	2	2	3
BVPI 2b:	89.47%	89.47%	89.47%
BVPI 11b	4.35%	4.35%	4.35%
BVPI 17ai	2.16%	2.49%	2.82%

**Duty to promote race equality (BVPI 2b)** We have achieved 15 out of 19 criteria. Work is planned this year for the recruitment team to focus on attracting job applications from under-represented groups, which, combined with further staff monitoring as required under the National Equality & Diversity Strategy, should assist us in increasing the level of representation over the next few years. Work is continuing to ensure procurement appropriately reflects our commitment to equality & diversity and our requirement of our contractors to apply the same standards.

**Percentage of top 5% of earners who are from ethnic minority communities (BVPI11b)** No one from an ethnic minority community is currently within the top 5% of earners. The results of the non-uniformed staff pay reform project have not yet been implemented and there has been no increase in the number of minority ethnic operational staff this year. Work will continue to promote the Service as an employer of choice to increase the number of minority ethnic staff in the organisation to reach our target of at least one in the top 5%.

**Percentage of uniformed employees from minority ethnic communities in Wiltshire FRS (BVPI 17ai)** Although we recruited one new member last year, we have not reached a level to match the actual percentage of economically active ethnic minority communities within Wiltshire. However, our performance is well within last year's top performance for the key comparator groups. This year the recruitment focus will concentrate on increasing representation from under-represented groups during 2008/09.

## People Data from “Workforce”

### Figures for all Wiltshire Fire & Rescue Staff

	<b>Category</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>
1	All WF&RS Staff	728	809	775
2	White British -Nos. %	704 96.70%	781 96.53%	747 96.39%
3	BME - Nos. %	13 1.79%	14 1.73%	12 1.55%
4	White Irish - Nos. %	7 0.96%	8 0.99%	8 1.03%
5	White Other - Nos. %	4 0.55%	5 0.62%	5 0.65%
6	Not Stated - Nos. %	0 0.00%	1 0.12%	3 0.39%
7	Total of [3]+[4]+[5] Those not White British	24 3.30%	27 3.34%	25 3.23%

### Figures for Support Staff

	<b>Category</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>
1	Support Staff Total	109	123	126
2	White British - Nos. %	103 94.5%	115 93.5%	117 92.86%
3	BME - Nos. %	2 1.83%	2 1.63%	1 0.79%
4	White Irish - Nos. %	3 2.75%	3 2.44%	3 2.38%
5	White Other - Nos. %	1 0.92%	2 1.63%	2 1.59%
6	Not Stated - Nos. %	0 0.00%	1 0.81%	3 2.33%
7	Total of [3]+[4]+[5] Those not White British	6 5.50%	7 5.69%	6 4.76%

## Figures for uniform Wiltshire Fire & Rescue Staff

	<b>Category</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>
8	Uniform Staff Total	619	686	649
9	White British -Nos. %	601 97.09%	666 97.08%	630 97.07%
10	BME - Nos. %	11 1.78%	12 1.75%	11 1.70%
11	White Irish - Nos. %	4 0.65%	5 0.73%	5 0.77%
12	White Other - Nos. %	3 0.48%	3 0.44%	3 0.46%
13	Not Stated - Nos. %	0 0.00%	0 0.00%	0 0.00%
14	Total of [10]+[11]+[12] Those not White British	18 2.91%	20 2.92%	19 2.93%

## Our functions and policies

### Identification of Functions

The Authority assessed which of the Fire & Rescue service functions were 'relevant' to the general duty at the commencement of the previous RES<sup>16</sup>.

All the main functions were listed, including statutory and non-statutory functions. The original list is displayed at Appendix A attached. This list includes the priority given to each function.

The identified functions were subject to top level review to ascertain whether or not their work and policies involve or affect members of the public in any way. This process needs to be revisited and the action plan included in this scheme contains actions to review the priorities set against each function.

### Equality Impact Assessments

As can be seen from the progress report [Page 6; para. 3.0] on the previous RES the Equality Impact Assessment process was introduced and many policies and functions have undergone this process.

## Access to Information and Services

Wiltshire Fire & Rescue Service provides services to the public both on a reactive basis e.g. attending fires, road traffic collisions, as well as on a pro-active basis e.g. community fire safety.

Wiltshire Fire & Rescue Service will provide access to information and services by utilising the following methods as appropriate:

- Determine whether information should be provided in languages other than English;
- Hold open days on stations and other Fire & Rescue Service venues to encourage members from all sections of the community to learn more about the Fire & Rescue Service;
- Encourage local members from all groups including ethnic minority groups to participate in consultation exercises;
- Provide information about specific services directly to appropriate sections of the community, including ethnic minority communities;
- Train all staff on equality and diversity, cultural differences and to value diversity.
- Set clear standards for staff conduct incorporating core values.
- Work with local community organisations.

<sup>16</sup> RES - Race Equality Scheme 2005-2008.

## Dealing with Complaints

### General

There may be occasions when either members of the public or members of staff do not feel that the Authority is meeting its obligations and duties under the Race Relations (Amendment) Act 2000. If this is the case, upon receipt of a complaint the following action will be taken:

### Members of the Public

All complaints, whether verbal or written, from members of the public will be passed to the WFRS Administrative Officer. In line with the WFRS Complaints Procedure a decision will then be made as to who is the appropriate officer to investigate.

All complaints will be acknowledged within five working days of receipt. The complainant will be provided either with a full reply or details of when a full reply will be made, within ten working days of receipt. If there is a delay, they will be provided with details of why this has taken place, within the same time scale.

### Members of Staff

Complaints from existing members of staff should be directed under the WFRS grievance procedure to the appropriate line manager or senior officer. Complaints may also be made direct to the WFRS Director of People

### Complaints received during the period 2005/2008

During the three years the RES has been running (2005/2008) no complaints have been received from members of the public or staff on racial grounds

# Action Plan 2008-2011

Actions	Lead Person	Resources	Timescale
<b>General Duty</b>			
Integrate general duty responsibilities into all functions	Principal and Senior Officers	Brigade Managers, Area & Group Managers	Continually from May 2002 (ongoing).
<b>Monitoring and review of relevant policies and functions</b>			
1. Identify relevant policies and functions.	E&D Advisor <sup>17</sup> .	EIA Assessors <sup>18</sup>	Dec 2008.
2. Review relevant policies and functions.	Senior Managers.		Ongoing
<b>Training Needs and Training Provision</b>			
1. Further develop induction training programme.	Group Manager Integrated Personal Development System (IPDS)	E&D Advisor. Station Manager IPDS	Oct 2008
2. Provide E&D Champion training for Strategic Managers.			Oct 2008
3. Identify opportunities for joint training with other agencies in Wiltshire & Swindon.	E&D Advisor		Jan 2009
4. Review all training processes and procedures re: E&D content.	Group Manager IPDS	E&D Advisor. Station Manager	Jan 2009
5. Develop an integrated training programme for E&D.	Group Manager IPDS		Jan 2009
6. Identify need for further EIA training & refresher training.	E&D Advisor.		Jan 2009
7. Research cultural awareness training	E&D Advisor		Jan 2009
<b>Procurement</b>			
In conjunction with regional policy, incorporate principles of equality, diversity and dignity when buying goods and services from outside suppliers and contractors	WFRS Procurement Officer.		April 2009
<b>Internal Consultation Groups</b>			
1. Review requirements for internal support groups: e.g. "Fairness at Work Group" "Networking Women Group" "LGBT <sup>19</sup> Group" "BME <sup>20</sup> Communities Group".	E&D Advisor	Staff Rep. Associations.	Apr 2009
2. Establish a Corporate (Representative) Steering Group for E&D. To champion and manage E&D across WFRS.	Lead Member Champion of the Fire Authority	CFO <sup>21</sup> Brigade Managers. Area & Group Managers. E&D Advisor.	Sept 2008
<b>Good Practice</b>			
1. Research good practice in promoting race equality within WFRS, other FRS (Nationally and regionally.)	E&D Advisor	E&D Steering Group. Lead (Champion) Member. CFO & Brigade Managers.	Ongoing
2. Promote good practice across the service by a variety of media; e.g. regular "Equality Matters....." column in QM magazine.	E&D Advisor	L. Knox	Ongoing from July 2008.

<sup>17</sup> E&D - Equality & Diversity.

<sup>18</sup> EIA - Equality Impact Assessment.

<sup>19</sup> LGBT - Lesbian, Gay, Bisexual and Transgender

<sup>20</sup> BME - Black and Minority Ethnic

<sup>21</sup> CFO - Chief Fire Officer

Actions		Lead Person	Resources	Timescale
<b>Core Values</b>				
1.	Promote local Core Values and check staff understanding.	Fire Authority/CFO.	E&D Steering Group. Brigade Managers. Area, Group and Station Managers.E&D Advisor.	2008 - ongoing.
2.	Review local core values in the light of the adoption of the National E&D Strategy 2008-18, with a view to adopting National Core Values.	E&D Steering Group.	E&D Advisor	April 2009
<b>Recruitment</b>				
1.	Identify blocks to recruiting from BME Communities – (Wholetime/Retained and Support staff).	HR Manager.	HR Recruitment team. E&D Advisor.BME Staff.	April 2009
2.	Identify local BME groups within the community for consultation as at (1) above.	E&D Advisor	HRManager. HR Rec. team. Relationship managers. Group/Station managers.	April 2009
3.	Identify best practice in recruiting in other agencies across Wiltshire & Swindon.	Director - People	HR Manager. HR Rec. team. E&D Advisor.	April 2009
4.	Develop positive action events with other agencies to increase representation from BME individuals	HR Rec. Team <sup>22</sup>	HR Manager. E&D Advisor.	From April 2009.
<b>Community Safety</b>				
1.	Identify organisations and groups who are interacting with BME communities in Wiltshire & Swindon, to form links to provide information and identify community needs.	Brigade Manager Community Safety.	WFRS Community Safety Manager. Central Community Safety team. Relationship & Case Managers. Group/StationManagers. E&D Advisor.	Oct 2008.
2.	Develop initiatives to promote community and fire safety as appropriate to the cultural needs of BME communities in Wiltshire & Swindon.	Brigade Manager Community Safety	WFRS Community Safety Manager. Central Community Safety team. Relationship & Case Managers. Group/StationManagers. E&D Advisor.	From Dec 2008.
3.	Ensure WFRS attendance at community events to promote equality of opportunity.	Brigade Manager Community Safety	WFRS Community Safety Manager. Central Community Safety team. Relationship & Case Managers. Group/StationManagers. Fire station based Staff (Uniform & Support). E&D Advisor	Ongoing

22 HR Rec. Team - HR Recruitment Team (Wholetime/Retained/Support Staff).

Actions	Lead Person	Resources	Timescale
<b>Annual Review – Action plan</b>			
Establish an annual review of the Action Plan by the Authority	Clerk to the Fire Authority	Director -People.	Ongoing on an annual basis in May.
<b>Review Race Equality Scheme</b>			
1. Introduce a new RES from 2008.	Fire Authority.	CFO. Brigade Managers. Area & Group Managers. E&D Advisor.	Aug 2008
2. Review all Equality Schemes and develop a Single Equality Scheme (SES) to incorporate all legal duties and all equality strands.	Fire Authority	CFO. Principle officers. Senior Managers. E&D Steering Group. E&D Advisor.	From Aug 2008
3. Review RES element of the SES at least every three years.	Fire Authority	CFO. Brigade Managers. Area & Group Managers. E&D Steering Group. E&D Advisor.	Aug 2011

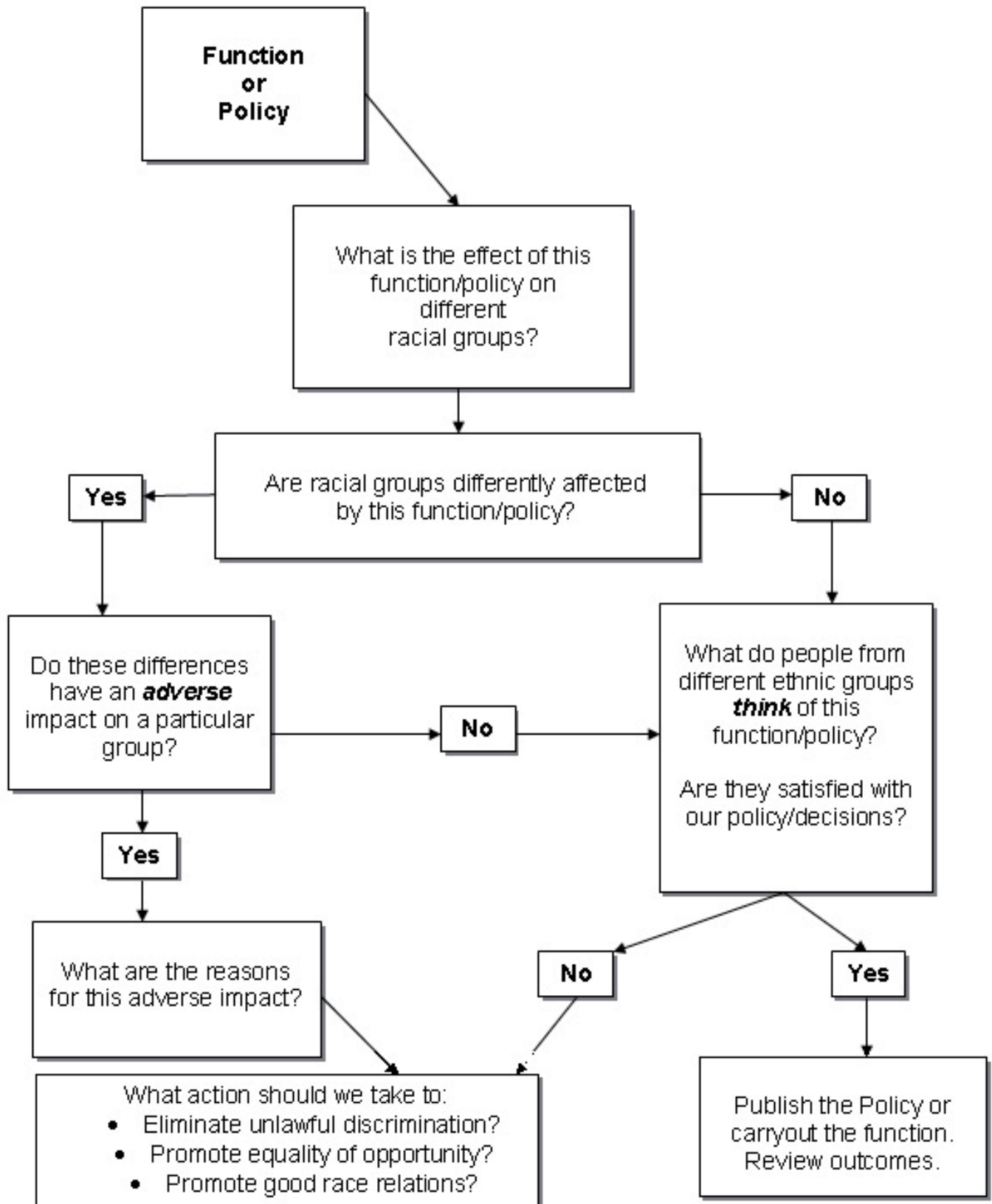
## Appendix A

### Prioritisation of Functions (from Race Equality Scheme 2005/08):

Department	Function	Priority (High, Medium, Low, No impact)
Human Resources	Recruitment/Promotions	H
	HR & Fairness at work policies and procedures	H
	Occupational Health	L
	Employment/Payroll queries	N
Fire Safety	Community Fire Safety	H
	Fire Safety enforcement/Inspections/advice	M
	Fire Investigation	L
	Arson and false alarms initiatives	L
Operations	Emergency response	M
	Community Fire Stations	M
	Control	N
	Operational intelligence	N
Training	Internal training	M
	Fire Service College courses	L
	Commercial training	L
	Health & Safety	L
Physical Resources	Purchasing	M
	Premises and contractors	M
	Workshops and Fleet administration	L
	Equipment and uniforms	N
	Hydrants	N
Corporate Services	Complaints	M
	Best Value administration and consultation	M
	Insurance	N
	Corporate and strategic planning	N
	DTLR Liaison	N
Finance	Exchequer duties	N
	Accountancy operations	N
	Financial planning	N
IT	Helpdesk	N
	IT Strategy	N
	Systems maintenance	N

## Appendix B

### Monitoring the impact of existing functions and policies:







---

## Wiltshire and Swindon Fire Authority

Fire & Rescue Service Headquarters, Manor House, Potterne, Devizes, Wiltshire, SN10 5PP  
Tel: +44 (0) 1380 723601 Fax: +44 (0) 1380 727000 enquiries@wiltshire.gov.uk



CUSTOMER SERVICE EXCELLENCE



[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)