

Objective	Key Task	Responsible Team	Year 1-5 / Estimated completion date	Comments	Progress
1. Building a culture of respect	1. Ensure all documents & publications demonstrate inclusive language, behaviours, text & visual images. Consider external consultation by equality groups in each EIA. Maintain a register for EIA & publish on the website.	EDWG	1-5	Implemented through EA's. EA training complete. New EA Policy & Procedure published. Governance Team gatekeeper for EA process.	Complete with on-going monitoring
	2. Place a link to appropriate partner organisations' websites from/to our recruitment & community safety pages	KP	2/3	E&D support area developed on SharePoint for all strands of equality.	Complete with on-going monitoring
	3. Create a 'Diverse Experiences' section in the Safer Times magazine which a selection of Firefighters & Fire Service staff from all staff groups including minority groups such as LGBT/gender/race/age, appear on the website outlining their experience of working for the Fire Service.	AA /TJ	5	Request for contributions to be included in Safer Times articles. LGBT network in development, SN attended meeting on 9 th February 2016, invitation received from TWFRS to attend their meetings going forward. P Wanless to contact TWFRS.	In progress
	4. Review, create & if necessary amend 'people policies' & activities which may include practices to eliminate potential discrimination.	HR Team	1-2	HR policies & procedures reviewed.	Complete with on-going monitoring
	5. Consider conducting a cultural audit of the Service.	HR Team / EDWG	2-3	An objective in the OD Strategy, work commenced on VAO, values and behaviours. OD has commenced work on this.	In progress

2. Employing people fairly	5. Review the grievance procedure to ensure there are mechanisms in place to deal effectively with any problems arising from unfair treatment.	HR Team	2-3	Policy and procedure published.	Complete
	6. Develop & implement a rolling programme of refresher Equality & Diversity / Cultural Awareness, to take place every three years.	EDWG	4	Training completed, LearnPro package live, content to be reviewed by Training to refresh the content. Included in the annual Service training plan.	Complete with ongoing monitoring
	7. Ensure that the key equality & diversity/cultural awareness/bullying & harassment messages are included in all new starter induction training & this is recorded. All new starters are included on refresher equality & diversity courses.	HR team	1	To include the E&D training electronic package into induction training.	Complete
	8. Develop, deliver & implement Positive Action & Retained Duty Staff recruitment utilising our new firefighter selection vehicle in a programme of events across the Service yearly.	HR team & District Management teams	1-5		Complete
	9. Promote mental health, well-being & eliminate discrimination based on mental health within the Service. Investigate the variety of mental health support networks which exist	EDWG	5	MHFA trained in 2013 and are the Service's point of contact for staff. MHFA group report 1/4ly to EDWG on activities.	Complete

	in the county, establish links to appropriate websites & helplines in staff info forums.			Blue light pledge signed on 4 th Feb. Presentation given at March meeting.	
	10. Re-launch the bullying & harassment policy & provide refresher training for the Bullying & Harassment Advisers, incorporating issues associated with all strands & groups.	EDWG	1	Dignity at Work Policy & Procedure published. D@W Advisor training complete. D@W training delivered to station based personnel.	Complete
	11. Identify how best to set up staff networks including for LGBT staff & other groups related to other strands.	EDWG - TC/AA/PW	1	EDWG to continue communicating opportunities / events to staff. EDWG to consider an LGBT survey in the future. Advice taken from Stonewall. SN attended TWFRS network meeting on 09.02.16. E&D Staff Support area developed on SharePoint.	In Progress
	12. Review all Service benefits to ensure that supporting documentation includes inclusive language & detail. For example, ensure that documents make reference to same sex partners & that, where partner benefits exist, they do in fact cover same sex partners.	EDWG	1-5	In the review of policy and procedure, language & text is checked as part of the EA. SMT to ensure EA of all amended documents as well as new ones.	Complete with on-going monitoring

	13. Investigate the possibility of advertising services of such as Stonewall, GADD & other support services (i.e. counselling services) on Service payslips, Safer Times & weekly information bulletins periodically during the five year action plan timescale.	EDWG	5	To be included in "comms" Payslip advertising started April 2014. Info bulletin advertising ongoing as information is received. Continue to scan for equality networks.	Complete with on-going monitoring
	14. Stonewall, Disability "Two Ticks" & Equality Mark logo to be included on all advertisements & documentation associated with the recruitment & selection process.	EDWG	1	Disability Two Ticks reaccreditation received.	Complete
	15. Review training processes to ensure that good practice is adopted relating to all protected characteristics.	Training / HR	1-5	HR recruitment docs amended to include management issues e.g. removal of personal details, dealing with disability. Training procedures reviewed, evaluation sheets updated to reflect protected characteristics.	Complete

3. Delivering to service users	16. Ensure that future Service consultations include representation from all the protected characteristic groups.	OD	1	Review & provide equality groups network contacts to the IRMP team each year for consultation.	Complete with on-going monitoring
	17. Develop positive action delivery processes with schools, colleges & voluntary organisations.	HR & District Management teams	1-5	Local initiatives undertaken by District teams and delivered locally with HR support. Work experience Pol/ Proc published.	Complete
	18. Continue relationships with & utilising partner organisations to disseminate Home Fire Safety information to older people in the community.	CS	2-5	CS provided evidence of training to partners on delivery of HFSV in EDWG SharePoint folders. Safe & Wellbeing visits (SWV) now conducted with referrals made to partner agencies to seek relevant support. The SWV ask specific questions relating to health and relate to the strands of equality in particular age and disability.	Complete
	19. Ensure equality & diversity is part of the Service's procurement processes.	Assets/KP	2-3	Procurement training included the requirement for E&D to be included in procurement/tender process. Procurement Officer appointed as member of EDWG.	Complete
	20. Improve ways to interact & deliver information to service users.	EDWG / Assets / CPP	2-3	Continue to review website, posters, Safe & Wellbeing sheets, etc. to improve	Complete with on-going monitoring.

				accessibility for service users as produced. Customer care kits implemented.	
	21. Engage with equality groups & partners to develop alternative ways of delivering our services to users from the protected characteristics	EDWG / CPP - AA		Continue to attend protected characteristic groups. GM to speak to GAD.	Complete with on-going monitoring
4. Monitoring	22. Develop improved & more efficient staff data collation systems for E&D data analysis & reporting purposes. Collate & analyse required equality staffing data consistently & annually to inform Service plans & actions.	HR Team	1-5	Being developed with the CS to attend the Traveller Services Integrated Back office Project. Fire watch project live for HR and staffing Feb15 – update given by HR on info to be drawn from Firewatch.	Complete with on-going monitoring
	23. Undertake an equal pay audit & publish the results.	Finance & HR	3	Report completed, actions to be incorporated into section plans and EDWG work streams. HR to conduct a review of recent recruitment and promotion processes.	
	24. Develop improved & more efficient service delivery data collation systems for E&D data analysis & reporting purposes. Collate & analyse the required equality service delivery data consistently & annually to inform Service		2-5	CS collate data based on risk from fire. Options to expand data collection however cost to altering software.	Complete

	plans & actions. The information will help build a more detailed picture of service users.				
	25. Monitor & investigate further methods of capturing diversity information around those who receive community fire safety advice & are injured during fires for the purposes of planning & service delivery focus.	CS	2-5	Review with previous objective. CS provided evidence into EDWG SharePoint folder. Review - Service satisfied correct data collated for the purposes of service delivery.	Complete
	26. We have submitted to Stonewall's Annual Workplace Equality Index. We will address issues arising for service plans from the feedback & publicise results.		1-3	Stonewall membership renewed in March 2016. Index application action plan developed from results of submission – 2015. Evidence for Stonewall to be submitted every EDWG meeting.	Complete with on-going monitoring
	27. Review E&D Strategy to ensure currency & reporting structures are in place.	EDWG	2-5	Working group set up to develop the new strategy – updates to be provided, link into the review of VAO and values workstream.	In Progress