

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY	
date	26 MARCH 2004	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

AD-HOC MEMBERS GROUP ON EQUALITIES

1 PURPOSE OF THE REPORT

- 1.1 To update Members on the ongoing work being carried out in the Service with regards to Fairness and Equality.

2 BACKGROUND

- 2.1 The Ad-Hoc Members Group on Equalities has now been formed for some time and it was agreed that all minutes from the meetings of the Group would be submitted to Fire Authority Members for their information.

3 REPORT

MINUTES OF PREVIOUS MEETING:

- 3.1 Attached to this report (see **Appendix A**) are the minutes of the meeting held on Tuesday, 3 February 2004, for information.
- 3.2 Also attached is a copy of the revised Race Equality Scheme and Action Plan for 2004/5 (**see Appendix B**).

RACE EQUALITY SCHEME – YEAR ONE REVIEW

- 3.3 During the last 12 months, the Fire Authority has begun to move forward the objectives outlined in its 3 year action plan for Race Equality. The Service recognises that whilst progress in some areas has been slow, commitment at all levels has been essential. The Scheme has helped managers to understand the importance of Race Equality not just internally but in the way they interact with the community on a day to day basis.

ACHIEVEMENTS 2003

- 3.4 The Service has recruited a Black & Minority Ethnic Communities (BME) Development Worker to move forward work already established by the Service's Equalities & Fairness initiatives. The main emphasis of the BME Development Worker will be to enhance the safety of BME communities across Nottinghamshire. This will be achieved through changing the attitudes of the Fire Service to BME communities – the risks that they face and their needs/expectations. Through close contact and familiarity will in turn change attitude of both the community and of firefighter.

EQUALITIES TRAINING:

- 3.5 The equalities training programme began in April 2003 to raise awareness in all equality issues. To-date all headquarters based staff and senior management have been trained. During 2004 the training will be delivered to remaining operational staff, who have also received cultural awareness as part of the Home Risk Assessment training. To assist with the training programme, an equalities folder has been produced by the Service which includes a guide to the customs, traditions and lifestyles of Britain's minority ethnic communities.

COMMUNICATION:

- 3.6 High priority for the Service is ensuring that it communicates with the community it which it serves. With the growing numbers of new languages across Nottinghamshire, the Service's frontline staff have faced barriers to communicating with members of the public. All fire service literature is now available, on request, in the 10 main languages spoken in Nottinghamshire.

RECRUITMENT & POSITIVE ACTION

- 3.7 Increasing the number of BME employees is a main priority under the Race Equality Scheme. During 2003 the Service has participated in a number of positive action initiatives, to encourage more applications from MBE candidates. This included an event at Djanolgly City Technology College during the wholetime recruitment campaign. The recruitment team also attended to answer questions about the recruitment process. The recruitment team also run a joint event with Nottinghamshire policy and attended this year's Nottinghamshire Caribbean Carnival with the Community Safety team.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5 PERSONNEL IMPLICATIONS

- 5.1 There are no personnel implications arising from this report.

6 EQUAL OPPORTUNITIES IMPLICATIONS

6.1 This report contains issues that will invariably lead to changes in Service policy and procedures.

7 RISK MANAGEMENT IMPLICATIONS

7.1 There are no risk management implications arising from this report.

8 RECOMMENDATIONS

8.1 That Members note the contents of the report and attached minutes.

8.2 That Members approve the revised Race Equality Scheme and Action Plan.

9 BACKGROUND PAPERS FOR INSPECTION

None

P. Woods
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
Minutes of THE AD HOC MEMBERS GROUP ON EQUALITIES
 held on
Tuesday 3 February, 2004
At 10.00 A.M.
Service Headquarters
In the Conference Room

Present:

Paul Woods	Chief Fire Officer
Shaun Whelan	Assistant Chief Fire Officer
Julie Dennis	Equality and Fairness Advisor
Paul Smith	FBU Representative
Pete Allen	Sub Officer Newark Retained
Peter Clements	Unison Representative
Margaret Spooner	Administrator (Minutes)

Absent :

Councillor Graham Jackson	CFA Member
Councillor Ken O'Toole	CFA Member
Councillor Joyce Bosnjak	CFA Member
Councillor Parry Tsimbirdis	CFA Member
Gina Turner	Human Resources Manager
Alan McClean	FBU Representative

1. APOLOGIES

Apologies for absence were received from:

Councillor Graham Jackson, Councillor Perry Tsimbirdis, Gina Turner.

CFO P Woods, who chaired the meeting of Tuesday 3 February 2004, raised concerns about the lack of attendance and commitment by some members at recent meetings.

2. 02/03 PREVIOUS MEETING

Minutes for the meeting held on Tuesday 20 November 2003 were approved.

3. MATTERS ARISING**38/03 "TWO TICKS FOR DISABILITY"**

Julie Dennis informed the meeting that, after going through the five commitments with Nick Linthwaite, an application form was sent out on Friday 30 January 2004. It was reported that the Service had given some good examples for non-uniformed staff. The Members were told that, at the moment, this standard will only cover non-uniformed staff from 1 October 2004. Julie Dennis will report back at the next meeting whether the Service had been successful in its application to carry the disability symbol.

Action By**JD
B/F**

25/03 EQUALITY STANDARDS

It was suggested that the Service should think about producing a handbook for Equality Standards. If the Service was to produce a handbook, it would give continuity around previously discussed issues, and give a consistent approach to action taken. Members thought that this was a good suggestion but now that more work was being done on a regional basis, it would be more cost effective if a handbook could be produced regionally. It was suggested that this could be a project for the future, to be added to Action Plan.

B/F

JD

Julie Dennis reported on the Equality Impact Assessment Policy that forms part of the Equality Standard. She had telephoned Salford Council to find out how they had trained managers in completed assessments. The Equality Officer at Salford has offered guidance to Julie Dennis on how they delivered this training.

CFO Woods told Members that CFA would be meeting on Friday 13 February 2004 to discuss where the Service is at, to review the original Home Office targets, and to review how, in reality, the Service might actually attain these targets. It was acknowledged that the Service will not reach the targets set by the Home Office, even if IRMP brings in a statutory recruitment for the rest of the year. The Service needs the Fire Authority to be aware that the Service needs something that reflects opportunities over the next 3 years. Julie Dennis to produce a report on recruitment across both uniformed and non-uniformed staff, to include the percentage of BME recruits. It was suggested that Wholetime and Retained be split into two sections. It was noted that Julie Dennis has set up some local performance indicators, and is now in the process of looking at applications across uniformed and non-uniformed. Karen Kirk is looking at the percentage increase of BME recruitment within the Service over the last few years, and this will, hopefully, enable the Service to set a more realistic recruitment figure.

JD

14/03 WHOLETIME RECRUITMENT

Members were told that because of all the work coming from the national framework and the IRMP, the Service has decided that, as far as positive action on recruitment is concerned, recruitment of Wholetime firefighters is to be put on hold and the Service will concentrate on the recruitment of Retained firefighters, because this is acknowledged to be a growing area.

In future, the Service will concentrate on attending events that are organised by Race Equality Council (REC). It is felt that the Service can attend these events, even though the Service will not be recruiting Wholetime firefighters at this time, to promote Community Safety. The Service will not be attending every career fair, because attendance has not produced the expected results. Julie Dennis thought the Service needs to review its recruitment strategy. She has received a publication from the Metropolitan Police, who have produced a new positive action recruitment strategy and action plan. This document contains some useful information which could also assist the Fire Service.

		<u>Action By</u>
	Julie Dennis has offered to support the Retained Recruitment Group with positive action initiatives and is to attend their next meeting. One suggestion has been to produce an recruitment advertising campaign with posters.	JD
40/03	IRMP AND EQUALITIES AGENDA	
	The Service is in the process of setting targets for their Strategic Action Plan.	
41/03	BME DEVELOPMENT WORKER	
	Interviews for a BME Development Worker are set to take place on Tuesday 10 February 2004. It was reported that there was a good response to the advertisement, with a very high standard of applicant. Up to eight candidates have been short listed, some of them being bi-lingual. When the post has been filled, the successful applicant will work closely with Julie Dennis to promote Community Safety, and to assist with promoting the Service within the minority ethnic communities. Members to be updated on the successful applicant at the next meeting.	JD
	AGENDA ITEMS	
04/04	CACFOA – REGIONAL EQUALITIES	
	Julie Dennis and Gina Turner recently attended two CACFOA Regional Equalities meetings. It was thought that Members would be interested in reading the minutes of these meetings.	
	Julie Dennis is working with other Equality Officers in the Region to develop best practice and they are currently producing work ready for the Regional Management Board. The Officers are currently examining where they could pool their resources, share good practice and design a positive action recruitment package. Each region is to producing a folder containing policies and details of equality initiatives.	
	Julie Dennis has been nominated as regional representative for CACFOA Equality & Diversity National Practitioners Group, and is attending their first meeting on 11 February in London. Julie Dennis to update Members on this meeting at the next Ad Hoc meeting.	JD
05/04	NATIONAL FRAMEWORK – EQUALITIES IMPLICATIONS	
	Prior to the meeting, Members were given a draft copy of the National Framework 2004/05. A separate sheet, indicating time scales for the implementation of Equalities and Diversity within the National Framework document, was also distributed. Following a discussion, it was stressed that the Service should work to the timetable as set out in the National Framework.	
05/04	RACE EQUALITY REVIEW	
	At the meeting on Thursday 20 November 2003 Members were asked to read the Race Equality Scheme document and bring any comments back	

Action By

to the Ad Hoc meeting on Tuesday 3 February 2004. No comments were made at this time. The Race Equality Scheme report will be submitted to the CFA meeting in March 2004. In December 2003, ADO Jenkins represented Julie Dennis at Afro Caribbean & Asian Forum and gave a presentation outlining how the Service is establishing links with community groups throughout Nottinghamshire. As part of the process of forging links within the community, it was thought crews on stations need to develop greater interaction with different community groups and cultures. Julie Dennis to work with ACFO Whelan in implementing changes through district teams. Julie Dennis and ACFO Whelan to arrange a group meeting with the Community Safety team and District Officers.

JD/SW

06/04 WORK-LIFE BALANCE

Opinion Research Services has produced a staff questionnaire as part of a consultation exercise. All staff will be receiving this questionnaire once it has been agreed by all parties. All responses will be kept strictly confidential. Opinion Research Services will be conducting focus groups. All members of staff have been sent a letter explaining the aims and objective of the policy. Opinion Research Services are seeking volunteers to take part in the focus forum on 1, 2 & 3 March 2004. The response so far from Wholetime, uniformed, and non-uniformed staff has been encouraging but the response from retained has been a slow. All responses brought forward during the focus groups will be kept strictly confidential. Ad Hoc members had been given a copy of the questionnaire prior to the meeting. After a discussion, it was agreed by Ad Hoc Panel that the questionnaire would be passed providing an amendment was made to question F4. This will then read "Non-uniformed staff" and not support staff. Julie Dennis to ask Station Officer O'Hare to make this amendment. Julie Dennis is drafting a covering letter to FBU Panel and Unison to inform them of the amendment. Members AGREED that Opinion Research Services could send the questionnaire out to all staff once the covering letter has been sent to FBU and Unison informing them of the recommended amendment.

JD

07/04 EQUALITIES TRAINING

Northamptonshire has approached the Service about purchasing their training package. Leicestershire has also shown an informal interest. If the training package is taken up by other Fire Services it would mean extra income for Nottinghamshire. It would mean our trainers could cover two different training events at a time, with each trainer attending an event. Julie Dennis to keep Members updated on whether Northamptonshire and Leicestershire Services purchase the training package, and how successful the training is.

JD

08/04 REVIEW AND CONSIDER ACTION PLAN

The Service is work together to establish areas and ways of developing strategies, which will link with the Human Resources strategy plan and the departmental action plan. Julie Dennis and ACFO Whelan to work on how the Service can incorporate the action plan and how the Service is going to deliver current polices, procedures and practices, and find where

JD/SW

they are having an impact and where they are not. ACFO Whelan is to add any findings/actions that need to be incorporated.

09/04 STAFFORDSHIRE FIREFIGHTER – MAIL ON SUNDAY

Prior to the meeting Members were sent a newspaper clipping from the Mail on Sunday, dated January 18, 2004. The article referred to an action for discrimination taken by a white, male applicant. The article inferred that women and ethnic minorities were given preferential treatment during aspects of the recruitment selection process, in order for the Staffordshire Service to meet recruitment targets for women and ethnic minorities. A discussion took place amongst the Members on how the Service in general would be perceived, in the future, by other applicants, and whether this perception would include the belief that ALL Services would lower recruitment standards in order to meet recruitment targets for women and ethnic minorities. Julie Dennis is to contact Staffordshire Service to check the situation.

JD

ANY OTHER BUSINESS

42/03 EQUALITIES/FAIRNESS POLICIES

Paul Smith raised the issue of whether a meeting is still scheduled to take place between Councillor Jackson, CFO Woods, FBU, and Unison on "Inappropriate Behaviour in the Workplace". CFO Woods reported that there is still some work to be completed on this issue. Once this work has been completed, Julie Dennis will speak with Mark Healey to set a suitable date and time for this meeting. Julie Dennis is to report back at the next Ad Hoc meeting.

JD

10/04 RETAINED – WHOLETEIME

New recruitment training will be built into the national standards through IPDS. Management had tried to establish guidelines on role maps but had stumbled at the consultation process. Work is currently ongoing to establish an assessment framework whereby existing competencies can be established prior to a former retained employee undertaking the initial firefighters course.

11/04 PAY STRUCTURE

Paul Smith, FBU representative, raised concerns about Retained Firefighters' pay. Since the implementation of the new pay structure, Retained Firefighters have become worse off. Members were informed that a meeting had taken place on Sunday 1 February, 2004, at Headquarters. The issue of Retained Firefighters pay is being dealt with.

12/04 MATERNITY LEAVE

Paul Smith raised the issue of maternity leave for Retained Firefighters. It was suggested that Tracy Crump could give guidance on the rules for

maternity leave, and how Retained Firefighters might be affected.

DATE OF NEXT MEETING

**Next Meeting: Tuesday 16 March 2004 at 10.00 am in the
Conference Room**

Action By

ALL

Nottinghamshire and City of Nottingham Fire Authority

Race Equality Scheme

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Annual Review 2003



Nottinghamshire Fire & Rescue Service
www.notts-fire.gov.uk



This report outlines the progress the Nottinghamshire & City of Nottingham Fire Authority's Race Equality Scheme.

During the last 12 months, the Fire Authority has begun to move forward the objectives outlined in its 3 year action plan for Race Equality.

We recognise that whilst progress in some areas has been slow, commitment at all levels of the Service has been essential. The Scheme itself has helped managers to understand the importance of Race Equality not just internally but in the way they interact with the community on an everyday basis.

The introduction of the government's White Paper which aims to modernise the Fire Service has delayed some of this progress. However through our Local Risk Management Plan – Putting Safety at the Heart of Our Community, some of the issues highlighted through the Race Equality Scheme, such as service delivery, will be more realistically achieved.

One area of development for the Service has been within service delivery, especially Community Safety. Due to this increased workload the Service will be recruiting a Black & Minority Ethnic Communities (BME) Development Worker to move forward work already established by the Service's Equalities & Fairness initiatives.

The main emphasis of the BME Development Worker will be to enhance the safety of BME communities across Nottinghamshire. This will be achieved through changing the attitudes of the Fire Service to BME communities – the risks that they face and their needs and expectations. Through close contact and familiarity (bringing the community into the Fire Service and the Fire Service into the community in a positive, practical and supportive manner), this will in turn change attitudes of both the community and of fire-fighters.

One of our main achievements this year was the publication of our summary booklet in June 2003. Copies were sent to all BME Community groups across Nottinghamshire. Feedback on the summary document has been very positive, and through the scheme we are aiming to develop more partnership working across the Service. Summary booklets are also available on all wholtime stations.

Institutional racism is another area we have started to address under the scheme. The use of consultation on all policies and practices across the Service will hopefully prevent us making assumptions about the needs of both BME employees and customers. The introduction of Equality Impact Assessments through the Equality Standards for Local Government will enable the Service to consider the impact of both policies and practices in terms of race, as well as gender, disability, sexual orientation, religion and age.



The following outlines our achievements over the first year of the scheme, plus amendments we have made to ensure we achieve our 3 year plan.

AD HOC EQUALITIES PANEL

The Ad Hoc Equalities Panel has responsibility for reviewing the Race Equality Scheme. It will also undertake continual consultation with community groups to ensure we achieve the Race Equality Action Plan.

Objective	Progress Made	Further Action
Review Race Equality Scheme	Full review of the Race Equality Scheme completed with action plan reviewed with new race objectives.	Second year review to be completed April 2005

MANAGEMENT TEAM

Key Race Equality priorities:

- **To communicate a clear statement of values and commitment to diversity**
- **Publish Race Equality Scheme summary report incorporating progress made, monitoring, assessment and consultation**

The Service is currently reviewing its values and commitment to diversity linking into the Equality Standard for Local Government. Through the production of our Corporate Equality Plan, our commitment will not only incorporate race, but gender, disability, sexual orientation, religion and age will also be included.

Key staff are now aware of the Service's Race Equality Scheme and their specific actions related to their function within the organisation. The Scheme has enabled our managers to understand the importance of race equality in all aspects of their everyday work.

The summary booklet was published in June 2003, with copies sent to all BME Community groups. Along with the summary, a full version of the Race Equality Scheme is available on our website www.notts-fire.gov.uk The document is also available in different formats and languages on request.

Objective	Progress Made	Further Action
1. Communication of a clear statement of values and commitment to diversity.	The Equality & Fairness Policy statement is displayed at every station. Managers have been briefed on the Scheme and their responsibility to deliver the objectives relating to their teams function.	Corporate values and commitment to diversity to be reviewed. Corporate Equalities Plan to incorporate race equality scheme.
2. Publish Race Equality Scheme	Race Equality Summary published in June 2003.	Publish 2004 review on internet. Copies to be distributed via REC and

summary report.	ACAF for consultation.
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SAFETY SERVICES

Key Race Equality priorities

- **Ensure Safety Services staff are trained in cultural awareness**
- **Develop monitoring system for number of house fires via ethnic classification**
- **Develop monitoring system for Community Safety events via ethnic classification**

All staff are currently receiving equalities training to raise awareness in all equality issues. Operational staff have received cultural awareness during their Home Risk Assessment training.

An equalities folder has been produced by the Service which includes a guide to the customs, traditions and lifestyles of Britain's minority ethnic communities.

We are currently transferring 2001 Census data into Geographic Information System (GIS), which will allow us to create an analysis of a specific geographic location within the Nottinghamshire area. Once this has been completed we will then be able to extract information to establish the social demographic composition of a specific area of the county which may have had high numbers of fire related incidents. This information will enable the Service to identify specific BME communities which may be at risk, which will then direct community safety initiatives.

Along with the information collated via GIS, ethnic monitoring is also undertaken during our Home Risk Assessments. Again this information will be fed into direct community safety initiatives.

The Race Equality Scheme has highlighted the need to develop links and partnerships with the BME Community, especially relating to Community Safety. The recruitment of a Black & Minority Ethnic Communities (BME) Development Worker to move forward work already established by the Service's Equalities & Fairness initiatives. Based in Community Safety, the Development Worker will help move forward the Service's commitment to Race Equality by working directly with BME communities across Nottinghamshire.

Objective	Progress Made	Further Action
Ensure operational & control staff are trained in cultural awareness	<p>Work in progress with the National Interpretation Service to enable non English speaking service users to contact control. Due to technical difficulties this service is currently only available for internal use.</p> <p>Operational staff have received cultural awareness during their Home Risk Assessment training.</p> <p>An equalities folder has been produced which includes a guide to the customs, traditions and lifestyles of Britain's minority ethnic communities.</p>	<p>Adaptation of current technical equipment to enable the use of three way calling on hold due to regionalisation of control rooms. Ensure technical requirements are feed into regional co-ordination team.</p> <p>BME Development Worker to identify further cultural awareness training for staff.</p>
Develop monitoring system	Work in progress to transfer census 2001 information into GIS	Once work is completed we aim to produce quarterly

for no. of house fires via ethnic classification		reports for the Safety Services Management Team.
Develop monitoring system for Community Fire Safety events via ethnic classification	<p>Work in progress to transfer census 2001 information into GIS.</p> <p>Home Risk Assessments are monitored for ethnic classification. This information will be fed into direct community safety initiatives.</p>	<p>Head of Community Safety will extract information from quarterly reports to direct community safety initiatives.</p> <p>Work needs to be commenced to develop tools to measure success and this will be commenced once the BME Development Worker is in post.</p>

NEW RACE OBJECTIVES FOR SAFETY SERVICES

- **Ensure operational & control staff have access interpretation services.**

Ensuring we can communicate with the community we serve has been a high priority for the Service. With the growing numbers of new languages across Nottinghamshire, our frontline staff have faced barriers to communicating with members of the public.

Control room staff are receiving an increasing numbers of calls from members of the community who do not speak English as a first language. In order to overcome this we are due to implement the services of the National Interpretation Service. Through the National Interpretation Service we will be able to communicate more effectively with service users who use our 999 service.

We also have access to translation services provided by both Nottingham City Council and Nottinghamshire County Council. When we deliver community safety education talks we will use interpreters to ensure we are getting our key messages out to all of the Nottinghamshire community.

- **Develop monitoring system to record racially motivated arson.**

The Service will work closely with both the Nottinghamshire Police Hate Crime Team and the Common Monitoring Project to monitor racially motivated arson. Working in partnership with other agencies, the Service will aim to prevent further offences. We will also offer support and advice to victims of racially motivated arson.

INFORMATION SERVICES

Key Race Equality priorities

- **Conduct external survey of external perceptions of the fire service**
- **Establish consultation forums to liaise and consult with minority ethnic groups**
- **Establish links with community groups to ensure access to information**
- **Develop local performance indicators**

The public consultation survey by Opinion Research Service Ltd commissioned in November 2001, gave the Service a better understanding of the community we serve. Work now needs to be commenced to build the results of these findings into District Plans.

The Service took part in the Afro-Caribbean and Asian Forum consultation event in October 2002. This gave the Service the opportunity to outline its Race Equality Scheme and consult on recruitment and positive action initiatives. The Service will continue to create partnerships with BME community group to ensure we prevent Institutional Racism. Consultation will help us to develop an understanding about the different needs of our communities, thus helping us identify risks and hopefully reducing and preventing the number of fires across these communities.

All fire service literature is now available, on request, in the 10 main languages spoken in Nottinghamshire. These are English Bengali, Farsi, Arabic, Hindi, Chinese, Gujarati, Punjabi, Albanian and Urdu. Literature is also available, on request, in large print, audio format and braille. We also distribute information via local and national media and publications produced by local community groups. Again we will use the services of interpreters if necessary to ensure the right community safety messages are distributed across the county.

Objective	Progress Made	Further Action
Conduct external survey of external perceptions of the fire service	The public consultation survey by Opinion Research Service Ltd commissioned in November 2001	Build findings into District Plans
Establish consultation forums to liaise and consult with minority ethnic groups.	Partnership created with ACAF to ensure effective consultation. Summary booklet sent to all BME organisations across Nottinghamshire.	Continue to ensure consultation with minority ethnic groups. Work via Equality Standards for Local Government will incorporate consultation.
Establish links with community groups to ensure access to information	All fire service literature is now available, on request, in the 10 main languages spoken in Nottinghamshire.	Continue to utilise local media to ensure community safety message reaches all parts of the community.
Develop local performance indicators	Not Commenced	Develop a suite of local performance indicators via the Race Equality Scheme & Corporate Equality Plan

HUMAN RESOURCES

Key Race Equality priorities

- **Support, provide and promote initiatives and activities that target under-represented groups.**
- **Update monitoring classification in line with 2001 Census**
- **Monitor, by reference to racial groups areas covered in the Employment Duty**
- **Establish procedure for exit interviews to be carried out**
- **Training for all staff on issues dealing with equality and fairness**

The Service has trained nine Equalities Facilitators, selected from all areas of the organisation, who participate in activities which support diversity and racial equality. These individuals are currently assisting with the delivery of the Service's diversity training to all staff.

We continue to support and promote the existence of support networks. Union members are encouraged to participate with both Fire Brigades Union Black & Ethnic Minority Members National Committee and Unison's Black Workers Group. NFRS staff now have access to the Black Workers group based within Nottinghamshire County Council.

The Service held positive action initiatives during its 2003 recruitment campaign to encourage more applicant from BME candidates. We also ran a joint event with Nottinghamshire Police to highlight employment opportunities within the Service. The recruitment team was also present at Nottinghamshire Caribbean Carnival in August 2003 along with the Community Safety team.

The Service also links into local schools and colleges to promote employment opportunities and breakdown negative and stereotypical perceptions of the Fire Service. We have also been approached by a local college who are offering facilities for potential applicants from minority background to build on their recruitment skills in areas such as application forms and testing. This again will form part of our positive action strategy.

Our HR systems have been updated to reflect the new categories for ethnic classification under the 2001 Census. A full breakdown of the monitoring required under the Employment Duty of the Race Relation Act is available in appendix A. We are also reviewing the Training database as we are currently unable the access a breakdown of staff who attended training via ethnic classification.

Our exit interviews are available for all staff who leave the Service. These are run on a voluntary basis and through these we will hopefully establish the reasons why staff are leaving. If we discover that staff have left the Service due to harassment or discrimination we will take steps to rectify the situation.

The Service is currently delivering diversity training. Two training modules have been developed, one for managers and another for all staff. Managing Fairness at Work has been designed for staff with line management responsibilities and focuses on the basic skills required for managing fairness at work. Examining current and future legislation relevant to equality form the basis of the workshop along with the Service's Harassment & Bullying Policy. There is also the opportunity for managers to develop skills which will assist in managing the policy itself. Understanding Fairness at Work examines legislation, understanding diversity and the Service's Harassment & Bullying policy. To

date all headquarters staff and senior managers have received the training. Station based staff will be trained throughout 2004.

Objective	Progress Made	Further Action
Support, provide and promote initiatives and activities that target under-represented groups.	Black workers groups already established via UNISON & FBU. Staff have access to the County Councils Black Workers Group. Positive Action events held during 2002/02	Continue to support and promote initiatives. Examine possibility of positive action training to reduce barriers to recruitment for BME candidates. Establish regional initiatives for positive action events.
Update monitoring classification in line with 2002 Census	HR systems have been updated to reflect the new categories for ethnic classification under the 2001 Census.	Objective achieved. No further action required
Monitor, by reference to racial groups areas covered in the Employment Duty	Please see appendix A for full employment breakdown.	New database for recording training is under development. Through this we will be able to obtain ethnic classification of all delegates.
Conduct follow-up of RREAS staff audit for internal perception of culture	Not Commenced.	Once diversity training has been completed, follow-up of RREAS staff audit will be commenced.
Establish procedure for exit interviews to be carried out	Available for all staff who leave the Service.	Objective achieved. No further action required
Training for all staff on issues dealing with equality and fairness	Two Diversity training modules, Managing Fairness at Work and Understanding Fairness at Work currently rolled out across the Service.	All station based staff to receive diversity training during 2004. Retained workforce to receive diversity training in 2005.

FINANCE AND RESOURCES

Key Race Equality priorities

- **Audit and cost outstanding needs in relation to cultural facilities for firefighters.**

Ensuring our premises are equipped to meet cultural requirements is essential. Members of personnel are asked to declare if they have any cultural requirements such as access to a prayer room or dietary requirements etc. As a Service we will make reasonable adjustments to the work environment if possible.

Objective	Progress Made	Further Action
Audit and cost outstanding needs in relation to facilities for firefighters.	Adjustments made on request if possible.	Produce policy outlining religious requirements re. new employment directive on religion and belief.

NEW RACE OBJECTIVE FOR FINANCE AND RESOURCES

- **Ensure procurement procedures have no adverse impact on racial equality.**

Due regard will be given to racial equality throughout all the processes of procurement. This will include the specification of the needs of users and also the range of suppliers that are considered. The Service will seek to remove all unnecessary barriers to trade, to enable young and emergent businesses to trade wherever practical. In addition, potential suppliers of goods and services will be sent a pre qualification questionnaire relating to equality issues to ensure that whatever possible the Service encourages the adoption of such policies amongst its supplier base.

If you have any questions or comments regarding our Race Equality Scheme please feel free to write to the

Equality & Fairness Officer at:

**Nottinghamshire Fire & Rescue HQ
Bestwood Lodge,
Arnold, Nottingham
NG5 8PD**

Telephone 0115 9670880

Email info@notts-fire.gov.uk

For a full copy of the Service's Race Equality Scheme please visit our website at www.notts-fire.gov.uk

This document is also available in the following languages

এই সেবাটি (ডকুমেন্ট) বাংলা ভাষাও পাওয়া যাবে

چه میگردید، اگر که میدانستید به هیچ نحوی رد نخواهید شد؟

هذه الوثيقة متوفرة أيضاً باللغة العربية.

यह जानकारी आपकी भाषा में उपलब्ध है।

這個信息有中文版。

આ ડોક્યુમેન્ટ ગુજરાતીમાં ઉપલબ્ધ છે.

ਇਹ ਦਸਤਾਵੇਜ਼ ਪੰਜਾਬੀ ਦੇ ਵਿੱਚ ਵੀ ਉਪਲਬਧ ਹੈ।

Ky dokument eshte i perkthyer ne gjuhen shqipe.

یہ دستاویز اردو زبان میں دستیاب ہے۔

Appendix A

Race Relations Act 1976 (Statutory Duties) Order 2001

The Order requires NFRS and many other public organisations to monitor and publish on an annual basis the results of a prescribed set of employment monitoring information by racial group.

The categories for reporting are:

Staff in post;

Applicants for employment, promotion;

Those receiving training;

Those involved in grievance procedures;

Those involved in disciplinary procedures;

Those leaving the Authority's employment.

The results of NFRS monitoring exercise are as follows with all figures relating to the period September 2002 – August 2003.

Staff in post

	Total	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	1089	1050		25					3			2	5		3		1
UNIFORMED	945	910		24					3			2	4		2		
CONTROL	26	26															
NON-UNIFORMED	118	114		1									1		1		1

Applicants for employment

	Total	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	1246	907	3	8	6	3	4	7	10			2	10	12	2		1
UNIFORMED	788	709	3	8	4	3	3	7	8			2	9	2	1		1
NON-UNIFORMED	229	198			2					2					1		

Applicants for promotion

	<u>Total</u>	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	9	9															
UNIFORMED	9	9															
CONTROL																	
NON-UNIFORMED																	

Those reporting harassment

	<u>Total</u>	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	3	3															
UNIFORMED	3	3															
CONTROL																	
NON-UNIFORMED																	

Those involved in grievance

	<u>Total</u>	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	4	4															
UNIFORMED	4	4															
CONTROL																	
NON-UNIFORMED																	

Those involved in disciplinary

	Total	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	12	12															
UNIFORMED	12	12															
CONTROL																	
NON-UNIFORMED																	

Leavers

	Total	White			Mixed				Asian or Asian British				Black or Black British			Other(Incl. Chinese)	
		British	Irish	White Other	White & Black British	White & Black African	White & Asian	Other	Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
ALL	83	80										3					
Transfers	5	4										1					
Career Break																	
Compulsory Redundancy																	
Death	1	1															
Capability -ill health	1	1															
Capability - performance	3	3															
Disciplinary																	
Dissatisfaction																	
Early retirement	7	7															
Retirement	17	17															
End of Fixed Term Contract	1	1															
End of Temporary Contract	2	2															
Medical discharge	7	7															
Moving from catchment area	2	2															
Other	44	35		7								2					

RACE EQUALITY SCHEME ACTION PLAN 2004/05

Priority	Objective	Delivery Aim no	Milestone	Development Aim	Responsible Person	Performance Indicator
HIGH	OO 12 IRMP 6	1		1. Review Race Equality Scheme	Equalities Officer	
			1	Review monitoring, assessment and consultation conducted over the past twelve months.	"	
			2	Progress made towards achieving the Race Equality Action Plan.	"	
			3	Publish Race Equality Scheme Review via Website.	"	
HIGH	OO 12 IRMP 6	2		2. Communication of a clear statement of values and commitment to diversity.	Head of HR / Equalities Officer	
			1	Corporate values and commitment to diversity to be reviewed.	"	
			2	Corporate Equalities Plan (CEP) to incorporate race equality scheme.	"	BVPI 2
HIGH	OO 5 IRMP 7	3		3. Ensure operational & control staff are trained in cultural awareness	Equalities Officer	
			1	Identify areas for awareness & external training providers.	"	
			2	Link into BME Development worker to raise awareness of communities we serve	"	

Priority	Objective	Delivery Aim no	Milestone	Development Aim	Responsible Person	Performance Indicator
HIGH	OO 3 IRMP 5	4		Ensure operational & control staff have access interpretation services.	Head of IS	
			1	Adapt current technical equipment to enable the use of three way calling for the National Interpretation Service.		
			2	Link into interpretation service provided by City and County Council		
			3	Use of BME Development Worker & other interpreters for community safety education events.		
MED	OO 3 IRMP 1	5		Develop monitoring system for no. of house fires via ethnic classification.	Head of SS	
			1	Produce quarterly reports via GIS for the Safety Services Management Team.	"	
MED	OO 1 IRMP 1	6		Develop monitoring system for Community Fire Safety events via ethnic classification	Head of CS	
			1	Identify visible minority ethnic groups via BME Development Worker.	"	
			2	Extract information from quarterly reports to direct community safety initiatives.	"	
			3	Develop tools to measure success of CS initiatives.	"	
HIGH	OO 2 IRMP 3	7		Develop monitoring system to record racially motivated arson.	Arson Task Force	
			1	Obtain statistics via Common Monitoring Project.	"	
			2	Link into Nottinghamshire Police's Hate Crime Team	"	

Priority	Objective	Delivery Aim no	Milestone	Development Aim	Responsible Person	Performance Indicator
MED	OO 10 OO 12	8		Conduct external survey of external perceptions of the fire service	Head of IS	
			1	Build into District Plans Core Objectives	Head of SS	
MED	OO 10 OO 12	9		Develop local performance indicators	Head of IS /Equality Officer	
			1	Develop a suite of local performance indicators via the Race Equality Scheme & Corporate Equality Plan	“	
			2	Identify local target communities and levels of activity according to local community profile.	“	
			3	Ensure balance of activity reflects the composition of the local community	“	
MED	OO 10 OO 12	10		Establish links with community groups to ensure access to information	Head of IS /Equality Officer	
			1	Broaden the number of access points for information.	“	
			2	Continue to utilise local media to ensure community safety message reaches all parts of the community.	“	
HIGH	OO 10 OO 12	11		Establish consultation forums to liaise and consult with minority ethnic groups	Head of I S /Equality Officer	
			1	Continue to ensure consultation with minority ethnic groups.	“	
			2	Establish partnerships across county	“	

Priority	Objective	Delivery Aim no	Milestone	Development Aim	Responsible Person	Performance Indicator
HIGH	OO 12 IRMP 6	12		Support, provide and promote initiatives and activities that target under-represented groups.	Head of HR/ Equalities Officer	
			1	Make provision for minority role models and champions to participate in activities which support diversity.	“	
			2	Support and promote the existence of support networks and positive action initiatives which target minority groups.	“	

			3	Increase ethnic minorities and women within the workforce in line with Home Office Targets.	“	
			4	Establish regional initiatives for positive action events.	“	
HIGH	OO 12	13		Monitor, by reference to racial groups areas covered in the Employment Duty	Senior Personnel Officer	
			1	Produce information for quarterly reports	“	
			2	Develop monitoring system to record training via ethnic classification	Training manager	

Priority	Objective	Delivery Aim no	Milestone	Development Aim	Responsible Person	Performance Indicator
LOW	OO 12	14		Conduct follow-up of RREAS staff audit for internal perception of culture	Equalities Officer	
			1	Draw up questionnaire	"	
			2	Benchmark findings against previous audit	"	
HIGH	OO 5 OO 12 IRMP 7	15		Training for all staff on issues dealing with equality and fairness	Equalities Officer	
			1	All station based staff to receive diversity training during 2004.	"	
			2	Equality & diversity included routinely in development programmes	Equalities Officer/ Training Manager	
HIGH	OO 7 OO12	16		Audit and cost outstanding needs in relation to cultural facilities for firefighters.	Head of SS / Equalities Officer	
			1	Ensure each brigade premises will have appropriate facilities to meet the needs of the diverse community.	"	
HIGH	OO 7 OO12	17		Ensure procurement procedures have no adverse impact on racial equality.	Head of Finance	
			1	Promote equality of opportunity – outline race equality scheme to all contractors.	"	
			2	Collect evidence to ensure commitment to equalities via pre qualification questionnaire sent with every new contract.	"	