

report

| | | |
|---------|---|--------------------|
| meeting | NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY | |
| date | 29 July 2005 | agenda item number |

REPORT OF THE CHIEF FIRE OFFICER

RACE EQUALITY SCHEME

1. PURPOSE OF REPORT

The purpose of this report is to give an overview of the Nottinghamshire and City of Nottingham Fire and Rescue Authority second Race Equality Scheme. The catalyst for this report arises from the Race Relations Amendment Act 2000, and the duty to promote race equality on public authorities. This report highlights the main aims of the scheme.

2. BACKGROUND

2.1 Race Relations Amendment Act 2000

2.1.1 The Stephen Lawrence enquiry, set by the Government in 1997, was tasked to 'inquire into the matters arising from the death of Stephen Lawrence'. Although the findings of the report were predominately concerned with the police service, it stressed that 'if racism is to be eliminated from our society there must be a co-ordinated effort to prevent its growth. This needs to go well beyond the police service'. It then went on to say that 'it is incumbent upon every institution to examine their policies and practices to guard against disadvantaging any section in our communities'.

2.1.2 As part of its legislative response to these comments, the Government has placed a number of specific duties on public bodies to promote race equality in carrying out their functions and to avoid race discrimination before it arises. These provisions are set out in the Race Relations (Amendment) Act 2000 (RRAA) which, as its name indicates, amends and extends the Race Relations Act 1976 in respect of its application to public bodies.

2.2 The General Duty

The general duty on public authorities to promote racial equality gives statutory force to the Lawrence Inquiry's recommendations. It amended Section 71 of the Race Relations Act. Section 71 imposed a general statutory duty on local authorities (including such bodies as Nottinghamshire Fire & Rescue Service), to :

- ◆ Eliminate unlawful racial discrimination
- ◆ Promote equality of opportunity; and
- ◆ Promote good race relations between persons of different racial groups.

2.3 Race Equality Scheme

2.3.1 The General Statutory Duty instructed that public authorities had to produce a Race Equality Scheme, which outlined their commitment to meeting the Duty itself. The Duty also instructed public authorities to review and amend their schemes

every three years. Nottinghamshire and City of Nottingham Fire and Rescue Authority produced its Race Equality Scheme in May 2002, which outlined how the Authority, via the scheme, would make race equality central to the way it worked. It identified functions relevant to the scheme, plus prioritised functions based on their relevance to race equality. The Nottingham Fire & Rescue Service Scheme also enables the Service to use existing systems to avoid unnecessary work, thus encompassing work already completed via CRE Standards and Positive Action Initiatives.

2.3.2 Policy makers became more aware of issues relating to race equality, hence ensuring policies are properly targeted. In addition, the appointment of the BME Community Outreach Worker enabled the Service to focus on specific community safety issues, plus ensured the delivery of suitable and accessible service. The scheme has resulted in an increase of public confidence in service provision, especially among minority ethnic groups within the community.

3. AMENDED RACE EQUALITY SCHEME 2005

3.1 Nottinghamshire and City of Nottingham Fire and Rescue Authority's second Race Equality Scheme, attached to this report as Appendix A, aims to demonstrate progress made across the general and specific duties, lessons learned and our aims over the next three years. Key race equality objectives are :

- To increase the number of minority ethnic firefighters (employees) within the Service ;
- Eliminate all forms of racial discrimination throughout the Service ;
- Inform minority ethnic communities about the importance of community safety.

3.2 The second Race Equality Scheme will ensure that the Service continues to develop robust strategies that recognise and respond to the diverse and differing needs of our communities, whilst delivering against Nottinghamshire & the City of Nottingham Fire and Rescue Authority's strategic priorities, particularly in terms of providing community reassurance and delivering respect.

3.3 The Nottinghamshire and City of Nottingham Fire and Rescue Authority has recognised the needs of the diverse community and aims to ensure that the scheme covers all minority ethnic communities, including those hard to reach groups such as gypsies and travellers, asylum seekers and refugees.

3.4 Publishing the Scheme

3.4.1 By publishing the Race Equality Scheme, the Authority is accountable for its proposals for meeting the Duty. It is also an opportunity for the Service to explain its values, principles and standards that guide its approach to race equality.

3.4.2 In terms of publishing the Scheme, it is proposed to publish it via the website, plus produce an executive summary for all personnel to ensure ownership of the scheme, along with copies for various minority ethnic community groups. An example of an executive summary is attached at Appendix B.

3.5 Training

It is important that all Fire Authority and Service personnel are aware of the scheme and take ownership to ensure its delivery. This will be achieved through briefing sessions across the Service from September 2005 onwards, which will commence with Members, and managers who have a responsibility for delivering the Race Equality Action Plan.

4. FINANCIAL IMPLICATIONS

The costs of publication of such documents and plans will depend largely on the manner in which the Authority decides to do this. If an "in-house" document is produced then costs will be kept to a minimum. Issues will still remain around distribution however. Again if the proposals in Paragraph 3.4 are adopted, this can be kept to a minimum. Nevertheless costs of approximately £2,000 would be unavoidable.

5. PERSONNEL IMPLICATIONS

Personnel will be responsible for meeting the full Employment Duty as outlined in Section 8 and Appendix B of the Race Equality Scheme.

6. EQUALITY IMPACT ASSESSMENT

The Race Equality Scheme outlines how the Authority will deliver the scheme, hence complying with current legislation and recommendations as outlined in Paragraph 2 of this report.

7. RISK MANAGEMENT IMPLICATIONS

7.1 If the CRE is satisfied that the Authority is not complying with the provisions of the Act, the CRE is empowered to serve a compliance notice backed up, if necessary, by a court order.

7.2 Issues around non-compliance are however, more far reaching even than litigation. The damage to organisational reputation may have an adverse effect on the Service's ability to deliver its service to minority ethnic groups and also limit its choice for recruitment within the working population.

8. CONCLUSION

The general duty to promote racial equality is the first of a number of duties relating the equality that will be placed on public authorities over the next few years. The Race Equality Scheme has now undergone consultation and it is recommended that the Authority officially launches its amended scheme in September 2005.

9. RECOMMENDATIONS

That Members approve the attached consultation in line with the requirements of the Race Equality Scheme.

10. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

**NOTTINGHAMSHIRE
FIRE & RESCUE
SERVICE**

**RACE EQUALITY
SCHEME
2005-2008**

Second Scheme – May 2005

www.notts-fire.gov.uk



- 1. Foreword**
- 2. Introduction**
- 3. Race Relations Amendment Act**
- 4. Our Race Equality Scheme**
- 5. Functions & Policies Relevant to the General Duty**
- 6. Consultation**
- 7. Monitoring**
- 8. Specific Duty – Employment**
- 9. Publishing Results Of Monitoring And Assessment**
- 10. Ensuring Public Access To Information**
- 11. Staff Training**
- 12. Complaints**
- 13. Review of the Race Equality Scheme**
- 14. Appendix A – Race Equality Scheme Action Plan 2005/08**
- 15. Appendix B – Our Achievements under our 2002/05 Race Equality Scheme**
- 16. Appendix C – Employment Duty**
- 17. Appendix D – Race Equality Targets**
- 18. Appendix E – Performance Indicators**
- 19. Appendix F – Procurement Equalities Questionnaire**
- 20. Appendix G – Initial Equality Impact Assessment Form**

1. FOREWORD

As an elected representative of the Community, it is with great pleasure that I introduce our second Race Equality Scheme. I, along with other Members of the Fire Authority, recognise our responsibility to the Race Relations Amendment Act 2000 and the Authority's commitment to :

- Eliminate unlawful racial discrimination ;
- Promote equality of opportunity ; and
- Promote good race relations between persons of different racial groups.

As a public service, we are aware of the importance of ensuring our Fire & Rescue Service meets the needs of all our communities within Nottinghamshire, and our first Race Equality Scheme helped us further remove barriers, and enabled us to do so. The Authority has focused on the needs of minority ethnic communities within the City and County of Nottinghamshire. I believe that we have done a lot in this respect, but inevitably we still have a long way to go as awareness and expectations are ever changing.

Our second scheme will continue the positive steps the Authority has taken to ensure we deliver a Fire & Rescue Service which meets the needs of all our communities across the City and County of Nottinghamshire. It also demonstrates our commitment to becoming a diverse Service that reflects our community.

CHAIR OF THE FIRE & RESCUE AUTHORITY

The Service is pleased to present our second Race Equality Scheme, which significantly builds upon what we have already achieved over the past three years during our 2002/05 scheme.

Our frontline staff now have the tools, such as access to translation services and cultural awareness, to ensure they can deliver a service which meets the needs of our communities. Community Safety initiatives have diversified to encompass cultural and religious aspects within those communities and enabled the Service to target specific cultural and religious events in order to raise awareness and create partnerships. Community Safety and partnership within minority ethnic communities is becoming evermore effective as a tool to raise awareness regarding our key safety messages. Internally, ensuring our working environment is free from racial harassment and our minority ethnic staff feel confident to join and progress within our organisation is an ongoing objective within the scheme.

The Race Equality Scheme Action Plan, at the end of the document, highlights the ongoing work and new objectives to ensure race equality is mainstreamed across everyday functions and policies. Our managers are committed to ensuring our second scheme is as successful as our first and are aware of their own responsibilities under the General Duty and the Race Equality Action Plan.

We will continue to strive to become an equalities role model to our community and to partners within and outside Nottinghamshire. I believe that we have done a lot in this respect, but inevitably we still have a long way to go as awareness and expectations are ever changing.

If you have any suggestions regarding how we improve on racial equality, please forward your comments to the Equalities and Fairness Officer, Nottinghamshire Fire & Rescue Headquarters, Bestwood Lodge, Arnold, Nottingham. NG5 8PD.

CHIEF FIRE OFFICER

2. INTRODUCTION

This document sets out the Nottinghamshire and the City of Nottinghamshire Fire & Rescue Authority's second Race Equality Scheme. It describes a vision for Race Equality across the Authority, ensuring we are at the forefront of equalities practice in the UK Fire Service. Through the development of progressive and flexible race equality policies and procedures, linking into the Authority's corporate and department plans, our aim is to ensure race equality becomes an integral part of the modernisation agenda. Implicit in the statement is recognition of the major challenges involved in achieving the fundamental and significant change in the Authority whilst retaining cohesion, morale and motivation in the workplace. The new three-year action plan seeks to continue our achievements, providing a long-term direction to ensure race equality is mainstreamed across the whole Authority, aligned with national, regional & local targets and priorities.

Modernisation Agenda

Within the Fire Authority, equalities & diversity, including race equality, is a key objective. Our 2005/08 Race Equality Scheme needs to be considered in the context of what is currently happening across the British Fire Service, in the East Midlands Region in particular and against the backdrop of the public sector more generally.

Race equality is not just about looking inward but as a public service provider, there are responsibilities to communicate with and involve all sections of the community in order to better establish need. Morally and legally we are required to deliver a fair and appropriate Fire and Rescue Service to all members of our community in relation to their needs. We should consult and seek advice regularly from our communities that will be incorporated into the delivery of an inclusive and professional Fire & Rescue Service.

The Government White Paper on Local Government Reform makes reference to performance management within Local Authorities (including Fire and Rescue Authorities) and the consequences of failing to meet pre-set standards. The White Paper on the Fire and Rescue Service also heralds radical far reaching reforms. Alongside measures to facilitate more emphasis on community safety, focus will be on modern management and leadership, including clarifying managerial prerogative through structural change. Strong emphasis and direction on equality and community representation is also anticipated, both in employment terms and at the service delivery level.

The Government's White Paper 'Our Fire and Rescue Service' set out a comprehensive programme of reform. Implementation of these reforms will form a vital role if the public is to have the Fire and Rescue Service it needs and deserves, and to achieve our overriding objective of saving lives. The publication of the first and subsequent National Framework documents gives guidance from Central Government of what the vision is of a modern Fire & Rescue Service and has Equalities as one of six main themes/areas of activity.

Race equality plays an integral part in that vision. It states in section 5.2 that 'Fire & Rescue Authorities must ensure that all members of staff are treated fairly and afforded equality of opportunity.' The statutory duty on Fire and Rescue Authorities to promote fire safety through the Fire and Rescue Services Act 2004 places more emphasis on community cohesion.

Nottinghamshire & City of Nottingham Fire & Rescue Authority

The Nottinghamshire and City of Nottingham Fire and Rescue Authority consists of eighteen elected members, twelve of whom are appointed by Nottinghamshire County Council and six by Nottingham City Council.

Under the Fire and Rescue Services Act 2004 the Fire Authority is charged with :

- Making provisions for the purposes of providing Fire Safety
- Making provisions for the extinguishing of fires and the protection of life and property from fire
- Making provision for the rescuing of people from Road Traffic Accidents

- Making provision for the discharge of other emergency functions as directed by the Secretary of State.

These functions in the new Act are fully embraced by Nottinghamshire and City of Nottingham Fire & Rescue Authority who administer and monitor progress through a series of meetings throughout the year. Reports are presented to the Authority by the Chief Fire Officer who has delegated responsibility to run the Service.

The Authority strives for equality and fairness across the Service. The Equalities Action Plan has been in place for a number of years and race equality is one of the strands of the plan.

Core Values

The nationally set core values play a major part in providing our services and delivery of Nottinghamshire Fire and Rescue Services Race Equality Scheme. Our “mission” is about what we do and our “values” are about how we do it. Through our shared values, visions and goals, each individual within the Service understands what the Service as a whole is striving to accomplish. Our values encourage us to unite in effective performance towards our common goal.

We value...

- Service to the community
- People
- Diversity
- Improvement

Service to the Community

We value service to the community by...

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

People

We value all our employees by practising and promoting...

- Fairness and respect
- Recognition of merit
- Honesty, Integrity and mutual trust
- Personal development
- Co-operative and inclusive working

Diversity

We value diversity in the service and the community by...

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the Service
- Challenging prejudice and discrimination

Improvement

We value improvement at all levels of the service by...

- Accepting responsibility for our performance

- Being open minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

3. THE RACE RELATIONS (AMENDMENT) ACT 2000

The Stephen Lawrence enquiry, set by the Government in 1997 was tasked to 'inquire into the matters arising from the Death of Stephen Lawrence'. Although the findings of the report were predominately concerned with the Police Service, it stressed that 'if racism is to be eliminated from our society there must be a co-ordinated effort to prevent its growth. It is incumbent upon every institution to examine their policies and practices to guard against disadvantaging any section in our communities'.

As part of its legislative response to these comments, the Government placed a number of specific duties on public bodies to promote race equality in carrying out their functions and to avoid race discrimination before it arises. These provisions, set out in the Race Relations (Amendment) Act 2000 (RRAA) which, as its name indicates amended and extended the Race Relations Act 1976 in respect of its application to public bodies.

The new general duty on public authorities to promote racial equality gave statutory force to the Lawrence Inquiries recommendations. It amended section 71 of the Race Relations Act. Section 71 imposed a general statutory duty, on local authorities, to :

- Eliminate unlawful racial discrimination
- Promote equality of opportunity; and
- Promote good race relations between persons of different racial groups.

Specific Duties on Employment

The specific duty relates to employment. Under Section 5 (1) (2) and (3) of the Race Relations Act (Statutory Duties) Order 2001, specific duty requires the Authority to have in place arrangements for fulfilling, as soon as is reasonably practicable, monitoring, by reference to the racial groups to which they belong, in the following areas:

- ◆ Number of staff in post ;
- ◆ Number of applicants for employment, training and promotion, from each such groups ;
- ◆ Those who receive training and those who don't ;
- ◆ Those who benefit or suffer detriment as a result of its performance assessment procedures ;
- ◆ Those involved on grievance procedures ;
- ◆ Those who are the subject of disciplinary procedures ; or
- ◆ Who cease employment with the Authority.

These figures will be published annually.

4. OUR RACE EQUALITY SCHEME

Our 2005/08 Race Equality Scheme will link into the East Midlands Regional Strategy, to ensure the sharing of best practice across the region, which aspires to create a Service that meets the needs of its multi-ethnic communities.

Our principle vision, "A safer Nottinghamshire by putting safety at the heart of the Community", will ensure we deliver services sensitive to the needs and aspirations of all diverse communities within Nottinghamshire .

To do this, Nottinghamshire and City of Nottingham Fire and Rescue Authority, will be professional and well led, be efficient and effective in the delivery of our service, listen to our communities and respond to feedback and be open and accountable. We will need to create a workforce at all levels that reflects and

is able to understand, empathise and communicate with all our communities. The Authority also recognises that creating the right organisational culture and values are vital for meaningful progress towards race equality and we recognise the importance of our staff and stakeholder groups in helping us achieve this.

Aim

Nottinghamshire and City of Nottingham Fire and Rescue Authority's second Race Equality Scheme aims to demonstrate progress made across general and specific duties, lessons learned, and our aims over the next three years.

Our Key Race Equality Objectives are:

- To increase the number of minority ethnic firefighters (employees) within the Service
- Eliminate all forms of racial discrimination throughout the Service
- Inform minority ethnic communities about the importance of community safety

Our second Race Equality Scheme will ensure that we continue to develop robust strategies that recognise and respond to the diverse and differing needs of our communities whilst delivering against Nottinghamshire & the City of Nottingham Fire and Rescue Authorities strategic priorities, particularly in terms of providing community reassurance and delivering respect.

Nottinghamshire and the City of Nottingham Fire and Rescue Authority has recognised the needs of our diverse community and we aim to ensure that the scheme covers all of our minority ethnic communities, including those hard to reach groups such as gypsies and travellers, asylum seekers and refugees.

Leadership

Nottinghamshire and the City of Nottingham Fire and Rescue Authority have ultimate responsibility for the delivery of all aspects of the Race Equality Scheme. Specifically, the Fire Authority will receive quarterly reports from the Ad Hoc Equalities Group on progress made under the scheme.

Race and diversity is an integral part of all senior officers role maps. Responsibility for equality and diversity lies with the Head of Human Resources, including responsibility for employment and training. Community Safety and cohesion lies with the Assistant Chief Fire Officer for Safety Services. Information and policies lies with the Assistant Chief Fire Officer for Information Services.

Our three-year action plan identifies senior managers who have responsibility for the delivery of individual objectives. The Service will, via the Ad Hoc Equalities Group, request quarterly reports in relation to progress on the scheme. These will also collate with new performance measures established via Best Value Performance Indicator 2 and the Equality Standard for Local Government.

The Service also employs an Equality & Fairness Officer, whose role is to advise on all issues relating to race equality.

Scrutiny

Appropriate structures have been put in place to monitor progress of the Race Equality Scheme. The scheme overall will be monitored internally by the Ad Hoc Equalities Group, chaired by Chair of the Fire & Rescue Authority. The group consists of all key stakeholders with responsibility for implementing equality & diversity within their respective teams, including representatives from the Fire Brigades Union, representatives from the Black and Ethnic Minority Members section (B&EMM), and UNISON. The group's role is to critically scrutinise and appraise Nottinghamshire and the City of Nottingham Fire and Rescue Authority policies and practices not just in relation to race, but also gender, disability, religion,

belief, sexual orientation and age, as they may affect the employment, training, service delivery and operational policing functions of the Authority. This Race Equality Scheme will be reviewed every year, including reviewing the assessment of those functions and policies that are considered relevant to the General Duty.

Key Objectives for our Amended Scheme

- Provide leadership to positively and proactively deal with race equality issues
- Communicate amended race equality scheme across the Service
- Ensure Fire Authority Members and Strategic Management Team are aware of their responsibilities under the amended scheme
- Ensure all managers with responsibilities under the scheme are aware of their responsibilities
- Ensure all personnel are briefed on the amended scheme via Intranet, Routine Orders, District Performance Manager briefing
- Review Race Equality Scheme on a yearly basis
- Ensure regular monitoring, assessment and consultation on the scheme
- Publish progress made on a yearly basis via Website and community publications
- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Ensure all policy owners receive equality impact assessment training
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure monitoring for the number of house fires via ethnic classification and produce quarterly reports
- Continue to deliver community safety initiatives aimed at minority ethnic communities
- Continue to monitor racially motivated arson
- Continue to ensure all Fire & Rescue Service publications are accessible to all sections of the community
- Continue to ensure all personnel continue to have access to the provision of Interpretation Services
- Develop performance indicators to measure issues relating to race
- To enable service users and excluded groups to participate in planning, making decisions and the monitoring of service provision through appropriate and relevant consulting mediums
- Ensure effectiveness of community safety message across minority ethnic communities
- Support, provide and promote initiatives and activities that target under-represented groups
- Continue to monitor, by reference to racial groups, areas covered in the employment duty
- Develop monitoring system for training via ethnic classification

- Undertake cultural audit for internal perception of culture
- Continue training for all staff on issues relating to Equality and Diversity
- Develop regional policy on cultural and religious requirements
- Ensure procurement procedures have no adverse impact on racial equality
- To ensure that all contractors who deliver services on our behalf are made aware of their equality obligations and are monitored.

Achievements Under the Previous Scheme

Our first Race Equality Scheme ensured the Authority made race equality central to the way we work. It identified functions relevant to the scheme, and ensured managers were aware of their responsibilities under the Scheme. It also enabled us to use existing systems to avoid unnecessary work, thus encompassing work already completed via CRE Standards and Positive Action Initiatives. For a full summary of our achievement during our 2002/05 Race Equality Scheme. (please see Appendix B)

Race Impact Assessments

Policy makers became more aware of issues relating to race equality, hence ensuring policies were properly targeted. The Service has introduced Equality Impact Assessments to ensure we can identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. In addition it will ensure the delivery of suitable and accessible services which meet varied needs.

Community Safety

The scheme has increased confidence in our service provision among minority ethnic groups within the community. The Fire & Rescue Authority employed a Development Worker in 2004 to focus on community safety in minority ethnic communities. Specific community safety campaigns focused on religious events. The Fire & Rescue Authority also purchased emergency contact cards aimed at non-English speaking communities along with subscribing to the National Interpretation Service to ensure all fire appliances can now access interpretation services at incidents.

Positive Action

The Service held positive action initiatives during its 2003 recruitment campaign to encourage more applicants from BME candidates. In 2004 we focused positive action on retained recruitment, running a poster campaign across the county. Career information is also taken to community safety events targeted at minority ethnic communities.

Equalities & Fairness Training Programme

80% of our workforce have undergone equalities training. Managers have received specific training outlining their responsibility under the RRAA. In addition, all relevant personnel have been given guidance to their responsibility to race equality under the general and specific duties.

Access to Information

All Fire & Rescue 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.

5. FUNCTIONS & POLICIES RELEVANT TO RACE EQUALITY

Public authorities must list in the Race Equality Scheme the functions and policies (including proposed policies) that are relevant to the general duty to promote race equality. They should review this list at least every three years.

One of the specific duties under the RRAA is to identify all functions and policies carried out by the Fire & Rescue Authority.

As an Authority, this has given us the opportunity to start mainstreaming race equality.

The assessment of Service functions and policies to identify those relevant to the duty has been an essential stage of the development and maintenance of our scheme. The assessment process has taken the following steps:

- Identifying functions or policies relevant to race equality and what aspect of the duty they relate to.
- Assessing the degree of relevance functions or policies have to race equality, especially those functions or policies which come into direct contact with the community.
- Auditing functions or policies to identify those already promoting race equality within the community.
- Identifying barriers to race equality and what steps the Service can take to overcome these.

The process itself has enabled the Authority to focus specifically on the services we provide to the Nottinghamshire community, ensuring we do not operate in a discriminatory manner. It has also enabled the Authority to identify priorities, which form the basis of our Race Equality Action Plan (see Appendix A). This will also link into the Regional Equalities Strategy and our Corporate Equality Plan.

As part of the assessment process, we will also draw on lessons learnt under our first Race Equality Scheme; research findings; population data, including census data; plus comparisons with other Fire and Rescue Authorities.

Functions Relevant To Race Equality

The following outlines our key functions which are relevant to race equality. This will also incorporate a summary of how each function aims to meet the requirements under the General Duty.

Ad Hoc Equalities Panel

The Ad Hoc Equalities Panel was established in 1999 to focus on a strategic vision within the equalities arena. Panel members comprise of the Chair and Councillors of the Nottinghamshire & City of Nottingham Fire & Rescue Authority, along with Senior Management and Union Representatives. The panels main aims are to develop policies and best practice across the Service which focus on equalities issues, plus monitor and review current procedures.

The Ad Hoc Equalities Panel will be responsible for reviewing, scrutiny & assessing the Scheme on a yearly basis. It will ensure the Fire & Rescue Authority undertakes continual consultation with community groups to ensure we achieve the Race Equality Action Plan.

Key Race Equality priorities for the Ad Hoc Equalities Panel over the next three years will be

- Communicate amended race equality scheme across the Service
- Ensure Fire & Rescue Authority Members and Strategic Management Team are aware of their responsibilities under the amended scheme
- Ensure all managers with responsibilities under the scheme are aware of their responsibilities.
- Ensure all personnel are briefed on the amended scheme via Intranet, Routine Orders, District Performance Manager briefing.
- Review Race Equality Scheme
- Ensure regular monitoring, assessment and consultation on the scheme.

Strategic Management Team

Nottinghamshire Fire & Rescue Service is maintained by the Fire & Rescue Authority to achieve its aims for the protection of the people it serves. To ensure the strategic support to the Fire & Rescue Authority and policy development, the Chief Fire Officer, Mr. Paul Woods, is assisted by a Strategic Management Team consisting of uniformed and non-uniformed Principal Officers.

Key Race Equality priorities for the Strategic Management Team over the next three years will be

- Publish progress made on a yearly basis via Website and community publications
- Ensure all strategic plans are equality impact assessed and undergo consultation with all community groups

Performance and Co-ordination Team (PACT)

Responsibility for performance management and policy development rests with the Performance and Co-ordination Team, comprising of senior uniformed and non-uniformed managers in the Service. PaCT is also responsible for managing performance of the organisation to achieve diversity targets and outcomes.

Key Race Equality priorities for the Performance Management Group over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan

Safety Services

Safety Services acts as the Administration and Managerial function having responsibility for

- Protection – Community Safety
- Protection – Technical Fire Safety & Enforcement
- Intervention – Operational Response

The Safety Services function is delivered via a District based approach which corresponds to Local Authority areas of Control. Safety Services Staff are trained in cultural awareness and the identification of vulnerable groups in order to assist them in identifying and combating avoidable injury from a range of risks.

Key Race Equality priorities for Community Safety over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group

- Continue to deliver community safety initiatives aimed at minority ethnic communities
- Continue to monitor racially motivated arson

Key Race Equality priorities for Technical Fire Safety and Enforcement over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group

Key Race Equality priorities for Operational Response over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure monitoring for the number of house fires via ethnic classification and produce quarterly reports
- To assist with partnership working and joined up delivery of services at a local level

Information Services

"The role of Information Services is to support and drive Nottinghamshire Fire and Rescue Service primarily through the provision of quick, timely, relevant, effective and accurate information, analysis and support to the organisations management needs. It is also about performance, and the need to establish and set the standards for the organisation with a long term vision of constant improvement. Finally it is about planning. Using the right information and achieving the right standards allows us to plan for the short, medium and long term. We will aim to set out what is to be done now to achieve our targets and goals."

Key Race Equality priorities for Information Services over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure all policy owners received equality impact assessment training
- Continue to ensure all Fire & Rescue Service publications are accessible to all sections of the community
- Continue to ensure all personnel continue to have access to the provision of Interpretation Services
- Develop performance indicators to measure issues relating to race
- Ensure effectiveness of community safety message across minority ethnic communities

Human Resources

The HR Department provides a personnel management service, including the development and implementation of personnel policies, procedures and practice ensuring compliance with British and European employment legislation. HR is also responsible for discipline, personal development, equalities and employee support.

Specific Personnel areas of responsibility include recruitment and selection of staff, conditions of service, employment law advice training and development, industrial relations and the implementation and monitoring of the Authority's Fairness at Work and Equal Opportunity Policy. Health, safety and welfare issues include the provision of a full Occupational Health Service to all employees.

Key Race Equality priorities for Human Resources over the next three years will be :

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Support, provide and promote initiatives and activities that target under-represented groups
- Continue to monitor, by reference to racial groups, areas covered in the employment duty
- Develop monitoring system for applicants for promotion and training via ethnic classification
- Undertake cultural audit for internal perception of culture
- Training for all staff on issues relating to Equality and Diversity
- Develop regional policy on cultural and religious requirements

Finance and Resources Department

The Procurement and Estates Section within Finance and Resources Department is responsible for all Procurement within the Service as well as the management and maintenance of all Fire Service property.

The Property function maintains a register of all premises and estates, implements and monitors a planned maintenance programme in consultation with surveyors and contractors, provides a caretaking facility at Headquarters and arranges the grounds maintenance contract.

The Procurement function advises on all procurement matters including compliance with the procurement strategy, negotiates contracts with suppliers and ensures that orders are completed in time and to specification.

The section also maintains the Service's Stores and ensures that goods and equipment are dispatched to premises as requested and that adequate stock levels are maintained'.

Key Race Equality priorities for Finance And Resources Department over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure procurement procedures have no adverse impact on racial equality

Policies Relevant to the General Duty

Policies and procedures are the formal recording of processes required by members of the Service in order to undertake their specific roles. Policies and procedures underpin the various strategies set by the Fire & Rescue Authority against the overall vision for the Service. 'A policy is a recording of formal and informal decisions about who the Authority carries out their duties and uses their power' (CRE definition)

Existing Policies

At present the Service is reviewing policies and procedures due to changes resulting from the Fire and Rescue Services Act 2004, Fire & Rescue Framework documents, and National Scheme of Conditions for Firefighters (Grey Book). It is our aim in the first six months of this Scheme to assess policies in order to identify those which are relevant to race equality. All policies will be graded as High, Medium or Low impact and will all undergo an initial impact assessment. Timescales for impact assessments are outlined in our three year action plan.

The Service has recently introduced Equality Impact Assessments to ensure we can identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. In addition it will ensure the delivery of suitable and accessible services which meet

varied needs. All new policies presented to the Strategic Management Team or the Combined Fire Authority will have to have an initial impact assessment form attached. (Please see Appendix D)

Proposed Policies

During the drafting of all proposed policies (new and revised), all policy holders will have to complete an initial equality impact assessment. This will identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. All policies presented to both the Strategic Management Team and the Combined Fire Authority are required to have an initial equality impact assessment form attached. All policy holders are required to consult with the Service's Equality & Fairness Officer, who has responsibility for scrutinising equality impact assessments.

Procurement

The procurement process plays an important role in ensuring that our policies and practices are not compromised or diluted by engaging companies that do not share the same commitments to achieve the General Duty.

When a function is put out to tender, we will now insist that all companies evidence their eligibility for the contract being awarded by providing information on their equal opportunities policies and where subject to formal investigations by any equality body, and specifically their provisions under the Race Relations (Amendment) Act 2000, must be fully evidenced by answering the following question within the tender document:

“Under the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 the Authority has a statutory duty to promote racial equality. Please can you indicate how your company would seek to support the Authority in this duty?”

Any functions that are contracted will undergo an assessment process, particularly where they are in public or highly visible areas. Action will be taken immediately against any supplier who is found to be in breach of the conditions of their contract.

A full criteria of procurement is shown at Appendix G

Partnership

Partnerships in Nottinghamshire vary enormously in terms of size and remit. They can be formed as a result of statute, or can be set up to meet the specific needs of the community.

A partnership itself is not bound by the race equality duty, but is ultimately responsible for its own actions and decisions. However, we, as a public authority, are responsible for making sure those partnerships within which we work take account of the General Duty, and that all members of the partnership are aware of our commitments and responsibilities.

Nottinghamshire Fire & Rescue Service has long established arrangements for partnership working. Our partnerships can vary considerably in their membership. The listed authorities within these partnerships are responsible for ensuring that the functions and policies of the partnership are carried out in compliance with the race equality duty. Partnerships in Nottinghamshire should set strategies and ensure that their term of reference reflect the General Duty.

Nottinghamshire Fire & Rescue Service will encourage every partnership in which we work to set a race equality strategy, identifying the functions and policies that are relevant. Where necessary, these functions or policies will be monitored and evaluated. We will undertake an audit of partnership activity within the Service, seeking to have a clearer definition of partnership involvement and our responsibilities not only with regard to race equality within a partnership context, but also gender, disability, sexuality, religion, belief and age as per the Equality Standard for Local Government. The findings of this exercise will be considered at strategic level within the key statutory partnerships, and further action will be subsequently defined.

6. CONSULTATION

The Fire & Rescue Authority understands the importance of consultation, and it aims to consult as widely as possible, in particular with the minority ethnic community, in relation to service provisions relevant to their needs and seek greater involvement from them in the decision making process.

The Fire & Rescue Authority has participated in a number of consultation events during the first three years of our scheme which gave us the opportunity to consult on specific issues such as recruitment, positive action initiatives, and community safety. The Authority also ensured minority ethnic communities were consulted when producing its Integrated Risk Management Plan. Consultation will help us continue to develop an understanding about the different needs of our communities, thus helping us identify risks and hopefully reducing and preventing the number of avoidable injuries across these communities.

We will do this by continuing to attend community forums such as the Common Monitoring project and the Gypsy Liaison Group in order to liaise and consult with minority ethnic communities. We will also continue to consult with internal groups such as B&EMM and Unison Black Workers. We will share good practice via community links at local, regional and national levels. Consultation will also be achieved via the BME Development Worker, community partnerships, questionnaires & surveys.

The Service is an active Member of the Fire Services' Consultation Association (FSCA) and where appropriate will utilise this form to improve consultation with its stakeholders over generic and specific areas.

The Fire & Rescue Authority will analyse and publish the results of consultation. This will not only form part of our duty under the Race Relations Amendment Act 2000, but also the Equality Standard for Local Government.

7. MONITORING

Monitoring functions and policies relevant to the Race Equality Scheme, will form an essential basis of the Scheme itself. Through assessment, we have identified a number of areas which will require ethnic monitoring in order to identify successes or barriers in promoting race equality, eliminating discrimination and / or promoting good race relations.

Nottinghamshire & City of Nottingham Fire & Rescue Authority has already identified through the Authority's first Race Equality Scheme and the Equalities and Fairness Action Plan, the importance of actively monitoring the perceptions of the community about the Fire & Rescue Service. This will include regular surveys and monitoring on the views and attitudes of the local community, liaison with community groups and periodic community forums. The Authority will also conduct regular audits to determine whether links with minority communities could be improved/strengthened.

If monitoring identifies current functions or policies which have an adverse impact on equality of opportunity or good race relations, we will consider changing such functions or policies so that they still meet the same aims, but do not harm equality of opportunity or good race relations.

8. SPECIFIC DUTY – EMPLOYMENT

Under section 5 (1) (2) and (3) of the Race Relations Act (Statutory Duties) Order 2001, specific duty requires before 31st May 2002, for us to have in place arrangements for fulfilling, as soon as is reasonably practicable, monitoring, by reference to the racial groups to which they belong, in the following areas:

- ◆ Number of staff in post ;
- ◆ Number of applicants for employment, training and promotion, from each such groups ;
- ◆ Those who receive training and those who don't ;
- ◆ Those who benefit or suffer detriment as a result of its performance assessment procedures ;
- ◆ Those involved on grievance procedures ;
- ◆ Those who are the subject of disciplinary procedures ; or
- ◆ Who cease employment with the Authority.

This was achieved under our first Race Equality Scheme and the Fire & Rescue Authority now publishes these figures annually on its website. Nationally, the Fire & Rescue Service have also been set recruitment and progression targets, a summary of which can be found in Appendix D.

Assessing Employment Duty

Nottinghamshire & City of Nottingham Fire & Rescue Authority employs in the region of 1100 staff, and so is subjected to the full range of employment duties. The Authority is committed to a policy of equality of opportunity for all staff. Our aim and commitment is to ensure that no person, whether an applicant for employment, employee or member of the community, receives less favourable treatment on the grounds of sex, race, colour, nationality, marital status, having dependants, sexual orientation, trade union activity, disability or any other factors.

Assessment of the employment duty under our first scheme, highlighted the work already established as part of the Authority's Fairness at Work Policy, and also identified areas for development. It has enabled the Authority to identify priorities, which will again form the basis of our Race Equality Action Plan (see appendix A).

A review of all policies relating to equality was completed by the Race Relations Employment Advisory Service (RREAS) in 2000, and such policies are now subject to a process of continuous review, in respect of both content and effectiveness. All policies relevant to employment have been graded as high priority and will undergo initial equality impact assessments during the first year of our new scheme.

Monitoring the Employment Duty

In order to assess the effectiveness of its equality and fairness policies and practices, the Authority recognises the importance of monitoring and reporting on the profile of its current workforce and on applicants applying for jobs within the Authority. This information will form an essential basis of the Scheme.

As part of assessment under the Employment Duty, the Authority has identified areas which it already monitors for the purpose of ethnic monitoring

To meet the specific duty on employment, Nottinghamshire & City of Nottingham Fire Authority will:

- collect ethnic monitoring data;
- analyse the data to find any patterns of inequality;
- take any necessary action to remove barriers and promote equality of opportunity;
- publish the results of the monitoring each year.

The Authority undertook a staff audit in 2001 in order to ensure personnel records matched the same ethnic classification system as the one in the 2001 census.

If monitoring shows that current employment policies, procedures and practice are leading to unlawful racial discrimination, the Authority will take steps to end discrimination. We will examine each of our procedures closely to find out where and how discrimination might be happening, and then consider what changes to introduce.

However, monitoring may show that current policies, procedures and practice have a negative impact on equality of opportunity or good race relations. If this is the case, we will consider changing such policies or procedures so that they still meet the same aims, but do not harm equality of opportunity or race relations.

Publishing Results of Monitoring and Assessment Under the Employment Duty

The Authority is already required to publish the results of monitoring via annual Home Office returns. These are published by the DTLR. Those relevant to the employment duty are:

- Workforce breakdown
- Recruitment
- Promotion
- Career Progression
- Leavers

Results of Best Value Performance Indicators are published in the Authority's Annual Plan. All monitoring completed by the Authority is also presented at the Authority's Ad Hoc Equality Panel and Service Management Team on an annual basis. Results of monitoring and assessment will be published on the Authority's website annually along with the Race Equality Scheme itself.

Positive Action

The Authority has pursued positive action days over the past 6 years to encourage applicants from under-represented groups in the community, through links with community groups. These efforts will continue and will be developed further.

Following every positive action campaign, the Authority analyses statistics collated through monitoring and tracking applicants who attended positive action sessions. The Authority is now at position to analyse the difference between applications received and those securing positions as wholetime firefighters. The Regional Equalities Strategy identifies new objectives for positive action and along with encouraging recruitment of minority ethnic staff the Authority will also focus on career progression.

Positive Action Days will continue to ensure we are reaching a diverse range of applicants, especially those who have not historically pursued a career in the Fire & Rescue Service, i.e. women and those from minority ethnic groups.

Human Resources have responsibility under the Race Equality Action Plan for the development and delivery of positive action initiatives.

Consultation Under the Employment Duty

As part of implementing the Race Equality Scheme, the Authority will consult as widely as possible, in particular with minority ethnic members of staff, Fire Brigade Union's Black & Ethnic Minority Members (B&EMM) and Unison Black Members to seek greater involvement from them in the decision making process. The Ad Hoc Equalities Panel meets every six weeks to discuss and consult on issues relating to equality within the Service. The Authority also consults nationally with other Fire & Rescue Authorities to share good practice in diversity issues relating to employment.

Key action points for Race Equality Scheme relating to consultation of employment will be:

- The Authority will develop and deliver positive action initiatives.
- The Authority will continue to consult on areas of equality & employment both internally and externally.

The Authority will, when necessary, publish information in relation to consultation. This will include details of how we established consultation groups, responses from groups consulted, an assessment of proposed policy in light of the responses received, and a statement of what we plan to do next.

9. PUBLISHING RESULTS OF MONITORING AND ASSESSMENT

The Authority already publishes the results of monitoring via the Annual Plan and Best Value Performance Plan on a yearly basis. Following the introduction of our first Race Equality Scheme, a summary report of progress of the scheme has been published on the Authority's website, plus also distributed across the minority ethnic community via community groups and leaders. This document, along with a summary booklet of the scheme itself, will be available on the Authority's website, plus on CD ROM. This document will also be published, on request, in Bengali, Farsi, Arabic, Hindi, Chinese, Gujarati, Punjabi, Albanian and Urdu.

Nottinghamshire & City of Nottingham Fire & Rescue Authority will utilise local community publications as well as their own external publications, to publicise progress on the scheme. By using existing resources we will continue to demonstrate our commitment to promoting race equality. Our aim is to ensure our own personnel will be informed about related policies / functions and more aware of the standards of good practice, plus increasing public confidence, particularly among minority ethnic communities.

We will, when necessary, publish information in relation to consultation. This will include details of how we established consultation groups, responses from the communities we consulted, an assessment of proposed policy in light of the responses received, and a statement of what we plan to do next. This will ensure we not only meet the requirements under the Race Relations Amendment Act 2000, but also the Equality Standard for Local Government.

10. ENSURING PUBLIC ACCESS TO INFORMATION

Nottinghamshire & City of Nottingham Fire & Rescue Authority will strive to ensure public access to information. It will do this by ensuring information and publicity materials aimed at the public are :

- clear and understandable ;
- non-offensive in their use of language and images ;
- available in other formats and, whenever appropriate, in other languages.

Our aim is to ensure all sections of the community are aware of the services we provide, how to contact the Authority in both emergency and non-emergency situations, and take steps to improve the availability of information.

The Authority has already introduced a number of initiatives including the National Interpretation Service, emergency contact cards and ensuring all Fire & Rescue information is available, on request, in Bengali,

Farsi, Arabic, Hindi, Chinese, Gujarati, Punjabi, Albanian and Urdu. The Fire & Rescue Authority will constantly review and consider how we can improve public access to our services, identify barriers to accessing information and strengthen co-operation with particular groups when necessary.

11. STAFF TRAINING

Nottinghamshire & City of Nottingham Fire & Rescue Authority recognises the importance of race equality training, and arrangements for training personnel in connection with the general duty will be built into the Race Equality Action Plan.

The Fire & Rescue Authority understands that all personnel responsible for the delivery of the scheme will need to have a full awareness of the Scheme's aims, objectives and targets. These individuals will be fully briefed on the Scheme itself along with their responsibilities.

Key priorities for the delivery of equalities awareness are:

- Ensure all managers responsible for the delivery of the Race Equality Scheme and its implications attend briefing sessions.
- Ensure strategic level training to Fire & Rescue Authority Members and senior manager focusing on the specific duties under the Race Relations Amendment Act and changes under our 2005 /08 race equality scheme.
- Ensure all personnel are informed of the Race Equality Scheme via Routine Orders, equalities training and the Equalities Section on the Service's intranet site.

12. COMPLAINTS

Nottinghamshire & City of Nottingham Fire & Rescue Authority already has an established complaints procedure. Members of the public can raise a complaint to the Fire & Rescue Authority through various access points which are outlined in the Authority's 'Guide to Making Comments and Complaints', which is available at all stations, district and council offices and also public libraries. The step by step guide outlines what to do if you have a complaint.

Individuals can also contact the Local Government Ombudsman or local Councillor who may decide to undertake an independent investigation on their behalf.

Nottinghamshire & City of Nottingham Fire & Rescue Authority also acts as a 'Racist incident Reporting Centre'. Victims of racist incidents may call into any station to report a racist incident and receive confidential support. Such incidents are then flagged to the Equalities and Fairness Officer, who would follow-up the call to record details and then pass details to the Nottinghamshire Common Monitoring project.

Nottinghamshire & City of Nottingham Fire Authority will not tolerate racial discrimination or harassment. The Service has both a Grievance Procedure and a Harassment and Bullying Complaints Procedure.

The Grievance Procedure relates to conditions of service for both uniformed and non-uniformed personnel. The procedure covers both informal and formal grievances relating to racial discrimination and any allegations of misconduct will be investigated under the Service's Disciplinary Procedures for uniformed and non-uniformed personnel.

The Harassment and Bullying Complaints Procedure puts into practical effect the principles contained in the Nottinghamshire Fire & Rescue Service Policy Statement on Harassment and Bullying at Work. The procedure recognises that recipients of harassment want harassment to stop and for action to be taken against the harasser appropriate to the particular circumstances. Again, there is both an informal and formal complaints procedure.

13. REVIEW OF RACE EQUALITY SCHEME

Nottinghamshire & City of Nottingham Fire & Rescue Authority aims to review their Race Equality Scheme on a yearly basis. The review will be undertaken by the Authority's Ad Hoc Equalities Panel along with key personnel responsible for delivering specific actions under the Race Equality Action Plan.

The panel will review monitoring, assessment and consultation conducted over the past twelve months. Along with progress made towards achieving the 2005/08 Race Equality Action Plan.

If the review identifies current employment policies, procedures or practice is leading to unlawful racial discrimination, the panel will advise the Fire & Rescue Authority on what steps it may need to take to end discrimination. Procedures will be examined closely to find out where and how discrimination might be happening, and then consider what changes to introduce.

However the review may identify current policies, procedures and practice which may have an adverse impact on equality of opportunity or good race relations. If this is the case, the panel will advise the amendment of such policies or procedures so that they still meet the same aims, but do not harm equality of opportunity or race relations.

Results of the review along with the results of monitoring, assessment and consultation will be published in the Authority's Annual Plan along with the Authority's website.

APPENDIX A

RACE EQUALITY SCHEME ACTION PLAN 2005/08

| Delivery Aim | Action | Person Responsible | Start Date | Review / Completion Date |
|---------------------|---|---|-------------------|---------------------------------|
| 1 | Communicate amended race equality scheme across the Service | Equalities Officer | June 05 | Sept 05 |
| | Ensure Fire Authority Members and Strategic Management Team are aware of their responsibilities under the amended scheme | Equalities Officer | June 05 | Sept 05 |
| | Ensure all managers with responsibilities under the scheme are aware of their responsibilities. | Equalities Officer | June 05 | Sept 05 |
| | Ensure all personnel are briefed on the amended scheme via Intranet, Routine Orders, District Performance Manager briefing. | Equalities Officer | June 05 | Sept 05 |
| 2 | Review Race Equality Scheme | Ad Hoc Equalities Group | April 06 | May 06 |
| | Managers responsible for the delivery of the scheme to submit quarterly reports to CFA via Ad Hoc Equalities Group | Function heads and designated officers with responsibility for policies | Sept 05 | Ongoing |
| | Ensure regular monitoring, assessment and consultation on the scheme. | Ad Hoc Equalities Group | June 05 | May 06 |
| | Publish progress made on a yearly basis via Website and community publications | Strategic Management Team | May 06 | May 07 |
| 3 | Ensure all strategic plans are equality impact assessed and undergo consultation with all community groups | Strategic Management Team | Ongoing | Ongoing |
| 4 | Identify polices relevant to race equality and categories as either High, Medium or Low. | ACFO IS / Equalities Officers | June 05 | Nov 05 |
| 5 | Ensure policies identified as high priority and relevant to race equality are impact assessed in year one | Function heads and designated officers with responsibility for policies | June 05 | May 06 |
| | Ensure all policy owners received equality impact assessment training | ACFO IS / Equalities Officers | July 05 | Dec 05 |
| 6 | Ensure policies identified as medium priority and relevant to race equality are impact assessed in year two | Function heads and designated officers with responsibility for policies | June 06 | May 07 |
| 7 | Ensure policies identified as low priority and relevant to race equality are impact assessed in year three | Function heads and designated officers with responsibility for policies | June 07 | May 08 |

NOTTINGHAMSHIRE AND THE CITY OF NOTTINGHAMSHIRE FIRE AUTHORITY
RACE EQUALITY SCHEME 2005-2008 (Second Scheme – May 2005)

| | | | | |
|----|--|---------------------------------|---------|---------|
| 8 | Continue to ensure all Fire & Rescue Service information is accessible to all sections of the community | ACFO IS | Ongoing | Ongoing |
| 9 | Continue to ensure all personnel continue to have access to the provision of Interpretation Services | ACFO IS | June 05 | May 06 |
| | Renew subscription of the National Interpretation Service | ACFO IS | | |
| | Link into Regional Control Project to ensure access for non-English speaking service users | GCFO | June 05 | Dec 05 |
| 10 | Ensure monitoring for the number of house fires via ethnic classification | ACFO SS | June 05 | May 06 |
| | Produce quarterly reports on incidents via ethnic classification – BVPI 143 | “ | Sept 05 | May 06 |
| | Produce quarterly reports on incidents via ethnic classification – BVPI 142 iii | “ | Sept 05 | May 06 |
| 11 | Continue to monitor racially motivated arson | Arson Task Force | June 05 | May 06 |
| | Number of deliberate dwellings fires using common monitoring project and action on data. | “ | “ | “ |
| | Link into Nottinghamshire Police Hate Crime Team | “ | “ | “ |
| 12 | Continue to deliver community safety initiatives aimed at minority ethnic communities | Head of Community Safety | June 05 | May 06 |
| | Ensure Race Equality Scheme links into BME Development Worker Action Plan | BME Development Worker | June 05 | May 05 |
| | Community Safety campaigns aimed at religious festivals | Head of Community Safety | Ongoing | Ongoing |
| 13 | To assist with partnership working and joined up delivery of services at a local level | ACFO SS | Sept 05 | Ongoing |
| 14 | Develop performance indicators to measure issues relating to race | ACFO IS / Equality Officer | Sept 05 | May 06 |
| | Linking into Regional Equalities Strategy develop regional indicators | Equalities Officer | “ | “ |
| | Linking into Equality Standard for Local Government, ensure local indicators incorporate race | Equalities Officer | “ | “ |
| 15 | Ensure effectiveness of community safety message across minority ethnic communities | ACFO IS | Ongoing | Ongoing |
| | Conduct survey of effectiveness of home safety checks | ACFO IS | “ | “ |
| 16 | Establish and maintain consultation forums for all new Fire & Rescue Authority initiatives, ensuring inclusion of minority ethnic groups | ACFO IS | “ | “ |
| | Maintain and build on partnerships. | ACFO IS | “ | “ |
| 17 | Support, provide and promote initiatives and activities that target under-represented groups | Head of HR / Equalities Officer | Ongoing | Ongoing |

NOTTINGHAMSHIRE AND THE CITY OF NOTTINGHAMSHIRE FIRE AUTHORITY
RACE EQUALITY SCHEME 2005-2008 (Second Scheme – May 2005)

| | | | | |
|----|---|--|---------|----------|
| | Explore the creation of a regional positive action team | “ | Sept 05 | May 06 |
| | Positive action with schools and colleges | “ | Sept 05 | May 06 |
| | Outreach workers maintain links with communities | “ | Ongoing | Ongoing |
| | Explore the feasibility of young firefighter schemes | “ | Jan 06 | May 06 |
| | Career development of under-representative groups | Training Manager /Equalities Officer | Sept 05 | May 06 |
| | Develop regional & local support networks for under-represented groups | Equalities Officer | Sept 05 | May 06 |
| | Examine the creation of a peer-mentoring scheme for under-represented groups | Head of HR / Equalities Officer | Jan 06 | May 06 |
| 18 | Continue to monitor, by reference to racial groups areas covered in the employment duty | Senior Personnel Officer | Ongoing | Ongoing |
| | Produce information from quarterly reports | “ | Sept 05 | Ongoing |
| | Develop monitoring system for promotion and access to training via ethnic classification | Senior Personnel Officer / Training Manager / Head of IT | Sept 05 | May 06 |
| 19 | Undertake cultural audit for internal perception of culture | Equalities Officer | Sept 05 | Dec 05 |
| | Obtain questionnaire via CFOA | “ | Sept 05 | Oct 05 |
| | Benchmark findings against previous audit | “ | Jan 06 | March 06 |
| | Benchmark findings against other F&RS | “ | Jan 06 | March 06 |
| 20 | Training for all staff on issues relating to Equality and Diversity | Equalities Officer | Ongoing | Ongoing |
| | All retained personnel to receive equalities training | “ | July 05 | Dec 05 |
| | Equality and diversity included routinely in development programmes | Training Manager | Ongoing | Ongoing |
| 21 | Ensure Assessment Centre's are race impact assessed | Training Manager | Sept 05 | May 06 |
| 22 | Develop regional policy on cultural and religious requirements | Equalities Officer | Sept 05 | Jan 06 |
| 23 | Ensure procurement procedures have no adverse impact on racial equality | Head of Finance | Sept 05 | May 06 |
| | Continue to promote equality of opportunity – outline race equality scheme to all contractors | “ | Ongoing | Ongoing |
| | Collect evidence to ensure commitment to equalities via pre qualification questionnaire sent with every new contract. | “ | Ongoing | Ongoing |

APPENDIX B

ACHIEVEMENTS UNDER OUR RACE EQUALITY SCHEME 2002/2005

| Objective | Progress Made Year One | Further Action | Progress Made Year Two |
|--|---|---|---|
| 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 | Second year review completed and 2005/08 scheme in place |
| 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. | Regional Equalities Strategy has been drafted and will drive the Service's Corporate Plan. Core Values have been introduced and will be cascaded across the Service |
| Publish Race Equality Scheme summary report incorporating progress made, monitoring, assessment and consultation | Race Equality Summary published in June 2003. | Publish 2004 review on internet. Copies to be distributed via REC and ACAF for consultation. | Year one review published on internet. Consultation event ran in July 2004 with community groups. |
| Ensure operational & control staff are trained in cultural awareness | 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. Operational staff have received cultural awareness training during their Home Risk Assessment training. An equalities folder has been produced which includes a guide to the customs, traditions and lifestyles of Britain's minority ethnic communities. | 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. BME Development Worker to identify further cultural awareness training for staff. | National Interpretation Service available on all fire appliances for direct contact. Emergency contact cards purchased and distributed to non-English speaking communities to ensure contact for emergency calls. Cultural awareness course designed and to be rolled out across the service in 2005 |
| Develop monitoring system for no. of house fires via ethnic classification | Work in progress to transfer census 2001 information into GIS | Once work is completed we aim to produce quarterly reports for the Safety Services Management Team. | Work to progress under Best Value Performance Indicators. |

NOTTINGHAMSHIRE AND THE CITY OF NOTTINGHAMSHIRE FIRE AUTHORITY
RACE EQUALITY SCHEME 2005-2008 (Second Scheme – May 2005)

| | | | |
|--|--|--|---|
| 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> | Work will be integrated into BME Development Worker's Action Plan |
| Develop monitoring system to record racially motivated arson. | Year two objective | Year Two Objective | Continue partnership with Notts Police to ensure correct monitoring and action on racially motivated arson |
| 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 | Objective Achieved |
| 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. | Community consultation event held in July 2004. Full feedback of the event was reported to CFA with actions. Development worker has established contacts across the community. Consultation will continue via these links |
| Establish links with community groups to ensure access to information | All Fire & Rescue 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. | Fire Safety literature aimed at specific religious festivals. Events run for Dwali and Eid in 2004. Full media coverage received to ensure the message reached all relevant communities |
| Develop local performance indicators | Not Commenced | Develop a suite of local performance indicators via the Race Equality Scheme & Corporate Equality Plan | Performance indicators to be established once Regional Strategy has been adopted. |

NOTTINGHAMSHIRE AND THE CITY OF NOTTINGHAMSHIRE FIRE AUTHORITY
RACE EQUALITY SCHEME 2005-2008 (Second Scheme – May 2005)

| | | | |
|---|---|---|---|
| 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. | B&EMM meeting with CFO in July 04. Informal Black workers group has been established. Partnership working with B&EMM to continue. |
| 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 | Objective achieved |
| Monitor, by reference to racial groups areas covered in the Employment Duty | Please see appendix A for full employment breakdown. | Develop new HR database for recording applicants for promotion and training is under development. Through this we will be able to obtain ethnic classification of all delegates. | Still awaiting new HR database. High priority for 2005/6. Full breakdown of stats available |
| 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. | Service awaiting national questionnaire for cultural audit. Audit will take place 20005 |
| Establish procedure for exit interviews to be carried out | Available for all staff who leave the Service. | Objective achieved. No further action required | Objective achieved. |
| 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. | 80% of the workforce have received equalities training. Cultural awareness training to be delivered to front-line staff in 2005 via development worker |
| 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. | Regional policy to be produced. High priority for 2005 |
| Ensure procurement procedures have no adverse impact on racial equality | New Objective for 2004 | | Equalities questionnaire identified to be sent out with all tenders. Full review of procurement procedures and equality impact assessment to be completed 2005. |

APPENDIX C

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 2003 – March 2005. Due to systems currently not in place we are unable to report on applicants for promotion via ethnic origin.

Staff in Post

| | Total | White | | | Mixed | | | | Asian or Asian British | | | | Black or Black British | | | Other (inc Chinese) | |
|---------------|-------|---------|-------|-------------|-----------------------|-----------------------|---------------|-------|------------------------|-----------|-------------|-------|------------------------|---------|-------|---------------------|-------|
| | | British | Irish | White Other | White & Black British | White & Black African | White & Asian | Other | Indian | Pakistani | Bangladeshi | Other | Caribbean | African | Other | Chinese | Other |
| ALL | 717 | 700 | | 6 | | 1 | | | 1 | 1 | | 3 | 2 | | 3 | | |
| UNIFORMED | 889 | 880 | | 4 | | 1 | | | 1 | | | 1 | 4 | | 2 | | |
| CONTROL | 27 | 27 | | | | | | | | | | | | | | | |
| NON-UNIFORMED | 140 | 133 | | 2 | | | | | | 1 | | 2 | 1 | | 1 | | |

Applicants for Employment

| | Total | White | | | Mixed | | | | Asian or Asian British | | | | Black or Black British | | | Other (inc Chinese) | |
|---------------|-------|---------|-------|-------------|-----------------------|-----------------------|---------------|-------|------------------------|-----------|-------------|-------|------------------------|---------|-------|---------------------|-------|
| | | British | Irish | White Other | White & Black British | White & Black African | White & Asian | Other | Indian | Pakistani | Bangladeshi | Other | Caribbean | African | Other | Chinese | Other |
| ALL | 180 | 166 | 1 | 1 | | | | 1 | 3 | 2 | | 1 | 5 | | | | |
| UNIFORMED | 140 | 137 | | 2 | | | | | 1 | | | | | | | | |
| NON-UNIFORMED | 180 | 166 | 1 | 1 | | | | 1 | 3 | 2 | | 1 | 5 | | | | |

APPENDIX D

RACE EQUALITY TARGETS

Minority ethnic communities in this country make up some 7% of the total working population. In the context of these employment targets, minority ethnic refers to those from the black, Asian and mixed communities living in England and Wales. In some parts these communities constitute a significant proportion of the local population.

The employment targets for the Home Office and its service areas cover five key organisational areas, as follows:

- ◆ First, recruitment into the organisation;
- ◆ Second, retention, i.e. how long staff remain within the organisation;
- ◆ Third, career progression so that all staff have an equal opportunity to progress;
- ◆ Fourth, they look specifically at the senior manager level because of the importance that has to the ethos of an organisation;
- ◆ Finally, examination of the processes which will need to be adopted to achieve these targets – the implementation strategies.

The recruitment targets are also set for operational and non operational staff where that differentiation exists. Genuine representation will only apply within an organisation if the targets apply to all those involved within that organisation.

The following charts are taken from the Home Office Race Equality - The Home Secretary's Employment Targets second annual report. Nov 2001

National Targets for Minority Ethnic Recruitment in the Fire & Rescue Service

| | Target | Current Representation | | | Milestones for Measuring Success | | |
|-----------------------|--------|------------------------|------|------|----------------------------------|------|------|
| | | 1999 | 2000 | 2001 | 2002 | 2004 | 2009 |
| Fire & Rescue Service | 7% | 1.2 % | 1.6% | 1.6% | 2.5% | 3.6% | 7% |
| Unformed | 7% | 1.1% | 1.2% | 1.2% | 2% | 3.2% | 7% |
| Non-uniformed | 7% | 4.3% | 4.6% | 4.4% | 6.1% | 6.6% | 8% |

Fire & Rescue Service Targets for the Recruitment of Minority Ethnic Staff

| Fire & Rescue Service Area | Ethnic Population | Target Set | Uniformed | | | | Non – uniformed | | | |
|----------------------------|-------------------|------------|-----------|------|-----------------|-----|-----------------|------|-----------------|-----|
| | | | All Staff | | Minority Ethnic | | All Staff | | Minority Ethnic | |
| | | | 2001 | 2000 | 2001 | % | 2001 | 2000 | 2001 | % |
| | % | % | No | No | No | % | No | No | No | % |
| Notts | 4 | 4 | 940 | 14 | 10 | 1.1 | 116 | 0 | 3 | 2.6 |

Fire & Rescue Service Targets for Minority Ethnic Retention

| Target | Timescales for Introduction | Monitoring | Progress |
|--|-----------------------------|----------------------------------|---|
| <p>Equal rate of resignation and dismissal for minority ethnic staff as for white staff, within the following three bands: 6 months – 2 years service; 2-5 years service; 5-10 years service</p> | 2002 | Exit polls conducted by Services | <p>Overall progress has yet to be fully evaluated, but in 2000/2001 ethnic minorities formed 0.5% of all those who left the Fire & Rescue Service. Minority ethnic representation in the service is 1.2%</p> <p>More than 60% of Fire & Rescue Services have complied (or are in the process of doing so) with a requirement to conduct follow up interviews, in addition to existing practice, with those who have left the service.</p> <p>Work progressing towards inclusion in annual Service return data collection in these bandings.</p> |

Fire & Rescue Service Targets for Minority Ethnic Progression

| Target | Timescales for Introduction | Monitoring | Progress |
|--|-----------------------------|---------------|--|
| <p>The % of minority ethnic officers with 5-10 years service at leading firefighter and above is equal to the % of white officers with 5-10 years service at crew manager and above</p> | From 2001 | Annual Checks | <p>In May 2001 HMCIFS notified all Fire & Rescue Services that they should prepare monitoring systems in each of the four bandings in readiness for the 2002 data collection exercise by HM Inspectorate.</p> <p>Ethnic minorities currently form 0.66% of the total number in the wholetime sector at the rank of Station Manager; and 0.8% of those in the ranks between Group Manager and Area Manager.</p> |
| <p>The % of minority ethnic officers with 5-15 years service at watch manager and above is equal to the % of white officers with 5-15 years service at watch manager and above</p> | From 2003 | | |
| <p>The % of minority ethnic officers with 10-15 years service at station manager and above is equal to the % of white officers with 10-15 years service at station manager and above</p> | From 2005 | | |
| <p>The % of minority ethnic officers with 10-20 years service at Group Manager and above is equal to the % of white officers with 10-20 years service at Group Manager and above</p> | From 2007 | | |

Fire & Rescue Service Targets for Minority Ethnic Progression for Chief Officer.

| Target | Timescales for Introduction | Monitoring | Progress |
|---|-----------------------------|---|--|
| The % of minority ethnic officers with 15-25 years service at Assistant Chief Officer and above is equal to the % of white officers with 15-25 years service at Assistant Chief Officer and above | 2019 | Fire & Rescue Service is single tier entry with no fast track. It takes at least 20 years, and usually more, to progress from firefighter to principal officer rank. Under the present system equivalent percentage is therefore not possible until 2019. A working group is looking at the single tier entry system. Close monitoring at lower ranks will ensure that progress is tracked. | Work progressing towards inclusion in annual Service returns of data collection on career progression. One minority ethnic officer, 2.4% of total, holds the rank of Deputy Chief Officer (currently on temporary promotion to Chief Fire Officer). |

Fire & Rescue Service Targets for the Employment of Minority Ethnic Staff: Implementation

| Implementation/ Strategy | Timescales for Introduction | Progress |
|---|-----------------------------|---|
| Publication of thematic inspection report | August 1999 | Published September 1999 |
| Examining Service equal opportunities policies and training and issuing best practice | March 2000 | The first Fire & Rescue Service Equal Opportunities Action Plan published July 2000. In the light of progress achieved, a new action plan was developed for publication in October 2001 |
| Issuing guidance on ethnic monitoring procedures for recruitment, retention and career progression. | August 1999 | Advice issued in May 2001 |
| Annual Service re-inspections to assess progress | August 2000 onward | Now ongoing. |
| Examining findings of research into the image of the Fire & Rescue Service | September 1999 | Findings of studies in 3 Fire & Rescue Services published between September 1999 and February 2000. Further study in 2001. All findings used to develop new national recruitment literature, for publication in October 2001. |
| Development of bias-free recruit selection procedures | June 2000 | Selection criteria now subject to a DTLR – commissioned research study. Findings to be published January 2003 |

APPENDIX E

PERFORMANCE INDICATORS

Along with Home Office employment targets, Nottinghamshire & City of Nottingham Fire & Rescue Authority also complies with Best Value Performance Indicators.

There are a number of indicators and the following relate to race equality:

BV 2a - The Equality Standard for Local Government

The level (if any) of the Equality Standard for Local Government to which the authority conforms. The Standard provides a framework for delivering continuous improvement in relation to fair employment outcomes and equal access to services.

Authorities should report the level they have reached as follows

- Level 0: The authority has not adopted the Equality Standard for Local Government.
- Level 1: The authority has adopted a comprehensive equality policy including commitments to develop equality objectives and targets, to consultation and impact assessment, monitoring, audit and scrutiny.
- Level 2: The authority has engaged in an impact and needs assessment, a consultation process and an equality action planning process for employment and service delivery.
- Level 3: The authority has completed the equality action planning process, set objectives and targets and established information and monitoring systems to assess progress.
- Level 4: The authority has developed information and monitoring systems that enable it to assess progress towards achieving specific targets.
- Level 5: The authority has achieved targets, reviewed them and set new targets. The authority is seen as exemplary for its equality programme.

The Authority has achieved Level One of the Standard and is currently working towards Level Two.

BV 2b - The Duty to Promote Race Equality

The quality of an Authority's Race Equality Scheme (RES) and the improvements resulting from its application. To ensure that all local authorities have made a high quality response to the race equality duty, with clear equality priorities and targets for services and employment.

1) Does the authority have a Race Equality Scheme (RES) in place? YES

Does the RES:

a) List the functions and policies that are relevant to the general duty? YES

b) Consist of a strategy, which addresses the general duty and each of the specific duties? YES

c) Contain clear priorities, targets and outcomes in order to fulfil the general and specific duties? YES

Is the RES:

d) Supported by a timetabled, three-year action plan? YES

e) Clearly integrated in all corporate and service-level plans and strategies? YES

- f) Clearly integrated in procurement and partnership strategies and policies and best value reviews? YES
- g) Actively communicated to members of the public and to staff? YES
- h) Reviewed regularly by the Authority? YES
- i) Owned by Council members and senior officers who share responsibility for ensuring outcomes are met and are involved in reviews of the scheme? YES
- 2) Is there evidence of measurable improvements in respect of:
- j) The representation in the workforce at all levels of the range of ethnic groups in the local area and relevant labour markets. NO
- k) Improving staff perceptions of equal opportunities for all ethnic groups and reducing any differences? YES
- l) Widening the ethnic profile of service users having regard to need and relative to the local population? YES
- m) Improving satisfaction rates among service users of all ethnic groups and reducing any differences? Monitoring process to be established
- n) Reducing number of complaints from service users of all ethnic groups and reducing any differences? Monitoring process to be established
- o) Providing services that meet the needs of all ethnic groups in the communities the authority serves? YES
- p) Improving service outcomes for all ethnic groups and reducing any differences? Monitoring process to be established
- q) Increasing confidence in reporting racial incidents. YES
- r) Increasing satisfaction in the way racial incidents resulting in further action are handled. Had no incidents to handle

BVPI 17- The Percentage of Minority Ethnic Community Uniformed Staff in the Fire Authority and the Percentage of Minority Ethnic Community Population of Working Age in the Service Area.

| Previous and Current Year's Performance | | | |
|---|-------|-------|-------|
| Financial Year | 01/02 | 02/03 | 03/04 |
| Number of black and minority ethnic uniformed staff employed as a percentage | 1.58% | 1.03% | 1.08% |
| Percentage of black and minority ethnic community population of working age in the service area | 4% | 4% | 4% |

The Authority's target is 4% to represent the percentage of the local minority ethnic population across the County.

APPENDIX F
NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
PROCUREMENT EQUALITIES QUESTIONNAIRE

As an employer and service provider Nottinghamshire Fire & Rescue Service takes a proactive approach to its obligations arising from Equal Opportunities legislation. Among them are:

Sex Discrimination Act 1975
Race Relations Act 1976 (amended 2000)
Disability Discrimination Act 1995
Employment Equality (Sexual Orientation) Regulations 2003
Employment Equality (Religion or Belief) Regulations 2003

Nottinghamshire Fire & Rescue Service therefore considers it essential that all organisations wishing to provide services on behalf of the Service are able to demonstrate that all reasonably practicable steps are taken to allow equal access and equal treatment in employment and service delivery for all.

Non UK based firms should attempt to answer each of the following questions, substituting where relevant, the appropriate legislation / Codes of Practice etc. which are applicable within their domestic jurisdiction.

| | |
|----------|---|
| 1 | Does your Company have an Equal Opportunities Policy or statement? |
| | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | If yes, please provide a copy. |

| | |
|----------|---|
| 2 | Please provide details of how your Equal Opportunities policy is promoted and implemented. |
| | |

| | |
|----------|--|
| 3 | In the last three years, has any finding of unlawful discrimination i.e. sex, disability or race discrimination been made against your Company by any court of law or industrial tribunal? |
| | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | If yes, please provide details. |
| 4 | In the last three years has your Company been the subject of formal investigations by either the Commission for Racial Equality, Disabilities Right Commission or Equal Opportunities Commission on grounds of alleged unlawful discrimination? |

| | |
|--|--|
| | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | If yes, please provide details. If no, do you actively observe the Codes of Practice and Acts of Parliament in relation to these bodies? |

| | |
|----------|--|
| 5 | If you are not currently subject to UK legislation, please supply details of your experience in working under equivalent material legislation, which, in your country, is designed to eliminate discrimination, including racial, sexual, and disability discrimination and to promote equality of opportunity. |
| | |

| | |
|----------|--|
| 6 | Under the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 the Authority has a specific duty to promote racial equality. Please can you indicate how your company would seek to support the Authority in this duty? |
| | |

Please note that Nottinghamshire Fire & Rescue Service may contact the appropriate authorities to check the validity of your answers to questions 3 4 and 5.

**APPENDIX G
INITIAL EQUALITY IMPACT ASSESSMENT**

| Directorate | | Department/Section | | Manager | | Telephone No. | |
|--|--|--------------------|---|---|--|-----------------------------------|--|
| | | | | | | e-mail | |
| Name of Policy/Service to be assessed | | | | Date of Assessment | | Is this a new or existing policy? | |
| 1. Briefly describe the aims, objectives and purpose of the policy/service. | | | | | | | |
| 2. Who is intended to benefit from this policy/service, and in what way? | | | | | | | |
| 3. What outcomes are wanted from this policy/service? | | | | | | | |
| 4. Who are the main stakeholders in relation to the policy/service? | | | | 5. Who implements the policy/service, and who is responsible? | | | |
| 6. Are there concerns that the policy/service has/could have a differential impact on the following groups and what existing evidence (either presumed or otherwise) do you have for this? | | | | Please explain | | | |
| Race | | Y | N | | | | |
| Gender | | Y | N | | | | |
| Disability | | Y | N | | | | |
| | | | | | | | |

| | | | |
|---|---|---|--|
| Religion or Belief | Y | N | |
| Sexuality | Y | N | |
| Age | Y | N | |
| 7. Could the differential impact identified in 6 amount to there being the potential for adverse impact in this policy/service? | Y | N | Please explain |
| 8. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Have you consulted those who are likely to be affected by the policy/service? | Y | N | Please explain for each equality heading (questions 6) on a separate piece of paper. |
| 9. Should the policy/service proceed to a full impact assessment? | Y | N | 10. Date on which Full assessment to be completed by. |
| | | | Date |

I am satisfied that this policy has been successfully impact assessed.

I understand the Impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (completing officer) Date

Signed (Head of Section) Date

PLEASE NOTE – THIS IMPACT ASSESSMENT WILL BE SCRUTINISED BY THE EQUALITY AND FAIRNESS OFFICER WHO REPORTS TO THE HEAD OF HUMAN RESOURCES.

APPENDIX B

**NOTTINGHAMSHIRE
FIRE & RESCUE
SERVICE**

**RACE EQUALITY
SCHEME
2005-2008**

SUMMARY



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

1. INTRODUCTION

The Nottinghamshire and City of Nottingham Fire and Rescue Authority consists of eighteen elected members, twelve of whom are appointed by Nottinghamshire County Council and six by Nottinghamshire County Council and six by Nottinghamshire City Council.

Under the Fire and Rescue Services Act 2004 the Fire Authority is charged with :

- Making provisions for the purposes of providing Fire Safety
- Making provisions for the extinguishing of fires and the protection of life and property from fire
- Making provision for the rescuing of people from Road Traffic Accidents
- Making provision for the discharge of other emergency functions as directed by the Secretary of State.

These functions in the new Act are fully embraced by Nottinghamshire and City of Nottingham Fire & Rescue Authority who administer and monitor progress through a series of meetings throughout the year. Reports are presented to the Authority by the Chief Fire Officer who has delegated responsibility to run the Service.

The Authority strives for equality and fairness across the Service. The Equalities Action Plan has been in place for a number of years and race equality is one of the strands of the plan.

2. OUR RACE EQUALITY SCHEME

Nottinghamshire and City of Nottingham Fire and Rescue Authority 2nd Race Equality Scheme aims to demonstrate progress made across the general and specific duties, lessons learned and our aims over the next three years.

Our Key Race Equality Objectives are :

- To increase the number of minority ethnic firefighters (employees) within the service
- Eliminate all forms of racial discrimination throughout the Service
- Inform minority ethnic communities about the importance of community safety

Our second Race Equality Scheme will ensure that we continue to develop robust strategies that recognise and respond to the diverse and differing needs of our communities whilst delivering against Nottinghamshire & the City of Nottingham Fire and Rescue Authorities strategic priorities, particularly in terms of providing community reassurance and delivering respect.

Nottinghamshire and the City of Nottingham Fire and Rescue Authority has recognised the needs of our diverse community and we aim to ensure that the scheme covers all of our minority ethnic communities, including those hard to reach groups such as gypsies and travellers, asylum seekers and refugees.

3. KEY OBJECTIVES FOR OUR AMENDED SCHEME

- Provide leadership to positively and proactively deal with race equality issues
- Ensure Fire Authority Members and Strategic Management Team and all managers are aware of their responsibilities under the amended scheme
- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Ensure all policy owners received equality impact assessment training
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure monitoring for the number of house fires via ethnic classification and produce quarterly reports
- Continue to deliver community safety initiatives aimed at minority ethnic communities
- Continue to monitor racially motivated arson
- Continue to ensure all fire service publications are accessible to all sections of the community
- Continue to ensure all personnel continue to have access to the provision of Interpretation Services
- Develop performance indicators to measure issues relating to race

- To enable service users and excluded groups to participate in planning, making decisions and the monitoring of service provision through appropriate and relevant consulting mediums
- Ensure effectiveness of community safety message across minority ethnic communities
- Support, provide and promote initiatives and activities that target under-represented groups
- Continue to monitor, by reference to racial groups areas covered in the employment duty
- Develop monitoring system for training via ethnic classification
- Undertake cultural audit for internal perception of culture
- Continue training for all staff on issues relating to Equality and Diversity
- Develop regional policy on cultural and religious requirements
- Ensure procurement procedures have no adverse impact on racial equality
- To ensure that all contractors who deliver services on our behalf are made aware of their equality obligations and are monitored.

4. ACHIEVEMENTS UNDER THE PREVIOUS SCHEME

Our 1st Race Equality Scheme ensured the Authority made race equality central to the way we work. It identified functions relevant to the scheme, and ensured managers were aware of their responsibilities under the Scheme. It also enabled us to use existing systems to avoid unnecessary work, thus encompassing work already completed via CRE Standards and Positive Action Initiatives. For a full summary of our achievement during our 2002/05 Race Equality Scheme.

Race Impact Assessments

Policy makers became more aware of issues relating to race equality, hence ensuring policies were properly targeted. The Service has introduced Equality Impact Assessments to ensure we can identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. In addition it will ensure the delivery of suitable and accessible services which meet varied needs.

Community Safety

The scheme has increased confidence in our service provision among minority ethnic groups within the community. The Authority employed a Development Worker in 2004 to focus on community safety in minority ethnic communities. Specific community safety campaigns focused on religious events. The Authority also purchased emergency contact cards aimed at non-English speaking communities along with subscribing to the National Interpretation Service to ensure all fire appliances can now access interpretation services at incidents.

Positive Action

The Service held positive action initiatives during its 2003 recruitment campaign to encourage more applicant from BME candidates. In 2004 we focused positive action on retained recruitment, running a poster campaign across the county. Career information is also taken to community safety events targeted at minority ethnic communities.

Equalities & Fairness Training Programme

80% of our workforce have undergone equalities training. Managers have received specific training outlining there responsibility under the RRAA. Plus all relevant personnel have been given guidance to there responsibility to race equality under the general and specific duties.

Access to Information

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.

5. FUNCTIONS RELEVANT TO RACE EQUALITY

The following outlines our key functions which are relevant to race equality. This will also incorporate a summary of how each function aims to meet the requirements under the General Duty.

Ad Hoc Equalities Panel

The Ad Hoc Equalities Panel was established in 1999 to focus on a strategic vision within the equalities arena. Panel members comprise of the Chairman and councillors of the Combined Fire Authority along with Senior Management and Union Representatives. The panels main aims are to develop policies and best practice across the Service which focus on equalities issues, plus monitor and review current procedures.

The Ad Hoc Equalities Panel will be responsible for reviewing, scrutiny & assessing the Scheme on a yearly basis. It will ensure the Authority undertakes continual consultation with community groups to ensure we achieve the Race Equality Action Plan.

Key Race Equality priorities for the Ad Hoc Equalities Panel over the next three years will be

- Communicate amended race equality scheme across the Service
- Ensure Fire Authority Members and Strategic Management Team and managers are aware of their responsibilities under the amended scheme
- Ensure all personnel are briefed on the amended scheme via Intranet, Routine Orders, District Performance Manager briefing.
- Review Race Equality Scheme
- Ensure regular monitoring, assessment and consultation on the scheme.

Strategic Management Team

Nottinghamshire Fire & Rescue Service is maintained by the Fire Authority to achieve its aims for the protection of the people it serves. To ensure the strategic support to the Fire Authority and policy development the Chief Fire Officer, Mr. Paul Woods is assisted by a strategic management team consisting of uniformed and non-uniformed Principal Officers.

Key Race Equality priorities for the Strategic Management Team over the next three years will be

- Publish progress made on a yearly basis via Website and community publications
- Ensure all strategic plans are equality impact assessed and undergo consultation with all community groups

Performance Management Group

Responsibility for performance management and policy development is rested in the Performance Management Group, comprising of senior uniformed and non-uniformed managers in the Service.

Key Race Equality priorities for the Performance Management Group over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan

Safety Services

Safety Services acts as the Administration and Managerial function having responsibility for

- Intervention – Operational Response
- Protection – Legislative Fire Safety
- Protection – Community Safety

The Safety Services function is delivered via a District based approach which corresponds to Local Authority areas of Control. Safety Services Staff are trained in cultural awareness and the identification of vulnerable groups in order to assist them in identifiable combating avoidable injury from a range of risks.

Key Race Equality priorities for Safety Services over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure monitoring for the number of house fires via ethnic classification and produce quarterly reports
- Equality Action Plan to CFA via Ad Hoc Equalities Group
- Continue to deliver community safety initiatives aimed at minority ethnic communities
- Continue to monitor racially motivated arson

Information Services

"The role of Information Services is to support and drive Nottinghamshire Fire and Rescue Service primarily through the provision of quick, timely, relevant, effective and accurate information, analysis and support to the organisations management needs. It is also about performance, and the need to establish and set the standards for the organisation with a long term vision of constant improvement. Finally it is about planning. Using the right information and achieving the right standards allows us to plan for the short, medium and long term. We will aim to set out what is to be done now to achieve our targets and goals."

Key Race Equality priorities for Information Services over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure all policy owners received equality impact assessment training
- Continue to ensure all fire service publications are accessible to all sections of the community
- Continue to ensure all personnel continue to have access to the provision of Interpretation Services
- Develop performance indicators to measure issues relating to race
- Ensure effectiveness of community safety message across minority ethnic communities

Human Resources

The HR Department provides a personnel management service, including the development and implementation of personnel policies, procedures and practice ensuring compliance with British and European employment legislation. HR is also responsible for discipline, personal development, equalities and employee support.

Specific Personnel areas of responsibility include recruitment and selection of staff, conditions of service, employment law advice training and development, industrial relations and the implementation and monitoring of the Authority's Fairness at Work and Equal Opportunity Policy. Health, safety and welfare issues include the provision of a full Occupational Health Service to all employees.

Key Race Equality priorities for Human Resources over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Support, provide and promote initiatives and activities that target under-represented groups
- Continue to monitor, by reference to racial groups areas covered in the employment duty
- Develop monitoring system for training via ethnic classification
- Undertake cultural audit for internal perception of culture
- Training for all staff on issues relating to Equality and Diversity
- Develop regional policy on cultural and religious requirements

Finance and Resources Department

The Procurement and Estates Section within Finance and Resources Department is responsible for all Procurement within the Service as well as the management and maintenance of all Fire Service property.

The Property function maintains a register of all premises and estates, implements and monitors a planned maintenance programme in consultation with surveyors and contractors, provides a caretaking facility at Headquarters and arranges the grounds maintenance contract.

The Procurement function advises on all procurement matters including compliance with the procurement strategy, negotiates contracts with suppliers and ensures that orders are completed in time and to specification.

The section also maintains the Service's Stores and ensures that goods and equipment are dispatched to premises as requested and that adequate stock levels are maintained'

Key Race Equality priorities for Finance And Resources Department over the next three years will be

- Ensure policies identified as relevant to race equality are impact assessed within timescales set in the Race Equality Scheme Action Plan
- Submit quarterly reports on progress made under the Race Equality Action Plan to CFA via Ad Hoc Equalities Group
- Ensure procurement procedures have no adverse impact on racial equality

6. Policies Relevant to the General Duty

Existing Policies

At present the Service is reviewing policies and procedures due to changes resulting from the Fire and Rescue Services Act 2004, Fire & Rescue Framework documents, and National Scheme of Conditions for Firefighters (Grey Book). It is our aim in the first six months of this Scheme to assess policies in order to identify those which are relevant to race equality. All policies will be graded as High, Medium or Low impact and will all undergo an initial impact assessment. Timescales for impact assessments are outlined in our three year action plan.

The Service has recently introduced Equality Impact Assessments to ensure we can identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. In addition it will ensure the delivery of suitable and accessible services which meet varied needs. All new policies presented to the Strategic Management Team or the Combined Fire Authority will have to have an initial impact assessment form attached. (Please see Appendix D)

Proposed Policies

During the drafting of all proposed policies (new and revised), all policy holders will have to complete an initial impact assessment. This will identify negative and positive impacts, not just in relation to race, but also gender, disability, religion, belief, sexual orientation and age. All policies presented to both the Strategic Management Team and the Combined Fire Authority are required to have an initial equality impact assessment form attached. All policy holders are required to consult with the Service's Equality & Fairness Officer, who has responsibility for scrutinising equality impact assessments.

Procurement

The procurement process plays an important role in ensuring that our policies and practices are not compromised or diluted by engaging companies that do not share the same commitments to achieve the General Duty.

When a function is put out to tender, we will now insist that all companies evidence their eligibility for the contract being awarded by providing information on their equal opportunities policies and where subject to formal investigations by any equality body, and specifically their provisions under the Race Relations (Amendment) Act 2000 must be fully evidenced by answering the following question within the tender document:

“Under the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 the Authority has a statutory duty to promote racial equality. Please can you indicate how your company would seek to support the Authority in this duty?”

Any functions that are contracted will undergo an assessment process, particularly where they are in public or highly visible areas. Action will be taken immediately against any supplier who is found to be in breach of the conditions of their contract.

If you have any questions or comments regarding our 2005/08 Race Equality Scheme please feel free to contact our Equality & Fairness Officer at:

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

Telephone 0115 9675939

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, on request 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 أيضا 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۔