

Diversity and Inclusion Action Plan 2018-2019

1. Leadership, Partnership & Organisational Commitment						
No.	Objective	Action	Time Frame	Lead Responsibility	Inter-dependencies	Expected Outcome/Key Performance Indicator
1.3	Organisational Commitment	Launch the new People Impact Assessment procedure and process	Sept 2018	SM P&I	SMG	Operational strategies and plans undergo equality analysis and steps are taken to mitigate against adverse impacts

2. Effective Service Delivery						
No.	Objective	Action	Time Frame	Lead Responsibility	Inter-dependencies	Expected Outcome/Key Performance Indicator
2.11	Responsive and Accessible Services	Introduce the Community Champions Newsletter following feedback from the evaluation	Dec 2018	Corporate Comms	SLT Executive Support P&I Response Protection	Community Champions newsletter produced and process in place for all relevant departments to provide information
2.12	Responsive and Accessible Services	Incorporate equality analysis when reviewing business continuity plans process	Dec 2018	GM OD	P&I, SMG	Business Continuity Plans for the Service demonstrate how equality analysis has informed them
2.13	Responsive and Accessible Services	Improve communication with employees when considering co-location at fire stations	March 2019	GM Response	Property, Corporate Comms	Collaborative working arrangements consider the positive and negative impacts on local communities and workforce
2.14	Responsive and Accessible Services	Audit DFRS premises and facilities to ensure accessibility is considered for employees and service users.	March 2019	Property	Response, Procurement, P&I	Appropriate and specific changing areas and toilet facilities for all genders and people with disabilities. Facilities for people with

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018

Diversity and Inclusion Action Plan 2018-2019

		I.e. hearing loops, changing / toilet facilities				hearing / sight impairments. Reasonable adjustments considered.
2.15	Responsive and Accessible Services	Design and introduce communication guides for front line staff raising awareness about different types of communication to provide basic tips and advice on the following: <ul style="list-style-type: none"> - Culture/religions - Autism - Aphasia - Deaf/Hard of Hearing - Dyslexia - Facial Disfigurement - Learning Disability - Mental Health - Mobility - Reading/Writing - Sight Loss - Speech Difficulty 	March 2019	Inclusion Officer	Corporate Comms, OD, HR,	Front line employees are able to meet individual needs and processes are in place to support them to do this.

3. Community Knowledge and Engagement						
No.	Objective	Action	Time Frame	Lead Responsibility	Inter-dependencies	Expected Outcome/Key Performance Indicator
3.5	Engagement with Communities	Identify events to support/promote culture, religion and diversity in the community and incorporate within the Campaigns calendar with	Dec 2018	Inclusion Officer	Corporate Comms Response P&I Protection	Events have been identified and incorporated into the Campaigns calendar. Service engages with diverse communities to

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018

Diversity and Inclusion Action Plan 2018-2019

		information to show why DFRS are supporting the event				identify particular risks that can be addressed.
3.6	Engagement with Communities	Post community event template form is created and process designed to capture feedback	Aug 2018	Corporate Comms	P&I Response Protection Business Intelligence	Evaluation is completed for community events attended
3.7	Collecting, Analysing and Using Information	Enhance data held on station dashboards to include demographics about the local community	March 2019	GIS & Risk Information Manager	Response, IT, P&I	Information is shared across the Service in order to maintain up to date knowledge about community risks and changing communities
3.8	Engagement with Communities	Research 'Louder than Words' and 'British Deaf Association' Charters to be considered by the Service	Dec 2018	SM P&I	HR, OH P&I, Response, Protection	Research undertaken and report submitted to IPB
3.9	Engagement with Communities	Promote Emergency SMS Service as a way for deaf and hard of hearing community to report fire emergencies and incidents	Dec 2018	CM P&I	Corporate Comms	Information is available in a relevant format and communicated
3.10	Engagement with Communities	Engage with different groups to review DFRS website, intranet, leaflets, communications to ensure accessibility and appropriateness	Mar 2019	SM P&I	Corporate Comms, ICT, Employee Network Groups, ICIB	Feedback is sought from different employee and community groups to ensure information being shared is relevant, appropriate and accessible.
3.11	Engagement with Communities	Using station dashboard data, undertake activities in the community aimed at	Mar 2019	All Watch Managers Response	Response, P&I, Protection,	Activities undertaken are recorded on the station

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018

Diversity and Inclusion Action Plan 2018-2019

		target audiences to share key safety messages and promote the fire and rescue service as an employer.				dashboard under Risk Reduction Activities.
--	--	---	--	--	--	--

4. Workforce Strategies and Policies (Links to People Strategy)						
No.	Objective	Action	Time Frame	Lead Responsibility	Inter-dependencies	Expected Outcome/Key Performance Indicator
4.12	Workforce Monitoring	Consider actions following PSED and Gender Pay Gap analysis	Aug 2018	SM P&I	HR, OD, P&I	Monitoring and analysis of data undertaken and actions identified to address disparity
4.13	Workforce Values and Behaviours	Review and launch the Dignity at Work Policy	July 2018	Human Resources	Inclusion Officer Station Manager P&I Solicitor	Process is in place for employees to raise issues of; and for the Service to manage poor behaviour, including bullying and harassment
4.14	Workforce Values and Behaviours	Update the Code of Conduct	June 2018	Solicitor	HR, SLT, SMG	Updated Code of Conduct available for all staff,
4.15	Staff Engagement and Communication	Introduce BME and Age employee network groups as per feedback from employees	Oct 2018	Inclusion Officer	Station Manager P&I Crew Manager P&I	Phased introduction of employee network groups
4.16	Health and Wellbeing	Review Reasonable Adjustment guidance	March 2019	P&I	HR	Guidance reviewed and communicated
4.17	Health and Wellbeing	Introduce Menopause guidance and relevant communication	March 2019	HR	P&I	Guidance written and available and relevant awareness provided

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018

Diversity and Inclusion Action Plan 2018-2019

4.18	Health and Wellbeing	Increase awareness of mental health amongst all employees and support available	Aug 2018	HR	P&I, SMG,	Visits to all watches, stations, departments undertaken to raise awareness
4.19	Health and Wellbeing	Introduce procedures to support employees with dyslexia	Oct 2018	OD	OH HR P&I OT	Procedures available to support employees
4.20	Equal Pay and Job Segregation	Consider undertaking an Equal Pay Review	March 2019	HR	SLT, Finance,	Review is undertaken and any pay disparity identified are reported and addressed.

5. Recruitment Training and Selection (Links to People Strategy)						
No.	Objective	Action	Time Frame	Lead Responsibility	Inter-dependencies	Expected Outcome/Key Performance Indicator
5.19	Recruiting, Retaining & Employing a Diverse Workforce	Create task group to review Positive Action activities and incorporate into business as usual activities	Sept 2018	Head of P&I	HR Corporate Comms OD Finance Response Protection P&I	Underrepresented groups have increased awareness of employment opportunities resulting in increase in number of recruitment applications and increase in numbers employed
5.20	Recruiting, Retaining & Employing a Diverse Workforce	Review how and where promotion of cadets is undertaken to increase participation from underrepresented groups	Jun 2018	Youth Officer	P&I, Corporate Comms	Cadet schemes are actively used to promote and improve diversity within the Service
5.21	Recruitment & Selection Processes	Deliver recruitment and selection training for all recruitment managers	Mar 2019	OD	HR, SMG	All staff involved in recruitment or selection have undergone recruitment selection training

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018

Diversity and Inclusion Action Plan 2018-2019

5.22	Organisational & Individual Learning & Development	Determine how the identified equalities training will be delivered / provided	June 2018	OD	Station Manager P&I Inclusion Officer Crew Manager P&I	Plan of how equalities training will be delivered is created
5.23	Organisational & Individual Learning & Development	Monitor equalities training that has been delivered	March 2018	OD/OT	Station Manager P&I Inclusion Officer Crew Manager P&I	Data available to show who has received what equalities training
5.24	Retention & Progression within the Organisation	Undertake research to determine why underrepresented groups are not progressing within the Service	Oct 2018	SM P&I	HR, Response, Protection, P&I, SMG	Initiatives considered to increase the number of underrepresented groups progressing within the Service

Note: Diversity and Inclusion Strategy and Action Plan priorities and objectives updated April 2018