

DERBYSHIRE FIRE & RESCUE SERVICE



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

POLICY NOTE

DIVERSITY AND INCLUSION

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INTRODUCTION	<p>Derbyshire Fire & Rescue Service (DFRS) recognise that diversity, inclusion and equality run through every aspect of the Service. It is of utmost importance in both outward facing service delivery activities and inward facing responsibilities as an employer.</p> <p>The Diversity and Inclusion Strategy outlines the Service's objectives with regard to diversity, inclusion and equality. This policy note details the various aspects listed in the contents to ensure legal compliance and promote DFRS as a good employer and service provider.</p> <p>This policy note should be read in conjunction with the Diversity and Inclusion Strategy and People Strategy.</p>
THE EQUALITY ACT 2010	<p>The Equality Act 2010 introduced nine protected characteristics with regard to discrimination:</p> <ul style="list-style-type: none">• Age – a person belonging to a particular age (for example 26 year olds) or a range of ages (for example 18 to 30 year olds).

- Disability – a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out day-to-day activities.
- Gender reassignment – the process of transitioning from one gender to another.
- Marriage and civil partnership – marriage is no longer restricted to a union between a man and a woman and now includes same-sex couples. Same-sex couples can also have their relationship recognised as ‘civil partnerships’, which must not be treated less favourably than married couples.
- Pregnancy and maternity – pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and includes treating a woman unfavourably because she is breast feeding.
- Race – a group of people defined by their race, colour and nationality (including citizenship) ethnic or natural origins.
- Religion or belief – religious and philosophical beliefs including a lack of belief.
- Sex – a man or a woman.
- Sexual orientation – whether a person’s sexual attraction is towards their own sex, the opposite sex or both sexes.

The legislation covers three main areas of discrimination:

Direct discrimination – direct discrimination occurs when a person is treated less favourably than another, or than another would be treated in the same or similar circumstances, on the grounds of the protected characteristics.

Indirect Discrimination – indirect discrimination occurs when a rule, requirement or condition is applied equally to all, but has a disproportionate and adverse effect on a particular protected characteristic that **cannot be justified**. The Equality Act does not extend indirect discrimination to pregnancy and maternity, but this may amount to indirect sex discrimination.

Victimisation – occurs when an individual is treated detrimentally because they have made or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

THE HUMAN RIGHTS ACT 1998	<p>The Human Rights Act 1998 enables any person to seek the aid of the courts if they feel their rights have been breached by a public body. The Act encourages public authorities such as DFRS to apply human rights principles to decision making in order to achieve better service provision.</p> <p>Further information about the Act can be found on the Services intranet.</p>
POLICIES AND PROCEDURES	<p>DFRS has a number of policies, procedures and guidance notes that are designed to ensure that no protected characteristic is discriminated against and that the Service can meet its legal obligations as a service provider and employer.</p> <p>The Service will communicate and consult with its key stakeholders on employment and service delivery matters to enable service improvement and cohesive working.</p> <p>Additional information, toolkits and forms are available on the Diversity and Inclusion pages on the Service intranet.</p>
EQUALITY STATEMENT	<p>Derbyshire Fire & Rescue Service recognise that diversity, inclusion and equality run through every aspect of the Service. We aim to ensure that everyone is treated with dignity and respect.</p> <p>We will therefore ensure that no service user, employee or job applicant is unfairly discriminated on the grounds of their gender or gender identity, race, religion or belief, ethnic origin, sexual orientation, disability, age, marital status, pregnancy, caring responsibilities or employment status.</p> <p>We will measure and report on the effectiveness of our service delivery and employee policies and processes in relation to these principles. This information will be used to inform future policy and to enhance organisational processes.</p>
EQUALITY IMPACT ASSESSMENTS	<p>An Equality Impact Assessment (EIA) is a systematic and thorough consideration of how an activity or process may affect individuals and protected groups. It is a risk based approach to consider whether any of our current or proposed 'activities' have an adverse or positive impact on any of our employees or any members of the community.</p>
BULLYING AND HARASSMENT	<p>Information about bullying and harassment are provided on the Service's intranet. It highlights what bullying and harassment is and the measures put in place by the Service to deal with it. It also details how to raise a complaint without fear of reprisal or victimisation.</p>

	<p>The Service is committed to providing a working environment in which employees can work without fear of intimidation, offensive banter, bullying and harassment, especially if this is related to any of the protected characteristics as outlined above.</p> <p>The Service will not tolerate or accept bullying and / or harassment and all employees should ensure, so far as is reasonably practicable, that this does not occur. Any action or behavior found to be in breach of this policy may be regarded as misconduct or gross misconduct and may result in disciplinary action.</p>
POSITIVE ACTION	<p>The general positive action provisions in the Equality Act seek to address disadvantage and under-representation amongst protected groups, not only in employment but also in relation to the provision of services and public functions.</p> <p>DFRS have a joint statement agreed with the Fire Brigades Union for positive action in recruitment.</p>
RECRUITMENT, PROGRESSION AND EXIT	<p>Vacancy and supporting recruitment documentation will not refer to any specific equality criteria unless there is a genuine occupational requirement, which fully meets the provisions of the relevant legislation. Recruitment information will include a statement outlining the Services commitment to inclusion and equality.</p> <p>Procedures for recruitment and selection, promotion and progression, redeployment or exit from the Service will need to be fairly and consistently applied. Equalities monitoring data will be collated for analysis.</p>
LEARNING, DEVELOPMENT AND TRAINING	<p>To support the aims and objectives of the Diversity and Inclusion Strategy, all employees, volunteers and members will be responsible for undertaking core equalities training.</p> <p>A variety of learning materials and courses will be available specific to roles and responsibilities within the Service. The appraisal process should be used to identify any specific equalities training needs.</p>
ENGAGEMENT	<p>The Service is a member of a number of external professional equalities groups. This is to demonstrate support and commitment to equalities, diversity and inclusion and also to improve employee engagement and relations.</p> <p>The Service will endeavour to actively engage with employees, communities and key stakeholders to enable them to influence and shape our services and working practices. Details of community engagement and employee network groups are available on the Services intranet.</p>

	Complaints and appreciations on inclusion, diversity and equality issues will be reported to the Inclusion Performance Board and actions to improve will be included in the annual plan.
PROCUREMENT	As part of the procurement process, all suppliers are required to either provide a copy of their equalities policy or agree to support an equality statement provided by DFRS. Equalities is a standard item on the agenda when contracts are reviewed or monitored.
DATA ANALYSIS & MONITORING	Equalities monitoring data will be collated in line with the Data Protection Act and analysed to identify areas of concern, improvement or good practice. This will enable the Service to take appropriate action to address any potential issues and also meet the requirements of the Public Sector Equality Duty.
RELEVANT DOCUMENTS	The Diversity and Inclusion Strategy and associated action plans The People Strategy. Further reference to documents can be found on the Diversity and Inclusion pages on the Service Intranet.

DOCUMENT HISTORY	
Version no	2.0
Status	Live
Replaces	This Policy Note amalgamates Policy Note Inclusion v 1.0 and Service Procedure Inclusion v 1.0 with the changes highlighted below. Service Procedure Inclusion v 1.0 has been removed from the Intranet. All hard copies should be destroyed.
Summary of changes	<p>This Policy Note has been reviewed and major changes have been made as follows:</p> <ul style="list-style-type: none"> • Title of document changed to Diversity and Inclusion • Inclusion Policy Statement removed and updated equality statement included • Reference to the Diversity & Inclusion Strategy • Removal of information relating to National FRS core values, service priorities, roles and responsibilities • Protected characteristics reworded • Removal of the list of employment policies and procedures • Rewording of the bullying & harassment; recruitment, progression & exit; learning, training & development; data collection & monitoring sections • Information on positive action, engagement and procurement included • Appendix 1 Inclusion Charter removed • Appendix 2 Human Rights Act removed • Reference to policies, procedures and toolkits on the Service intranet

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Revision history

Version	Date	Author	Changes
1.0	Jan 2012	D Johal	New SP

Review Period

This Policy Note will be reviewed November 2020.

Distribution

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