

STRATEGIC EQUALITY PLAN 2012 - 2016



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Chief Fire Officer and Chair of the Fire Authority Introduction to the Strategic Equality Plan

We are pleased to be able to introduce this Strategic Equality Plan which seeks to meet, on behalf of the Authority and the Chief Fire Officer, both the requirements and the spirit of the current legislation related to equality and diversity in Wales as outlined in the Equality Act 2010.

It is the intention of this plan to convey the commitment of the Authority and the Chief Fire Officer to promote equality of opportunity across all Mid and West Wales Fire & Rescue Services functions, policies, practices and procedures and set out how the Service will seek to fulfill this commitment.

MAWWFRS has firmly positioned equality and diversity at the heart of its corporate strategy and business plan. When our communities begin to see evidence of organisations such as ours driving forward the equality and diversity agenda with real demonstrable change, this undoubtedly enhances the attractiveness of those organisations both as an employer and service provider.

Equality and diversity are key business issues. The main business drivers for the fire and rescue service to endorse strategies relating to diversity are:

- Managing risk and reputation
- Enhancing individual and business performance
- Developing a creative, innovative culture
- Meeting the needs of our communities
- Attracting, retaining and developing employees
- Compliance with Legislation

Equality to accessing our services means that people from under-represented groups are not barred from access to services or decision-making processes. The process of undertaking an Equality Risk Assessment provides a useful checklist to eliminate unlawful discrimination against any group(s) or individuals.

Chief Fire Officer - Richard Smith
Fire Authority Chair - Councillor Cheryl Philpott



Our Commitment

Mid and West Wales Fire and Rescue Service is committed to policies of Equal Opportunity for all Members and employees and will not tolerate processes, attitudes and behaviors that amounts to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. Issues regarding harassment and bullying are covered in the Services' Dignity at Work Policy.

In particular we will not tolerate discrimination in any form whatsoever towards any person identified by the nine protected characteristics as identified in the Equality Act 2010

These groups are:

- Age
- Disability
- Gender
- Lesbian, Gay and Bi-Sexual People
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religious belief and preference and the right not to hold a belief or preference
- Transgender

We are working towards an environment that gives every one an equal chance to work, learn and live, free from discrimination and prejudice.

We recognise and value the breadth and diversity of the traditions, beliefs and cultures of the communities whom we serve, and of our Elected Members and employees and this Plan provides an overarching framework for advancing equality and diversity in Mid and West Wales Fire and Rescue Service.

We know that our communities have a vital role in helping us to improve our services, reduce risk and develop safer communities. We do hope that you will have your say and contribute to the development of our first Strategic Equality Plan for Mid and West Wales Fire and Rescue Service.



Mid and West Wales Fire and Rescue Authority

Mid and West Wales Fire Authority consists of twenty-five elected members (County Councillors) who represent individual wards within six constituent Unitary Authorities which make up the Mid and West Wales area. The unitary Authorities are:

- Carmarthenshire
- Ceredigion
- Neath Port Talbot
- Pembrokeshire
- Powys
- Swansea

The role of the Fire Authority is:

- To perform all the duties and responsibilities of a Fire Authority in accordance with appropriate legislation and regulations, in particular the Fire and Rescue Services Act 2004, the Regulatory Reform Order (Fire Safety) Order 2005 - which came into force on 1 October 2006.
- To agree the Annual Improvement Plans, the revenue and capital budgets and the contribution for the constituent councils.
- To monitor the revenue and capital budgets and deal with any significant variations, including decisions on any supplementary contributions.

Mid and West Wales Fire and Rescue Service is headed by the Chief Fire Officer, who has overall corporate management and operational responsibility for the Service. He also provides professional advice to the Fire Authority.

Our Organisational Message

The Service has produced its own Organisational message which has a vision to make Mid and West Wales Fire and Rescue Service a World Class Organisation. However we recognise that this is only possible by having in place solid foundations around behaviours where we identify how we expect employees to treat one another and of course our communities and stakeholders which leads to a shared set of values that all of us can embrace.

Our Vision and Values

Our Vision is to be a world class organisation by engaging, connecting and inspiring people to deliver an excellent service.

What's important to us?

Treating People with:

- Respect
- Integrity
- Trust
- Honesty

We will achieve this by

- Valuing and caring for people and cultures
- Providing a service with professionalism and pride
- Encouraging creativity, innovation and challenge
- Taking responsibility and being accountable

The Authority's Corporate Objectives

Our Strategic Plan identifies what we want to achieve, our long term Strategic Objectives are:

- To save lives and protect communities
- To be trusted and respected by our communities
- To be seen as more than an emergency service
- To match our resources to priorities
- To manage within budget
- To seek out and utilise alternative resources
- To make efficiencies year on year
- To manage our people effectively
- To fully develop risk reduction planning
- To develop effective partnership working
- To develop our workforce into effective and empowered people

We recognise that the Service does not work in isolation and it is only through collaboration and joint working with a range of stakeholders and local communities that we can make Mid and West Wales a safer place.



The Welsh Government National Framework (2012 onwards)

The Framework provides guidance on how the Fire and Rescue Services in Wales should meet the expectations of local communities.

The Welsh Government's Vision is that Fire and Rescue Authorities in Wales should:

- to actively implement opportunities to work together, and with other emergency services and the wider public sector to deliver measurable improvements including greater efficiency and more citizen focused services;
- to identify and implement opportunities for shared services;
- to review their existing and new collaborations and partnerships to ensure that they are achieving the required outcomes, improved service delivery and increased value for money;
- to maintain service levels, striving for greater improvements at a time when budgets will come under even greater pressure. This means an emphasis on greater planning by placing resources against priorities to show how they are making a difference;
- to clearly identify outcomes and actively manage performance; and
- to seek innovation and new ways of working to make the most of the talents, expertise and resources that the Fire and Rescue Services' possess.

Our Fire and Rescue Service

The Service has a mix of full time and part time operational Fire Fighters; together with control room employees and a range of support staff. We all contribute to how we deliver the Service for the Organisation. Additionally we have two volunteer units at Borth and Caldey Island as part of our emergency fire and rescue services.

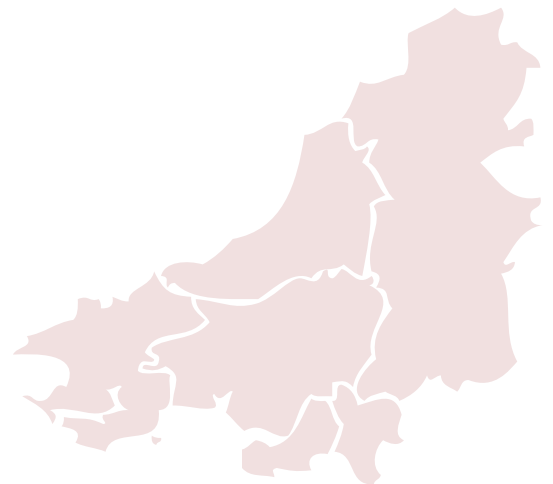
Our Geographical Area

Mid and West Wales Fire and Rescue Service covers almost two thirds of the area of Wales serving Carmarthenshire, Ceredigion, Neath Port Talbot, Pembrokeshire, Powys and Swansea. Service Headquarters is based in Carmarthen.

Mid and West Wales Fire and Rescue Service profile

Square miles (approximate): 4,500
Population (approximate): 870,000
Fire Stations: 57
Pumping Appliances: 72
Specialist appliances: 42
Incidents attended 2010/2011 (approximate): 15,000

The incidents attended include fires, road traffic collisions, flooding and false alarms. We also provide a wide range of Community Safety related activities in conjunction with other stakeholders working with young children, the elderly and those considered vulnerable within our society.





Identifying the Service's Relevant Functions

Our Organisational Structure

The Service's Strategic direction is set by the Fire Authority in partnership with the Executive and Policy Boards which is aligned to both the Welsh Government's National Framework and, of course, locally delivered services in terms of both prevention and protection.

Our key aims are to assist local people to identify risks for themselves, either within their homes, schools, work locations and other premises. Our partnership and outreach work is therefore a crucial part of our Community Safety Strategy.

To support us in carrying out our services we have Fire Stations located within local communities and other departments that are specialist functions in their own right. The departments are staffed by trained and qualified professional people and are integral in helping us deliver our service.

Our Departments are:

- Corporate Communications and Member Support
- Corporate Risk
- Estates and Asset management
- Finance
- Information and Communications technology
- People and Organisational Development
 - Human Resources
 - People Development
 - Training Delivery
 - Equality and Diversity
- Strategic Planning and Performance
- Transport

Regulation 3: Set Equality Objectives

The Strategic Equality Plan provides an overarching framework for taking forward equality and diversity both within Mid and West Wales Fire and Rescue Service and reaching out to our communities.

The Plan encompasses Fire Authority Members and employees and covers all of our functions and services.

Our stakeholders and partners who work with us are also expected to embrace the spirit of the Plan which sets out objectives to help us mainstream equality and diversity throughout our work with others.

The Plan draws upon a host of strategic planning and day to day activities already in existence which we will monitor and review to ensure their effectiveness.

Regulation 4: Preparation and Review of Equality Objectives

Objective 1	Monitor the Equality Objectives set within the Strategic Equality Plan and report on progress annually.
Reason	The Equality Objectives contained within the Strategic Equality Plan are evidence based formed by either engagement or consultation with communities and staff engagement, specifically with those who represent or share the nine protected characteristics. This is a legal requirement of the Equality Act 2010. Set out in and supported by the Specific Duties (Wales)
Expected Outcome	The service will report on the Equality Objectives that have been incorporated into the relevant departmental business plans. The objectives are part of the business reporting mechanism and progress will be reviewed quarterly. The Objectives will lead to ensuring the Service is focusing its resources on vulnerable people and in the community and Service staff who are representative of the nine protected characteristics.
Planned Actions	<ol style="list-style-type: none"> 1. Set up an agreed reporting mechanism for the Equality Objectives. 2. Identify lead officers for each equality objective, and incorporate into the Strategic Equality Action Plan. 3. Lead officers will incorporate the objectives into the annual business plans and will report progress quarterly at the business planning meetings. 4. Prepare and publish an annual report to the Fire Authority on the progress of the Equality Objectives.
Measure of Success	The Equality Objectives will be incorporated into the business planning cycle with lead officers reporting progress quarterly at each business planning meetings against each objective.
Whom will carry out this objective	The Strategic Equality Plan is to be managed by the Equality Adviser via department business plans with overall progress being reviewed annually, and a report submitted to the fire authority.



Regulation 5: Engagement Provisions Regulation 7: Collection of Information in compliance with the General Duty

Objective 2	Devise a strategy for consulting and involving stakeholders, members of the public and Staff affected by our policies and service delivery procedures.
Reason	The Fire Authority is required by the specific duties to involve and consult people affected by the decisions, policies and procedures taken by the authority.
Expected Outcome	The development of the Equality objectives and subsequent Action Plan should be informed by consultation and engagement with stakeholders, members of staff and members of the public covered by the nine protected characteristics. The consultation and involvement will lead to realistic objectives informed by the members of the public and staff.
Planned Actions	<ul style="list-style-type: none"> Identify departments with a need to consult and engage the Public. Identify the information each department requires from a Consultation Process, Identify a lead officer to lead and write a consultation and engagement strategy Develop a critical friends/consultation forum made up of stakeholders and staff who have an interest in the way the authority carries out its duties, this group must be representative of the nine protected characteristics.
Measure of Success	<ol style="list-style-type: none"> We have a Service Consultation Strategy in place that incorporates and meets the needs of all interested parties. The Service has the use of a Critical Friends/Consultation Forum to facilitate consultation on policies, practices and procedures.
Whom will carry out this objective	A lead officer will be identified to own the consultation and engagement strategy and the lead will be responsible for writing the strategy and setting up a group of critical friends/Consultation Forum.

Regulation 5: Engagement Provisions Regulation 7: Collection of Information in compliance with the General Duty

Objective 3	Analyse the collection of Service Delivery data collected by the Authority and the way it is used to inform future Service Delivery and improvement.
Reason	To engage in a process of continual improvement which is evidence based. To ensure we are gathering required and relevant data on Service Delivery, and the data corresponds to the relevant protected characteristics.
Expected Outcome	The data we gather is measured and relevant and that it informs our future Service Delivery to vulnerable parts of the community.
Planned Actions	<ul style="list-style-type: none"> Analyse the current capture of Service Delivery data. Identify the gaps in Data currently collected. Identify ways in which the Authority can capture the relevant missing data and use it to inform future Service Delivery. Identify activities which support compliance with the General Duty.
Measure of Success	All data is robust and relevant and is used to inform future service delivery.
Whom will carry out this objective	The responsibility for the capture of relevant Service Delivery data lies with both Fire Safety and Operations.



Regulation 5: Engagement Provisions Regulation 7: Collection of Information in compliance with the General Duty

Quality Assure current communities engagement

Objective 4	Ensure the Authority is scrutinising the Service's current engagement with members of the public, and the service we provide is Quality Assured and relevant to the target audience.
Reason	The authority is tasked with involving and consulting such persons as the authority considers is representative of the people who share one or more of the protected characteristics and have an interest in the way that the authority carries out its functions.
Expected Outcome	Feedback obtained will inform future Equality Objectives and help to improve the Service provided by the Authority.
Planned Actions	<p>Ensure that Quality Assurance measures are in place to validate the service provided to the public that are measured by the protected characteristics.</p> <p>Set up a monitoring process to measure the data extracted from the Quality Assurance process.</p> <p>Analyse the data and ensure the data requiring actions is fed into the next Equality Objectives planning cycle.</p>
Measure of Success	We will know we are succeeding when the data gathered through the Quality Assurance process is fed; through to an Equality Objective.
Whom will carry out this objective	The information gathered will be scrutinised by the. Equality Adviser and the Community Fire Safety Manager and actioned accordingly.

Regulation 5: Engagement Provisions Regulation 7: Collection of Information in compliance with the General Duty

Objective 5	Audit the information the Authority gathers and shares with other agencies. Ensure that information regarding hate crime affecting people who share protected characteristics is made available to the Arson Reduction Team.
Reason	To ensure we are contributing to building stronger and safe and cohesive communities whilst helping to protect the most vulnerable.
Expected Outcome	Reduction of Arson and hate related crime. Increased protection of vulnerable individuals.
Planned Actions	Analyse what data is currently kept and what data is shared.
Measure of Success	When procedures are in place to capture and share relevant data.
Whom will carry out this objective	Community Fire Safety Manager and Arson Reduction Manager.



Regulation 6: Accessibility of published information

Objective 6	The Authority will make available any documentation or information in accessible formats when required by persons who share one or more protected characteristic.
Reason	<p>To ensure that all members of communities can access information that will help to enable them to live safe and secure lives.</p> <p>All members of our communities can participate in the Authorities involvement and consultation events using a method of communication of their choice.</p> <p>Communities whose first language is not English or Welsh can access home fire safety information.</p> <p>Business communities whose fire language is not English or Welsh can access legislative fire safety information.</p>
Expected Outcome	All members of the community can access information that enables them to live and work in a safe and secure environment; this will include communities whose first language is not English or Welsh who require legislative and community fire safety information.
Planned Actions	<p>Identify the communities and the required format of information required. Research other FRS's available alternative formatted information and source if possible. Alternatively identify translation, funding and publishing resources.</p> <p>Prioritise according to demand the information to be provided.</p>
Measure of Success	Communities requesting alternative format requests are met, and all information is accessible to all of the communities.
Whom will carry out this objective	Publishing alternative formats, translation and web access will be the responsibility of Corporate Communications, Welsh Language Officer, Fire Safety and ICT.

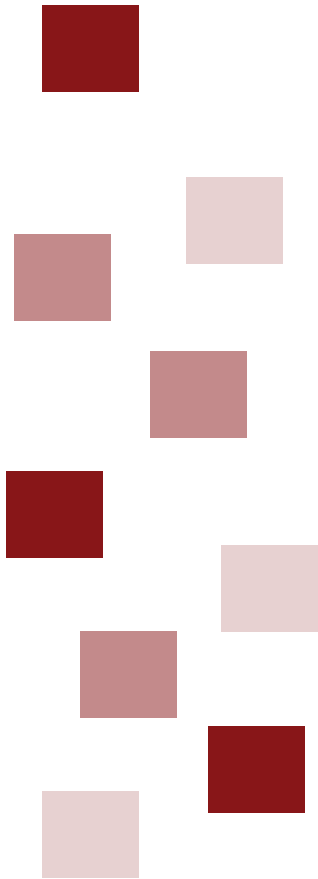
Regulation 8: Impact and Monitoring of Policies, Practices and Procedures

Objective 7	The Authorities Equality Impact Assessment process must comply with the Equality Act 2010. The Authority will ensure staff are trained to undertake the Equality Risk Assessments.
Reason	The authority must make appropriate arrangements to assess the likely impact of its proposed policies and practices on its ability to comply with the General Duty and Specific Duty (Wales).
Expected Outcome	The Authority will publish the results of ERA's conducted in line with the Equality Act 2010 and the Specific Duties (Wales).
Planned Actions	Update the Authorities ERA process in line with the Equality Act 2010 and the Specific Duties (Wales). Ensure all relevant personnel receive training in the ERA Process.
Measure of Success	All process procedures and policies are subject to the rigors of ERA Initial Screening. Where results indicate a negative impact on a group representative of the Protected Characteristics a full ERA will be conducted.
Whom will carry out this objective	All managers and employees with the responsibility for policies, procedures and processes will conduct an Initial ERA.



Regulation 9: Collection and reporting of employment information

<p>Objective 8</p>	<p>An authority must, collect and publish by the 31st March each year commencing 2013, information by protected characteristic and those who share the protected characteristic.</p>
<p>Reason</p>	<p>An authority must publish a plan to address any pay differences.</p> <ul style="list-style-type: none"> • the number of persons employed by the authority at the relevant date in that year; • The number of persons employed by the authority at that date broken down by <ul style="list-style-type: none"> • Job; • Grade but only where an authority operates a grade system in respect of its employees; • Pay; • Contract type (including, but not limited to permanent and fixed-term contracts); and • Working pattern (including, but not limited to full-time, part-time and other flexible working arrangements). • The number, during the reporting period ending with the relevant date in that year, of <ul style="list-style-type: none"> • Persons who have applied for employment with the authority (excluding persons already employed by the authority); • The authority's employees who have changed position within the authority including the number who applied to change position and the number who were successful (or otherwise) in their application; • The authority's employees who have applied for training and the number who were successful (or otherwise) in their application; • The authority's employees who completed the training; • The authority's employees who were or are involved in grievance procedures by reason of either being the person who made an accusation against another or being the person against whom an accusation was made;



Expected Outcome	Compliance with the legislation and the collection of all necessary employment data.
Planned Actions	Review the current process and establish the quality and relevance of the data collected. Where gaps are identified the relevant departments set up process to collect the data. Identify trends that show negative impact of people who share protected characteristics and make action plans to identify remedies.
Measure of Success	Robust data is collected and analysed and used to inform employee improvement processes.
Whom will carry out this objective	Relevant HR and Training staff.



Regulation 10: Requires an Authority to promote its employees knowledge and understanding of the general and specific duties

Objective 9	Conduct an Equality Training Needs Analysis to identify skills and knowledge required to carry out their roles.
Reason	Conduct an analysis to assess the Equality training needs of both operational and support staff. The results of the analysis will be used directly to devise Equality training programmes that fits the needs identified.
Expected Outcome	There is a requirement of the Specific equality duties for public sector organisations to ensure their staff has received Equality Training in the General Duty of the Equality Act 2010.
Planned Actions	To conduct an Equality Training Needs Analysis and ensure training packages tailored to the relevant requirement of individual staff are researched and resourced and a planned programme of implementation is rolled out over an acceptable period of time.
Measure of Success	When all staff have been trained on and are aware of the General duty of the Equality Act 2010.
Whom will carry out this objective	Training Manager in conjunction with the Equality Adviser.

Regulation 11 and 12: Equal pay and Action Plans

Objective 10	Audit pay within green, gold and grey book pay and conditions and cross tabulate conditions that are of a non financial nature to ensure the conditions and local Agreements are fair and equitable across gender and the other protected characteristics.
Reason	Address any identified differences and publish an action plan of how it will correct any identified differences.
Expected Outcome	A fair and objective assessment of terms and conditions. With an action plan to address any unfair differences.
Planned Actions	Analyse pay data and produce a tabled action plan.
Measure of Success	The analysis is undertaken and differences are identified.
Whom will carry out this objective	HR Manger will be responsible for carrying out this audit, and ensuring fairness and parity across each of the conditions of service.

Regulation 18: Public Procurement

Objective 11	Ensure we have a fair and auditable Procurement process incorporating all protected characteristics.
Reason	Where the Authority is required to procure goods and services it must have due regards as to whether the award criteria or conditions should include considerations relevant to its performance of the general duty and ensure where possible it considers SME as suppliers.
Expected Outcome	To ensure supplies and provided services are procured from respectable and fair organisations.
Planned Actions	Asses the current position against the legal requirements.
Measure of Success	Following assessment of the current situation we can show we are working toward compliance with the law.
Whom will carry out this objective	Relevant Procurement Department, Stores, Estates, Procurement Managers, Fleet Manager and ICT.

Action Plan

Leadership and Organisational Commitment

Objective 1
Monitor the Equality Objectives set within the Strategic Equality Plan and report on progress annually.

Protected Characteristic									Outcome – Regulation 3 & 4			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Set up a reporting mechanism for quarterly reporting against the Equality Objectives.			Equality Officers
									Information submitted by the relevant lead officer	Progress reported at budget meetings	Quarterly	
									Annual update on progress	Publish Annual report to FA	Annual	Equality Officers

Action Plan

Leadership and Organisational Commitment

Objective 6
The Authority will make available any documentation or information in accessible formats when required by persons who share one or more protected characteristic.

Protected Characteristic									Outcome – Regulation 6			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Identify a mechanism to capture requests to the Authority for alternative format requests.	Mechanism in place and identify department responsible.		Corporate Communications
									Research the provision of alternative format sources for future use.	List of sources identified and held by corporate communication for future reference.		Corporate Communications

Action Plan

Leadership and Organisational Commitment

Objective 7
The Authorities Equality Impact Assessment process must comply with the Equality Act 2010. The Authority will ensure staff are trained to undertake the Equality Risk Assessments.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Revise the ERA process to reflect the changes to the Equality Act 2010.	New ERA documentation available on the intranet with guidance documentation.		Equality Officers
									Train all staff who undertake ERA's For policy, procedures and processes.	Completed ERA's attach to the relevant policy and a copy to be held on E&D Intranet page.		Equality Officers

Action Plan

Leadership and Organisational Commitment

Objective 11
Ensure we have a fair and auditable Procurement process incorporating all protected characteristics.

Protected Characteristic									Outcome – Regulation 18			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Analyse and identify current procurement practices and ensure compliance with the Equality Act 2010.	Formulate procurement procedure based on evidence.		Procurement Professionals in liaison with E&D Adviser
									Ensure procurement practice is understood by departments undertaking the process and that equality is included in the process.	An equality Risk Assessment is undertaken for all major procurement.		Managers/HoDs submitting the tender details.

Action Plan

Community Engagement

Objective 2
Devise a strategy for consulting and involving stakeholders, members of the public and Staff affected by the policies and service delivery procedures.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Service Improvement Forum (SIF) to consider feedback from local engagement and stakeholder consultations.	Forum will meet and the meeting will be minuted.		SIF/Equality Officer
									SIF will own evidence gathering and Business Plans			SIF
									Set up a consultation process and agree the terms and conditions of the group via SIF.			SIF

Action Plan

Community Engagement

Objective 3

Analyse the collection of Service Delivery data collected by the Authority and the way it is used to inform future Service Delivery and improvement.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Identify and agree the data required by law we need to collect on Service Delivery.			Head of Service Delivery / Head of SP&P
									Evaluate and benchmark the current data collected and set up a working group of staff who process this data.	Identify where the gaps our in Service Delivery data.		Head of Service Delivery / Head of SP&P
									Through analysis of the data use this to inform and improve Service Delivery.			Head of Service Delivery / Head of SP&P

Action Plan

Community Engagement

Objective 4
Ensure the Authority is scrutinising the Service's current engagement with members of the public, and the service we provide is Quality Assured and relevant to the target audience.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Identify current Service Delivery engagement with the Public and then Identify if a quality assurance process is in place and how effective the process is.			SP&P / Equality Officer
									Decide the QA parameters and set up a QA process on Service Delivery.			SP&P / Equality Officer

Action Plan

Community Engagement

Objective 5
Audit the information the Authority gathers and shares with other agencies. Ensure that information regarding hate crime affecting people who share protected characteristics is made available to the Arson Reduction Team.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Establish who has a sharing protocol with the FRA.	New ERA documentation available on the intranet with guidance documentation.		Arson Reduction Manager / Equality Officer
									Quantify and Qualify the data currently gathered and shared within these protocols.	Completed ERA's attach to the relevant policy and a copy to be held on E&D Intranet page.		Arson Reduction Manager / Equality Officer

Action Plan

Equipped Workforce

Objective 8

An authority must, collect and publish by the 31st March each year commencing 2013, information on employees by protected characteristic and those who share the protected characteristic (as per the regulation).

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Investigate the current data validation process and establish a benchmark.			Head of HR
									Identify gap between current practice and what is legally required.			Head of HR
									Make arrangements to collect according to the current legislation.			Head of HR

Action Plan

Equipped Workforce

Objective 9

Conduct an Equality Training Needs Analysis to identify skills and knowledge required to carry out their roles.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	WLGA are to conduct a TNA of the Service this will help to establish the training needs of each member of staff in the Service.			WLGA E&D Lead E&D Manager
									Devise a programme of Equality Training based on the TNA and prioritise according to need, and funding availability.			WLGA E&D Lead E&D Manager

Action Plan

Equipped Workforce

Objective 10
Audit pay within green, gold and grey book pay and conditions and cross tabulate conditions that are of a non financial nature to ensure the conditions and local Agreements are fair and equitable across gender and the other protected characteristics.

Protected Characteristic									Outcome – Regulation 8			
Age	Disability	Gender	Gender reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion and Belief	Sexual Orientation	Action Required	Evidence Based	Time Line	Lead Officers
✓	✓	✓	✓	✓	✓	✓	✓	✓	Establish an agreed list of pay and conditions criteria across each of the pay conditions families.			Head of HR
									Gather evidence and populate the findings to develop a comparison.			Head of HR
									Discuss the possibility of equalising the findings to be comparative and fair for each pay and condition.			



How to contact

If you wish to give feedback or make a suggestion or if you wish to obtain a copy in an alternative format please contact:

Human Resources Department
Mid and West Wales Fire and Rescue Service
Headquarters
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP
0370 6060699
personnel@mawwfire.gov.uk