

## APPENDIX 1: Equality Scheme Objectives and Action Plan

	Action No.	Key Actions	Lead Officer(s)	Start Date	Target Date	Outcome	Monitoring and Measurement
<p>To continue to embed equality and diversity within all aspects of service delivery and support functions</p> <ul style="list-style-type: none"> <li>• Embed equality impact assessments of all relevant service policies into core business</li> <li>• Appropriately target community engagement in response to our available data</li> <li>• To analyse recruitment and employment data for trends and take appropriate action</li> </ul>							
	1	Review the Service's equality and diversity impact assessment process to ensure that it continues to meet the requirements of the Equality Act 2010. Following the completion of this to provide recommendations, if appropriate, to the Equality and Diversity Group which should then be approved by the Senior Management Board prior to implementation.	Head of Human Resources	16/07/2013	30/10/2013	Embed equality impact assessments of all service policies into core business	
	2	Following the completion of (1) to provide Operational Support with confirmation of the Service's equality and diversity impact assessment process.	Head of Human Resources	30/10/2013	30/10/2013	Embed equality impact assessments of all service policies into core business	

3	Ensure that all relevant policies and Services have been equality impact assessed prior to documentation being issued for consultation, and forwarded to the Senior Management Board for approval. This includes ensuring that appropriate assurance systems are in place to monitor this.	Head of Corporate Services	On-going	On-going	Embed equality impact assessments of all service policies into core business	
4	Ensure that appropriate community fire safety systems are in place to gather intelligence on operational and communities' activity, and target resources appropriately in response to this. This includes providing assurance to the Equality and Diversity Advisory Group in respect of this.	Area Commander for Community Risk and Training	On-going	On-going	Appropriately target community engagement in response to our available data	
5	To monitor recruitment and employment data for trends, and target resources appropriately in response to this. This includes providing assurance to the Equality and Diversity Advisory Group in respect of this.	Head of Human Resources	16/07/2013	On-going	To analyse recruitment and employment data for trends and take appropriate action	

To develop partnerships to promote equality

- Develop a Positive Action Sub Group made up of representatives from the local communities and other stakeholders
- This Sub Group will recommend initiatives and actions, including positive action campaigns, to the Equality and Diversity Advisory Group.

	6	Senior HR Advisor responsible for Equality and Diversity to provide the Equality and Diversity Advisory Group with draft Terms of Reference for the Positive Action Sub Group for approval.	Head of Human Resources	16/07/2013	16/07/2013	Develop a Positive Action Sub Group made up of representatives from the local communities and other stakeholders.	
	7	Positive Action Sub Group to meet on a quarterly basis, or as necessary, and recommend positive action initiatives relating to recruitment, employment and service delivery to the Equality and Diversity Advisory Group	Head of Human Resources	1/4/2013	On-going	Positive Action Sub Group to recommend initiatives and actions, including positive action campaigns, to the Equality and Diversity Advisory Group.	