Equality Scheme Assurance Statement

Objective 1: To continue to embed equality and diversity within all aspects of service delivery and support functions

- *Embed equality impact assessments of all relevant service policies into core business*
- *Appropriately target community engagement in response to our available data*
- *To analyse recruitment and employment data for trends and take appropriate action*

Action 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 Advisory Group which should then be approved by the Senior Management Board prior to implementation.

Assurance:
The Service's equality and diversity impact assessment process has been reviewed to ensure that it continues to meet the requirements of the Equality Act 2010. Revisions to the full Business Impact Assessment form and equality and diversity guidance notes have been implemented. The revisions focused on reference to the nine protected characteristic specified in the Equality Act 2010.

Action 2:
Following the completion of (1) to provide Operational Support with confirmation of the Service's equality and diversity impact assessment process.

Assurance:
Operational Support were provided with confirmation of the revisions to the full Business Impact Assessment form and equality and diversity guidance notes on 14 January 2014, and asked to implement these. In addition, an article was placed in the Service Bulletin on 17 January 2014 to notify staff of the revisions to the process.

Action 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.

Assurance:
The Group Commander for Operational Support was tasked with providing a solution for this issue and is currently working in collaboration with the Head of Corporate Services, ICT and the Corporate Communications team to provide a restricted template document and SharePoint publication platform. Progress is being made to implement a restricted template signed off and SharePoint/portal. Departments will be encouraged to take responsibility for the creation of SPIs and to take ownership of the equality impact analysis. Departments will be asked to forward all of their SPIs and completed Admin 28A forms/full BIA forms to the Performance and Information Department for the purpose of tracking before this new system goes live.

Action 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.

Assurance:
The Community Risk Department are currently reviewing all of the arrangements that the Service has in place with partner agencies to ensure that these are adding value in the Service's targeting of vulnerable people.
The Service will also be attending a "Risk Workshop" which will gather partners together to ascertain the potential impact of the austerity programme on vulnerable groups.

Action 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.

Assurance:
Recruitment and employment data trends are monitored annually, and an Employment Monitoring Report is provided to the Equality and Diversity Advisory Group advising them of trends. The Employment Monitoring Report for 2012/3 is published on the Service's website. The Employment Monitoring Report for 2013/4 will provided to the Equality and Diversity Advisory Group for consideration at the meeting dated 12 June 2014.

The Senior HR Advisors identify trends with cases, which are discussed at the Case Review Meeting and resources are targeted appropriately in response to this. Examples of this include development of the Ethical Framework training, discussion of themes at District Meetings and delivery of case management training at the forthcoming Watch Commander Forums. The Recruitment Officer works with Managers to incorporate targeted positive action into recruitment campaigns. An example of this includes targeting local communities which are known to be under-represented in the demographics of the Service's workforce. In addition, positive action initiatives are discussed at the Positive Action Sub Group.

Objective 2: 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.*

Action 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.

Assurance:
The Senior HR Advisor responsible for Equality and Diversity has provided the Equality and Diversity Advisory Group with Terms of Reference for the Positive Action Sub Group, which they have approved.

Action 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

Assurance:
The first meeting of the Positive Action Sub Group was held on Thursday 13 March 2014. Initiatives and actions identified at this meeting were recommended to the Equality and Diversity Advisory Group on 19 March 2014. The Positive Action Sub Group meetings are scheduled on a quarterly basis for 2014.