

Equality, Diversity and Inclusion (EDI) Plan Delivery Framework: Q2-Q3 2020-21 Update

| Our Organisation – Leadership and Corporate Commitment | | | | |
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| Objectives | Action | Performance Measure | Progress Update | RAG |
| <p>Our leaders will provide visible leadership to ensure our people, our partners and our communities see the personal commitment to inclusion.</p> <p>We will maximise the transparency of our organisation so our activities can be scrutinised and we can be held accountable.</p> | <ul style="list-style-type: none"> EDI Champion: Establish FRA member with portfolio for EDI. | <ul style="list-style-type: none"> Champions established and awareness and understanding of the role embedded in organisation and Authority. | Two EDI Member Champions have been established – Cllr Oborski and Cllr Baker-Price. Meetings between Members and the EDI team continue to take place and a meeting schedule is to be developed for 2021/2022. | Green |
| | <ul style="list-style-type: none"> SMB Champion: Establish SMB level champion not as a sponsor but as an active participant setting the tone from the top. | <ul style="list-style-type: none"> Champions established and awareness and understanding of the role embedded in organisation and Authority. | Chief Fire Officer established as SMB EDI Champion. On-going discussions take place on EDI issues. A number of key EDI messages communicated to staff by Chief Fire Officer e.g. Black History Month. | Green |
| | <ul style="list-style-type: none"> EDI Updates: EDI to become ongoing agenda item at SMB meetings to ensure progress is being tracked at a strategic level. | <ul style="list-style-type: none"> Actions discussed and minuted and published on staff Intranet. | Key EDI items/messages now a standard agenda item at SMB meetings. Updates on progress against EDI Plan provided. | Green |
| | <ul style="list-style-type: none"> Reporting progress: Senior leaders to comment on the progress of the EDI plan on a quarterly basis. | <ul style="list-style-type: none"> Updates on progress provided to staff via written and verbal comms on a regular basis. | Regular communications to staff takes place on progress. Information published on key actions within the EDI plan e.g. the launch of the EDI Plan, the establishment of our EDI Member Champions and on our equality and gender pay gap information. | Green |
| | <ul style="list-style-type: none"> Governance arrangements: To support achieving EDI Plan objectives and associated activity through SMB, A&S Committee and the FRA. | <ul style="list-style-type: none"> Reporting arrangements embedded and updates published to show how we are meeting the Public Sector Equality Duty. | EDI Governance timetable developed to establish clear reporting arrangements. | Green |

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| | <ul style="list-style-type: none"> Gender pay gap: Complete report and publish results. Communicate results and future actions to staff and community. | <ul style="list-style-type: none"> Analysis informs specific actions to help reduce the gender pay gap. | Gender pay gap reporting incorporated into an annual Equality report. Findings are communicated to staff and staff networks. Final report is published on the Service website. Gender pay gap information reported to Government website as per the Regulations. Report at Audit & Standards Committee in January for approval. | Green |
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Our Communities – Understand, engage and build good relationships

| Objectives | Action | Performance Measure | Progress Update | RAG |
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| We will better understand our communities by ensuring we put in place systems that enable the collection, collation and analysis of community data and information. | <ul style="list-style-type: none"> Equality Objectives: Review and refresh our equality objectives. | <ul style="list-style-type: none"> Revised equality objectives are publicised and scrutinised and form the basis of the work we do. | Proposed equality objectives drafted with direct links to EDI Plan. Online survey launched to gain staff feedback. Final proposal regarding the equality objectives will be presented to the Audit & Standards Committee in April 2021 for approval. | Amber (On-going) |
| We will enhance our engagement with our communities to foster good relationships and understand community priorities. | <ul style="list-style-type: none"> Community events: Active participation in events e.g. local Pride events, etc. as a recruitment/outreach opportunity. Incorporate into Station campaign calendars with rationale behind why Service is supporting; demonstrating how we champion inclusion locally and promote safety messages to specific groups. | <ul style="list-style-type: none"> Increased attendance and participation at events. Positive feedback gathered from protected characteristic groups in the community and workplace. | <p>Covid-19 has made the physical support of community events a challenge and the option of attending virtual events is being explored.</p> <p>The Service supported some community events via social media e.g. flying the Pride flag at Malvern Station and Worcester Station on the day that would have been Malvern Pride and Worcestershire Pride to demonstrate how we champion inclusion locally.</p> <p>With social distancing measures in place, Station Commander Taylor from Worcester Station and our EDI Officer, Kathryn Berry also represented the Service at the 80th Anniversary of the Battle of Britain event held by the Worcestershire Polish Association to</p> | Amber (On-going) |

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| | | | further strengthen our links with the Polish Community. | |
| | <ul style="list-style-type: none"> Community groups: Develop and maintain a central list of community groups for engagement and consultation purposes. | <ul style="list-style-type: none"> Up to date list of contacts developed and utilised. Local priorities are shaped through partnership and community engagement. Groups are consulted on equality plans, recruitment messages, etc. | <p>Shared directory in development in conjunction with Community Risk containing key local community group contacts.</p> <p>Positive relationships are being built with the High Sheriff of Herefordshire and the President of the British Red Cross (Herefordshire, Worcestershire and Shropshire) to enable sharing of networks and contacts to further this workstream.</p> | Amber (On-going) |

Our People – Develop, engage and understand

| Objective | Action | Performance Measure | Progress Update | RAG |
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| <p>We will develop our people to better understand diversity and inclusion.</p> <p>We will create an inclusive culture where our people feel able to be themselves.</p> <p>We will better understand our workforce composition through our workforce data.</p> <p>We will put in place effective strategies to enable engagement with our staff and networks to continue to develop an inclusive culture.</p> | <ul style="list-style-type: none"> EDI training: Review current training programme. Induction: Review EDI content provided as part of the induction process for new starters. | <ul style="list-style-type: none"> Feedback from staff is positive and staff awareness in relation to EDI is increased. Updated EDI information included in induction. | <p>EDI in the Workplace training package for all employees and new starters has been reviewed and updated. Completion rates are monitored.</p> <p>EDI training options for staff are being explored as an outcome of key themes identified through equality data monitoring. This activity will traverse into Q4 onwards.</p> <p>Refreshed EDI training package included as part of Induction process.</p> <p>Direct input being scheduled to be delivered to the new intake of Wholtime recruits in collaboration with Women@HWFire network, EDI Officer and Engagement & Wellbeing Officer. This activity will traverse into Q4 onwards.</p> | Amber (On-going) |

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| | <ul style="list-style-type: none"> • Diversity monitoring: Review diversity monitoring questionnaires to ensure consistency. Data collection campaign to be run in collaboration with Corp Comms to encourage current staff to share their diversity data. More sophisticated data capture and reporting needed re promotions/new starters/leavers. | <ul style="list-style-type: none"> • Baseline established for all protected characteristic groups. | <p>Currently taking stock of the equality data requested across the organisation. Staff have been asked to consider providing their diversity information (if they have not done so before) to increase disclosure rates.</p> <p>Awaiting guidance from Government on diversity categories to be used in the 2021 Census to better inform any change to current diversity monitoring categories used in the Service. This activity will traverse into Q4 onwards.</p> | Amber (On-going) |
| | <ul style="list-style-type: none"> • Equality Monitoring: Complete report for 2019/20 and publish results. Communicate results and future actions to staff and community. Review and refresh categories of data to ensure all characteristics are measured as appropriate. | <ul style="list-style-type: none"> • Results used to inform positive action plan delivery framework. | <p>The Service amended its equality reporting arrangements this year so that where possible, all equality data including gender pay gap reporting is published in one annual report. This creates a more holistic picture of our data and helps us focus our actions in the year ahead. Once approved by the Audit & Standards Committee, the information will be circulated to staff to raise awareness and also published on the Service website. Gender pay gap information reported to Government website as per the Regulations.</p> | Green |
| | <ul style="list-style-type: none"> • Health and Wellbeing: Increase awareness of mental health amongst all employees and the support available. | <ul style="list-style-type: none"> • Updated information available to managers and staff. | <p>Regular meetings occur between the Employee Engagement & Wellbeing Officer, the EDI Officer and other stakeholders to co-ordinate effective strategies to continue to develop an inclusive culture in relation to mental and physical health.</p> | Green |

| Our Partners – Working together | | | | |
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| Objectives | Timeframe | Action | Measure | RAG |
| <p>We will work with external partners to develop strategies that enable effective service provision to our communities.</p> <p>We will collaborate across our own business functions and staff networks to better build equality and inclusion into our planning, policies, processes and practices to ensure inclusion and our values are at the heart of everything we do.</p> | <ul style="list-style-type: none"> Staff networks: Continue to encourage and engage with staff networks as critical friends e.g. Organisational Development and Challenge Group, Women@HWFire. | <p>Staff networks are contributing to organisational priorities and are agents for change.</p> | <p>The Women@HWFire group was actively involved in delivering positive action activity in support of the recent Wholetime Firefighter recruitment campaign. For example, group members supported the delivery of a 14-week female fitness programme.</p> <p>Links continue to be made with other departments such as Community Risk e.g. Hate Crime Partnership, White Ribbon Domestic Violence Campaign to deliver a co-ordinated approach.</p> <p>Equality information is shared with these groups to better understand barriers and areas for opportunity.</p> <p>Focus groups with staff networks to be held in January 2021 with regards to our draft equality objectives.</p> | Green |
| | <ul style="list-style-type: none"> Representative Bodies: Continue to routinely involve representative bodies in staff engagement, change programmes and in developing the equality agenda. | <ul style="list-style-type: none"> Representatives are actively involved in addressing EDI issues. | <p>Engagement on equality issues takes place informally with Representative Bodies and formally at JCC.</p> <p>Positive discussions are ongoing to explore key equality issues for their members.</p> | Green |