

# RACE EQUALITY SCHEME

preventing  
protecting  
responding

2006-  
2009



**Lothian and Borders Fire and Rescue Service**

# Firefighters



## Lothian and Borders Fire and Rescue Service

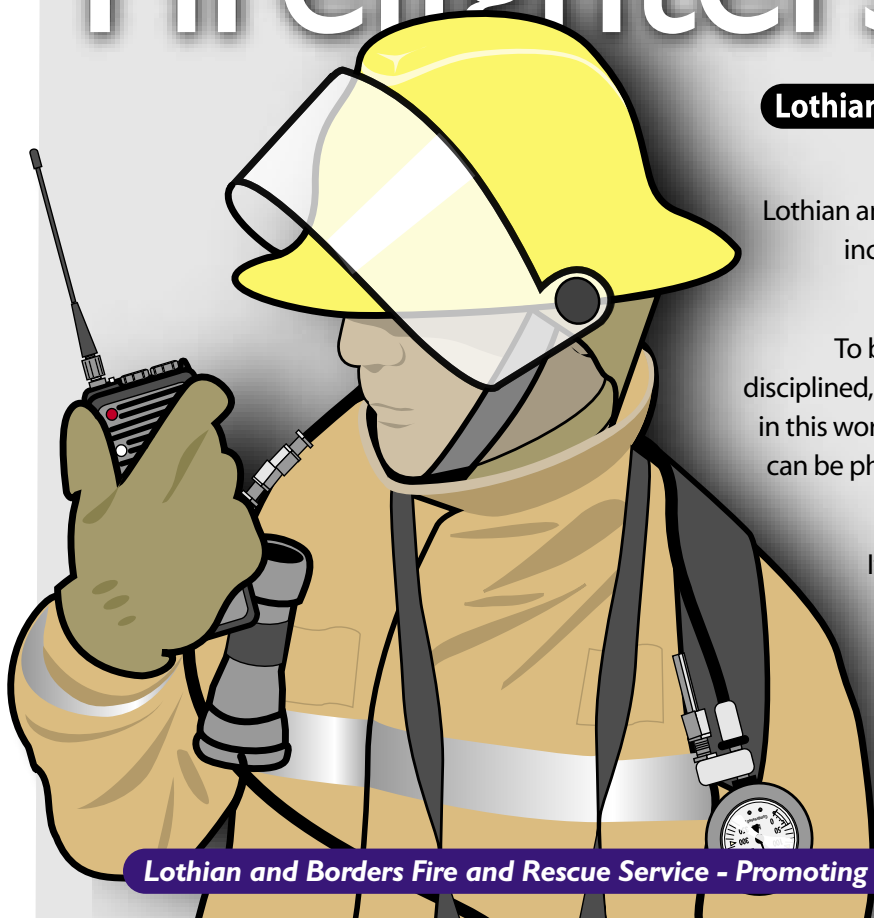
Lothian and Borders Fire and Rescue Service is keen to increase the number of black, Asian and ethnic minority firefighters within its ranks.

To be considered you must be physically fit, self-disciplined, determined and motivated towards a career in this worthwhile occupation. The work of a firefighter can be physically and mentally demanding and is not open to persons under 18 years of age.

If you would like to know more about joining us, call our Personnel Department on 0131 228 2401, or write to Personnel Department Lothian and Borders Fire and Rescue Service, Headquarters, Edinburgh EH3 9WT.

[www.lbfire.org.uk](http://www.lbfire.org.uk)

**Lothian and Borders Fire and Rescue Service - Promoting Equality, Supporting Communities**



# RACE EQUALITY SCHEME



"Lothian and Borders Fire and Rescue Service is committed to equality of opportunity in our workplaces and delivery of culturally competent services to the community.

As Chief Officer of this Service, I am pleased to present our second Race Equality Scheme, which offers an opportunity to demonstrate our continual drive to eliminate racial discrimination through development of robust policies and strategies that recognise and respond to the diverse needs of our communities as we work towards achieving our key priorities.

We have invested substantially in diversity trainers from within our own organisation and delivery of those sessions to workplaces at all levels in the Service is well underway. By helping create a climate and culture of equality and mutual respect, the training will assist greatly in retention and valuing of present staff and also future recruitment campaigns from different racial groups. This scheme will assist us to build further on those successes and offer all our staff the opportunity to make a positive contribution.

We aim to consolidate and form new meaningful partnerships, directed at the most relevant groups, which in turn will encourage greater openness on how we approach policy making. The involvement of minority ethnic groups as active partners in the decision making process will improve our ability to deliver suitable and accessible services that meet those varied needs and the public as a whole.

Finally, I would like to express my personal commitment to the aims, objectives and values set out in this Scheme. With the assistance of the dedicated and professional members of Lothian and Borders Fire and Rescue Service and our partners, we can all achieve our goal of eliminating racial discrimination."

**Brian Allaway**

**Chief Fire Officer, Lothian and Borders Fire and Rescue Service**



"As Convener of The Lothian and Borders Fire and Rescue Board, I have pleasure in endorsing and introducing the first revision of our Race Equality Scheme.

Through the Race Relations (Amendment) Act 2000, I welcome the opportunity to revitalise our legal duty to promote race equality with the overall aim of eliminating race discrimination, embracing equality of opportunity and nurturing good relations between people of different ethnic groups.

This document sets out how we are going to achieve those specific duties and identifies our plans for assessing, consulting and auditing our policies and activities on race equality. It also provides the opportunity to publish results of our assessments and consultations, to ensure the public has access to our services.

I view this Scheme as an important and essential part of our core business for every member of our Service and view it as being the new template for best practice that not only enables the Board to monitor its race equality policy, but also provides an openness that is needed to sustain the support and confidence of the whole community that we aim to serve."

**Ken Harrold**

**Convener, The Lothian and Borders Fire and Rescue Board**



## **CONTENTS**

<b>Introduction</b>	<b>Page 3</b>
<b>RES – A Strategic Approach LBFRS Vision and Values</b>	<b>Page 7</b>
<b>Identifying Relevant Functions and Policies</b>	<b>Page 11</b>
<b>Race Equality Impact Assessments and Consultation</b>	<b>Page 15</b>
<b>Monitoring Our Policies For Adverse Impact</b>	<b>Page 19</b>
<b>Publishing Assessment, Consultation and Monitoring Results</b>	<b>Page 21</b>
<b>Public Access To Information and Services</b>	<b>Page 23</b>
<b>Training Our Staff</b>	<b>Page 25</b>
<b>Our Employment Arrangements</b>	<b>Page 27</b>
<b>Our Complaints Procedure</b>	<b>Page 31</b>
<b>Appendix A – Res Action Plan 2006-2009</b>	<b>Page 33</b>
<b>Appendix B - Policies Relevant To Race Equality Scheme</b>	<b>Page 41</b>
<b>Appendix C – Equality Impact Assessment Forms</b>	<b>Page 59</b>



**LOTHIAN AND BORDERS FIRE AND RESCUE SERVICE  
RACE EQUALITY SCHEME 2006-2009  
(VERSION TWO – NOVEMBER 2005)**

**INTRODUCTION**

This publication is Lothian and Borders Fire and Rescue Service's second Race Equality Scheme. The aim of this document is to explain, in clear terms, the implications of the Scheme and associated legislation.

Importantly, it also summarises an Action Plan (Appendix A) which describes the implementation of the statutory requirements. It is important that this Action Plan exists as a 'living document' which will develop as progress is made and other relevant issues are identified and against which outcomes and deliverables are measured.

The murder of Stephen Lawrence in 1993, the subsequent inquiry and the MacPherson Report resulted in implications for a range of public sector organisations and agencies in respect of their business activities. The recommendations in the report resulted in the strengthening of the existing race legislation through the Race Relations (Amendment) Act 2000 (RR(A) Act).

At that time, concerns were also being expressed that the profile of the British Fire Service's workforce was not representative of the multicultural community it served. These concerns were confirmed by findings of the first thematic review of the Service by Her Majesty's Fire Service Inspectorate looking into equality and fairness in the British Fire Service. The Inquiry, in addition to making a number of recommendations, concluded that the British Fire Service faced considerable challenges: "these challenges require major changes to eradicate outmoded culture and to embrace a spirit of real commitment to equality and fairness. These needs apply both in employment practices and to improving the delivery of services to the public". (HMI Thematic Review 1999)

The amended Race Relations Act placed a duty on all Fire Authorities to promote race equality and to include this in their mainstream activities. In addition to this general duty, the Act also refers to specific duties Fire Authorities must respond to.

Under the general duty, Lothian and Borders Fire and Rescue Service (LBFRS) must have 'due regard to the need' to:

- eliminate unlawful racial discrimination;
- promote equal opportunities; and
- promote good relations between people from different racial groups.

Lothian and Borders Fire and Rescue Service sees this duty as a further opportunity to review the effectiveness of its policies and actions so far and to bring together the work already completed, those in progress and planned future policies and actions into a strategic mainstream framework.

This will be central to our performance in delivery of services to the diverse communities of Edinburgh, the Lothians and the Scottish Borders.

The Act also places Specific Duties on all public bodies. Amongst the specific duties, LBFRS is required to produce this Race Equality Scheme (RES) and to monitor a range of internal employment functions according to their impact upon operational firefighters (whole time and retained duty system) non-operational employees and applicants to our vacancies from different racial groups. The detail of all the specific duties is provided at the beginning of each section within the document.

### **What is a Race Equality Scheme (RES)?**

A RES is both a strategy and a time tabled and realistic action plan summarising the authority's approach to race equality and its corporate aims. It should also indicate how the authority plans to carry out each part of the specific duty, that is, its arrangements for:

- assessing, consulting on, and monitoring its functions and policies for any adverse impact on promoting race equality
- publishing the results
- ensuring the public has access to its services and
- training employees

### **Identification of relevant functions and policies**

In relation to the RR(A) Act, the term `function` is intended to encompass the full range of our duties and powers. This includes internal functions (such as policy development) as well as service delivery. This is distinct from the capitalised word Function that is used within LBFRS to denote areas of its management structure. Employing staff is a function that applies to all parts of our organisation, but this will be monitored and assessed corporately through the Personnel Function.

Also under the RR(A) Act, the term `policy` means the full range of formal and informal decisions we make in carrying out our business functions, and all the ways in which we use our powers or decide not to. Policies may take the form of a clear written statement (for example, Policy or Practice Statement) or may be implicit in management decisions or 'custom and practice'. It is important to include both written and unwritten policies, as the latter are less open to inspection and review so that there is a greater risk of them contravening the duty to promote race equality. LBFRS continues to minimise the existence of policies and practices that cannot be properly audited.

'Relevant' means having implications for (affecting) the General Duty. A function or a policy will be relevant if it has, or could have, implications of any kind for promoting race equality.

## **The Revised Race Equality Scheme (RES II)**

To meet our obligations under the Act we produced a Race Equality Scheme in November 2002.

Under the aims of that document, the following planned actions were achieved:

- A Race Equality Scheme was published in consultation with minority groups from across the community, with other local authority councils and internal representative bodies.
- Internal training strategies were commenced in line with current race equality training standards.
- Functions and policies relevant to the general duty were identified and assessed for priority.
- Improved public access to information on race equality issues.
- A planned review of the Race Equality Scheme has been completed.

This revised RES has assessed and developed other issues outstanding from that document and the following are learning points which are aimed to improve race equality, namely:

- Policy monitoring for any adverse impact - this document shows how this will be achieved through managers' training on Equality Impact Assessments.
- Publishing the results of assessments and monitoring - reports, audits and results will be provided to the Corporate Group, all relevant stakeholders and the public through external information systems.

RES II has been developed through the Equal Opportunities Working Group chaired by the Assistant Chief Fire Officer, the Functional Manager - Equal Opportunities, individuals across the organisation and the employee representative bodies.



## **RACE EQUALITY SCHEME - A STRATEGIC APPROACH LOTHIAN & BORDERS FIRE AND RESCUE SERVICE VISION AND VALUES**

Our Fire and Rescue Service`s Vision is:

To excel at providing a high quality service that contributes to a safer community by developing a forward-looking, professional, highly-motivated and empowered workforce.

That workforce will be managed and will deliver its services to the public within a framework of values, namely:

- to ensure the health, safety and well being of all personnel and those affected by the service we provide
- to achieve best value in all our functions and the service we provide
- to maintain a policy of equality of opportunity

In “Making Safer Communities”, LBFRS is promoting greater understanding, encouraging more responsible attitudes towards personal and societal safety by the public, and by working with a wide range of partner services and agencies. To do this and provide a responsive, caring fire and rescue service, we believe that creating the right organisational culture and values is critical and also congruent with the need for meaningful progress towards race equality.

### **Aims of the LBFRS Race Equality Scheme**

RES II will ensure that we develop robust policies and implementation strategies that recognise and respond to the diverse and differing needs of our communities when delivering against our key priorities.

We aim to ensure that the Scheme covers all the needs of our minority ethnic communities, and by implementing this RES II, we intend to achieve the following outcomes:

- increased self-monitoring in our race relations business.
- the removal of any unintended adverse impact of our functions, policies and procedures
- a diverse workforce that reflects the make up of the Lothian and Borders population at all levels
- increased satisfaction with the delivery of our services across all racial groups
- increased employee satisfaction across all racial groups

## **Leadership**

The responsibility for race equality and diversity lies within the remit of the elected Fire and Rescue Board and the Chief Fire Officer, who have overall responsibility for race and diversity issues within LBFRS.

The Fire and Rescue Board will assume ownership of the Scheme and will scrutinise progress reports provided through its governance processes by the Chief Fire Officers and the Fire and Rescue Service Corporate Group in line with the monitoring systems contained within this RES II document.

The Chief Fire Officer is committed to delivering face to face awareness briefings to all levels of staff in the Service and as part of the input, emphasis is placed on:

- awareness of our vision and expectations of them as employees, including race issues
- understanding leadership principles and why leadership is important in delivering the equalities agenda
- clarity about what they need to do and the role they can play in eradicating discrimination.

The awareness briefings deliver key messages on what our employees must do to meet their individual and organisational responsibilities under the RR(A) Act 2000 and our Race Equality Scheme and how they must seek to make this integral to everything that they do.

## **Scrutiny**

Structures are in place to monitor progress of the RES II. Overall, the Scheme will be monitored internally by the Equal Opportunities Working Group (EOWG), chaired by the Assistant Chief Officer (Personnel and Training/Development). This group is well established and is a positive and productive partnership of LBFRS management, representatives from relevant Functional areas, with the Fire Brigades Union and UNISON as employee representative bodies.

External scrutiny will be undertaken by the Edinburgh and Lothians Race Equalities Council with efforts being made to broaden the scope by engaging with other minority groups from time to time. The role of these groups is to objectively and critically scrutinise and evaluate the Service's policies and practices as they apply to race issues and their impact on our employment, training and service delivery functions.

We will review this RES every three years, but will report on progress made and refine, review and if required, amend it, annually.

## **Our Key Objectives for the RES II**

The following is a summary of the key objectives we intend to deliver through this amended RES:

- Ensure positive leadership to proactively deal with race equality issues
- Prioritise and allocate appropriate resources to deliver our equality objectives and action plans
- Ensure that our internal/external functions, policies and procedures do not have an adverse impact on any minority group
- To ensure that our workforce is representative of the communities we serve
- Provide appropriate training to employees on the RES and race equality issues
- Ensure that all sections of our diverse community have access to the full range of information and services provided
- Develop procedures for enabling a fair, diverse and non-discriminatory work environment
- To enable service users and excluded groups to participate in planning, decision making and the monitoring of service provision through appropriate and relevant consulting mediums
- To ensure that clear published procedures are in place for complaints including discrimination and harassment of employees and members of the public
- To ensure that contractors who deliver services on our behalf are made aware of their equality obligations and are monitored
- To ensure our commitment to race equality and diversity is reflected in all communications and publicity
- To ensure that public events reflect and reinforce our commitment to race equality and diversity
- Embrace the principles contained in any guidance issued from the Commission for Racial Equality

It is intended that the implementation of RES II will ensure that race equality will be mainstreamed throughout our organisation and will build on existing work in this area, which includes:

- Established internal equality monitoring and scrutiny body (Equal Opportunities Working Group)
- A complete review of the LBFRS Equal Opportunities policy
- Expansion of the on-going programme of recruitment positive action programme
- Developing the existing team of trained volunteer equality and diversity trainers
- Delivering a programme of preventative bullying and harassment awareness training throughout the organisation
- Training on impact assessments – training already completed for all members of the Functional Management Team and other selected managers and supervisors across the functions
- Commencement of programme of initial screening of policies and functions
- Development of a partnership with a local minority ethnic radio station to promote employment opportunities and fire safety messages to the community

- Commitment to cultural events by Community Safety and Operational Crews

The following pages set out the actions we intend to take to fully implement this Race Equality Scheme.

## **IDENTIFYING RELEVANT FUNCTIONS AND POLICIES**

**Public authorities must list in the Race Equality Scheme the functions and policies (including proposed policies) that are relevant to promote race equality. They should review this list at least every three years.**

One of the specific duties is to identify all functions and policies carried out within our Service. We see this duty as key to mainstreaming the responsibility of race equality across the service. As a result we have consulted all Functional Managers to identify their functions and policies and assess them for their relevance to the general duty.

Our definition of what is a policy, function and relevance, including what the Commission for Racial Equality refers to as informal aspects such as 'custom and practice' is explained in the introduction section of this RES II. Also stated is LBFRS intention to eradicate informal policies and custom and practice that cannot be audited. All of our policies must fall under the scheme for controlled documents. Where local management discretion is employed a record and justification must be made. LBFRS, in addition to responding to emergencies, also enforces fire safety legislation, advice on home fire safety and carries out a range of emergency planning activities. We consider that the following functions are relevant to meeting the general duty under Section 71(1) of the Act:

- Fire and Rescue
- Community Fire Safety
- Technical Fire Safety
- Employment of Staff
- Procurement

These functions are discharged organisationally by all LBFRS Functional Areas:

- Central Services
- Operations
- Community Safety
- Technical Services
- Personnel
- Training / Development

### **Relevance Assessment**

The Functional Manager - Equal Opportunities in conjunction with the Functional Manager - Corporate Communications will provide advice on all the areas that a policy needs to comply with under the RR(A), Human Rights, Freedom of Information and Data Protection. The Functional Manager (EO) has the responsibility for the scrutiny of the Race Equality Impact Assessments.

All Functional Managers have assessed each of their functions or policies by completing an Equality Impact Assessment by asking:

- Is this a Statutory function or policy?
- Does this function or policy impact on the public?
- Does this function or policy eliminate unlawful discrimination? (considering all minority groups)
- Does this function or policy promote equality of opportunity? (considering all minority groups)
- Does this function or policy promote good relations between persons of different minority groups?
- Is there any evidence or belief that this function or policy could adversely affect some groups differently?
- Is there any public concern that this function or policy is being carried out in a discriminatory way?

The responses to the above questions in the Full, Partial or Initial Impact Assessment forms will provide an indication of relevance and prioritisation. (See Appendix C for forms in use and worked examples).

As a result, each function or policy has been graded high, medium or low in respect of both relevance to the Duty and the proportionality of the impact they may have. Functions and policies prioritised as 'high' will have full impact assessments conducted immediately as these are deemed to be of highest risk or generates the most public concern (in the first year). The remaining functions or policies graded as medium or low will be assessed in year two and year three respectively. (See action plan in Appendix A for time scales).

The status given to a policy may change over time. To allow us to respond to this all policies will be reviewed annually after their first impact assessment.

## **Proposed Policies**

During the drafting of proposed (new and revised) policies, all policy owners will be required to assess the proposed policy for relevance to the General Duty using guidance in the relevant forms. Once a policy or function has been identified as relevant it will be fully impact assessed using the Impact Assessment forms.

## **Functions and Policies Assessed as Relevant to the General Duty**

A list of our relevant policies is attached as Appendix B.

## **Procurement**

The procurement process plays an important role in ensuring that our policies and

practices are not undermined or compromised by engaging suppliers that do not share our values and the same commitment to achieving the General Duty.

When a contract for services or goods is put out to tender, we will require all suppliers to furnish us with evidence of their eligibility to be awarded a contract. This includes information on their equal opportunities policies and where they are/have been subject to formal investigations by any equality body. Specifically their provisions under the Race Relations (Amendment) Act 2000 must be fully evidenced by answering the following question within the tender document:

“Under the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 the Authority has a statutory duty to promote racial equality. Please can you indicate how your company would seek to support the Authority in this duty?”

Any functions that are contracted will undergo an assessment process, particularly where they are in public or highly visible areas. Monitoring processes will be designed and implemented, which will target these suppliers and contractors to ensure they are complying with the responses they gave when tendering for our contracts. Where we use an intermediary for the purchase of goods and services, currently Edinburgh City Council, we will seek their support in obtaining the information we require. Action will be taken immediately against any supplier who is found to be in breach of the conditions of their contract.

## **Partnership**

Lothian and Borders Fire and Rescue Service participate in a number of partnerships across Lothian and Borders. These partnerships vary in terms of size and remit. They can be formed as a result of statute, or can be set up to meet specific needs of the community.

Partnerships as such do not come within the terms of the race equality duty as they are ultimately responsible for their own actions and decisions. However, the Fire and Rescue Service, as part of a public authority is responsible for ensuring that the partnerships we are part of take into account the General Duty, and most importantly, that all members of the partnership are aware of and support our obligations and responsibilities.

Lothian and Borders Fire and Rescue Service will encourage every partnership in which it participates to set a race equality strategy, identifying policies and functions that are relevant. Where necessary, these functions or policies will be monitored and evaluated.

We plan to review our partnership arrangements within the next year to get a clearer perspective of partnership involvement and our responsibilities with regard to race equality within this context. The results of this exercise will inform further development in this regard.



## **RACE EQUALITY IMPACT ASSESSMENTS AND CONSULTATION**

**Public authorities must set out in their Race Equality Scheme their arrangements for assessing, and consulting on, the likely impact of their proposed policies on race equality.**

All relevant policies are required to undergo an impact assessment. Our Functional Managers have been trained on an Equality Impact Assessment process to enable this to happen. This process requires policyholders to consider the impact in general terms and specifically in relation to service delivery, employment and training. This also requires policyholders to outline the monitoring arrangements and the consultation process.

### **Training on Equality Impact Assessment (EIA)**

The EIA training programme covered the following areas:

- a general knowledge of the RES and the RR(A)A 2000
- principles and purpose of impact assessment
- the EIA Full, Partial and Initial forms and how to complete them (see Appendix C)
- how to conduct different levels of impact assessments
- how to consult on a policy for impact assessment
- purpose and importance of monitoring
- how to implement monitoring procedures

### **Monitoring Equality Impact Assessments**

The completed EIAs will be monitored by the Functional Manager (EO), to ensure that the assessments have been carried out properly. The Equal Opportunities Working Group will scrutinise the impact assessments and, if necessary, provide relevant comment. The workings of the EOWG should not hinder the development or implementation of any policy.

If a policy or function is identified as having a full impact, it will be given a high risk rating and put monitoring arrangements into place. The policy holder will be required to conduct regular reviews to minimise the impact wherever possible. The Functional Manager (EO) will oversee this process.

## Consultation

We believe in engaging with our communities to seek to improve the service that we deliver and our practices in promoting equality in employment. Comments regarding how our services are delivered or how our employees conduct themselves are valuable as part of our monitoring process. As part of this commitment we will establish a range of consultation mechanisms, which we will engage in meeting the requirements of the EIA Process.

Our EIA includes a requirement to detail the proposed consultation activity. The consultation exercise will be undertaken by the Functional Manager for the policy with the support of the Equal Opportunities manager.

The details of the consultation and the outcomes will be scrutinised by the Equal Opportunities Working Group, who will ensure that the Functions responsible for the policy have carried out appropriate consultation, i.e. those who are likely to be affected by the policy.

Groups that will be used for consultation are:

### Internal

- The Black and Ethnic Minority Members (B&EMM) of the Fire Brigades Union (FBU)
- FBU / UNISON
- Equal Opportunities Working Group
- Diversity Trainers group
- Networking Women in the Fire Service
- Community Firefighters
- Functional Managers Group
- Service Delivery and Station Managers Groups
- Black and Minority Ethnic employees of LBFRS
- Inviting comments from employees via intranet

### External

- Edinburgh City Council
- Commission for Racial Equality
- Individuals and Community Organisations on our current partnership list
- Other Fire and Rescue Services in Scotland
- Edinburgh Racial Incidents Monitoring Project
- Edinburgh and Lothians Racial Equality Council
- Local Authority Diversity Group
- Pakistan Society
- Chief Fire Officers Association Equality Practitioners Group (Scotland)
- `Happy To Translate` - Scotland

- Local ethnic media groups (Radio Ramadan, Eastern Eye)
- Individual Organisational Development Association. (IODA - external equality trainers)

Methods of consultation will include (this list is not exhaustive)

- Internet
- Surveys and questionnaires
- Conferences, seminars and public meetings
- Leaflets/posters
- Intranet
- Community contacts database

### **Scrutiny and Monitoring**

All consultation undertaken will be documented in the EIA including details of who was consulted with, outcomes, actions and feedback given to those consulted. This will be assessed by the Functional Manager (EO) in conjunction with the Equal Opportunities Working Group, who will ensure that:

- the consultation was with the appropriate groups and communities
- the methods were appropriate to the needs of those groups and communities
- those consulted with were provided with all the necessary information so that the process was informed



## **MONITORING OUR POLICIES FOR ADVERSE IMPACT**

**Public authorities must set out in their Race Equality Scheme their arrangements for monitoring their policies for any adverse impact on race equality.**

Monitoring is a vital component of the Equality Impact Assessment Process. Monitoring specific areas of our activity and service delivery can provide us with crucial information as to whether different minority ethnic groups experience the same treatment or level of service and thereby enabling us to identify areas that need improvement or overhauling.

Monitoring helps to identify:

- Levels of usage - gives an indication of under or over representation from particular ethnic groups
- Levels of satisfaction – ensure groups from all backgrounds are satisfied with the service we provide
- Levels of relevance – so that we are confident that our policies and services meet the real needs of our diverse communities
- Levels of appropriateness – to ensure that our services and policies are culturally sensitive

In order to ensure that we fully meet this duty, we will collect ethnic monitoring information for our relevant functions and policies by:

- setting up monitoring systems for all relevant functions and policies
- analysing monitoring data
- taking action to address the issues raised from the monitoring data
- change policies or functions as required
- publish the results of monitoring

Collating ethnic monitoring data will be split between the functions concerned. Each function responsible for a relevant policy or service will collate the information. The Personnel Function will collate all employment, complaints, disciplinary, grievances resignations and dismissal data. The Training/Development Function will collate all information relating to recruitment, promotion and training opportunities.

In addition to the conventional ethnic record keeping and monitoring, we may also use the following:

- research in the form of surveys (qualitative and quantitative), satisfaction surveys or one to one interviews which provide us with details of levels of access to certain services
- public consultation meetings and focus groups, monitoring impact of policies on different racial groups

All monitoring data will then be passed on to the Function Manager Equal Opportunities, who has responsibility for analysing and interpreting results, identifying trends and considering the findings for possible implications on policy.

If it is found that the impact of a policy has gone against any of the three parts of the General Duty, consultation will take place with the appropriate Functional Manager with recommendations for a full impact assessment to be carried out and to consider alternatives or measures to address the problem.

Furthermore, if the original screening did not give the policy a high priority for review in our action plan, the timetable will be amended accordingly.

The policy owner is responsible for collating the data, analysing the findings and reporting the findings to the Equal Opportunities Manager.

## **PUBLISHING ASSESSMENT, CONSULTATION AND MONITORING RESULTS**

**Public authorities must set out in their Race Equality Scheme their arrangements for publishing the results of any assessment, consultations and monitoring they carry out to see whether policies have an adverse impact on race equality.**

Lothian and Borders Fire and Rescue Service will publish a quarterly summary report which will include the following information obtained through the implementation of this RES:

- Details of all policies which have been impact assessed for racial equality and the results of these assessments
- Actions taken to address any potential adverse impact of any newly assessed policies
- List of all policies previously assessed under this scheme
- Results of the monitoring of policies identified as having an adverse impact or having the potential to impact on racial equality
- The results of public consultations on policies, which will include brief details of:
  - Why the consultation took place and how it was carried out
  - The responses or views expressed by the consultees
  - Policy options available
  - What we are proposing to do following the consultation

These quarterly summaries will be published annually, as part of our annual progress report on the RES.

### **Internet**

The annual report will be published on our website: [www.lbfire.org.uk](http://www.lbfire.org.uk)

### **Printed Copies**

Copies of the annual report will be available to view at all our locations and public libraries across Lothian and Borders. Copies of the annual report will be sent to all those named in our list of external partners. This list will be updated annually to ensure that we attract, as far as possible, a much wider cross section of community contacts, representative of our diverse community in Lothian and Borders. All members of established community consultation panels such as the Edinburgh and Lothians Racial Equality Council will also be issued with copies. Any organisation or member of the public may request a printed copy or to be added to our mailing list by contacting the Equal Opportunities Manager, Lothian and Borders Fire and Rescue Service, HQ, Lauriston Place, Edinburgh, Lothian & Borders, EH3 9DE, 0131 228 2401.

We will also supply printed copies of the report to our Community Firefighters for distribution to interested parties. They will be additionally tasked with engaging with hard to reach groups, such as refugees and asylum seekers, Gypsies and Travellers and those that do not speak or read English in respect of our RES and annual reports.

We will also make available upon request, copies of the annual report in alternative formats, including large print, audio cassette and other languages.

### **Full Report**

The details of our full assessments, consultation and monitoring reports will not be published but will be made available for inspection on request. Requests should be made to the Equal Opportunities Manager, Lothian and Borders Fire and Rescue Service, HQ, Lauriston Place, Edinburgh, Lothian and Borders, EH3 9DE, 0131 228 2401.

## **PUBLIC ACCESS TO INFORMATION AND SERVICES**

**Public authorities must set out in their Race Equality Scheme their arrangements for making sure that the public have access to information and services they provide.**

We believe that the success of our initiatives depends on our ability to communicate with our community about services and employment. We will do our very best to ensure that the information and services we provide are accessible and appropriate to the needs of all minority ethnic groups. We fully recognise that different communities and racial groups access information in different formats and expect services to be geared to meet their needs. We will regularly review our systems and processes to ensure that we identify any barriers that might prevent equal access to services and information. Where barriers are found, action will be taken to put in place appropriate solutions.

Therefore in meeting our commitment to ensuring that our communities have equal and proper access to information and services provided by us, we will engage the following translation and interpretation mechanisms as appropriate:

### **Language line**

We currently subscribe to the Language Line interpreter service. This service gives us access to instant translation into over 100 languages. This facility will ensure that any person who does not speak English or whose English is limited can fully engage with us.

### **Interpreters**

The service has access to the Edinburgh City Council's list of interpreters. We will utilise this as and when required and also advertise widely the availability of this facility.

### **Written Translations**

We will translate any document identified as being of significant relevance or interest to people who cannot read English into any relevant language. Where we do not initially undertake complete translations, we will make it known that we are prepared to provide a translation of any publicly available document into any language. This includes written translations, audio translations on cassette or compact disc. We will advertise this facility through a statement in the document on how to request a translation. This statement will also appear in the languages recommended by the Edinburgh and Lothians Racial Equality Council.

We also recognise that asylum seekers and refugees may have specific requirements and that the languages we translate into need to be reviewed regularly to ensure relevance.

In addition to the above, we will also undertake regular language 'skill audits' amongst our staff to identify any employees with other language skills, including signing, to be part of a more personalised service for customers who do not speak English.

## **TRAINING OUR STAFF**

**Public authorities must set out in their Race Equality Scheme their arrangements for training their staff in connection with the general duty to promote race equality and specific duties.**

Training employees in the area of equality and diversity, in particular about the duties under the Race Relations (Amendment) Act 2000 is a key element in the implementation process of our Race Equality Scheme. This means that our employees should be equipped with the skills and knowledge to help eliminate unlawful racial discrimination, and promote equal opportunities and good race relations.

### **Training on the General and Specific Duties**

We have a specifically trained team who are currently carrying out Diversity training for all Service staff. The sessions are designed to provide the required knowledge based on individual roles and responsibilities, and their position within the organisation.

Training is currently on an on-going basis to ensure that new employees and those employees identified as needing further development are provided for and the general and specific duties of RES II will be incorporated into the sessions.

### **Training on Equality and Diversity**

We recognise the importance of equality and diversity based training for the achievement of our equality objectives. To support this aim we have developed an in-house team of volunteer equality and diversity trainers, currently numbering 25 trainers. All our volunteer trainers have undergone an IODA "Cascading with confidence" Equality Trainers course.

All our trainers are currently engaged in delivering our bullying and harassment training programme to all employees. As part of our review of the above training programme, in addition to the consideration of the next theme for our equality and diversity training, we will also take note of the requirements of the Race Equality Scheme and, specifically, the role of community involvement in race and diversity training.

We will also undertake a review of all our mainstream training programmes with a view to including where appropriate elements of race and diversity consistent with the requirements of the Race Relations (Amendment) Act.

## **Monitoring**

As part of the scrutiny and monitoring process the training and the training methods used will be reviewed annually. The evaluation is currently being informed by:

- feedback from employees who have been trained
- effectiveness of the training
- content

## **OUR EMPLOYMENT ARRANGEMENTS**

**The specific duty on employment requires public authorities to monitor by racial group the number of:**

- Employees in post
- Applicants for employment, training, and promotion
- Employees who receive training
- Employees who benefit or suffer from performance appraisals
- Employees who are involved in grievance procedures
- Employees who are the subject of disciplinary action and
- Employees who leave our employment

**We are also required to publish the results of this monitoring annually.**

Ethnic monitoring of our employment practices and processes is crucial to obtaining management information to inform policy direction and strategies for change. Our aim is to achieve a workforce that represents our community in Lothian and Borders. Within the term of this Scheme, we will work towards a target reflecting that figure, which is currently 4.0 % in the Edinburgh area.

The representation of visible minority ethnic groups currently stands at 1.3% of our workforce. This under representation of employees within our workforce is a very high priority for us and a radical review of our positive action initiatives is being undertaken by a Working Group within the Joint Recruitment Collaboration Team for the next campaign.

### **Monitoring**

#### **Monitoring Arrangements**

We currently monitor by ethnic category (2001 census) the employees working for us and applicants for employment. We are preparing to introduce systems to monitor by ethnic category those involved in grievance procedures and disciplinary action to coincide with the introduction of new procedures in January 2006. However in the light of the specific duty for employers we are reviewing our current and planned monitoring procedures to bring them into line with the duty.

In discharging our employment duty, we will carry out ethnic monitoring in all the areas identified above. Such monitoring will be carried out in accordance with the Commission for Racial Equality Code of Practice.

Ethnic monitoring will be carried out through our computerised employee information system. The data contained will be used for producing statistical reports for management action to achieve improvements against equality targets.

Our monitoring arrangements will include:

- Monitoring of employees in post by ethnic origin, by function and by role and grade. We will carry out a workforce audit to establish a baseline for this. In the interim we will continue to require all new employees to complete an equal opportunities monitoring form.
- The ethnic origin of applicants for jobs at point of application, short listing and appointment stages by function and grade for non-operational jobs. In regard to whole time and retained duty system firefighter posts, all stages of the point of entry selection tests, interview and selection will be monitored by ethnicity.
- Employees involved in disciplinary procedures- all stages of the disciplinary procedure will be monitored.
- Employees involved in grievance procedures or fairness and dignity complaints - all stages of the grievance procedure will be monitored. Each case will be reviewed to identify learning points either for the individual manager or for the organisation as a whole.
- Employees receiving training - our training function will collect data on all applicants for elective and career development training courses. The results of this monitoring will be reported to and scrutinised by the Corporate Group.
- Ethnic origin of employees leaving the service. This will be undertaken through our computerised information system using data captured through our exit interview and questionnaire, which may provide underlying reasons for leaving.
- Dismissals.

## **Responsibilities and Reporting Mechanisms**

The Head of Personnel and Head of Training/Development will be responsible for monitoring on all the aforementioned categories and will pay particular attention to identifying any areas of discrimination and for any patterns of inequality. The reports will then be provided to the Corporate Group for scrutiny. LBFRS currently has a very small percentage of its workforce from minority groups. In proposals for monitoring it is imperative that sensitivity is applied to the formatting of data in order to protect the confidentiality of individual details.

Functions are also responsible for developing annual race equality plans and equality targets. These are reported and reviewed annually through the business planning process.

Upon completion of the above process, the Equalities Manager will submit a report with recommendations, including the taking of 'positive action' where our continued

monitoring shows unjustifiable under- representation of employees from minority ethnic groups, to the Equal Opportunities Working Group.

**‘Positive action’**- is defined in the Race Relations Act 1976 as action that is permitted by the Act that allows a person to:

- provide facilities to meet the special needs of people from particular racial groups in relation to their training, education or welfare (section 35), and
- target job training at people from racial groups that are under-represented in a particular area of work, or encourage them to apply for such work



## **OUR COMPLAINTS PROCEDURE**

Lothian and Borders Fire and Rescue Service will do its best to meet the duties placed upon it under the Act and is fully committed to implementing the actions set out in the Race Equality Scheme. But we do recognise that we may get things wrong or that people may be dissatisfied with the way we are carrying out our duties. We therefore intend to make sure that our communities know that they have a right to complain about how we discharge our duties and are given the information about how to do this.

The Act does not give individuals a right to take legal action against the Fire and Rescue Service for failing to fulfil its general duty (to tackle racial discrimination; promote equality of opportunity and promote good race relations), but we will attempt to deal with any complaints received about our performance in respect of this Scheme through our formal complaints procedure (see below for details).

The Commission for Racial Equality (CRE) has the responsibility for enforcing compliance with the specific duties placed on the Fire Service. If the Commission is satisfied that a public authority is failing to meet the specific duties, it has the power to issue a 'compliance notice' requiring the authority to provide details of its response to the notice including details of how it intends to meet the duty. Ultimately, the CRE can ask the courts to order the authority to comply with the duties under the RR (A)Act. Again individuals do not have a direct right to enforce the specific duties but they (or trade unions, voluntary organisations, etc) can inform the CRE if they have concerns or complaints about whether the duties are being met and the CRE can then investigate.

### **Complaints procedure**

Lothian and Borders Fire and Rescue Service have a corporate complaints procedure which allows service users to make complaints, compliments and suggestions on any aspect of its services or policies. Details of the procedure are set out in our website. We will also ensure that details of our complaints procedure are widely publicised using appropriate formats.

Any complaint on this RES or any other racial issue can be made in person, by telephone, by post or by email.

**T:** 0131 228 2401 and ask for the Functional Manager (EO).

**F:** 0131 228 6662.

**E:** [www.lbfire.org.uk](http://www.lbfire.org.uk)

Or post to:

Functional Manager, Equal Opportunities  
Lothian and Borders Fire and Rescue Service HQ  
Lauriston Place, Edinburgh, EH3 9DE



# LOTHIAN AND BORDERS FIRE AND RESCUE SERVICE

## *RACE EQUALITY SCHEME ACTION PLAN 2006 – 2009*

### Appendix A

- \* The names of the personnel in these managerial posts can be obtained by contacting the Corporate Communications Function of Lothian and Borders Fire and Rescue Service and requesting the current organisational chart.

#### **OBJECTIVES AND OUTCOMES:**

##### **1. Development and delivery of Race Equality Scheme (RES)**

<b>Action required</b>	<b>Responsibility*</b>	<b>Delivery</b>	<b>Time Scales</b>
<i>Review and amend RES 2002-2005 and produce revised RES II.</i>	<i>Functional Manager - Equal Opportunities</i>	<i>Publication of RES II.</i>	<i>November 2005.</i>
<i>Set responsibilities for implementing the RES II Action Plan.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Minutes and actions from meetings of Functional Managers, Equal Opportunities Working Group and Lunchtime Briefing sessions.</i>	<i>December 2005</i>
<i>Inform Corporate Group regarding their responsibilities for monitoring the effectiveness of RES II.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Minutes and actions from Corporate Group meeting.</i>	<i>December 2005</i>
<i>Equal Opportunities Working Group (EOWG) to ensure progress on action plan.</i>	<i>Assistant Chief Officer.</i>	<i>Minutes and actions from EOWG meetings.</i>	<i>6 weekly meeting cycles for 2006 - 2009.</i>
<i>EOWG to report to Corporate Group on RES II action plan progress.</i>	<i>Assistant Chief Officer.</i>	<i>6 weekly information reports and minutes.</i>	<i>6 weekly updates for 2006 - 2009.</i>
<i>Review and, where required, amend RES II and commence process for RES III.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Publication of revised RES.</i>	<i>January 2009.</i>

2. *Identify policies relevant to race equality*

<b>Action required</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Time Scales</b>
<i>Identify and list all Service policies and functions.</i>	<i>Functional Manager- Equal Opportunities.</i>	<i>Full list of current policies. See Appendix B.</i>	<i>November 2005.</i>
<i>Assess and prioritise policies and functions relevant to race equality for action over 3 years.</i>	<i>Functional Managers.</i>	<i>List of policies for each Function with indication of High, Medium or Low. (Appendix B.)</i>	<i>November 2005.</i>
<i>Review policies for action in year 1.</i>	<i>Functional Managers responsible for relevant policies.</i>	<ul style="list-style-type: none"> <li>• <i>Review details.</i></li> <li>• <i>Publish results of review findings.</i></li> <li>• <i>Revise policies appropriate to findings.</i></li> </ul>	<i>November 2006</i>
<i>Review policies for action in year 2.</i>	<i>Functional Manager responsible for relevant policies.</i>	<ul style="list-style-type: none"> <li>• <i>Review details.</i></li> <li>• <i>Publish results of review findings.</i></li> <li>• <i>Revise policies appropriate to findings.</i></li> </ul>	<i>November 2007.</i>
<i>Review policies for action in year 3.</i>	<i>Functional Manager responsible for relevant policies.</i>	<ul style="list-style-type: none"> <li>• <i>Review details.</i></li> <li>• <i>Publish results of review findings.</i></li> <li>• <i>Revise policies appropriate to findings.</i></li> </ul>	<i>November 2008.</i>

### 3. *Assessing and consulting on potential impact of revised policies*

<b>Action required</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
<i>Provide training to all Functional Managers on how to carry out Equality Impact Assessments (EIAs).</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>EIA training sessions for all Functional Managers by external consultants.</i>	<i>Completed June 2005.</i>
<i>Identify relevant areas for assessment and consultation in line with Service Planning process.</i>	<i>Functional Managers.</i>	<i>Functional plans produced with details of impact of assessments. (EIAs).</i>	<i>April 2006.</i>
<i>Carry out review of existing suppliers of procurement supplies and services.</i>	<i>Functional Manager - Procurement.</i>	<i>Report review to Corporate Group and Equal Opportunities Working Group.</i>	<i>April 2006.</i>
<i>Develop a corporate procurement criteria based on RR(A) Act 2000.</i>	<i>Functional Manager - Procurement.</i>	<i>Corporate procurement criteria RR(A) Act 2000.</i>	<i>April 2006.</i>
<i>Carry out a review of our current partnerships arrangements.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report to Equal Opportunities Working Group.</i>	<i>April 2006.</i>
<i>Develop appropriate guidance on equality issues for employees involved in partnership arrangements.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Production of guidance.</i>	<i>April 2006.</i>
<i>Carry out assessments and consultation on impact of proposed policies identified in planning process for year 1.</i>	<i>Functional Managers.</i>	<i>Publish results of EIAs.</i>	<i>April 2007.</i>
<i>Carry out impact assessments and consultation on proposed policies identified in the planning process for year 2.</i>	<i>Functional Managers.</i>	<i>Publish results of EIAs.</i>	<i>April 2008.</i>

<i>Carry out impact assessments and consultation on proposed policies identified in the planning process for year 3.</i>	<i>Functional Managers.</i>	<i>Publish results of EIAs.</i>	<i>April 2009.</i>
--	-----------------------------	---------------------------------	--------------------

4. *Monitoring policies for adverse impact.*

<b>Action required</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Time Scales</b>
<i>Review present monitoring arrangements for all Personnel policies and all other Functional and Service Delivery policies.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report results of review to Equal Opportunities Working Group including recommendations for meeting any gaps identified.</i>	<i>April 2006.</i>
<i>Provide monitoring systems to address any gaps identified in the review.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report to and consult Equal Opportunities Working Group on agreed monitoring systems.</i>	<i>July 2006.</i>
<i>Assess results of monitoring data collection. Identify new and changing priorities in policies.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report to and consult Equal Opportunities Working Group on results.</i>	<i>November 2006.</i>
<i>Evaluate progress made in improvements through monitoring.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report to and consult Equal Opportunities Working Group with published results of proposed actions to reduce adverse impact.</i>	<i>November 2008.</i>
<i>Conduct employees Cultural Audit.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Collate results of employees perceptions of policies.</i>	<i>December 2005.</i>

5. *Ensuring access to information and services by public.*

Action required	Responsibility	Delivery	Time Scales
<i>Ensure information on services provided by Lothian and Borders Fire and Rescue Service is open and accessible to all communities.</i>	<i>Corporate Communications Manager.</i>	<i>Review of corporate communications strategy ensuring maximum accessibility.</i>	<i>April 2006.</i>

6. *Training employees in RES and diversity issues.*

<b>Action required</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Time Scales</b>
<i>Train internal employees from across the organisation to become Equalities Trainers.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>20 employees qualified as Equalities Trainers.</i>	<i>Completed. 2003 - 2005.</i>
<i>Develop training packs and sessions to cascade across all levels of the organisation.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Meeting and rehearsal group sessions for trainers.</i>	<i>Completed. January 2005 - June 2005.</i>
<i>Carry out and constantly review equality training for all employees of the organisation.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Deliver equalities training to all Service employees.</i>	<i>August 2005 - February 2007.</i>
<i>Incorporate RES II training into equalities sessions.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>RES training and awareness for all Service employees.</i>	<i>January 2006.</i>
<i>Train all Functional Managers in Equality Impact Assessments</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>All Functional Managers trained by external consultants on EIAs and their impact on policies.</i>	<i>Completed. March 2005 and June 2005.</i>
<i>Provide initial awareness sessions on impact of RES II to all Services.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Lunchtime briefing session on RES II.</i>	<i>December 2005.</i>

***Employment monitoring by employers - meeting the specific duties***

<b>Action required</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
<i>Review current employment monitoring systems.</i>	<i>Functional Manager - Equal Opportunities.</i>	<i>Report of results of review to Corporate Group, Functional Managers Group and Equal Opportunities Working Group</i>	<i>December 2005.</i>
<p><i>Ensure the provision of monitoring systems to meet the specific duty in employment:</i></p> <ul style="list-style-type: none"> <li>• <i>Applicants for recruitment</i></li> <li>• <i>Employees in post</i></li> <li>• <i>Applicants for training</i></li> <li>• <i>Applicants for promotion</i></li> <li>• <i>Trained employees</i></li> <li>• <i>Employees involved in grievance</i></li> <li>• <i>Employees involved in discipline</i></li> <li>• <i>Resignations</i></li> <li>• <i>Dismissals from Service.</i></li> </ul>	<i>Head of Personnel. Head of Training.</i>	<i>Monitoring systems in place to report to Corporate Group.</i>	<i>January 2006.</i>
<i>Ensure the provision of monitoring systems for scrutiny to appropriate groups.</i>	<i>Head of Personnel. Head of Training.</i>	<i>Quarterly reports to Corporate Group.</i>	<i>January 2006.</i>
<i>Review and monitor new monitoring and reporting systems.</i>	<i>Head of Personnel.</i>	<i>Report to Corporate Group.</i>	<i>April 2007.</i>

**LOTHIAN AND BORDERS FIRE AND RESCUE SERVICE**

***POLICIES RELEVANT TO RACE EQUALITY SCHEME***

**Appendix B**

**Central Services: Corporate Communications**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Proposed Communications Strategy</i>	Y	Y	Y	H	1
<i>Photography Procedure</i>	Y	Y	Y	M	2
<i>Intranet Policy</i>	Y	Y	Y	H	1
<i>Media Policy</i>	Y	Y	Y	H	1
<i>Internet Policy</i>	Y	Y	Y	H	1
<i>Requests for Personal Information</i>	Y	Y	Y	M	2

**Central Services: Information Systems**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Data Protection</i>	Y	Y	Y	M	2
<i>Monitoring Codes</i>	Y	Y	Y	H	1
<i>IS/IT Strategy</i>	Y	Y	Y	H	1
<i>Code of Conduct – Use of Electronic Communications</i>	Y	Y	Y	H	1

**Central Services: Finance**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Special Service Charges 2005/6</i>	Y	Y	Y	H	1
<i>Managing Devolved Budgets</i>	Y	Y	Y	L	3
<i>Claiming Holiday Pay (Retained)</i>	Y	Y	Y	M	2

**Community Safety: Business and Commerce**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Operational Fire Safety Co-Ordination</i>	Y	Y	Y	H	1
<i>Inspection of Primary and Non-Primary Premises</i>	Y	Y	Y	H	1
<i>Advise on and Manage all Aspects of Primary Legislation</i>	Y	Y	Y	H	1
<i>Fire Certificate Production</i>	Y	Y	Y	M	2
<i>Fire Regulations Enforcement</i>	Y	Y	Y	M	2
<i>Fire Regulations Enforcement – Service Control</i>	Y	Y	Y	M	2
<i>Fire Regulations Enforcement – Stations</i>	Y	Y	Y	M	2
<i>Fire Regulations Enforcement – Investigation</i>	Y	Y	Y	M	2

### Community Safety: Risk Management

Function Policy Service	Relevance to Promoting Race Equality of Opportunity	Relevance to Promoting Good Race Relations	Relevance to Eliminating Unlawful Discrimination	Relevance Assessment Priority (HML)	Timescale for Review (year)
<i>Fire Safety Training</i>	Y	Y	Y	M	2
<i>Advise on New Legislation</i>	Y	Y	Y	M	2
<i>Complaints Register</i>	Y	Y	Y	H	1
<i>Advise on and Manage all Aspects of Non-Primary Legislation</i>	Y	Y	Y	M	2
<i>Fire Safety Talks</i>	Y	Y	Y	M	2
<i>Customer Satisfaction</i>	Y	Y	Y	H	1
<i>Fire Investigation</i>	Y	Y	Y	H	1
<i>Fire Investigation reports</i>	Y	Y	Y	H	1
<i>Fire Investigation and Fatal Fire Reports</i>	Y	Y	Y	H	1
<i>Fire Investigation Kits</i>	Y	Y	Y	H	1

**Community Safety: Residential and Educational**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Secondary school Education Programme</i>	Y	Y	Y	H	1
<i>Events and Talks to the Community</i>	Y	Y	Y	H	1
<i>Community Fire Safety on Local Stations and Community Fire Stations</i>	Y	Y	Y	H	1
<i>Community Planning Liaison</i>	Y	Y	Y	H	1
<i>Complaints and Suggestion System</i>	Y	Y	Y	H	1
<i>Primary School Education Programme</i>	Y	Y	Y	H	1
<i>Firefighter for a Day Scheme</i>	Y	Y	Y	H	1
<i>Crucial Crew Scheme</i>	Y	Y	Y	H	1
<i>Proposed Community Safety Work –Local Targeting and Delivery Policy</i>	Y	Y	Y	H	1

<i>Partnership working</i>	Y	Y	Y	M	2
<i>Youth Strategy</i>	Y	Y	Y	M	2
<i>Protection of Children, Young, Persons and Vulnerable Adults</i>	Y	Y	Y	H	1
<i>Local Targeting and Delivery</i>	Y	Y	Y	H	1
<i>Publication of Controlled Documents</i>	Y	Y	Y	M	2

**Operational: Co-ordination**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Advise on Aspects of Operational FireFighting</i>	Y	Y	Y	H	1
<i>Post Incident De-brief</i>	Y	Y	Y	H	1
<i>Control Room Procedures</i>	Y	Y	Y	H	1
<i>Complaints from the Public</i>	Y	Y	Y	H	1
<i>Proposed Recording of Racially Motivated Incidents Policy</i>	Y	Y	Y	H	1
<i>New Hydrant Installations</i>	Y	Y	Y	M	2
<i>Architect Contact/ Hydrant Installation Form</i>	Y	Y	Y	M	2
<i>Fire Incidents</i>	Y	Y	Y	H	1
<i>Special Service Incidents</i>	Y	Y	Y	H	1
<i>Special Service Charging</i>	Y	Y	Y	H	1
<i>Completion of Special Service Form SS2</i>	Y	Y	Y	H	1

**Operational: Planning**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Advise on all Aspects of Operational Planning</i>	Y	Y	Y	H	1
<i>Liaise with Emergency Planners</i>	Y	Y	Y	M	2
<i>Proposed Provision of Interpreters</i>	Y	Y	Y	H	1
<i>Production of Framework Operational Procedures</i>	Y	Y	Y	H	1
<i>Develop Effective Operational Plans and Risk Assessments</i>	Y	Y	Y	M	2
<i>Production of Tactical Information Plans</i>	Y	Y	Y	M	2
<i>Providing Assistance at Demonstrations, Marches and Civil Disturbances</i>	Y	Y	Y	H	1
<i>Mobilisation to a Mass Decontamination or USAR Incident</i>	Y	Y	Y	M	2
<i>Incidents Involving Suspect Packages</i>	Y	Y	Y	H	1
<i>Dressing Procedures for Crews</i>	Y	Y	Y	H	1
<i>Incidents Involving Civil Disturbances</i>	Y	Y	Y	H	1

**Operational: Research**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Advise on all Aspects of Operation Equipment Procurement</i>	Y	Y	Y	H	1
<i>Evaluations of Equipment</i>	Y	Y	Y	H	1
<i>Procurement of Equipment</i>	Y	Y	Y	H	1
<i>Specifications for Equipment</i>	Y	Y	Y	H	1
<i>User Requirements for Equipment &amp; Vehicles</i>	Y	Y	Y	H	1
<i>Breathing Apparatus Workshops</i>	Y	Y	Y	H	1

**Personnel: Equal Opportunities**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Promotions for Wholetime and Retained Personnel</i>	Y	Y	Y	H	1
<i>Contact Officers</i>	Y	Y	Y	H	1
<i>Advising on Equality Issues</i>	Y	Y	Y	H	1
<i>Rooting Out Racism Partnership</i>	Y	Y	Y	H	1
<i>Equal Employment Opportunity Policy</i>	Y	Y	Y	H	1
<i>Recruitment of Wholetime and Retained Firefighters</i>	Y	Y	Y	H	1
<i>Harassment &amp; Bullying at Work Policy</i>	Y	Y	Y	H	1
<i>Race Equality Scheme</i>	Y	Y	Y	H	1
<i>Liaison with Community Groups</i>	Y	Y	Y	H	1

**Personnel: Health & Safety**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Occupational Health and Safety Policy</i>	Y	Y	Y	H	1
<i>Accident Reporting and Investigation</i>	Y	Y	Y	H	1
<i>Occupational Health Arrangements Policy</i>	Y	Y	Y	H	1
<i>Fitness Advisory Unit Procedures</i>	Y	Y	Y	L	3
<i>Advise on all Aspects of Health &amp; Safety</i>	Y	Y	Y	L	3

**Personnel: Personnel Management**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Disciplinary Procedure</i>	Y	Y	Y	H	1
<i>Grievance Procedure</i>	Y	Y	Y	H	1
<i>Flexible Working Hours for Support Staff</i>	Y	Y	Y	H	1
<i>Maternity</i>	Y	Y	Y	L	3
<i>Medical Appeals Sickness</i>	Y	Y	Y	L	3
<i>Career Structures Application of Grades for Support Staff</i>	Y	N	Y	M	2
<i>Acting-up Support Staff</i>	Y	Y	Y	H	1
<i>Recruitment of Support Staff</i>	Y	Y	Y	H	1
<i>Annual Leave, Pay &amp; Allowances Support Staff</i>	Y	Y	Y	H	1
<i>Job share for Control &amp; Support Staff</i>	Y	Y	Y	M	2
<i>Access to Personnel Files</i>	Y	Y	Y	L	3
<i>Induction for Support Staff</i>	Y	N	N	L	3
<i>Medical Appeals Pensions</i>	Y	Y	Y	L	3
<i>Early Retirement &amp; Voluntary Severance for Support Staff</i>	Y	Y	Y	M	2
<i>Violence to Employees</i>	Y	Y	Y	H	1
<i>Sickness Absence</i>	Y	Y	Y	H	1
<i>Scheme of Flexible Working Hours for HQ Staff</i>	Y	N	Y	L	3
<i>Leave for Family Care Purposes</i>	Y	Y	Y	M	2

<i>For Part-time/Job Share Employees</i>	Y	Y	Y	L	3
<i>Scheme of Flexible Working Hours for Full-time Employees</i>	Y	N	Y	L	3
<i>Public Interest Disclosure</i>	Y	Y	Y	M	2
<i>Work/life Balance Proposed Policy</i>	Y	N	Y	L	3
<i>Family Care Policy</i>	Y	Y	Y	M	2

**Personnel: Staff Management**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Posting of Recruits</i>	Y	N	Y	L	3
<i>Annual Leave Operational Personnel</i>	Y	Y	Y	H	1
<i>Transfer Requests Operational Personnel</i>	Y	Y	Y	M	2
<i>Temporary Promotions Operational Personnel</i>	Y	N	Y	M	2
<i>Requests for Extension Beyond the Age of Compulsory Retirement for Staff Engaged on the Retained Duty System</i>	Y	Y	Y	L	3
<i>Retained Annual Leave</i>	Y	Y	Y	H	1
<i>Overtime Working</i>	Y	Y	Y	L	3
<i>Mixed Wholetime/ Retained Crewing</i>	Y	N	Y	L	3
<i>Provision of Retained Cover by Wholetime Personnel</i>	Y	N	Y	L	3

## Service Planning

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Produce Service Plan</i>	Y	Y	Y	H	1
<i>Administration of Service Planning Process</i>	Y	Y	Y	H	1
<i>Administration of Service Delivery Plans</i>	Y	Y	Y	H	1
<i>Develop Service Planning Procedures</i>	Y	Y	Y	H	1
<i>Administration of Unit Plans</i>	Y	Y	Y	H	1

**Technical Services: Operational Support Centre**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Supplier/User Manufacturer liaison</i>	Y	Y	Y	H	1
<i>Vehicle Replacement Policy</i>	Y	Y	Y	L	3
<i>Road Traffic Accidents Involving Service Vehicles</i>	Y	Y	Y	M	2

**Technical Services: Procurement**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Service Uniform &amp; Personnel Equipment</i>	Y	Y	Y	H	1
<i>Procurement Procedure</i>	Y	Y	Y	H	1
<i>Stores manual</i>	Y	Y	Y	H	1

**Technical Services: Property**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Management of Food Safety System</i>	Y	Y	Y	H	1
<i>Management of Catering Services</i>	Y	Y	Y	H	1
<i>Station Development</i>	Y	N	Y	H	1
<i>Capital Budget and Programme</i>	Y	Y	N	M	2
<i>Revenue Budget and Programme</i>	Y	N	N	M	2

**Training: Assessment & Development Centres**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Advise on Training Development</i>	Y	N	Y	M	2
<i>Revise Existing Training Packages</i>	Y	N	Y	M	2
<i>Plan and Resource Development of Training Facilities</i>	Y	Y	Y	H	1
<i>Develop I.T. Based Training Systems</i>	Y	N	Y	M	2
<i>Develop Training Packages</i>	Y	N	Y	M	2

**Training: Delivery**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Nominate Personnel for Driving and Specialist Appliance Courses</i>	Y	Y	Y	H	1
<i>Facilitate and Organise Breathing Apparatus and Hot Fire Training for Personnel</i>	N	N	Y	M	2
<i>Delivery of Retained Training</i>	Y	N	Y	M	2
<i>Nominate Personnel for Training Courses at the Fire Service College and SFSTS</i>	Y	Y	Y	H	1
<i>Nominate Personnel for Internal and External Training Courses as Required</i>	Y	Y	Y	H	1
<i>Management of External Courses Organised by the Scottish International Fire Training Centre</i>	Y	Y	Y	H	1

**Training: Individual Development**

<b>Function Policy Service</b>	<b>Relevance to Promoting Race Equality of Opportunity</b>	<b>Relevance to Promoting Good Race Relations</b>	<b>Relevance to Eliminating Unlawful Discrimination</b>	<b>Relevance Assessment Priority (HML)</b>	<b>Timescale for Review (year)</b>
<i>Service Training Policy</i>	Y	Y	Y	H	1
<i>Proposed Staff Development Firefighter to Station Officer Policy</i>	Y	N	Y	H	1
<i>Proposed Assessment and Development Centres Policy</i>	Y	N	Y	H	1
<i>Proposed Staff Development and Review for Senior Managers Policy</i>	Y	N	Y	M	2
<i>Staff Development and Review Policy</i>	Y	N	Y	H	1
<i>Further and Higher Education Scheme</i>	Y	N	Y	H	1
<i>Firefighter Development Programme – Phase II</i>	Y	N	Y	M	2

**LOTHIAN AND BORDERS FIRE AND RESCUE SERVICE**

***EQUALITY IMPACT ASSESSMENT FORMS***

**Appendix C**

**Initial Equality Impact Assessment Pro Forma**

Section		Officer responsible for the assessment	
Name of Policy to be assessed		Date of Assessment	Is this a new or existing policy?
1. Briefly describe the aims, objectives and purpose of the policy.			
2. Are there any associated objectives of the policy? Please explain.			
3. Who is intended to benefit from this policy, and in what way?			
4. What outcomes are wanted from this policy?			
5. What factors/forces could contribute/detract from the outcomes?			

6. Who are the main stakeholders in relation to the policy?			7. Who implements the policy, and who is responsible for the policy?	
8. Are there concerns that the policy <b>could</b> have a differential impact on racial groups?	Y	N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?				
9. Are there concerns that the policy <b>could</b> have a differential impact due to gender?	Y	N		
What existing evidence (either presumed or otherwise) do you have for this?				
10. Are there concerns that the policy <b>could</b> have a differential impact due to disability?	Y	N		
What existing evidence (either presumed or otherwise) do you have for this?				
11. Are there concerns that the policy <b>could</b> have a differential impact due to sexual orientation?	Y	N		
What existing evidence (either presumed or otherwise) do you have for this?				
12. Are there concerns that the policy <b>could</b> have a differential impact due to their age?	Y	N		

--	--	--	--

What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <b>could</b> have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <b>could</b> have a differential impact due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <b>could</b> have a differential impact due to them having an offending past?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <b>could</b> have a differential impact due to them being transgendered or transsexual?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			

17. Could the differential impact identified in 8 – 16 amount to there being the potential for adverse impact in this policy?	Y	N	Please explain		
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (questions 8 –16) on a separate piece of paper.		
19. Should the policy proceed to a partial impact assessment?	Y	N	20. If Yes, is there enough evidence to proceed to a full EIA?	Yes	No
			21. Date on which Partial or Full assessment to be completed by.		

Signed (completing officer) ..... Date

Signed (Head of Section) ..... Date

## Partial Equality Impact Assessment Pro Forma

Section		Person responsible for the assessment			
Name of the policy to be assessed		Date of assessment		Is this a new or existing policy?	
1. In what areas are there concerns that the policy <b>could</b> have a differential impact (please circle).	<b>Race</b>	<b>Gender</b>	<b>Disability</b>	<b>Age</b>	<b>Sexual Orientation</b>
	<b>Religious Belief</b>	<b>Dependants</b>	<b>Offending past</b>	<b>Transgendered or Transsexual</b>	
2. What concerns are there that the policy <b>could</b> have a differential impact on relevant groups?	Please explain (continue on a separate sheet if necessary).				
3. What existing evidence (either presumed or otherwise) do you have for this?	Please explain (continue on a separate sheet if necessary).				
4. What are the risks associated with the policy in relation to differential impact?					
5. Please state clearly the expected benefits of the policy.					

6. Are there any experts/relevant groups who you can approach to explore their views on the issues		<b>Y</b>	<b>N</b>	7. Please list the relevant groups/experts.		
8. How will the views of these groups be obtained? (please tick)		Letter Questionnaires Meetings Interviews Telephone Workshops Other		9. Please list the date when each group/expert was contacted.		
10. Please explain in detail the views of the relevant groups/experts on the issues involved (please use a separate sheet if necessary).						
11. Taking into account the views of the groups/experts, and the available evidence, please clearly state the risks associated with the policy, weighed against the benefits of the policy (please continue on separate sheet if necessary).						
12. As a result of this assessment is a Full Impact Assessment necessary?	<b>Y</b>	<b>N</b>	13. Date which the Full assessment to be started.			14. Date on which the Full assessment to be completed.

## **Full Equality Impact Assessment Report Pro Forma**

The report should begin with an Executive Summary of the results of the Equality Impact Assessment, in particular focusing on any decisions which may have been reached.

The report should contain a description of the policy aim, the context within which the policy operates, the scope of the policy and any existing data which is available and which may have informed development in the past.

An example of how the report should be constructed is as follows:

### **Introduction**

#### **Background**

This section should give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.

#### **Methodology and Sources of Data**

This section should outline the methodology used to collect data and what sources of data were used. In addition to this it should explain any other procedures which have been used to draw together pertinent information (such as original data collection exercises).

#### **Assessment of Impact on Race Equality**

This section should consist of a detailed explanation and assessment of the policy's impact on race equality.

#### **Consideration of Alternative Approaches/Mitigation of Adverse Impact**

This section should explain in detail all the considerations of alternative approaches/mitigation of adverse impact of the policy.

#### **Monitoring Arrangements**

This section should also outline systems which will be put in place to monitor for adverse impact in the future and should include all relevant timetables. In addition it may include the following:

- An explanation of monitoring and why it is important

- Monitoring systems and methods you used
- Summary and assessment of your monitoring, making it clear whether you found any evidence of discrimination
- How you will use these results to develop future policy and practice.

### **Formal Consultation**

This section should outline all the consultation that has taken place on the EIA, and may include the following:

- Why you carried out the consultation
- Details about how you went about it
- A summary of all the replies received from people you consulted
- An assessment of your proposed policy (or policy options) in the light of the responses you received
- A statement of what you plan to do next

### **Publication of Equality Impact Assessment**

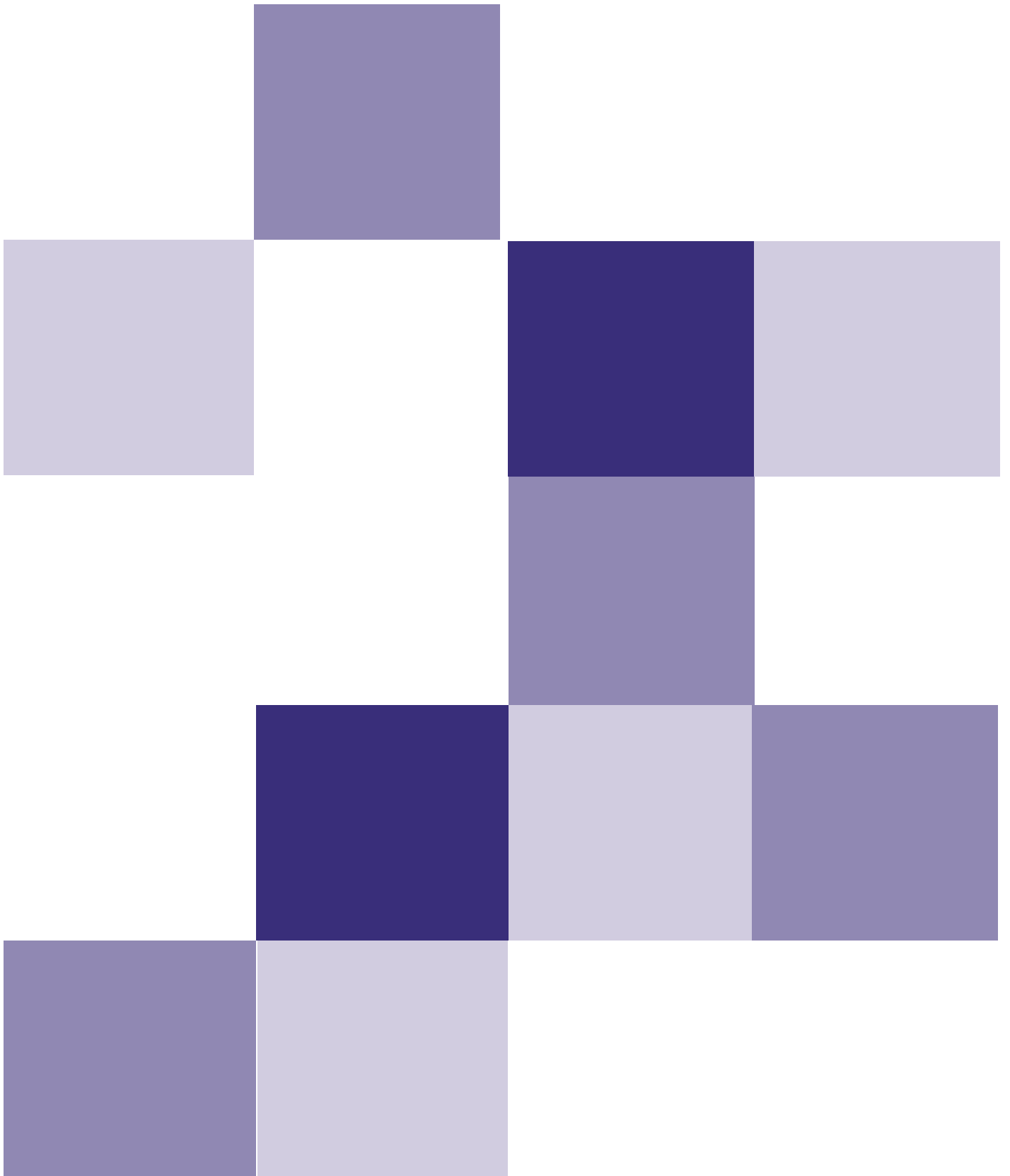
This section should state how the EIA will be published.

### **Conclusions**

Conclusions drawn from the results in terms of the policy impact will outline the decision-making process concerning policy review. This section should state the decisions made by the authority on the basis of the EIA, for example, by the way of an action plan, with associated timescales. If a decision is made to introduce measures to mitigate adverse impact or alternative policies then it would be appropriate to address each of the six questions listed below:

- How does each option further or hinder equality of opportunity?
- How does each option reinforce or challenge stereotypes which constitute or influence equality of opportunity?
- What are the consequences for the group concerned and for the public authority of not adopting an option more favourable to equality of opportunity?
- How will the relevant group be advised of the new or changed policy or service?
- What are the costs of implementing each option? Will the social and economic costs and benefits to the relevant group of implementing the option outweigh the costs to the public authority or other groups? An evaluation of net social benefits achieved by adopting each option must be considered.
- Does the public authority have international obligations which would be breached by, or could be furthered by, each of the options?





**Lothian and Borders Fire and Rescue Service**

January 2006