

## Final SYFR Equality Impact Assessments: Timetable 2008-2010

SYFR is required by law to publish a timetable for the impact assessment of all functions over a 3 year period. This timetable is the first that SYFR has produced.

Within the major functional headings there will also be numerous projects, initiatives and policies which (while they do not need to be separately mentioned here) require impact assessing to the timetable of their functions. This timetable will be implemented over a period to align with SYFR Integrated Equality and Diversity Scheme 2007-2010.

**Support and training:** Support, written guidance and training will be provided during 2008 and beyond. Training will be provided for all managers with responsibility for, or who will be significantly involved in, Equality Impact Assessment (EIAs). This will take place between October and December 2008. Managers who will be involved in EIAs and require training will be nominated for the training by Heads of Services.

This timetable has been developed in consultation with Heads of Service who are responsible for identifying key priorities for impact assessment across their service areas.

| Function                                      | Year 2<br>(July-Dec<br>2008) | Year 2<br>(Jan –<br>March<br>2009) | Year 3<br>April 2009<br>–March<br>2010 | Lead officer                                     |
|---|------------------------------|------------------------------------|--|--|
| <b>Standards and Safety</b>                   | ✓                            |                                    |  | Head of Operational<br>Standards and Safety      |
| Operational Assurance                         | ✓                            |                                    |  |  |
| Operational Support                           | ✓                            |                                    |  |  |
| Health and Safety                             | ✓                            |                                    |  |  |
| <b>Policy, Performance<br/>and Programmes</b> | ✓                            |                                    |  | Head of Policy,<br>Programmes and<br>Performance |
| Performance and<br>Governance                 | ✓                            |                                    |  | Performance and<br>Governance Manager            |
| Corporate Plan and<br>consultation on Plan    | ✓                            |                                    |  |  |
| Equality and Diversity                        | ✓                            |                                    |  | Equality and Diversity<br>Manager                |
| Local Area Agreements                         | ✓                            |                                    |  | LAA Delivery Manager                             |
| IRMP  | ✓                            |                                    |  | IRMP Manager                                     |
| Including current Plan                        |                              |                                    |  |  |
| <b>Human Resources</b>                        | ✓                            |                                    |  | Head of Human<br>Resources                       |

|  |   |   |  |                                   |
|--|---|---|--|-----------------------------------|
| Transactional HR and OHU                           | ✓ |   |  | Transactional HR Manager          |
| Recruitment and Selection                          | ✓ |   |  | Recruitment Manager               |
| Workforce Improvement                              |   | ✓ |  |                                   |
| Policy and Projects                                | ✓ |   |  | HR Policies Manager               |
| <b>Training and Development</b>                    | ✓ |   |  | Head of Training and Development  |
| Training   | ✓ |   |  |                                   |
| Workforce Development                              | ✓ |   |  |                                   |
| Training and Development Centre<br>Incl. reception |   | ✓ |  |                                   |
| <b>Emergency Response</b>                          | ✓ |   |  | Head of Emergency Response        |
| Districts  | ✓ |   |  | District Managers                 |
| Stations<br>Incl. Station Plans                    | ✓ |   |  | Station Managers                  |
| Control  |   | ✓ |  | Principal Control Manager         |
| <b>Prevention and Protection</b>                   | ✓ |   |  | Head of Prevention and Protection |
| Community Safety Strategy                          | ✓ |   |  | Head of Prevention and Protection |
| Partnership Strategy, Board and work               | ✓ |   |  |                                   |
| Education and Youth work and initiatives           |   | ✓ |  |                                   |
| Life, Asdan  |   | ✓ |  |                                   |
| Community Engagement Officer and Advocacy Service  | ✓ |   |  |                                   |
|  | ✓ |   |  |                                   |

|   |   |   |   |   |
|---|---|---|---|---|
| Station Relocation Projects                     |   |   |   |   |
| Legislative Fire Safety                         | ✓ |   |   |   |
| <b>Corporate Communications and Admin</b>       | ✓ |   |   | Head of Corporate Communications and Admin. |
| Consultation Strategy                           | ✓ |   |   |   |
| Press Office                                    |   | ✓ |   |   |
| Corporate Guidelines                            | ✓ |   |   |   |
| Secretariat                                     |   |   | ✓ |   |
| Corporate Administration                        |   |   | ✓ |   |
| Customer Compliments and Complaints Policy      | ✓ |   |   |   |
| Internal communications incl. Intranet/Internet |   | ✓ |   |   |
| Registry  |   | ✓ |   |   |
| <b>Financial Services</b>                       | ✓ |   |   | Interim Director of Finance and Resources   |
| Payroll and Pensions                            | ✓ |   |   |   |
| Payments and revenues                           |   | ✓ |   |   |
| Accountancy                                     |   |   | ✓ |   |
| Financial Systems and Administration            |   |   | ✓ |   |
| <b>Technical Services</b>                       | ✓ |   |   | Head of Technical Services                  |
| Transport                                       | ✓ |   |   |   |
| Workshops                                       |   | ✓ |   |   |
| Tech Services and R&D                           |   | ✓ |   |   |

|   |   |   |   |   |
|---|---|---|---|---|
| Water Supplies  |   |   | ✓ |   |
| Extinguishers   |   |   | ✓ |   |
| Procurement Policy and Systems                          |   | ✓ |   | Joint - Head of Asset Management/Technical Services |
| <b>Asset Management</b>                                 |   | ✓ |   | Head of Asset Management                            |
| ICT   |   | ✓ |   |   |
| Supplies  |   | ✓ |   |   |
| Stores  |   | ✓ |   |   |
| Property Services                                       |   | ✓ |   |   |
| Including Station Improvement                           |   | ✓ |   |   |
| Directorate Plans                                       | ✓ |   |   | Directors   |
| Service Business Plans                                  | ✓ |   |   | Heads of Service                                    |
| Joint Secretariat: SYFR<br>Fire Authority areas of work |   |   |   | Strategic Policy Manager-Joint Secretariat          |
| Communications  |   | ✓ |   |   |
| Scrutiny  |   | ✓ |   |   |
| Members Code of Conduct                                 | ✓ |   |   |   |

**Notes:**

1. Responsibility for ensuring completion of Teams EIAs in accordance with timetable will rest with lead Officer initially and then Heads of Service.
2. All key business plans at Service, Directorate, District and Station level to have completed EIAs by Dec 2008.