

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
GENERAL	Leadership, partnership and organisational commitment: Local Vision and Priorities	Review, publish and communicate the Equality & Inclusion Strategy	Organisational Development (HR)	September 2016	
	Leadership, partnership and organisational commitment: Leadership	To confirm that we state in all organisational policies our commitment to equality, diversity and human rights	Employment Services (HR)	August 2016	
	A skilled and committed workforce: Values and Behaviour	Development of SYFR Revised People Strategy to incorporate inclusive behaviours	Human Resources Function	August 2016	
	A skilled and committed workforce: Learning and Development	Delivery of Equality & Inclusion Training – All Staff (To incorporate: E&I General Awareness, Bullying & Harassment, Awareness re Protected Characteristics, Unconscious Bias & Positive Action)	Organisational Development (HR)	November 2017	
		Delivery of above training to managers with the addition of content on managing diverse staff	Organisational Development (HR)	November 2017	
		Update to Equality & Inclusion E-Learning Package	Organisational Development (HR)	August 2016	
	Leadership, partnership and organisational commitment: Corporate Policies and Process	Review and delivery of updated Equality Analysis Training for managers/relevant staff	Organisational Development (HR)	November 2017	
	Responsive services and customer care: Equality Analysis/Impact Assessment	Corporate & departmental oversight of Equality Analyses process including quality assurance	Organisational Development (HR)	September 2016 & Ongoing	

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
OBJECTIVE 1 IMPROVING DIVERSITY AT SYFR	A skilled and committed workforce: Workforce Monitoring	Review and create up to date data and information profile in relation to SYFR & South Yorkshire communities	Organisational Development (HR), Data Team, Community Fire Safety	July 2016	
		Evaluate & consider an action and communication plan in relation to disclosure	Organisational Development (HR)	July 2017	
	A skilled and committed workforce: Promoting an Inclusive Working Environment	Create Positive Action working group to actively involve staff, staff networks and public in relation to new approaches on Positive Action to address workforce profile recommendations	Organisational Development (HR)	July 2017	
		Re assessment and re publication of SYFR Positive Action approach including communication within the workforce	Organisational Development (HR)	September 2017	
		Continue work on Apprenticeships review & other channels to evaluate opportunities individuals from younger age groups	Organisational Development (HR)	September 2017	
OBJECTIVE 2 IMPROVING ENGAGEMENT WITH DIVERSE STAFF	Leadership, partnership and organisational commitment: Leadership	Continue to support ongoing development of SYFR Equality Staff Groups/Networks including working towards each groups/networks core objectives	Organisational Development (HR)	Ongoing	
		Assess potential for regional collaboration on equality groups for example with partner and regional organisations e.g. South Yorkshire Police, NHS etc.	Organisational Development (HR)	July 2016	
		Equality Champions to be re visited and potentially re allocated	Organisational Development (HR)	September 2016	

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
OBJECTIVE 3 PROMOTING STAFF WELLBEING & FAIR TREATMENT	A skilled and committed workforce: Policies and Procedures	Undertake a formal, structured fitness monitoring programme for operational staff, supporting our people to maintain (or improve) their fitness to undertake their role effectively and safely at 6 month intervals throughout each year	Employment Services Fitness Advisor (HR)	March/September	
		Lead, monitor and evaluate the delivery of a Health and Wellbeing plan, which supports both employees and managers in preparation for the fundamental change that is inevitable for the foreseeable future.	Employments Services/OHU (HR)	September 2016	
		Promote employee health and wellbeing both in and out of the workplace, identifying and publicising appropriate materials and support mechanisms.	Employment Services/OHU (HR)	Ongoing	
		Clarify the accountabilities and responsibilities for stress and mental health management with both managers and employees and adopt a holistic approach to employee welfare, utilising the HSE standards.	Employment Services/OHU (HR)	January 2017	
OBJECTIVE 4 KNOWING OUR COMMUNITIES	Knowing your Communities: Collecting, Analysing & Using Information	Update Diversity in the Community Master Handbook	Equality & Inclusion Advisor	September 2016	
		Update Station Diversity in the Community Handbooks	Equality & Inclusion Advisor	September 2016	
		Produce High Risk and Excluded Groups – Community Safety Guidance Document	Equality & Inclusion Advisor	December 2016	

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
OBJECTIVE 4 KNOWING OUR COMMUNITIES	Knowing your Communities: Collecting, Analysing & Using Information	Introduce SYFR Safeguarding Board	GM Community Safety	September 2016	
		Introduce process to collect, analyse and report FDSI information to inform service delivery	Equality & Inclusion Advisor	September 2016	
	Knowing your Communities: Sharing Information Between Partners	Introduce Safe & Well Referral Pathway Data Sharing Protocols	Partnership Officer	December 2016	
		Introduce Safe & Well Referral Portal	Partnership Officer	December 2016	
OBJECTIVE 5 IMPROVING TARGETTING & ENGAGEMENT WITH HIGH RISK & EXCLUDED GROUPS	Involving Communities: Working in Partnership	Recruit more bi-lingual volunteers	Volunteer Coordinator / Equality & Inclusion Advisor	December 2016	
		Improve Engagement with Diverse & BME Businesses to improve compliance and reduce potential for prosecution	TFS Fire Safety Manager	December 2016	
		Increase Safe & Well partnerships and referrals with high risk and excluded groups	Equality & Inclusion Advisor/ High Risk Coordinator	December 2016	
	Leadership, Partnership & Organisational Commitment: Effective Communication	Review gaps in Community Safety literature for key high risk and excluded communities	Equality & Inclusion Advisor	December 2016	
		Develop a cultural and communities events calendar (& relevant resources) for 2016/17	Equality & Inclusion Advisor	September 2016	

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
OBJECTIVE 6 REMOVING BARRIERS & IMPROVING ACCESS TO SERVICES	Leadership, Partnership & Organisational Commitment: Corporate polices & processes	Implement an improved Policy/EA monitoring and action planning process for community related activities	Equality & Inclusion	September 2016	
	Responsive Service & Customer Care: Responsive and Accessible Services	Implement Customer Satisfaction and Post Incident Questionnaire Pilot	Community Safety Team Leader	September 2016	
	Responsive Service & Customer Care: Sharing notable practice	Development and implementation of Fire Death Serious Injury (FDSI) Multiagency Learning Review process to better inform service delivery sharing best practices and lessons learned	GM Community Safety	December 2016	
OBJECTIVE 7 ACTIVELY CONSIDER & PROMOTE EQUALITY & INCLUSION WITHIN ALL PROCUREMENT ACTIVITY	Responsive services and customer care Commissioning and Procuring Services	Review the E & I section in the next Procurement Strategy and aligning the new Strategy with the existing Corporate strategy endeavouring to promote, develop and embed E & I within its procedures and practices	Procurement	December 2016	
		To give due regard to E & I within its specifications and evaluation methodologies and utilising working groups (where applicable) to ensure inclusion, transparency and fairness. This should also develop best practice and provide the added value element to support contract award	Procurement	December 2016	
		Engaging with SFYR suppliers within its supply chains to promote, develop and embed the values of good E & I practices & policies. SYFR procurement practices will look to sell the benefits of good E & I practices and policies and will also look to mitigate any reputational or corporate risk of areas of non-compliance or inappropriate activities	Procurement	December 2016	

SYFR Equality & Inclusion Action Plan 2016/17

SYFR Objective	FRS EF Section	Action/s Required	Responsible Team	Timescale for completion	Progress
OBJECTIVE 8 EMBED EQUALITY & INCLUSION WITHIN STRATEGY & ENGAGEMENT WORKSTREAMS	Leadership, partnership and organisational commitment Corporate Policies and Process	Ensure that appropriate Equality Analyses are undertaken at the earliest stage of all relevant projects and that full consultation is undertaken on these as relevant	Projects & Corporate Governance	Implementation December 2016 then Ongoing	
		Check that Equality & Inclusion considerations are taken into account within all new Operational Guidance Note (GRN) creation	Operational Support Team	Implementation December 2016 then Ongoing	
	Responsive services and customer care Commissioning and Procuring Services	Ensure that all Equality & Inclusion impacts are considered in advance in relation to the procurement of any service equipment whether via Equality Analysis or other appropriate means	Technical Services	Implementation December 2016 then Ongoing	
OBJECTIVE 9 TO IMPROVE DIVERSITY & OPPORTUNITY IN RECRUITMENT & PROMOTION WITHIN EMERGENCY RESPONSE	A skilled and committed workforce: Promoting an Inclusive Working Environment	To develop and deliver an ongoing and supported programme in relation to Firefighter Awareness and Information / "Have a Go" Days across all Retained Duty System stations in order to encourage applications from our RDS communities and to promote community awareness of the RDS station & Firefighter role	Emergency Response	September 2016 (Implementation) then ongoing	
		To develop and implement a process (including advice & training for managers where required) which ensures that Emergency Response managers are actively and appropriately supporting female staff in relation to their career aspirations and ambitions	Emergency Response	August 2016 and ongoing	
		Emergency Response managers to discuss and develop consistent, fair and effective managerial approaches to encourage and develop all staff seeking promotional opportunities and to seek to remove any real or perceived barriers to individual promotion or aspiration	Emergency Response	August 2016 and ongoing	