

**TAYSIDE FIRE AND RESCUE BOARD****REPORT BY THE CHIEF FIRE OFFICER****16 NOVEMBER 2009**

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**SINGLE EQUALITY SCHEME AND ACTION PLAN  
DECEMBER 2009 – DECEMBER 2012****Abstract**

This report seeks the approval from members for the publication of Tayside Fire and Rescues Single Equality Scheme and Action Plan Dec 2009 – Dec 2012

**1 RECOMMENDATION**

It is recommended that Members agree the attached Single Equality Scheme for publication.

**2 BACKGROUND**

Tayside Fire and Rescue currently has a Single Equality Scheme however it only covers Race, Disability and Gender and each area has its own action plan. This new document broadens the scope of the scheme by incorporating 3 further strands of equality i.e. Age, Religion and Belief and Sexual Orientation. This, not only broadens the scope of the scheme, but also combines the action plans into one.

Indications are that future legislation will require public sector organisations to provide information on work in all equality areas, therefore we have the opportunity to provide this information proactively by publishing this new scheme and action plan.

In addition to the above, the Disability Section of our current Equality Scheme is due to be reviewed, therefore the opportunity was taken to develop a scheme that includes all areas of equality.

The Single Equality Scheme Actions for 2010/11 contained within the Action Plan to the Scheme are incorporated into the strategic action points contained within the forthcoming Towards a Safer Tayside document.

**3 CONSULTATION ON THE SCHEME**

In order to make the Scheme representative of the stakeholders of Tayside Fire and rescue, a questionnaire was developed and sent to 304 external stakeholders. The questionnaire was also available on our internet for members of the public to respond. The questionnaire enabled them to detail areas where they feel Tayside Fire and Rescue is working well and highlight areas where more work could be carried out. General information on awareness of previous Equality Schemes and use of services was also collected. In total, 53 returns were received.

Views were also sought from various groups of employees within the organisation. Again, a questionnaire was developed and used as a basis for discussion. These discussions and questionnaire responses helped to ascertain employee's feelings toward the policies and procedures that we have in place, the services that we provide and areas where future work should be directed.

In addition, to the above specific consultation carried out for the production of this Scheme and Action Plan, Tayside Fire and Rescue has carried out a number of consultation exercises over the past year, which have influenced the Single Equality Scheme and Action Plan. These include:

Towards a Safer Tayside Consultation 2009/10

The Towards a Safer Tayside Consultation document has equality elements to it and provides an opportunity for members of the public to comment on needs that are not being met.

Race Equality Consultation 2008/09

Consultation questionnaires were circulated requesting information on service provision and Tayside Fire and Rescue as an employer, in relation to meeting our duties under the Race Relations Act. The information collected influenced the action plan that was published for the Race section of our current Equality Scheme, items from this will carry forward into the new action plan.

Employee Disability Audit 2008/09

Information was requested from employees in relation to disability. They were asked if they have a disability and for their opinions on the policies and practices that are in place.

## **5 CONSULTATION**

The Clerk and the Treasurer have been consulted in the preparation of this Report.

## **6 CONCLUSIONS**

This scheme continues the valuable work being carried out by Tayside Fire and Rescue in satisfying it's strategic objective to embrace diversity and offer equality of opportunity in everything we do.

S Hunter  
Chief Fire Officer

### **Background Papers**

No background papers, as defined by section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Fire and Rescue Headquarters  
DUNDEE



**Tayside Fire and Rescue Board**

**Single Equality Scheme**

**1 December 2009 – 30 November 2012**

## Joint Foreword

**Mr Ken Lyall, Convener of Tayside Fire and Rescue Board and Mr Stephen Hunter, Chief Fire Officer**

As a public service it is essential that we recognise and respect diversity, work to promote equality of opportunity and challenge discrimination in order to meet the needs of all of our service users and our employees.

As a means of showing our commitment to this we are pleased to present our Single Equality Scheme and Action Plan Dec 2009 –Dec 2012, which have been produced to reflect our mission and aims, recognising that equality and diversity are key parts of all that we do.

They build on the success of our last Race, Disability and Gender equality schemes and incorporate Age, Sexual Orientation and Religion and Belief.

With the dedication of our employees and our personal commitment to achieving the actions detailed in this Scheme and Action plan Tayside Fire and Rescue will continue to '*work towards equality*'.



A handwritten signature in black ink that reads "Ken Lyall".

Ken Lyall  
Convener  
Tayside Fire and Rescue Board



A handwritten signature in black ink that reads "S Hunter".

Stephen Hunter  
Chief Fire Officer  
Tayside Fire and Rescue

# Tayside Fire and Rescue

## **Equality Scheme**

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Tayside Fire and Rescue

## **Equality Scheme**

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## **Part One –Introduction**

### **Section 1 - Who We Are and What We Do**

Tayside Fire and Rescue covers a geographical area of approximately 7,000 square kilometres, with a population of 400,000. The majority of the population is centred in Dundee and Perth with the remainder spread throughout a number of towns and villages in Angus and Perth and Kinross.

Tayside Fire and Rescue's 739 operational Firefighters crew a total of 50 fire appliances based at 24 strategically located fire stations. These personnel are dedicated and motivated individuals providing Wholetime, Retained and Volunteer cover in the Tayside area. Wholetime stations are located in our cities and larger towns and are staffed 24/7. Retained/Volunteer stations are staffed during training and maintenance periods however their crews are on standby from home and their primary workplace to respond 24/7.

Tayside Fire and Rescue is managed by a Joint Fire Board made up from its 3 unitary authorities:

- Angus Council
- Dundee City Council
- Perth & Kinross Council

Representation is proportionate to the 3 authorities with 5 representatives from Angus, 7 from Dundee and 6 from Perth & Kinross.

#### **Our Mission**

Tayside Fire and Rescue Board's mission is to provide the highest standard of community safety and emergency response services to all the communities we serve.

#### **Our Corporate Aims**

In support of this mission, every activity within the organisation is undertaken under one of our 4 Corporate Aims:

- **Prevention:**  
Working with local communities to reduce risks to life, property and the environment from fire and other emergencies.
- **Intervention:**  
Responding promptly and effectively to deal with fires and other emergencies when they occur.

- **People:**  
Ensuring that services are delivered by a well equipped, skilled and highly motivated workforce which is able to work safely and whose composition reflects the diverse communities we serve.
- **Performance:**  
Monitoring performance to ensure continuous improvement and delivery of Best Value.

## **Strategic Objectives**

Strategic Objectives are set under each Aim, detailing exactly what the organisation wishes to achieve. The work undertaken to achieve these Strategic Objectives is consulted on annually ensuring the community's needs and aspirations for their Fire and Rescue Service are met.

Further information on the work we are carrying out is available in our 'Towards a Safer Tayside Publication'.

## **Our Structure**

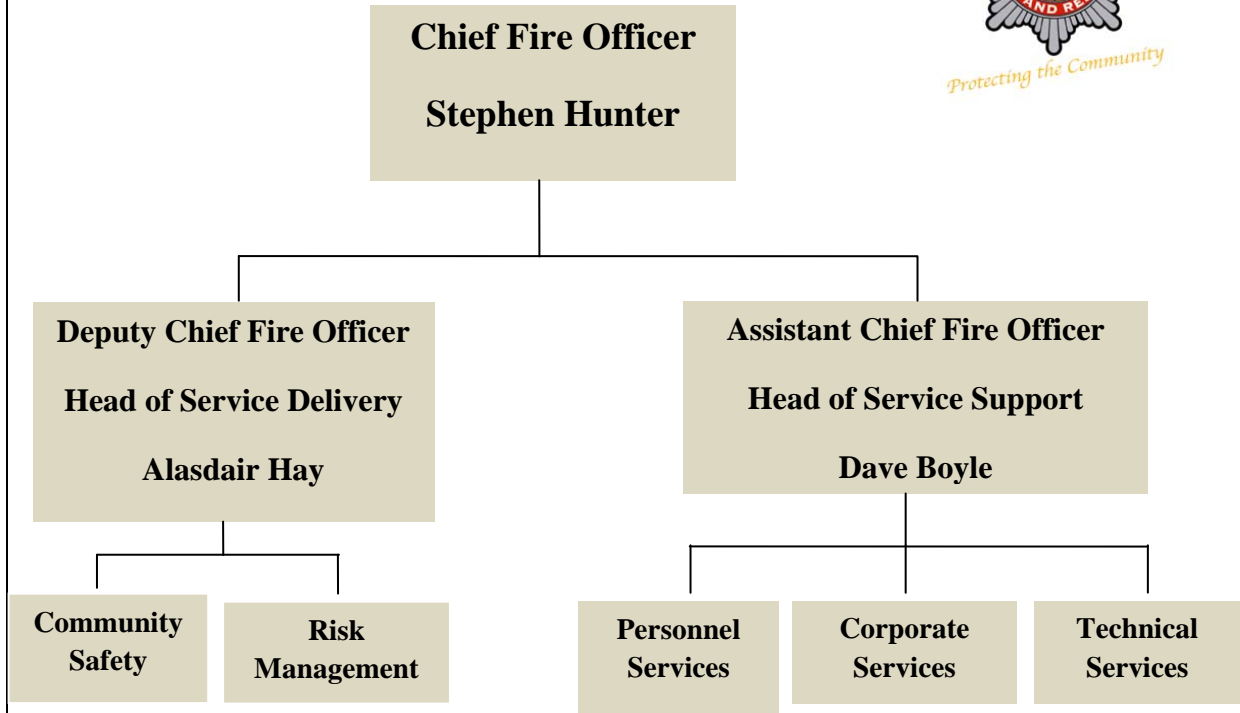
Tayside Fire and Rescue is led by Chief Fire Officer Stephen Hunter and managed by two functional heads: Service Delivery and Service Support.

Our Deputy Chief Fire Officer Alasdair Hay leads Service Delivery, overseeing Community Safety and Risk Management whilst driving forward the Prevention and Intervention Aims of the organisation. Service Delivery includes the departments who interact frequently with the public providing them with effective and efficient community safety and emergency response services.

Our Assistant Chief Fire Officer Dave Boyle leads Service Support, overseeing Technical Services, Corporate Services and Personnel Services, whilst driving forward the People and Performance Aims of the organisation. These departments provide the expertise and resources which allow the service delivery departments to meet the needs of our communities across the Tayside area.

The three members of the Executive Command and the five Heads of Departments form the policy making Management Team. The Management Team meet on a monthly basis when policy proposals are presented and considered before being introduced to the wider organisation.

**Tayside Fire and Rescue  
Executive Command**



"To provide the highest standard of fire safety and emergency response services to the communities we serve"

## **Part One – Introduction**

### **Section 2 -Understanding Equality and Diversity**

There is often debate surrounding terms such as Equal Opportunities, Equality and Diversity. It is therefore important to clarify and understand what these terms mean and how equal opportunities and a diverse workforce add real value to Tayside Fire and Rescue.

#### **What are Human Rights?**

If you are a citizen of the United Kingdom then you have basic human rights and freedoms under the Human Rights Act 1998. For example, you have the right to freedom of expression, freedom of thought, conscience and religion and the right to marry or form a civil partnership and start a family.

Human Rights are based on five core principles: Fairness, Respect, Equality, Dignity and Autonomy.

#### **What are Equal Opportunities?**

Everyone has the right to equal opportunities in employment, in the provision of goods, facilities and services and in education and vocational training. There are various core pieces of legislation in place (and their amending Regulations) to protect individuals and ensure that they receive equal opportunities for example:

- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006

#### **What is Equality?**

“...everyone should have a right to equal access to employment and when employed should have equal pay and equal access to training and development, as well as being free of any direct or indirect discrimination and harassment or bullying. This can be described as the right to be treated fairly...” The Chartered Institute of Personnel and Development, 2007.

Tayside Fire and Rescue is fully committed to equality of opportunity in employment and we reinforce this through our Equality and Diversity Policy Statement and the many policies that support this document.

#### **What is Diversity?**

“People are not alike. Everyone is different. Diversity therefore consists of visible and non-visible factors, which include personal characteristics such as background, culture, personality and work-style in addition to the characteristics that are protected under discrimination legislation in terms of race, disability, gender, religion and belief, sexual orientation and age.” The Chartered Institute of Personnel and Development, 2007.

Tayside Fire and Rescue respects all individuals and values their differences, welcoming the positive impact this has on the services we deliver. This is reflected in our Corporate Aim ‘People’ which is to:

‘Ensure that services are delivered by a well equipped, skilled and highly motivated workforce which is able to work safely and whose composition reflects the diverse communities it serves’.

## **Part 1 – Introduction**

### **Section 3 -The Equality Strands and Our Legal Duties**

#### **Race**

The Race Relations Act 1976 makes it unlawful to discriminate against a person, directly or indirectly, on the grounds of race in the field of employment.

The Race Relations (Amendment) Act 2000 gave public authorities a general duty to promote race equality. The duty's aim is to make race equality a central part of the way public authorities work, by putting it at the centre of policy making, service delivery and employment practice. Under the general duty, authorities 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.

The general duty is supported by a series of specific duties which provide the methods that public authorities should follow to help them meet the general duty. One of the specific duties is to publish a Race Equality Scheme.

#### **Disability**

The Disability Discrimination Act 1995 makes it unlawful to discriminate against people with a disability in terms of employment and access to goods and services.

The Disability Discrimination Act 2005 places a duty on all public sector organisations, to have due regard, when carrying out its functions, to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled persons that is related to their disability
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where this involves treating disabled persons more favourably than other persons.

#### **Gender**

The Sex Discrimination Act 1975 made it unlawful to discriminate on the grounds of sex. The legislation provided, for the first time, protection for males and females in relation to education, employment and the provision of goods and services. It also provided protection with regards to marital status, pregnancy and maternity and later, in 1999, gender reassignment.

Legislative changes over the years have built on the statute that is in place today, for example, with the introduction of Civil Partnerships, protection was extended to ensure people are free from discrimination in relation to civil partnership status as well as marital status.

Equal Pay Legislation was introduced in 1970 and states that equal pay must be provided when a woman carries out work of equal value to a man, and vice versa. Again legislative changes have built on this through the years.

The Equality Act 2006 introduced the 'Gender Equality Duty'. This places a duty, on all public authorities, when carrying out their functions, to have due regard to the need:

- to eliminate unlawful discrimination and harassment (including in respect of transsexual men and women)
- to promote equality of opportunity between men and women

The Gender Equality duty came into force on 6 April 2007 requiring public authorities to publish a Gender Equality Scheme and Action Plan. In addition to this, the law required an equal pay statement to be published and for this information to be reviewed, and progress to be reported on every three years.

### **Sexual Orientation**

The Employment Equality (Sexual Orientation) Regulations 2003 prohibit discrimination on the grounds of sexual orientation in relation to job applicants, employees, ex-employees or contract workers subject to a genuine occupational requirement.

The Equality Act 2006 introduced provisions that made discrimination on the grounds of sexual orientation unlawful, in the provision of goods, facilities and services and in the exercise public functions.

### **Religion or Belief**

The Employment Equality (Religion or Belief) Regulations 2003 provide that it is unlawful to discriminate on the grounds of religion/belief in the employment of job applicants, employees, ex-employees or contract workers subject to a genuine occupational requirement.

The Equality Act 2006 introduced provisions that make discrimination on the grounds of Religion or Belief unlawful in relation to the provision of goods, facilities and services.

### **Age**

The Employment Equality (Age) Regulations came into force on 1 October 2006. It unlawful to discriminate against employees, job seekers and trainees due to age.

The regulations make it unlawful, on the ground of age to:

- Directly discriminate, that is treat someone less favourably than others because of their age, unless objectively justified
- Indirectly discriminate, that is apply a provision, criteria or practice which disadvantages people of a particular age, unless objectively justified.
- Subject someone to harassment due to their age.
- Victimise someone because they have made or intend to make a complaint or allegation, or have provided evidence in relation to a complaint of discrimination on the grounds of age.

This legislation provides protection for people of all ages.

In addition to the above the legislation introduces the right for employees to request to work beyond their normal retirement age.

### **Gender Reassignment**

The Gender Recognition Act 2004 recognises a change of gender (the acquired gender) as being a person's gender for all legal purposes. With regards to gender reassignment the protection ensures that people who are about to undergo, are undergoing or have undergone gender reassignment are not treated less favourably or harassed in relation to this.

The legislation gives transsexual people the right, from the date of recognition, to marry in their acquired gender and be given birth certificates that recognise the acquired gender. Transsexual people will therefore be able to obtain benefits just like anyone else of that gender.

### **Multiple Discrimination**

It is important to recognise that discrimination can occur on multiple grounds for example towards a woman, from a minority ethnic background, who is gay.

### **Equality Bill**

The Equality Bill is expected to come into force in Autumn 2010. It aims to streamline equality legislation, helping people to understand their rights and helping businesses to comply with the law.

The Bill will replace the many pieces of equality legislation with a single Act, which will form the basis of straightforward practical guidance for employers, service providers and public bodies. In addition the Bill will:

- Place a new Duty on public bodies that will incorporate all strands of equality;
- Use public procurement to improve equality;
- Introduce reports on gender pay and equality;
- Extend the scope to use positive action;
- Improve protection for breastfeeding mothers;
- Strengthen protection from discrimination for disabled people.

## **Part One – Introduction**

### **Section 4 - Our Vision for Equality and Diversity**

The principles of respecting diversity and pursuing equal opportunities are at the heart of all work carried out within Tayside Fire and Rescue, which can be seen in our Mission and Strategic Objectives.

Underpinning this is our Equality and Diversity Policy which states that:

- All members of the community have a right to fair and just treatment in the delivery of Fire and Rescue Services
- The sole valid criterion for employment is merit and applicants will be considered equally on that basis
- All employees have a right to equal treatment in all aspects of their employment terms, conditions and working arrangements

#### **Tayside Fire and Rescue as a Service Provider**

Tayside Fire and Rescue realises that the services we provide require to be tailored to the needs of the community. Our main aim is Prevention and we know that working with the communities of Tayside and gaining an understanding of how to successfully meet their needs will help us achieve this aim.

#### **Tayside Fire and Rescue as an Employer**

Tayside Fire and Rescue is an inclusive organisation which respects and values all individuals for the unique differences that they bring to the organisation.

Tayside Fire and Rescue is committed to pursuing fair practices in the provision of its services, the selection of staff and in its employment policies and practices. No person will be treated less favourably because of their sex, race, colour, nationality, ethnic or national origin, marital status, disability, political or religious belief, sexual orientation, gender reassignment, age, trade union activity, responsibility for dependants or employment status.

#### **Responsibility**

The Chief Fire Officer has overall responsibility for ensuring work in this area progresses and is supported by the Deputy Chief Fire Officer and the Assistant Chief Fire Officer.

An Equality and Policy Advisor is also employed to provide support and information to progress a culture of diversity and fairness within the organisation.

In addition, it is recognised that all Tayside Fire and Rescue employees have responsibilities in assisting in the prevention of discrimination, harassment and

bullying and that only with employee's commitment can Tayside Fire and Rescue provide services that meet the needs of the communities we serve

### **Diversity Forum**

In order to progress equality and diversity throughout the organisation we have a Diversity Forum which meets on a quarterly basis. The forum has members representing many departments and roles including the Assistant Chief Fire Officer.

The members work to promote equality and diversity within the organisation and in the services we provide by influencing policy and practice, and are champions for equality and diversity within their department.

### **Harassment Contact Advisors**

In order to support employees Tayside Fire and Rescue has a Harassment Contact Advisor scheme in place. We have 5 Harassment Contact Advisors who have been trained to provide an impartial and confidential support service to any individual who contacts them.

### **Equality Impact Assessments**

Our Equality Impact Assessment (EIA) process systematically analyses current, reviewed and proposed policies, practices, procedures, initiatives, functions and services to determine any adverse effect on equality groups. It is an opportunity to take action and ensure we do not discriminate by minimizing or removing any negative impact, while justifying positive impacts.

A 3 year programme of work was developed and published in our Race Equality Scheme 2008/09 to ensure EIA's were completed for all current policies, practices etc. The work is ongoing in this area and new policies and procedures are Equality Impact Assessed on creation.

This an area where work is constantly required to ensure compliance with our policy but Tayside Fire and Rescue has definitely made progress in conveying the need for such assessments, to employees.

## **Part One – Introduction**

### **Section 5 – Publication**

Tayside Fire and Rescue Board publish a wide range of information including:-

- Public Performance Report
- Service Plan
- Information on the Website
- Recruitment information
- Leaflets on specific issues such as Fire Safety advice
- Community safety bulletins
- Audited statement of accounts

A variety of media is used to present information on how to access services, such as the organisation's Website, the local press, free publications, public meetings, leaflets and any other appropriate media.

**Alternative formats are available for all publications e.g. large print, Braille and other community languages.**

To request a document in an alternative format please contact:

E-mail: [enquiries@taysidefire.gov.uk](mailto:enquiries@taysidefire.gov.uk)

Phone: 01382 322222

Write to:     The Chief Fire Officer  
                  Tayside Fire and Rescue  
                  Headquarters  
                  Blackness Road  
                  Dundee  
                  DD1 5PA

## **Part One – Introduction**

### **Section 6 – Enquiries or Complaints about our Equality Scheme**

The aim of this Scheme is to detail the Board's commitment to equality and publish achievable Action Plans.

Complaints received either internally or externally in connection with the way in which Tayside Fire and Rescue is meeting its legislative requirements, or other general complaints, will be dealt with by the Chief Fire Officer. The Chief Fire Officer will consider and respond to each in writing.

Complaints can provide valuable information and can be an indication of effectiveness. The procedure itself will also be monitored, where possible, on the basis of the race, gender, disability, etc of the complainant.

If you have any issues that you wish to be addressed please contact:

E-mail: [enquiries@taysidefire.gov.uk](mailto:enquiries@taysidefire.gov.uk)

Phone: 01382 322222

Write to:       The Chief Fire Officer  
                  Tayside Fire and Rescue  
                  Headquarters  
                  Blackness Road  
                  Dundee  
                  DD1 5PA

### **Scottish Public Services Ombudsman**

If you feel that your complaint or enquiry has not been sufficiently answered or dealt with, or if you have a complaint regarding maladministration or service failure, you may raise this with the Scottish Public Services Ombudsman.

Website: [www.spsso.org.uk](http://www.spsso.org.uk)

E-mail: [ask@spso.org.uk](mailto:ask@spso.org.uk)

Write to:       SPSO  
                  FREEPOST EH641  
                  Edinburgh  
                  EH3 0BR

Telephone: 0800 377 7330

## **Part Two -Single Equality Scheme**

### **Section One – Introducing a Single Equality Scheme**

Tayside Fire and Rescue is introducing a Single Equality Scheme and Action Plan that incorporates the six main strands of equality:

- Race
- Disability
- Gender
- Religion and Belief
- Age
- Sexual orientation

We understand that the communities of Tayside and our employees have diverse needs and we are working towards services and employment practices that support this.

We currently have an Equality Scheme however it only covers Race, Disability and Gender and each area has its own action plan. This new document not only incorporates 3 further strands of equality, broadening the scope of the scheme, but also combines the action plans into one, which recognises that people can't be put into categories and that discrimination can occur for a number of reasons.

'Multiple discrimination' is when someone is treated less favourably due to a number of reasons, for example a young black woman faces discrimination because of age and/ or gender and/ or race.

The new Equality Duty provides an opportunity to build on the success of the current race, disability and gender equality duties, retain their successful features and learn from what has not worked. It also provides Tayside Fire and Rescue with the opportunity to focus the minds of our employees and the communities we serve on the work we do in all these equality areas.

#### **Tracking progress**

We will keep the Scheme under review and report annually on progress against the Action Plan. Ongoing consultation, involvement and information from Equality Impact Assessments will also influence the document and action plan.

## **Part Two -Single Equality Scheme**

### **Section Two – Consultation and Involvement**

In developing this action plan consideration was given to the requirements of service users and employees therefore consultation and involvement exercises were carried out internally and externally.

A questionnaire was developed and sent to 403 external stakeholders. The questionnaire enabled stakeholders to detail areas where they feel Tayside Fire and Rescue is working well and highlight areas where more work could be carried out. General information on awareness of previous Equality Schemes and satisfaction levels in relation to services used was also collected.

This questionnaire was also available on our internet for members of the public to respond.

Internally views were sought from various groups of employees. Again a questionnaire was developed and used as a basis for discussions. These discussions and questionnaire responses helped ascertain employees feelings toward the policies and procedures that we have in place, the services that we provide and areas where future work should be directed.

In addition to specific consultation and involvement for the production of this Action Plan, Tayside Fire and Rescue has carried out a number of consultation exercises over the past year which will influence this document.

#### **Towards a Safer Tayside Consultation 2009/2010**

The Towards a Safer Tayside Consultation document is circulated to stakeholders requesting feedback on proposed actions for the following year. Taking this feedback into account the document is amended and then discussed by Tayside Fire and Rescue Board. Once agreed it is published as Tayside Fire and Rescues Action Plan for the forthcoming year.

#### **Race Equality Consultation 2008/09**

Consultation questionnaires were circulated requesting information on service provision and Tayside Fire and Rescue as an employer, in relation to meeting our duties under the Race Relations Act. The information collected influenced the action plan that was published for the Race section of our Equality Scheme, items from which will carry forward into this action plan.

#### **Employee Disability Audit 2008/09**

Information was requested from employees in relation to disability. They were asked if they have a disability and for their opinions on the policies and practices that are in place. The information that they provided has influenced this action plan

## **Equality Groups**

RA Race  
DI Disability  
GE Gender  
TR Transgender  
AG Age  
SO Sexual Orientation  
RB Religion or Belief  
ALL All stands covered

PRE Prevention  
INT Intervention  
PEO People  
PERF Performance

**PREVENTION – Work with local communities to reduce risk to life, property and the environment from fire and other emergencies**

Strategic Objective 1- Improve Safety and Promote Social Cohesion

Strategic Objective 2 - Protect our environment and heritage both built and natural

Ref	Desired Outcome	Actions required	Person/ Dept Responsible	Timescales	Relevant Equality Group	Comments/ Progress
PRE01	Accessible safety information for all	1.1Develop Accessible Community Fire Safety Information and ensure that it is promoted and distributed to relevant groups/ individuals especially those deemed as vulnerable through our Risk Management systems	Community Safety	2010 2011 2112	RA DI RB AG	
		1.2 Investigate the possibility of developing Legislative Fire Safety information, with partner agencies, in community languages and produce this where possible.	Legislative Fire Safety Manager	2011 2112	RA DI RB AG	
PRE02	Improved services through partnership working	2.1Work with Partner Agencies to Develop Risk Strategies	Community Safety	2010	ALL	
		2.2Share appropriate information with Partner agencies to improve services and reduce duplication of work	Community Safety	2010	ALL	
PRE03	Safer Communities	3.1 Based on evidence from our social profile software target vulnerable groups when carrying out Community Safety activities including Home Fire Safety Visits (HFSV)	Community Safety	2010 2011 2012	ALL	
		3.2Evaluate the Economic and	Community	2010	ALL	

		Social Cost of Fire to our Communities.	Safety/ Risk Management			
		3.3 Assess the success of the Youth Cadet Scheme at Station 29 in relation to awareness of the role of the Fire and Rescue Service and building community relations.	Community Safety	2010	AG	
		3.4 Assess the need for further youth services in Tayside and Community Safety's participation in this	Community Safety	2010 2011	AG	
		3.5 Evaluate the impact of the new Community Engagement Practitioners, whose focus is to work with hard to influence and vulnerable groups.	Community Safety Manager	2010 2011	ALL	
		3.6 Identify the priorities in relation to Road Safety in Tayside giving due consideration to the Scottish Road Safety Framework Document	Community Safety	2010 2011	AG	

**INTERVENTION – Respond promptly and effectively to deal with fires and other emergencies when they occur**

SO3 - Provide the appropriate response founded on risk based evidence

SO4 - Respond Promptly and Effectively to Resolve Local, Regional and National Emergencies

Ref	Desired Outcome	Actions required	Person/ Dept Responsible	Timescales	Relevant Equality Group	Comments/ Progress
<b>IN01</b>	Highly skilled employees with the appropriate equipment and information for their role	1.1Ensure Emergency Response Personnel are Equipped with the Appropriate Skills to Undertake their role Safely and Effectively	Community Safety/ Personnel	2010	ALL	
		1.2Ensure Material and Human Resource Requirements are in place to provide an effective Intervention Response	Community Safety/ Technical Services	2010	ALL	
		1.3Review the data and procedures held within our mobilising system to ensure they are informative and accurate whilst ensuring sensitive information is protected.	Risk Management	2010 2011	ALL	
		1.4Develop the use of FSEC reports in departments across the organisation to better inform our risk reduction and response activities.	ALL	2011 2012	ALL	
		1.5Monitor the data collated via our recently implemented incident recording system. Assess the data for trends.	Risk Management	2012	ALL	System introduced April 2009. Minimum of 3yrs data required before trends can be identified.
		1.6 Develop the use of Mosaic (a system which currently is used to contribute to data of households	ALL	2011	ALL	

		most at risk of fire) in other departments.				
		1.7Ensure relevant and appropriate information from incidents is shared during debrief sessions as a means of sharing best practice across the organisation.	Community Safety	2010	DI RA RB	
<b>IN02</b>	Community needs established and met	2.1Review our Partnership Activities to Assess our Contributions to the Single Outcome Agreements	Community Safety	2010	ALL	

**PEOPLE – Ensure that services are delivered by a well equipped, skilled and highly motivated workforce which is able to work safely and whose composition reflects the diverse communities it serves**

SO5 - Recruit, Retain and Develop a highly skilled Workforce which Supports Equality and Diversity

SO6 - Ensure the Health, Safety and Wellbeing of the Workforce

Ref	Desired Outcome	Actions required	Person/ Dept Responsible	Timescales	Relevant Equality Group	Comments/ Progress
PEO1	An organisation which embraces diversity and is free from bullying and harassment	1.1 Develop a Staff Values policy and incorporate reward and recognition initiatives for all staff	HR Manager	2010 2011	ALL in relation to Employees	
		1.2 Introduce Exit Interviews for all leavers	HR	2010	ALL in relation to Employees	
		1.3 Review the purpose and membership of our Diversity Forum	Equality and Policy Advisor	2010	ALL	
PEO2	Policies and practices that are free from discrimination and promote equality and diversity	2.1 Review Recruitment process and continue to develop positive action initiatives for underrepresented groups	Watch Manager HR/ Equality and Policy Advisor	2010 2011 2012	DI RA RB SO	
		2.2 Assess the opportunities for positive action in relation to promotion and other internal processes and carry out initiatives as required.	Community Safety Manager Personnel/ Equality and Policy Advisor	2010 2011 2012	GE RA	
		2.3 Integrate transgender into current policies and procedures	Equality and Policy Advisor	2010	TR	
		2.4 Review the Retirement and	Equality and	2010	AG	

		Resignation Policy based on the information that comes from the employment law review	Policy Advisor	2011		
<b>PEO3</b>	Employees who are trained and supported in their rights and responsibilities under equality legislation	3.1 Revise and promote our Equality Training Strategy	Equality and Policy Advisor	2010 2011	ALL	
		3.2 Provide training, as required, resulting from the implementation of the Equality Bill	Equality and Policy Advisor	2010 2011 2012	ALL	
		3.3 Provide awareness training on topics such as mental health/disability and sexual orientation.	Equality and Policy Advisor	2010 2011	ALL	
<b>PEO4</b>	Employees who have access to facilities that enable dignity and respect to be maintained	4.1 Following the Review of our Accommodation Requirements, Implement the recommendations made.	Property Manager	2010	GE RB	

**PERFORMANCE– Monitor performance to ensure continuous improvement and delivery of best value**

SO7 - Demonstrate Best Practice and Innovation

SO8 - Ensure Continuous Improvement in all Our Activities

Ref	Desired Outcome	Actions required	Person/ Dept Responsible	Timescales	Relevant Equality Group	Comments/ Progress
<b>PERF01</b>	Open communication with the communities of Tayside	1.1 Continue to ensure that information and services are available to all sections of the community	Corporate Services	2010	ALL	
		1.2 Maintain and build on Stakeholder Register	Corporate Services	2010 2011 2012	ALL	
<b>PERF02</b>	Accessible information relating to current and future equality work	2.1 Publish annual progress reports on Single Equality Scheme and Action Plan	Equality and Policy Advisor	Dec 2010	ALL	
		2.2 Review and publish a revised Single Equality Scheme and Action Plan every 3 years	Equality and Policy Advisor	2012	ALL	
		2.3 Publish yearly progress reports on actions	Equality and Policy Advisor	2011	ALL	
		2.4 Publish information in Plain English where ever possible	Corporate Services	2010 2011 2012	ALL	
<b>PERF03</b>	Transparent practices and process that are non discriminatory	3.1 Carry out Equality Impact Assessments on all new and amended policies and practices	All POLICY DEVELOPERS	2010 2011 2012	ALL	
		3.2 Review Equality Impact Assessment process including the documentation based on new	Equality and Policy Advisor	2010 2011	ALL	

		best practice and experience since implementation				
		3.3 Complete and report on monitoring statistics new starts, leavers, promotion, training , discipline, grievance	Equality and Policy Advisor	2010 2011 2012	ALL	
<b>PERF04</b>	Equal Opportunities employer with non discriminatory practices and procedures	4.1 Carry out an audit of employees ethnicity to ensure factual information is held	Equality and Policy Advisor	2010	RA	

## Single Equality Scheme 2009 – 2012

### Employee Consultation

In preparation for forthcoming legislation we are producing a new Equality Scheme and Action Plan.

Our current Equality Scheme describes our work and future plans to:

- Eliminate unlawful **Race/ Disability/ Sex** discrimination and harassment
- Promote equality of opportunity in the above areas; and
- Encourage good community relations

The new scheme will look at achieving the above points through service delivery initiatives and employment policies and will determine what will help and what is preventing us from achieving this. The new scheme will also incorporate the other strands of diversity i.e. **Age, Sexual Orientation, Religion and Belief, Gender Reassignment**, so we need to consider how we will achieve the above in these areas too.

To help shape the scheme and action plan your input is essential. I will be arranging meetings to gather your input and in preparation for this could you please consider how you would respond to the following questions. Should anyone wish to respond individually please email your responses to [gail.mainland@taysidefire.gov.uk](mailto:gail.mainland@taysidefire.gov.uk) or complete the form and return to Gail Mainland, HR.

Are you aware of Tayside Fire and Rescue's existing Race, Disability and Gender Equality Schemes and Action Plans?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes do you feel the action plan impacts on your work or that your work impacts on the action plan?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments please	

Do you feel that TFR can improve services and/or communications with any particular parts of our community (thinking about people of different ages, religions, with disabilities, who speak different languages etc)?

Yes

No

Please detail your ideas on how we should improve or if you think we meet the community's needs detail the main areas of work that achieve this

We have carried out a number of positive action initiatives to improve the diversity of our workforce and have equal opportunity policies in place but when considering TFR as an employer do you think we provide equal opportunities in:

Recruitment?

Yes

No

Promotion?

Yes

No

Our policies and practices?

Yes

No

If No for any of the above, please detail your reasons for this and how you feel we can improve

Please detail any further comments that you have in relation to the Equality Scheme and Action Plan e.g. layout, involving employees and the community, content.

Please detail below any specific ideas you have, thinking about employees and service users, and how we can:

- Eliminate unlawful discrimination and harassment in any of the areas detailed below

- Promote equality of opportunity in these areas; and
- Encourage good community relations across Tayside

	Employment policies/ practices	Services provided
RACE		
DISABILITY		
GENDER		
AGE		
RELIGION / BELIEF		
SEXUAL ORIENTATION		
GENDER REASSIGNMENT		



**Tayside Fire and Rescue Board**  
**Single Equality Scheme 2009 – 2012**  
**Consultation Questionnaire**

In preparation for forthcoming legislation Tayside Fire and Rescue wish to produce an Equality Scheme and Action Plan, which incorporates all areas of equality legislation. Tayside Fire and Rescue aim to publish these documents in December 2009.

Our current Equality Scheme includes **Race, Gender and Disability**. We consult and report on our work, in these areas, to:

- **Eliminate unlawful discrimination and harassment**
- **Promote equality of opportunity; and**
- **Encourage good community relations**

Our new scheme will extend this work incorporating **Gender Reassignment, Age, Sexual Orientation, Religion and Belief**.

**We need your input to focus our future work. We strive to achieve the above by working with the communities of Tayside.** We therefore ask that you complete this questionnaire. All responses will be treated in the strictest confidence.

If you would like to meet to discuss this questionnaire or any issues that you have regarding it or if you require the document in large print or in another language please contact:

Equality and Policy Advisor  
Tayside Fire and Rescue  
Fire and Rescue Headquarters  
Blackness Road  
Dundee

DD1 5PA

Telephone: 01382 322222

Email: [enquiries@taysidefire.gov.uk](mailto:enquiries@taysidefire.gov.uk)

### Consultation Questionnaire

1) Have you contacted or dealt with Tayside Fire and Rescue in the past 12 months?

Yes

No

2) If yes, please indicate your reason by ticking the appropriate box

To report a fire

To report a road traffic collision

To report an incident

To request assistance

To request a home fire safety visit

Applied for an operational vacancy

Applied for a support vacancy

To obtain information

To make a complaint

Other (Please specify)

3) Please rate how satisfied you were with the service you received from Tayside Fire and Rescue?

Very satisfied

Satisfied

Dissatisfied

Very dissatisfied

4) If dissatisfied or very dissatisfied, please explain why and indicate areas for improvement?

5) Are you aware of Tayside Fire and Rescue's existing Race, Disability and Gender Equality Schemes and Action Plans?

Yes

No

6) Do you feel that Tayside Fire and Rescue could improve services and /or communications with any particular parts of the communities that we serve?

Yes

No

7) If yes, please detail your concerns and how you think we can improve our services and/ or communications.

8) Tayside Fire and Rescue has carried out a number of positive action initiatives to improve the diversity of our workforce.

When considering Tayside Fire and Rescue as an employer do you think we provide equal opportunities for employment?

Yes

No

9) If No, please detail your reasons for this and how you think we can improve employment opportunities?

10) Do you have any further comments or suggestions that you would like us to consider when producing our new Single Equality Scheme and Action Plan?

Thank you for taking the time to help improve the services that we provide.

Completed questionnaires should be returned by **Friday 21 August 2009** to:

Equality and Policy Advisor  
Tayside Fire and Rescue  
Fire and Rescue Headquarters  
Blackness Road  
Dundee  
DD1 5PA

If you would like to read our current Equality Scheme please visit our website [www.taysidefire.gov.uk](http://www.taysidefire.gov.uk)