

General Equality Scheme Development 1.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete * (as at date of publication)
1.1	Produce draft RES	Dec - 04 - Feb - 05	Diversity Adviser	Written Draft Race Equality Scheme	100%
1.2	Internal consultation	Feb - 05	Diversity Adviser	Comments / observations from consultees	100%
1.3	Senior Management Team (SMT) presentation on RES	Feb - 05	Diversity Adviser	Completed delivery of presentation	100%
1.4	RES agreed by Human Resources (HR) Panel and Fire Authority (FA)	Apr - 05 - May - 05	Director of People and Performance	Agreed RES	100%
1.5	Develop project brief and plan for development and implementation of Action Plan	Jul - 05 - Sep - 05	Diversity Adviser	Completed brief and plan	100%
1.6	Produce Action Plan	Oct -05 - Dec - 05	Project Team	Timetabled Action Plan	100%
1.7	Revise RES to incorporate Action Plan, FBU comments, CFOA guidance,	Nov - 05 - Dec - 05	Diversity Adviser	Final RES	100%
1.8	Produce Foreword to RES	Nov - 05	Chief Fire Officer & Chair to Fire Authority	Completed foreword	100%

General Equality Scheme Development 1.0 continued

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
1.9	Amend Diversity SAG Terms Of Reference (TORs), to meet bi-monthly to QA progress on Action Plan	Bi-monthly from Nov - 05	Equality & Diversity Service Advisory Group (SAG) & Director CS	Minutes of meetings & revised TORs	50%
1.10	Briefing of managers down to Team Leaders/SMs on responsibilities under Race Relations (Amended) Act (RR(A)) Act and RES	Jan - 06	SMT/ external training provider	Completed delivery of training	10%
1.11	Action Plan incorporated into group/district work plans	March - 06	SMT / Policy & Planning Team	Completed integrated work plans for 2006 - 07	Not Started
1.12	Review and amend RES to produce 2008/11 RES	Sep-07 - Feb 08	RES Project Team	Revised RES and Action Plan	Not Started

Consulting, Communicating and Publishing RES 2.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
2.1	Consult internally - managers, other key staff and Representative Bodies	Feb - 05	Diversity Adviser	Comments received and RES revised accordingly	100%
2.2	Communicate RES to all staff through a variety of means	Nov - 05 - Feb-06	Senior Management Team Diversity Adviser	RES on intranet RES in print (formal/informal) All staff able to describe general duty and ideas behind RES	25%
2.3	Identify groups/stakeholders for external consultation	Nov - 05 - Jan 06	HOGs/DMs/Community Safety Team/Diversity Adviser	List of consultees	20%
2.4	Identify most effective ways of consulting (dependent on consultee)	Jan - 06 - Feb - 06	HOGs/DMs/Community Safety Team/Diversity Adviser/Head of Communications	Consultation Plan	0%
2.5	Identify appropriate means of communicating RES to public	Jan 06 - Mar 06	Head of Communications	Communication Plan	0%
2.6	Publish and communicate RES	Mar 06 - Apr 06	Head of Communications	Public have access to CFRS RES	Not Started

Identifying relevant functions/policies 3.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
3.1	Identify Service functions and policies	Jul - 05 - Nov - 05	Heads of Groups (HOGs) / Diversity Adviser	List of current functions / policies	100%
3.2	Produce guidance and relevance assessment tool for HOGs	Nov - 05	Diversity Adviser	Relevance assessment and guidance notes	100%
3.3	Assess relevance of functions & associated policies to three parts of equality duty	Nov --05 - Dec - 05	HOGs & other designated staff with responsibility for policy	Completed Relevance Assessment Schedule (Appendix 1 to RES)	100%
3.4	Prioritise (dependent on relevance) for review action over 3 years	Dec - 05	HOGs & other designated staff with responsibility for policy	Completed Relevance Assessment Schedule (Appendix 1 to RES)	100%
3.5	Review and confirm priority of policies and functions identified for action in year 1	Jan - 06	Diversity SAG	Completed review	0%
3.6	Re-assess relevance of functions & policies to general duty	Jan - 07	HOGs & other designated staff with responsibility for policy	Completed re-assessment for 2007 work programmes	Not Started

Monitoring policies for adverse impact on different racial groups 4.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
4.1	Evaluate current monitoring systems for service delivery: -community fire safety -response to fire and other emergencies -fire safety enforcement -call handling -other (eg new dimensions) to identify if they provide sufficient data on impact of service delivery on different racial groups	Nov 05 - Mar-06	Performance Team / Policy and Planning Team	Evaluation results to Project Team with recommendations for meeting monitoring gaps	0%
4.2	Review use of customer satisfaction surveys to ensure analysis by ethnicity is possible	Dec 05- March-06	Planning & Policy; Performance Team; District Rep	Review report and recommendations	0%
4.3	Establish new/amended methods of monitoring to incorporate ethnic data	April 06 - Sept 06	Performance Team ; District Rep	Revised monitoring systems	Not Started
4.4	Introduce systems to ensure regular analysis of ethnic data and regular reporting to FA, via corporate planning panel	Sept 06- Oct 06	Diversity Adviser	Ethnic Monitoring Reports	Not Started

Assessing and Consulting on likely impact of proposed policies 5.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
5.1	Incorporate impact assessment requirements into work programmes	Jan 06 - Mar 06	HOGs / District Managers (DMs)	Business plans to incorporate details of policies to be impact assessed	0%
5.2	Produce policy and procedure on impact assessment	Nov 05 - Dec - 05	Diversity Adviser	Impact Assessment Policy & Procedure	50%
5.3	Provide training on conducting Equality Impact Assessments for relevant staff	Nov 05 - Apr 06	Development Team; External Trainer	Training completed and evaluated	30%
5.4	Carry out impact assessments	Jan 06 - Mar 06	Heads of Groups; Policy Developers	Equality Impact Assessments	5%
5.5	Identify for each function/policy to be impact assessed, relevant stakeholders for consultation	Jan 06 - Mar 06	Heads of Groups; Policy Developers; District Managers	Appropriate consultation evident in EIAs	5%
5.6	Provide briefing/training on managing EIA process for SMT/Corporate Board	Mar 06	Development Team	Training completed and evaluated	Not Started
5.7	Review present methods of consultation & consider options for more effective consultation with stakeholders	Jan 06 - Mar 06	Head of Communications	Consultation Strategy	Not Started

Publishing Results of Impact Assessment, Consultation and Monitoring 6.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
6.1	Develop ICT solution to “log” EIAs, consultation and monitoring results electronically	Jan 06 - Mar 06	Head of Information and Communications Technology (ICT) / Data Protection Advisor (DPA)	EIA Reports on intranet and available to all consultees	5%
6.2	Establish preferred format and timing of receiving information with stakeholders	Jan 06 - Jul 06	Heads of Groups District Managers	Reports shared with stakeholders in a variety of ways	Not Started
6.3	Examine/review need for translation services and different formats	Jan 06 - Mar 06	Diversity Adviser / Head of Communications	Cost effective translation service in key languages used in Cambridgeshire	Not Started
6.4	Review existing corporate communications to assess most appropriate way of providing summary of EIA reports	Jan 06 - Mar 06	Head of Communications	Annual summarised publication of all Equality Impact Assessments (EIAs) and consultations undertaken	Not Started
6.5	Publish EIAs on Intranet	Apr - 06	Head of Communications Director CS		Not Started

Ensuring Public Access to information and services 7.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
7.1	Identify ways of monitoring racial group of service users	Jan 06 - Mar 06	Performance Team	Ethnic monitoring system established and working	Not Started
7.2	Monitor and evaluate extent to which community safety information reaches all communities within geographic area	Jan 06 - Mar 06	District Managers	Evaluation report for each district	Not Started
7.3	Identify potential or actual barriers for communities in accessing information/services	Jan 06 - Mar 06	District Managers	Report from Districts to Project Team	Not Started
7.4	Review links with communities, particularly so-called "hard to reach groups" to establish ways of strengthening them	Jan 06 - Mar 06	District Managers	Actions to strengthen community links in District Work Programmes	Not Started
7.5	Use links with communities to market CFRS as "employer of choice" to under-represented groups	Jan 07 - Feb 07	Diversity Adviser District Managers	Positive Action initiatives implemented	Not Started

Training Employees on responsibilities under RR(A)Act 8.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
8.1	Provide training/briefing for Corporate Board on corporate implications of RR(A) Act, institutional discrimination and RES implementation	Dec 05 - Jan 06	Director Community Safety	Training delivered and evaluated	5%
8.2	Source and provide training for managers on diversity in general and promoting race equality, specifically	Feb 06 - Mar 06	Diversity Adviser / Development Support Manager	Training delivered and evaluated	5%
8.3	Identify training needs of all other staff in relation to race equality with reference to employee survey .	Apr 06 - May 06	Development Team/ Diversity Adviser	Training needs analysis completed	Not Started
8.4	Produce a range of materials and methods to deliver identified needs	May 06 - June 06	Development Team/Diversity Adviser	Training Materials ready for use by Managers	Not Started
8.5	Ensure induction training reflects responsibilities of staff under RR(A) Act	Feb 06	Development Team/ Diversity Adviser	Induction Course Updated	Not Started
8.6	Review content of all other training courses and ensure responsibilities under RR(A) Act are reflected	Jan 06 - April 06	Development Team	Training Courses updated	Not Started

Training Employees on responsibilities under RR(A)Act 8.0 continued

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
8.7	Identify cultural awareness training needs of staff.	Apr -06 - May 06	District Managers / Heads of Group/ Diversity Adviser	Training needs analysis completed	Not Started
8.8	Ensure training and development requirements correspond to national FRS standards (IPDS).	May - 06 - Jun 06	Development Team/Diversity Adviser	Training needs aligned with role maps, competencies and national occupational standards.	Not Started

Monitoring Employment 9.0

Ref	Action	Timeline	Responsibility	Deliverables	Status or % complete (as at date of publication)
9.1	Establish systems for reporting on ethnicity of staff quarterly	Aug 05 - Sept 05	HR Group	Quarterly report on staff ethnicity	100%
9.2	Establish systems for reporting on ethnicity of applicants for vacancies	Sept 05 - Dec 05	HR Group	Quarterly report on job applicants	100%
9.3	Establish systems for reporting ethnicity of those involved in discipline and grievance cases	Jul 05 - Dec 05	HR Group	Quarterly report on discipline & grievance cases	100%
9.4	Establish system for monitoring ethnicity and outcomes of individual performance management systems	Jan - 07	Line Managers		Not Started
9.5	Establish systems for monitoring the ethnicity of staff applying for training and development opportunities	Feb 06 - Aug 06	Development Team	Quarterly Reports	Not Started
9.6	Establish systems for monitoring the ethnicity of staff leaving CFRS employment	Feb 06 - Mar 06	HR Group	Quarterly report on exiting staff	Not Started
9.7	Establish regular reporting system based on analysis of above data	April 06 - May 06	Diversity Adviser / Performance Team	Annual Report	Not Started

* **Status:** The percentage of progress as at the date of the publication of this plan is stated, except where it is planned to undertake the work after that date, where the status is marked as "Not Started".