

North Wales Fire and Rescue Authority

Strategic Equality Plan

2012 - 2016

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Executive Summary

The Strategic Equality Plan sets out North Wales Fire and Rescue Authority's equality objectives in response to the legislative requirements of the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. Publication of the Single Equality Plan is a legal requirement which will be regulated by the Equality and Human Rights Commission (EHRC). The role of the EHRC under the new law is to protect, enforce and promote equality. This role will be discharged through the provision of guidance, regulation and enforcement activity.

In accordance with the legislative requirements, the plan once published will be reviewed no later than a four year period although the Authority may review, revise or remake any objective at any time. The plan outlines the key equality objectives identified by our stakeholders and has been designed to build on the achievements of our previous Equality and Diversity Schemes as well as to meet the new legal duties. The aim of the strategic plan is to bring about real improvements in outcomes for our customers and staff.

The equality objectives have been aligned to the:

- requirements of the General Public Sector Equality Duty, and the Specific Regulations 2011 (Wales);
- North Wales Fire and Rescue Authority's Combined Improvement and Risk Reduction Objectives;
- Welsh Local Government Association's Equality Improvement Framework.

The plan will be publicised and promoted both internally and externally to raise awareness of the work we are doing. Our activity will be monitored to assess the impact on the public and on our employees of the progress we make and reported annually to the Authority.

It is envisaged that in the future the Welsh Local Government Association's Equality Improvement Framework will be used as an assessment tool. To aid that assessment the equality objectives are related to the main headings used in the Equality Improvement Framework.

The importance of the Plan is that it encourages everyone to think about the different needs of our communities. In delivering services to a diverse population we realise that everyone has different needs. Our Strategic Equalities Plan sets out our ongoing commitment to ensuring respect and fairness for the residents, elected members, staff members and all visitors to the North Wales area.

Ultimately the Strategic Equality Plan is about placing citizens at the heart of everything we do.

Equality Statement by the Chief Fire Officer and the Chair of North Wales Fire and Rescue Authority

North Wales Fire and Rescue Authority is committed to equality of opportunity for all, to providing a professional service which embraces diversity and which promotes equality of opportunity. As an employer it is also committed to equality and valuing diversity within the workforce. Our aim is to ensure that these commitments, reinforced by our Core Values, are embedded in our day to day working practices with all our customers, colleagues and partners.

We will provide equality of opportunity and will not tolerate discrimination on grounds of:

gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, working pattern, caring responsibilities, trade union activity or any other grounds which are not justifiable.

Our policies and practices reflect our commitment to the elimination of discrimination and the promotion of equality of opportunity. Through the implementation of these policies and practices, we aim to maintain a culture in which prejudice and discrimination are not tolerated and where staff are able to challenge unacceptable behaviour.

North Wales Fire and Rescue Authority is committed to enabling staff to achieve a balance between work commitments and their lives outside work. We recognise that staff who are able to balance work and home lives will provide a better service, and enjoy better health, be motivated and able to give of their best at work.

Every person working for North Wales Fire and Rescue Authority has a personal responsibility for implementing and promoting these principles in their day-to-day dealings with the public, with each other and with partners.

The Fire and Rescue Authority is fully committed to meeting its statutory responsibilities under the various Equalities legislation and regulations.

This Strategic Equality Plan is the Authority's first Single Equality Plan and it outlines our commitment to achieving equality within all aspects of our service delivery and in our employment practices.

Simon A Smith
Chief Fire Officer
North Wales Fire and Rescue Service

Sharon Frobisher
Chair
North Wales Fire and Rescue Authority

The Law and the Public Sector

The Equality Act 2010

The General Public Sector Equality Duty (April 2011)

The Equality Act 2010 amalgamated previous disparate pieces of equality legislation, harmonising and strengthening equality legislation under one new Act. The Act includes a public sector equality duty that requires public sector bodies, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
- **Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
- **Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

The Equality Act lists a number of characteristics which must not be used as a reason to treat some people worse than others. These are the 'protected characteristics'.

The protected characteristics are:

- age;
- disability;
- race;
- sex;
- pregnancy and maternity;
- gender reassignment;
- religion or belief; and
- sexual orientation.

Treating a person worse than someone else because they have one or more of these characteristics is discrimination. We all have some of these characteristics. Often, but not always, they are the first thing we notice about people: whether they are older or younger, a man or a woman, if they share our ethnic origin or have a disability that we can see.

Key areas of the new Act

The Act provides powers to extend age discrimination protection outside the workplace. It:

- Clarifies protection against discrimination by association, for example in relation to a mother who cares for her disabled child;
- Extends protection from discrimination on the grounds of gender reassignment to school pupils;
- Extends discrimination protection in the terms of membership and benefits for private clubs and associations;
- Creates a unified public sector duty, intended to promote equality in public policy and decision-making, existing provisions being extended to the protected characteristics of

sexual orientation, age and religion or belief, and proposes a new public sector duty related to socioeconomic inequalities;

- Provides for legislation requiring that employers review gender pay differences within their organisations and publish the results;
- Provides for changes to the way that individual claims are enforced, and gives employment tribunals wider powers to make recommendations for the collective benefit of employees;
- Allows a UK Minister of the Crown to amend UK equality legislation to comply with European law without the need for primary legislation;
- Extends the period for which all-women shortlists may be used for parliamentary and other elections until 2030 and allows parties to reserve places on shortlists of candidates for people on the grounds of race or disability.

The Act also provides definitions of: direct discrimination; discrimination arising from disability; indirect discrimination; harassment and victimisation.

The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

The Specific Duties for Wales

There are also associated specific statutory equality duties for Wales (Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011) that enable a public authority in Wales to meet the general duty. The specific regulations include:

- Publishing Equality Objectives;
- Publishing a Strategic Equality Plan;
- Engagement and involvement provisions for protected characteristic groups;
- Ensuring published material is accessible;
- Assessing impact of relevant policies and practices;
- Training and collection of employment information;
- Promoting knowledge and understanding amongst employees of the Equality Act;
- Addressing unfair pay differences;
- Reviewing progress on the Strategic Equality Plan and associated Equality Objectives;
- Procurement practice provisions.

The broad purpose of the specific duties in Wales is to help listed bodies in their performance of the general duty and to aid transparency.

Who is covered by the specific duties?

The specific duties apply to listed bodies in Wales. They do not apply to non-devolved public authorities operating in Wales.

Most devolved public authorities in Wales covered by the general duty are also covered by the specific duties. The specific duties set out the steps that listed bodies in Wales must take in order to demonstrate that they are paying due regard to the general duty.

The Human Rights Act 1998

The Human Rights Act provides legal protection for the basic rights of human beings, such as the right to have a private family life, or the right to be educated.

The Human Rights Act requires public sector bodies to ensure that they place Human Rights at the heart of the way public services are developed and delivered.

WLGA - Equality Improvement Framework

Applying the Framework will assist a local government body to:

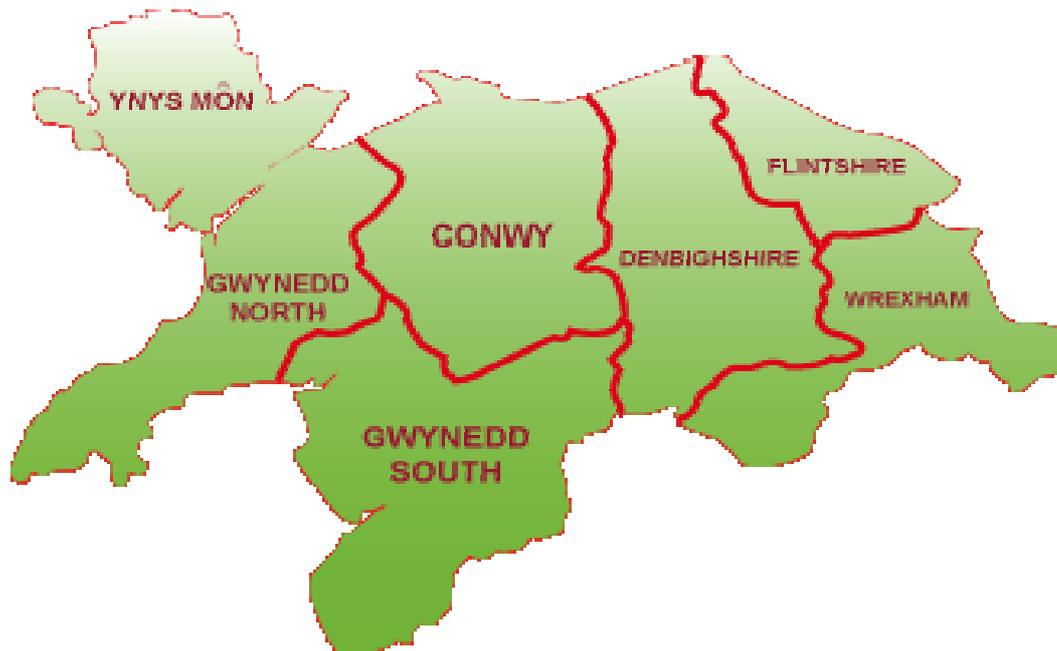
- Achieve citizen-centred service delivery;
- Improve outcomes for local citizens;
- Tailor service provision – understand better how to build services around the most pressing need;
- Improve efficiency – using limited resource to its best potential;
- Reflect ‘fairness’ when setting improvement objectives under the Local Government Measure;
- Meet the requirements of the Equality Act 2010, including the Public Sector Equality Duties and the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011;
- Mainstream equality into everyday working practices;
- Achieve continuous equality improvement;
- Better understand how any financial cuts might affect people or groups of people;
- Identify specific organisational risk associated with equality issues;
- Improve procurement practices.

The primary aim of applying the Equality Improvement Framework is to embed equality into the working practices of local government. This means that the service provision and employment practices of a local authority are able to meet people’s needs, providing the best it can within the available resource.

The Equality Improvement Framework is designed to be a route-map to generating improvement – it is not a specific list of tasks to be ‘ticked-off’ until all boxes are completed. It presents a framework to be built upon, with the detailed specific issues and actions being considered at the local level.

Therefore it does not prescribe what must be done, but proposes that if all the elements of the suggested framework are addressed as appropriate, a local authority should be in a strong position to present good quality equality principles and practice. This will provide considerable business benefits and confidence that citizens’ needs are being properly considered, whilst also ensuring legal responsibilities are being fulfilled.

North Wales Fire and Rescue Authority



Map of North Wales Fire and Rescue Authority Area

Fire and Rescue Authority

North Wales Fire and Rescue Authority is one of three in Wales. The role of the Authority is:

- To perform all the duties and responsibilities of a Fire and Rescue Authority in accordance with appropriate legislation and regulations, in particular the Fire and Rescue Services Act 2004, the Regulatory Reform Order (Fire Safety) Order 2005 - which came into force on 1 October 2006, and the 1995 Combination Scheme;
- To agree the annual Authority plans, the revenue and capital budgets and the contribution for the constituent councils;
- To monitor the revenue and capital budgets and deal with any significant variations, including decisions on any supplementary contributions.

The Authority was established in April 1996, and comprises of 28 councillors from the six unitary authorities of North Wales: Anglesey County Council (3); Conwy County Borough Council (5); Denbighshire County Council (4); Flintshire County Council (6); Gwynedd Council (5); Wrexham County Borough Council (5). The number of representatives from each constituent authority is determined on a population basis.

Authority	Mid year population estimate 2009
Conwy County Borough Council	111,353
Anglesey County Council	68,768
Gwynedd Council	118,767
Denbighshire County Council	96,732
Flintshire County Council	149,923
Wrexham County Borough Council	133,207
Total	678,750

The role of the Authority is defined in a range of laws and regulations but the Authority has always sought to improve and enhance the services it provides and to do more than meet the minimum requirements.

The Authority is committed to enhancing people's lives in a number of different ways.

These include playing a part in making sure that:

- citizens, workers and visitors are protected so that they can live long and healthy lives;
- whole communities are protected so that people can lead fulfilled lives;
- the area's culture, heritage and language are protected so that people can lead enriched lives;
- cities, towns and villages are protected so that they can be economically and socially vibrant places for people to live, work and visit;
- the countryside and coastlines are protected so that they can continue to provide natural habitats and be rewarding places for people to live, work and visit;
- individual homes are protected, so that people have access to good, safe, housing;
- public buildings are protected so that people can feel safe when they conduct business there;
- workplaces are protected so that people can feel safe when they work there;
- transport networks are protected so that people and goods can pass between places freely and safely;
- the environment and the world's resources are protected so that we leave the world a better place.

Furthermore, North Wales Fire and Rescue Authority is fully committed to ensuring that:

- it does not waste the money and other resources entrusted to it;
- it supports its employees to achieve their full potential and share their knowledge and skills with others.

Our Mission Statement

**‘Our mission is to make
North Wales
a safer place to live, work and visit’.**

The Fire and Rescue Service

North Wales Fire and Rescue Service is headed by the Chief Fire Officer, who has overall corporate management and operational responsibility for the Service and provides professional advice to the Fire and Rescue Authority.

The North Wales Fire and Rescue Service contributes to the achievement of this vision in numerous ways including through active participation in community safety partnerships, working with partners to reduce the incidence of crime and substance misuse.

It supports other fire and rescue services in the UK when required and remains continually prepared to protect in the event of large scale disasters.

Core Duties

The principal duties of the North Wales Fire and Rescue Service as defined in the Fire and Rescue Services Act 2004, are:

- To promote fire safety through the provision of information, publicity and encouragement to prevent fires and deaths and injuries by fire;
- To give advice, on request, about how to prevent fires and restrict their spread in buildings and other property, and on means of escape in the event of fire;
- To make provision for protecting life and property in the event of fires;
- To make provision for rescuing and protecting people from serious harm in the event of road traffic accidents;
- To respond to other emergencies or eventualities as required to protect people, property, or the environment.

Corporate Aims

This set of five corporate aims was adopted by the Authority in 2001. It summarises every aspect of what North Wales Fire and Rescue Service seeks to achieve through the day-to-day operations of the Service.

1. To prevent accidental and malicious fires.
2. To protect people from being killed or injured by fire and other hazards.
3. To protect the community, businesses and the environment from being harmed by fire and other hazards.
4. To find ways to improve in order to meet the expectations of the community.
5. To operate as effectively and efficiently as we can, making the best use of the resources we have available.

Core Values

We value

- Service to the community
- People
- Diversity
- Improvement

Service to the Community

We value service to the community by

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

People

We value all our employees by practising and promoting

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

Diversity

We value diversity in the Service and the community by

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the Service
- Challenging prejudice and discrimination

Improvement

We value improvement at all levels of the Service by accepting responsibility for our performance by

- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

Consultation and Engagement

In North Wales a network of Equality Advisers was set up between Local Authorities, Police, Ambulance, NHS Trust, Snowdonia National Park and the Fire and Rescue Service to collaborate on a stakeholder event. This culminated in a joint consultation event held in September 2011. The event engaged a number of organisations working across North Wales that are representative of the protected characteristics.

The findings of the event were scrutinised and have contributed to the formation of our Equality Objectives. Specifics of the findings will be outlined in more detail in the Action Plan of the SEP as a direct link to the Equality Objectives.

Assessing for Equality Risk Assessment

The law requires that a duty to pay 'due regard' be demonstrated in the decision making process. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show 'due regard'.

The Equality and Human Rights Commission recommend that public bodies assess the impact their policy and financial decisions might have on the new protected groups where relevant and proportionate and this is best done through the use of an Assessing Impact tool.

We will publish copies of the completed Equality Risk Assessments on our corporate website.

Monitoring and Reporting on the Progress of this Strategic Plan

We will monitor how well we perform on the objectives we have developed through the Service's performance management framework.

We will produce an annual report outlining what we have done in the preceding year, and what actions we have planned for the coming year.

Community groups and staff networks will have an opportunity to comment on this report and to make suggestions of how we could do better.

The report will be presented annually to the Fire and Rescue Authority.

Complaints Procedure

Our overriding objective is to provide a high quality service that is cost effective and efficient within the North Wales area for the people of North Wales. However, it is accepted that occasionally things will go wrong. At these times it is our duty to put things right.

Our complaints procedure is in place to deliver continued improvements across the service. We constantly strive to improve customer confidence and satisfaction. We are committed to investigating every complaint thoroughly, and monitoring the complaints on all areas of equality.

If you wish to make a complaint you may do so at any time and in any format you wish, by phone, by post, or in person.

Post:	Duty Control Room Manager North Wales Fire & Rescue Service Joint Communications Centre Crud y Dderwen, Ffordd William Morgan St Asaph Business Park ST ASAPH Denbighshire LL17 OJG	Phone:	01745 535805
		Fax:	01745 536412
		Email:	complaints@nwales-fireservice.org.uk

How to contact us

If you wish to give feedback or make a suggestion, or if you wish to obtain a copy in an alternative format, please contact:

Post:	The Equalities Adviser North Wales Fire and Rescue Service Ffordd Salesbury St Asaph Business Park ST ASAPH Denbighshire LL17 0JJ	Phone:	01745 535266
		Fax:	01745 535296
		Email:	sue.jones@nwales-fireservice.org.uk

Equality Objectives

Regulation 3	set and publish Equality Objectives
Regulation 3(2)	publish a statement that sets out how the Authority will achieve their Equality Objectives
Regulation 4	prepare and review of Equality Objectives
Regulation 13	review all arrangements made under the Regulations
Regulation 14	requires an Authority to write a Strategic Equality Plan (SEP) by April 2012
Regulation 15	the Authority will produce and review the SEP
Regulation 16	publish a report in each reporting period on the collection of relevant data

Setting Equality Objectives and writing a Strategic Equality Plan and reporting on the progress of the Plan.

Objective 1	Set and monitor the Equality Objectives contained within the Strategic Equality Plan and review the Objectives before the end of a four year period and report on progress annually. Publish an Equality Statement which sets out the steps it intends to take to achieve each Objective.
Reason	The Equality Objectives contained within the Strategic Equality Plan are evidence based formed by either engagement or consultation, specifically with those who represent or share the nine protected characteristics. This is a legal requirement of the Equality Act 2010. Set out in and supported by the Specific Duties 2011 (Wales).
Expected Outcome	The Authority will report on the Equality Objectives that will be incorporated into the relevant departmental business plans. The objectives will form part of the business reporting mechanism with progress being reviewed quarterly. The Objectives will lead to ensuring the Authority is focusing its resources on vulnerable people in the community and Authority staff, who are representative of one or more of the nine protected characteristics.
Planned Actions	<ul style="list-style-type: none"> • Identify lead officers for each of the Equality Objectives and incorporate into the Strategic Equality Action Plan. • Set up an agreed reporting mechanism for the Equality Objectives. • Lead officers will incorporate the objectives into the departmental annual business plans and will report progress quarterly at business planning meetings. • Prepare and publish an annual report to the Fire and Rescue Authority on the progress of the Equality Objectives. • Prepare and publish a Strategic Equality Plan with Equality Objectives.

Measure of Success	The Equality Objectives will be incorporated into the business planning cycle with lead officers reporting progress quarterly at each business planning meetings against each objective.
Whom will carry out this objective	The Strategic Equality Plan will be produced and monitored by the Equality Adviser via the department business plans of individual managers. The SEP will be reviewed annually and a report will be submitted to the Fire and Rescue Authority.

Equality Statement

The Authority will set Equality Objectives which will support our improvement objectives and will be monitored quarterly through the budget and business planning process and will be reported annually to the Fire and Rescue Authority. The Strategic Equality Plan will subsequently be kept under annual review and will receive a full review before the end of a four year period.

Regulation 4 ***how the Authority intends to comply with the Engagement Provisions***

Regulation 5 ***a requirement to comply with the Engagement Provisions***

Engaging and Involving Arrangements

Objective 2	Develop a Consultation Strategy involving stakeholders, members of the public and Authority staff who share one or more of the protected characteristics and are affected by our policies and service delivery procedures. The Strategy will set out how the Authority intends to engage with groups covered by one or more of the nine protected characteristics.
Reason	The Authority is required by the Specific Duties to involve and consult people affected by the decisions, policies and procedures taken by the Authority.
Expected Outcome	The development of the Equality Objectives and subsequent Action Plan should be informed by consultation and engagement with stakeholders, members of staff and members of the public who are covered by one or more of the nine protected characteristics. Consultation and involvement will lead to realistic objectives informed by members of the public and staff.
Planned Actions	<ul style="list-style-type: none"> • Identify departments with a requirement to consult and engage members of the public. • Identify the information each department requires from a consultation process. • Identify an officer to lead and write a consultation and engagement strategy. • Develop a critical friends/consultation forum made up of stakeholders and staff who have an interest in the way the Authority carries out its duties, this group must be representative of the nine protected characteristics.
Measure of Success	<ul style="list-style-type: none"> • When we have an Authority Consultation Strategy in place that incorporates and meets the needs of all interested parties. • The Authority has the use of a Critical Friends/Consultation Forum to facilitate consultation on policies, practices and procedures.
Whom will carry out this objective	A lead officer will be identified to own the consultation and engagement strategy; the lead will be responsible for writing the strategy and setting up a group of critical friends/consultation forum. The lead officer will also be required to investigate ways of using current contact with the public to engage and consult.

Equality Statement

The Authority will establish a Consultation and Engagement Strategy, this strategy will look at the way we currently consult and engage with the public, and will investigate ways of improving the process, and utilising current engagement with the public, especially vulnerable adults and children. The strategy will consider the use of a critical friends or partnership consultation group.

Regulation 5 **engagement provisions**
Regulation 7 **collection of information in compliance with the General Duty.**
Regulation 16 **publish a report each reporting period on the collection of relevant data**

Collection of Authority Data

Objective 3	Analyse the collection of Service Delivery data currently collected by the Authority and the way it is used to inform future Service Delivery and improvement. Identify ways to capture the relevant missing data, and develop a process for the collection of the data.
Reason	<ul style="list-style-type: none"> • Engage in a process of continual improvement which is evidence based. • Ensure we are gathering the required and relevant data on Service Delivery, and the data corresponds to one or more of the relevant protected characteristics.
Expected Outcome	The data we gather is measured and relevant and that it informs our future Service Delivery to vulnerable parts of the community.
Planned Actions	<ul style="list-style-type: none"> • Analyse the current capture of Service Delivery data. • Identify the gaps in data currently collected. • Identify ways in which the Authority can capture the relevant missing data and use it to inform future service Delivery. • Identify activities which support compliance with the General Duty.
Measure of Success	Ensure that all the data we gather is robust and relevant, and is used to inform future service delivery.
Whom will carry out this objective	The responsibility for the capture of relevant Service Delivery data lies with Fire Safety, Operations and Control.

Equality Statement

The Authority will analyse the Service Delivery data we currently collect and ensure where possible we are collecting this data by one or more protected characteristics. The data we gather will help to inform and guide our provision of services to vulnerable people in the future

Quality Assuring Established Community Engagement

Objective 4	Ensure the Authority is scrutinising current engagement with members of the public, and the service we are providing is quality assured and relevant to the target audience.
Reason	The Authority is required to involve and consult such persons as the Authority considers is representative of the people who share one or more of the protected characteristics, and have an interest in the way that the Authority carries out its functions.
Expected Outcome	Feedback obtained during engagement will inform future Equality Objectives and help to improve the service provided by the Authority.
Planned Actions	<ul style="list-style-type: none"> • Ensure that quality assurance measures are in place to validate the service provided to the public, and are measured by one or more of the protected characteristics. • Set up a monitoring process to measure the data extracted from the quality assurance process. • Analyse the data and ensure the data requiring actions is fed into the next Equality Objective planning cycle.
Measure of Success	We will know we are succeeding when the data gathered through the quality assurance process is fed through to an Equality Objective.
Whom will carry out this objective	The information gathered will be scrutinised by the Equality Adviser and the Community Fire Safety Manager and actions are fed to the appropriate manager to action accordingly.

Equality Statement

We will quality assure the service we are currently offering the public and utilise this opportunity to ensure we are providing a consistent service that is meeting the needs of all who receive it. The opportunity to engage with members of the public should not be missed and should be used as an opportunity to consult and involve members of the public about the service we are providing and how we can enhance the service.

Information Sharing

Objective 5	Audit the information the Authority gathers and shares with other agencies. Ensure that information regarding hate crime affecting people who share one or more of the protected characteristics is made available to the Arson Reduction Team and a process is in place to advise victims.
Reason	Ensure the Authority is contributing to building stronger, safer and cohesive communities, whilst helping to protect the most vulnerable from hate crime, in particular arson.
Expected Outcome	<ul style="list-style-type: none"> • Reduction of arson and hate related crime. • Increased protection of vulnerable individuals.
Planned Actions	Analyse data currently kept and consider what data is shared in relation to hate crime.
Measure of Success	When procedures are in place to capture and share relevant data, and we as an Authority have a defined policy/procedure for dealing with hate crime aimed at particular protected characteristics.
Whom will carry out this objective	Community Fire Safety Manager and Arson Reduction Manager.

Equality Statement

In auditing the information we currently gather we will ensure we look specifically at hate crime directed toward specific protected characteristics. The Authority will assess if there is more it can contribute to the protection of vulnerable groups in relation to arson.

Regulation 6 **accessibility of published information**
Regulation 16 **publish a report each reporting period on the collection of relevant data**

Accessibility of Information

Objective 6	The Authority will make available information it is required to hold in an accessible format when it is requested by persons who share one or more of the protected characteristics.
Reason	<ul style="list-style-type: none"> • Ensure that all communities can access information that will help to enable them to live safe and secure lives. • All members of our communities can participate in the Authority’s involvement and consultation events using a method of communication of their choice. • Communities whose first language is not Welsh or English can access home fire safety information. • Business communities whose first language is not Welsh or English can access legislative fire safety information.
Expected Outcome	All members of the community can access information that enables them to live and work in a safe and secure environment; this will include communities whose first language is not Welsh or English who require legislative and community fire safety information.
Planned Actions	<ul style="list-style-type: none"> • Identify the communities and the format of information required. • Research the availability of alternative formatted information held by other FRAs and source if possible. • Alternatively identify translation, funding and publishing resources. • Prioritise according to demand the information to be provided.
Measure of Success	Communities requesting alternative format requests are met and all information is accessible to all of the communities.
Whom will carry out this objective	Publishing alternative formats, translation and web access will be the responsibility of Corporate Communications, Welsh Language Officer, Fire Safety and ICT.

Equality Statement

The duties require the Authority to audit the information we make available to the public and to ensure that the information is accessible by persons who share one or more of the protected characteristics. The information will include web access, leaflets and information sheets distributed by The Legislative and Community Fire Safety and Corporate Communications Departments.

Regulation 8 impact and monitoring of Policies, Practices and Procedures

Equality Risk Assessment

Objective 7	The Authority’s Equality Impact Assessment process must comply with the Equality Act 2010, and ensure staff are trained to undertake Equality Risk Assessments.
Reason	The Authority must make appropriate arrangements to assess the likely impact of its proposed policies and practices on its ability to comply with the General Duty 2010 and the Specific Duties 2011 (Wales).
Expected Outcome	The Authority will conduct and publish the results of ERA’s conducted in line with the Equality Act 2010 and the Specific Duties (Wales) 2011.
Planned Actions	<ul style="list-style-type: none"> • Update the Authority’s ERA process in line with the Equality Act 2010 and the Specific Duties 2011 (Wales). • Ensure all relevant personnel receive training in the ERA Process.
Measure of Success	All processes, procedures and policies are subject to the rigors of ERA Initial Screening. Where results indicate a negative impact on a group representative of the protected characteristics a full ERA will be conducted.
Whom will carry out this objective	All managers and employees with the responsibility for policies, procedures and processes will conduct an initial ERA.

Equality Statement

We will update and introduce a revised Equality Risk Assessment process and ensure all of the staff with responsibility for writing policies and procedures receive training in the new process. All completed ERA’s will be made available on the intranet and North Wales Fire and Rescue Authority website.

**Regulation 7
Regulation 9
Regulation 16**

**collection of information in compliance with the General Duty
collection and reporting of employment information
publish a report each reporting period on the collection of relevant
data**

Collection and Reporting of Employment Data

Objective 8	An Authority must collect and publish by the 31st March each year commencing 2013, employment information on those who share one or more of the protected characteristics.
	<p>An Authority must publish a plan to address any pay differences.</p> <ul style="list-style-type: none"> • the number of people employed by the Authority on the 31st March each year by protected characteristic; • men and women employed, by <ul style="list-style-type: none"> • job • grade, but only where an Authority operates a grade system in respect of its employees • pay • contract type (including, but not limited to permanent and fixed-term contracts) • working pattern (including, but not limited to full-time, part-time and other flexible working arrangements) • people who have applied for jobs with the Authority over the last year (excluding persons already employed by the Authority) • employees who have applied to change position within the Authority, identifying how many were successful in their application and how many were not • employees who have applied for training and the number who were successful (or otherwise) in their application • the Authority’s employees who completed the training • the Authority’s employees who were or are involved in grievance procedures by reason of either being the person who made an accusation against another or being the person against whom an accusation was made • employees subject of disciplinary proceedings • the Authority’s employees who left the employment of the Authority
Expected Outcome	Compliance with the legislation and the collection of all necessary employment data

Planned Actions	<ul style="list-style-type: none"> • Review the current process and establish the quality and relevance of the data collected. • Where gaps are identified the relevant departments set up processes to collect the data. Identify trends that show negative impact of people who share protected characteristics and make action plans to identify remedies.
Measure of Success	Robust data is collected and analysed and used to inform employee improvement processes.
Whom will carry out this objective	Relevant HR, Training staff and Performance Manager.

An Authority cannot require any employee or applicant to provide any information in relation to their protected characteristic.

Equality Statement

The Authority will audit the employment data we currently collect and ensure we are gathering data on all of the protected characteristics. Certain employee data is currently gathered and is reported via the North Wales Fire and Rescue Authority Improvement Plan as well as the Welsh Government Statistics. A continual programme of Data Validation needs to be carried out by HR to ensure the data is accurate.

Regulation 10 *requires an Authority to promote its employees knowledge and understanding of the general and specific duties*

Train Staff on General Duty

Objective 9	Conduct an Equality Training Needs Analysis to identify the skills and knowledge required by staff in the execution of their duties.
Reason	<ul style="list-style-type: none"> • Conduct an analysis to assess the equality training needs of both operational and support staff. • The results of the analysis will be used directly to devise an equality training programme that fits with the needs identified.
Expected Outcome	There is a requirement of the Specific Equality Duties for public sector organisations to ensure their staff receive Equality Training in the General Duty of the Equality Act 2010.
Planned Actions	<ul style="list-style-type: none"> • Conduct an equality training needs analysis and ensure training packages tailored to the relevant requirement of individual staff are researched, planned and a training programme implemented over an acceptable time period. • Liaise with Mid and West and South Wales FRS' to share the cost of planned training packages. Seek opportunities to apply for funding.
Measure of Success	When all Authority staff training needs have been identified and a planned programme of training is scheduled to ensure all staff are aware of the General Duty of the Equality Act 2010.
Whom will carry out this objective	Training Manager in conjunction with the Equality Adviser. Welsh Local Government Association.

Equality Statement

The regulations require the Authority to promote knowledge and understanding of the general duties and the duties in the Public Sector regulations amongst its employees. To enable the achievement of this objective the Authority will conduct a Training Needs Analysis assisted by the Welsh Local Government Association. The analysis will identify the role specific equality training needs of the staff. Once complete the process will encourage individual staff to set personal equality and diversity objectives which will be monitored through the Individual Development Reviews.

Equal Pay

Objective 10	The Localism Act which came into being in November 2011 requires North Wales Fire and Rescue Authority to publish a Pay Policy Statement by the 31 st of March 2012 and each subsequent financial year providing information for the following financial year.
Reason	The Act requires the pay policy statement to range over disparate aspects of remuneration policy and must include the following: <ul style="list-style-type: none"> • a local authority’s policy on the level and elements of remuneration for each chief officer; • a local authority’s policy on the remuneration of its lowest paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition); • a local authority’s policy on the relationship between the remuneration of its chief officers and other officers; • a local authority’s policy on other specific aspects of chief officers’ remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.
Expected Outcome	The statement must include: <ul style="list-style-type: none"> • the definition of “lowest paid employees” adopted by the authority for the purposes of the statement; and • the authority’s reasons for adopting that definition.
Planned Actions	<ul style="list-style-type: none"> • Analyse current pay data and terms and conditions • Produce a Pay Policy Statement covering all staff
Measure of Success	The Pay Policy Statement is written and consulted on with the Unions.
Whom will carry out this objective	The Finance Manager will be responsible for the research and writing of the Pay Policy Statement.

Equality Statement

North Wales Fire and Rescue Authority is required by the Localism Act, which came into being in November 2011, to publish a Pay Policy Statement by the 31st of March 2012 and each subsequent financial year, which provides information for the following financial year. The Service will now produce a Pay Policy Statement. We will ensure the policy is fair and equitable across gender and the other protected characteristics.

Regulation 18 **public procurement**

Procurement

Objective 11	Comply with the Procurement regulation set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to ensure we have a fair and auditable procurement process incorporating one or more of the protected characteristics
Reason	Where the Authority is required to procure works, goods or services, it will: <ul style="list-style-type: none"> • have due regard to whether it would be appropriate for the award criteria for that contract to include considerations to help meet the general duty; • have due regard to whether it would be appropriate to stipulate conditions relating to the performance of the contract to help meet the three aims of the general duty; • where possible consider SME as suppliers.
Expected Outcome	To ensure supplies and provided services are procured from respectable and fair organisations.
Planned Actions	<ul style="list-style-type: none"> • Assess the current position against the legal requirements. • Devise a prequalifying questionnaire that will require suppliers to provide evidence of equality and diversity practice and that the requirements are proportional to the size of the contract.
Measure of Success	Following assessment of the current situation we can show we are working toward compliance with the law.
Whom will carry out this objective	Relevant procurement departments: Stores, Estates and Procurement Managers, Fleet Manager and ICT.

Equality Statement

The Authority will review the current procurement process and ensure where the Authority procures goods and services it gives due regard to the award criteria including relevance to the suppliers performance of the general duty. Prequalifying questionnaires will require suppliers to provide evidence of equality and diversity practice and that the requirements are proportional to the size of the contract. Where smaller contractors are awarded contracts they are willing to abide by the Service's Equality and Diversity Policy whilst working for the Service and on Authority Property.