



DISABILITY, GENDER & RACE EQUALITY SCHEME 2004 - 2007



Disability, Gender & Race Equality Scheme 2004 - 2007

Diversity - where we welcome all newcomers into the organisation, as well as recognising that everyone, regardless of their position, has a role to play

(Revised 2005)



**RATED AS A
'GOOD'**
FIRE AND RESCUE SERVICE

LEICESTERSHIRE
FIRE and RESCUE SERVICE



Leicestershire Fire and Rescue Service

Disability, Gender and Race Equality Scheme

Revised 2005

**THE PLAN WILL BE MADE
AVAILABLE IN OTHER
LANGUAGES, LARGE PRINT,
BRAILLE, AUDIO, ETC. ON
REQUEST**

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Foreword

Leicestershire Fire and Rescue Service is committed to achieving equality in all aspects of its work and employment. To this end we are seeking not only to meet our duties under the Race Relations (Amendment) Act but also to encompass the true spirit of fairness and equality.

The challenge ahead for us is not going to be easy but it is one that we take on with determination and enthusiasm. Fairness and equality must be integrated throughout our service and that is our focus.

This document sets out our aims and the practical ways in which we plan to meet our duties. The Disability, Gender and Race Equality Scheme is a working document and will be reviewed and revised regularly. We will report every year on the progress we have made, and will review the whole scheme in 2008.

Finally as Chair and Chief Executive, we would like to express our personal commitment to the aims, objectives and values set out in this scheme. We are determined to meet our targets, both for the employees and, more widely, for the thousands of people affected by our policies and services.

David Webb
Chief Fire and Rescue Officer and Chief
Executive

Peter Roffey
Chairman of the Combined Fire Authority

Section 1

Introduction

What is A Race Equality Scheme

RACE EQUALITY SCHEME

The Race Relations (Amendment) Act 2000

The Race Relations (Amendment) Act 2000 came into force on 2 April 2001 in response to the Report of an Inquiry by Sir William MacPherson 1999, following the Stephen Lawrence murder. The amended Race Relations Act gives public authorities duties to promote race equality. The 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 practices.

The Act places two duties on authorities – a General Duty and a Specific Duty.

General Duty

The aim of the General Duty is to make the promotion of race equality central to the work of public authorities and “in carrying out its function, have due regard to the need:

- a) to eliminate unlawful racial discrimination
- b) to promote equality of opportunity and good relations between persons of different racial groups”.

Specific Duty

Specific Duties have been introduced to help public authorities meet their General Duty. The Specific Duties are a means to an end – steps, methods and arrangements, but the ultimate aim is to meet the General Duty.

Under the Specific Duty, public authorities must prepare and publish a Race Equality Scheme. The Scheme should say how we plan to meet the General Duty. In particular, a Race Equality Scheme shall state the functions and policies of the authority and:

- 1) assess and consult on the likely impact of its proposed policies on the promotion of race equality
- 2) monitor its policies for any adverse impact on the promotion of race equality
- 3) publish the results of such assessments and undertake consultation
- 4) ensure equal public access to information and services which it provides
- 5) train staff in connection with the Duties.

<p>+ THIS SCHEME WILL RUN FROM OCTOBER 2004 UNTIL APRIL 2008</p>

How the Race Equality Scheme is being applied to Leicestershire Fire and Rescue Service

Leicestershire Fire and Rescue Service appreciates the importance, significance and legal requirements of producing a Race Equality Scheme and welcomes the opportunity presented by the Race Relations Amendment Act. The effectiveness of the Race Equality Scheme, originally produced in 2002, was reviewed in June 2004. The result of this led to the belief that the Scheme should be overhauled and revitalised to make it both more effective and able to deliver real change.

In developing a new scheme, the authority has voluntarily extended the scope and principles of the Scheme to include disability and gender issues, the aim being to eliminate all forms of discrimination. The scheme is called the **Disability, Gender, and Race Equality Scheme.**

Who is responsible?

Elected Members and the Chief Fire Officer have overall responsibility for the Race Equality Scheme. Co-ordination of the day-to-day running of the Scheme rests with the Equalities Forum, chaired by the Deputy Chief Fire Officer and consisting of senior officers and a range of other members of staff. This group has responsibility for implementation of the Gender, Disability and Race Equality Scheme and will carry out a number of different tasks to ensure the scheme is developed and implemented correctly. The Equalities Forum will:

- plan and drive forward the main process for implementation
- be responsible for monitoring the reviews of functions and policies
- be responsible for drawing up the action plans
- ensure correct consultation takes place with staff and appropriate groups
- be responsible for ensuring the information is published
- be responsible for ensuring the action plans are monitored and reported on an annual basis.

Section 2

About Leicestershire Fire & Rescue Service

The Role of the Combined Fire Authority

Leicester, Leicestershire and Rutland Combined Fire Authority is the local government body responsible for the Leicestershire Fire and Rescue Service. The Combined Fire Authority (CFA) is made up of 17 elected members appointed by its constituent authorities of Leicester City Council, Leicestershire County Council and Rutland County Council.

The Fire and Rescue Service

- Leicestershire Fire and Rescue Service provides emergency fire and rescue services to the city of Leicester, and the counties of Leicestershire and Rutland. It also enforces fire safety laws, provides advice on fire safety matters and carries out a wide range of other community safety activities.
- We employ over 800 staff in roles covering emergency firefighting and rescue activities, fire safety enforcement, and community education as well as in vital support areas.
- Presently our services are delivered from a total of twenty strategically located fire stations which are in turn supported by a service headquarters and central training, supplies and maintenance departments.
- We maintain an operational fleet totalling some 50 emergency response vehicles designed to cover the wide range of incidents that we respond to.
- Over the past three years we have attended an average of 15,000 emergency incidents per year ranging from multiple road traffic accidents on our motorway system to fires in major industrial premises.

- We have also completed 20,081 fire safety inspections and provided community fire safety education to in excess of 58,695 school children.

Our Vision

Our vision is to bring about a safer community through a programme of education, risk management, enforcement and where necessary, by the deployment of an efficient and effective fire and rescue service.

Our long-term vision

To be recognised as being the most efficient and effective fire and rescue service in the United Kingdom.

Our Priorities

- Prevention
- Protecting
- Responding
- Excellent Performance and Governance

Our Values

Leadership

Whilst valuing all of our people our managers will recognise and encourage the abilities of people and motivate them to perform.

Learning and Development

We welcome different ideas and viewpoints as a method of finding better ways to do things in the future.

Communication

We will proactively communicate with openness, honesty and integrity at all times.

Performance

We value delivering quality services and recognise the need for continuous improvement.

Diversity

We recognise the diverse nature and needs of our communities and employees. We will promote a culture where diversity can thrive.

Linking Strategy to local and National Objectives

The strategy must respond to a combination of internal and external drivers for change:

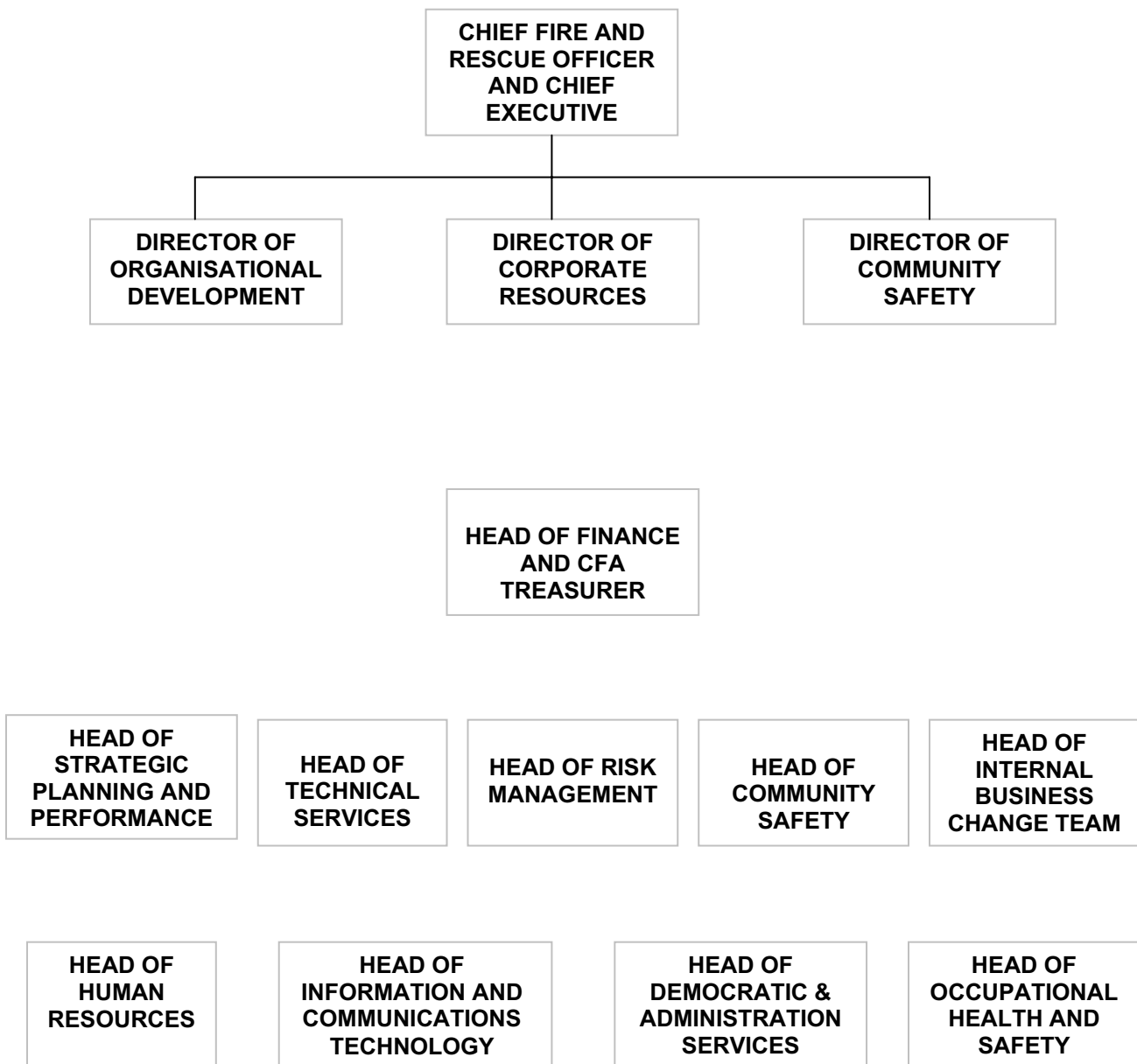
National and local priorities

A number of important plans and strategies have been produced to support the progress towards achieving our objectives:

- The National Framework
- The Strategic Plan 2005 –2008
- The annual Integrated Risk Management Plan (IRMP)
- Best Value Performance Plan

The People Strategy sits along side these plans and supports our work towards the corporate objectives. The scope of the People Strategy incorporates the Equality and Diversity Plan, which is the main Equality Strategy (<http://lfrs-intranet>).

Management Structure



Section 3

Developing our scheme

Developing The Gender, Disability and Race Equality Scheme

Action Plan 1

Leicestershire Fire and Rescue Service has extended the scope and principles of race equality to include gender and disability and has therefore extended the General Duty statement as follows:

In carrying out our functions Leicestershire Fire and Rescue Service will have due regard to the need to:

- Eliminate unlawful racial, sexual and disability discrimination
- Promote equality of opportunity for all
- Promote good relations between people of different racial, gender and disabled groups
- Promote the inclusion of all groups

Listing and Prioritising Functions and Policies

The Specific Duty states that the scheme must list the functions and policies that are "relevant". Outlined in the Commission for Racial Equality Guidance, equality is more relevant to some functions and policies than others. Relevance is about how much a function affects people, as members of the public or as employees of the authority. The authority has discretion to decide that the General Duty may not apply to some of the functions and policies.

The Equalities Forum has used a systematic process to identify, list, analyse and prioritise all relevant functions and policies. Senior managers have assisted and supported the process and, with the help of managers, two action plans have been developed to run from October 2004 until 2008.

Assessing Functions and Policies

We will screen all the listed functions and policies over the period of the Scheme. The level of assessment carried out will be determined by the relevance the function or policy has to discrimination. Full impact assessments will be carried out where there is a possibility of discrimination. Where the screening shows the policy has a very low relevance to race, disability and/or gender we will not carry out an impact assessment.

When carrying out impact assessments we will:

- Monitor and review the policy and its impact by asking the following questions of that policy or function:
 - a) which group of people does the function or policy impact on?
 - b) does the function or policy relate or impact directly or indirectly on either the public, contractors, businesses or staff?
 - c) is there any possibility of higher or lower participations or uptake by different groups that could be as a result of either their disability, gender or ethnicity? If yes, what are the possible reasons?
 - d) is the participation or uptake monitored for ethnicity, gender or disability? If no, can this be implemented?
 - e) what provisions are in place which consider the needs of different people and that will help to eliminate discrimination taking place?
 - f) have any complaints or comments been received with regard to the function or policy about gender, race or disability?
 - g) have any changes already been made to the function or policy to ensure equal access, equal application and that no direct or indirect discrimination takes place?
- Use available information to decide whether or not the policy is likely to affect different racial, disabled or gender groups, directly or indirectly, in different ways
- Use the Equalities Forum to scrutinise the review/impact assessment process
- Consider changes to the policy to prevent any adverse impact or unlawful discrimination, while still delivering the aims of the policy
- Report the results of the impact assessment and progress of the action plans on an annual basis to the Chief Fire Officer and the Fire Authority
- Consult partners and staff when appropriate
- Publish the results of the impact assessment and implementation of changes

Action Plan - 1 available at Appendix 1

Section 4

Employers Responsibility

Meeting the Specific Duty for Employers

The Specific Duty on employment applies to public authorities bound by the General Duty. This Duty requires us to monitor, by racial groups, and we have extended this to gender and disability, the number of:

- Staff currently working for us
- Applicants for employment, training and promotion
- Staff who receive training
- Staff who benefit or suffer from performance appraisals
- Staff who are subject to disciplinary action
- Staff who are involved in the grievance procedure
- Staff who end their service with us

We will publish the results of this monitoring on an annual basis.

What We Monitor

The following information illustrates the activities we currently monitor:

- Best Value Performance Indicator 2a: The level of the Equality Standard for Local Government to which the authority conforms
- Best Value Performance Indicator 2b: The duty to promote race equality
- Best Value Performance Indicator 11a: The number of women (calculated as a percentage of the whole workforce) that are in the top 5% of earners
- Best Value Performance Indicator 11b: The number of black or minority ethnic staff (calculated as a percentage of the whole workforce) that are in the top 5% of earners
- Best Value Performance Indicator 15a: The percentage of employees retiring on grounds of ill health as a percentage of the whole workforce (Firefighters Pension Scheme and Government Pension Scheme)

- Best Value Performance Indicator 17: The percentage of employees from minority ethnic communities compared with the percentage of the economically active local minority ethnic community population.

The following table shows what activities we currently monitor in relation to Specific Duty:

Activity	Monitored for Ethnic Origin	Monitored for Disability	Monitored for Gender
Staff currently in post	Yes	No	Yes
Applicants for employment	Yes	Yes	Yes
Applicants short-listed for interview	Yes	Yes	Yes
Successful applicant	Yes	Yes	Yes
Applicants for training (in-house)	No	No	No
Applicants for promotion	No	No	No
Those who receive training	No	No	No
Those who benefit or suffer from performance appraisals	–	–	–
Those involved in grievance procedures	Yes	Yes	Yes
Those subject to disciplinary action	Yes	Yes	Yes
Harassment and Bullying	Yes	Yes	Yes

What Else Will We Do?

Action Plan – 2

In addition to the assessment of our functions and policies we are committed to significant additional action that makes up an Action Plan – Part 2.

This will span the same period, 2004 - 08 and will be reported alongside the Action Plan Part 1. The Equalities Forum has responsibility to monitor the Action Plan – Part 2.

Procurement

Relationships with outside Organisations

We will ensure that all outside organisations LFRS has a procurement-related association with, or enter into formal contracts with, will recognise and accept our Gender, Disability and Race Equality Scheme. We will also ask such organisations to demonstrate their own commitment to gender, disability and race equality by providing us with their policies and schemes. The Equalities Forum will monitor this process.

Prince's Trust Team Programme

The Prince's Trust Team programme is organised nationally and locally through forming partnerships with local organisations that administer it on the Trust's behalf. In Leicestershire the local partner is the Fire and Rescue Service. Priorities include education and prevention and the completion of activities involving working with young people.

Procurement Process

We will ensure that the way in which LFRS procures its goods, works and services does not discriminate between contractors, businesses and suppliers on the grounds of gender, disability or race. Where appropriate, positive action may be taken to encourage a greater response to our procurement exercises from under-represented groups in the form of advertising in the ethnic minority and disability press. The Equalities Forum will monitor this process.

The Fire Service has to date completed forty-seven courses in Leicester, ten in Loughborough and three in Rutland with over eight hundred participants (target groups include unemployed, in and leaving care, young offenders/ex-offenders and educational under-achievers consisting of a broad mix of 16-25 year olds reflecting the demographics of the local community).

The aim is to re-engage young people by enabling them to develop their skills, confidence and motivation to increase their employability and help them get their lives working. It also offers the opportunity for young people to achieve nationally recognised qualifications.

The Goods, Works and Services We Procure

We will ensure that the goods, works and services LFRS procures do not cause discrimination against either our staff or members of the public on the grounds of gender, disability or race. Consultation will take place during each procurement exercise to eliminate the likelihood of this happening. The Equalities Forum will monitor this process.

Review of The Disability, Gender and Race Equality Scheme

The Scheme will be reviewed annually, co-ordinated by the Equalities Forum. The review will be based on the key indicators for performance as outlined in the two Action Plans. The results of the review will be supplied to the Chief Fire Officer and the Fire Authority, in particular changes implemented as a result of impact assessments and other initiatives will be reported. Each annual review will be published to the Race Equality Scheme.

Action Plan - 2 available at Appendix 2

Section 5 Publication & Complaints

Publication

The Gender, Disability and Race Equality Scheme will be published on the Leicestershire Fire and Rescue Service web site at www.LFRS.org. A hard copy will be made available to all sections, stations and local and national equality organisations.

We will report annually on progress made in implementing our Scheme. The annual report will be published on our website and sent to interested parties who request it.

Consultation

We will consult with staff, councillors, the Race Equality Council and other external equality networks before publication. We will ensure that comments made through this process are considered and incorporated into the Scheme, if appropriate.

Where we will consult with staff, councillors and relevant groups as part of the impact assessments of our functions and policies (see appendix 2).

Complaints

We will deal with complaints from the public through our published Complaints Procedure.

For information regarding the Complaints Procedure or to lodge a complaint please contact:

Information Services
Leicestershire Fire & Rescue Service
Anstey Frith
Leicester Road
Glenfield
Leicester LE3 8HD

Tel: 0116 2872241
E-mail: infoservices@LFRS.org

The plan will be made available in other languages, large print, Braille, audio, etc. on request.

If you would like further information about the Gender, Disability and Race Equality Scheme and/or the Fire Service's approach to equality, please contact Leicestershire Fire and Rescue Service on 0116 2872241.

APPENDIX 1

DISABILITY, GENDER AND RACE EQUALITY SCHEME ACTION PLAN

ACTION PLAN 1

Action Plan 1 – Year 2

Corporate Resources Directorate

Department	Services	Policies & Functions	Responsibility
Democratic & Administrative	Democratic Services	Conduct of Public meetings	Head of Democratic and Administrative Services
		Interaction with Elected members, the media and outside organisations	
	Information Services	Initial response to complaints/concerns	
	Marketing and Publicity	Preparation and distribution of Publications	
		Website Management	
	Secretariat	Production of Reports, Correspondence, Minutes of meetings	

Department	Services	Policies & Functions	Responsibility
		Arranging visits, functions and attendance at a variety of events for Pos	
	Management Issues	Recruitment and Discipline	
	Miscellaneous	Data Protection, FOI and RIPA issues	
	Information Services	Interaction with public both by telephone, letter, e-mail and face-to-face.	
	Marketing and Publicity	Production of Press Releases	
		Liaison with the media	
		Production Information videos/DVDs	
		Organisation of special events	
Estates & Facilities	Building Structures & Facilities within Buildings	Question effectiveness of works completed	Head of Estates and Facilities

Department	Services	Policies & Functions	Responsibility
			System for continuous improvement.
	Procurement of Contractors	Equal Opportunities to potential contractor	
	Contractors adoption of LFRS equality policies	Advise and guidance to contractors on LFRS policies	
	Maintenance and janitorial Staff Training	Maintenance and Janitorial staff to be trained on Equality & Diversity issues and the implications within their role.	
	Dormitories	Providing Male and Female sleeping area	
		Separate Showers, toilets, lockers and changing rooms	
		Quiet room for studying, prayer or other uses	
	Disability Access	Access to Buildings	

Department	Services	Policies & Functions	Responsibility
		Changing lighting Facilities	
		Disabled Call Systems	
		Emergency Luminaires to disabled toilets	
		Telephone outlets changed for twin rooms	
		The Heights of facilities changed for accessibility i.e. Mirrors, light cord, etc.	
		Door Props Changed	
	Building Structures and Facilities within Buildings	Accessibility of buildings for disabled (stage 2) including Upgrading of accesses and facilities to comply with the DDA (stage 1 completed March 2003)	

Department	Services	Policies & Functions	Responsibility
		<p>Equal facilities for disabled Males/Females and all ethnic groups (stage 2) including:</p> <ul style="list-style-type: none"> ▪ Upgrading of WC/shower facilities for both sexes. ▪ Upgrading of locker room/changing facilities for both sexes. ▪ Providing meditation/prayer areas. ▪ Providing quiet study rooms, which are available for one to one discussions to relieve stress. <p>Stage 1 (completed March 2003) included 5 stations with all the above and also the conversion of group dormitories to individual/twin rooms.</p>	
	Liaison with Personnel	Ensure all personnel are given opportunity to comment.	

Department	Services	Policies & Functions	Responsibility
Finance	Payment of Wages, Salary and Expenses	Collation and Distribution of accurate information	Director of Finance and Corporate Risk Management
		Under/over payment investigated by the Finance team	
		Tracking the System	
	Payment of Invoices	Raising Payment	
		Processing invoices within 30 days	
	Changing & raising accounts	Special services setting charges for special services	
		Raising invoices	
	Setting the Council Tax	Consultation this year completed through the Corporate Plan.	
		Inform Public: Information Leaflet	

Department	Services	Policies & Functions	Responsibility
	Payment of Wages, Salary and Expenses	Accurate payment of salaries to all staff	
		Collation and distribution of accurate information	
		Under/over payment investigated by the Finance team	
		Tracking the system	
		Process of Expenses – staff travel policy	

Department	Services	Policies & Functions	Responsibility
Operational Technical Services	Fleet Management	Routine maintenance of the Fleet.	Head of Operational Technical Services
		Provision of 'out of office hours' fleet management services.	
	Appliance & Equipment	Development and provision of Operational Equipment Notes in order to comply with Health and Safety requirements.	
		Maintain an organisational operational equipment asset management and tracking system.	
	Procurement	Ensure that current suppliers are sourced according to financial regulations and that the principles of equality and fairness are adhered to when dealing with contractors of lower financial value.	

Community Safety Directorate

Department	Services	Policies & Functions	Responsibility
Fire Protection Group	Fire Safety Enforcement	Licensing Act 2003 (as amended)	Head of Community Risk Management
		Exchange of Information	
Community Risk Management	Risk Information Support Team	Policy	
		Receipt of Calls	
		Provision of Advise (written & verbal)	
		Process of Information	
Operational Planning Group	Operational Preparedness	Policy	
		Operational Planning and Information	

Department	Services	Policies & Functions	Responsibility
Community Safety	Mobilising Crews	Call Handling	Head of Community Safety
		Radio Communications within organisations	
	Geographical Group Managers Stations	Community visits to Schools	
		Home Safety Checks	
		Community Visits to Stations	
	Community Support Team	Arson Taskforce	
		Fire Safety Literature Produced	
	Consider Implications for Disabled People.		

Department	Services	Policies & Functions	Responsibility
Information, Technology & Communications	Analyse/Forecast Brigade Needs	Systems Analysis	Head of Information, Technology and Communications
	Evaluation Opportunities	Evaluation Solutions	
	Implement Solutions	Integrate Systems	
		Train Users	
	Maintain Solutions	Support Systems and Users	
		Maintain Systems and Data	
	Review Services	Measure User Satisfaction	
		Measure Systems Performance	
		Implement Corrective Actions	
		Review IT Provision	

Department	Services	Policies & Functions	Responsibility
	Manage Department and ICT Services to the Brigade	Install Equipment	
		Enhance Business Systems	
	Internal Information Technology Policies	Selection of Computer Equipment	
		Selection of telecommunications equipment	
	Strategy to indicate areas covered for Disabled People.		

Organisational Development Directorate

Department	Services	Policies & Functions	Responsibility
Human Resources	Equalities	Statement	Head of Human Resources
	Promotions	Policy	
	Leave	Compassionate Leave	
		Redeployment Procedure	
		Harassment & Bullying Procedure	
	Maternity	Maternity Procedure	
		Paternity	
		Leave for dependants	
		Other Leave	

Department	Services	Policies & Functions	Responsibility
	Exit Interview		
	Retirement		
	Transferees		
	Re-deployment		

Department	Services	Policies & Functions	Responsibility
Training & Development	Recruitment & Selection	Wholetime Tests	Head of Training & Development
		Transferee Courses	
		Induction Courses	
	Course Contents	Retained Basic Course	
		Probationary Assessments	
		Trauma Care	
		Driving Courses	
		Vector Training	

Department	Services	Policies & Functions	Responsibility
Strategic Planning and Performance	Corporate Management Board Support	Managing Procedures/Policy Development	Head of Strategic Planning and Performance
		External Influences	
		Staff Officer to CFO	
	Performance Review Team	Performance Plan	
		Strategic Plan	
		Performance Management Framework	
	Integrated Risk Management	IRMP Action Plan	
		Consultation Process	
	Service Development Programme		

Department	Services	Policies & Functions	Responsibility
Occupational Health and Safety	Pre-Employment	Operational	Head of Occupational Health and Safety
		Non-Operational	
	On-Employment	Surveillance	
		Screening	
	Management Referrals		
	Health Promotion in the Workplace		
	Workplace Assessments	Workstations	
		Environmental	
	Safety Policies	Health Safety Management Systems	

Action Plan 1 – Year 3

Corporate Resources Directorate

Department	Service	Policies & Functions	Responsibility
Democratic & Administrative	Democratic Services	Composition of reports, e.g. CFA, RMB, EB reports	Head of Democratic and Administrative Services
		Circulation to media relating to public meetings	
		Preparation and circulation of minutes	
	Marketing and Publicity	Organisation of marketing comparisons	
	Secretariat	Receipt of visitors (VIPs) and telephone callers	
	Management Issues	Periodic Reviews (PDRs)	

Department	Service	Policies & Functions	Responsibility
Estates & Facilities	Contractors adoption of LFRS equality policies	Monitoring contractors	Head of Estates and Facilities
	Catering Provision	Ensures reasonable dietary provisions are available for all Sections of society	

Department	Service	Policies & Functions	Responsibility
Information, Technology & Communications	Evaluation Opportunities	Design Solutions	Head of Information, Technology & Communications
	Implement Solutions	Build Systems	
		Install Systems	
		Procurement	
	Manage Department and ICT Services to the Brigade	Maintain Resources	
		Manage Costs	
	Internal Information technology Policies	Naming Conventions	
		Division of Responsibilities	
		Security	

Department	Service	Policies & Functions	Responsibility
Operational Technical Services	Fleet Management	Routine maintenance of the operational fleet of emergency vehicles	Head of Operational Technical Services
		Maintaining adequate suppliers of spare vehicle parts.	
		Maintaining and providing information services	
	Store Functions	Monitor the stores inventory and carry out routine audits	
	Appliance & Equipment	Procuring appliances and equipment in accordance with financial and other statutory regulations	
		Carry out routine testing maintenance & procurement of p[ersonal protective equipment.	

Department	Service	Policies & Functions	Responsibility
	New Dimension	Implement and integrate the national provision of equipment and procedures as they apply to the New Dimension project.	
	Procurement	Develop, maintain, review and manage contracts applicable to the provision of goods and services provided to the organisation.	

Community Safety Directorate

Department	Services	Policies & Functions	Responsibility
Fire Protection Group	Fire Safety Enforcement	Regulatory reform order – fire safety <ul style="list-style-type: none"> ▪ Policy ▪ Process ▪ Authorisation of Offences ▪ Enforcement Concordat 	Head of Community Risk Management
	Goodwill Advice	Policy	
		Schools	
		Sheltered Accommodation	
		Building Fire Performance Evaluation Methodology	

Department	Service	Policies & Functions	Responsibility
Finance	Payment of Invoices	Raising Payment	Head of Finance
		Processing Invoices within 30 days	
	Budgets	Tracking budgets expenditure	
		Set budgets for the year	
		Devolving budgets to departments	
	Cash Management	Controlling & Reconciling bank accounts	

Department	Services	Policies & Functions	Responsibility
Operational Planning Group	Water Supplies for Fire Fighting Purposes	Policy	Head of Community Risk Management
		Statutory Responsibilities	
		Provision and Management	
		Fire Fighting Water Supplies	
		Administration	
		Liaison	
		Training	

Department	Services	Policies & Functions	Responsibility
Community Safety	Mobilising Crews	Mobilisation of Appliances	Head of Community Safety
	Geographical Group Managers Stations	Response to Calls	
		Station Maintenance	
		Equipment Maintenance	
		Work-based Training	
		Community Fetes	
	Community Support Team	Schools Education	
		Fire Safety Training (commercial training)	
		Deployment of Prince's Trust Initiatives	

Organisational Development Directorate

Department	Services	Policies & Functions	Responsibility	
Human Resources	Leave	Annual Leave	Head of Human Resources	
	Appraisal	Appraisal System		
		Appraisal Training		
		Job Evaluation		Job Evaluation Process
	General	New Grades		
		Advise & Guidance		
		Flexible Working		
		Work Life Balance		
	Overtime			

Department	Services	Policies & Functions	Responsibility
	CRB		
	Smoking Policy		
	Drugs & Alcohol Policy		
	Childcare Vouchers		
	Monitor Crewing levels		

Department	Services	Policies & Functions	Responsibility
Strategic Planning and Performance	Comprehensive Performance Assessment (CPA)	Improvement Plan	Head of Strategic Planning and Performance
	Integrated Risk Management	Report and Documentation to CFA	
		Advise and Guidance	
		Review Functions & Policies	

Department	Services	Policies & Functions	Responsibility
Training & Development	Training Plans	Annual Training Plans for each Directorate	Head of Training & Development
	Policies & Procedures	Assessment of Policies & Practices	
	Budgets	Allocation of Financial Resources	
	Provision of Information on Intranet.		
	Provision of costing information for courses.		
	Blue Light Driver Courses		

Department	Services	Policies & Functions	Responsibility
Occupational Health and Safety	Pre-Employment	Operational	Head of Occupational Health and Safety
		Non-Operational	
	On Employment	Surveillance	
		Screening	
	Management Referrals		
	Health Promotion in the workplace		
	Workplace Assessments	Workstations	
		Environmental	
	Safety Policies	Health Safety Management Systems	
	Drugs and Alcohol Policy		

Department	Services	Policies & Functions	Responsibility
	Smoking Policy		
	Mental Health and Stress Policy		

Action Plan 1 – Year 4

Corporate Resources Directorate

Department	Services	Policies & Functions	Responsibility
Democratic & Administrative	Democratic Services	Members Code of Conduct	Head of Democratic & Administrative Services
		Officers' Code of Conduct	
	Information Services	Similarly with members of the Service in all areas	
		Production and circulation of information	
		Facilities booking	
		Receipt and distribution of incoming and outgoing mail	
		Maintenance of Service library and Information Databases	

Department	Services	Policies & Functions	Responsibility
	Secretariat	Diplomatic protection of Principal Officers	
		Liaison with external and internal contacts, often at a Senior level	
	Freedom of Information Act		
	Regulations of Investigatory Powers Act		

Department	Services	Policies & Functions	Responsibility
Finance	Budgets	Tracking budgets expenditure	Head of Finance
		Set Budgets for the year	
		Devolving budgets to departments	
	Cash Management	Controlling and Reconciling bank accounts	

Department	Services	Policies & Functions	Responsibility
Information, Technology & Communications	Planning Resources		Head of Information, Technology & Communications
	Manage Department and ICT Services to the Brigade	Manage Service Providers	
		Administer IT Activities	
		Contingency Planning	

Department	Services	Policies & Functions	Responsibility
Operational Technical Services	Stores Functions	Monitor the effectiveness of contracts applicable to the provision of Personal Protective Equipment	Head of Operational Technical Services
	Appliance & Equipment	Carry out research and development applicable to the provision of operational equipment	
		Defining the specifications applicable to the provision of emergency response vehicle	
	Procurement	Management of the tendering process for the provision of new/replacement goods and services in accordance with relevant financial and other statutory regulations	

Community Safety Directorate

Department	Services	Policies & Functions	Responsibility
Fire Protection Group	Fire Safety Consultation	Policy	Head of Community Risk Management
		Process	

Department	Services	Policies & Functions	Responsibility
Operational Planning Group	Operational Risk Assessment	Standards Operating Procedure	Head of Community Risk Management

Organisational Development Directorate

Department	Services	Policies & Functions	Responsibility
Human Resources	Equalities	Training	Head of Human Resources
	Administration	Long Service Awards	
		Termination Letters Change	
		Monitoring of Flexi	
		Advice on Absence	
	Leave	Probationary	
		Absence Management	
	Staff handbook		
	Capabilities		

Department	Services	Policies & Functions	Responsibility
Training & Development	Courses Documentation for Merlin and Retained Breathing Apparatus Refresher and Potential Crew Manager courses		Head of Training & Development
	Mentoring Programme		
	Real Fire Training		

APPENDIX 2

DISABILITY, GENDER AND RACE EQUALITY SCHEME ACTION PLAN

Action Plan 2

Action Plan 2

Responsibility to deliver the action plan lies with the Equalities Forum

Activity	Timescale	Responsibility
Work towards levels outlined in the Equality Standards for Local Government.	Year one level 1, year 2, 3 and 4 level 2/3.	Director of Organisational Development
Working towards Best Value Indicators relating to Human Resources	Year 1 to 4	Director of Organisational Development
Working towards Fire and Rescue Service National Framework	Year 1 to 4	Director of Organisational Development
Undertake a Focus group to obtain opinions on Harassment and Bullying in the workplace.	Year 1 & 3	Head of Human Resources
Include equality training in the induction process to ensure new employees receive appropriate training	Year 1 and on going	Head of Human Resources

Activity	Timescale	Responsibility
Follow a programme of equality training for staff in post	All staff received awareness training year 2	Equality and Diversity Advisor
Target equality training i.e. managers	Year 1 and ongoing	Equality and Diversity Advisor
Develop support mechanism for staff who may be suffering from bullying or harassment.	Year 1 and 2	Equality and Diversity Advisor
Hold events to promote good race relations	On going	Equalities Forum
Train and provide support to our operational workforce to increase awareness of cultural and diversity issues when entering people's homes or dealing with any domestic situations	On going	Equalities Forum

Activity	Timescale	Responsibility
Use positive action to increase the number of females, minority ethnic and disabled employees	Year 2, 3, 4	Equalities Forum
Ensure recruitment training is provided to managers taking part in the recruitment process	Year 1, 2, 3, 4	Equalities Forum

APPENDIX 3

DISABILITY, GENDER AND RACE EQUALITY SCHEME ACTION PLAN

Groups Consulted

Groups Consulted

- LFRS Councillors
- Staff
- Unions
- Leicester Racial Equality Council
- Commission for Racial Equality
- Strategic Management Team
- Corporate Management Team
- External Equality and Diversity Regional Network