Action Plan

	Leadership and Corporate Commitment		
	Action	**Lead Manager**	**Date**
DE1	**Leadership**		
DE1.1	Equality objectives are reflected in the business and Action plans of individual managers	Line Managers	November 2007
DE1.2	Provide commitment leadership and funding to ensure disability related matters are accepted as a component part of the diversity agenda.	Executive Group	Ongoing
DE1.3	The Disability Equality Scheme is monitored at the highest level	Executive Group	Ongoing
DE1.4	Promote the Social Model of Disability in Service literature	Corporate Comms. Manager	Ongoing
DE1.5	Ensure an Equality Champion is appointed from each of the Core Functions.	Function Managers	December 2007
DE1.6	Review the complaints procedure to ensure it is accessible to all disabled people and to monitor the equality process.	Coat Support	August 2007
DE1.7	Revise the Disability Equality Scheme every three years	Equalities Adviser	December 2009
DE2	**Planning and Policy**		
DE2.1	Ensure that equality and diversity is a key theme within the corporate planning process and RRP.	Corp. Planning Manager	Ongoing

DE3	Procurement		
DE3.1	Review the Services procurement procedure and draw up a formal policy, observing Equality, Diversity and Ethical Responsibility, this will include:	ACO Procurement	March 2008
DE3.1.1	• Ensuring positive action to encourage tendering from disabled groups.	ACO Procurement	
DE3.1.2	• Ensuring when contracts for services or goods are drawn up for tender that they will require all suppliers to provide the service with evidence of their eligibility to be awarded the contract. The evidence will include information on their equality policy, and if they are or ever have been the subject of a formal investigation by any equality body.	ACO Procurement	
DE3.1.3	• Any functions that are contracted will undergo an assessment process particularly where they are in public or highly visible areas.	ACO Procurement	
DE3.1.4	• When the Service purchase goods or services using an intermediary we will seek their support in obtaining the information we require. Action will be taken against any supplier who is found to be in breach of the conditions of their contract.	ACO Procurement	
DE3.1.5	• We will also include within the terms and condition of the contracts that we require contractors to follow the recommendations of our employment and that the contractors will be supplied with copies of the Service's Equality and Diversity Policies.	ACO Procurement	
DE3.1.6	• A monitoring process will be implemented which will target these suppliers and contractors to ensure they are complying with the responses they give when tendering for our contracts.	ACO Procurement	

	Consultation Community Development and Scrutiny		
DE4	**Monitoring**		
DE4.1	Design a form with codes to be used in conjunction with the FDR1 form section 6.7 column 9 to collate data on both disability and ethnicity.	Equalities Adviser Control Manager	October 2007
DE4.2	Design a form with codes to be used in conjunction with the Special Service form to collate data on disability, ethnicity, gender, and age at road traffic collisions.	County Operations Manager Control Manager	October 2007
DE4.3	Design home fire safety check form which is to be issued following an incident. The information gathered will inform Community Fire Safety and highlight areas of concern.	Fire Safety Manager	July 2007
DE5	**Involvemen**t		
DE5.1	Develop relationship between disability groups and the County Safety Managers, to ensure ongoing consultations to provide continuity and effective communication.	County Fire Safety Manager	June 2008
DE5.2	Establish an independent advisory group that is representative of the different disabilities and is willing to work with the service.	Equalities Advisers County FS Managers	June 2008
DE5.3	Share best practice with other public authorities to assess the increased level of risk to disabled groups in the community.	CFS Manger Equality Adviser	Ongoing

		Service Delivery and Community Care		
DE6		**Fire Safety**		
DE6.1		Ensure all partnership working incorporates equality and diversity.	County FS Managers	Ongoing
DE6.2		Set up a liaison with the business community to discuss if the needs of the disabled are being met.	Legislative FS Manager	December 2007
DE6.3		Raise awareness of the Regulatory Reform (Fire Safety Order) 2005 to local disability Access Groups and Local Authority Access Groups	Legislative FS Manager	Ongoing
DE6.4		Investigate the evacuation concerns of disabled people and use influence to direct national procedure i.e. lift use during fires and the use of bleeper key ring to detect and locate disable people during an incident.	Legislative FS Manager	April 2008
DE7		**Operations**		
DE7.1		Ensure an effective monitoring system is put in place to identify the victims of fire and emergency rescue.	Operations Manager Control Manager	September 2007
DE7.2		Identify the population of each of the unitary areas and tailor an overall risk reduction strategy for disabled people living in the community.	County Safety Managers CFS Manager Equalities Adviser	December 2007
DE8		**Community FS**		
DE8.1		Ensure all partnership working and agreements are compliant with the Services Equality and Diversity policies.	CFS Manager	September 2007

DE8.2	Ensure all of the literature the service uses for advice and guidance is available in the suitable style and format and language.	CFS Manager Corporate Communications Manager	September 2007
DE8.3	Ensure the Service is monitoring the Community Fire Safety service it provides, and uses the monitoring to identify the vulnerable sections of our communities to target and reduce risk.	FS Manager CFS Manager	July 2007
DE8.4	Undertake Home fire Safety checks for Oxygen Users and monitor.	CFS Manager	September 2007
DE9	**Control**		
DE9.1	Investigate the possibility of setting up a text phone facility for people with hearing impartment to contact the emergency 999 service.	Control Manager IT Manager	April 2008
DE10	**Information Technology**		
DE10.1	Investigate the option to listen to text on the website.	IT Manager	April 2008
DE10.2	Ensure information systems are accessible for disabled people e.g. Intranet, Website, and IT packages	IT Manager	April 2008
DE10.3	Investigate the need and provision of software for staff with dyslexia.	IT Manager	April 2008
DE11	**Facilities Management**		
DE11.1	Ascertain which of the Services properties are to be accessible to the public.	ACO SS Facilities Manager	December 2007
DE11.2	Undertake Access Audits to those properties and identify any improvements that can be made to a building to make it more accessible to disabled people.	ACO SS Facilities Manager	May 2008

DE11.3	Ensure Access audits are carried out by qualified people such as those listed in the National Register of Access Consultants	ACO SS Facilities Manager	May 2008
DE11.4	Ensure Accessibility into the Service premises is incorporated into the Premises Improvement Plan.	ACO SS Facilities Manager	December 2008
DE11.5	Consult with disabled people on the implementation of the improvement plan.	ACO SS Facilities Manager	December 2008
DE11.6	Ensure compliance with British Standard 8300:2021," Design of buildings and their approaches to meet the needs of disabled People-Code of Practice when assessing the access requirements of disabled people.	ACO SS Facilities Manager	Ongoing
DE12	**Corporate Communications**		
DE12.1	Ensure arrangements are in place to communicate information effectively in a range of styles and formats and languages to meet the needs of all members of our communities.	Corporate Comms Manager	April 2008
DE12.2	Consult disabled people in the design of our publications	Corporate Comm. Manager	December 2007
DE12.3	Undertake an audit of our website to ensure it is accessible, as the current format is unacceptable.	Corporate Comm. Manager	December 2008
DE13	**Health and Safety**		
DE13.1	Incorporate accessibility for Disabled People into the premise risk assessment schedule.	Health and Safety Manager	September 2007

	Employment		
DE14	**Staff Issues**		
DE14.1	Ensure key staff in the organisation knows about Social Model of Disability.	Equality Adviser HR Manager	June 2007
DE14.2	Write, consult, adopt, implement, monitor and promote a disability policy that includes the reasonable adjustment process, ensure compliance with the Employment Duty and the requirement to monitor by disability and impairment type where possible:	HR Manager Equality Adviser	October 2007
DE14.3	• Monitor staff in post		
	• Applicants for employment		
	• Successful applicants		
	• Staff that cease employment, broken down by reason		
	• *(resignations, dismissals, redundancies, end of fixed contract)*		
	• Applicants for training		
	• Staff who receive training		
	• Staff who are promoted		
	• Staff who suffer detriment as a result of performance appraisals		
	• Staff who claim harassment and or discrimination on the basis of their disability		
	• Staff involved in grievances		
	• Staff involved in disciplinary action.		
DE14.4	Collate employment and training data and submit in a report format to the equalities adviser on an annual basis April to March.	HR Manager	Annual May

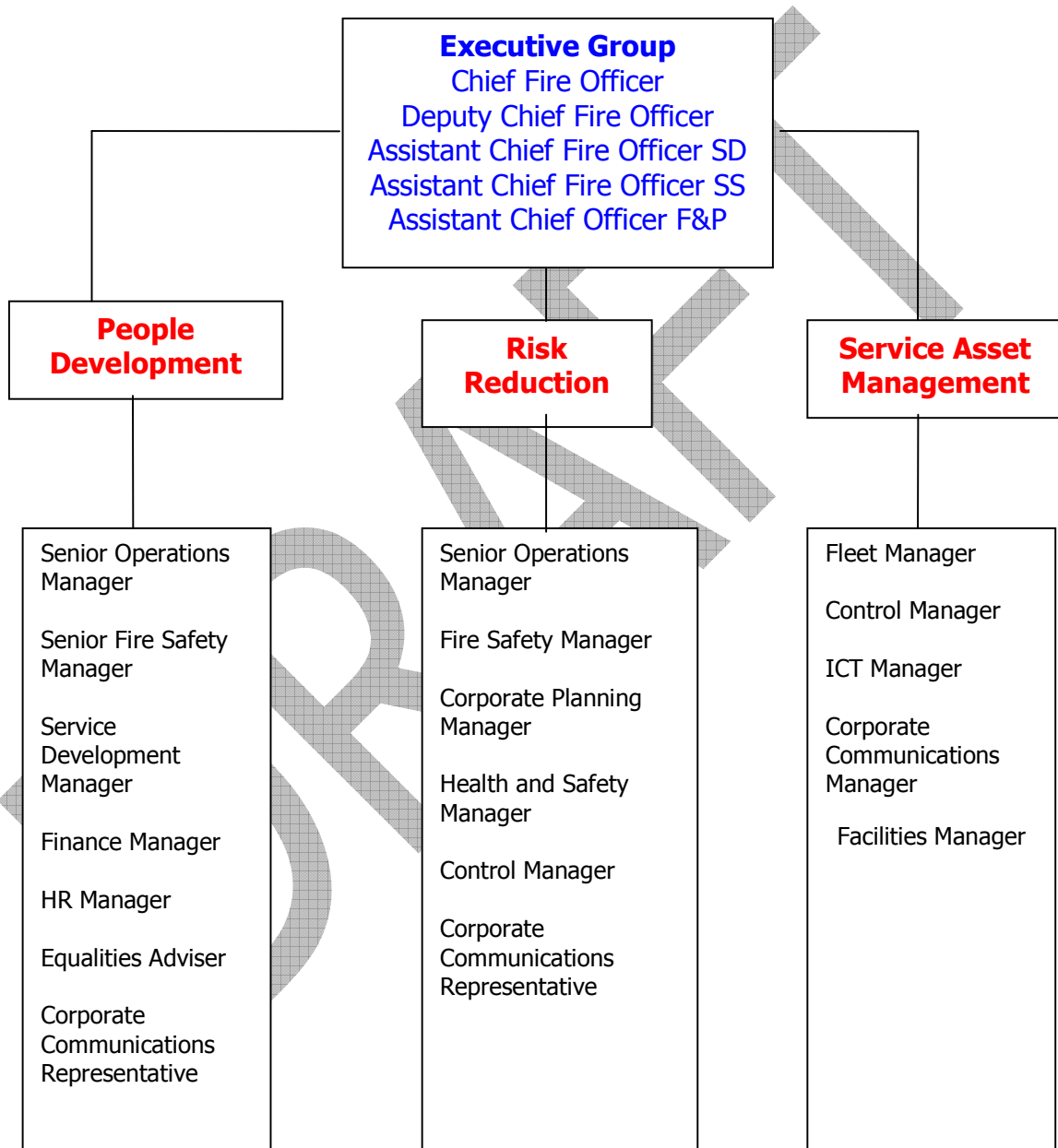| DE14.5	The Equalities Adviser to produce an annual report on Equality including disability for submission to the Fire Authority and Commission for Equality and Human Rights, and publish on the website.	Equalities Adviser	Annual May
DE14.6	Periodically issue a data validation questionnaire to all North Wales Fire & Rescue Service staff to ascertain number of disabled staff.	HR Manager	May 2008
DE14.7	Provide adequate support for staff who declares a disability. And ensure the confidentiality of disabled staff who wishes to remain confidential.	HR Manager	Ongoing
DE14.8	Record disability related absence separately from sickness absence.	HR Manager	April 2007
DE14.9	Include special leave on the basis of a person's disability as part of the Services Compassionate Leave SAPPO Section 7 Order 11.	HR Manager	January 2008
DE14.10	Always fully consider what reasonable adjustments can be made.	HR Manager	Ongoing
DE14.11	Adopt a good practice approach to health conditions and improvements.	HR Manager	Ongoing
DE14.12	Do not use the DDA to try and keep employees who qualify for ill health retirement and want to take it.	HR Manager	Ongoing
DE14.13	Issue questionnaires to all employees/disabled employees inviting observations/suggestions for improvement.	HR Manager	May 2008

DE15	**Recruitment**		
DE15.1	Write, adopt, implement, monitor and promote a recruitment policy that includes the reasonable adjustments that are in place.	HR Manager Equalities Adviser Development Manager	December 2007
DE15.2	When devising Redundancy, Redeployment and Selection procedures ensure any proposed criterion would not adversely impact on a disabled employee.	HR Manager	December 2007
DE15.3	Ensure staff involved in recruitment processes receive specialist training.	HR Manager	May 2008
DE15.4	Pursue and obtain the Two Ticks disability symbol through the Disability Employment Adviser at the Job Centre and ensure it is included on all correspondence. The following criteria to obtain the symbol are:	HR Manager	September 2008
DE15.4.1	• Guaranteed job interview: to all applicants with a disability who meet the minimum criteria for the job vacancy and consider them on their abilities.	HR Manager	
DE15.4.2	• Consult disabled employees regularly: Ask disabled employees at least once a year what you can do to make sure they can develop and use their abilities at work.	HR Manager	
DE15.4.3	• Keeping employees if they become disabled: To make every effort when employees become disabled to make sure they stay in employment.	HR Manager	

DE15.4.4	• Improving knowledge: To take action to ensure that key employees develop the awareness of disability needed to make your commitments.	HR Manager	May 2008
DE15.4.5	• Checking progress and planning ahead: Each year, to review these commitments and what has been achieved, plan ways to improve on them and let all your employees know about progress and future plans.	HR Manager	May 2008
DE15.5	Ascertain the perception of the disabled community, to a career in the Fire and Rescue Service.	HR Manager	September 2007
DE15.6	Undertake positive action to increase the numbers of job applications from disabled people and the number of disabled people employed by the Service.	HR Manager	May 2008
DE15.7	Ensure job advertisement are non discriminatory.	HR Manager	May 2008
DE15.8	Encourage applications for all vacancies from suitable disabled applicants, and monitor the numbers of job applications from disabled people;	HR Manager	May 2008
DE15.9	Include in job advertisements (where appropriate) a statement that "applications from disabled people are welcome".	HR Manager	May 2008
DE15.10	At all stages of any recruitment process, include the statement 'If you have a disability or long-term health condition that you feel would require us to make reasonable adjustments please tell us about what these are".	HR Manager	May 2008
DE15.11	Accept applications in accessible formats.	HR Manager	May 2008

DE15.12	Provide on request information in a format that is accessible to a disabled applicant e.g. e-mail, Braille, easy read, large print, audiotape and computer disc.	HR Manager	May 2008
DE15.13	Review all job descriptions and person specifications to ensure they are non-discriminatory prior to advertising.	HR Manager	May 2008
DE15.14	Make reasonable adjustments to all aspects of all recruitment processes	HR Manager	May 2008
DE15.15	Appoint on merit. Decisions to appoint will not be influenced by the need to make 'reasonable adjustments' for a disabled candidate	HR Manager	May 2008
DE15.16	Do not offer a job to a disabled person on terms, which are less favourable, that those which would be offered to other people.	HR Manager	May 2008
DE15.17	Arrange work placement scheme arranged for young disabled people.	HR Manager	May 2008
DE15.18	Arrange work placements through Work Able	HR Manager	May 2008
DE15.19	Seek expert advice from Job Centre Plus offices on the Access to Work Scheme and other employment issues.	HR Manager	May 2008
DE16	**Monitoring Recruitment**		
DE16.1	Monitor applicants for posts within the Service to identify trends/barriers to disabled people joining the Service.	HR Manager	September 2007
DE16.2	Periodically review all aspects of the Recruitment processes for all employees and amend in accordance with the Act.	HR Manager Equalities Adviser	Ongoing

DE16.3	Monitor to ensuring that disabled applicants are not deterred from applying for jobs by any particular need they may have as applicants, interviewees, or employees, and undertake appropriate reasonable adjustment to remove disabling barriers wherever practicable	HR Manager	May 2007
DE17	**Learning and Development**		
DE17.1	Implement training programme on the DDA and this policy for all staff and ensue we give our staff the training and skills to work with disabled people.	Development Manager	December 2007
DE17.2	Type talk training arranged for first contact staff	Development Manager	April 2008
DE17.3	Sign language course for first contact staff and staff who would like to learn.	Development Manager	April 2008
DE17.4	Include this DES policy in future Induction programmes.	Development Manager	Ongoing
DE17.5	Involve disabled people with disability training.	Development Manager	Ongoing
DE17.6	Include DDA issues and this policy in future Equality, Diversity and Fairness at Work Training.	Development Manager	Ongoing
DE17.7	Assessment and development centres that ensure flexibility and access to disabled people.	Development Manager	Ongoing
DE17.8	Monitor the take-up of all courses by Disabled members of staff.	Development Manager	May 2007

Policy Setting Forums

Executive Group
Chief Fire Officer
Deputy Chief Fire Officer
Assistant Chief Fire Officer SD
Assistant Chief Fire Officer SS
Assistant Chief Officer F&P

People Development

Risk Reduction

Service Asset Management

Senior Operations Manager

Senior Fire Safety Manager

Service Development Manager

Finance Manager

HR Manager

Equalities Adviser

Corporate Communications Representative

Senior Operations Manager

Fire Safety Manager

Corporate Planning Manager

Health and Safety Manager

Control Manager

Corporate Communications Representative

Fleet Manager

Control Manager

ICT Manager

Corporate Communications Manager

Facilities Manager

INITIAL EQUALITY IMPACT ASSESSMENT

Appendix 2

Directorate e-mail		Department/Section	Manager e-mail		Telephone No.	
Name of Policy/Service to be assessed			Date of Assessment		Is this a new or existing policy?	
1	Briefly describe the aims, objectives and purpose of the policy/service.					
2	Who is intended to benefit from this policy/service, and in what way?					
3	What outcomes are wanted from this policy/service?					
4	Who are the main stakeholders in relation to the policy/service?					
5	Who implements the policy/service, and who is responsible?					
6	Are there concerns that the policy/service has/could have a differential impact on the following groups and what existing evidence (either presumed or otherwise) do you have for this?			**Please explain below**:		
	Race	**Yes**		**No**		
	Gender	**Yes**		**No**		
	Disability	**Yes**		**No**		
	Religion or Belief	**Yes**		**No**		
	Sexuality	**Yes**		**No**		
	Age	**Yes**		**No**		
	Welsh Language	**Yes**		**No**		

7	Could the differential impact identify in question 6 amounts to there being the potential for adverse impact in this policy/service?	**Yes**	**No**	Please explain
8	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?	**Yes**	**No**	Please explain for each equality heading (questions 6) on a separate piece of paper.
9	Have you consulted those who are likely to be affected by the policy/service?	**Yes**	**No**	
10	Should the policy/service proceed to a full impact assessment?	**Yes**	**No**	

11	If yes please state impact High Medium Low Impact **Please indicate review period**	High review in 1 year		Medium review in 2 years		Low review in 3 years
12	Date on which Full assessment to be completed by.					
13	I am satisfied that this policy has been successfully Impact Assessed.	Yes	No			

I understand the Impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (completing officer)	Date
Signed (Head of Section)	Date

PLEASE NOTE – THIS IMPACT ASSESSMENT WILL BE SCRUTINISED BY THE EQUALITY AND DIVERSITY FORUM

The following information is currently collated and published annually:

	Race	Gender	Disability
Staff in post **HRF 10 – 20 HRF 77**	✓	✓	✓
Applicants for employment and successful applicants **HRF 21 - 33**	✓	✓	✓
Applicants for promotion (RDS, WDS and Control) **HRF 68 - 75**	✓	✓	✓
Staff that cease employment **HRF 34 – 65**	✓	✓	✓
Applicants for training and those who receive training **(Internal database)**	✓	✓	✓
Staff who suffer detriment as a result of performance appraisals			
Staff who claim harassment or discrimination on the basis of gender, race, disability	✓	✓	✓
Staff involved in grievances **(Internal database)**	✓	✓	✓
Staff involved in disciplinary action **(Internal database)**	✓	✓	✓

The three Fire and Rescue Service's in Wales and the Welsh Assembly Government are working towards implementing data systems that capture information that can inform the development of our employment and service delivery functions.

ASSESSMENT OF FUNCTIONS

List of Functions	Is it relevant to the general duty?			How relevant is it?		Date to be reviewed	Priority
	Which of the four parts of the general duty does it apply to (if any)?		Is there evidence or reason to believe that some disabled groups could be differently affected?	How much evidence do you have? None or little Some Substantial	Is there any public concern that the function or policy is being carried out in a discriminatory way? None or little Some Substantial		
	A	Eliminating Discrimination					
	B	Promoting Equal Opportunities					
	C	Promoting Positive Attitudes					
	D	Encouraging Participation by Disable People					
Learning and Development	A B C D		No evidence	None	None	April 2008	High
Human Resources, Promotions, Appointment	A B C D		Yes	Substantial	Some	May 2007	High
Equal Opportunities	A B C		No evidence	None	None		High
Health and Safety	A B C D		No evidence	None	None	April 2008	High
Estates	A B D		Substantial	Substantial	Some	September 2007	Low
Transport	B		No evidence	None	None	December 2008	Low
Information Technology	A B C D		Yes	Some	None	May 2007	Low
Control	A C D		No evidence	None	None	April 2008	Low
Complaints	A B C D		No evidence	None	None	September 2007	Medium
Welsh Language Scheme	C		No evidence	None	None	April 2008	Low
Corporate Communications	A B C D		Yes	None	Some	September 2007	High
Operations	A B C		No evidence	None	None	April 2008	Medium
Fire Safety	A B C		Yes	Some	Some	September 2007	High
Community Fire Safety	A B C D		Yes	Some	Some	September 2007	High
New Dimensions and Contingency Planning	A B C D		No evidence	None	None	April 2008	High
Performance Management	A B C D		No evidence	None	None	April 2008	High
Corporate Policy and Planning	A B C		No evidence	None	None	September 2007	High
Finance	B		No evidence	None	None	December 2008	Low
Fire Authority Liaison	A B C D		No evidence	None	None	April 2008	High
Corporate Services	A C D		No evidence	None	None	December 2008	Low
Procurement	A B C D		No evidence	None	None	September 2007	High

DEFINITION OF DISABILITY

The definition of disability is as follows:

"A physical or mental impairment, which has a substantial and long-term adverse effect on ability to carry out normal day to day activities"

Physical or mental impairment includes sensory impairment. Hidden impairments are also covered (for example, mental illness or mental health problems, learning disabilities, dyslexia, diabetes and epilepsy).

Substantial adverse effect – something which is more than a minor or trivial effect i.e. a limitation going beyond the normal differences in ability which might exist among people.

The following people are covered under the Act:

- People with severe disfigurements.
- Progressive conditions that is likely to change and develop over time. Examples given in the Act are Cancer, Multiple Sclerosis, Muscular Dystrophy and HIV infection.
- People who are registered as blind or partially sighted.
- People who are not registered or certified as blind or partially sighted will be covered if they can establish that they meet the Act's definition of disability.
- If a genetic condition has no effect on ability to carry out normal day-to-day activities, the person is not covered.

The following conditions are specifically excluded from the coverage of the Act:

- Addiction to or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed).
- Seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition.
- Tendency to set fires.

- Tendency to steal.
- Tendency to physically or sexually abuse other persons.
- Exhibitionism.
- Voyeurism.

- Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

The long-term effect of impairment is one:

- Which has lasted at least 12 months, or
- Where the total period for which it lasts is likely to be at least 12 months, or
- Which is likely to last for the rest of the life of the person affected.

Normal day-to-day activities are those carried out by most people on a fairly regular and frequent basis. The broad categories listed in the Act are:

- Mobility.
- Manual dexterity.
- Physical co-ordination.
- Continence.
- Ability to lift, carry or otherwise most everyday objects.
- Speech, hearing or eyesight.
- Memory or ability to concentrate, learn or understand.
- Perception of the risk of physical danger.

The definition of disability is not about a diagnosis but the impact on day-to-day activities. The range of people who have protection under the DDA from being treated unfairly is very broad. There is no definitive list of conditions or disabilities.

Monitoring of disability

This 2 part question is used as it reflects the DDA definition and hence will be able to identify people with rights under the DDA.

1   Do you have a long-standing physical or mental health condition or disability? By long-standing, we mean anything that has lasted at least 12 months or that is likely to last at least 12 months?

If yes:

2   Does this condition or disability have a substantial adverse effect on your ability to carry out normal day-to-day activities?

Impairment categories

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark **Other** and specify the type of impairment

☐ Physical impairment, such as using a wheelchair to get around and/or difficulty using their arms

☐ Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment

☐ Mental health condition, such as depression or schizophrenia

☐ Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)

☐ Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

☐ Other, such as disfigurement (please specify)

It can help us to ensure effective involvement of everyone if we can identify anything that poses a barrier to your full participation. What are the biggest

barriers for you in doing what you want to do in this organisation?(Please put '1' for the biggest barrier, and '2' and '3' for up to two other barriers)

☐ Physical access to buildings, streets, and transport vehicles

☐ Access to the written word or images

☐ Access to speech or other sounds

☐ People's attitudes to you because of your impairment, medical condition or disability

☐ Stressful situations

☐ Other barriers (please specify)