

**EAST SUSSEX FIRE AUTHORITY
MINUTES**

EQUALITY AND FAIRNESS ADVISORY GROUP

Meeting held on 5 July 2005 at 10:00 HRS

PRESENT

Chris Large	Chair
Dave Dowling	Service Support Directorate
Mick Feather	Equal Opportunities Training & Development Co-ordinator
Gils Goncalves	Diversity, Equalities & Fairness Officer
Chris Greenway	Head of Personnel Services
Sue Klein	Clerk to the Fire Authority
Derek Masson	Risk Management Directorate
Mark Mitchell	Fire Brigades Union
Justin Stoneham	Fire Brigades Union
Gary Walsh	Director of Community Protection

APOLOGIES

Ian Alexander	Risk Management Directorate (EDCC)
Dick Ashley	Director of Service Support
Mick Bright	Risk Management Directorate
Steve Butcher	TGWU
Jon Hall	Director Risk Management
Jim Mahoney	Service Support Officer
Angela Parker	Corporate Services
Mark Rist	FOA
Phil Scott	Member of Fire Authority

		ACTION TO BE TAKEN
26/05	APOLOGIES FOR ABSENCE	
	Taken and recorded.	
27/05	MINUTES	
	The minutes of the meeting held on 20 May 2005 were approved as a correct record.	
28/05	ACTION POINT REPORTS	
	14 (viii). Equality and Fairness Material for Notice Boards	
	See minute 30/05 below.	
	47. Race Equality Scheme – Race Relations Act.	
	Noted that this had been endorsed by the Modernisation & Improvement Panel of the CFA and posted on the website.	
	Chris Large had met with members of BEMM and arranged a further meeting with Gils and Dick Ashley to progress this further.	Chris Large Dick Ashley Gils Goncalves

	61 (f). Signage at Stations	
	Gary Walsh was awaiting guidance from other FRS and would circulate proposals in time for the next meeting.	Gary Walsh
	6/05. Personnel Manual Notes	
	Chris Large had included comments received, put manual out for full consultation and would circulate any revisions proposed to manual notes before the next meeting.	Chris Large
	17/05(ii). Harassment and Bullying Monitoring	
	Mick Feather to set up meeting with Jim Mahoney and report back to next EFAG meeting.	Mick Feather Jim Mahoney
	17/05(iii). General Policy Monitoring	
	Gils and Mick booked onto September CFOA training course and to report back to November EFAG meeting.	Mick Feather Gils Goncalves
	17/05(iv). EFAG Terms of Reference	
	See minute 31/05(iv) below.	
	17/05(v). Disability Issues	
	Directorate Heads would receive training from Remploy in September after which Mick Feather would start to roll out his training in October/November.	Mick Feather
	18/05. Childcare Voucher Scheme	
	Chris Greenway reported that every member of staff would be receiving details of the scheme next week and a large publicity campaign would be set up so that the scheme could be ready for the August payroll.	Chris Greenway
	19/05 Employee Guide (Code of Conduct)	
	Mick reported that graphics had been busy with the BVPP and would get the Guide together as soon as possible.	Mick Feather
	20/05 Diversity Brochure	
	Dave Dowling reported that Dick Ashley was still working on this and he would be asked for a timescale for conclusion.	Dick Ashley
29/05	STANDING AGENDA ITEMS	
29/05(i)	Corporate Update	
	Chris Large reported that the Fire Authority at its meeting on 9 June had agreed to establish a Modernisation and Improvement Panel, consisting of six voting and two non-voting Members, which would be responsible for the wider remit of advising the Fire Authority on the strategic direction of its modernisation and improvement agenda. Councillor Phil Scott had agreed to take the lead on Equality & Diversity but was unfortunately unable to attend today's meeting due to a funeral.	
	Councillor Scott had suggested rotating EFAG meetings between Eastbourne and Hastings and members agreed to try this for the September meeting. If successful, members would consider holding EFAG meetings at other locations around the County.	Clerk

29/05(ii)	Harassment and Bullying Monitoring	
	Noted that the Harassment Advisors' meeting had been cancelled and there was nothing to report.	
29/05 (iii)	General Policy Monitoring	
	Nothing to report yet.	Gils Goncalves Mick Feather
30/05	EQUALITY & FAIRNESS MATERIAL FOR NOTICE BOARD	
	Noted that Gils Goncalves had received material from the Department of Trade and Industry and Department of Education and that Mick Feather was working with South Downs College on further material.	Mick Feather
	Agreed to roll out to stations after training and a publicity campaign in September and to report back to November meeting.	Gils Goncalves
31/05	EFAG TERMS OF REFERENCE	
	Agreed to add in Directorate Heads, Equal Opportunities Training & Development Co-ordinator and the RFU representative to membership of the Group. More clarity was required on what the Group was monitoring and Chris Large would make the suggested amendments and circulate for comments by 31 July.	Chris Large
32/05	EDCC PROJECT UPDATE	
	Ian Alexander had written to Chris Large on behalf of the EDCC suggesting that, if EFAG were in agreement, CMT should consider appointing Equality & Diversity Champions who would report to a new sub group of EFAG; this Group replacing/revitalising the EDCC Project Group as we move into the next phase of the project.	
	Members agreed in principle but suggested waiting until after the Equality Awareness training scheduled for the Autumn. Mick Feather would also sound out staff during training to establish how much interest there would be in taking on this role.	Mick Feather
	Chris Large to take to CMT to establish support in principle.	Chris Large
33/05	REPRESENTATIVES/WORKING GROUP REPORTS	
	(a) FBU	
	Mark Mitchell welcomed the opportunity given to the FBU to meet with BEMM and the commitment made by Chris Large and Dick Ashley to a number of issues.	
	(b) UNISON	
	Chris Greenway reported that Anne Newton, the local UNISON representative, would be off for six weeks and she would forward any post for her.	
	(c, d, e, f) TGWU, FOA, Directorate Representatives and Others	
	Nothing to report.	

34/05	URGENT ITEMS	
	There were no urgent items to report.	
35/05	DATES AND TIMES OF NEXT MEETINGS	
	Agreed that future meetings be held on: Thursday 1 September (at Bohemia Road Fire Station, Hastings) and Thursday 17 November 2005 commencing at 10.00 hours.	Clerk
36/05	EXCLUSION OF PRESS AND PUBLIC	
	There were no items in relation to which the Panel resolved that the press and public be excluded from the meeting.	
	The meeting ended at 10.55 hours	
Signed		Chairman
Dated this day of		2005

**EQUALITY AND FAIRNESS ADVISORY GROUP
ACTIONS**

14(viii)	Equality & Fairness Material for Notice Boards	
	Gils Goncalves to review material provided and report to next meeting.	Gils Goncalves
47	Race Equality Scheme – Race Relations Act	
	Further meeting with Gils, Dick Ashley and BEMM arranged.	Gils Goncalves/ Chris Large/ Dick Ashley
61 (f).	Signage at Stations	
	Gary Walsh to circulate proposals once further guidance received.	Gary Walsh
6/05.	Personnel Manual Notes	
	Chris Large to circulate final draft for comments by 31 July.	All Members of the Group
17/05 (ii).	Harassment and Bullying Monitoring	
	Mick Feather to meet with Jim Mahoney and report to next meeting.	Mick Feather
17/05 (iii).	General Policy Monitoring	
	Gils Goncalves and Mick Feather to receive training and report to next meeting.	Gils Goncalves/ Mick Feather
17/05 (v)	Disability issues	
	Directorate Heads to receive training in September, Mick to roll out his training in October/November.	Mick Feather
18/05	Childcare vouchers	
	Publicity starting next week – scheme to be ready for August payroll.	Chris Greenway
19/05	Employee Guide (Code of Conduct)	
	Graphics to get Guide together as soon as possible.	Graphics
20/05	Diversity Brochure	
	Dick Ashley to co-ordinate adapting document for ESFRS.	Dick Ashley
29/05	Corporate Update	
	Clerk to arrange next meeting of EFAG at Hastings.	Clerk ✓
30/05	Equality & Fairness Material for Notice Boards	
	Roll out to stations after training and publicity in September. Report back to November meeting.	Mick Feather Gils Goncalves
31/05	EFAG Terms of Reference	
	Chris Large to circulate for comments by 31 July.	Chris Large
32/05	EDCC Update	
	Mick Feather to establish interest in becoming Equality & Diversity Champions and Chris Large to take to CMT for agreement in principle.	Mick Feather Chris Large

