

**EAST SUSSEX FIRE AUTHORITY
MINUTES**

**EQUALITY AND FAIRNESS ADVISORY GROUP
Meeting held on 1 September 2005 at 10:00 HRS
at Bohemia Road Fire Station, Hastings.**

PRESENT

Chris Large	Chair
Phil Scott	Member of Fire Authority
Dick Ashley	Director of Service Support
Anne Bryen	Clerk to the Fire Authority
Mick Feather	Equal Opportunities Training & Development Co-ordinator
Chris Greenway	Head of Personnel Services
Derek Masson	Risk Management Directorate
Mark Mitchell	Fire Brigades Union
Craig Thomson	Community Protection Directorate

APOLOGIES

Ian Alexander	Risk Management Directorate (EDCC)
Steve Butcher	TGWU
Dave Dowling	Service Support Directorate
Gils Goncalves	Diversity, Equalities & Fairness Officer
Jon Hall	Director Risk Management
Jim Mahoney	Service Support Officer
Angela Parker	Corporate Services Directorate
Mark Rist	FOA
Gary Walsh	Director of Community Protection

		ACTION TO BE TAKEN
37/05	APOLOGIES FOR ABSENCE	
	Taken and recorded.	
38/05	MINUTES	
	The minutes of the meeting held on 5 July 2005 were approved as a correct record.	
39/05	ACTION POINT REPORTS	
	47. Race Equality Scheme – Race Relations Act.	
	Noted that the scheme had been approved by East Sussex Fire Authority, and it had been posted on the website. A ‘glossy’ version was being produced. Chris Large was arranging a meeting with the Chair of the Black & Ethnic Minority Members (B&EMM) but it was proving difficult to find an acceptable date to the Chair of B&EMM. Noted that Gils Goncalves and Dick Ashley were attending a One Day Conference in November run by B&EMM.	

	61 (f). Signage at Stations	
	Gary Walsh was awaiting guidance from other FRS's and would circulate proposals in time for the November 2005 meeting.	Gary Walsh
	6/05. Personnel Manual Notes	
	The Equalities and Fairness Manual had been placed on the Intranet for consultation. Comments received by the end of July had indicated that the document was too bulky and it had been decided to re-write it to provide an over-arching policy structure. Gils Goncalves was working on this, in conjunction with Mark Mitchell and Jim Mahoney. A meeting was to be held in late September to finalise it. Separate documents would be produced in plain English for each subject. Progress to be monitored at November 2005 meeting.	Gils Goncalves
	17/05(iii). General Policy Monitoring	
	Gils Goncalves and Mick Feather were booked onto September CFOA Equality Impact Assessment training course and would report back to November 2005 meeting.	Mick Feather Gils Goncalves
	20/05 Diversity Brochure	
	Mick Feather reported that West Midlands Fire Service had agreed that ESFRS could use the text of their Diversity Brochure, at no charge, but not their photographs. He had met with his counterpart in West Sussex and would be arranging for suitable photographs from both authorities to be placed in this brochure to be produced jointly between East and West Sussex FRS's. Discussion took place on any additional text to be included, such as community fire safety, and the audience that the brochure was aimed at. It was agreed that, because of the likely dilution of the information and the probable increase in size of the brochure, it should not have any additional text included. Noted that Chris Greenway required this by the end of November as part of the Positive Action Initiative. Noted that the brochure would be primarily for staff to make them aware of faith and diversity issues in the community. Agreed that the final form of the Diversity Brochure be considered at the next EFAG meeting in November prior to being printed.	Mick Feather
	18/05. Childcare Voucher Scheme	
	Chris Greenway reported that every member of staff had received details of the scheme by post at their home addresses. An e-mail campaign had also been done, relying upon station managers to print off their e-mails for station staff. Staff would be reminded in October about the details of the scheme. Agreed that the use of the scheme should be monitored annually. Agreed that a monitoring report be brought to EFAG in March 2006.	Chris Greenway
	30/05 Equality & Fairness Material for Notice Boards	
	To be rolled out to stations after training and publicity in September. Report back to November meeting.	Mick Feather Gils Goncalves
	31/05 EFAG Terms of Reference	
	Noted that this was now complete. The new Terms of Reference would	

	be included in new manual.	
	32/05 EDCC Update	
	Noted that CMT had agreed in principle ESFRS becoming Equality & Diversity Champions.	
40/05	STANDING AGENDA ITEMS	
40/05(i)	Corporate Update	
	<p><u>Positive Action Initiatives</u> Noted that Gils Goncalves and Chris Greenway had met and were drawing up the Positive Action Initiatives for a recruitment campaign in April 2006. CMT would be considering a paper in September 2005 suggesting a way forward for training recruits, possibly 2 or 3 recruits at a time rather than waiting for the 12 vacancies to be filled and holding an internal training course at Maresfield.</p> <p>A copy of a full-page advert (joint with Surrey Fire & Rescue Service) was circulated for information. This had been published in 'Ethnic Britain' and was aimed at young people.</p> <p><u>Clothing</u> Noted that when EDDC had attended an Away-Day with CMT, looking at incorporating the vision and values into the Organisation, and establishing a rumour-busting section on the intranet, the different uniforms worn by all staff was brought forward as a major issue. The Integrated Clothing Project would not now be reporting for up to 2 years, and it had, therefore, been decided that the Authority would purchase new work wear shirts. These would be lightweight blue and have the ESFRS on them, and would be with ESFRS by the end of October 2005. Whole-time Firefighters and Officers would be supplied with 4 shirts, and retained firefighters with 2 shirts. These should last long enough until the ICP changes were implemented. T-Shirts should now only be worn either underneath the new blue shirts for extra warmth, for physical training or doing 'dirty' work on stations.</p>	
40/05(ii)	Harassment and Bullying Monitoring	
	<p>The Harassment Advisers Network (HAN) had met; noted that Neil Robinson was no longer a member. The Harassment & Bullying Manual Note was to be re-formatted.</p> <p>An issue that had been discussed was that the positive outcomes of the scheme were not being promoted, or reported, and there was, therefore, an inconsistency in the number of cases reported and those that had been resolved.</p> <p>Noted that the ORS Staff Survey was being issued to all staff during the following week, and the results of this should provide more information on the instances of harassment and bullying.</p> <p>Mick Feather said that he was discussing with Tom Kelly possible arrangements for including in his courses to promote the harassment & bullying issues.</p> <p>HAN would be sending information to the Station Managers meeting to promote the use of the scheme and highlighting the need to report back on outcomes.</p>	Mick Feather

40/05 (iii)	General Policy Monitoring	
	This was dealt with in the preceding items.	
41/05	CHILDCARE VOUCHER SCHEME	
	Dealt with at item no. 39/05 above.	
42/05	EQUALITY & FAIRNESS MATERIAL FOR NOTICE BOARDS	
	Dealt with at item no. 39/05 above.	
43/05	EMPLOYEE GUIDE	
	Noted that the Standards Panel had considered this on 25 August 2005 and had suggested a rearrangement of the document. This had been put in hand. Agreed that Chris Large would give the final approval to the document, following consultation with the CFO&CE. Agreed that 2,000 copies be printed for circulation to all existing staff, contractors and some to be available for new entrants to the Service.	Chris Large Mick Feather
44/05	DISABILITY COURSE FEEDBACK	
	Mick Feather reported that he had received good feedback from the video that had been piloted. 9 retained stations had been booked over the next two months. It was reported that Dave Dowling had investigated using the services of REMPLOY but having canvassed opinion, it was the consensus view that an in-house service could be better provided. Discussions had been held with Mark Whyte (Web Manager) and it was agreed that an Intranet Link would be devised late in 2006 based on Mick Feather's course.	
45/05	EDDC PROJECT UPDATE	
	Mick feather reported that he had met with Tom Kelly and would be piloting training sessions over the next four weeks, probably being held at Bohemia Road Fire Station. A video was to be filmed at Pevensy, (to be an integral part of the course).	
46/05	REPRESENTATIVES/WORKING GROUP REPORTS	
	(a) FBU	
	Mark Mitchell raised the issue of firefighters not reporting incidents of violence towards them, and welcomed the re-issue of a recent memorandum.	
	(b, c, d, e, f) UNISON, TGWU, FOA, Directorate Representatives and Others	
	Nothing to report.	

47/05	URGENT ITEMS	
	There were no urgent items to report.	
48/05	DATE AND TIME OF NEXT MEETING	
	Agreed that the next meeting be held on Thursday 17 November 2005 (at Bexhill Fire Station, Beeching Road) commencing at 10.00 hours. Meetings for 2006 will be held on the following dates: Thursday 23 February, 25 May, 31 August and 16 November.	Mark Mitchell/ Clerk
49/05	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 11.20 hours	
Signed		Chairman
Dated this day of		2005

**EQUALITY AND FAIRNESS ADVISORY GROUP
ACTIONS**

47	Race Equality Scheme – Race Relations Act	
	Further meeting with Gils, Dick Ashley and B&EMM to be arranged.	Gils Goncalves/ Chris Large/ Dick Ashley
61 (f).	Signage at Stations	
	Gary Walsh to circulate proposals once further guidance received. November 2005 meeting.	Gary Walsh
6/05.	Personnel Manual Notes	
	Progress to be monitored at November 2005 meeting.	Gils Goncalves
17/05 (iii).	General Policy Monitoring	
	Gils Goncalves and Mick Feather to receive training on EIAs and report to November 2005 meeting.	Gils Goncalves/ Mick Feather
20/05	Diversity Brochure	
	Mick Feather to arrange photographs for inclusion in the brochure. Final form of Diversity Brochure to be considered at November 2005 meeting prior to printing.	Mick Feather
18/05	Childcare vouchers	
	Monitoring report to EFAG in March 2006.	Chris Greenway
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
40/05 (ii)	Harassment and Bullying Monitoring	
	Mick Feather discussing with Tom Kelly possible arrangements for inclusion in his courses to promote harassment and bullying issues. Information to be sent to Station Managers' meeting to promote the scheme and highlight the need to report back on outcomes.	Mick Feather
43/05	Employee Guide	
	Chris large to approve final document. Copies to be printed.	Chris Large Mick Feather
48/05	Venue for next meeting	
	Clerk to arrange next meeting of EFAG at Bexhill Fire Station on 17 November 2005.	Mark Mitchell/ Clerk