

**EAST SUSSEX FIRE AUTHORITY  
MINUTES**

<b>EQUALITY AND FAIRNESS ADVISORY GROUP</b>		
<b>Meeting held on 6 July 2004 at 10:00 HRS</b>		
<b>PRESENT</b>		
ACFO Chris Large	Chair	
DO Ian Alexander	Service Support Directorate	
SDO Dick Ashley	Director Service Support	
DO Mick Bright	Risk Management Directorate	
DO Adrian Brown	Community Protection	
Anne Bryen	Clerk to the Fire Authority	
Steve Butcher	TGWU	
Suzanne Gooch	Media Resources	
Chris Greenway	Head of Personnel Services	
Steve Huggins	FBU	
Tom Kelly	TK Training & Consultancy	
Councillor Mrs Ann Leigh	Fire Authority Representative	
ADO Jim Mahoney	Service Support Directorate	
Angela Parker	Corporate Services Directorate	
Sub O Mark Rist	FOA	
<b>APOLOGIES</b>		
DO Craig Thomson	Community Protection Directorate	
SDO Jon Hall	Director of Risk Management	
		<b>ACTION TO BE TAKEN</b>
<b>52.</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Taken and recorded.	
<b>53.</b>	<b>EQUALITY, DIVERSITY AND CULTURAL CHANGE REPORT</b>	
	ACFO Large explained that, as agreed at the last meeting, the purpose of this special meeting was to consider the Action Plan arising out of Tom Kelly's report on Equality, Diversity and Cultural Change.	
	The Corporate Management Team (CMT) had endorsed the Action Plan. Chris Large had met with Tom Kelly and some members of the Equality Diversity and Cultural Change (EDCC) Project Team who had considered the Action Plan to be discussed at this meeting. Amended pages from the original report were circulated (pages 2, 29, 30 & 35) and	

	considered.	
	Noted that the Action Plan set out the broad approach, and the detail on how it will be implemented will be included in the project plan.	
	<b>The following points were made:</b>	
	<ul style="list-style-type: none"> <li>the commitment of the whole organisation, particularly CMT and the Principal Officers with support from the representative bodies and the EFAG, needed to be demonstrated, and existing policies strengthened.</li> </ul>	
	<ul style="list-style-type: none"> <li>policies should be reviewed, monitored and developed. There was currently cynicism in the organisation about acting on policies which currently existed. It was suggested that there should be an extra bullet point 'to make sure that policies are acted upon...' with examples.</li> </ul>	
	<ul style="list-style-type: none"> <li>the common purpose should be agreed through a series of workshops, followed by communication across the organisation with more target dates.</li> </ul>	
	<ul style="list-style-type: none"> <li>it was important to have a communication strategy to run alongside the launch of this Plan; it would be inadvisable to merely place the document on the intranet and the dissemination of the plan should be considered carefully</li> </ul>	
	<ul style="list-style-type: none"> <li>changes in the Action Plan bullet points on page 35 should be related back to necessary changes in the Foreword</li> </ul>	
	<ul style="list-style-type: none"> <li>any unnecessary terminology should be deleted and the language kept plain and simple, e.g. all initials should be removed as not all staff are aware of their full meaning</li> </ul>	
	<ul style="list-style-type: none"> <li>Paragraph 14.3 states that the action plan will tackle all issues raised. Paragraph 14.3 should therefore be amended to reflect that this is an initial action plan and a more detailed plan will be developed and communicated in due course.</li> </ul>	

	<ul style="list-style-type: none"> <li>the relationship between the Project Group and the Equalities and Fairness Advisory Group should be made clear in the document</li> </ul>	
	<ul style="list-style-type: none"> <li>an additional Appendix should be added showing the membership of the Project Team, Equalities and Fairness Advisory Group and the Corporate Management Team</li> </ul>	
	<ul style="list-style-type: none"> <li>the commitment of Chief Officers with the support of the representative bodies should be made clear, to indicate a wider ownership than just CMT – this should be included in the foreword</li> </ul>	
	<ul style="list-style-type: none"> <li>whilst recognising the amount of work currently undertaken by them, station managers should play a pro-active role in launching the document, rather than it being delivered by a member of CMT</li> </ul>	
	<b>Agreed that</b>	
	(i) Chris Large, Tom Kelly, Ian Alexander and Jim Mahoney to reword the document accordingly on behalf of the EFAG in line with the suggestions made at this meeting, and the document be issued thereafter.	<b>Chris Large/ Ian Alexander/ Jim Mahoney/ Tom Kelly/</b>
	(ii) Chris Large to prepare a brief for station managers and section heads to brief their staff, with the indication that any further information can be made available by members of EFAG, after which the Plan will be delivered to stations.	<b>Chris Large</b>
	(iii) all elected Members of the Fire Authority be sent a copy of the document with a covering letter.	<b>Chris Large</b>
	(iv) it be noted that the Project Team is a sub-group of EFAG and will continue to report to it, and EFAG will continue to report to CMT.	<b>All to note</b>
<b>54.</b>	<b>DATE AND TIME OF NEXT MEETINGS</b>	
	The next full Group meetings have been arranged for Thursday, 2 September and Thursday, 18 November 2004 at 10:00 hrs in the Main Conference Room, FRS HQ.	
	The meeting ended at 11.20 hours	

g/spg/acfo/general/equality&fairness advisory group/efag minutes 04.05.20