

Appendix A – Progress on Public Sector Equality Duty Objectives between April and September 2024

Goal (Public Sector Equality Duty Objective)	SMART Objective	What will be the "definition of done"?	How will we measure it?	Progress Update April - September 2024
<p>We will consistently demonstrate ‘due regard’ (give genuine attention and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and inclusion across Essex.</p>	<p>We are working towards having a diverse workforce that is representative of the communities we serve. We will have a positive action plan in place and will utilise it.</p>	<p>The positive action plan is in place. The positive action plan is reviewed at every Positive Action Group meeting.</p>	<p>New starter demographics become more diverse Promotion demographics become more diverse.</p> <p>New Starters shared diversity data captured in dashboard and monthly reporting. Promotions shared diversity data captured in culture dashboard from August 2024.</p>	<p>Positive Action plan in place and being reviewed at each Positive Action Working Group Meeting. Joiners’ diversity being captured in Public Sector Equality Duty (PSED) monthly report. Recruitment provide a report detailing attraction and selection data, that monitors attrition through the selection process to continuously monitor and measure for differential impact and a basis for positive action interventions.</p>
<p>We will consistently demonstrate ‘due regard’ (give genuine attention and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and</p>	<p>We are continuing to develop an inclusive and enabling culture, where we make the most of difference and all employees have the opportunity to succeed. We will offer a range of differentiated/targeted training to support all.</p>	<p>Practice to progress has been run.</p> <p>Genius Within coaching is in place</p>	<p>P2P has been run Genius Within coaching is utilised.</p> <p>Attendance &amp; training records for Inclusive Behaviours</p> <p>MS Teams recordings of Listen and Learn events. Event attendance lists. Recording of event shared in Inclusion Insights.</p>	<p>Targeted: Genius Within coaching being utilised and awareness of the provision is increasing.</p> <p>Culture: Inclusive Behaviours training being delivered face to face, 21% of the workforce reached by the 31<sup>st</sup> August 2024. Disability Listen and Learn in July was really well attended, 80 employees joined the session live and the session was evaluated. Recording shared in Inclusion Insights, feedback has been positive. We are developing our next Listen and Learn being held on 9<sup>th</sup> October on ADHD, Dyslexia and Dyspraxia, as part of</p>

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<p>inclusion across Essex.</p>			<p>Training materials, attendance and training records, grievance and disciplines</p>	<p>ADHD Awareness Month, Dyslexia Awareness Week (7-13 October) and Dyspraxia Awareness Week (13-19 October). This event will be promoted as part of National Inclusion Week (23-29 September)</p> <p>Learning and Development for New Firefighters: With effect from August 2024, the Equality, Diversity and Inclusion (EDI) input has been enhanced. An input on Values, Behaviours and Boundaries, including group work, using scenarios is delivered by the Station Manager, and People Partners at our Service Training Centre (STC) during the first week of training. The Inclusion and Diversity Business Partner delivers an adapted version of Inclusive Behaviours training in week 3 of training. All Mandatory training modules will be completed while trainee Firefighters are at the Service Training Centre.</p>
<p>We will consistently demonstrate 'due regard' (give genuine attention and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and inclusion across Essex.</p>	<p>We are continuously improving the way we monitor information about our workforce and set benchmarks. We will increase declarations of diversity data by incorporating the 'ask' into our processes.</p>	<p>Diversity declarations will have been included in existing processes.</p>	<p>Increase in number of diversity declarations</p>	<p>Due to Data Protection requirements, we need to keep shared data in Civica, we are however able to analyse processes based upon names and provide a sanitised overview of the demographic of participation or impact in any process, over a specified time period.</p> <p>We included a request for employees to review and update their personal information in the August edition of Inclusion Insights, Personal emails were sent to every employee that is yet to share at least one category of equality information in August. Progress is being reviewed weekly through September. A second email will be sent week commencing 16<sup>th</sup> September. A Podcast on this topic is being recorded on the 13<sup>th</sup> September.</p>

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				<p>An Objective to review and update personal information was included in the appraisal pilot.</p> <p>The National Fire Chiefs Council (NFCC) Equality, Diversity and Inclusion (EDI) Data toolkit has been reviewed to ensure the data that we capture is aligned to enable harmonised data to be produced, analysed and compared.</p>
<p>We will consistently demonstrate ‘due regard’ (give genuine attention and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and inclusion across Essex.</p>	<p>We will ensure that our recruitment process is inclusive, it will be People Impact Assessed. Monthly 'deep dives' will analyse data for proportionate /disproportionate impact at each stage of the process. Our positive action plan will be reviewed each month to ensure that it is actively encouraging applications from people who have diverse characteristics that are under-represented in our service.</p>	<p>The PIA for recruitment will be reviewed.</p> <p>Analysis will be prepared and provided to Inclusion and Diversity Business Partner.</p> <p>Positive action plan will be reviewed at the Positive Action Working Group</p>	<p>Diversity in applicants will increase, proportionality will be monitored.</p>	<p>PIA reviewed.</p> <p>Positive action quarterly reporting in place, diversity information sharing increasing and demonstrating we are attracting greater diversity to our roles.</p> <p>Positive action working group are reviewing the positive action plan at every meeting.</p> <p>Joiners’ data being included in monthly Public Sector Equality Duty (PSED) reporting.</p> <p>The Squad of 18 trainee Firefighters that joined in August 2024 includes: 28% females, 39% are in age band 17-24, 11% are LGBTQ+, however no individuals have shared that they are an Ethnic minority or have a disability.</p>
<p>We will consistently demonstrate ‘due regard’ (give genuine attention</p>	<p>We will act upon recommendations from our Silver Inclusive Employers</p>	<p>Completion of the recommendations or a rationale to explain what couldn’t be</p>	<p>An Action Plan for each recommendation.</p>	<p>Actions completed:</p> <p>We have shared information on person equality information shared by employees in August edition of Inclusion Insights.</p>

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<p>and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and inclusion across Essex.</p>	<p>Standard Accreditation feedback.</p>	<p>achieved and why, with alternative solutions where possible.</p>		<p>The Reasonable Adjustment Duty has been added to the new Equality, Diversity and Inclusion policy, which is in Consultation until the end of September 2024. Inclusion and Diversity Objectives have been included in the appraisal pilot.</p> <p>We have set a 75% target for shared workforce equality information categories. Shared information rates at the end of August 2024 were: LGBTQ+ 74.9%, Religion and Belief 60.8%, Gender 96.2%, Ethnicity 84.4%.</p> <p>Progress on Actions:</p> <p>We have reviewed our Strategic approach, our Community Risk Management Plan incorporates Equality, Diversity and Information related proposals based on facts, evidence and data.</p> <p>We have created a new Culture, Inclusion and Wellbeing structure, governance provides opportunities to demonstrate action and evidence.</p> <p>Procurement processes and documents have been reviewed, a new Suppliers Code of Conduct has been introduced with Equality, Diversity and Inclusion content included. Equality in procurement guidance has been created to address gaps identified and ensure the Public Sector Equality Duty is clear.</p> <p>We are measuring the impact of diversity enhancing activities, such as positive action initiatives for promotion. Culture &amp; HR dashboards are available and include relevant metrics to address recommendations. We are now able to analyse LRS participation and promotions data by shared equality information to understand the demographic of participants.</p> <p>We will incorporate Inclusive Management practice into the new People Management training.</p>
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				<p>We are improving the qualitative data we collect, such as the evaluation of the listen and learn on Disability in July, which has informed our planning for the next event in October. A National Disability Network is being established for Fire and Rescue Services, our Inclusion and Diversity Business Partner is one of 4 leading on creating it. The team are engaging with the National Disabled Police Association and Neurodiversity networks, to learn, share and work collaboratively and utilising best practice advice and guidance from the Business Disability Forum and Genius Within.</p>
<p>We will consistently demonstrate ‘due regard’ (give genuine attention and thought) to equality and diversity in our organisation and aim to be leading practitioners of workplace diversity and inclusion across Essex.</p>	<p>We will undertake a Disability Smart self-assessment in preparation for Disability Confident Level 3</p>	<p>Completion of the self-assessment</p>	<p>Utilising the Business Disability Forum Disability Smart self-assessment management tool.</p>	<p>Action taken:                      The self-assessment has been reviewed, and actions identified.                      Disability Equality, Reasonable Adjustments Duty and Individual Needs Plan are included in new Equality, Diversity and Inclusion policy.                      Disability Listen and Learn series is being delivered to raise awareness and develop engagement. (Part 1 July, Part 2 October, Part 3 April)                      An employee Disability Champion has been identified.                      We have provided Sensory champion training.                      We have provided access to Dementia experience training.</p>
<p>We will invest in a diverse workforce with the skills, knowledge and attitude needed to build a culture of</p>	<p>We will continue to increase awareness of inclusion and diversity at every opportunity through communication and training. In 2024/2025</p>	<p>All staff will have accessed a face-to-face training session.</p>	<p>All staff will have accessed a face-to-face training session.</p>	<p>Inclusive Behaviours Training:                      21% of employees had attended an in inclusive Behaviours session by the end of August 2024.                       Training sessions are being delivered regularly and progress is reported monthly.</p>

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<p>diversity and inclusion.</p>	<p>this will be focussed through inclusive behaviours training which is delivered face to face.</p>			<p>Communication: Inclusion Insights delivered by email once per month, and copies now available on Intranet.</p>
<p>We will invest in a diverse workforce with the skills, knowledge and attitude needed to build a culture of diversity and inclusion.</p>	<p>We will provide training on People Impact Assessments (PIAs) across our organisation and at all relevant levels, with particular emphasis on the need to demonstrate ‘due regard’ when making decisions.</p>	<p>A list of all staff that require PIA training will be collated. All of the people on this list will receive training.</p>	<p>A list of all staff that require PIA training will be collated. All of the people on this list will receive training.</p>	<p>All employees that required training have been trained.  Guidance is available on the intranet and within the People Impact Assessment App.  People Impact Assessment (PIA) coaching is provided by the Inclusion and Diversity Business Partner, as required.  Quality Assurance of People Impact Assessments is in place, gaps identified are addressed via personal coaching.  Processes have been updated for people and operational policies, and projects to ensure People Impact Assessment completion. There has been an increase in the number of People Impact Assessments created and the quality continues to improve.</p>
<p>We will invest in a diverse workforce with the skills, knowledge and attitude needed to build a culture of diversity and inclusion.</p>	<p>We will work in partnership with our colleagues in the trade unions and staff networks to give our staff a bigger voice, identify potential barriers to inclusion in the workforce and jointly develop approaches to overcome them. This</p>	<p>By 1/8/2024 Workshops have taken place. Recommendations from workshops collated into an action plan.  By 31/12/2025 Actions delivered.</p>	<p>By 1/8/2024 Workshops have taken place. Recommendations from workshops collated into an action plan.  By 31/12/2025 Actions delivered.</p>	<p>The Inclusion and Diversity Business Partner held a meeting with existing employee forum Chairs in July. Feedback was gathered to inform a new approach to utilise Champions as part of a Culture First approach. This will provide a named champion for diverse characteristics for employees and managers.  We included an advert for a Race Champion in the August edition of inclusion Insights, 3 people have submitted an expression of interest. Champions have been identified for:</p> <ul style="list-style-type: none"> <li>• LGBTQ+</li> </ul>

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	<p>work will begin with joint workshops with trade unions and staff networks.</p> <p>Recommendations will flow from these workshops.</p>			<ul style="list-style-type: none"> <li>• Women</li> <li>• Men</li> <li>• Disability &amp; Carers</li> <li>• Neurodiversity</li> </ul> <p>The Inclusion and Diversity Business Partner has met with Representative Bodies as part of the Equality Diversity and Inclusion Policy consultation to engage and determine an agreeable way for Representative Bodies to be included. Next meeting scheduled on 17<sup>th</sup> September.</p>
<p>We will invest in a diverse workforce with the skills, knowledge and attitude needed to build a culture of diversity and inclusion.</p>	<p>We will invest in Dignity and Inclusion representatives, giving them authority to take action to bring about change and support employees.</p> <p>Quarterly CPD is provided.</p> <p>Feedback is gathered.</p>	<p>Quarterly DIA CPD sessions will take place.</p> <p>Feedback forms are in place.</p>	<p>Quantitative - Utilisation of Dignity and Inclusion Advocates - Feedback from forms will indicate usage.</p> <p>Qualitative - Feedback forms will indicate impact.</p>	<p>Dignity and Inclusion Advocates (DIA's) are invited to monthly meetings, which are recorded for anyone unable to attend.</p> <p>CPD is being provided, and all DIA's have been given access to the Inclusive Employers Members resources.</p> <p>Form has been introduced, and feedback is being gathered in the form, and in the monthly meetings.</p>
<p>We will invest in a diverse workforce with the skills, knowledge and attitude needed to build a culture of diversity and inclusion.</p>	<p>Provide access to member resources for Inclusive Employers and Business Disability Forum to People Partners and other Stakeholders as identified</p>	<p>Identified Stakeholders have access to Members resources and are utilising to inform action.</p>	<p>Accounts registered.</p>	<p>People Services Team: Access link to Inclusive Employers members resources and Business Disability Forum shared with people team at HR team away day 25th April. Shared to include new team members in September.</p> <p>Dignity and Inclusion Advocates: Link provided at September meeting.</p>

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<p>We will deliver inclusive evidence-based services that show ‘due regard’ when assessing risks and behaviour in the community, to help make sure services are accessible and fair to everyone.</p>	<p>Involving our diverse communities and giving them an active role in decision-making, focusing on ‘due regard’, dealing with inequalities and involving minority groups.</p>	<p>Our Community Risk Management Plan (CRMP) is informed by our communities, with targeted research and evidence gathering to provide evidence for decision making.</p>	<p>Community Risk Management Plan Public Perception surveys  Community Risk Management Plan Consultation</p>	<p>Community Risk Management Plan (CRMP) Public perception surveys and consultation. CRMP People Impact Assessment created and reviewed and updated when new information is available.  The Service supported development of the Fire and Rescue Plan with the Office of the Police Fire and Crime Commissioner (OPFCC). The Service have shared some options for engagement with organisations representing communities that may be deemed vulnerable. e.g. Black Swimming Association, Dementia Groups and Voluntary Sector Organisations.</p>
<p>We will deliver inclusive evidence-based services that show ‘due regard’ when assessing risks and behaviour in the community, to help make sure services are accessible and fair to everyone.</p>	<p>Using facts, data, information and feedback to target inequalities in order to help reduce community risk and encourage positive behaviour.</p>	<p>Home Safety, Water Safety, Road Safety, Education and Safeguarding activities are informed and targeted by risks identified in data and information.</p>	<p>Community Risk Management Plan</p>	<p>Being achieved as part of Community Risk Management Plan (CRMP) development.  Rationale for CRMP proposals that are Prevention focused included links to the research that underpin them.</p>
<p>We will deliver inclusive evidence-based services that show ‘due regard’ when assessing risks and behaviour in the community, to help make sure</p>	<p>Developing a more in-depth understanding of the needs of diverse communities within Essex and, in particular, using feedback from the local community to help guide policy and</p>	<p>Community Risk Management Plan Public Consultation &amp; public perception surveys</p>	<p>Community Risk Management Plan</p>	<p>Being achieved as part of Community Risk Management Plan development.  We are regular attendees at Partnership Boards including: Health Adult Social Care, Safeguarding Boards, Safer Essex, which strengthen our collaborative working across the Public Sector system. Some of the work will be commissioned, enhancing our influence on services being delivered across the County.</p>



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services are accessible and fair to everyone.	practice and prevent issues that can be avoided.			
We will deliver inclusive evidence-based services that show ‘due regard’ when assessing risks and behaviour in the community, to help make sure services are accessible and fair to everyone.	Using People Impact Assessments to make sure inclusion and diversity are included in existing work, focusing on continuous improvement, our people strategy, our Community Risk Management Plan (CRMP), and our programme for change.	Increased use of People Impact Assessments  People impact Assessments are of a good quality.	People Impact Assessments	People Impact Assessment (PIA) app provides centralised records. PIA's increasing in quantity and quality improving  Process for employment and operational policies in place to ensure PIA completion.  Inclusion and Diversity Business Partner is providing Subject Matter Expertise as part of the Community Risk Management Plan Project team. A PIA has been completed and remains live, being reviewed and updated regularly when new information is available. Public perception surveys and Consultation are evidence of due regard in respect of the Public Sector Equality Duty.
Demonstrate community focused leadership by working in partnership and making the most of our presence in the region to stress the importance of socio-economic factors and how they affect both employment and services.	We are taking every opportunity to consider how our decisions affect social and economic inequality as well as people who have the characteristics that are protected by law (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).	Completion of People Impact Assessments	People Impact Assessment App	People Impact Assessments are being completed and include socioeconomic factors.  Index of multiple deprivation is included in Community Risk Management Plan development & People Impact Assessment.  Objective is included in procurement plan and supplier code of conduct.  Social mobility monitoring guidance shared with Head of Resourcing to consider how we can integrate into recruitment and selection (best practice).  Apprenticeships and targeted positive action towards people under 25 years, supports our Social Value and Social Mobility Commitments.

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<p>Demonstrate community focused leadership by working in partnership and making the most of our presence in the region to stress the importance of socio-economic factors and how they affect both employment and services.</p>	<p>Using our presence across Essex and community wealth-building principles to play a defining role in creating and reinforcing local social and economic ties.</p>	<p>Procurement includes Social Value</p>	<p>Supplier Code of Conduct Social Value Statement</p>	<p>Working with Head of Procurement to embed in processes. New Equality in Procurement guidance created, new Supplier Code of Conduct includes Equality, Diversity and Inclusion information and requirements. Social Value approach being developed with Police 7 forces.</p>
<p>Demonstrate community focused leadership by working in partnership and making the most of our presence in the region to stress the importance of socio-economic factors and how they affect both employment and services.</p>	<p>Setting an example for organisations across our region to follow, by being a beacon of best practice and supporting diversity and inclusion.</p>	<p>Participation in Essex Equalities Community of Practice Participation in the Safer Essex Board.</p>	<p>Meeting Agendas, Minutes and Action Trackers.</p>	<p>Within prevention, we have Subject Matter Experts, Leads and Chairs on various National fire Chiefs Council (NFCC) Boards which makes the most of our presence in the region. The Water Safety Forum, was Chaired by ECFRS, now Chaired by Public Health and key strategic partners in Safer Essex Roads Partnership and Safer Essex</p> <p>I&amp;DBP is an active participant in Essex Equalities Community of Practice with public authorities across greater Essex.</p> <p>I&amp;DBP is a member of Regional EDI Forum.</p>