

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE
GENDER EQUALITY SCHEME ACTION PLAN - JUNE 2007-JUNE 2010**

1: POLICY MAKING					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
1.1 Commitment to gender mainstreaming in all areas of the business	Executive Command	Ongoing Commitment	Equality and diversity will be a standing agenda item on all HIFRS committee meetings	Initiatives commenced at Equality Diversity Forum e.g. new advertising literature, positive action campaigns and exit interview procedures.	
1.2 To periodically review our policies, and amend where necessary to address any gender imbalance. This will include assessing the impact on men and women according to their different needs	Heads of Department	As determined through the EIA process	All policies and procedures will be adopted only with a completed EIA, and all policies will be impact assessed according to a rolling programme.	<p>T&D – Currently undertaking a review of T&D policy documents, updating as required including impact assessments.</p> <p>Ops Support – included in Departmental plan for 2007-2008. All revised and new policy documents are subject to EIA.</p> <p>The north command area has one policy which is currently part of the 2008 service plan. The MIRG National Agreement has been developed into a specific HIFRS Operational procedure and policy which has been impact assessed for men & women.</p> <p>Human Resources – all new</p>	June 2008

				policies are equality impact assessed and existing policies are scheduled to be impact assessed by end of July 2008	
1.3 Monitor the process for assessing policies for adverse impact to determine its effectiveness and amend if necessary	HR Manager	September 2007	EIA process to be externally verified by an external consultant to ensure equitable and robust over all equality strands	EIA process has been verified by IODA in May/June 2007	

2: SERVICE DELIVERY					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
2.1 To investigate gender differences in service use (a gender profile of service users) - Do men, women and transsexual people use our service in different ways? - Do these groups have different needs from HIFRS? - Are there particular who do not use, or under-use our	Commander IRMP Area Commanders Community Fire Safety Advocates	Ongoing commitment	We will use information from our IRMP consultation processes and other community and partnership working exercising to continually inform service delivery mechanisms that meet the needs of men, women and transsexual people. We will also keep a questionnaire on our web site so that the public can contact us at times to suit them.	Gender analysed on our community engagement activities such as Youth Diversion courses, Young firesetter and tackling anti-social behaviour initiatives in addition to work undertaken by our Bi-lingual Community Safety Advocate.	

services, e.g. women's groups?					
2.2 To investigate and discrepancies in the use of our services by gender, and to target those underrepresented groups	Commander IRMP Area Commanders Community Fire Safety Advocates	Ongoing commitment	We have Community safety teams in all areas of the service, and at the heart of the community to detect any gender imbalance in the use of our services.	Gender is analysed through the new monitoring form issued to those who have received a Home fire Safety Check. 2000 Questionnaires issued recently.	

3: EMPLOYMENT					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
3.1 To prepare and publish an equal pay statement	HR Manager	28 th September 2007	We will have a statement that outlines the Service's policy on equal pay between men and women.	Our equal pay statement 2007 is available on our homepage.	
3.2 To complete the Single Status review	HR Manager	April 2008	To conduct a job evaluation exercise that harmonises terms and conditions employment for all civilian staff, ensuring all processes and procedures have undergone gender EIA	The job evaluation process has been started and is to be completed by the end of the financial year. Staff has been informed and Job Evaluators are trained at the moment.	June 2008
3.3 To complete an Equal Pay Review	HR Manager	April 2009	Following the implementation of the Single Status Review, and following on from the 'rank to role' process, an organisational equal pay		

			review will provide an audit of our processes to identify where pay gaps or occupational segregation exists within the organisation.		
3.4 To investigate the introduction of mentors within the Service	HR Manager	December 2008	Mentoring may be seen as an avenue for encouraging and supporting men, women and transsexual people within the Service, especially where feedback relating to stereotyping and confidence issues has been raised. If successful, this approach could be used to support all areas of under-representation within the service, and not just gender.		
3.5 To report annually by producing a gender profile on: - Staff in post – existing employees, including salaries/grades, part-time, full-time, uniformed and civilian. - Applications for employment - Applications for training - Applications for	HR Manager Commander Learning & Development	Quarterly report to Equality and Diversity forum.	We already monitor employment statistics in line with Race and Disability Equality Duties. These will be amended to reflect the new Gender Equality Duty. All statistic will be published annually as part of the Services Public Performance Report	T&D – Providing HR department on a monthly basis a report of the numbers and names of personnel attending courses.	

<p>promotion</p> <ul style="list-style-type: none"> - Employees raising grievances - Employees ceasing employment - Employees involved in harassment 					
<p>3.6 Investigate accommodation on fire station (toilets / showers / changing facilities for male, female and transsexual)</p>	<p>Head of Corporate Services Area Commanders</p>	<p>December 2007</p>	<p>We recognise that we have limited facilities for either sex on many stations. A list of facilities and a long term programme for updating will be established.</p>	<p>Detailed list of facilities completed. Incremental plan for improvement contained in each 3 yr capital programme which is regularly reviewed.</p>	
<p>3.7 Develop refresher training on the six strands of equality, including gender awareness training</p>	<p>Commander Learning & Development</p>	<p>December 2007</p>	<p>Whilst there is significant work and resource being targeted into initial training, consideration now needs to be directed to ongoing awareness and refresher training in all areas of equality.</p>	<p>T&D – Included in the training plan currently being run out by Robin Iffla.</p>	
<p>3.8 Develop positive action materials to help with recruitment initiatives.</p>	<p>HR Manager</p>	<p>December 2007</p>	<p>Whilst district staff actively target different groups for their recruitment activity, (e.g. mother and toddler groups), this needs to be supported by underpinning corporate initiatives to promote equality within the service. This should include job advertisements in the paper and HIFRS web site.</p>	<p>Positive action initiatives are in place and in planning like positive action days</p>	
<p>3.9 Carry out positive action initiatives prior to</p>	<p>Area Commanders HR Manager</p>	<p>July 2007</p>	<p>HIFRS is about to undergo its first full time recruitment campaign in four years and</p>	<p>Recruitment methods have been adjusted. - change of radio</p>	

the whole time recruitment campaign to actively raise awareness in under represented groups including females within the service.			is determined to engage with all sections of the community.	advert to address diverse applicants - Involve the job center for a more diverse applicant base	
---	--	--	---	--	--

4: PROCUREMENT					
Objective	Accountable	Timescale	Outcome	Progress to Date	Completed
4.1 Request that contractors who submit tenders are compliant with current equality legislation	Head of Corporate Services	Ongoing commitment	Agreement needs to be made with the Highland Council that all tendering processes that go through them are compliant. All ongoing independent tenders need to comply.	Highland Council procurement manager also acts as adviser to Fire Board. He ensures we remain compliant.	