



HIGHLAND AND ISLANDS FIRE BOARD

AND

HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE RACE EQUALITY SCHEME 2005 - 2008

Contents

1. Foreword	<i>page 3</i>
2. Introduction.....	<i>page 4</i>
3. Race Relations (Amendment) Act 2000	<i>page 5</i>
4. What is a Race Equality Scheme (RES)?	<i>page 7</i>
5. Responsibilities	<i>page 8</i>
6. Specific Duties	<i>page 10</i>
Duty 1 – Race Equality Scheme	<i>page 10</i>
Duty 2 – Identify, Assess and Monitor relevant Functions, Policies and Procedures	<i>page 10</i>
Duty 3 – Assessing and Consulting on the likely impact of proposed Policies	<i>page 12</i>
Duty 4 – Publishing the Results of the Assessments, Consultation and Monitoring	<i>page 14</i>
Duty 5 – Access to Information and Services	<i>page 14</i>
Duty 6 – Staff Training on Race Equality	<i>page 16</i>
Duty 7 – Employment Monitoring and Analysis	<i>page 16</i>
7. Equality Impact Assessments	<i>page 18</i>

1. Foreword

The Highlands & Islands Fire & Rescue Service is dedicated to embedding fair treatment and dignity into our working environment and we value the contribution diversity brings to both the Service and the community.

I welcome the opportunity that this first revision of the Race Equality Scheme (RES) gives me to help to illustrate our commitment to eliminating racial discrimination, promoting equality of opportunity and developing good relations between people of different racial groups. This Scheme will help to ensure that we develop robust policies and strategies that recognise and respond to the diverse and differing needs of our communities, as we work in partnership with other agencies towards achieving our key priorities as a Service. We have already started this process and a review of what has been achieved to-date will be published shortly on our web-site. This Scheme will help us to build on these successes and guide every member of staff to make a positive difference and help promote ownership of this Scheme.

Committing to diversity helps us all to provide a better service to our whole community and in so doing makes the Highlands and Islands a safer place to live.

Brian Murray
Chief Fire Officer, Highlands & Islands Fire & Rescue Service
24 November 2005

The Members of Highland and Islands Fire Board, consisting of the Highland Council and the Island Councils of Eilean Siar [the Western Isles], Orkney and Shetland take pride in representing all our constituents in ensuring that the Highlands & Islands Fire & Rescue Service serves the community across the Highlands and Islands, and it is with pleasure that I endorse the first revision of our Scheme.

Through the Race Relations (Amendment) Act 2000 and the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002, we have a positive duty to promote race equality and diversity and this Scheme will help us to strengthen our resolve to be part of a public service that not only actively fulfils our legal obligation, but demonstrates our strong commitment to becoming a diverse Service that reflects our community. This Scheme constitutes an ambitious plan of action for the Service – it is not an ‘add on’ to everyday work but forms an integral part of it for every member of the Authority and employee of the Service.

Drew McFarlane-Slack
Convener, Highland and Islands Fire Board
24 November 2005

2. Introduction

- 2.1 The Highlands & Islands Fire & Rescue Service (HIFRS) is tasked with providing a service to 1/6th the landmass of the United Kingdom – an area equivalent to Belgium in size and a population of approximately 280,000. Its Headquarters are based in Inverness with 1 whole-time Station in Inverness and 126 part-time Stations, based at specific locations across the Highlands and Islands. It has an industrial infrastructure which is spread across the large mainland area and covers numerous islands. Communications are difficult and many communities need to be almost effectively self sufficient, in the knowledge that support of any kind may be hours away. Protecting the people and economy of this area is therefore a demanding challenge that requires an innovative and caring response.
- 2.2 HIFRS provide a fire and rescue service to the community including fire safety and community education.
- The strategic aims of the Service are to:
- save life, protect property and the environment from fire and other emergencies;
 - meet the Fire & Rescue Authority’s legal obligations with regard to fire prevention and to promote fire safety to the public;
 - reduce the risk and loss from fire and other emergencies;
 - secure the highest level of safety for all staff by providing effective supervision, training, equipment and systems of work; and
 - provide a service committed to the highest levels of quality and fairness that demonstrates best value in service provision.
- 2.3 Our mission is to make the Highlands and Islands safer by promoting greater understanding and responsible attitudes towards fire safety and by providing a responsive, caring fire and rescue service. In delivering against these priorities, we believe that creating the right organisational culture and values are critical for meaningful progress towards race equality.
- 2.4 The Race Relations (Amendment) Act 2000 substituted a new section 71 into the Race Relations Act 1976. Section 71(1) imposes a General Duty on persons specified in Schedule 1A to that Act in carrying out their functions to have due regard to (a) the need to eliminate unlawful discrimination and (b) to promote equality of opportunity and good relations between persons of different racial groups. The Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002 imposes a special duty to publish a Race Equality Scheme, on how those persons (or public bodies) intend to fulfil their General Duty and Specific Duties under this Order.

3. Race Relations (Amendment) Act 2000

- 3.1 The murder of Stephen Lawrence in 1993 and the following inquiry set up by the Home Secretary in 1997, led to a number of significant changes in the way society was expected to respond to the issues of race relations and race equality in Britain. At the heart of these changes were mechanisms to combat what has been termed ‘institutional racism’.

The Stephen Lawrence Inquiry Report was a landmark report which had implications for a range of public sector organisations and agencies in respect of their business activities. The recommendations in the report resulted in the strengthening of the existing race legislation through the Race Relations (Amendment) Act 2000.

- 3.2 During this period, concerns were also being expressed that the profile of the British Fire Service’s workforce was not representative of the multicultural community it serves. These concerns led to an inquiry by the Fire Service Inspectorate into equality and fairness in the fire service. The inquiry, in addition to making a number of recommendations, concluded that the British Fire Service faced considerable challenges- in that, “these challenges require major changes to eradicate outmoded culture and to embrace a spirit of real commitment to equality and fairness. These needs apply both in employment practices and to improving the delivery of services to the public”. (HMI Thematic Review 1999)
- 3.3 The amended Race Relations Act (referred to in this Scheme as the Act) has placed a duty on the Fire Service, nationally, to promote race equality and include this in its main stream activities. In addition to this General Duty, the Act also refers to Specific Duties Fire Services should respond to. Under the General Duty, HIFRS must have ‘due regard to the need’ to:
- eliminate unlawful racial discrimination;
 - promote equality of opportunity and good relations between persons of different racial groups.
- 3.4 The General Duty is supported by a series of Specific Duties, which provide the methods that public authorities should follow to help them meet the General Duty. The Specific Duties that HIFRS are required to fulfil include:
- prepare and maintain a Race Equality Scheme (RES);
 - assess, monitor and consult on the likely impact of HIFRS’ policies on promoting race equality;
 - detail proposed action to eliminate unlawful discrimination and promote racial equality;
 - publish the RES and the results of its assessments, consultation and monitoring;
 - train staff on issues relevant to the Act; and
 - monitor recruitment and career development of staff in relation to race and ethnic group.

- 3.5 HIFRS will do its best to meet the duties placed upon it under the Act and is fully committed to implementing the actions set out in the RES. However, we do recognise that we may get things wrong or that people may be dissatisfied with the way we are carrying out our duties. We therefore intend to make sure that our communities know that they have a right to complain about how we discharge our duties and are given the information about how to do this.

The Act does not give individuals a right to take legal action against the Fire Service for failing to fulfil its General Duty (to tackle racial discrimination; promote equality of opportunity' and promote good race relations), but we will attempt to deal with any complaints received about our performance in respect of this RES through our formal complaints procedure (see below for details).

The Commission for Racial Equality (CRE) has the responsibility for enforcing compliance with the Specific Duties placed on the Fire Service. If the Commission is satisfied that a public authority is failing to meet the Specific Duties, it has the power to issue a 'compliance notice' requiring the authority to provide details of its response to the notice including details of how it intends to meet the duty. Ultimately, the CRE can ask the courts to order the authority to comply with the duties under the Act. Again individuals do not have a direct right to enforce the Specific Duties but they (or trade unions, voluntary organisations etc) can inform the CRE if they have concerns or complaints about whether the duties are being met and the CRE can then investigate.

- 3.6 HIFRS has a complaints procedure which allows service users to make complaints, compliments and suggestions on any aspect of its services or policies. Details of the procedure are set out in our website. We will also ensure that details of our complaints procedure are widely publicised using appropriate formats.

A complaint can be made in writing, by phone or by email to:

Head of Corporate Services
Highlands & Islands Fire & Rescue Service
Headquarters
16 Harbour Road
Longman West
Inverness
IV1 1TB

Tel: 01463 227000

Email: complaints@hifrs.org

4. What is a Race Equality Scheme (RES)?

4.1 A RES is a strategy and a time tabled action plan. It should summarise a public authority's approach to race equality and its corporate aims. It should clearly say how the organisation plans to carry out each part of its duties towards:

- assessing, consulting on, and monitoring its functions and policies for any adverse impact on promoting race equality;
- publishing the results;
- making sure the public has access to its services; and
- training employees.

4.2 HIFRS's Scheme will ensure that we develop robust policies and implementation strategies that recognise and respond to the diverse and differing needs of our communities when delivering against our key priorities. We aim to ensure that the RES covers all the needs of our minority ethnic communities, including hard to reach groups and by implementing this RES, we intend to achieve the following outcomes:

- provide leadership to positively and proactively deal with race equality issues;
- give priority to and allocate appropriate resources to deliver our equality objectives and action plans;
- ensure that our internal/external functions, policies and procedures do not have an adverse impact on any minority group;
- ensure that our workforce is representative of the communities we serve;
- provide appropriate training to employees on the RES and race equality issues;
- ensure that all sections of our diverse community have access to the full range of information and services provided;
- develop a network of diversity champions to promote and give assistance in the race equality work of our functions;
- develop procedures for enabling a fair, diverse and nondiscriminatory work environment;
- status as an exemplar fire service on race equality;
- increased satisfaction with the delivery of our services across all racial groups; and
- increased employee satisfaction across all racial groups;

It is intended that the implementation of the RES will ensure that race equality will be mainstreamed throughout the HIFRS and build upon existing work in this area.

4.3 To demonstrate the importance of this RES the lead for race equality and diversity lies within the remit of the Chief Fire Officer who has overall responsibility for race and diversity issues within HIFRS. An Equality and Diversity Forum will be established which will have specific responsibilities for delivering the RES and will consist of members of Service Delivery, Service Support and the Fire & Rescue Authority in delivering this function. The Chief Fire Officer will devolve the responsibility for tackling discrimination, promoting equality of opportunity and developing good relations between the mainstream host community and different minority ethnic and racial groups, to the Forum under the Chair of the Assistant Chief Fire Officer.

5. Responsibilities

5.1 Fire & Rescue Authority

The duty to promote race equality in accordance with the Act is the responsibility of the Fire & Rescue Authority. This responsibility includes:

- publishing a RES;
- ensuring HIFRS complies with the Act;
- ensuring the RES is clearly linked to an implementation plan and that these are linked to the Strategic Plan for HIFRS; and
- ensuring that all employees of HIFRS are trained in race equality and that they are aware of their responsibilities under the Act.

5.2 Chief Fire Officer

The Chief Fire Officer is responsible for ensuring the requirements of the Act are effectively implemented by HIFRS. Specifically the Chief Fire Officer will delegate to the Assistant Chief Fire Officer, the responsibility to:

- ensure that the RES is implemented and monitored;
- lead the Equality and Diversity Forum to ensure HIFRS promotes race equality and develops good relations and eliminates race discrimination;
- implement a programme of awareness training in accordance with the Act for all employees;
- promote a culture that does not tolerate any form of inequality and discrimination;
- ensure appropriate action is taken against employees who breach the RES and associated equal opportunities policies; and
- ensure that all contractors are compliant with the Act.

5.3 Service Management Team

The Service Management Team are responsible for ensuring the RES is implemented within their area of responsibility. They will:

- be proactive in eliminating unlawful racial discrimination and promoting equality of opportunity and developing good relations between people of different racial groups;
- raise awareness and understanding amongst existing staff and new joiners;
- undertake appropriate awareness training;
- support the Equality and Diversity Forum to ensure the RES is implemented, monitored and evaluated; and
- take appropriate action if the RES or other associated equal opportunities policies are breached.

5.4 Managers

All Managers within HIFRS are responsible for eliminating unlawful racial discrimination and promoting equality of opportunity and developing good race relations. They will:

- support the implementation, monitoring and evaluation of the RES;
- act as a positive role model to staff by embracing anti-discriminatory practice and by challenging racial stereotyping, prejudice and discrimination;
- raise awareness of race equality;
- take appropriate action if the RES or other associated equal opportunities policies are breached; and
- ensure that practices and policies do not racially discriminate.

5.5 Firefighters, Control Room and Support Staff

All employees have a contractual responsibility for ensuring they are familiar with the RES and other associated equal opportunities policies. They will:

- be aware of their own responsibilities and the implications of any breach of equality policies;
- undertake appropriate awareness training; and
- embrace anti-discriminatory practice and challenge racial stereotyping and prejudice.

5.6 Equality and Diversity Forum

The Equality and Diversity Forum will have specific responsibility for implementing, monitoring and reviewing the RES. They will:

- assess HIFRS' functions, policies and procedures to determine whether they are compliant with the Act;
- develop an implementation plan to address inequalities;
- review and develop equality policies and practices;
- address practices that do not promote race equality;
- develop practices to develop good relations between different racial groups; and
- effectively communicate on the above.

6. Specific Duties

6.1 Duty 1 – RES

- 6.1.1 The RES is itself one of the specific duties and essentially packages all the other duties into a coherent strategy and action plan. It demonstrates how HIFRS proposes to fulfil its statutory duty in accordance with the Act.
- 6.1.2 The Equality and Diversity Forum will be responsible for implementing, monitoring and reviewing the RES.
- 6.1.3 Copies of the RES will be available electronically from the following websites www.highland.gov.uk/minutes/joint-boards/fire/fire.htm and www.hifb.org or in hard copy format from the Clerk to the Fire Board at Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX. In addition copies will also be available at local libraries, Citizens Advice Bureau and at Council Offices across the Highlands and Islands area and will be distributed to the voluntary and community sector including all minority ethnic groups. Where requested, the RES will be made available in accessible formats.
- 6.1.4 HIFRS will produce annual reports on the progress of the RES. At the end of the three year period (2005-2008) the RES will be reviewed by the Equality and Diversity Forum. The RES will be revised and introduced for a further three years.
- 6.1.5 The review will take account of any guidance issued by the CRE. The review will include any assessment of how HIFRS has complied with the Act and how eliminating unlawful discrimination, promotion of equality and opportunity and good race relations have been advanced in relation to HIFRS's functions and policies.

6.2 Duty 2 - Identify, Assess and Monitor relevant Functions, Policies and Procedures

- 6.2.1 HIFRS will examine each of the functions, policies and procedures and assess them for their relevance to race equality and for their compliance with the General Duty of the Act. HIFRS will prioritise the action required and develop an implementation plan. These functions and policies will be reviewed within three years of publishing this RES and every three years after that.
- 6.2.2 The term "Function" in relation to the Act encompasses the full range of HIFRS's duties and powers. This includes internal functions (such as policy development) as well as service delivery. It includes all statutory and non-statutory functions, including any functions that have been contracted out.
- 6.2.3 All functions policies and procedures considered relevant will be subject to further detailed assessment for their impact on race equality, and impact assessments will take place over the next three years to determine whether people from particular racial groups are affected by each function, policy or procedures. Responsibility for these assessments and decisions about any necessary actions will rest with the Service Management Team.

6.2.4 The impact assessments will be based on evidence gathered in a variety of ways depending on the potential impact on the duty to promote Racial Equality. The assessments will include all or some of the following:

- consulting members of HARE;
- comparisons of policies with those from other Authorities and F&RS;
- analysis of existing data and research findings;
- advice from statutory agencies;
- will set clear policy aims;
- use existing ethnic data, such as census information;
- use the data to determine whether the policy is likely to affect different racial or ethnic groups, directly or indirectly in different ways;
- consider changes to the policy to prevent any adverse impact or unlawful discrimination, while still delivering the aims of the policy;
- consult interested parties, service users, trade unions and members of the public on the preferred policy;
- take account of all assessments and consultations before making a final decision on the policy; and
- monitor and review the policy and its impact.

6.2.5 Where the assessment indicates that there has been or is likely to be adverse impact on good race relations, discrimination or the denial of equality of opportunity, it will identify how the policy should be (or has been) revised in the light of the assessment.

6.2.6 Current functions and policies will be prioritised according to their degree of relevance and will be detailed as a future appendix to this RES. In principle they will be in accordance with the following priorities:

Top Priority (Year 1 November 2005 – October 2006)

Those functions and policies for which there is some or substantial evidence that different racial groups are (or could be) affected, or about which there is public concern will have the highest priority for mainstreaming race equality and will be addressed in the first year.

Medium Term Priority (Year 2 November 2006 – October 2007)

Those functions and policies for which there is a little or some evidence that different racial groups are (or could be) affected, or about which there is public concern will have medium-term priority for mainstreaming race equality and will be addressed in the second year.

Low Priority (Year 3 November 2007 – October 2008)

All other functions and policies will be scheduled for mainstreaming race equality in the third year.

- 6.2.7 HIFRS will establish Management Information Systems in order to monitor employment and service delivery in terms of race and ethnic minority. As well as collecting and analysing quantitative ethnic data, various ways of testing the impact of our policies will be developed including monitoring community perceptions and experiences.
- 6.2.8 Minority ethnic communities will be asked how satisfied they are with the current services and policy decisions. The findings will provide a benchmark for future monitoring. It will also help to increase HIFRS' understanding of peoples needs and concerns, in terms of service delivery and employment.
- 6.2.9 Targets and performance indicators will be established to promote race equality, and these will be developed and integrated into HIFRS' business plans. Progress towards meeting these objectives and targets will be reviewed annually.
- 6.3 Duty 3 - Assessing and Consulting on the Likely Impact of Proposed Policies
- 6.3.1 Under this duty HIFRS must set out its arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of race equality. This means outlining the arrangements HIFRS has made to assess the likely effects of policies that it proposes to introduce before they are adopted.
- 6.3.2 HIFRS will develop a procedure for the systematic review of all its existing and proposed policies. This system will ensure that all HIFRS' policies, procedures and functions do not discriminate against individuals or groups and that they promote equality of opportunity for all.
- 6.3.3 Consideration will be given to the wide range of methods available in order to assess the impact of proposed policies including:
- demographic data and other statistics, including census findings;
 - available research findings;
 - comparisons between similar policies in HIFRS or other public authorities;
 - survey data;
 - ethnic monitoring data;
 - one-off data gathering exercises;
 - specially commissioned research;
 - consultation with interested parties, service users, trade unions; and
 - consideration of alternative policies, or finding ways of reducing their impact, if an assessment shows that they are likely to have an adverse effect on sections of the communities that HIFRS serves.

6.3.4 The range of methods used to consult with staff on proposed policies may include:

- consulting with Equality and Diversity Forum;
- meetings with relevant groups of staff;
- sending out paper proposals to targeted groups of staff;
- structured focus groups;
- consulting over the intranet;
- consulting with staff via surveys and functional meetings; and
- consulting with representative bodies.

6.3.5 The wide range of methods to consult with communities may include:

- separate meetings for specific groups;
- focus groups;
- stakeholders panels;
- citizens panels;
- advice networks, eg Citizens Advice Bureau;
- anti-racists organisations;
- Chief Fire Officers Association (CFOA); and
- Government organisations, eg Scottish Executive, ODPM.

6.3.6 Particular groups to be considered as part of this consultation include:

- groups that are new to the locality such as new migrants from Eastern Europe and elsewhere;
- women groups;
- ethnic minority groups; and
- relatively isolated families in rural areas.

6.3.7 HIFRS will consult with all minority ethnic associations and community leaders through HARE and Multicultural Associations. HARE meets at regular intervals throughout the year and provides a platform for the sharing of information and resources in promoting good practice to combat discrimination and promote cultural diversity.

- 6.3.8 HIFRS believe that the success of our initiatives depends on our ability to communicate with our community about services and employment. We will do our very best to ensure that the information and services we provide are accessible and appropriate to the needs of all minority ethnic groups. We fully recognise that different communities and racial groups access information in different formats and expect services to be geared to meet their needs. We will regularly review our systems and processes to ensure that we identify any barriers that might prevent equal access to services and information. Where barriers are found, action will be taken to put in place appropriate solutions. Therefore in meeting our commitment to ensuring that our communities have equal and proper access to information and services provided by us, we will investigate appropriate translation and interpretation mechanisms to help us achieve this.
- 6.3.9 HIFRS will take appropriate measures to ensure full participation in any consultative meetings that are held. Comments and views received will be taken into account and fed into the decision-making processes in an open and responsible way.
- 6.4 Duty 4 - Publishing the Results of the Assessments, Consultation and Monitoring
- 6.4.1 This means outlining the arrangements that HIFRS has in place for publishing the results of monitoring for every function or policy that is considered relevant to the general duty to promote race equality. For policies HIFRS are proposing to adopt, it will have to publish assessment and consultation reports.
- 6.4.2 HIFRS will produce written reports on every **assessment, consultation** and **monitoring** exercise. These reports will be available to anyone who asks for them. However, as these reports may be quite detailed and technical, HIFRS will also publish and distribute summaries of reports more widely and regularly using the most appropriate communication methods i.e. newsletter or information bulletin, annual report, local, specialist and other media.
- 6.4.3 HIFRS will liaise with HARE on other appropriate methods of publishing these results.
- 6.5 Duty 5 - Access to Information and Services
- 6.5.1 Under this duty, HIFRS must set out its arrangements for making sure that ethnic communities have access to the information and services it provides. This means making sure that everyone, whatever their racial group, can get information about HIFRS and can access its services and complaints procedures, as well as information about peoples rights.

6.5.2 HIFRS publishes a wide range of information including:

- Public Performance Report;
- Audited Statement of Accounts;
- Service Plan;
- leaflets on specific issues such as Fire Safety advice;
- Community Safety Bulletins;
- recruitment information;
- information on the website; and
- Integrated Risk Management Plan.

6.5.3 HIFRS' services need to be accessible and work for everyone. If people from ethnic communities:

- do not receive the services they need or want;
- do not know about particular services;
- are not confident about using them; and/or
- meet barriers when they try to use them.

HIFRS will be failing to make services equally available to everyone.

6.5.4 Complaints received either internally or externally in connection with the way in which HIFRS is meeting the general and specific duties, or other complaints about race equality will be dealt with by the Head of Corporate Services. These will be monitored in order to ensure that the complaints process is readily understood and accessible by all groups within the Highlands and Islands. It is therefore important to provide baseline figures of how this procedure is used to determine whether it is effective for purpose.

6.5.5 HARE will share information and good practice to maximise access by the diverse community. Based on that work, recommendations can be made on how public access to information and services can be made more specific to the needs of minority ethnic communities. Any changes that are recommended will be publicised. Systems will be put in place to ensure that information and services are made accessible in a timely manner.

6.6 Duty 6 - Staff Training on Race Equality

6.6.1 Under this duty HIFRS must set out its arrangements to provide training to staff on issues relevant to the General Duty to promote race equality.

6.6.2 Diversity training will be provided to new staff as part of their induction to HIFRS and further training is provided to Firefighters who attend specific development courses at the Fire Service College.

6.6.3 The Fire Board considers it important that its own members receive training in its obligations with regard to race equality. It will ensure that its current members are aware of these obligations, and will make provision for its successors as part of the induction process.

6.6.4 HIFRS' training plan in support of the RES will be developed and reviewed in light of further consultation and experience throughout its three year timescale. A multi faceted approach will be taken to train all employees in diversity in general and specifically to ensure staff are fully aware of their duty and obligations under the RES.

6.6.5 HIFRS will review the extent of race equality training already undergone by members of staff in areas relevant to the delivery of the RES and relevant training courses/programmes will be considered.

6.6.6 HIFRS will ensure that all staff involved in the recruitment and selection process are trained in equality and diversity issues.

6.7 Duty 7 - Employment, Monitoring and Analysis

6.7.1 HIFRS will continue to develop and expand upon their existing employment monitoring methods to meet the Specific Duties, which will include monitoring by race and ethnic group the number of:

- employees in post by grade;
- employee applicants for promotion and training;
- training and Development activities undertaken;
- applicants for employment;
- employees who have appraisal/performance management interviews including the results in benefits and sanctions;
- employees who are involved in grievances;
- employees who are subject to disciplinary action; and
- employees who cease employment due to dismissal or other reasons for leaving.

6.7.2 The categories to be adopted for ethnic monitoring will be the same as those used for the 2001 census as amended by the CRE in Scotland.

6.7.3 HIFRS is obliged to monitor racial incidents. The process for reporting and monitoring racial incidents will be reviewed to ensure that the patterns of behaviour are recognised and measures are established to act upon inappropriate behaviour.

6.7.4 The data collected will be analysed to find any patterns of inequality and if necessary, steps will be taken to remove barriers and promote diversity. This may include '**positive action**' initiatives which will be carried out in consultation with relevant organisations.

'Positive action' - is defined in the Race Relations Act 1976 as action that is permitted by the Act that allows a person to:

- provide facilities to meet the special needs of people from particular racial groups in relation to their training, education or welfare; and
- target job training at people from racial groups that are underrepresented in a particular area of work, or encourage them to apply for such work.

6.7.5 HIFRS will undertake an initial monitoring process of all employees. Monitoring will initially be undertaken in the areas of recruitment, selection, promotion, discipline and grievance in order to establish any adverse impact to racial equality. Statistics will be published as part of HIFRS' Performance Indicators.

6.7.6 The results of the corporate monitoring will be published at least once a year. This will include anything that is being done as a result of the monitoring. This information will be published in the RES Annual Report.

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
1 ADMIN & ORGANISATION				
Part A Issue of Service Orders	Cmdr Ops Support			
Part B Distribution Lists	Cmdr Ops Support			
Part C Service Administration	Cmdr Ops Support			
Part D Service Policy	Cmdr Ops Support			
2 COMMUNICATIONS				
Part A Telephones	Cmdr Ops Support			
Part B Firewatch	Cmdr Ops Support			
Part C Alerting System	Cmdr Ops Support			
Part D Radio	Cmdr Ops Support			
Part E Communications Vehicle	Cmdr Ops Support			
Part F Retained Availability	Cmdr Ops Support			
3 CONDITIONS OF EMPLOYMENT				
Part A Outside Employment	HR Manager			
Part B Changes to HQ Records	HR Manager			
Part C Access to Personal Records	HR Manager			
Part D Standard of Dress	Cmdr Ops Support			
Part E Temporary Promotions	HR Manager			
Part F Retained Availability	Cmdr Ops Support			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
Part G Wholetime Personnel Vacancy Policy	HR Manager			
Part H Service Travel Arrangements	Head of Corporate Services			
4 CONTROL SUITE				
Part A General	Cmdr Ops Support			
5 DISCIPLINE				
Part A Procedures (Uniformed)	HR Manager			
Part B Offences against Discipline (Uniformed)	HR Manager			
Part C Grievance Procedure (Uniformed)	HR Manager			
Part D Procedures (Civilian)	HR Manager			
Part E Offences against Discipline (Civilian)	HR Manager			
Part F Grievance Procedure (Civilian)	HR Manager			
6 DUTY SYSTEMS & LEAVE				
Part A Duty Systems	Cmdr Ops Support			
Part B Officer Leave Entitlement	Cmdr Ops Support			
Part C Leave to Attend Court	Cmdr Ops Support			
Part D Special Leave	Cmdr Ops Support			
Part E Maternity Leave	HR Manager			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
7 EQUIPMENT				
Part A Appliance Equipment	Head of Engineering			
Part B Breathing Apparatus	Cmdr Development			
Part C Foam	Cmdr Ops Support			
Part D Periodic Inspection/Testing	Cmdr Development			
Part E Operational Equip lost/damaged	Head of Engineering			
8 FIRE INVESTIGATION				
Part A Procedures	Commander CRM			
9 FIRE SAFETY				
Part A General Instructions	Commander CRM			
10 FIRES & SPECIAL SERVICES				
Part A Operational Procedure	Cmdr Ops Support			
Part B Personal Safety of Firefighters	Cmdr Ops Support			
Part C Hazardous Substances	Cmdr Ops Support			
Part D Pollution Incidents	Cmdr Ops Support			
Part E Special Services	Cmdr Ops Support			
Part F Special Service Charges	Head of Corporate Services			
Part G Decontamination	Cmdr Ops Support			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
Part H Incidents on Vessels - General	Cmdr Ops Support			
Part I Onshore Incidents	Cmdr Ops Support			
Part J Incidents at Sea	Cmdr Ops Support			
Part K Fires on Board HM Ships	Cmdr Ops Support			
Part L Port Fire Liaison Officer	Cmdr Ops Support			
Part M Stability Procedure	Cmdr Ops Support			
Part N Role of Fire Liaison Officer	Cmdr Ops Support			
Part O Safety at Sea	Cmdr Ops Support			
Part P Helicopter Safety	Cmdr Ops Support			
Part Q Foam Supplies for a Major Foam Strike	Cmdr Ops Support			
Part R Coastguard Information	Cmdr Ops Support			
Part S Fire Control Inverness	Cmdr Ops Support			
11 INDIVIDUAL/COLLECTIVE REPRESENTATION				
Part A Meetings	Asst Chief Fire Officer			
Part B Social Functions	Asst Chief Fire Officer			
Part C Attendance of Chief Fire Officer	Asst Chief Fire Officer			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
12 HEALTH, SAFETY & WELFARE				
Part A Health, Safety & Welfare Policy	Cmdr Ops Support			
Part B Risk Assessment	Cmdr Ops Support			
Part C Manual Handling	Cmdr Ops Support			
Part D Display Screen Equipment	Cmdr Ops Support			
Part E Control of Substances	Cmdr Ops Support			
Part F Reporting of Accidents etc	Cmdr Ops Support			
Part G Occupational Health Scheme	HR Manager			
Part H Contact with Blood & Bodily Fluids	Cmdr Ops Support			
Part I Control & Monitoring of Absence	HR Manager			
13 MOBILISING				
Part A General	Cmdr Ops Support			
Part B Levels of Crewing	Cmdr Ops Support			
14 PUBLIC RELATIONS				
Part A Publicity	Head of Corporate Services			
Part B Operational Information	Cmdr Ops Support			
Part C Complaints Procedure	Head of Corporate Services			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
Part D Precognitions & Statements	Cmdr Ops Support			
Part E Telephone Calls & Letters	Head of Corporate Services			
Part F Freedom of Information & Data Protection	Head of Corporate Services			
15 RADIATION				
Part A General	Cmdr Ops Support			
16 RECRUITMENT				
Part A Wholetime	HR Manager			
Part B Retained	HR Manager			
17 TRAINING				
Part A Organisation	Cmdr Development			
Part B Responsibilities	Cmdr Development			
Part C Duties	Cmdr Development			
Part D Uniformed Wholetime Personnel	Cmdr Development			
Part E Retained Personnel	Cmdr Development			
(Part F Auxiliary Personnel)	Cmdr Development			
Part G Further Educations/Personal Development	Cmdr Development			
Part H Training following a period of absence	Cmdr Development			

***EQUALITY IMPACT ASSESSMENTS
INITIAL SCREENING***

SERVICE ORDER ADMINISTRATION	DEPARTMENTAL MEMBER RESPONSIBLE FOR INITIAL SCREENING	DATE INITIAL SCREENING COMPLETED	IDENTIFIED IMPACT ON RACIAL GROUPS ETC YES/NO	PRIORITY FOR PARTIAL OR FULL IMPACT ASSESSMENT YEAR 1 HIGH RELEVANCE YEAR 2 MED RELEVANCE YEAR 3 LOW RELEVANCE
Part I Service Training Strategy	Cmdr Development			
18 TRANSPORT				
Part A General	Head of Engineering			
Part B Legislation	Head of Engineering			
Part C Reporting of Vehicle Accidents	Head of Engineering			
19 UNIFORM AND STORES				
Part A General - Uniform	Head of Engineering			
Part B Scale of Issue - Uniform	Head of Engineering			
Part C Stores	Head of Engineering			
20 WATER				
Part A General Policy	Cmdr Ops Support			
Part B Information for Annual Statistics	Cmdr Ops Support			
Part C Guidance of Hydrant Surveys	Cmdr Ops Support			
Part D Water Records and Files	Cmdr Ops Support			
Part E Hydrant Procedures	Cmdr Ops Support			
Part F Emergency Water Supplies	Cmdr Ops Support			
Part G Standard Letters and Forms	Cmdr Ops Support			