



Equality, Diversity and Inclusivity Action Plan

The Service should give greater priority to how it increases awareness of EDI across the organisation









				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE3.1.08 - Dissolve the Wellbeing and Inclusion Board and create dedicated EDI Steering Group and Wellbeing Steering Group	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE3.1.09 - Bring existing EDI Action groups into EDI Steering group to support existing initiatives and develop new initiatives	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE3.1.10 - Report on progress of embedding awareness of EDI within LCC at LCC Directorate Leadership Team.	Mark Baxter	100%	Performance			
			Comments	Monthly update created for Executive Portfolio Holder within LCC and data sets linked into LCC Performance reporting. Agreed that LCC new EDI role will form part of EDI Steering Group. Progress of EDI actions monitored at Steering Group and quarterly reports at SMB	Completed	
PE3.1.11 - Review EDI Strategy to reflect current and future focus on EDI	Mark Baxter	100%	Performance			
			Comments	Ongoing to align against NFCC People Programme and EDI Guidance Tools. Discussion and peer review of Strategy document with Derbyshire FRS	On going progress. Strategy links to community outcomes being developed into strategy	EDI Strategy document completed and hosted on Intranet and Internet

				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE3.1.12 - EDI Strategy and updated Ambitions to be included within People Framework	Mark Baxter	75%	Performance			
			Comments	Agreed that these will be updated and reviewed in line with the launch of 2022/23 annual plan	As per previous update	On going progress. Strategy links to community outcomes being developed into strategy
PE3.1.13 - Current action plan under review for progress. Business Support resource confirmed and will have new format for Steering Group Meeting	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE3.1.14 - Commission report with Mirriam Heppel (EDI consultant) to review LFR current position of culture of EDI and also suggested bespoke training to be delivered.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE3.1.15 - Include specific Performance Indicators and EDI Data within Performance Board Quarterly reports	Mark Baxter	75%	Performance			
			Comments	Agreed that these will be updated and reviewed in line with the launch of 2022/23 annual plan	As per previous update	Ongoing with due date of April 2022
PE3.1.16 - Develop previous EDI action plan to include findings from other diagnostics such as - Faye Cooper report on Staff Survey / Mirriam Heppel report on EDI awareness within Service / SLT Engagement session feedback / GAP analysis of NFCC Code of Ethics / LGA Equality Framework	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE3.1.17 - Active membership of ENEI to gain access to specialist support and resources for EDI.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r

			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE3.1.18 - Plan internal events and provide learning materials to support the EDI calendar	Mark Baxter	100%	Performance			
			Comments	The EDI calendar is at present at progress, developed alongside national agenda and CIPD items. The document can be found here https://imp.lincolnshire.gov.uk/otcs/func=11&objaction=overview&objid=1 and via the INTRANET EDI drop-down menu. Considered activities are represented in the EDI Calendar including different media and following different themes e.g. Health, Relationships and CIPD	As per previous update	EDI Calendar completed and is now live on LFR Intranet. Materials and supporting guidance being developed for campaigns and events.

The Service should make sure that all staff receive appropriate EDI training.







			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE1.1.03 - Review report recommendation from Mirriam Heppel relating to training requirements to agree delivery method.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.04 - Develop packages and deliver EDI Awareness training to all staff	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.05 - Consider options for EDI trainers either internally or externally to deliver training	Mark Baxter	100%	Performance			
			Comments	External training provider sourced and procured. Delivery to commence in March.	n/r	n/r

			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE1.1.06 - Develop maintenance programme for EDI and agree frequencies.	Mark Baxter	70%	Performance			
			Comments	Foundation training package and webinar will be on PDRpro to provide all staff with an opportunity to re-visit learning (End of February 2022). On-going maintenance training now sits on PDRpro in the form of presentations and videos that will require sign off. The T&F group will now focus on the areas of learning that will need to be included in line with the 3 year strategy. Following evaluation of the foundation delivery, the T&F group will be able to ascertain areas of focus. This will form the basis of the next 3 years	On Going maintenance programme following the foundation training is still be developed as per previous update.	The task and finish group have focused on the delivery of the foundation training, which is now well underway. Farsh has so far delivered sessions to 19 different crews. This training delivery covers the subjects of unconscious bias and positive action. Each session has feedback form and a pre and post evaluation has also been created. The feedback from these sessions will certainly assist the group in a subsequent delivery requirement specifically in the areas where gaps in knowledge have been identified. The task and finish group will now be involved in the development of a training delivery planner, in conjunction with the 3 year rolling plan devised by the steering group. The date of the next task and finish group meeting is 26th April 2022
PE1.1.07 - Develop recording of training within PDRPro to enable oversight and scrutiny of who has received training to ensure training has been received.	Mark Baxter	100%	Performance			
			Comments	On Target for end of January to align with the agreed training programme as above.	Completed - training section has been developed within PDRPro and being used to record ongoing training	
PE1.1.08 - Provide unconscious bias training for all employees, prioritising those who are involved in any recruitment/interviews, etc	Mark Baxter	100%	Performance			
			Comments	Audit commissioned to report on progress up to 31st Jan and report to Feb. Steering Group.	Audit completed with 99% compliance in terms of Managers from Station Manager and above completed training. Unconscious bias is also weaved into the foundation training being rolled out from March	Completed. Unconscious bias package have been completed and are live on LearnPro. Unconscious Bias also forms part of foundation training which is now being rolled out.

				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.09 - Ensure EDI training is received on all recruits course and new starters into the service at all levels.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r

The Service should improve how it works with its staff and provides feedback in relation to EDI issues.







				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.10 - Commision report by external consultant on feedback from Staff Survey	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.11 - Review commissioned report findings relating to Staff Survey and manage through EDI Action Plan within Steering Group	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.12 - Set up dedicated email account for personnel to feed into issues relating to EDI	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.13 - Develop Intranet to have dedicated EDI section for all staff	Mark Baxter	90%	Performance			
			Comments	Roll out of Intranet with EDI sections completed for all who have 0365 access. Work will continue to update with info and roll out access to all areas within Service.	Roll out of 0365 is expected in July 2022 to give all staff access to intranet	As previous update
PE1.1.14 - Develop key employee networks that are represented at Steering Group	Mark Baxter	100%	Performance			
			Comments	All LCC Network groups are advertised on Intranet with communications sent out in Weekly Bulletin to encourage access and participation. Posters also delivered to stations for info.	Steering Grouped linked into LCC groups through Laural Ray and will include the LCC EDI Officer as from April. LGBT+ group being set up through Laurel as lead.	Employee networks established for 2021 outcomes, which include Womens Network, Careers Network and LGBT+ Network.
PE1.1.15 - Launch Allies and recruit personel to support personnel within Service	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r




				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.16 - Include specific EDI questions relating to EDI within Staff Survey	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.17 - Develop and deliver 'You said, We did' update relating to SLT engagement sessions.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.18 - Develop and deliver 'You said, We did' update from Steering Group to be circulated 6 monthly	Pat Hodson	90%	Performance			
			Comments	Information is being collated and will be released by end of Jan 22. Formatting of the landing page is ongoing and from the collation of information the area will be linked to IMP and the Intranet for visibility		As part of the organic growth of both the INTRANET and EDI there is presently a survey on the landing page in which we have encouraged people to feed back to us their thoughts and how the subject matters published are viewed or alternatively material/resource they would like to see.
PE1.1.19 - Plan internal events and provide learning materials to support the EDI calendar	Pat Hodson	75%	Performance			
			Comments	This is still under development to be completed for the start of the fiscal year.		The calendar is presently being updated to carry our April campaign on "the use of inclusive language" and how this can have an impact on our surroundings and those we work with. Additional materials are being developed to support yearly occurring campaigns that we should be aligned to. Themed yearly campaigns are also in development, being aligned to our local communities, where applicable. This will provide the dovetailing of the EDI calendar of events and larger community based prevention activity to work in unison either at an individual community/geographical level or across the wider geographical area of Lincolnshire.

The Service should improve the understanding and use of EqIAs in all aspects of its work, and consider if its policies and procedures are inclusive and support those with protected characteristics.










				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.20 - Confirm template and process for EqiA's	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.21 - Provide training to personnel on completion of EqiA's	Mark Baxter	100%	Performance			
			Comments	29 personnel have been trained in EqiA's across the Service and at various levels.		
PE1.1.22 - Develop register with clear review dates in an accessible platform	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r
PE1.1.23 - Process for EqiAs to be included within Service Orders so is accessible to all	Mark Baxter	100%	Performance			
			Comments	Process for EqiA's are embeded within Service Order 10 under Section 4.3. An Aide memoire of this is also linked onto the Intranet page under Equality Impact Assessments		
PE1.1.24 - Ensure EqIAs are completed for all LFR policies	Mark Baxter	75%	Performance			
			Comments	As Service orders and Polices are reviewed as in line with their review schedule they are including relevant EqIAs'	EqiAs are continuing to be completed for Polices and Services Orders as they are being reviewed.	EqiAs are continuing to be completed for Polices and Services Orders as they are being reviewed. Steering Group have commence quality assurance of new EqiA's
PE1.1.25 - Ensure EqIAs are completed for all LFR projects, with process embedded within Programme Board.	Mark Baxter	100%	Performance			
			Comments	Completed. EqiA's embeded within Programme Board and PiD process. All current projects have EqiA's.		
PE1.1.26 - Ensure EqIAs are completed for all LFR premises	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r

The Service should make sure there is a programme of positive action initiatives to support it's recruitment programme

			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE1.1.27 - Produce Positive Action Statement and Action Plan	Mark Baxter	90%	Performance			
			Comments	Example of positive action statement was discussed from HWFRS. Agreed to utilise this format to produce LFR statement with Lincolnshire data sets to be included. Deadline extended to March 2022	A recruitment planner has been compiled highlighting PA with a series of events/tasks to complete throughout 2022. HG to produce a positive action strategy for the service.	PA strategy has been started but not yet completed. HG has given a deadline for the 30/04/22 to submit initial draft to SLT.
PE1.1.28 - Communicate externally positive action days and awareness days for W/T recruitment	Mark Baxter	85%	Performance			
			Comments	By the end of the month the recruitment team will have finalised a detailed recruitment calendar for the year incorporating positive action sessions for the WT recruitment campaign. An intial meeting has already taken place with the comms team to work towards a comms strategy, this will be built upon in the future weeks and the available sessions will be communicated externally via a number of platforms prior to the WT advert going live.	Recruitment diary has been produced which outlines dates for have a go days, holding 1 per month for WT and RDS. Every other month there will be an additional 'positive action' session open for under-represented groups only. There will also be 1 online zoom session per month to discuss WT Recruitment.	Positive Action Have a Go (HAG) days have been communicated to the public via social media using eventbrite booking system for those wishing to attend. Webinars will be advertised via the same media prior to their commencement in April.

			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE1.1.29 - Facilitate positive action days for public to attend prior to W/T recruitment	Mark Baxter	100%	Performance			
			Comments	On the run up to the WT advert going live, online webinars will be available for under-represented groups to give an awareness of LFR, the role of a WT FF and an explanation of the recruitment process and available support.. This will be followed by hosting 'have a go' sessions reserved for the under-represented groups so we can break down barriers and offer further support should it be needed.	Recruitment diary outlines have a go sessions each month this year. Every month there will be 1 online awareness session, and 1 have a go day available. Every other month there will be an additional have a go day session for under-represented groups only. On the run up to the advert going live in August, throughout July more sessions will be available.	Completed - Positive Action HAG days start this weekend and will then continue to run every other month throughout the year. All sessions are preplanned on the recruitment PA planner.

			31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.30 - Ongoing plan to communicate externally positive action days and awareness days for On Call recruitment	Mark Baxter	85%	●	●	●
		Performance			
			Comments		
			<p>Positive action awareness/have a go days for under-represented groups will be programmed into the recruitment calendar throughout the year for potential OC candidates to attend.. Generic recruitment Posters/Leaflets will be published to highlight that LFR values difference.. Specific posters/leaflets will also be distributed in appropriate locations to attract under-represented groups, eg. material published in other languages such as Polish in relevant areas to assist with reaching out to our polish community,, attendance of careers fairs at girls schools, literature published in religious publications and LGBTQ plus forums, etc. As with the WT campaign the comms team are aware of our objectives and have agreed to support via various platforms.</p>	<p>Recruitment diary has been produced which outlines dates for have a go days, holding 1 per month for WT and RDS. Every other month there will be an additional 'positive action' session open for under-represented groups only. Diary also outlines plan to distribute posters to target under-represented groups. New posters have been created which are visually more diverse with a positive action strap line..</p>	<p>Positive Action HAG days have been communicated to the public via social media using eventbrite booking system for those wishing to attend. Webinars will be advertised via the same media prior to their commencement in April. Positive Action HAG days start this weekend and will then continue to run every other month throughout the year. All sessions are preplanned on the recruitment PA planner.</p>

			31 Dec 2021	31 Jan 2022	28 Feb 2022	
PE1.1.31 - Ongoing facilitation of positive action days for public to attend prior for On Call recruitment	Mark Baxter	60%	Performance			
			Comments	Ongoing programme throughout the year will allow the facilitation of positive action for OC recruitment. This will be facilitated in various ways including webinars/awareness sessions/have a go days. Other methods to promote PA include: Input has been given to CFS advocates so they can promote positive action recruitment at attended events, recruitment are supplying advocates who carry out year 7 school visits with slides to add into their presentation to promote at an early age that anybody can be a FF, WT stations are to be provided with resources/input to attend supermarkets, videos are being created incorporating a PA theme.	Ongoing roll out as per agreed plan	Progress being made in terms of resources for Operational crews and videos to be shared.
PE1.1.32 - Link with other Services / organisations to gain support and advice on effective positive action initiatives	Mark Baxter	100%	Performance			
			Comments	Completed due to contacts made and advice sought from Notts, HWFRS and Derbyshire FRS's.		
PE1.1.33 - Recruitment team to receive bespoke positive action training	Mark Baxter	100%	Performance			
			Comments	Helen Gridley now has 2 contacts for individuals recommended to deliver PA input to the recruitment team, she is making contact this week to discuss requirements and potential dates. Contact made with LCC comms for media training for the recruitment team, concentrating on delivering the comms strategy.	Positive action training to be delivered to the recruitment team on Monday 21st Feb by Farsh Raoufi.	Completed.

				31 Dec 2021	31 Jan 2022	28 Feb 2022
PE1.1.34 - Collate data from positive actions sessions to evaluate impact and learning.	Mark Baxter	100%	Performance			
			Comments	n/r	n/r	n/r