

Appendix B - Annual Equality Action Plan Progress Update – January 2013

Equality Objective 1 - By 2014, to incorporate equality and diversity criteria into procurement processes and documentation to ensure new contracts are awarded to suppliers that are compliant with the Equality Act 2010.

Responsibility: Area Manager (Strategic Planning, Risk and Assets), Procurement Services Manager

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
1.1 Review and amend the Service's Pre-Qualification Questionnaire to include appropriate equality related questions to allow effective evaluation of a tenderers compliance with the Equality Act 2010.	March 2014	Completed - Revised PQQ now being utilised.	Complete.
1.2 Ensure processes are in place, for all significant procurements, to identify and incorporate equality and diversity criteria into both specifications and tender evaluation processes.	March 2014	On target. Section to be added to Procurement Strategy.	Target for publishing Procurement Strategy is Jan 2013.
1.3 Incorporate equality and diversity considerations into formal contract management and supplier performance measurement processes.	March 2014	On target.	Work to commence Jan 2013.

Equality Objective 2 - By 2014, provide 100% of our top 300 current suppliers with guidance and access to training to support them achieving and maintaining compliance to the Equality Act 2010.

Responsibility: Area Manager (Strategic Planning, Risk and Assets), Procurement Services Manager

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
2.1 Deliver a series of "Equality in Procurement" awareness sessions to our current suppliers to enhance knowledge and understanding.	March 2014	We have held a Procurement partnership conference and Equality in Procurement awareness event with a number of current high spend suppliers.	Plan to attend future events.
2.2 Write to each of our top 300 suppliers directing and encouraging them to access further training opportunities, if required, on their responsibilities with the Equality Act 2010.	March 2014	On target.	Plan to commence following April 2013.

Equality Objective 3 - By 2014, minimise and remove any potential barriers to Small and Medium Enterprises (SMEs) and Black and Minority Ethnic (BME) groups in bidding for our contracts.

Responsibility: Area Manager (Strategic Planning, Risk and Assets), Procurement Services Manager

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
3.1 The Service to be represented at 'meet the buyer' events focussed on educating SMEs and BMEs on successfully tendering for Service contracts.	March 2014 (annual reoccurring target)	Event attended in September.	Work progressing.
3.2 The "How to do Business with TWFRS" guide is updated and published on the internet.	March 2014	On target.	Work progressing.

3.3 Equality and diversity principles, the Equality Act 2010 and the Equality Action Plan 2012 incorporated with the Service's Procurement Strategy.	March 2014	On target. Section to be added to Procurement Strategy.	End of Jan 2013 is target for publishing Procurement Strategy
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Equality Objective 4 - To achieve a measurable improvement, through raising awareness and providing greater support, in the number of individuals from under-represented groups applying for promotion, for all roles across the Service, by 2014.

Responsibility: Area Manager (HR), HR Services Manager, Senior Learning and Development Manager

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
4.1 Conduct a piece of research to ascertain why individuals from under-represented groups may not be seeking to develop and prepare for promotion and identify and implement improvement actions.	September 2013	Middle Manager and Supervisory Management Assessment Process (MAP) commenced December 2012 and will be completed by April 2013.	Following MAP, consultation with under-represented groups will be carried out and any actions required to promote participation will be undertaken.
4.2 Develop and implement an integral positive action campaign targeting under-represented groups to promote uptake of supervisory and management development opportunities including Managerial Assessment Process.	December 2013	Once research and actions have been carried out, a continuous positive action programme will be developed and implemented prior to further MAPs.	Detail from Equality Data 2013 Report to be reviewed as part of this process.
4.3 Promote Coaching and Leadership programme to encourage participation from under-represented groups.	December 2013	Review of procedure commenced. Coaching and Leadership programme advertised to all employees and linked to lesbian, gay, bisexual (lgb) e-network in order to encourage participation from lgb staff.	Take up from under-represented groups to be reviewed and analysed. Action plan to be produced.

Equality Objective 5 - To achieve an improved understanding of pay equality within the Service by 2014.**Responsibility: Area Manager(HR), HR Manager**

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
5.1 Carry out further in depth analysis to identify trends/gaps for achieving pay parity across a range of protected characteristics.	March 2014	On target. Further equal pay audit carried out in 2011.Refresh of equal pay audit conducted in April 2012.Further analysis to be undertaken in future years and action to be added to HR Level 3 plan.	Findings incorporated into 2013 Annual Equality Data Report.

Equality Objective 6 - To improve accessibility to our buildings across the estate by 2013.**Responsibility: Area Manager (Strategic Planning, Risk and Assets), Head of Estates**

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
6.1 Complete a programme of accessibility audits across the organisation and produce recommendations for improvement.	March 2013	75% of programme of access audits completed. Recommendations in the process of being collated.	Remainder will be completed this year.

Equality Objective 7 - By 2015, to achieve a measureable increase in response rates in relation to internal and external monitoring by protected characteristic.

Responsibility: Area Manager(Strategic Planning, Risk and Assets), Data Performance and Development Manager

Equality Objective & Actions	Target Completion	Evidence of actions completed to date, documents, etc.	Comments
7.1 Carry out a review of all processes and stages re equality monitoring and implement improvements in relation to analysis and capturing of monitoring outcomes.	March 2013	<p>After the Incident Survey, Comments, Compliments and Complaints, and Fire Safety post-visit surveys all reviewed in line with protected characteristics to improve external equality monitoring.</p> <p>Improvements have been made to the collection and presentation of equality data and information for our 2013 Equality Data Report. Equality staff and Data and Information management have worked closely on this task to identify improvements. Agreed task and finish group to be established during 2013 to progress this work.</p>	Data and Information Team established Jan 2013. Tasked to review data collection methodology to recommend and implement improvements in relation to analysis and presentation and the monitoring of equality objectives.
7.2 Conduct internal and external awareness raising campaigns to promote and encourage monitoring.	December 2014	Internal awareness campaign carried out. Focus groups with staff determined issues around current process. HR, Equality staff and ICT worked closely to create and implement new electronic staff census and 'Why Monitor?' leaflet including further guidance. All were published via the intranet to encourage reporting.	Lessons learnt from the internal campaign will influence the external awareness raising element of this action which will be progressed during 2013/14.

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