



FIRE & RESCUE SERVICE

Southern Area Command

Stopsley Community Fire Station Plan

April 2010 to March 2011

Station Commander Kevin Moores
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Stopsley Community Fire Station
Stopsley Way
LUTON LU2 9AD



PREVENTING

PROTECTING

RESPONDING



Kevin Moores
Station Commander
Stopsley

Introduction

Bedfordshire and Luton Fire and Rescue Service is committed to making our communities safer and to achieve this has set out the following priorities for 2010/11.

- Safer Homes and Roads
- Helping Young People
- Operational Safety and Training

This Station Plan, and the action plans that will be undertaken by the Station, all underpin these Level 1 priorities and will drive down risk to keep our communities safer in their homes and on the roads, will help young people in their lives through positive engagement with the Fire and Rescue Service and will protect our workforce through the provision of increased operational training to enhance working practices.

Service Aims

- To maximise the safety of our communities by whatever means possible
- To deliver a modern, well-managed and effective fire and rescue service of which we can all be proud

Vision for Stopsley Community Fire Station

Personnel serving at Stopsley Community Fire Station will strive to provide a service to the communities that:

- Meets the needs of the community for prevention, protection and response
- Responds readily in a professional and safe manner when needed
- Provides outstanding value for money
- Is second to none

If these are achieved this will deliver the Service's vision of "In Sight of Excellence" in the Stopsley Community area.

Our Values

All of our work is underpinned by our core Fire and Rescue Service values of diversity, fairness and dignity, equality, continuous improvement and service to the community.

The Bedfordshire and Luton Fire and Rescue Service values diversity, and policies and procedures are in place to ensure that we meet the needs of our community in the delivery of our services.

As an employer the Service has a duty to provide a safe and fair workplace where all members of staff are valued and must maintain, and where possible, enhance these standards. We are constantly looking at ways we can remove unjustifiable barriers to employment, career progression and personal development.

Risk Reduction – An Integrated Approach

Responding to fires and other emergencies is one part of an integrated approach to managing the risk from fire and other emergencies in the community. A truly integrated approach recognises that effectively managing risk in the community involves proactively taking measures to prevent fires and other emergencies happening in the first place and mitigating the effects if they do occur.

Put simply:

- PREVENT – Fires and other emergencies from occurring
- PROTECT – People from fires that occur
- RESPOND – To rescue people at risk and to contain and deal with the fires and other emergencies that will always occur, and to prevent further risk.

A broad range of activities are undertaken to manage the risk in the community with the aim of either changing people's behaviour, the environment in which they live or, where necessary, both.

Demographics and Targeting

Effectively targeting our resources to reduce risk involves looking at the factors within the population that put people at a higher risk of fire. This is achieved in two ways; by looking at where fires are actually happening geographically and by looking at social and lifestyle factors.

Geographical targeting is based on the incidence of fire in small areas known as Super Output Areas (SOA). These are areas where approximately 1000 – 1500 people live. For statistical purposes, SOA's are considered to be socially

homogenous. The SOA's identified with the highest incidence of fire are targeted first.

To target community safety activity based on social factors we need to look at national data that indicates those groups of people who are likely to be at higher risk from fire. There are several social risk factors to consider with associated measurements that the Service can group together for analytical and statistical purposes. The Service is then able to make enhanced use of resources to drive risk down further. Other factors of consideration include age, lifestyle (including smoking and use of alcohol and drugs), disability and accessibility to information e.g. people for whom English is a second language.

This year we aim to carry out 1500 Home Fire Safety visits in identified and targeted areas of need in the Stopsley area.

Research is being undertaken within the Service to create a 'fire risk' profile of the residents in the Stopsley area. This data has been compiled using a computer modelling tool called Mosaic. This is one of the tools allowing us to accurately target identified vulnerable groups within our communities. It is one of the Station's priorities to focus activities, through the use of targeted interventions, in our most at risk areas with a clear goal to lower the lower risk from the effects of fires caused accidentally. The Service has a risk planning unit at Service HQ to assist with analysing data and risk profiling.

Risk Reduction by Tackling the Common Causes of Fire

The causes of fires in the home can be grouped into two broad categories; accidental and deliberate.

The most common causes of accidental fires in the home are:

- Cooking
- Disposal of smoking materials
- Electrical
- Candles

Deliberate fires are set for a number of reasons including:

- Anti-social behaviour
- Financial gain e.g. insurance claims
- To cover evidence of another crime
- A psychological fascination with fire
- Crime where the motive is to cause damage to property or loss of life.

The Station action plans will address specifically the causes of accidental fires and will address arson reactively. The action plan for the Station and Watch Commanders will address arson issues. The Service has a dedicated Arson Reduction Officer covering the south of the county who will work closely with Station personnel on reactive and proactive arson initiatives.

Partnership Working

The social and economic profile of the areas in our community most at risk from fire, mirror those that are the most at risk from other hazards in society, with particular regard to health and crime. This has the effect that a number of agencies e.g. health workers and Police Officers, are working in the same areas and in some cases duplicating work with already scarce resources. By working in partnership with other agencies, resources, including skills and expertise in particular fields can be pooled to make the work far more effective and efficient for all the agencies concerned. Specific examples of such initiatives in Stopsley's area in the past have included the Parkside Pride of Place Scheme, the Downside Community Forum and Central Bedfordshire 'Central Safety Force' annual event.

We will actively be seeking partners to work with to address either short-term specific issues or longer term strategies.

Risk Reduction through the Regulatory Reform (Fire Safety) Order 2005

The principle risk reduction tool that will be employed by personnel at Stopsley Community Fire Station to protect people at work, leisure and in places of public assembly is the Regulatory Reform (Fire Safety) Order 2005 audit scheme. Station personnel will audit premises in support of the Service's risk-based audit policy and procedure. We will also make an assessment of risk to firefighters and use this information to train for operational safety.

Risk Reduction through Making Roads Safer

The Bedfordshire and Luton Casualty Reduction Partnership of which the Bedfordshire and Luton Fire and Rescue Service is a key partner, has identified four safety themes for targeting road safety initiatives. These are:

- Reducing speed
- The wearing of seat belts
- Young drivers
- Drink driving.

Existing Station-based initiatives will be maintained and new ones initiated and developed throughout the year in support of the above themes and the Service's priority of safer roads. The primary focus of Station-based initiatives will be the

changing of driver attitudes and behaviour towards safer driving. In addition, we will campaign and contribute with local partners to address known common accident locations to achieve a safer driving environment.

Membership of the M1 Major Roadworks Emergency Services Group and M1 Managed Motorway Traffic Management Group will continue to be a Service reference for the Station Commander at Stopsley.

Support Activity

In addition to the activities set out in the action plans appended to this Station Plan, a range of other activities will be undertaken by Stopsley Community Fire Station personnel in support of other internal and external partners where they are working towards the Service's aims.

- Work with partners to remove abandoned vehicles in risk areas
- Work with partners to remove rubbish and identify other arson hazards
- Refer and support the fitting of arson-proof letterboxes;
- Involvement in local 'soLUTiONs' and community campaigns
- Investigate the causes of all fires to support quality data and action
- Collaborate on local initiatives with the Road Safety & Casualty Reduction Partnerships
- Attend local venues to deliver road casualty reduction messages
- Work to support 'Firebreak' youth intervention scheme in collaboration with Community Fire Safety Team and local partners
- Explore local community initiatives to engage with young people
- Support theatre performance-based education initiatives at local schools
- Deliver a fire awareness programme in all schools at Key Stage 1 (Year 2)

Reduction of Stopsley Community Fire Station's Carbon Footprint

The Service is aware of its responsibilities towards minimising the impact it has on the environment. The Community Risk Management Plan refers to ways in which this will be achieved over the coming years, and also to our community risks of flooding and protecting sites of special scientific interest.

We have carried out ecological surveys of each of our premises to identify the presence of any protected species, and the potential for improving the premises to encourage or support wildlife. We have also carried out a tree survey, to identify all the different species of trees and their health, on each of our premises.

We have carried out a service-wide 'compliance audit' of environmental management systems and will implement the recommendations contained in the report as soon as possible.

We have also carried out a Carbon Footprint analysis of all of our premises in conjunction with the Carbon Trust. This identified a range of initiatives to reduce our carbon footprint, which are in the process of being implemented.

Following an energy consumption survey of all of our premises, energy reduction measures are now being rolled out, eg Stopsley Community Fire Station has a Combined Heat Power (CHP) unit. The Service will evaluate the results of its effectiveness to consider further installations at other locations.

Targets are being set in a revised Environmental Strategy for the reduction of Carbon Dioxide emissions, and a new Environmental Policy will identify how these targets will be met.

We have improved our recycling to reduce landfill waste by the use of an approved recycling waste contractor, who collects and sorts all of our waste and provides periodic reports on our performance. We will be reviewing how we procure goods and services to ensure they are as environmentally friendly as possible.

One of the main ways we can reduce our impact on the environment is by changing culture. We monitor our energy usage at a local level and encourage people to turn off lights and other uses of energy (heating, computers etc...) when not needed. This year the Service will set up a group of 'Environmental Champions' with at least one person at each of our premises, to encourage others to reduce the consumption of energy and the production of waste, together with the creation and implementation of local initiatives to meet the Service targets.

Operationally, we work closely with the Environment Agency who provides us with environmental protection equipment on every fire engine, and additionally, a supply of specialist equipment for our Operational Support Unit and Emergency Response Unit.

In the next year we will set specific targets for each location, monitor compliance with legislation and achievement of targets through station audits, and implement a new Environmental Management System designed to adopt the best practice contained in ISO 1400.

Equality Impact Statement

It is Bedfordshire and Luton Fire and Rescue Authority's commitment to treat all members of our Community and workforce, and those we work in partnership with, fairly and equitably.

This commitment covers all aspects of our work including provision of services to the Community. Consequently an Equality Impact Assessment has been carried out on this document, which is available on request from the Station Commander.

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Therefore when deciding on where to focus our community safety activities we have compared the data available for accidental dwelling fires along with relevant data associated with members of vulnerable groups within our Community. This helps us to build a picture of not only where fires have occurred historically but where national statistics guide us to predict where fires are most likely to occur.

Stopsley Community Fire Station Action Plans & Priorities 2010 to 2011

INTERVENTION				
Activity	Performance Indicator	Measurement	Target For Success	Custodians
Testing of BA sets	Every operational BA set is tested twice per day with log book records completed	Monthly audit of all log books by Red Watch Managers	100%	WC Red
Operational Training	Ensure that all personnel attend internal and external courses appropriate to their role and to ensure Service stated minimum target levels are maintained.	Monitoring of performance by WCs, feedback to the Area Management Team	100%	StnC WC's
Audit PDRPro Records for all Operational Personnel	Systematic checks undertaken against individuals to establish that records are being completed for workplace assessments and training	Quarterly checks carried out for 25% of Watch and outcomes reported to StnC and Area Management Team.	100%	StnC WC's
Standard Tests	All equipment standard tests are completed within the week in which they are programmed	Responsibility to be completed by Sunday Duty Watch.	100%	WC Blue Watch
Missing Equipment	Items of missing equipment to be processed, reported and replaced within two weeks	Monthly audit of lost/missing equipment records against FSS 7 returns	100%	WC White Watch
Returning To Work	All return to work interviews to be completed in line with current Service Policy	Monthly return from Personnel Section	100%	StnC WC's
Risk Information To The Fireground	<u>RRO Part D RIF Inspections</u> High risk premises inspections will be completed within the month of allocation	Issuing and return of premises record folders will be recorded by CA	100%	StnC WC * CA
Fire and Rescue Services Act 7(II)d Visits	All high risk premises on station ground to be visited annually.	Do quarterly audit of 7(II)d visits schedule	100%	StnC WC * CA

Stopsley Community Fire Station Action Plans & Priorities 2010 to 2011 (continued)

INTERVENTION				
Breathing Apparatus Refresher Training	Address all actions highlighted within feedback from refresher courses within the prescribed timescales	Completion of action plans forwarded from Training Centre staff	100%	WCs
Operational Exercises	One operational intervention 4-pump exercise to be completed by each watch within the current year. Exercises to take place at locations defined as being of high risk to firefighter safety	Feedback reports through Station Management Team to Area Management Team	100%	StnC WC's
IRS Data Completion	Complete all IRS' as soon as possible but within 14 days maximum	Monthly reports created by Service Control staff	100%	All Managers Control
Station Open Day	Undertake one Station Open Day per year	Feedback to Area Management Team	100%	StnC
Implementation of Station Audit Action Plan	Following Annual Station Audit, an improvement plan will be developed and implemented.	Feedback report to Area Management Team	100%	StnC WC's CA
Station Specific Management Review	Station Commander to identify a project with the aim of improving a local function, eg inefficiencies	Feedback report to Area Management Team	100%	StnC WC's

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Stopsley Community Fire Station Action Plans & Priorities 2010 to 2011 (continued)

PROTECTION				
Activity	Performance Indicator	Measurement	Target For Success	Custodians
RRO Audits	Programmed fire safety inspections are completed within the month they are scheduled	Monthly review of local record compiled by Admin A/Red Watch	100%	StnC CA
Fire Safety Training	Personnel to undertake planned 1 day refresher course facilitated by Fire Safety officers	100% of operational staff attend training within financial year with attendance figure obtained from FSTO	100%	StnC WC's

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Stopsley Community Fire Station Action Plans & Priorities 2010 to 2011 (continued)

PREVENTION				
Activity	Performance Indicator	Measurement	Target For Success	Custodians
Home Fire Safety Checks and Installation of Smoke Alarms	Complete 550 Home Fire Safety Checks within the year. HFSC delivery will be based on targeted plans utilising customer insight information and local knowledge. Also focussing on cooking related causes of fire.	Quarterly activity statistics from completion of CFS3A's	100%	WC's StnC CA
After Incident Response	Carry out Hot Strike activities in the area of all accidental dwelling fires within 24 hrs of incident occurring (5 premises either side and 10 opposite)	Quarterly activity statistics from completion of FSF101c's compared to MIS Incident Data	100%	WC's StnC
Key Stage 1 Visits	Completion of community safety package to every Year 2 group in every lower school within the education year	Quarterly activity statistics from completion of FSF101c's	100%	StnC CA
Community Safety Events/Initiatives	Take part in public access events within targeted SOA's. Provide resources on request to support preventative initiatives, eg EADs, Central Safety Force, Theatre in Education	Quarterly activity statistics from completion of FSF101c's	100%	WCs
Arson Reduction Activities	Carry out HFSC incorporating the installation of Arson Proof Letterboxes	Quarterly activity statistics from completion of FSF101c's		WC's
RTC Reduction Initiatives	Support and attend RTC Reduction initiatives within the station area which are organised by those partner organisations with primary responsibility, eg Roadskills and Motorcycle Matters	Quarterly activity statistics from completion of FSF101c's		WC's

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Watch References 2010/11

Red Watch	Blue Watch	Green Watch	White Watch
RTC Compound BA Monthly Audits Risk Inspections PDR Pro External Training Venues	Standard Tests Inventories Maps Training Resources	Consumables Operational Equipment Imprest Smoke Alarms	Building defects Property Environmental Impact Road schemes Missing Equipment

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SOUTHERN AREA FIRE RELATED PERFORMANCE TARGETS 2010-2011							
LPI Index	Performance Measure	Stations Targets					Area Target
		Dunstable	L/Buzzard	Luton	Stopsley	Toddington	South
LPI 01	Primary Fires	235	81	431	86	35	868
LPI 02	Deliberate Fires	282	63	563	92	19	1019
LPI 03	Accidental Fires	141	65	292	65	27	590
LPI 04	Secondary Fires	188	47	424	71	11	741
LPI 05	Accidental Primary Fires	122	49	234	52	23	480
LPI 07	Accidental Primary Dwelling Building Fires	48	24	137	23	4	236
LPI 08	Accidental Primary Other Residential Building Fires	13	5	15	2	1	36
LPI 09	Accidental Primary Non - Residential Building Fires	21	8	33	10	3	75
LPI 10	Accidental Primary Vehicle Fires	32	8	39	14	13	106
LPI 11	Accidental Primary Other Fires	8	4	10	3	2	27
LPI 12	Accidental Secondary Fires	19	16	58	13	4	110
LPI 13	Deliberate Primary Fires	113	32	197	34	12	388
LPI 15	Deliberate Primary Dwelling Building Fires	10	4	46	5	1	66
LPI 16	Deliberate Primary Other Residential Building Fires	1	0	1	0	0	2
LPI 17	Deliberate Primary Non - Residential Building Fires	15	6	41	5	2	69
LPI 18	Deliberate Primary Vehicle Fires	71	16	91	20	8	206
LPI 19	Deliberate Primary Other Fires	16	6	18	4	1	45
LPI 20	Deliberate Secondary Fires	169	31	366	58	7	631
LPI 21	Deliberate Secondary Fires in Vehicles	3	2	1	0	1	7
LPI 22	Deliberate Secondary Other Fires	166	29	365	58	6	624
LPI 35	Accidental Primary Fire Deaths	N/A	N/A	N/A	N/A	N/A	2
LPI 36	Accidental Dwelling Fire Deaths	N/A	N/A	N/A	N/A	N/A	1
LPI 37	Accidental Other Fire Deaths	N/A	N/A	N/A	N/A	N/A	1
LPI 38	Accidental Primary Fire Injuries	N/A	N/A	N/A	N/A	N/A	21
LPI 39	Accidental Dwelling Fire Injuries	N/A	N/A	N/A	N/A	N/A	18
LPI 40	Accidental Other Fire Injuries	N/A	N/A	N/A	N/A	N/A	3
LPI 42	Deliberate Primary Fires Deaths	N/A	N/A	N/A	N/A	N/A	1
LPI 43	Deliberate Primary Fires Injuries	N/A	N/A	N/A	N/A	N/A	4

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SOUTHERN AREA SPECIAL SERVICE PERFORMANCE TARGETS 2010-2011							
Performance Measure		Stations Targets					Area Target
		Dunstable	L/Buzzard	Luton	Stopsley	Toddington	South
LPI 23	Special Services (excl. RTC's)	110	52	289	61	13	525
LPI 24	Effecting Entry / Exit Incidents Attended	16	6	54	10	2	88
LPI 25	Lift Release Incidents Attended	8	5	73	3	0	89
LPI 26	Water rescue Incidents	9	3	14	4	1	31
LPI 27	Hazardous Material Incidents	1	0	4	3	0	8
LPI 28	Other Special Service Incidents Attended (excl. RTC's)	76	38	144	41	10	309
LPI 29	RTC's Attended	57	17	67	42	37	220
LPI 30	RTC's Attended where Persons Trapped	17	5	14	11	9	56
LPI 31	RTC's Attended to make safe	34	10	43	25	19	131
LPI 32	RTC's Attended where no action	6	2	10	6	9	33

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EQUALITY IMPACT ASSESSMENT FORM					
	Lead Officer: Kevin Moores Station Commander Stopsley	Service Area: South Service Delivery	Area of work to be assessed: Stopsley Station Plan 2010-11		
1	Name of Function, Policy, Procedure or Process to be assessed	Service Delivery Stopsley Station Plan for 2010-11			
1.1	Briefly describe the aims, objectives and purpose of the policy	Details the annual work programme for the Stopsley Community Station in terms of prevention, protection and intervention in line with the corporate aims and strategic objectives.			
1.2	Who implements the policy, and who is responsible?	Plan is directly delivered by Stopsley Community Station personnel, volunteers and other operational / non-operational personnel throughout the service either directly or, indirectly through support functions.			
1.3	Date of assessment	24 th May 2010	1.4	Is this a new or existing policy?	A new plan
2	INITIAL SCREENING ASSESSMENT <i>Please assess the relevance of the function, policy, procedure or process to the promotion of equality of any of the six equality strands: age, disability(physical, sensory, mental illness, learning and long standing health conditions , religion and/or belief, race, gender and sexual orientation</i>				
2.1	Does the policy have a direct impact on staff or members of the community?				Y N
2.2.	Have complaints been received from different equality groups about the policy?				Y N
2.3	Are you aware of any potential issue of adverse impact on people from different equality groups?				Y N
2.4	Will/ does the policy have an influence on community relations?				Y N
2.5	Does the policy affect how other services are provided?				Y N
2.6	Does the policy affect the recruitment and/ or development of staff?				Y N
2.7	Is the policy particularly significant in budget terms?				Y N
<i>If the answer to any of the above questions is YES, then that function/ policy etc is relevant and will require a full EIA – PLEASE CONTINUE WITH THE FULL ASSESSMENT. If your answer is NO to all of the above questions, please go to the end of the form, sign and date it, identify a review date, and file this form for audit purposes.</i>					

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FULL ASSESSMENT						
3	Stakeholders/ Beneficiaries: Which groups are intended to benefit from this policy?	Every resident and Community served by Stopsley Community Fire Station. It will also impact to a lesser degree on residents and some businesses beyond this geographical area.				
4	Commissioned/ Partner Service: If your policy is partly or wholly provided by external organisations/ agencies on behalf of the organisation – please list any activity that you plan to ensure that the function/ service monitors and promotes equality. <i>(Include this in your improvement plan on the back page).</i>	We will check to ensure that Equality Impact Assessments are available for any work undertaken on our behalf and action from such assessments have been actioned or in the process of being actioned.				
5	Data: What information, either document or anecdotal do you have about this area of work?	Census data, fire data, IMD data, information on development within the area, FRS strategic and corporate plans.				
6	<i>Does or <u>could</u> your policy have an impact on people.....(the evidence, key findings and actions are applicable to all diversity strands)</i>	Y	N	Evidence	Key Findings	Resulting Action
6.1	Due to their <u>race/ ethnicity</u>			Issues regarding possible lack of awareness/understanding of cultural factors which may affect staff perception and judgement of the persons attitude or circumstances e.g. Differences in interpersonal reactions to members of the Service e.g. Asian small business owners etc. Possible issues of prejudice towards certain minority	The evidence provided does not support areas of concern in relation to any of the diversity streams; however, professional judgement will tell us that some, if not all the issues identified will exist to one degree or another.	Cultural factors: The development and introduction of additional cultural awareness training within the Service specifically tailored to those undertaking service delivery activities. Prejudice: The development and introduction of additional equalities training within

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			<p>groups e.g. race, religion and sexual orientation etc. Language barriers; Written communication barriers regarding standards, expectations, advice, improvement/enforcement action; verbal communication barriers during inspections / visits / ff activity and dealing with telephone enquires/requests for all groups etc. Accessibility of community safety advice and guidance for specific cultural audiences. This could be issues such as access to the Services website, familiarity to seek advice from other resources e.g. fire stations and fire / community safety departments. Issues of impact on different cultures, those with restrictive mobility or other disabilities or circumstances e.g. Unsighted or Carers. The lack of empirical data, there is currently very little data collected regarding any possible differential impact on different minority groups.</p>		<p>the Service specifically tailored to those undertaking service delivery activities. Language barriers: Consideration for the use of Interpreters, Translation Services, Advertisements in non English language periodicals etc. Accessibility: Consideration of improvements of fire safety / community safety advice and guidance for specific cultural audiences and alternative means of access to services (including meeting the needs of different cultures, those with restrictive mobility or other disabilities or circumstances e.g. Unsighted or Carers). The lack of empirical data: Consideration to improvements in formally gathered consultation through focus groups and community groups etc and routine collection through distribution of</p>
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				This includes formally gathered consultation through focus groups and community groups etc and routine collection through distribution of questionnaires. Whilst there are some systems in place they do not necessarily incorporate the specific functions of legislative / community fire safety or emergency response.		questionnaires.
6.2	Due to their <u>gender/ trans issues</u>			See above		See above
6.3	If they have a <u>disability</u> . (please consider the following 6 categories of disability: sensory (hearing and sight), mobility, learning, mental health and long term illness)			See above		See above
6.4	Due to their <u>sexual orientation</u>			See above		See above
6.5	Due to their <u>age</u>			See above		See above
6.6	Due to their <u>religion or beliefs</u>			See above		See above
7	Have you have identified a differential impact?			As stated above.		
8	Will this differential impact adversely affect any equality group(s)?			No evidence to suggest that there is a differential impact but, in light of the issues identified it is likely that there will be such an impact.		
8.1	Can this impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of			It is likely that the lack of information and systems and procedures that exist within the FRS will present difficulties for staff not to actually be in a position to indirectly provide differing levels of service.		

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	positive action in relation to particular groups?			
8.2	Does this impact amount to unlawful discrimination?			There is no suggestion that the FRS is directly or indirectly discriminating; however, as stated, the fact that we are not able to identify accurately ALL our diverse groups and effectively engage with them must mean that we are not delivering the best service we could possibly do.
9	Are there any unmet needs which we need to address as part of this process?			See action plan in section 6 above; these will be included in the AMT plans for 10-11
10	Are there any other issues which need to be considered as part of this process?			
11	Consultation/ Engagement If there is insufficient data or knowledge about the equalities target groups' needs, you will need to undertake further consultation (include details of any further consultation exercises planned, or planned improvements as a result of your consultation in your Improvement Plan – see attached). The extent of the consultation exercise should be proportionate to the effect that the policy is likely to have, and may not need to be detailed.		Comments; Various initiatives are being undertaken throughout the year, both in partnership and as a standalone authority. These events will provide us with opportunities to engage with our minority groups particularly in relation to age, belief and race. More specific work will need to be undertaken in terms of sexual orientation / gender and disability.	Resulting Action; Identification of ways in which to engage with minority groups; particularly gender, sexual orientation and disability groups.
12	Monitoring		Comments; This action plan will be monitored at monthly AMT(R) meetings and reported at CEG.	Resulting Action; Minutes of meetings.
13	Learning and Development		Comments; As a team, Stopsley Community Station personnel need to develop their understanding of their communities; this can only be done in partnership with other service providers and the communities themselves. Greater emphasis will be placed upon embedding diversity into the work that we do with specific work directed to reaching out to minority groups.	
Signed : D Fothergill By person completing this area of work		Signed : K Moores By person responsible for the effective working of this policy (Corporate Equality Group)		Review Date: March 2011

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IMPROVEMENT PLAN

Key Findings	Action required	Lead Officer	Timescale
Cultural factors:	The development and introduction of additional cultural awareness training within the area specifically tailored to those undertaking service delivery activities.	DARC(S)	March 2011
Prejudice:	The development and introduction of additional equalities training within the area specifically tailored to those undertaking service delivery activities.	DARC(S)	March 2011
Language barriers:	Consideration for the use of Interpreters, Translation Services, Advertisements in non English language periodicals etc.	AFSM(S) ACFSO (S)	March 2011
Accessibility:	Consideration of improvements of fire safety / community safety advice and guidance for specific cultural audiences and alternative means of access to services (including meeting the needs of different cultures, those with restrictive mobility or other disabilities or circumstances e.g. Unsighted or Carers).	AFSM(S) ACFSO(S)	March 2011
The lack of empirical data:	Consideration to improvements in formally gathered consultation through focus groups and community groups etc and routine collection through distribution of questionnaires. Analysis of existing data and surveys across the range of partners in order to identify and explore ways of further engagement.	ARC(S)	March 2011
Equality Impact Assessments:	To complete all Equality Impact Assessments rated as high from within the three strands of the IRMP.	ARC(S)	March 2011