

Circular number	64/2007	Date issued	21 December 2007
This circular is	For action	No response required	
This circular is	Relevant to the National Framework		
Status	This circular gives details of the 2008 Equality and Diversity Award Scheme.		

Fire and Rescue Service Equality and Diversity Awards 2008

Issued by:

Mona Shah
Fire and Rescue Service Development Division

Addressed to:

**The Chair of the Fire and Rescue Authority
The Chief Executive of the County Council
The Clerk to the Fire and Rescue Authority
The Clerk to the Combined Fire and Rescue
Authority
The Commissioner of the London Fire and
Emergency Planning Authority
The Chief Fire Officer**

Please forward to:

Summary

This circular contains information on the Equality and Diversity Award Scheme for the Fire and Rescue Service.

For further information, contact:

Mona Shah
Fire and Rescue Service Development Division
Room 5B
Allington Towers
19 Allington Street
London SW1E 5EB

Direct line **020 7944 5698**
Fax **020 7944 5664**
E-mail Mona.Shah@communities.gsi.gov.uk

Website www.communities.gov.uk

Fire and Rescue Service Equality and Diversity Awards 2008

1.0 Introduction

- 1.1 At the FIRE Summit on 14 November, Fire Minister Parmjit Dhanda announced the 2008 Equality and Diversity Award Scheme for the Fire and Rescue Service. The Scheme is jointly sponsored by Communities and Local Government, the Chief Fire Officers' Association and the Local Government Association. The Awards will be presented at a conference being hosted by CLG, taking place in London on 28 May 2008.
- 1.2 The aims of the Award Scheme are to encourage the development and sharing of good practice; support the promotion of equality and diversity across the Fire and Rescue Service; raise awareness about the issues and celebrate achievement. The Scheme is designed to promote equality and diversity and the integration of the Fire and Rescue Service into the community, focussing upon creativity, innovation and good practice and providing recognition of commitment and endeavour.

2.0 Award Categories

- 2.1 There are three categories
- Leadership
 - Service Delivery
 - Partnership Working
- 2.2 There will be two awards within the Leadership and Service Delivery categories, one for individual achievement and one for team/group achievement. For the Partnership Working category there will be team/group achievement award only. Where an award is given for partnership working, a certificate will be presented to all the partner organisations involved in the project.
- 2.3 The Scheme is open to **all** staff in Fire and Rescue Services and Authorities and Elected Members. A nomination can be made on behalf of others or an individual can self-nominate. If you are nominating someone else, or a team, please ensure they are content for their names to be put forward.
- 2.4 Eligible initiatives or projects should have reached a point where evidence of positive outcomes can be provided to support the nomination.

3.0 The Individual Categories

Leadership

3.1 This award **recognises outstanding leadership and commitment**, at any level and in any part of the organisation, including elected members, which has made a significant difference to achieving the equality and diversity aims of the Fire and Rescue Service. It is about the ability to set clear direction, to inspire others, to drive change, to lead by example and to show continued commitment to bring about the desired outcomes. And it must demonstrate a real and meaningful improvement in strategic thinking, as well as achievement around equality and diversity issues, leading to positive outcomes that support the Fire and Rescue Service in the delivery of its objectives, and making the Service a fairer, more open and inclusive organisation.

Service Delivery

3.2 This award **recognises excellence in service delivery in order to achieve equality of opportunity and outcomes for all**. It involves engaging with and understanding the needs of diverse communities, for example through sustained dialogue, regular review and rigorous impact assessment of policies, plans, processes and procedures, strong community engagement, understanding the customers' needs and tailoring services to accommodate them. It is about working with local partners, including other emergency services, local authorities, representative groups and the voluntary and community sector, to co-ordinate and improve delivery of prevention, protection and emergency response to diverse communities. Entries will need to provide evidence of the positive outcomes that have resulted from the work undertaken.

Partnership Working

3.3 This award recognises successful innovative and creative work, either within the organisation or through external partnership working for example with other Fire and Rescue Authorities, other emergency services etc that delivers an improvement in meeting equality and diversity objectives. This could be a policy, a concept or outreach work that has produced significant results. The impact or outcomes of the project must be measurable. The aim should be to demonstrate, for example, the difference the work or project has made, internally and/or externally, to achieving improved performance in delivering equality and diversity outcomes; recognising and sharing of good practice; developing and using Local Area Agreements for delivering an agreed set of priorities reflecting the needs of the communities. It could also include partnerships built across regions which have produced specific equality and diversity outcomes that could be replicated across other parts of the Fire and Rescue Service.

4.0 Judging the Nominations

4.1 The panel of judges will comprise representatives of the wider equality and diversity community from both public and private sectors. To preclude suggestions of partiality in the assessment process, representatives from the Fire and Rescue Service in England have not been included on the judging panel.

4.2 The judges will be looking for evidence of:

- an innovative approach
- ambitious and appropriate outcome driven objectives
- sound planning
- good practice that others could benefit from
- successful delivery
- effective monitoring
- how the work has had a positive effect on progressing the equality and diversity aims of the Fire and Rescue Service.

4.3 The judges will expect to see evidence of the following :

- clear project aims and objectives from the outset and how these were designed to promote equality and diversity;
- how the initiative, project, scheme or programme has promoted and supported the Fire and Rescue Service Core Values;
- how the initiative, project, scheme or programme has affected the understanding of wider equalities issues, and the impact it has made within the organisation or externally;
- how the outcomes were evaluated. This could include collecting hard data and comparing against baseline data from the beginning of the project;
- meaningful engagement with sectors of the community, in particular hard to reach groups, who are affected by and/or have an interest in the development and outcomes of the project (for example within the local community, with staff representative groups etc);
- imaginative and innovative implementation of statutory requirements of the Race, Gender and Disability Equality Duties;
- sharing and disseminating of good practice in promoting and achieving equality and diversity objectives.

4.4 Successful applicants will be notified by 21 May 2008. Details of the Awards presentation and the May conference will be advertised shortly.

5.0 Closing Date for Nominations

5.1 The closing date for nominations will be **noon on Friday 22 February**.

6.0 Application Forms

6.1 For an application form please contact:

Mona Shah
c/o Eland House Post Room
Communities and Local Government
Eland House
Bressenden Place
London SW1E 5DU
Telephone : 020 7944 5698
Email : mona.shah@communities.qsi.gov.uk.

6.2 The application form will be available in Word format. If you require the application form in a different format for accessibility purposes please let us know when requesting your form. All completed applications should be sent to Mona Shah at the postal or email address above.

7.0 Enquiries

7.1 If you have any queries about the Award Scheme please contact either John Dackombe on 020 7944 5707 or Mona Shah on 020 7944 5698.

Mona Shah
Fire and Rescue Service Development Division