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This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This circular announces the launch of the 2010 Equality and Diversity Award Scheme for the Fire and Rescue Service.</b>		

# Fire and Rescue Service Equality and Diversity Awards 2010

## Issued by:

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**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 London Fire Commissioner  
The Chief Fire Officer**

## Please forward to:

**Heads of Human Resources  
Equality and Diversity Professionals**

## Summary

This circular provides advice about the arrangements for the 2010 Equality and Diversity Award Scheme and invites nominations.

## For further information, contact:

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Website [www.communities.gov.uk](http://www.communities.gov.uk)

### 1.0 Introduction

- 1.1 This Circular launches the 2010 Equality and Diversity Award Scheme.
- 1.2 The aims of the 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, focusing upon creativity, innovation and good practice and providing recognition of commitment and endeavour. These aims complement the objectives and key priorities set by the National Equality and Diversity Strategy and the Fire and Rescue Service Equality Framework.
- 1.3 The 2009 awards round saw a significant increase in the nominations put forward and the judges have noted the high quality of the schemes presented. The majority of nominations each year have related to community focussed projects and in inviting applications for the 2010 awards, Fire and Rescue Services are reminded that they may also wish to consider making nominations relating to the work they are undertaking to bring about internal cultural change including in attracting, developing, promoting and retaining a diverse workforce.

### 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 a Team/Group Award only. Where an Award is given for Partnership Working, a certificate will be presented to each of the partner organisations involved in the project.
- 2.3 The Scheme is open to **all** staff in Fire and Rescue Services and Authorities and to 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 Categories

- 3.1 Leadership** – This award **recognises outstanding leadership and commitment** at any level and in any part of the organisation, including by 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 by ensuring innovative processes are in place, leading to the delivery of 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.
- 3.2 Service Delivery** – 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, equality stakeholders 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.
- 3.3 Partnership Working** - 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 judging panel will comprise representatives of the wider equality and diversity community. They include representatives from a range of organisations including Employers' Forum on Disability, Equality and Human Rights Commission, Opportunity Now, Stonewall, former Chair of London Board of CRE, TUC (Head of Equality and Employment Rights), CLG (Head of Workforce Equalities), and Chief Fire and Rescue Advisors (Scotland and Wales). 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:

- innovation
- ambitious and appropriate outcome driven objectives
- sound planning
- good practice that others could make use of
- 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 Service's 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; whether the good practice developed has been shared with others, etc. This should include collecting hard data and comparing against baseline data from the beginning of the project
- meaningful engagement with sectors of the workforce and /or 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)
- exceeding the statutory requirements of the Race, Gender and Disability Equality Duties and embracing and promoting the other strands of diversity (Age, Religion and Faith; Sexual Orientation, Gender Identity)

- sharing and disseminating of good practice in promoting and achieving equality and diversity objectives

4.4 Successful applicants will be notified during the week of 15 February 2010. The Awards presentation will take place in March 2010. Details will be confirmed shortly.

### 5.0 Closing Date for Nominations

5.1 The closing date for nominations is Friday 27 November 2009.

### 6.0 Application Forms

6.1 For an application form please contact:

Clive Botterill  
Fire & Rescue Service Development Division  
Communities and Local Government  
Floor 3/D1  
Eland House  
Bressenden Place  
London SW1E 5DU  
Telephone: 020 7944 5763  
Email: [clive.botterill@communities.qsi.gov.uk](mailto:clive.botterill@communities.qsi.gov.uk)

6.2 The application form and guidance notes will be available in PDF format. To complete and save this form you will need to use Adobe Acrobat version 7 or later. Acrobat Reader is available free to download at [www.adobe.com](http://www.adobe.com) If you require the application form in a different format for accessibility purposes please let us know when requesting your form.

6.3 All completed applications along with **6 copies** should be sent to Clive Botterill at the postal address at 6.1.

### 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 & Rescue Service Development Division**