

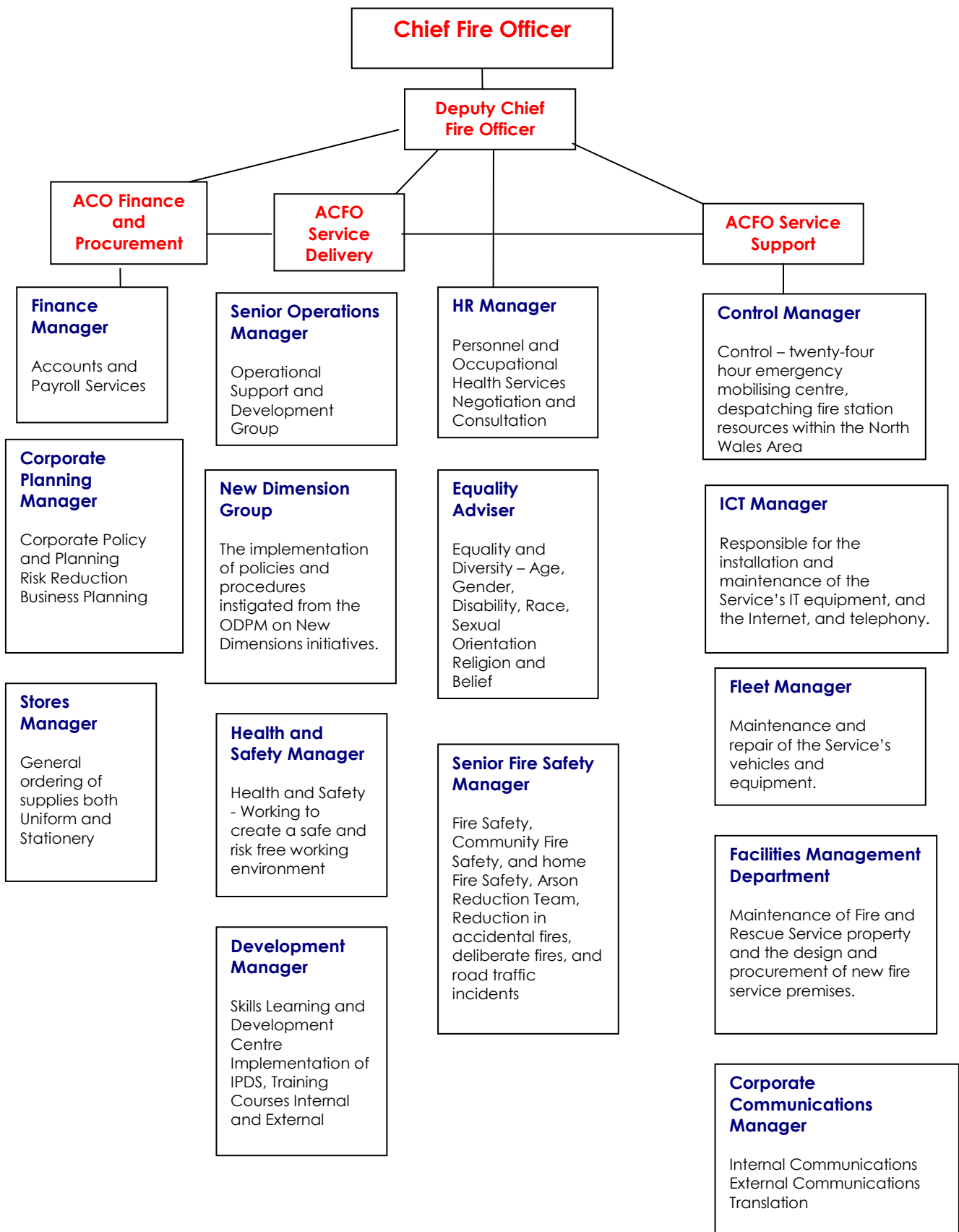
## Appendix 1

### ASSESSMENT OF FUNCTIONS

List of Functions	Is it relevant to the general duty?		How relevant is it?		Date to be reviewed	Priority
	Which of the three parts of the general duty does it apply to (if any)?	Is there evidence or reason to believe that some racial groups could be differently affected?	How much evidence do you have?	Is there any public concern that the function or policy is being carried out in a discriminatory way?		
	<b>A</b> Eliminating Discrimination <b>B</b> Promoting Equal Opportunities <b>C</b> Promoting good Race Relations		None or little Some Substantial	None or little Some Substantial		
Learning and Development	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Human Resources, Promotions, Appointment	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Equal Opportunities	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Health and Safety	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Estates	<b>B</b>	No evidence	None	None	July 07-Feb 08	Low
Transport	<b>B</b>	No evidence	None	None	July 07-Feb 08	Low
Information Technology/ Communications	<b>C</b>	No evidence	None	None	July 07-Feb 08	Low
Control	<b>C</b>	No evidence	None	None	July 07-Feb 08	Low
Complaints	<b>A B</b>	No evidence	None	None	Nov 06- Jun 07	Medium
Welsh Language Scheme	<b>C</b>	No evidence	None	None	July 07-Feb 08	Low
Corporate Communications	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Operations	<b>B C</b>	No evidence	None	None	Nov 06- Jun 07	Medium
Fire Safety	<b>B C</b>	No evidence	None	None	Nov 06- Jun 07	Medium
Community Fire Safety	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
New Dimensions and Contingency Planning	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Performance Management	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Corporate Policy and Planning	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Finance	<b>B</b>	No evidence	None	None	July 07-Feb 08	Low
Fire Authority Liaison	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High
Corporate Services	<b>C</b>	No evidence	None	None	July 07-Feb 08	Low
Procurement	<b>A B C</b>	No evidence	None	None	Dec 05-Oct 06	High

## Appendix 2

### Principal Officer and Department Heads with their Responsibilities



## Action Plan 2005-2006

1	Objective	Timeline	Lead Officer	Deliverable
	<b>Action One Impact Assessment and Monitoring Policies</b>			
1. 1	The Service's functions have been identified and placed in order of priority based on how relevant they are to Race Equality. Functions listed by order of priority will follow the timetable for impact assessment	Completed		
1. 2	An Impact Assessment training programme is planned for February 2007 it will equip all of the Services policy writers with the necessary skill to impact assess their policies. A new Impact Assessment scheme has been drawn up to be completed with every new and proposed policy. The system will also be used to impact assess all existing policies.	February 2007	WLGA Trainer	
1. 3	The Assessment of relevance will be completely reviewed before May 2008 and a new list of functions will be produced for the next Race Equality Scheme 2008-2011	Feb 2008 to May 2008	Equalities Adviser	
1. 4	The author of a policy will be required to complete an initial impact assessment from this a full impact assessment may be required.	<b>High</b> March 2007 to Oct 2007  <b>Medium</b> Nov 2007 to Jan 2008  <b>Low</b> Feb 2008 to May 2008	Equalities Adviser  Service Managers	
1. 5	Customer satisfaction is currently not monitored and this area requires reviewing to ascertain the best way to collect information from members of the public who have received a service from the North Wales Fire and Rescue Service. Data will also be gathered from various Racial Groups on their perceptions of the service we offer, and how this can be improved if indeed they believe it needs improving. (Languages and interaction with different racial groups).	December 2006	Equalities Adviser	
	<b>Data Collection on the Specific Duty to Monitoring Employment</b>			
1. 6	Utilise demographic data from the census data and the National Assembly Diversity Data.	Review Annually	Department Heads	

1		<b>Objective</b>	<b>Timeline</b>	<b>Lead Officer</b>	<b>Deliverable</b>
	1.7	The new HR System promised for July 2005 is delayed. When the new system is installed the Service it will expand the current Ethnic Monitoring categories, the Service will also monitor on nationality for the first time.	Date unknown	IT Dept HR Dept Equalities Adviser Welsh Translator	
	1.8	A staff audit on Personal Details, Ethnicity, Disability, Welsh Language, Religious Belief, will be carried out to up date current staff monitoring. The timing for this is dependant on the new HR system installation.	Date Unknown awaiting new HR System	HR Dept Equalities Adviser Welsh Translator	
	1.9	The Service currently monitors on employment and submits this data via the HRF's to the Office of the Deputy Prime Minister. The three Welsh Fire and Rescue Services have identified a gap in the collection of this data, and are collaborating on a project to ensure this data is collected as detailed in <b><u>ACTION SIX</u></b>	November 2006	Equalities Advisers North, Mid and West, and South Wales Fire and Rescue Services	

1	<b>Outcomes</b>
	<p data-bbox="255 928 954 949"><b>The objective of section one of the Action Plan is:</b></p> <p data-bbox="188 995 1509 1016">1.1 Ensure all staff with responsibility for policy writing are trained and understand Impact Assessment.</p> <p data-bbox="188 1062 1032 1083">1.2 All current policies will undergo an Initial Impact Assessment.</p> <p data-bbox="188 1129 1144 1150">1.3 All new and proposed policies undergo an Initial Impact Assessment.</p> <p data-bbox="188 1197 2085 1217">1.4 Policies identified as requiring a Full Impact Assessment are listed in order of priority as to their relevance to the General Duty, of Race Equality.</p> <p data-bbox="188 1264 1227 1284">1.5 Report the progress of the Impact Assessment Annually to the Fire Authority.</p> <p data-bbox="188 1331 1218 1351">1.6 Ensure the new HR System project will be implemented as soon as possible.</p>

2		Objective	Timeline	Lead Officer	Deliverable
		<b>Action Two Consultation</b>			
	2.1	Collate a register of groups from ethnic minority and under-represented groups currently associated with the County Safety Offices and Community Fire Safety Officers.	Currently underway	Arson Reduction Admin Assistant Community Fire Safety	
	2.2	Policies requiring full impact assessment will need consultation, the service will seek to consult will as many organisations and groups through out the North Wales Area.	Ongoing		Publish list of policies requiring Full Impact Assessment
	2.3	The Impact Assessment process will extend to the seven strands of Equality.			
	2.4	The results of consultation and subsequent action will be reported to the Equality and Diversity Forum and the Race Equality Project Board and published.	Ongoing	Equality Adviser	Publish result of consultation and any action taken.

2		Objective
		<b>The objectives of Action Two of the action plan is:</b>
	2.1	Supply the Service with a register of all minority groups North Wales Fire and Rescue Service currently liase with. This information will be shared across the Service.
	2.2	Set up a way of surveying the members of the public we are providing a service to.
	2.3	Ensure that the data on staff is updated, and is collected on the Ethnic Monitoring Census categories.
	2.4	Annually collate a monitoring report on employment and submitted to the Fire Authority, the report will be published on the North Wales Fire and Rescue Service website, and copies will be sent to all groups on the new community register and supplied to local libraries.
	2.5	The report will be available through the medium of Welsh and where possible in all available formats requested.

3	Objective	Timeline	Lead Officer	Deliverables
	<b>Action Three Monitoring for Adverse Impact</b>			
	<b>Service Delivery</b>			
3.1	Set up a system for monitoring the service we provide the public. We will investigate the most productive way of achieving the required outcome.	March 2007	Fire Safety Manager	Consult the RES Project Board on the design of the planned monitoring
3.2	Run the monitoring system for a trial period of six months and evaluate	Until September 2007	Fire Safety Manager Equality Adviser	Report the results of the trail to the RES Project Board
3.3	Analyse the data, and report the findings firstly to the Race Equality Project Board, if in agreement the system will be implemented, if gaps are still found amendment will be made and a further trail will take place.		Fire Safety Manager Equality Adviser	Report and publish the results of the monitoring
	Following consultations if the policy requires changes the Department Head will amend the policy and forward to the Race Equality Project Board for comparison to other policies and approval of the changes.			Publish Results of the Consultation
	<b>Employment Monitoring</b>			
3.4	All Wales Special Project will look at this in detail see <a href="#">Action Six</a>			

3	Objective
	<b>The objectives of Action Three of the action plan is:</b>
3.1	Put in place a monitoring system on Service Delivery, this will inform the Service of good practice and areas of concern that can be corrected and address.
3.2	The employment monitoring data is a specific duty under a Race Relations Act. The Service is currently collecting this data, but not reporting it publicly. The data will be reported to the Fire Authority annually, and published as listed in Action Three.
3.3	Investigating both Service Delivery and Employment Monitoring Data will enable the service to meet the General and Specific Duties of the Race Relations Act

4		<b>Objective</b>	<b>Timeline</b>	<b>Lead Officer</b>	<b>Deliverables</b>
		<b>Action Four Publish the results of Assessments, Consultation and Monitoring</b>			
	4.1	Employment monitoring data will be reported to the Fire and Rescue Authority following the collection of the HRF's each year. As the new HR system becomes established there will be access to more data. A report will be designed specifically to report on all areas of staff employment	May 2007	HR Manager Equalities Adviser	Report Employment Monitoring data to the Fire Authority
	4.2	The initial impact assessment process will be reported to the Equality and Diversity Forum; a report will then be forwarded to the Fire Authority, and posted on the Equality Section on North Wales Fire and Rescue Service's website.	May 2007	Equalities Adviser	Report the Impact Assessment Process to Fire Authority and make public results
	4.4	Following consultation printed copies of the Race Equalities Scheme will be distributed to Fire and Rescue Authority Members and all Senior Manager and Managers with a responsibility to write policy, or who is developing work with community groups.		Equalities Adviser	Report the results of any consultations to Fire Authority and make public
	4.5	As with the original scheme the revised scheme will be translated into Welsh. The website has been redesigned and with it the offer of viewing documents in large type. If a request was made for the RES to be produced in Braille or on audiotape the Service would investigate the possibility of this request.	Awaiting approval from CRE	Welsh Translator Equalities Adviser Corporate Communications Manager	Translate RES and publish on web site

4	<b>Objective</b>
	<p><b>The objectives of Action Four of the action plan is:</b></p> <p>4.1 Collate data gather on the Impact Assessment process and produce a report to be delivered to the Fire Authority, the report will then be published on the website or available in hard copy.</p> <p>4.2 Annually collect data on employment, promotion, interviews, personal development reviews, exit interview, training courses, grievance procedure, and disciplinary procedure and deliver a report to the Fire and Rescue Authority. The data would be available on the website. A copy would be sent to CRE Wales.</p> <p>4.3 Ensure any report, data, and the Race Equality Scheme are translated into Welsh, and other formats are available if members of the public request them.</p> <p>Collate information on consultations and monitoring and publish the data on the North Wales Fire and Rescue Service website, and direct to the Fire and Rescue Authority, and to the Policy Setting Forum and Executive Group.</p> <p>The data will be made available in all formats, and if we are unable to produce in an acceptable format the individual may request an interview with the equality adviser in person or over the telephone.</p>



5	Objective		Timeline	Lead Officer	Deliverables
	<b>Action Five Training of Staff</b>				
5.1	Ensure induction training for new staff includes Equality Training incorporating the Race Equality Scheme		Ongoing	HR Manager	Deliver training at start date
5.2	Inform all new staff of existing networks and support groups, and colleague support.		Ongoing	HR Officer	Deliver at start of employment
5.3	Review all diversity training and explore what training is available and ascertain the most effective way to deliver the training to all staff across the service.		December 2006	Development Manager Equalities Adviser	Training needs analysis undertaken at PDR to inform Development Manager
5.4	Equality training for senior managers began in May 2005, this will continue with training in impact assessment for staff that write policies.		February 2007	WLGA Trainer	Training Programme delivered
5.5	The equality training undertaken with the senior managers will be expanded to incorporate staff who liaise directly with the public, in particular the Community Fire Safety Team, staff who are identified as being responsible for the delivery of training on stations, and staff undertaking Equality Impact Assessment.		May 2007	Development Manager Equalities Adviser WLGA Trainer	Training programmes delivered
5.6	Authority members may or may not have been given Equality Training by their own authority. The Members Liaison Secretary will compile a list of which member has undergone equality training. The WLGA have specifically designed Authority Member Training, the Service and members would benefit if this training was used to train the Fire and Rescue Authority members.		Ongoing	Development Manager Equalities Adviser Member Liaison Officer	Cross check training given to FA members

5		<b>Objective</b>
		<p><b>The objectives of Action Five of the action plan is:</b></p> <p>5.1 To make certain that all staff are fully informed of their responsibility with regard to equality and diversity and in particular race equality, to ensure they are empowered to challenge discriminatory or harassing behaviour.</p> <p>5.2 To ensure all staff have an understanding of equality and diversity and are actively driving it in the workplace.</p> <p>5.3 To ensure all senior manager and staff with responsibility for policy writing have received equality training with specific Race Equality Training.</p> <p>5.4 All staff with responsibility for policy writing and a training remit will undergo Impact Assessment training, this will equip these staff to undertake the Impact Assessment Process, and produce a list of policies in order of priority to the General Duty.</p> <p>5.6 If Fire and Rescue Authority Members have not undergone Equalities Training in their own Authority the Service will look into providing these members with training, the Welsh Local Government Association have developed a course specifically for members.</p>

6	Objective	Timeline	Lead Officer	Deliverables
	<b>Action Six Special Project All Wales</b>			
	<b>Data Collection</b>			
	<b>Employment Duty Data</b>			
6.1	Improve data collection to inform Service Delivery. Fire Data Report Form (FDR1)	July 2007	Deputy Chief Fire Officer Equalities Adviser Commission for Racial Equality	Case for change must be backed by DCFO, CRE, and WAG
6.2	Lobby the Assembly to discuss the inclusion of ethnic origin in the DFR1 Forms	May 2006		
6.3	Request guidance from the Assembly with regard to the procedure for acquiring the data as may not be appropriate at the incident	Ongoing	Equality and Diversity Forum and Race Equality Project Board Training Manager	
6.4	Provide training for firefighters with regard to the purpose of collating the data and equip them to request the information with confidence	September 2007		
6.5	Input data into GIS system	September 2007		Data entered on system
6.6	Monitoring Group to analyse first quarter's data and produce an annual report with recommendations to Community Fire Safety Manager	April 2007	HR Manager HR Officer Recruitment	Data analysed and made available to all who will benefit
6.7	Employment Duty Data			
6.8	Lobby the Assembly and the CFA Equality Professionals Forum to develop Human Resource Factor (HRF)RF data collection system to include monitoring by racial group, gender and disability <ul style="list-style-type: none"> <li>• Applicants for training</li> <li>• Staff who receive training</li> <li>• Applicants for promotion for non uniformed staff</li> <li>• Staff that are the subject of disciplinary procedures</li> <li>• Staff involved in grievance procedures</li> <li>• Personal Development Review</li> </ul>	December 2005	Equality Adviser, HR Manager	Lobby to effect changes to the HRF collection information essential to EIA process
6.9	Equality and Diversity Forum to analyse first quarter's data and produce an annual report with recommendations forwarded to Deputy Chief Fire Officer responsible for	March 2007	Equality Diversity Forum	

	6.10	Human Resources Take steps to ensure that the Integrated Personal Development System evaluates and monitors staff that benefit or suffer detriment as a result of performance assessment procedures	March 2007	Equality Adviser HR Manager	Report to Fire Authority results as part of Employment Monitoring process, and publish
	6.11	Ensure a mentoring programme for women and staff from an ethnic minority background is in place.	April 2006	Training Manager	
	6.12	During training review ensure that management skills development for women and staff from an ethnic minority background is addressed		Equality Adviser Training Manger	
		<b>Recruitment Attracting People from an Ethnic Minority Background to a Career in the Fire Service</b>			
<b>6</b>		<b>Pre-Recruitment</b>			
	6.13	Assess via questionnaire the views of under-represented groups their perception of a career in the Fire and Rescue Service.		HR Manager Equality Adviser	Evaluate answers this will form part of the report
	6.14	Review the data collected in relation to where the candidate learnt of the vacancies.  <b>This information will inform the content of pre-recruitment awareness raising events, media advertising, information packs and application form content.</b>			
<b>6</b>		<b>Request for Information Pack and Application Form</b>			
	6.15	Identify from the recruitment database those from under-represented groups who requested an information pack and application form, but who did not return a completed application form.		HR Manager Equality Adviser	Analyse data base and compile list to be contacted  Set out changes required for future recruitment
	6.16	Develop a questionnaire and contact those individuals by post enclosing a questionnaire asking why they did not return the form. The data collection to be confidential with a reply pre-paid envelope. Include the offer of a one-to-one interview in person or on the telephone.  <b>This information will inform the content of pre-recruitment awareness raising events, media advertising, information packs and application form content.</b>			

<b>6</b>		<b>Initial Sift of Application Forms</b>			Deliverables
	6.17	Identify the success rate for all categories of applicant to see if there is a disproportionate failure rate for under represented groups.		Equality Adviser HR Manager	Compare the success rate of white male against ethnic minority and female candidates.  See if any particular questions caused difficulty
	6.18	By referring back to the marked submissions it will be possible to identify if any particular question or questions were responsible for low marks.			
	6.19	The pass mark for this exercise is not fixed prior to the sift, but is set with reference to the number of candidates which can be accommodated at the next test stage in the process. A review therefore of the implications for under represented groups in setting higher or lower pass marks would provide useful data.			
	6.20	Contact those individuals from under-represented groups who failed at this stage by post with an offer of a personal interview to discuss their experience and opinions of the process.  <b><i>This information will inform the content of questions used on the applications form, and information packs marking criteria, pass mark setting and the content of pre-recruitment awareness raising literature and events.</i></b>			
<b>6</b>		<b>Written Test Stage</b>			
	6.21	Identify the success rate for all categories of applicant to see if there is a disproportionate failure rate for under represented groups.		HR Manager Equality Adviser	Compare the success rate of white male against ethnic minority and female candidates.  See if any part of the test where it was identifiably difficult
	6.22	By referring back to the marked submissions it will be possible to identify if any particular question/questions were responsible for low marks.			
	6.23	Contact those individuals who failed at this stage by post with an offer of a personal interview to discuss their experience and opinions of the process.  <b><i>This information will inform the content of questions used on the written test, the administration of the tests, and the content of pre-recruitment awareness raising literature and events.</i></b>			

<b>6</b>		<b>Physical Test Stage</b>			Deliverables
	6.25	Identify the success rate for all categories of applicant to see if there is disproportionate failure rate for under represented groups.		HR Manager Training Manager Equality Adviser	Look at each test see who left the test and at which point, are there any particular tests causing difficulties for ethnic minorities or females
	6.26	By referring back to test records it will be possible to identify if any particular exercise or exercises were responsible for low marks.			
	6.27	Contact those individuals who failed at this stage by post with an offer of a personal debrief of performance, and discussion around their views of the process.  <b><i>This information will inform the type of physical tests undertaken, the administration of the tests and the administration pack and the content of pre recruitment awareness raising literature and events.</i></b>			
<b>6</b>		<b>Interview Stage</b>			
	6.28	Identify the success rate for all categories of applicant to see if there is a disproportionate failure rate for under represented groups.		HR Manager Equality Adviser	Identify those that fail at this stage and question why and if any part of the interview process was at fault
	6.29	By referring back to interview marking forms it will be possible to identify if any particular question or questions proved to be discriminatory in effect.			
	6.30	Contact those individuals who failed at this stage by post and offer a discussion around their views of the questions and process.  <b><i>This information will inform type of interview format, interview questions, the administration of the interviews and the content of pre-recruitment awareness raising literature and events.</i></b>			
<b>6</b>		<b>Qualifications</b>			
	6.31	Evaluate the impact of requesting specific qualifications in order to apply for the post of fire-fighter by analysing the qualification of those who are successful.		HR Manager Equality Adviser	Look at the qualifications of those who succeed and see if there is a correlation between qualifications and ethnicity
<b>6</b>		<b>Training</b>			
	6.32	Evaluate equality training required for staff engaged on each stage of the recruitment process, including pre-recruitment awareness initiative and set training criteria.		HR Manager Equality Adviser	

	6.33	Cross reference training with interview results.		Training Manager	
<b>6</b>		<b>Benchmarking</b>			
	6.34	This review will be undertaken by each of the three Welsh Fire and Rescue services. North and Mid and West Wales Fire and Rescue Services are utilising the same tests in the recruitment campaign (ODPM revised Point of Entry Selection Tests) whereas South Wales are using their own physical tests and interview (assessment centres) arrangements. It is therefore possible to benchmark the tests in North and Mid and West Wales Fire and Rescue Service, and to draw comparisons with the test carried out in South Wales.		HR Manager Equality Adviser	Process the report and forward to the CRE, ODPM and to the Training and HR department of each Service
<b>6</b>		<b>Feedback to next stage</b>			
	6.35	ODPM currently have ownership of the Point of entry selection tests. And have expressed an interest in the findings in order to feedback into the process. The ODPM will use as a model to feed into a review to be undertaken by the English Fire and Rescue Services.		HR Manager Equality Adviser	Process the report and forward to Water for Fish
	6.36	<b>Water for Fish</b> the authors of the written tests have confirmed their interest in the results of this exercise, therefore the project will be a useful tool in validating the tests or highlighting area of concern, or the necessity to change.			

<b>7</b>	<b>Objective</b>	<b>Timeline</b>	<b>Lead Officer</b>	<b>Deliverables</b>
	<b>Review the administration of the Race Equality Scheme</b>			
7.1	Adopt the completed Race Equality Scheme as a Service Order	Awaiting approval CRE Wales		Await results of submission to CRE Wales
7.2	Review the Race Equality Scheme on a three year basis, as part of the Service's policy review system.	Ongoing	Equalities Adviser	
7.3	Ensure the 2005-2008 Race Equality Action Plan is adopted by Executive Group and relevant Policy Setting Forums	Awaiting approval CRE Wales		Take approved scheme to Executive Group
7.4	Publicise the Racial Harassment Incident form for dealing with complaints of racial discrimination from members of the public	Ongoing	Equalities Adviser ACFO SS	
7.5	Produce a Race Equality Leaflet to be distributed to all Fire Service premises, and to be sent out with requests for application forms when vacancies are advertised.		Equalities Adviser	Leaflet to be distributed to all FS premises
7.6	Promote the Services successful race equality work in the media.	On going	PRO/Equalities Adviser	

<b>7</b>	<b>Objective</b>
	<b>The objectives to Review the Administration of the Race Equality Scheme</b>
7.1	Members and Managers will be made aware of the implementation of the Race Equality Scheme and ensure accountability.
7.2	Ensure all current staff and potential staff are aware of the Race Equality Scheme.
7.3	Promote greater coverage of the Service's policy in the media, especially in ethnic minority media.



## Appendix 3

Policies directly linked to the HR Function responsible for the Recruitment Process

These policies will be Impact Assessed first following impact Assessment Training

Order No.	Date Review	Policy Name	Department	Priority	Date for EIA
1	03.05.01	Maternity Provisions	HR	High	Dec 05-Oct 06
2	11.01.99	Standards of Conduct	CS	High	Dec 05-Oct 06
3	29.10.96	Outside Employment	CS	High	Dec 05-Oct 06
4	15.08.00	Sickness Absence Monitoring	HR	High	Dec 05-Oct 06
5	16.08.01	Notification of Sickness Absence All Personnel	HR	High	Dec 05-Oct 06
6		Time Off in Lieu	HR	High	Dec 05-Oct 06
7	08.05.01	Time Off For Trade Union Duties	HR	High	Dec 05-Oct 06
8	03.05.01	Leave for Meeting of Whitley Council, etc.	HR	High	Dec 05-Oct 06
9	10.04.00	Equal Opportunities Policy Statement	EQ. OPS.	High	Dec 05-Oct 06
10	16.01.98	Retained Personnel - Attendance Records	HR	High	Dec 05-Oct 06
10A	24.11.98	Wholtime Personnel. - Day Crewing & Day Duty Retained. etc.	HR	High	Dec 05-Oct 06
11	18.12.00	Compassionate Leave	HR	High	Dec 05-Oct 06
12	09.04.97	Firefighter's Pension Scheme Internal Dispute, etc	CS	High	Dec 05-Oct 06
13	28.02.00	Complaints Procedure		High	Dec 05-Oct 06
14		Whistle blowing Policy	HR	High	Dec 05-Oct 06
15	09.05.01	Adoption Leave	HR	High	Dec 05-Oct 06
16	09.10.97	Staff Suggestion Scheme	CS	High	Dec 05-Oct 06
17	04.11.97	Firefighter's Pension Scheme Attachment, etc	CS	High	Dec 05-Oct 06
18	25.11.97	Early Retirement Scheme for Control Staff	HR	High	Dec 05-Oct 06
19	25.11.97	Firefighter's Pension Scheme - Contracting Out, etc	CS	High	Dec 05-Oct 06
20	12.03.98	Fire Services (Discipline Regulations) 1985	HR	High	Dec 05-Oct 06
21	02.12.02	Procedure for Independent Medical Referees	CS	High	Dec 05-Oct 06
22	11.06.02	Residential Conditions	HR	High	Dec 05-Oct 06
23	28.07.98	Firefighter's Pension Scheme Commutation Factors	CS	High	Dec 05-Oct 06
24	05.11.98	Fireground Catering	OSDG	High	Dec 05-Oct 06
25	18.01.00	Annual Leave	HR	High	Dec 05-Oct 06
26	11.07.01	Brigade Transport		High	Dec 05-Oct 06
27	01.12.99	Residential Conditions - Flex. Duty Officers	CS	High	Dec 05-Oct 06
28	18.02.00	Home Office Recruitment Leaflets	HR	High	Dec 05-Oct 06
29		Sixth Firefighter Stand Down from Fire Appliance	OSDG	High	Dec 05-Oct 06
30	25.05.00	Occupational Health Advice for Managers	HR	High	Dec 05-Oct 06
31	05.09.03	Work Experience	SLDC	High	Dec 05-Oct 06
32	07.11.00	Temporary Promotions - Wholtime Personnel	CS	High	Dec 05-Oct 06
33	10.11.00	Personal Record File - Notes of an Interview	CS	High	Dec 05-Oct 06
34	02.03.01	Job Share Policy for Uniformed Employees	HR	High	Dec 05-Oct 06
35	02.03.01	Job Share Policy for Non-Uniformed Employees	HR	High	Dec 05-Oct 06
36	02.03.01	Career Break Policy	HR	High	Dec 05-Oct 06
37	20.09.01	Self Referral for Physical Therapies	HR	High	Dec 05-Oct 06
38	25.03.02	Equal Opportunities at Work Policy	EQ. OPS.	High	Dec 05-Oct 06
39	07.11.01	Firefighter's Pension Scheme - Sharing on Divorce	CS	High	Dec 05-Oct 06

**Appendix 4 Table 1 Permanent Support Staff in post on 31<sup>st</sup> March 2005 by ethnic origin, sex and role**

	Support Staff																											
	Disabled		Scale 1		Scale 2		Scale 3		Scale 4		Scale 5		Scale 6		S.O.I		S.O.II		M1		M2		M3		M4		M5	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
WHITE	0	0	0	13	6	17	1	14	7	2	5	4	3	3	1	3	0	0	2	0	1	0	1	1	0	0	1	0
English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scottish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Welsh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>6</b>	<b>17</b>	<b>1</b>	<b>14</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pakistani	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bangladeshi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHINESE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>6</b>	<b>17</b>	<b>1</b>	<b>14</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

Appendix 5 Table 2 Permanent Operational Staff in post at 31<sup>st</sup> March 2005 by ethnic origin, sex and role

	Whole time														Retained								Disabled	
	Brigade Manager		Area Manager		Group Manager		Station Manager		Watch Manager		Crew Manager		Firefighter		Station Manager		Watch Manager		Crew Manager		Firefighter			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
White	4	0	3	0	12	0	29	1	48	0	51	0	140	3	4	0	43	0	84	0	417	15	0	0
English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scottish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Welsh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>29</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>140</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>420</b>	<b>15</b>	<b>0</b>	<b>0</b>
MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ASIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pakistani	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bangladeshi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CHINESE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>29</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>140</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>420</b>	<b>15</b>	<b>0</b>	<b>0</b>

## Appendix 6

Table 3 Permanent Control Staff in post at 31<sup>st</sup> March 2005 by ethnic origin, sex and role

			Control Staff												Disabled	
	Brigade Manager		Area Manager		Group Manager		Station Manager		Watch Manager		Crew Manager		Firefighter		M	F
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
WHITE	0	0	0	0	0	1	0	0	1	8	0	4	4	14	0	0
English	0	0	0	0	0	1	0	0	1	8	0	4	4	14	0	0
Scottish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Welsh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irish	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>14</b>	<b>0</b>	<b>0</b>
MIXED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ASIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pakistani	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bangladeshi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CHINESE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>14</b>	<b>0</b>	<b>0</b>

## Appendix 7

### Ethnicity Monitoring Categories

#### Ethnic Group

White	
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	English
<input type="checkbox"/>	British
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

Mixed	
<input type="checkbox"/>	White and Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh	
<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

Black, Black British, Black English, Black Scottish or Black Welsh	
<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh	
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

National Identity	
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	English
<input type="checkbox"/>	British
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Other <input type="text"/>
	Please Specify

## Appendix 8

## LIST OF ORGANISATIONS TO BE CONSULTED

Fire Brigades Union	<a href="http://www.fbu.org.uk">www.fbu.org.uk</a>
Unison	<a href="http://www.unison.org.uk">www.unison.org.uk</a>
Amicus	<a href="http://www.aeeu.org.uk">www.aeeu.org.uk</a>
B&EMM	<a href="http://www.fbu.org.uk">www.fbu.org.uk</a>
Networking Women in the Fire Service	<a href="http://www.nwfs.net">www.nwfs.net</a>
North Wales Race Equality Network	
Commission for Racial Equality	<a href="http://www.cre.gov.uk">www.cre.gov.uk</a>

**This list will be expanded. A Community Liaison Register is currently being compiled, with the help of the Community Fire Safety Officers and the County Fire Safety Offices.**

### Contacts

The Service	North Wales Fire and Rescue Service	<a href="http://www.nwales-fireservice.org.uk">www.nwales-fireservice.org.uk</a>
FBU	Fire Brigades Union	<a href="http://www.fbu.org.uk">www.fbu.org.uk</a>
	Unison	<a href="http://www.unison.org.uk">www.unison.org.uk</a>
	Amicus	<a href="http://www.aeeu.org.uk">www.aeeu.org.uk</a>
HRF's	Annual Returns (ODPM).	<a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a>
B&EMM	Black and Ethnic Minority Members	<a href="http://www.fbu.org.uk">www.fbu.org.uk</a>
NWFS	Networking Women in the Fire Service	<a href="http://www.nwfs.net">www.nwfs.net</a>
	North Wales Race Equality Network	01492-622233
CRE	Commission for Racial Equality	<a href="http://www.cre.gov.uk">www.cre.gov.uk</a>
CFOA	Chief Fire Officers Association	<a href="http://www.cacfoa.org.uk">www.cacfoa.org.uk</a>
DRC	Disability Rights Commission	<a href="http://www.drc-gb.org">www.drc-gb.org</a>
	Welsh Language Board	<a href="http://www.bwrdd-yr-iaith.org.uk">www.bwrdd-yr-iaith.org.uk</a>
	The Human Rights Unit	<a href="http://www.humanrights.gov.uk">www.humanrights.gov.uk</a>
	Press for Change (Trans Gender)	<a href="http://www.pfc.org.uk">www.pfc.org.uk</a>
	Stonewall (Lesbian, Gay Men and Bisexual)	<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a>

## Glossary

### A

- **Action plan**

a practical and realistic plan, with an agreed timetable, showing how an authority is planning to meet its duties.

### B

- **B&EMM**

Black & Ethnic Minority Members

### C

- **CFOA**

Chief Fire Officers Association

- **Consultation**

asking for views on policies or services from staff, colleagues, service-users, or the general public. Different circumstances call for different types of consultation. For example, consultation includes meetings, focus groups, reference groups, citizens' juries, surveys, and questionnaires.

- **CRE**

Commission for Racial Equality

### D

- **Direct discrimination**

treating one person less favourably than another on racial grounds (see page 5). Direct discrimination is unlawful under the Race Relations Act.

- **Disciplinary procedures**

the arrangements and procedures used to discipline staff. These may include informal and formal disciplinary measures.

- **Duty to promote race equality**

the general duty

### E

- **E&DF**

Equality and Diversity Forum

- **Ethnic monitoring**

the process you use to collect, store and analyse data about people's ethnic backgrounds.

- **EIA's**

Equality Impact Assessments

**F**

- **FBU**

Fire Brigades Union

- **Functions**

the full range of activities carried out by the Service's to meet its duties.

**G**

- **General duty**

the duty as given in section 71(1) of the Race Relations Act (see chapter 3, paragraph 3.1).

- **Grievance procedures**

arrangements or procedures for dealing with grievances, such as complaints about bullying, harassment or discrimination; or appeals against decisions on promotion.

**H**

- **HRF's**

Annual Returns (ODPM).

**I**

- **Impact assessment**

a systematic way of finding out how a policy (or proposed policy) affects different groups. This may include obtaining and analysing data, and consulting people, including staff, on the policy.

- **Indirect racial discrimination**

- occurs when a rule or condition which is applied equally to everyone:
- can be met by a considerably smaller proportion of people from a particular racial group;
- is to the disadvantage of that group; and cannot be justified on non-racial grounds

All three conditions must apply.

**M**

- **Monitoring**

the process of collecting, analysing and evaluating information, to measure performance, progress or change.



## N

- **NWREN**

North Wales Race Equality Network

## P

- **Policies**

the formal and informal decisions about how a public authority carries out its duties and uses its powers.

- **Positive action**

action permitted by the Race Relations Act that allows a person to: provide facilities to meet the special needs of people from particular racial groups in relation to their training, education or welfare (section 35); and target job training at people from racial groups that are under-represented in a particular area of work, or encourage them to apply for such work (sections 37 and 38).

- **Promoting race equality**

public authorities should have 'due regard to the need', in carrying out their functions, to:

- tackle unlawful racial discrimination;
- promote equality of opportunity;
- promote good relations between people from different racial groups.

- **Proportionate**

this refers to the fact that the weight given to race equality should be proportionate to its relevance to a particular function. This approach may mean giving greater consideration and resources to functions or policies that have most effect on the public, or on the authority's employees.

- **Public authority**

a body named, defined or described in schedule 1A to the Race Relations Act or, depending on the context, a body named, defined or described in one of the schedules to the Race Relations Act 1976 (Statutory Duties) Order 2001.

- **Public procurement**

the contractual or other arrangements that a public authority makes to obtain goods, works or services from an outside organisation.

- **Publish**

making publicly available; for example by producing a written document for distribution.

## R

- **Race Equality Scheme**

a timetabled and realistic plan, setting out an authority's arrangements for meeting the general and specific duties.

- **Racial group**

a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

- **Racial grounds**

reasons of race, colour, nationality (including citizenship), ethnic or national origins.

- **Race Relations Act**

the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000.

- **Relevance**

this refers to the fact that race equality will be more relevant to some public functions than others. Relevance is about how far a function or policy affects people, as members of the public, and as employees of the authority.

## S

- **The Service**

North Wales Fire and Rescue Service

- **Specific duty**

a duty imposed by the Race Relations Act 1976 (Statutory Duties) Order 2001.

- **Statutory code of practice**

a document such as this one, which offers practical guidance on the law, has been approved by Parliament, and is admissible in evidence in a court of law.

- **Statutory duties**

duties, either general or specific, which an authority is legally bound to meet.

## V

- **Victimisation**

punishing or treating someone unfairly because they have made a complaint of racial discrimination, or are thought to have done so; or because they have supported someone else who has made a complaint of racial discrimination. Victimisation is defined as unlawful discrimination under the Race Relations Act.

## Appendix 9

SECTION 1 – PROCEDURES FOR SPECIAL HAZARDS						
Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	05.07.04	2.0	05.07.05	Asbestos – Operational Hazards & Safety Considerations	OSDG	Yes
2	23.09.96			<b>Pollution of the Water Environment</b>	OSDG	Yes
3	23.09.96			Hazards from Vehicles	OSDG	Yes
4	23.09.96			Flooding	OSDG	Yes
5	15.12.04	2.1	15.12.07	Railway Incidents – Operations & Safety	OSDG	
6	21.02.97			Practical Precautions at Excavations (Trench/Pit Rescues)	OSDG	Yes
7	19.02.97			Incidents in Silos	OSDG	Yes
8	11.11.00			Marine Incident Procedures	OSDG	Yes
9	17.03.05	2.0	17.03.08	Emergency Action Codes & Supp. Info. For Dealing with Incidents Involving Dangerous Substances Conveyed by Bulk by Road & Rail	OSDG	Yes
10	06.05.99			Environmental Spill/Leak Packs	OSDG	Yes
11	18.08.04	1.0	18.08.07	Incidents in High Rise Buildings	OSDG	Yes
12	20.11.97			Point of Ayr Colliery Site	OSDG	Yes
13	05.03.98			Sandwich Panels	OSDG	Yes
14	05.10.98	DRAFT	SECTION	Confined Space Regulations	OSDG	Yes
15	24.08.98	+DRAFT	SECTION	CHEMET Procedures	OSDG	Yes
16	05.01.99			Major Incident Procedure	OSDG	Yes
17	28.09.98			Attendance to Incidents at R.A.F. Valley	OSDG	Yes
18	01.11.04	3.1	01.11.07	Working In, On or Near Water – Operations and Safety	OSDG	Yes
19	9.12.02	1.0		Tunnel Procedures	OSDG	Yes
20	09.05.02	+ DRAFT	SOPPO	Acetylene Incidents (Incidents Involving Acetylene Cylinders)	OSDG	Yes
21	NIPF	DRAFT	SOPPO	Contamination	NDG	Yes
22	NIPF	DRAFT	SOPPO	Environmental & Chemical Leak Sealing System	OSDG	Yes
23	14.06.04	2.0	14.06.05	Operational and Safety Considerations at Incidents Involving Radiation	OSDG	Yes
24	NIPF	DRAFT	SECTION	Radio & Cellular Phone Interference with Medical Equipment	?	Yes
25		DRAFT	SOPPO	Llandudno Cable Car	C02	Yes

**SECTION 2 – PROCEDURES AT SPECIFIED PREMISES**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	01.12.98			Bardsey Island	OSDG	Yes
2	28.01.99			<b><u>Ty Llewelyn – Bryn y Neuadd Hospital</u></b>	OSDG	Yes
3	05.02.99			Caernarfon Airport	OSDG	Yes
4	11.05.01			British Gas Limited, Marchwiel	OSDG	Yes

**SECTION 4 – OPERATIONAL EQUIPMENT**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	13.05	1.0	17.03.08	Lukas Hydraulic Rescue Equipment	OSDG	Yes
2	01.11.96			<b><u>Personal Protective Equipment – Goggles (General Purpose)</u></b>	OSDG	<b>Yes</b>
3	19.01.05	2.0	19.01.08	Paraid Casualty Shield	OSDG	Yes
4	12.08.98			Fire Hoods	OSDG	Yes
5	04.03.05	2.0	04.03.08	Hughes Safety Shower	OSDG	Yes
6	12.03.97			Pneumatic Chisel	OSDG	Yes
7	02.02.05	2.0	02.02.08	Akron Marauder 4508 Hosereel Branch	OSDG	Yes
8	NIPF	DRAFT	SOPPO	Confined Space Regulations (Also see SOPPO, Section 1, No, 14)	OSDG	Yes
9		Draft	SOPPO	Incident Ground Liquid Refreshment Kit	OSDG	Yes
10	14.02.97			Portable Ladders	OSDG	Yes
11	09.03.05	2.0	09.03.08	Forest Route Markers	OSDG	Yes
12	21.02.97	DRAFT	SOPPO	Argus Hand Held Thermal Imager	OSDG	Yes
13	21.02.97			Fog Major MKII	OSDG	Yes
14	07.08.03	1.0 & DRAFT	07.08.04 SOPPO	Incident Ground Liquid Refreshment Kit	OSDG	Yes
15					OSDG	Yes
16	14.03.97	DRAFT	SOPPO	Hilti TE 804 Breaker	OSDG	Yes
25	14.05.97			Industrial 70 Vacuum Cleaner	OSDG	Yes
29	08.02.05	2.0	08.02.08	Standard Testing of Hose and Hosereel Hose Assemblies	OSDG	Yes
30	04.02.97	DRAFT	SOPPO	Macdonald "Quick Action" Hosereel Coupling	OSDG	Yes
34	21.02.97			<b><u>Winches, Wire Ropes, Chains, Strops and Slings</u></b>	OSDG	Yes

**SECTION 4 – OPERATIONAL EQUIPMENT (cont'd)**

<b>Note No.</b>	<b>Date of Issue</b>	<b>Revision No.</b>	<b>Next Review Date</b>	<b>Subject</b>	<b>Author</b>	<b>EIA Completed</b>
37	NIPF	DRAFT	SECTION	Oversized Drums	OSDG	Yes
39	NIPF	DRAFT	SECTION	Seco Safety Belt	OSDG	Yes
40	NIPF	DRAFT	SECTION	Air Lifting Bags	OSDG	Yes
42	12.03.97			Testing of Fire Service Lines	OSDG	Yes
44	17.03.97			MFC Airshell Inflatable Structure (Shelter)	OSDG	Yes
46	12.03.97			Clan Lukas Hydraulic Cutter LS300C	OSDG	Yes
47	09.03.05	2.0	09.03.08	Forcible Entry Tool (Heavy Duty)	OSDG	Yes
49	11.03.97	DRAFT	SECTION	Electrical Equipment	OSDG	Yes
51	12.03.97	+ DRAFT	SOPPO	AWG Jet/Spray Branchpipe	OSDG	Yes
52	12.03.97			SGB (Acro Type) Props	OSDG	Yes
55	27.04.97			K.650 Super Partner Disc Cutter	OSDG	Yes
56	04.04.97			Radiation Contamination Monitor	OSDG	Yes
57	13.03.97			Portable Gas Lighting	OSDG	Yes
58	13.03.97			Pumpex P.700 Submersible Pump	OSDG	Yes
60	11.10.99			Remscat Electric Saw	OSDG	Yes
62	24.04.97			Cromwell Argus Riot Control Helmet	OSDG	Yes
63	13.10.97	NIPF		Foam Strategy	OSDG	Yes
64	04.11.97	DRAFT	SECTION	Procedures for the Testing, Maintenance & Repair of Portable Ladders	OSDG	Yes
65	12.03.98	DRAFT	SECTION	High Pressure Air Lifting Bags	OSDG	Yes
66	12.03.98			<b><u>Pedal Cutter</u></b>	OSDG	Yes
67	12.03.98			Cow Lifting Harness	OSDG	Yes
68	16.03.98			Low Pressure Air Lifting Bags	OSDG	Yes
69	13.07.00			Oldham MX21 Multi Gas Monitor	OSDG	Yes
70	19.06.98	NIPF DRAFT	SOPPO	Zumro Res Q Stab Blocks and Rapid Stair	OSDG	Yes
71	03.07.98			Single Use Filtering Half Masks	OSDG	Yes
75	02.11.99	DRAFT	SOPPO	Paraguard Rescue Stretcher	OSDG	Yes
76	02.11.99	DRAFT	SOPPO	Stenor Hose Repair System	OSDG	Yes
77	06.12.00	DRAFT	SOPPO	Fire Fogging Systems	OSDG	Yes
78	11.11.99			Milwaukee Super Sawzall 100-Volt Electric Saw	OSDG	Yes
79	09.03.05	2.0	09.03.08	JAFCO Hand Tools	OSDG	Yes
80	16.11.99			Tirfor Winch	OSDG	Yes
82	09.05.00			Airshore Rescue Tools and Equipment	OSDG	Yes
83	03.02.00			Ram Support	OSDG	Yes
85	26.05.00			Beam Gantry for Ladders	OSDG	Yes

**SECTION 4 – OPERATIONAL EQUIPMENT (cont'd)**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
87	02.02.01	TO BE	SUPERCEDE D BY SEC4 No87	Premier "Quick Action" Hosereel Coupling	OSDG	Yes
88	02.02.05	2.0	02.02.05	Delta Automatic DM600 Mainline Branch	OSDG	Yes
89	10.09.02	DRAFT	SOPPO	First Aid Kits		Yes
90	05.03.01			Milwaukee Power Plus Cordless Saw (Mode 6515-51)	OSDG	Yes
91	18.07.01	+ DRAFT	SOPPO	Line Safety First Response Pack	OSDG	Yes
92	13.12.02	1.0		Aireshelta Air Supported Temporary Structure	OSDG	Yes
94	23.06.04	1.1	23.06.05	Brief Relief Field Lavatory System	OSDG	Yes
95	14.06.04	1.3	14.06.05	Respirex 'Tychem TK' Limited Life Gas Suits, Associated Equipment and Procedures	OSDG	Yes

**SECTION 6 – HEALTH & SAFETY GUIDANCE**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	09.05.97			Guidance in Prevention of Contagious/Infectious Diseases for Employees	HSA	Yes
2	21.02.97	DRAFT	SOPPO	Pump Operation – Safety of Personnel	OSDG	Yes
3	11.07.97			Hypodermic Syringes and Needles Stick Injuries	OSDG	Yes
4	14.05.97			Training Dummies	SLDC	Yes
5	22.03.04	1.0	22.03.05	Safe Electrical Working Practices	HSA	Yes
6	NIPF	DRAFT	SECTION	ITK Full Body Safety Harness & Fall Arrest Lanyard	OSDG	Yes
8	26.03.04	2.0	26.03.05	Hearing Defenders	OSDG	Yes
9		Draft	Section	Dismounting of Appliances	OSDG	Yes

**SECTION 7 - OPERATIONAL PROCEDURES**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	22.11.96			Drill L1 – Slipping and Pitching a 9m or 10.5m Ladder (Crew of Three)	SLDC	Yes
2	02.11.99	DRAFT	SOPPO	Procedure for Changeover and Standard Testing of Reserve Appliances	OSDG	Yes
3	04.04.97			Operating and Safety Procedures – Hydraulic Cutting Equipment	OSDG	Yes
4	04.04.97			Crop Residue Burning Regulations 1993	OSDG	Yes
5	06.05.97			Procedure for Stepping Off Ladders	OSDG	Yes
6	08.08.97			Officers Tallies and Officers Roll Boards	OSDG	Yes
7	16.10.97	DRAFT	SOPPO	Use of Blue Lights and Two-Tone Horns	OSDG	Yes
8	16.10.97	DRAFT	SOPPO	Recovery of Equipment after Large or Protracted Incidents	OSDG	Yes
9	27.10.97			Brifen Wire Rope Safety Fence	OSDG	Yes
10	18.01.05	2.0	18.01.08	Decontamination Procedure	OSDG	Yes
12	23.03.01	+DRAFT	SOPPO	Incident Command System	SLDC	Yes
13	13.08.03	1.0	13.08.04	Flat Roof Working – Safe Systems of Work	OSDG	Yes
14	13.08.03	1.0	13.08.04	To Effect a Rescue Using 13.5m Ladder and Rope Rescue Equipment	OSDG	Yes
15		DRAFT	SOPPO	Access to Aerial Ladder Platform	OSDG	Yes

**SECTION 8 – BREATHING APPARATUS**

Note No.	Date of Issue	Revision No.	Next Review Date	Subject	Author	EIA Completed
1	03.08.05	1.2	03.08.06	Breathing Apparatus Management	OSDG	Yes