

Structure and Role of Internal and External Equality Forums

The purpose of each forum is consultative, and ratifying but each has a distinct reference, as outlined below. It is important to note that the Equalities Work Group supports the decision making of the Equality and Diversity Forum. The AFRS Equalities Consultation Group will act as a consultation/scrutiny committee with regard to key issues raised on behalf of the service.

The terms of reference, membership and time commitment for each group has been outlined below.

Equality & Diversity Forum

Membership

Chair

Roving: Combined Fire Authority (CFA) elected members with reference for equality

Members

Combined Fire Authority (CFA) elected members with reference for equality; Chief Fire Officer; Assistant Chief (Fire) Officer (Service Support); Head of Equality and Diversity; Equality and Diversity Coordinator; specifically invited attendees

Terms of Reference

To support the Equality & Diversity Unit and to encourage the progression of cultural change.

To make recommendations concerned with Equality and Diversity policy and practice, proposals and issues to the Combined Fire Authority through facilitation of sub groups to look at issues.

Advice to policy development throughout the Service and issues of work practice

Meeting Schedule

Quarterly (current – change proposed)

Equalities Working Group

Membership

Chair

Deputy Chief Fire Officer

Members

Heads of Directorates; Fire Brigade's Union; Unison; Presidents of AFRS Women's Action Group; Equality & Diversity Unit; Performance Improvement; Head of Community Safety

Terms of Reference

Directly responsible to the Equalities Forum

1. Will act as an internal consultative committee on all areas impacting on the equality of employment responsibilities and matters of access to the services that AFRS provides;
2. To provide scrutiny for policy, practice and procedure against adverse impact to equality of opportunity
3. To identify and present matters of priority or progression from the Equality

Meeting Schedule

Six per year

Avon Fire & Rescue Service (AFRS) Equalities Consultation Group

Membership

Chair

Assistant Chief Fire Officer, Service Support

Members

- Bath & North East Somerset Disability Equality Forum
- Bath & North East Somerset Race Equality Council
- Bristol & South Gloucestershire British Sign Language Users Forum
- Bristol Lesbian, Gay & Bisexual Forum
- Bristol Muslim Cultural Society
- Bristol Older People's Forum
- Fawcett Society
- Silai For Skills
- Somerset Race Equality Council
- West of England Centre For Inclusive Living
- Equalities Unit Representatives
- Timetabled invitees from across the Service

Terms of Reference

1. To act as a consultative committee on all areas impacting on equality and diversity within AFRS employment responsibilities and service provision.
2. To provide scrutiny, through the impact assessment process, of our policies and practices and offer advice on how to advance equality of opportunity.
3. To assist in the development, monitoring and review of AFRS' Race, Disability and Gender Equality Schemes
4. To assist AFRS in ensuring our community safety initiatives are accessible to all sections of the community.

Meeting Schedule

Six per year – bi-monthly for three hours.

AFRS will ensure that:

1. The agenda and papers for the meeting are sent out at least 10 days in advance of a meeting.
2. Feedback will be given on how we have used the comments and suggestions made during the meeting.
3. A payment of £100 will be given to each organisation for every meeting a representative attends.

Members of the Equalities Consultation Group are expected to:

2. Prepare for each meeting by reading the meeting papers prior to the meeting
3. Take an active role in the meeting and highlight issues that are of particular relevance to the equality strand that their organisation represents - however it is recognised that Equality Advisers may have expertise in other areas
4. Treat others present at meetings with respect and dignity

FLOWCHART of schedule of meetings

Forum	4 monthly cycle
Consultation	every 2 months
Work Group	bi monthly
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Work Group	bi monthly