## FRS Equality and Diversity – Recruitment Targets

### Issued by:
John Dackombe  
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:
- Heads of Human Resources  
- Equality and Diversity Professionals

### Summary
This circular informs Fire and Rescue Authorities of the dates of two workshops to support them in setting local recruitment targets for minority ethnic staff, and the procedure for applying for additional capital grant payments in 2009/10 and 2010/11 to support a commitment to achieve voluntary higher recruitment targets above the requirements of the National Framework and the Equality and Diversity Strategy.

### For further information, contact:

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**Website**  
www.communities.gov.uk
1.0 Workforce Diversity Targets

1.1 The Equality and Diversity Strategy, published on 20 May, set out the measures by which every Fire and Rescue Authority’s performance on equality and diversity would be assessed. One of the measures is an assessment of progress against workforce diversity targets. Paragraph 7.5 of the Strategy states that:

“The targets to be met by each Fire and Rescue Authority are:

a) By 2013, a minimum of 15 per cent of new entrants to the operational sector to be women.

b) By 2013, recruitment of minority ethnic staff across the whole organisation to be at the same percentage as the minority ethnic representation in the local working population.

c) Fire and Rescue Authorities with very low minority ethnic working age populations and low recruitment requirements may set a target in terms of individuals recruited over the five year period rather than a percentage of total recruitment.

d) By 2013, parity in rates of retention and progression between minority ethnic and white employees, and between men and women.”

1.2 Targets Workshops: To provide Fire and Rescue Authorities with help and guidance on setting their local recruitment target for minority ethnic staff, two one-day workshop sessions have been arranged:

Workshop 1 (London):
12 September 2008 (10.30 – 15.00)
BERR Conference Centre, 1 Victoria Street, London SW1

Workshop 2 (Coventry):
17 September 2008 (10.30 – 15.00)
Arden House, University of Warwick, Coventry, CV4 7AL

1.3 The workshops are intended for senior managers, HR and equality and diversity practitioners who will be involved in setting the local targets.

1.4 The aim of the workshops is to provide guidance on the approaches for determining local targets. They will also provide Fire and Rescue Authorities with the opportunity to work with others with similar staffing requirements and local population profiles to identify a method suitable for developing their own local targets.

1.5 Following the workshops advice will be issued covering the key issues explored.

1.6 To reserve places at either of the workshops Fire and Rescue Services should contact Clive Botterill on 020 7944 5763 or e-mail: clive.botterill@communities.gsi.gov.uk
1.7 **Equality and Diversity Strategy Annual Report**: Details of each Fire and Rescue Authority’s targets will be published in the first Annual Report. A circular will follow shortly regarding the timetable leading to the publication of the report. The circular will advise Fire and Rescue Authorities of when they will need to provide Communities and Local Government of details of their proposed local minority ethnic recruitment targets.

2.0 **Commitment to Higher Recruitment Targets**

2.1 Paragraph 7.9 of the Equality and Diversity Strategy encourages Fire and Rescue Authorities to strive for more rapid improvement in the diversity of their workforce by committing to the achievement of higher recruitment targets. Communities and Local Government has allocated an additional capital grant payment of £2 million. The grant payment will be a minimum of £42,000 to those Fire and Rescue Authorities which make a commitment to achieving the higher targets of 18 per cent for women in the operational sector and between 2 and 5 per cent above the local working age population for minority ethnic staff across all sections of the Service. The grant will be paid in two instalments in April 2009 and April 2010.

2.2 To receive the additional grant payment Fire and Rescue Authorities are required to make their commitment to the achievement of the higher recruitment targets in writing to the Director of Fire and Resilience at Communities and Local Government. The letter of commitment should be signed jointly by the Chair of the Fire and Rescue Authority and the Chief Fire Officer and sent to:

**Shona Dunn**
**Director**
**Fire and Resilience Directorate**
Communities and Local Government
1st Floor, Zone A3
Ashdown House
123 Victoria Street
London SW1E 6DE

2.3 Confirmation of the closing date for submission of the letter will be provided in the circular referred to in paragraph 1.7 above.

John Dackombe
Fire and Rescue Service Development Division