



## Equality Impact Assessment Form

Revised September 2010

*(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)*

*When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project*

### **Part 1 Aims & implementation of the service, policy, procedure, practice or project**

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

#### **1.1 What is being assessed?**

The potential provision of Fire and Rescue Service mobilising through Surrey Fire and Rescue Service.

#### **1.2 Officer(s) and section or service responsible for completing the assessment**

Assistant Chief Fire Officer Steve Apter – Head of Operations & Resilience  
Matt Ford – Project manager Fire Modernisation  
Rosie Barnard – IWC Lead Officer Diversity and Wellbeing.

The potential provision of Fire and Rescue Service mobilising through Surrey Fire and Rescue Service.

#### **1.3 What is the main purpose or aims of the project**

To present a detailed business case on the outsourcing of Fire Control mobilising to Surrey Fire and Rescue Service.

#### **1.4 Who is affected by the project? Who is it intended to benefit and how?**

Staff within the Isle of Wight Fire Control Centre. The public will not see any difference in Service Delivery as the point of contact through the 999 service will remain unchanged and the response standards remain as they are currently.

The wider benefits are for the Service, Incident Commanders and the community as the improved technology, resilience and future proofing will be of significant benefits as set out within the business case.

#### **1.5 Has the project been promoted or explained to those it might affect directly or indirectly?**

This project has resulted from the termination of the Government Regional Control Project. Staff within the Island Control centre has been made aware of the proposals throughout the project lifetime. The details of the proposals have been subject to continual consultation including team meetings, 1 to 1 meetings with affected staff (as a part of RCC project and will be conducted as

part of this process depending upon Cabinet decision) and the FBU.. The Service recognises that this is a difficult time for those involved and has put in place support mechanisms for those affected.

**1.6 How does the project contribute to better community cohesion?**

The project is more focussed on the technical, mobilising and command functions within the Fire Service. However it is felt a positive impact on will be delivered as part of Fire Service Modernisation.

**1.7 How does the project fit in with the council's wider aims?**

Delivering better services – (12) improve performance and value for money, (13) work consistently and cohesively with partners (14) prioritise and rationalise resources  
A safe and well-kept Island.

**1.8 What is the relevance of the aims of the project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?**

The project together with the key activities identified in 1.4 above once implemented will help to drive the equalities agenda through providing improved access, ensuring services provided meet the needs of the Island community and those who work for the service.

The output of the Equality Impact Assessment will be taken into account during the implementation of the reorganisation.

**1.9 How is, or how will the project be put into practice and who is responsible for it?**

The Fire Authority (the IWC) is ultimately responsible for ensuring an effective means is in place for dealing with emergency calls and summoning resources required and this is discharged through the Chief Fire Officer. The project is being managed by a specialist project manager and is supported by a team of technical, legal, financial and operational specialists.

## **Part 2 Consideration of data and research**

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

### **2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken**

On going FBU / Management meetings  
Consultation forums with staff affected  
Written correspondence and email exchange with staff groups  
Previous consultation on Regional Control project  
Previous public correspondence from Cabinet Member for Fire.

### **2.2 Equalities profile of users and beneficiaries**

Female: 7  
Male: 4

### **2.3 Evidence of complaints against the project on the grounds of discrimination**

None.

### **2.4 What does the consultation, research and/or data indicate about the negative impact on project**

Obviously concern exists on the impact due to staff reduction. However, there has been mitigation on this impact by not filling vacant senior management post and the flexible use of IWC call centre staff as short term secondment. Overall a neutral impact is predicted.

### **2.5 What does the consultation, research and/or data indicate about the positive impact on the project**

In accordance with 1.6 above, through more effective use of technology and the resilience improvements, it is assessed that a positive impact on all communities will be delivered through more effective targeting of resources.

### Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

#### 3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics) (please refer to the guidance for additional information)

Protected Characteristics	Negative	Neutral	Positive	Comments
Age	√		√	There might be a negative impact on staff of certain age groups which could affect their ability to find suitable alternative employment on the Island. For those members of staff who are approaching retirement age this could provide an opportunity to retire early.
Disability		√		
Gender Reassignment		√		
Marriage & Civil Partnership		√		
Pregnancy & Maternity		√		
Race		√		
Religion / Belief		√		
Sex (male / female)	√	√		There is a universal impact on all staff within the control centre. However, there could also be a negative impact on some staff in terms of pay scale due to re design of posts and reduction in staff numbers.
Sexual Orientation (LGB&T)		√		

**Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts:** *(Please refer to the guidance for additional information)*

**4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?**

Please see 2.4 above. The impact is not intended to adversely affect staff, however the reorganisation process and the reduction of staffing numbers along with the redesign of posts could have a negative impact.

**4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.**

Careful management of the changes by keeping staff informed, delivering against agreed timescale including meaningful consultation prior to changes, to ensure minimal disruption to staff. In addition, individual consultation meetings with staff will be undertaken with an independent manager and HR Advisor to address changes in role, potential redeployment to the new centre as well as training needs and other concerns will take place. The main recognised trade union has been kept informed throughout.

**4.3 If there is no evidence that the project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

See 1.6 above

**4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?**

Careful management of the changes by keeping staff informed, delivering against agreed timescale including meaningful consultation prior to changes, to ensure minimal disruption to staff. In addition, individual consultation meetings with staff will be undertaken with an independent manager and HR Advisor to address changes in role, potential redeployment to the new centre as well as training needs and other concerns will take place. The main recognised trade union has been kept informed throughout.

**4.5 How will any project be implemented?**

The project is being managed by a specialist project manager and is supported by a team of technical, legal, financial and operational specialists. Following the Cabinet delegated decision approval process, the project will be implemented in accordance with Project methodology.

**4.6 As 4.5 above please identify training requirements.**

For affected staff, training has been offered to support their future employment opportunities. Also, training in new systems, processes and procedures will be required across the whole service to ensure effective and safe implementation of the new mobilising and communication system.

## **Part 5 Conclusions & recommendations**

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

### **5.1 Does the project comply with equalities legislation?**

Yes, any changes to future service delivery will involve managers ensuring that up to date equalities and diversity training takes place and updating the equalities impact assessment as deemed necessary.

### **5.2 What are the main areas requiring further attention?**

To mitigate the short-term disruption caused through the re-design of services.  
For managers to address the changes with staff and work on ways of addressing issues relating to career pathways, development opportunities and future workload etc.

### **5.3 Summary of recommendations for improvement**

On going communication with affected staff and communication to the public throughout the process.

Promotion of the service changes to council departments, local and regional partners, through the project communication plan.

### **5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?**

Part of routine performance management.

### **5.5 When will the project be reviewed?**

A number of reviews are built in including formal project reviews and on going operational assurance reviews. These include quarterly service level agreement meetings.

## Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

***Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:***

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age	There might be a negative impact on staff of certain age groups which could affect their ability to find suitable alternative employment on the Island.  For those members of staff who are approaching retirement age this could provide an opportunity to retire early.				Staff support is available to those directly affected by the reorganisation
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)	There could also be universal negative impact on some staff in terms of pay scale due to redesign of posts and reduction in staff numbers.				Staff support is available to those directly affected by the reorganisation
Sexual Orientation					
Geographical location					

All of the above					
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**Part 6 continued – Equality Impact Assessment – Summary report**

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council’s website. Please access the Work tab of the council’s intranet and follow the instructions to upload your completed equality impact assessment on to the website.

**Date of assessment**

<b>Officer’s name</b>	Steve Apter	<b>Role</b>	Assistant Chief Fire Officer Head of Operations & Resilience
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<b>Service, policy, procedure, practice or project that was impact assessed</b>	The potential provision of Fire and Rescue Service Mobilising through Surrey Fire and Rescue Service
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<b>Summary of findings</b>	To mitigate the short-term disruption caused through the re-design of services. For managers to address the changes with staff and work on ways of addressing issues relating to career pathways, development opportunities and future workload etc.
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<b>Summary of recommendations and key points of action plan</b>	Promotion of the service changes to council departments, local and regional partners, through the project communication plan
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**Groups that this policy will impact upon**

<b>Age</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gender Reassignment</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Marriage &amp; Civil Partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Pregnancy & Maternity**

**Race**

**Religion / Belief**

**Sex (male/female)**

**Sexual Orientation**

X
