



Equality Impact Assessment Form



Introduction

The purpose of an Equality Impact Assessment (EIA) is to improve our policies, procedures, projects and services and to also comply with legislation. It is vital therefore this is carried out as part of a Business case or review process to ensure that Business Case/SOPs/SIPs/Business case, SOP, SIP, project or service/Project or Service do not discriminate or act in a way that does not comply with the Human Rights Act and that, where possible, they promote equality.

The process is carried out by systematically analysing a proposed or existing business case, SOP, SIP, project, service to identify what effect, or likely effect it will have on different groups in the community.

Our aim is to ensure that:

- a) Any negative outcomes are removed or minimised
- b) Any neutral impact should be given consideration to be made positive
- c) Any positive impact is enhanced

This is a standard form designed for use throughout Surrey Fire and Rescue Service. As such, it may not fit all, business case, SOP, SIP, project, service as well as you would like.

You may not be able to complete each section of this form. Where you cannot, it may be because:

- 1) Such information exists, but you have not come across it
- 2) There is no such information available, but it can be gathered easily
- 3) There is no such information and a system needs to be set up, consultation needs to be undertaken or research carried out to get that information

One of the outcomes of this equality impact assessment is for you to recommend or agree actions (see parts 5 and 6) related to a, b and c above. As such, you may want to consider recommending or agreeing an action to research or consult with people to gather the information that will help you to complete this assessment.

Part 1 – Aims and Implementation of the business case, SOP, SIP, project, service

1.1 What is being assessed?

- a) Name of the business case, SOP, SIP, project, service.
- b) Is the business case, SOP, SIP, project, service new or existing?
- c) What is the main purpose or aims of the business case, SOP, SIP, project, service?
- d) Manager(s) and section or service responsible for completing the assessment.

a) Fairness and Dignity at Work Policy

b) New Review

c) Set out a continued commitment to embedding equality and diversity (E&D) into Surrey Fire and Rescue Service as an employer.

d) Equality and Diversity Team

1.2 Who is affected by the business case, SOP, SIP, project, service? Who is it intended to benefit and how?

Surrey Fire and Rescue Service - by maintaining Level 1 of the Equality Standard for Local Government (ESLG) and being able to progress further within the Standard.
 Showing staff the corporate commitment to remain an employer of choice.
 Adhering to the National Strategy for Fire and Rescue Services (2008-2018)
 Adhering to equality legislation.

Fire Authority - by maintaining level 1 of ESLG and being able to progress further within the ESLG and adhering to the National Strategy for Fire and Rescue Services (2008-2018) and equality legislation.

All SFRS staff - by working within and promoting services to be delivered with an inclusive organisation.

1.3 Does the subject of this assessment impact positively or negatively on any of the following areas of people’s lives (human rights)?

	Positive	Neutral	Negative
Life (capability to be alive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Security (e.g. free from violence/fear)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education (learning and skills etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard of Living (independence, dignity & respect)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Productive and valued activities (work, care & leisure)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual, family and social life	✓	<input type="checkbox"/>	<input type="checkbox"/>
Participation, influence and voice (decision making)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Identity, expression and self-respect	✓	<input type="checkbox"/>	<input type="checkbox"/>

1.4 How does the business case, SOP, SIP, project, service contribute to better community cohesion?

The policy seeks to eliminate unlawful or undesirable discriminatory practices and promote measures designed to combat the effects of past discrimination, which in turn will ensure staff are supported within the Service wherever they live or work within the community.

1.5 What is the relevance of the aims of the business case, SOP, SIP, project, service to the equality target groups and the Service's duty to eliminate unlawful racial, disability and gender discrimination; and promote equality of opportunity?

The whole of the policy is designed to ensure the elimination of discrimination and promote equality across all areas of the employees.

1.6 How is, or will the business case, SOP, SIP, project or service, procedure, strategy or service, to be put into practice and who is, or will be responsible for it?

The policy highlights how the Service will embed equality and diversity. All staff will be responsible for putting it into action. The Head of Service Support will be responsible for the delivery of this strategy through the Equality and Diversity Team.

Part 2 – Consideration of data and research

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

The Strategy has been sent to the following organisations for their input:

NHS

Police Service

College

Coalition for Disabled People in Surrey

East and West Sussex Fire and Rescue Services

Department for Communities and Local Government

Fire Brigade Union

Senior Management Team

Equality Standard for Local Government Steering Group

All staff within SFRS have had the opportunity to comment

2.2 Equalities profile of users or those intended to benefit from the business case, SOP, SIP, project or service, procedure, project or service.

Staff Survey Data

2.3 Evidence of complaints against the SOP, SIP, project, service on grounds of discrimination.

None to date

2.4 Have you carried out any consultation or research on the business case, SOP, SIP, Project or Service?

Yes Fill out questions 2.5 and 2.6

No Got to Part 3

2.5 What does the consultation, research and/or data indicate about the negative impact of the business case, SOP, SIP, project, service?

No negative impact identified

2.6 What does the consultation, research and/or data indicate about the positive impact of the business case, SOP, SIP, project, service?

Positive impact identified on all equality strands due to nature of Policy.

Part 3 – Assessment of impact

3.1 Ethnicity: Testing of disproportional, adverse, neutral or positive impact

a) From the evidence available, does the business plan, SOP, SIP, project, or service affect or have the potential to affect ethnic groups differently?

Yes No If No go to 3.2

b) Identify the effect of this business case, SOP, SIP, project or service on different race groups from information available.

The policy is written in order to promote equality of opportunity for all those from an ethnic background who work within SFRS.

c) How is the target race group reflected in the take up of the service?

See Staff Data

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one ethnic group or for another legitimate reason?

No negative impact

3.2 Gender/Transgender: Testing of disproportionate, adverse, neutral or positive impact

a) From the evidence available, does the business case, SOP,SIP, project or service affect or have the potential to affect men, women or transgender people differently?

Yes No If No go to 3.3

b) Identify the effect of this business case, SOP, SIP, project or service on different gender groups from information available.

The policy is written in order to promote equality of opportunity for all those from any gender who work within SFRS.

c) How are men, women and transgender people reflected in the take up of the service?

See Staff Data
Current data does not include transgender statistics

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one gender or for another legitimate reason?

No negative impact

3.3 Disability: Testing of disproportionate, adverse, neutral or positive impact.

a) From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect disabled people differently?

Yes No If No go to 3.4

b) Identify the effect of this business case, SOP, SIP, project or service on disabled people from information available.

The policy is written in order to promote equality of opportunity for all those who are disabled that work within SFRS.

c) How are disabled people reflected in the take up of the service?

See Staff Data

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for disabled people or for another legitimate reason?

No negative impact

3.4 Age: Testing of disproportionate, adverse, neutral or positive impact

a) From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect age groups differently?

Yes No If No go to 3.5

b) Identify the effect of this business case, SOP, SIP, project or service on different age groups from information available.

The policy is written in order to promote equality of opportunity for all those of any age who work within SFRS.

c) How are the different age groups reflected in the take up of the service?

See Staff Data

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one age group or for another legitimate reason?

No negative impact

3.5 Gay, Lesbian, Bisexual and Heterosexual : Testing of disproportionate, adverse, neutral or positive impact

a) From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect gay, lesbian, bisexual and heterosexual people differently?

Yes No If No go to 3.6

b) Identify the effect of this business case, SOP, SIP, project or service on gay, lesbian, bisexual and heterosexual groups from information available.

The policy is written in order to promote equality of opportunity for those of any sexual orientation who work within SFRS.

c) How is sexual orientation reflected in the take up of the service?

See Staff Data

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for gay, lesbian, bisexual and heterosexual people or for another legitimate reason?

No negative impact

3.6 Religion, Belief: Testing of disproportionate, adverse, neutral or positive impact

a) From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect religious, belief groups differently?

Yes No If No go to 3.7

b) Identify the effect of this business case, SOP, SIP, project or service on different religious, belief groups from information available

The policy is written in order to promote equality of opportunity for all those from any religious or faith background who work within SFRS.

c) How are religious and belief groups reflected in the take up of the service?

See Staff Data

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for one religious, belief or for another legitimate reason?

No negative impact

3.7 Other: Additional groups that may experience impacts - testing of disproportionate, adverse, neutral or positive impact.

a) From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect other groups differently?

Yes No If No go to Part 4

b) Identify the effect of this business case, SOP, SIP, project or service on different other groups from information available

The policy is written in order to promote equality of opportunity for all those who work within SFRS.

c) How are other groups reflected in the take up of the service?

No data available

d) If yes, do any of the differences amount to?

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	
Neutral Impact	
Positive impact	Yes – Staff will continue to work in an inclusive environment.

e) If there is a negative impact, can it be justified on the grounds of promoting equality of opportunity for other group or for another legitimate reason?

No negative impact

Part 4 – Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts.

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

No negative impact found

4.2 Specify measures that can be taken to remove or minimise the disproportionate or adverse effect identified in Section 3. If none were identified in Section 3; identify how disproportionate impact or adverse effect could be avoided in future.

Any complaints against the Service based on discrimination will be considered in future.

4.3 If there is no evidence that the business case, SOP, SIP, project or service, procedure, strategy or service promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

The entire policy's purpose is to promote equality, equal opportunities and improve relations within equality target groups.

**4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?
What are the improvements that can be made?
Can they be applied elsewhere in the SFRS?**

The purpose of the policy is to ensure the Service continues to identify any areas for improvement within the Service.

4.5 How will any amended business case, SOP, SIP, project or service, procedure, strategy or service be implemented, including any necessary training?

Any amendments will be publicised to all staff.

Part 5 – Conclusions and recommendations

5.1 Does the business case, SOP, SIP, project or service comply with equalities legislation, including the duty to promote race, disability and gender equality?

Yes No

5.2 What are the main areas requiring further attention?

None identified

5.3 Summary of recommendations for improvement

None identified

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks on the effects of the business case, SOP, SIP, project, service?
(Give details)

A review on the policy will take place annually to ensure that SFRS are remaining compliant with legislation and continue to promote equality and diversity for staff within the Service.

5.5 When will the amended business case, SOP, SIP, project, service be reviewed?

Head of Service will be responsible for reviewing the strategy in conjunction with the Equality and Diversity Team. Reviews will be carried out annually.

Date completed	01.08.08	Signed by (Person Completing)	Sarah Dyde
		Role of person completing	Equality Advisor
Date	01.08.08	Signed by (Manager)	Liz Mills

Part 6 – Equality impact assessment 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, ie 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/neutral impact	Changes proposed	Lead Manager	Timescale	Resource implications	Comments

Part 6 – 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 Service's website, and return it to Business Support.

	Date of assessment	01.08.08	
Manager(s) name	Liz Mills	Role	Senior Manager Service Support
Business case, SOP, SIP, project or service, procedure, strategy or Service, that was impact assessed	Fairness and Dignity at Work Policy		
Summary of findings	No impact		
Summary of recommendations and key points of action plan	None required		

Groups that this business case, SOP, SIP, project or service will impact upon *															
Race		Gender		Sexual Orientation		Age		Disability		Religion/ Belief		Other		All	
+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
														✓	

* This information should be transposed to the front page of the Business case, SOP, SIP, project or service/Procedural document

