Equality Impact Assessment

Name of the business case, SOP, SIP, project, service	Reference Number
Protection Fire Safety	

File ref:	**EIA/Gen/001**	Issue No:	**1**
Date of Issue:	**12/01/09**	Review date:	**12/01/12**
Risk assessment completed	Yes ✔ No ☐	Environmental assessment completed	Yes ☐ No ✔

Relates to SOPs: Prot 1.1, 1.2, 1.3, 1.4

See also Toolkit

Surrey Fire and Rescue Service

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.[S1]

Premises inspections for fire safety purposes

b)   Is this new or existing?

New ✓ - Review ☐

c)   What is the main purpose or aims of the business case, SOP, SIP, project, service[S2]**?**

There is a requirement for Fire and Rescue Authorities to inspect, or to re-inspect premises under the Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O). Therefore to ensure that the Fire and Rescue Authority discharges its duties, a proactive risk based programme of fire safety audits will be undertaken. In addition, reactive inspections will be undertaken to address requirements dependent on the circumstances presented. Home Fire Risk Checks (HFRC) also fall under these additional inspections.

d)   Manager(s) and section or service responsible for completing the assessment.[S3]

Group Manager J Villis - Policy and Resilience

1.2   Who is affected by the business case, SOP, SIP, project, service? Who is it intended to benefit and how?[S4]

This procedure affects service personnel carrying out inspections for fire safety purposes and members of the public who live or work in the premises where the inspection is being undertaken. The procedure is intended to guide service personnel to successfully compete an inspection safely and efficiently. This procedure is also designed to help the public achieve compliance with Statutory Fire Safety Legislation ensuring community safety within the built environment and community fire safety within the domestic setting.

1.3   Does the subject of this assessment impact positively or negatively on any of the following areas of people's lives (human rights)? For more information - see Paper 1

	Positive	Neutral	Negative
Life (capability to be alive)	✓	☐	☐
Physical Security (e.g. free from violence/fear)	✓	☐	☐
Health	✓	☐	☐
Education (learning and skills etc.)	✓	☐	☐
Standard of Living (independence, dignity and respect)	✓	☐	☐
Productive and valued activities (work, care and leisure)	☐	✓	☐
Individual, family and social life	✓	☐	☐
Participation, influence and voice (decision making)	✓	☐	☐
Identity, expression and self-respect	✓	☐	☐

1.4   How does the business case, SOP, SIP, project, service contribute to better community cohesion?[S5]

All personnel have had diversity and equalities input either through their initial training or through the Face-to-Face sessions or from the Advanced Award in Equal Opportunity training. Fire Safety inspections are carried out on the building itself with due regard for its use and occupants. The procedures and actions taken by the occupants to prevent fire and keep every one safe should a fire occur may also form part of the inspection especially in HFRC. Inspections are carried out regardless of cultural differences whether it is for religious reasons or plain politeness due regard is paid, where possible, to respect customs and common courtesy. By paying due regard to cultural customs and common courtesy while still carrying out a full and comprehensive inspection, will help to promote positive cross cultural relations.

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?[S6]**

This procedure, in its self, is not aimed at eliminating unlawful racial, disability or gender discrimination. It is the Services over arching policy to promote equality of opportunity and prevent discrimination. Statistical evidence will have highlighted a higher community risk due to communication difficulties, customs, practices or type of premises that the community live or work in.

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?**[S7]

The procedure will be actioned on receipt of a call from a member of the public, as part of a programmed inspection, on receipt of a call from a member of Surrey Fire and Rescue Service (SFRS) following an incident or as a result of findings from another inspection or a request from another Service. The Service Response department will be responsible for delivering and monitoring all inspections. Managing reviews to a policy or procedure will be the responsibility of the Policy and Resilience department.

Part 2   Consideration of data and research[S8]

2.1   List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.[S9]

Census data: Yes ☐ - No ✓ [Link](#) Staff survey, Yes ☐ No ✓ Other info [Link](#)

Other quantitative and qualitative data:

There is no data at present that can map premises inspected with the type of person that lives or works within that premises.

Some degree of statistical information can be taken from Home Fire Risk Check database but at present these are not broken down within the six strands of equality and are not enough entries to gain any meaningful results at present.

Some data on the numbers of Eastern European's in Surrey has been provided but not what type of premises they live or work in.

2.2   Equalities profile of users or those intended to benefit from the business case, SOP, SIP, project or service, procedure, project or service.[S10]

Census data: Yes ✓ - No ☐ [Link](#) Staff survey, Yes ✓ No ☐ Other info [Link](#)

Other data:

2.3   Evidence of complaints against the SOP, SIP, project, service on grounds of discrimination.[S11]

There have been no complaints against the Service to date on grounds of discrimination.

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?[S12]

2.6 What does the consultation, research and/or data indicate about the positive impact of the business case, SOP, SIP, project, service?[S13]

Part 3   Assessment of impact

3.1   **Ethnicity**[S14]**: 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?**[S15]

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.**[S16]

Evidence will have highlighted a higher community risk due to communication difficulties, customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

c)   **How is the target race group reflected in the take up of the service?**[S17]

Census data: Yes ✔ - No ☐ Link Staff survey, Yes ✔ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety Information and reports may not be fully understood due to language barriers
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?**[S18]

Yes as mentioned in 1.5 and 3.1d

3.2 Gender/Transgender[S19]: 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?[S20]

Yes: ✓   No: ☐   If No go to 3.3

b) Identify the effect of this business case, SOP, SIP, project or serivce on different gender groups from information available.[S21]

Evidence will have highlighted a higher community risk due to customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

c) How are men, women and transgender people reflected in the take up of   the service?[S22]

Census data: Yes ✓ - No ☐ Link Staff survey, Yes ✓ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety.
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?**[S23]

Yes as mentioned in 1.5 and 3.2d.

3.3 Disability[S24]**: 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?**[S25]

Yes: ✓   No: ☐   If No go to 3.4

b) **Identify the effect of this business case, SOP, SIP, project or serivce on disabled people from information available.**[S26]

Evidence will have highlighted a higher community risk due to communication difficulties, customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

c) **How are disabled people reflected in the take up of the service?**[S27]

Census data: Yes ✓ - No ☐ Link Staff survey, Yes ✓ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety. Reports and advice might require alternative Format ie larger type etc for staff Owners of premises might require alternative formats
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?[S28]

Yes as mentioned in 1.5 and 3.3d.

3.4 Age[S29]**: 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?**[S30]

Yes: ✓   No: ☐   If No go to 3.5

    b) **Identify the effect of this business case, SOP, SIP, project or serivce on different age groups from information available.**[S31]

Evidence will have highlighted a higher community risk due to communication difficulties, customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

    c) **How are the different age groups reflected in the take up of the service?**[S32]

Census data: Yes ✓ - No ☐ Link Staff survey, Yes ✓ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety.
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?**[S33]

Yes as mentioned in 1.5 and 3.4d.

3.5 Gay, Lesbian, Bisexual and Heterosexual [S34]**: 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?**[S35]

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**[S36]**.**

Evidence will have highlighted a higher community risk due to customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

c) **How is sexual orientation reflected in the take up of the service?**[S37]

Census data: Yes ☐ - No ✓ Link Staff survey, Yes ☐ No ✓ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety.
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?**[S38]

Yes as mentioned in 1.5 and 3.5d.

3.6 Religion, Belief[S39]**: 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?**[S40]

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**[S41]

Evidence will have highlighted a higher community risk due to customs, practices or type of premises they live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

c) **How are religious and belief groups reflected in the take up of the service?**[S42]

Census data: Yes ✔ - No ☐ Link Staff survey, Yes ✔ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	No, all inspections will be lawful. There should be no negative impact due to discrimination. A group may be targeted but this will be for a positive reason. Responsible persons may feel aggrieved due to a requirement to alter practices or structure of a building or prosecution due to inadequate fire safety.
Neutral Impact	Yes, if an inspection is carried out and everything seems to be in line with good fire safety practice.
Positive impact	Yes, if problems are found and corrected ensuring the occupants are at a lower risk from fire.

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?**[S43]

Yes as mentioned in 1.5 and 3.6d.

3.7 **Other: Additional groups that may experience impacts - testing of disproportionate, adverse, neutral or positive impact**[S44].

    a)   **From the evidence available, does the business case, SOP, SIP, project or service affect or have the potential to affect other groups differently?**[S45]

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**[S46]

Evidence will have highlighted a higher community risk due to customs, practices or types of premises additional groups may live or work in. This will have a positive impact on these targeted groups allowing them full access to community safety information and protecting them from unsafe practices, environments or premises.

    c)   **How are other groups reflected in the take up of the service?**[S47]

Census data: Yes ✓ - No ☐ Link Staff survey, Yes ✓ No ☐ Other info Link

There is insufficient data available.

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

	Reason, evidence, comment
Barriers, negative impact or unlawful discrimination	All inspecting will be lawful. A group may be targeted due to the types of premises inspected inadvertently.
Neutral Impact	Yes, if an inspection is carried out and everything is in line with good fire safety practice.
Positive impact	Any issues highlighted are corrected ensuring the occupants are at a lower risk from fire.

    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?**[S48]

Yes as mentioned in 1.5 and 3.6d.

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?[S49]

No negative equality impacts are intended. Responsible persons that fail to comply with their statutory duties under the fire safety legislation may be liable to prosecution.

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.[S50]

Adherence to the Services and Surrey County Councils fairness and dignity policy.

Service wide training on common courtesy and respect for other cultures and religious beliefs.

Consider methods to overcome barriers in communications either through language or disability.

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?[S51]

Not applicable

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?[S52]

The procedure itself fit for purpose, but the way in which personnel communicate and act when they come into contact with members of the public may be improved through training. See 5.2 and 5.3.

4.5 How will any amended business case, SOP, SIP, project or service, procedure, strategy or service be implemented, including any necessary training?[S53]

Depending on the level of change or update any amendments may be implemented through the S-net or through Learning and Development structured training package.

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?[S54]

Yes: ✔   No: ☐

5.2   What are the main areas requiring further attention?

Though some personnel within Surrey have been instructed on how to pick up on clues to a member of publics cultural or religious protocol and how we can accommodate these, safety permitting, when entering their premises or when interacting with them, this can't be taken as correct for all personnel within SFRS.

5.3   Summary of recommendations for improvement

A better understanding of the different groups within the communities of Surrey. The way in which we record these differences is currently being developed.

Consider methods to overcome barriers in communications either through language or disability. A training package that covers how we introduce our selves, common courtesy and respect.

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?[S55]
(Give details)

There is insufficient data available to assess if a target group is being discriminated against. Data gathering processes need to be put in place to enable any future potential impacts

5.5   When will the amended business case, SOP, SIP, project, service be reviewed?[S56]

1.1   The Standard Operating Procedure shall be reviewed following:

   a)   Receipt of new information.
   b)   As a result of an investigation.
   c)   When introducing new vehicles, equipment and technology.
   d)   When introducing change to or new working procedures.
   e)   In any event after a period of three years.

At any other time when the current procedure is deemed to be invalid.

Date completed:		Signed by (person completing)	
		Role of person completing	GM Policy and Resilience
Date:		Signed by (Manager)	

Part 6   Equality impact assessment improvement plan[S57]

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
4. If no actions go to Part 7

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
3.3	Report format	Group Manager Protection and Group Manager Prevention			
3.1	Service wide training on common courtesy and respect for other cultures and religious beliefs	Group Manager Training			
	Monitoring processes put in place	Jane Osman Business support			Data gathering task and finish group

Part 7   Equality impact assessment summary report[S58]

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: 23 October 2008

Manager(s) name: Jeff Villis   **Role:** Group Manager

Business case, SOP, SIP, project or service, procedure, strategy or Service, that was impact assessed:

Protection Fire Safety

Summary of findings:

Statistical evidence may impact on certain areas of the community. All activities are legal and in line with current legislation no one group will be treated differently for the purpose

Summary of recommendations and key points of action plan:

Consider methods to overcome barriers in communications in language or recognition of cultural difference. A training package that covers how we introduce our selves, how to contact for an interpreter if necessary, common courtesy and respect should cover this

Groups that this business case, SOP, SIP, projector 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

Page: 1
[S1]

a) *What is being assessed –business case, SOP, SIP, project or service, procedure strategy or service? Is it new or existing?*

Page: 1
[S2]

C) Please give a brief description of the main aims; this can be taken from the BC1.

Page: 1
[S3]

d) *Explain why the members of the impact assessment team were selected, eg the knowledge and experience they bring to the process.*

Page: 1
[S4]

1.2 *Who are the main stakeholders in relation to this business case, SOP, SIP, project or service?*

What outcomes would other stakeholders want from this business case, SOP, SIP, project or service?

Are there any groups which might be expected to benefit from the intended outcomes, but which do not?

Page: 2
[S5]

1.4 *How do you promote good relations between different communities you serve based on mutual understanding and respect?*

What opportunities are there for positive cross-cultural contact between these communities to take place, eg between younger and older people, or between people of different religious faiths?

1.5   *Does the business case, SOP, SIP, project, service apply to a particular equality group? E.g. Yes Scheme or Disability in Employment Business case, SOP, SIP, project or service*

1.6   *Who defines or defined the business case, SOP, SIP, project or service?*

            Who implements the business case, SOP, SIP, project or service?

            How does the Service interface with other bodies in relation to the implementation of this business case, SOP, SIP, project or service?

            Is the service provided solely by the Service/Area or in conjunction with another Area, agency or contractor?

            If external parties are involved, then what are the measures in place to ensure that they comply with the Service's Equality & Diversity Strategy?

[S7]

[S8]

Part 2   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 business case, SOP, SIP, project, service.

2.1   Refer to pages 4,5,6 and 7 of the toolkit. Please note that both Census data and Staff Survey should be considered. In some cases data may not exist or be available and you may therefore have to undertake additional research. If data is not available please state.

2.2   Use monitoring data where available on the equalities profile of staff and the local community (e.g. Age, Gender, Disability, Race, Religion & Belief and Sexual Orientation). Please note that both Census data and Staff Survey should be considered. Staff data can be found in the SCC Staff Survey Results and

local community data can be found at
www.neighbourhood.statistics.gov.uk [S10]

2.3 *Is there any evidence of complaints either from service users or staff (grievance) as to the delivery of the service or its operations on the equality target groups?* [S11]

[S12]

2.5 Does any of the evidence show that there is a negative impact on one or more   group of people? This will need to be included/expanded on in Part 3. [S12]

[S13]

2.6 Does any of the evidence show that there is a positive impact on one or more   group of people? This will need to be included/expanded on in Part 3.

-1999962093.0 [S14]

3.1 *Ethnicity categories are: White, Mixed background, Asian or British Asian, Black or British Black, Other ethnic groups including Chinese and Gypsies or Travellers.*

[S15]

a) You must think about POSITIVE as well as NEGATIVE affects.

[S16]

b) You will need to refer back to evidence gathered through monitoring and consultation.

[S17]

c) Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available? (Please

state) Please note that both Census data and Staff Survey should be considered.

[S18]

e)　　For example, a project may be set up to cater for a need in the community e.g home fire risk checks for the Chinese population within Surrey. This CAN be justified on the grounds of promoting equality for one ethnic group. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are unsure if this is unlawful you may need to consult with County Legal department

-1999962093.0   [S19]

3.2　　*Consider men, women and those people whose gender identity is not that which they were assigned at birth.*

[S20]

a)　You must think about POSITIVE as well as NEGATIVE affects.

[S21]

b)　You will need to refer back to evidence gathered through monitoring and consultation.

[S22]

c)　Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available*?* (Please state) Please note that both Census data and Staff Survey should be considered.

[S23]

e)　For example, a project may be set up to cater for a need in the community e.g Safe Drive Stay Alive concentrating on young men. This CAN be justified on the grounds that young men are statistically more likely to be involved in an accident after passing their driving test. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are

unsure if this is unlawful you may need to consult with County Legal department.

-986447871.0   [S24]

Consider different disabilities:

Physical Impairment, such as using arms or mobility issues.

Sensory Impairment, such as being blind or having a serious visual impairment

Mental Health Condition, such as depression or schizophrenia

Learning Disability/Difficulty, such as Down's Syndrome or dyslexia

Long-standing illness or Health Condition, such as cancer or HIV, diabetes, or epilepsy

[S25]

a)   You must think about POSITIVE as well as NEGATIVE affects.

[S26]

b)   You will need to refer back to evidence gathered through monitoring and consultation.

[S27]

c)   Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available?(Please State) Please note that both Census data and Staff Survey should be considered.

[S28]

e)   For example, a project may be set up to cater for a need in the community e.g Home Fire Risk Checks for the hard of hearing. This CAN be justified on the grounds that the hard of hearing will require a different type of smoke detection system. If it cannot be justified then the business case/SOP/SIP/project or service cannot be

implemented. If you are unsure if this is unlawful you may need to consult with County Legal department.

-986447871.0   [S29]

3.4   *Consider both issues affecting older and younger people*

Page: 12
[S30]

a)   You must think about POSITIVE as well as NEGATIVE affects.

[S31]

b)   You will need to refer back to evidence gathered through monitoring and consultation.

[S32]

c)   Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available?(Please State) Please note that both Census data and Staff Survey should be considered.

[S33]

e)   For example, a project may be set up to cater for a need in the community e.g Safe Drive Stay Alive concentrating on young people. This CAN be justified on the grounds that young people are statistically more likely to be involved in an accident after passing their driving test. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are unsure if this is unlawful you may need to consult with County Legal department.

-986447871.0   [S34]

-986447871.0   **The term gay can be used to describe a gay man and a lesbian**

[S35]

a) You must think about POSITIVE as well as NEGATIVE affects.

[S36]

b) You will need to refer back to evidence gathered through monitoring and consultation.

[S37]

c) Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available? (Please state) Please note that both Census data and Staff Survey should be considered.

[S38]

e) For example, a project may be set up to cater for a need in the community e.g Home Fire Risk Checks concentrating on gay men. This CAN be justified on the grounds that gay men are 40% more likely to smoke, therefore putting them statistically at higher risk of having a house fire. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are unsure if this is unlawful you may need to consult with County Legal department.

[S39]

3.6 Including Christian, Catholic, Jewish, Sikh, Hindu, Rastafarian, Muslim, Buddhist

[S40]

a) You must think about POSITIVE as well as NEGATIVE affects.

[S41]

b) You will need to refer back to evidence gathered through monitoring and consultation.

[S42]

c) Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available? (Please State) Please note that both Census data and Staff Survey should be considered.

[S43]

e) For example, a project may be set up to cater for a need in the community e.g Youth Engagement Scheme to ensure young Muslims get the fire education equivalent to other external organisations, such as, Cubs. This can be justified on the grounds that young Muslims are less likely to attend Cubs. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are unsure if this is unlawful you may need to consult with County Legal department.

[S44]

3.7 These other groups could include factors such as literacy, health, poverty, marital status, part time workers etc.

[S45]

a) You must think about POSITIVE as well as NEGATIVE affects.

[S46]

b) You will need to refer back to evidence gathered through monitoring and consultation.

[S47]

c) Is there any data that can show the uptake of the service? Or is this unknown due to there being no data available? (Please state) Please note that both Census data and Staff Survey should be considered.

[S48]

e) For example, a training programme that is run for Flexi-officers only on a Tuesday CAN be justified on the grounds that all Flexi-officers

are on duty on Tuesday are therefore this does not exclude anyone from attending. If it cannot be justified then the business case/SOP/SIP/project or service cannot be implemented. If you are unsure if this is unlawful you may need to consult with County Legal department.

-986447871.0   Page: 19
   [S49]

-986447871.0   *If policy, procedure, strategy or service is directly discriminatory the proposal MUST be re-written*

4.2   How will you ensure that disproportionate impact or adverse effect can be avoided in the future? Consider your monitoring and review process.

[S50]

[S51]

4.3   Consider your data gathering and monitoring process, can this be linked to any partnership organisations to improve knowledge of equality groups.

[S52]

4.4   Consider your data gathering and monitoring process, can this be linked to any partnership organisations to improve knowledge of equality groups.

-986447871.0   Include actions, date for completion, Manager(s) responsible and any budget requirements [S53]

5.1   Take into account your findings from the impact assessment and consultation and explain how the policy was decided upon its intended effects and its benefits [S54]

[S55]

5.4   Give details If it's a new policy, procedure, strategy or service and there is no evidence to suggest there might be discrimination a 6 monthly review is recommended to monitor impact. Others might

included reviewing a training programme when complete, natural review of policy at 3 yearly intervals etc

5.5 Include dates for completion and Manager(s) responsible [S56]

[S57]

Part 6 Equality Impact Assessment improvement plan

A team should keep a copy of the improvement plan to initiate any proposed changes.

[S58]

Part 7 –

Part 7 is to be published on the external web site. The Service must publish the results of the impact assessments in report form and this should be in a systematic and consistent manner, at the same time acknowledging that each EIA will be unique.

It is likely that a draft EIA report will have been made publicly available during formal consultation but the final version of the report should give reasons for either rejecting or accepting the results of the consultations.