

EIA – Learning and Development team re-structure

Did you use the EIA Screening Tool? (Delete as applicable)

Yes

1. Explaining the matter being assessed

Is this a:

- Change to a service or function

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

The aim of the re-structure is to increase the range of operational training that is delivered to Surrey Fire and Rescue Service (SFRS) staff and longer term to improve the training resources available to all SFRS staff.

Improvements will be facilitated by increasing the number of full-time equivalent staff to 18 and by restructuring the responsibilities of the instructors and the senior training support officers. Specifically, it is envisaged that:

- Reducing the number of subjects that an instructor is responsible for down to 1, whilst deputising for 1 other subject – this will give clear lines of responsibility for assuring training and training resources are of a high standard, meet the requirements of awarding bodies or strategic directives as applicable, are up to date with latest developments and meet the needs of the students.
- All instructors will have a generalist remit alongside their specialism.
- Learning and Development Coordinators to become officers and take on wider remits to monitor and direct instructors to meet the requirements of the training plan.
- Increasing the number of instructors to enable development time so that instructors can attain and maintain their operational and instructor skills and develop their products to further benefit their students.
- By multiskilling staff in all areas this will reduce the dependency upon Bank Trainers, ensuring greater resilience of training delivery due to changing commitments/availability of Bank Trainers.

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

- Everyone lives healthy, active and fulfilling lives, and makes good choices about their wellbeing.
- Everyone benefits from education, skills and employment opportunities that help them succeed in life.

Equality Impact Assessment

Are there any specific geographies in Surrey where this will make an impact?

- County-wide

Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

Detail here who you have involved with completing this EIA. For each include:

- All current training school staff
- Surrey FRS
- These are a mixture of managers, specialists and users.

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
 2. Disability
 3. Gender reassignment
 4. Pregnancy and maternity
 5. Race including ethnic or national origins, colour or nationality
 6. Religion or belief including lack of belief
 7. Sex
 8. Sexual orientation
 9. Marriage/civil partnerships
- Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).
 - Members/Ex members of armed forces
 - Adult and young carers*
 - Those experiencing digital exclusion*
 - Those experiencing domestic abuse*
 - Those with education/training (literacy) needs
 - Those experiencing homelessness*
 - Looked after children/Care leavers*
 - Those living in rural/urban areas
 - Those experiencing socioeconomic disadvantage*
 - Out of work young people)*
 - Adults with learning disabilities and/or autism*
 - People with drug or alcohol use issues*
 - People on probation
 - People in prison
 - Migrants, refugees, asylum seekers
 - Sex workers

Equality Impact Assessment

- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

Equality Impact Assessment

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Surrey FRS already trains its operational staff to be competent firefighters. The proposed re-structure of the training team will further enhance the effectiveness and efficiency of the team and its outcomes.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The service already prioritises vulnerable people through the delivery of its services. This will be further enhanced by this approach.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

SFRS is beginning to undertake its Community Risk Management Programme, to set the strategy for SFRS, taking over from the current Making Surrey Safer Plan by the end of 2024.

Any negative impacts that cannot be mitigated?

None at this point.

Equality Impact Assessment

3. Staff

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Staff who are neurodiverse, may feel any changes to their working pattern impact them more than other members of staff.

Staff who work as Bank Trainers will have reduced opportunities to work extra shifts. This may impact their income during a time where there are increases to their cost of living.

Those staff currently working as Crew Commanders may not be successful or may not want to become Watch Commanders and so would be given roles outside of training school.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

All staff, including those with neurodiverse conditions will be consulted before any transitional arrangements are put in place. All staff will have equal access to the selection process, where all disabilities will be considered and reasonable adjustments are taken into account.

All staff working as Bank Trainers will have the opportunity to apply for any remaining additional roles within the training team once those individuals whose posts are at risk have had the opportunity to apply.

Any staff currently working in training school, who are unsuccessful in gaining a role in the proposed structure, would be given a role at the same rank and pay elsewhere in the service.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

SFRS is beginning to undertake its Community Risk Management Programme, to set the strategy for SFRS, taking over from the current Making Surrey Safer Plan by the end of 2024.

Any negative impacts that cannot be mitigated?

None identified at this stage.

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

Equality Impact Assessment

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

Outcome Two.

Explanation:

All staff working as Bank Trainers will have the opportunity to apply for any remaining additional roles within the training team once those individuals whose posts are at risk have had the opportunity. Any staff currently working in the training school, who are unsuccessful in gaining a role in the proposed structure, would be given a role at the same rank and pay elsewhere in the service. By multiskilling staff in all areas this will reduce the dependency upon Bank Trainers. This will ensure greater resilience of training delivery due to changing commitments/availability of Bank Trainers.

The service already prioritises vulnerable people through the delivery of its services. This will be further enhanced by this approach.

Equality Impact Assessment

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve you Assessment Team in monitoring progress against the actions above.

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/Closed
1	January 2023	Consultation with staff	GC Adrian Willard	Jan 2023		
2	April 2023	Monitoring of process	AC Richard Priest	July 2023		
3						

6a. Version control

Version Number	Purpose/Change	Author	Date
1	Initial EIA	Richard Priest	22/11/2022
2	Updated to mitigations	Danni Lamaignere/Tina Thorburn/Dalwinder Rai/Bernie Beckett	23/11/2022
3.	Overview and approval	Dan Quinn	24/11/2022
4.	Finalise EIA with all comments	Danni Lamaignere/Tina Thorburn/Dalwinder Rai/Bernie Beckett	24/11/2022

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

Equality Impact Assessment

6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	24/11/2022
Executive Director	24/11/2022
Cabinet Member	24/11/2022
Directorate Equality Group	N/A

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to: **INSERT SHARED EMAIL ACCOUNT ADDRESS**

EIA author:

6c. EIA Team

Name	Job Title	Organisation	Team Role
Dal Rai	EDI Partner	SFRS	EDI
Tina Thorburn	Business Manager	SFRS	Business Manager
Richard Priest	AC- Professionalism	SFRS	AC- Professionalism
Danni Lamaignere	People and OD Lead	SFRS	People and OD Lead
Bernie Beckett	Chief of Staff	SFRS	Chief of Staff
Dan Quin	CFO	SFRS	CFO

If you would like this information in large print, Braille, on CD or in another language please contact us on:

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