

SYFR Template for Equality Impact Assessments

Introduction

You may find it helpful to read [Equality Impact Assessments: Guidance for Conducting Assessments](#). Examples of assessments and other useful information can be found in the Equality & Diversity section of the intranet.

Remember that the outcome of any equality impact assessment (EIA) should be **service improvement**. At the conclusion of the assessment these improvements should be documented in the action plan and added to your business plan.

This document is a standard template designed to make you consider the needs of all kinds of people in the community.

NB: Please highlight and overtype all italic writing ONLY in the following boxes.

Title of EIA – **REVIEW OF SERVICE PROVISION WITHIN
SOUTH YORKSHIRE FIRE & RESCUE**

Part 1 – What are the aims of the service/policy you are assessing?

1.1 What is being assessed? Is it new or is it an existing service/policy? What is the main aim or purpose of the service/policy?

This EIA has been written based on the Change Programme Work Stream, Review of Service Delivery; (Sheffield Emergency Cover, Roving Pumps, RDS Cover and Wholetime Crewing Arrangements).

This is focused on an organisational restructure across departments and is one of the changed service delivery options (IRMP)

A description of the review of service delivery and the scope for change is included in the report accompanying this EIA

1.2 Who is responsible for the service/policy? Who are the members of the assessment team? Who is responsible for the assessment?

The Deputy Chief Fire Officer and Executive Team are responsible for making decisions on the change along with FRA Elected Members.

Key departments which will have an input area as follows:-

- Emergency Response -implementation of IRMP Options
- Finance -managing and reporting on budgets
- Human Resources -ensuring staffing meets requirements and staff are treated fairly, talent is retained.
- Policy, Performance and Programmes -proposals are risk assessed, and implementation is supported and risk and impact assessed.

1.3 Who implements the service/policy? Is the service/policy provided solely by the team/service/directorate or in conjunction with another team/service/directorate, agency or contractor? If external agencies are involved, what actions are going to be put in place to ensure that they comply with the Authority's Equality and Diversity policies?

The overall responsibility for implementation will lie with the SYFR executive team.

The key departments concerned will be Human Resources, Policy, Performance and Programmes, the Service Delivery Directorate and Financial Services.

1.4 To what extent does the service/policy have an impact on people? Who is affected by the service/policy and how?

This proposal and accompanying research report has potential positive and adverse impacts on staff and the public. These are indicated, along with possible mitigating actions, in the accompanying research report.

1.5 How has the service/ policy been promoted or explained to these groups of people? What analysis has been done to identify if the service/policy is meeting the needs of ALL these groups of people?

Communications and consultation with staff and communities will be undertaken in accordance with the Corporate Communications Plan.

Part 2 – What data and research do you need to consider?

You need to assess whether certain groups of people may be experiencing a barrier to accessing your service and /or be disadvantaged by your policy. This section should help you identify the sort of information that will help you to do this.

2.1 What data, information or results of consultation exercises are available to you to use in your assessment?

An EIA Task Team has assembled an accompanying Research Report with a range of research and information.

Detailed risk modelling has been conducted to identify which geographical areas may receive a better or worse response or an increase or decrease in risk, as a result of the changes proposed.

Further updates to the EIA may be appropriate following the completion of any consultation.

2.2 What does the information tell you about the value of the service/policy to those intended to benefit from it? What complaints have been made about the service/policy and have they been from minority groups of staff/customers?

Risk and needs assessment documentation, along with SYFR Workforce Profile shows that employment and services provided by SYFR can have significant impacts on staff and communities across the equality protected characteristics.

The business case which this EIA compliments is prepared in order to review the service provision within South Yorkshire Fire & Rescue.

A number of areas of service provision have been considered within the review.

These areas may have impact on some members of our own staff and/or members of local communities.

There is no evidence to suggest that there will be any disproportionate impact upon any specific minority groups within either our staff or the public.

The review of Sheffield Emergency Cover will recommend the merger of 2 fire stations into one, and the opening of a new full-time station to replace a retained fire station in order to provide a more appropriate service provision to a wider area taking into account changes and proposed changes to demographics.

This will produce cost savings on staff, appliances and premises in the long term, when considered alongside the other business cases. Reductions in staff will be achieved through natural wastage.

The review of roving pumps will recommend their removal from service.

This will produce cost savings on staff and appliances. Reductions in staff will be achieved through natural wastage and the transfer of some operational staff to other stations.

The review of the Retained Duty System will recommend that the provision at 2 stations is removed.

This will produce cost savings on staff, appliances and premises. Reductions in staff will be achieved through the termination of a number of retained contracts and alterations to some dual contracts.

The review of crewing arrangements will recommend that consideration is given to implementing alternative crewing systems at a number of single pump stations.

This will produce cost savings on staff and appliances. Reductions in staff will be achieved through natural wastage and the transfer of some operational staff to other stations.

There may be a public perception of reductions in service but there will be no impact on service provision. Understanding of this will need to be carefully managed throughout any consultation processes.

2.3 Does the information suggest that this service/policy could have a differential impact on certain groups of people?

There is no evidence that any of the recommendations contained within this business case would have any adverse effects upon any specific groups of people.

There is a potential that certain groups may identify adverse effects and it will be necessary, through the consultation process, to manage any issues which arise.

Part 3 – Assessment of impact

Testing of differential (adverse, neutral or positive) impact of service/policy on groups of people.

This section asks you to assess the impact of the service/policy in relation to people across the six strands of diversity covered by the Equality Standard for Local Government and SYFR Equality and Diversity Scheme, along with any impacts on other groups which may be relevant to our services.

3.1 Using the information available, identify the effects on this service/policy on the following groups

Note: that you may be able to justify a positive differential impact on grounds of promoting equal outcomes for under represented or disadvantaged groups within the law

See **glossary of terms** in guidance to assist you.

(Please tick the appropriate box)

	Adverse Impact	Neutral Impact	Positive impact	Explain your answer
RACE		X		There is no known evidence at this time that the recommended measures will have any disproportionate impact on this group
GENDER <i>(Men, women, transsexual people)</i>		X		None of the recommended measures have any known disproportionate impact on this group
DISABLED PEOPLE		X		None of the recommended measures have any known disproportionate impact on this group
AGE <i>(Across the whole age spectrum)</i>		X		None of the recommended measures have any known disproportionate impact on this group
SEXUAL ORIENTATION <i>(Heterosexual, bisexual people. Lesbians, Gay men)</i>		X		None of the recommended measures have any known disproportionate impact on this group
RELIGION/BELIEF <i>(and Faith)</i>		X		None of the recommended measures have any known disproportionate impact on this group
OTHER <i>(Additional groups that may experience impacts)</i>	X			There may be potential adverse impact on a small number of geographical communities which may experience slightly longer response times due to closure of fire stations or removal of crews/appliances. These aspects have been extensively researched and proposals which minimise the effect on the public have been put forward. Where a potentially longer response time has been

				considered, additional consultation measures will be put in place.
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Part 4 – Identifying the changes & improvements you need to make

For any area of adverse impact you will need to consider making changes. If sufficiently adverse to amount to illegal discrimination you will need to consider the option of abandoning the policy/service approach causing the adverse impact.

4.1 In Section 3, did you identify any adverse impact? Could it be illegal?
No. Any legal issues would need to be considered in light of any information which is collated as a result of consultation.

4.2 How can the barriers be removed or disadvantage minimised? How can you make sure that this situation is avoided in the future?

<p>We have completed a wider review of the potential positive and negative impacts of the recommended options on our communities and our workforce.</p> <p>Whilst there are no known impacts on the 9 protected characteristics we have identified a number of actions which when implemented should mitigate adverse impacts and reduce barriers to service.</p> <p>The accompanying report provides a comprehensive , initial list of mitigating actions.</p> <p>This list needs to be prioritised and resourced for implementation by Project Managers (DCFO/M Shaw)</p>

4.3 What equality monitoring, evaluation, review systems will be set up to carry out regular checks on the effects of the policy/service?

This EIA will need to be implemented/signed off once the Change Programme has been agreed with the Chief Executive and the FRA.			
Date completed	7.9.11	Signed by (Manager conducting the EIA)	R Parramore

Part 5 – Equality impact assessment action plan

Please use this section to develop an Action Plan to implement the key recommendations of the equality impact assessment:

Please note that this Action Plan should address any concerns or issues related to equality and diversity that have been identified in the equality impact assessment

This plan should be integrated into your Service/Business Plan.

Recommendations	Actions Required	Timeframe	Resources required / Costs	Lead Officer Responsible	Relevant Outcome/Performance Indicator
See accompanying research document.					

Part 6 – Equality impact assessment summary report

The results of equality impact assessments must be presented to the Fire & Rescue Authority & published on SYFR website. Please complete this summary, which will be used to report the EIA to the Fire and Rescue Authority. Please return the completed Equality Impact Assessment to the Equality & Diversity Manager.

Date of assessment

Manager's name

Role

Service/ policy that was impact assessed

**Summary of findings
recommendations and key
points of action plan**

Summary of findings, recommendations and key points of the action plan

1. Opportunities arise from the service which will enhance the service provision to the communities of South Yorkshire, including the community use of any new fire station(s).
2. Additional opportunities will exist for Community Fire Safety staff to provide support to local communities.
3. Opportunities will arise for fire fighters to relocate and/or to volunteer for alternative crewing systems which will assist in work life balance within the service.
4. The movement of staff will help to impart wider area knowledge through the sharing of local knowledge between colleagues.
5. Movement of staff may have an impact upon the morale of some members of staff.
6. There is some potential that the movement of fire-fighters around the county may not be embraced fully by operational staff.
7. Processes will be applied equally to all staff. Positive action through recruitment and promotion will continue following the restructure.
8. Any public perception regarding loss of fire cover can be mitigated through a thorough media involvement and consultation process.
9. Production of quality statistical evidence will enable the targeting of project implementation and assist the consultation process.
10. A positive communications plan will assist the implementation process.
11. All proposals should be achievable within the time frames indicated through natural wastage.