

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 provision of Fire and Rescue Service Mobilising through Surrey Fire and Rescue Service – (relocation of Fire Control)

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

Group Manager Mick Keenan – Prevention and Protection

Advice from;

Mary Snaith – IWC HR

Station Manager Julie Brown – Fire Control Manager

Neil Gordon - Surrey Fire and Rescue Service HR

Watch Manager Pete Mawhood – FBU representative

Watch Manager Robin Orledge - RFU representative

Sarah Cleary – UNISON representative

Helen Miles – Legal Services

1.3 What is the main purpose or aims of the project

The outsourcing of Fire Control mobilising to Surrey Fire and Rescue Service (SFRS) to ensure that future provision is provided by a resilient, technically advanced and cost-effective fire control.

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. Call handling standards will remain the same or improve and will be monitored as part of routine performance management and contracting arrangements with Surrey Fire and Rescue Service.

Operational firefighters working for IW Fire and Rescue Service (IWFRS) will be required to undertake a limited amount of training in order to understand how to interface with SFRS fire control. This is likely to include training in Surrey radio procedures, mobilising through MDTs, and the use of new software. The impact of these changes will not affect response times and will ultimately afford development opportunities for staff as they will be able to apply their new knowledge if they wish to apply for other national posts as Standing Operating Procedures (SOPs) are aligned to national standards rather than limited to the Island (again not sure if this is right but aware that we discussed)

SFRS staff may be impacted if a TUPE exercise takes place.

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 have 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 part of RCC project and will be conducted as part of this process depending upon Cabinet decision) the FBU, and the RFU. The service recognises that this is a difficult time for those involved and have put in place support mechanisms for those affected.

Recent and planned meetings with fire control staff;

20th Sept 2010

23rd Nov 2010

9th Dec 2010

20th Jan 2011

2nd June 2011

5th Jul 2011

21st Jul 2011

Although staff will be subject to TUPE arrangements in line with employment legislation as part for the ongoing development and review of the service there will be a limited number of posts ring fenced to current staff within the Fire Control staffing structure

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?

Alignment with the vision of the corporate plan, council key priorities:
Delivery of budget savings through changed service provisions

- Identify those services which we will no longer provide or those that we might enable others to provide with minimal input from the council.
- Challenge the way we currently do things and give serious consideration to different delivery models

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 service will be assisted in this by access to, and use, of improved demographic information.

The output of the Equality Impact Assessment will be taken into account during the implementation of the reorganisation and the decision making processes

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, HR and operational specialists from the IWC, IWFRS and SFRS.

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
Cabinet papers and delegated decision papers
1-1 meeting planned for the future
Correspondence between the public and elected members
Correspondence between the public and IWFRS management
TUPE factsheet and HR pack prepared by HR for fire control staff
Local media coverage and subsequently published public comment and reaction

2.2 Equalities profile of users and beneficiaries

Fire Control

Female: 8

Male: 4

IWFRS Operational Staff

Female: 5

Male: 189

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

The development of job descriptions for the 3 out of scope posts (see 2.4) originally involved input from some of the more experienced members of fire control. Objections were raised by other staff that the job descriptions could become skewed in favour of these staff. The job descriptions were therefore developed without any further input from control staff to ensure impartiality.

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. The uncertainty over the future that the control staff have is to be addressed through ongoing group and 1-1 meetings.

Concerns over business continuity are being addressed by a detailed review of current

processes and procedures to ensure that an improved system is in place to mitigate the risk.

The project has always recognised that a number of tasks currently undertaken by fire control will not be transferring to SFRS, and will need to be undertaken by IWFRS. On this basis 3 new posts, initially ring-fenced for control staff, are being created to ensure that these activities are undertaken, and to provide development opportunities for those staff who do not wish to relocate to SFRS.

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.

There are benefits for the operational staff through better access to firefighter and appliance availability, and other relevant operational information that will improve command and control of IWFRS operations.

There are also opportunities for staff development through the 3 posts being created as part of the project.

The outcome of the project also has significant revenue savings for the council of c.£250,000 per annum in comparison with the current running costs, and includes the Surrey contract and the salaries of the 3 posts being created

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 if they choose not to TUPE to SFRS. For those members of staff who are approaching retirement age this could provide an opportunity to retire early if they choose not to TUPE to SFRS.
Disability		√	√	IWFRS fire control is not DDA compliant, and neither is the SFRS building. However improvements in available technology at SFRS would go some way to mitigate access issues
Gender Reassignment		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.
Marriage & Civil Partnership		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.
Pregnancy & Maternity		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.
Race		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.
Religion / Belief		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.
Sex (male / female)	√	√	√	There is a universal impact on all staff within the control centre, although it is recognised that the current staffing structure is more weighted to women, which means that

				women are potentially more adversely affected than men Under the TUPE process terms and conditions of service are maintained, but there is almost certainly a requirement for staff wishing to TUPE to relocate to the mainland, precipitated by reasonableness interviews with staff to consider the issues surrounding their TUPE.
Sexual Orientation (LGB&T)		√		IWFRS is committed to continuing to raise E & D awareness amongst staff through training and development.

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. The TUPE process will maintain terms and conditions of those who choose to TUPE to SFRS, and there are opportunities within the 3 new posts for those who do not wish to relocate. IWF&RS will ensure that the process is fully compliant to both HR and equality and diversity legislation

The council has a statutory duty to provide a comprehensive and efficient fire service and recognises that by working in partnership with SFRS we can continue to provide a modern and cost effective service

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 unions have been kept informed throughout. Additionally, some of the individuals impacted are members of the project team and help to keep their colleagues informed of progress. Role maps of the staff will remain unaffected by TUPE to SFRS.

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. The consultation process will ensure that the equality impact assessment is continually informed and reviewed until project conclusion. Ongoing equality and diversity training is available both at IWF&RS and SFRS which will provide staff with an awareness of their local community and how they themselves can be supported

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 and other concerns will take place. The main recognised trade union has been kept informed throughout. The project management process supports and identifies impacts through the 6 distinct workstreams; Technical, New ways of working, Legal, Communications, HR, Finance

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 HR, technical, legal, financial and operational specialists. Following the Cabinet delegated decision approval process, the project will be implemented in accordance with Project methodology.

IWF&RS will provide a supportive role whilst the project is in progress and will continue to provide support and guidance throughout the project life time and as part of routine performance management of contract arrangements

4.6 As 4.5 above please identify training requirements.

For affected staff, training has been offered to date 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. Training with the new organisation for staff subject to TUPE arrangements is a fundamental part of the process. The training available for council staff at risk of redundancy is not available to fire control staff as they are subject to TUPE, and therefore not at risk of redundancy.

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. TUPE does not discriminate and is fully compliant with equalities and employment legislation.

5.2 What are the main areas requiring further attention?

To mitigate the disruption caused through the delivery of the project , the relocation of fire control and the current TUPE discussions.

For managers to address the changes with staff and work on ways of addressing issues.

Ongoing supportive partnership working and communication with SFRS to ensure an agreeable transition to future service provision

5.3 Summary of recommendations for improvement

On going communication with affected staff 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 including contract management arrangements

5.5 When will the project be reviewed?

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

There will also be external scrutiny of the project by Price Waterhouse Coopers as part of the Council audit process.

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
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 if they choose not to TUPE to SFRS. For those members of staff who are approaching retirement age this could provide an opportunity to retire early if they choose not to TUPE to SFRS. 3 posts are being created by the project, offering the opportunity of alternative employment for control staff who do not wish to TUPE to SFRS	GM Mick Keenan	Dependant on project timeline. New posts to be established at a point dependant on the project timescale, prior to the TUPE, and subject to service needs.	Funding allocated within project budget
Disability	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Gender Reassignment	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Marriage & Civil Partnership	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Pregnancy & Maternity	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Race	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Religion / Belief	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Sex (male or female)	There could be a universal negative impact on some staff in relation to the TUPE process. This is mitigated by the creation of 3 new posts, which will provide the opportunity for alternative employment for those who do not wish to TUPE to SFRS	GM Mick Keenan	Dependant on project timeline	

Sexual Orientation	Further E & D training	SM Andy Walton	Ongoing	Within existing T & A budget
Geographical location	TUPE will involve the relocation of jobs to Reigate, for which there is potentially financial support from either IW or SFRS	GM Mick Keenan	Dependant on project timeline	
All of the above				

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

Officer’s name	Steve Apter	Role	Assistant Chief Fire Officer Head of Operations & Resilience
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Service, policy, procedure, practice or project that was impact assessed	The provision of Fire and Rescue Service Mobilising through Surrey Fire and Rescue Service
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Summary of findings	To mitigate the disruption caused through the delivery of the project , the relocation of fire control and the current TUPE discussions. For managers to address the changes with staff and work on ways of addressing issues. Ongoing supportive partnership working and communication with SFRS to ensure an agreeable transition to future service provision
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Summary of recommendations and key points of action plan	On going communication with affected staff throughout the process 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

Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reassignment

Marriage & Civil Partnership

Pregnancy & Maternity

Race

Religion / Belief

Sex (male/female)

Sexual Orientation