



**EQUALITY IMPACT/NEEDS ASSESSMENT  
INITIAL SCREENING FORM**

Directorate	Organisational Management Group	Head of Group/ District Manager	Steve Mason, Head of OMG	Telephone No e-mail	01480 444591
1a. EIA Log Ref Number		1b Date of Assessment	12/3/08	1c Is this a new or existing service, policy, procedure or practice?	New
2. Name of service, policy, procedure or practice to be assessed.	Single Equality Scheme 2008-11 incorporating Corporate Equality Plan (CEP)				
3. Briefly describe the aims, objectives and purpose of the service, policy, procedure or practice.	To set out CFRS plans for the next three years to achieve equality and diversity objectives; bring together earlier equality action plans and meet legislative requirements; to meet the criteria of the Equality Standard for local government.				
4. Who is intended to benefit from this service, policy, procedure or practice and in what way?	Members of the public in having fair, equitable access to services and having their specific needs identified and met; staff members by having employment conditions and practices that are fair, non-discriminatory and take account of different needs of different groups of staff.				
5. What outcomes are wanted from this service, policy, procedure or practice?	All communities to be able to fully access and benefit from Fire and Rescue services. All communities to be involved in planning how CFRS delivers services. Staff to feel valued, supported at work and treat each other with respect. Contractors, suppliers and partners to be aware of our policies and clear about their obligations to provide services free from discrimination, harassment and victimisation.				
6. Who are the main stakeholders in relation to the service, policy, procedure or practice?	Service users/recipients; staff; partners; contractors & suppliers				
7a. Who is responsible for implementing and monitoring the service, policy, procedure or practice?	Managers and staff at all levels each have some responsibility as detailed in CEP. Diversity Steering Group responsible for monitoring achievement of CEP and for reporting this via Strategic Management Team to Community Safety Committee and Fire Authority.				
7b. How will it be monitored?	Quarterly reports to Diversity Steering Group providing update against Corporate Equality Plan. Service delivery and employment diversity stats ( as Local Performance Indicators) quarterly to SMT at performance management meetings and annually to Community Safety Committee/Scrutiny and Performance Committees.				



## EQUALITY IMPACT/NEEDS ASSESSMENT INITIAL SCREENING FORM

8. Are there concerns that the service, policy, procedure or practice could have a different impact on the following groups or that these groups may have different needs in relation to the service, policy, procedure or practice? <sup>1</sup> For each group, state what these concerns or needs are and what existing evidence (either presumed or otherwise) there is for this. Add additional information on a new page if necessary.			
a. Race	<b>Y</b>		The Scheme specifically aims to reduce barriers to accessing Fire & Rescue services posed by different cultures, languages and customs experienced. It also identifies a need to address the under-representation of BME people working in the Fire and Rescue Service.
b. Gender	<b>Y</b>		The Scheme aims to tackle under-representation of specific genders in specific roles; to challenge gender stereotyping in our work with communities; to identify and close any pay gaps attributable to gender; to support those vulnerable to harassment and discrimination because of gender reassignment.
c. Disability	<b>Y</b>		The Scheme aims to improve access to Fire & rescue services and information for disabled of people and to increase the support for and confidence of staff with disabilities.
d. Religion or Belief	<b>Y</b>		The Scheme and E&D Policy aim to accommodate religious and belief needs of our staff at work and increase front-line staff's understanding of different faith/belief needs when delivering services to community and in relating to their colleagues.
e. Sexual Orientation	<b>Y</b>		The Scheme aims to provide support for lesbian, gay, or bisexual (LGB) staff where needed to reduce likelihood of homophobic discrimination and to increase awareness of all staff in relation to issues faced by LGB community.
f. Age	<b>Y</b>		The Scheme aims to ensure services directed at specific age groups are on a risk based assessment and that age stereotypes, particularly among work colleagues, are challenged.
9. Could the differential impact identified in 8a-f amount to there being the potential for adverse impact in this service, policy, procedure or practice? Give reasons		<b>N</b>	The different impact above is intended to be positive towards those groups that have typically suffered discrimination or exclusion in the past. In addressing equality for them, care needs to be taken through careful communication, that this does not result in perceived negative impact on others. In the past, positive action aimed at encouraging women or BME applicants for vacancies has led to the perception that women and BME applicants receive more favourable treatment (and is therefore discriminatory to non BME men.) The recruitment statistics show otherwise and the perception has been expressed anecdotally rather than through formal mechanisms (i.e. grievance). However it is a perception that needs careful managing.

<sup>1</sup> For each question, delete Y or N to leave the answer that applies.



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INITIAL SCREENING FORM**

10. Have you consulted those who are likely to be affected by the service, policy, procedure or practice? Give details of who was consulted, the methods used and the outcomes.		Y	List of consultees on p4. The Corporate Equality Plan was sent out initially for consultation and where requested this was followed by the whole Scheme. Most internal consultation was done via e-mail. Some face to face or by phone. All external consultation was done by e-mail and asked specific questions relevant to the group/organisation being consulted. This resulted in approx 32% response response. All responses have been found to be relevant, represent an improvement to the original plan and have been adopted.		
11. Should the service, policy, procedure or practice proceed to a full impact assessment?		N	11a. Date by which full assessment to be completed		
12. Action Plan. Detail the actions that now need to be taken, who will be accountable for them and when they should be completed					
Local performance indicators to be identified and reported quarterly to monitor:					
<p>increase of diversity in recruitment applicants (and success through selection processes)</p> <p>incidents of bullying and harassment and the proportion successfully managed</p> <p>access to services by diversity profile of community</p> <p>diversity of workforce</p>					
Name of Assessor	Alison Scott		Assessor's Job Title	Diversity Advisor	
Quality Assurance Comments					
Quality Assured by		Date		Recorded	

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**List of Consultees**

<b>Internal</b>	<b>External</b>
Fire Brigades Union	Cambridgeshire Constabulary
UNISON	Peterborough City Council
Retained Firefighters Union	Cambridge City Council
Networking Women in the Fire Service	4 x District Councils
Equality and Diversity Service Advisory Group	Papworth Trust (Employer Engagement)
District Managers & Heads of Groups	Papworth Trust (User Involvement)
	Traveller Liaison Officer , Fenland DC
	New Link (Asylum & Immigration Service for Peterborough)
	Huntingdonshire Diversity Forum
	Huntingdonshire Coalition for Disabled People
	Peterborough Race Equality Council
	Dyslexia Action
	Cambridge Ethnic Community Forum
	Peterborough and Fenland Mind
	Shakila Bukhari – Islam Awareness Trainer
	Cambs LGBT Network