

Equality Impact Analysis Record (Inclusion Risk and Benefits)

This form should be completed in conjunction with EIA Tip Sheet and Key EIA Considerations

Part 1 – The Document

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|----|---|---|--|--|--|
| 1. | Name of Policy, Procedure, Activity, Decision or Service: | Consultation on the draft Integrated Risk Management Plan 2020-2025 | | | |
| | Status of PPADS (please tick) | <input type="checkbox"/> NEW | <input checked="" type="checkbox"/> UNDER REVIEW | <input checked="" type="checkbox"/> CHANGING | <input type="checkbox"/> EXISTING |
| 2. | a. Main purpose of PPADS: | <p>To inform the public of the opportunities available to them to take part in the consultation regarding the Service's next Integrated Risk Management Plan</p> <p>The Fire Authority (FA) are required to consult on integrated risk management planning related recommendations for change to secure views and suggestions from all stakeholders (Public, staff, rep bodies, local communities and organisations). We have ensured that the process is as inclusive as possible in terms of consulting with our communities and stakeholders in line with the corporate consultation & engagement strategy and revised guidance issued concerning COVID 19</p> | | b. Project Manager and Process owner: | Liz Ridley Assistant Director Planning & Improvement |
| | c. Project/processes this PPADS is linked to: | Integrated Risk Management Plan 2020-2025, 'Planning for a Safer Future' | | | |
| 3 | List the information, data or evidence used in this analysis: | Mosaic Public Sector segmentation data and ESFRS stakeholder database | | | |

Part 2 - Analysis

| Characteristics | Neutral Impact (x) | Negative Impact* (Risk Assess & score) | Positive Impact (x) | Narrative Section, detail below why and how you scored impact, you should consider: What are the risks &/or negatives, benefits and or opportunities to that Protected Characteristic? You <u>will</u> need evidence to support your Analysis. |
|------------------------------|--------------------------|---|-------------------------------------|---|
| A person of a particular age | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | <p>Consultation will include targeted mail outs to stakeholders who represent specific under-represented groups for example Age concern etc.</p> <p>Segmentation is carried out and the communications plan will be targeted at all ages based on how they prefer to be communicated with. Bearing in mind the Covid-19 pandemic.</p> <p>The consultation plan has been reviewed and guidance has been sought from the Service's consultation providers who have worked with us to develop the new plan. Also specific guidance has been sought from the Consultation Institute</p> |

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| | | | | <p>regarding postal surveys. Bearing in mind government guidance about people staying at home, we have ruled out a postal survey and put in place a telephone survey where people phone in. There is still an option for our communities to return a postal survey to us if they wish, but we will not be encouraging this. All the information will be available on the Service's website from Friday 24 April 2020 and staff, stakeholders and the public will all be informed of its location and the opportunities to respond and comment on the IRMP as soon as possible after that date.</p> <p>The major changes are</p> <ul style="list-style-type: none"> • Replacing a 500 hard copy postal questionnaire with a telephone survey. In addition there will be a printable survey that can be returned hard copy or electronically with respondents being given the opportunity to phone their responses in, and counselled against returning them by post. • Our provider will process responses online and via the telephone • A telephone survey to 600 residents including representative groups that would normally prefer face to face communication • the face to face focus groups have been replaced with online forums • the face to face stakeholder meeting had been replaced by an online forum • 10,000 post cards advertising the survey will be targeted at those that prefer face to face communication in particular, using communication channel preference information held within Mosaic Public Sector Segmentation data. <p>Local partnership meetings between Fire Officers and stakeholder organisations/LSPs/Community partnerships to be replaced by online meetings or via telephone.</p> |
| A disabled person | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Stakeholder organisations, including key community groups relating to this characteristic will be targeted through the Service's consultation database as well as local partnerships accessed through links with local fire stations. Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. |
| A person of a particular sex, male or female | <input type="checkbox"/> | x | <input type="checkbox"/> | Individuals will be targeted through the above communication methods to ensure that they have equal opportunity to respond. No adverse impact on either sex. |
| Pregnancy, Maternity, Marriage or Civil Partnership | <input type="checkbox"/> | x | <input type="checkbox"/> | Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. None of the above channels would disadvantage any |

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| | | | | individual regarding this characteristic from engaging in the consultation process. |
| A person of a gay, lesbian or bisexual sexual orientation | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Stakeholder organisations, including key community groups relating to this set of characteristics will be specifically targeted through the Service's consultation database as well as local partnerships accessed through links with local fire stations. Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. |
| A person of a particular race | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Stakeholder organisations, including key community groups relating to this characteristic will be targeted through the Service's consultation database as well as local partnerships accessed through links with local fire stations. Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. Translations of the document and survey will be available on request. |
| A person of a particular religion or belief | <input type="checkbox"/> | x | <input type="checkbox"/> | Stakeholder organisations, including key community groups relating to this characteristic will be targeted through the Service's consultation database as well as local partnerships accessed through links with local fire stations. Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. |

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| Transgender a person whose gender identity/expression does not make their assigned sex | <input type="checkbox"/> | x | <input type="checkbox"/> | Stakeholder organisations, including key community groups relating to this characteristic will be targeted through the Service's consultation database as well as local partnerships accessed through links with local fire stations. Individuals will be targeted through the above communication methods to ensure that they have the opportunity to respond. |
| Community considerations Application across communities or associated with socio-economic factors considering the 10 dimensions of Equality | <input checked="" type="checkbox"/> | x | <input type="checkbox"/> | Opinion Research Services (our consultation services provider) will ensure that recruited individuals for the telephone survey and online focus groups are a cross-section of society, representative of age, social grade and locality etc. |
| Criminal convictions | <input checked="" type="checkbox"/> | x | <input type="checkbox"/> | |
| Rural living | <input checked="" type="checkbox"/> | x | <input type="checkbox"/> | |
| Human rights | <input checked="" type="checkbox"/> | x | <input type="checkbox"/> | |

Part 3 – The results

| | Yes | No | |
|--|-------------------------------------|-------------------------------------|--|
| Are there negative scores in Low ? (see guidance) | <input type="checkbox"/> | x | |
| Were positive impacts identified? | <input checked="" type="checkbox"/> | x | |
| Are some people benefiting more than others? If so explain who and why. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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| Are one or more negative scores in Medium or High ? (See guidance) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>If Yes, Contact I & D for further consultation</i> |
| Part 4 - Consultation, decisions and actions | | | |
| If medium or high range results were identified who was consulted and what recommendations were given? | | | |
| Describe the overall decision on this Policy, Procedure, Activity, Service or Decision: | | | |
| <p>The Fire Authority (FA) are required to consult on IRM related recommendations for change to secure views and suggestions from all stakeholders (Public, staff, rep bodies, local communities and organisations). We have ensured that the process is as inclusive as possible in terms of consulting with our communities and stakeholders in line with the corporate consultation & engagement strategy.</p> <p>Given the recent and fast-paced changes put in place by government due to the Covid-19 pandemic, the additional measures put in place to mitigate these restrictions have ensured that consultation and engagement remains robust and proportionate and, we believe, have provided an additional benefit to those who typically have less access to a computer i.e. older age groups to whom a telephone survey may appeal more.</p> | | | |
| List all actions identified to address/mitigate negative risk or promote positively | | | |
| Action | Responsible person | | Completion due date |
| <p>Replacing a 500 hard copy postal questionnaire with the telephone survey. In addition there will be a printable survey that can be returned hard copy or electronically with respondents being given the opportunity to phone their responses in, and counselled against returning them by post. Our provider will process responses online and via the telephone</p> <p>A telephone survey to 600 residents that would normally prefer face to face communication</p> <p>the face to face focus groups have been replaced with online forums</p> <p>the face to face stakeholder meeting had been replaced by an online forum</p> <p>10,000 post cards advertising the survey will be targeted at those that prefer face to face communication in particular.</p> <p>Local partnership meetings between Fire Officers and stakeholder organisations/LSPs/Community partnerships to be replaced by online meetings or via telephone.</p> | Project team | | April 30 2020 |
| When, how and by whom will these actions be monitored? | | | |
| The completion and success of the consultation exercise will be reported back in full to the Fire Authority in September 2020 | | | |
| Part 5 – Sign Off | | | |
| Created by (Print Name): Liz Ridley | | Department: Planning & Improvement | |
| Signature**Liz Ridley | | Date: 7/042020 | |
| To be completed by Equalities Team | | | |
| Signature** | | EIA number: | |
| Assessment date: | | Review date: | |

**** Please type your signature to allow forms to be sent electronically****

Part 6 - Equality Improvement Plan

| Issues Area of adverse impact and Reasons | Solution Action What can be done to mitigate impact, what can be done to obtain further information | Responsibility/Lead Manager Who will be responsible for this action | Target Timescales When will this be completed Financial factors | Comments Corporate Risk Factors |
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