



HUMBERSIDE FIRE AND RESCUE SERVICE

# People & Development

## Equality Impact Assessment (EIA) Policy

Owner	Executive Director of People and Development
Responsible Person	Head of Organisational Development
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What we must  
do well



How we support our  
communities



We value and support  
the people we employ



We efficiently manage  
the Service

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## **1. INTRODUCTION**

Humberside Fire and Rescue Service (HFRS) aims to continuously improve the standards of service they provide to the communities it serves. The Service recognises the importance of and are committed to, promoting equality and inclusion in the provision of their services and to their employees. HFRS is committed to encouraging equality and diversity amongst their workforce and to eliminate unlawful discrimination. The Service aims for the workforce to be truly representative of the communities it serves and for every employee to feel respected and be able to give their best.

All public sector bodies in the UK must, by law, pay due regard to equality in all they do. HFRS does this by our managers undertaking and implementing Equality Impact Assessment (EIA) for significant areas of work. Undertaking an EIA assists managers in identifying any equality issues, make changes and initiate actions where adverse impacts are identified. By carrying out EIA's the Service can demonstrate how it is meeting its legal duties in regard to the Public Sector Equality Duty (PSED) and improve services to all our communities.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY, DIVERSITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

The aim of the policy is to demonstrate how HFRS will assess the impacts on staff and/or service users relating to the equality implications of significant activities which the Service undertakes, such as policies, process, project and decisions. Through the completion of Equality Impact Assessments managers will be able to identify adverse impacts or breaches of the Equality Act 2010 and identify actions to remove or mitigate these impacts.

The objectives of the policy are:

- To assist the Service in adopting and embedding the National Fire Chief's Council (NFCC) EIA approach and template as a detailed assessment tool.
- To set out the responsibilities of managers who complete EIA's and the senior managers who sign them off.
- To outline the governance process in place to monitor and review the completion of EIA's throughout the Service.
- To provide evidence and assurance to the Strategic Leadership Team (SLT) and the Humberside Fire Authority (HFA) that the Service is paying due regard to the PSED.

#### **4. ASSOCIATED DOCUMENTS**

- Equality Impact Assessment  
An EIA is not required for the EIA policy
- Legal References
  - Equality Act 2010
  - Public Sector Equality Duty – April 2011
- National Guidance
  - NFCC EIA approach and template
- [Professional Standards Equality, Diversity and Inclusion Policy](#)
- [Equality Impact Assessment Policy Delivery Guidance](#)
- [Equality, Diversity and Inclusion Handbook](#)

#### **5. BACKGROUND**

During May/June 2021 Organisational Development (OD) carried out a review of EIA's completed across the organisation between 2016 and 2021. The purpose of the review was to assess the quality of EIA's and identify common themes and/or gaps in understanding and application.

Whilst there were deemed to be pockets of good practice, the review identified areas for improvement to ensure that robust EIA's are consistently carried out which are fit for purpose and demonstrate the Service's due regard to the PSED.

#### **6. EQUALITY IMPACT ASSESSMENT**

An EIA is a tool used by organisations to assess the risk of inequalities to people who have 'protected characteristics', for example, race, sex and disability. Done well, a robust EIA is recognised in law as evidence that an organisation has fulfilled its equality duties.

## **Organisational Development Equality Impact Assessment Policy**

HFRS has adopted the NFCC EIA approach and template. The 5-stage approach and template provides a way for managers to systematically assess the effects that a policy, process, project or decision is likely to have on the Service's workforce and the community it serves, whilst also helping to promote and improve jobs and the services HFRS provides.

EIAs ensure that decisions taken are based on evidence by providing a clear structured process to consider, collect, assess and present the relevant information. EIAs also make decision-making a more transparent process which helps to inform decision makers and engender trust.

The NFCC's 5-stage approach to EIAs is as follows.

- Define the aim of the activity.
- Assess the risks of direct or indirect discrimination using the screening tool.
- Accessibility considerations.
- Profiling information – equality data.
- Full EIA and supporting action plan.

Further details on each of the 5 stages can be found in the [EIA Policy Delivery Guidance](#).

### **7. WHEN TO UNDERTAKE AN EIA**

An EIA must be completed prior to the implementation of a policy, process, project, decision or area of work which will have a significant impact on our staff or communities.

An EIA must be completed for all activities put before SLT or the HFA for consideration.

### **8. WHO IS RESPONSIBLE FOR COMPLETING EIA'S**

EIA's should be completed by the responsible middle manager (SM/Grade 11/12) or above. The supporting action plan must be signed off by the relevant GM/Head of Function (HoF), Director or Chief Executive. Middle and senior managers who have completed the EIA training are required to lead on EIAs for their given section/function.

### **9. REPORTING PROCESS**

HoF are required to report on the progress of EIAs and associated action plans through the Equality, Diversity and Inclusion (EDI) Steering Group and at relevant performance meetings. Progress will also be recorded within the PSED Action Plan, updated quarterly.

### **10. MONITORING AND REVIEW**

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Managers who have completed the EIA training will provide a peer review function to support fellow managers in completing EIAs, utilising supporting documentation in the EIA toolkit, where necessary. Additional support will also be available through the Human Resources Service Partners (HRSP's) and OD managers.

Completed EIAs and supporting action plans will be published in the EIA repository on SharePoint. OD will conduct an annual review of the EIAs being conducted and published, the results of which will be presented to the EDI Steering Group and SLT.

### **11. FURTHER GUIDANCE**

An [EIA Policy Delivery Guidance](#) document supports this policy. Additional guidance and supporting documentation is available to support managers when conducting EIAs and is available on the People and Development SharePoint site under Equality Impact Assessment [here](#).

**If you require any further guidance/information in relation to this policy,  
please contact Organisational Development.**