

## EQUALITY IMPACT ANALYSIS

Overview Details			
<b>Function /Department</b>	<b>ICT</b>	<b>Date Of analysis</b>	16.05.2022
<b>Title and overview of what is being assessed / considered</b>	The Renewal of the existing contract for Estate-wide MFDs (i.e. combined printers, scanners and photocopiers).	<b>Review Date</b>	
<b>Who will be affected by this activity?</b> (Please tick) Station Managers and above		Staff <input checked="" type="checkbox"/>	Public <input type="checkbox"/>
<b>Author of Equality Impact Analysis</b>	Mark Rice	<b>Equality Analysis quality assured by (Member of the POD team)</b>	

The purpose of undertaking an equality impact analysis and assessment is to understand the potential and/or actual impact that a service or policy may have on protected groups within the Equality Act (2010). The protected groups are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and / or belief
- Sex (gender)
- Sexual orientation
- Socio-economic Disadvantage (Although not one of the 9 protected groups M&RA recognise that Socio-economic disadvantage affects many deprived communities within Merseyside.)

People who are protected from discrimination on the basis of any of these characteristics are described in this document as belonging to one or other “protected group”. In addition, equality analysis can be applied to groups of people not afforded protection by the Equality Act, but who often face disadvantage and stigma in life in general and when trying to access services & employment opportunities. Such groups include homeless people, sex workers, people who misuse drugs and other groups who experience

socio economic disadvantage & others. This template has been developed following consultation with staff and other external stakeholders including reference to the National Fire Chiefs Councils (NFCC) [equality impact assessment toolkit](#) as well as the [Maturity Models and Workforce Good Practice Frameworks](#) developed by the NFCC which MFRS will use to underpin EIAs as wider work on improvement.

### Impact Analysis

1	<p><b>What evidence have you used to think about any potential impact on particular groups?</b> (Please highlight any evidence that you have considered to help you address what the potential impact may be)</p> <p><b>Example evidence:</b></p> <ul style="list-style-type: none"> <li>• ONS Census data</li> <li>• Regional or local demographic information</li> <li>• MFRS reports &amp; data</li> <li>• NFCC Reports/Guidance</li> <li>• Home office/Local government Reports</li> <li>• Risk Assessments</li> <li>• Staff survey results</li> <li>• Research / epidemiology studies</li> <li>• Updates to legislation</li> <li>• Engagement records or analysis</li> </ul> <p><b>NFCC Equality of Access documents</b> – We encourage you to click on the following <a href="#">link</a> to access a series of ‘equality of access documents’, developed by the National Fire Service Council (NFCC) &amp; reference the data and information highlighted.</p> <p>Some aspects of these documents will help you provide information, awareness, and data to support:</p> <ul style="list-style-type: none"> <li>• Integrated Risk Management Plans</li> </ul>	<p>Equality and diversity implications were fully considered during the <i>initial</i> MFD contract (of 2017). The current proposal is for a <i>continuation</i> of the MFD contract; the devices are the same or better in terms of Equality, Diversity and Inclusion (EDI).</p>
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	<ul style="list-style-type: none"> <li>• Service delivery strategies</li> <li>• Positive action and recruitment plans</li> <li>• Workforce improvement plans</li> <li>• Community engagement activities</li> <li>• and, will prompt conversations within the workplace.</li> </ul> <p>Each document provides a significant amount of data and information, including research undertaken and risk-based evidence, and then goes into some ideas for actions which Services can use based on the information and their individual circumstances</p>		
2	<p><b>Do you have all the evidence you need in order to make an informed decisions about the potential impact?</b> (Please tick)</p>	<p><b>Yes</b> <input checked="" type="checkbox"/></p> <p>If you feel that you have enough evidence, then you will <b>not</b> need to undertake any engagement activity</p>	<p><b>No</b> <input type="checkbox"/></p> <p>If you feel that you do not have enough evidence to make an informed decision then you <b>will need to</b> undertake engagement activity with the staff or members of the public as applicable</p>

<p><b>3</b></p>	<p><b>What engagement is taking place or has already been undertaken to understand any potential impact on staff or members of the public?</b></p> <p>Examples include:</p> <p><u>Public</u></p> <ul style="list-style-type: none"> <li>• Interviews</li> <li>• Focus groups</li> <li>• Public Forums</li> <li>• Complaints, comments, compliments</li> </ul> <p><u>Staff</u></p> <ul style="list-style-type: none"> <li>• Staff events / workshop</li> <li>• Existing staff meetings / committees</li> <li>• Staff Networks</li> <li>• Representative Bodies</li> <li>• Annual Staff Survey questions</li> </ul>	<p>Equality and diversity implications were fully considered during the initial MFD contract (of 2017). The current proposal is for a <i>continuation</i> of the MFD contract; the devices are the same or better in terms of Equality, Diversity and Inclusion (EDI).</p>	
<p><b>4</b></p>	<p><b>Will there be an impact against the protected groups as described in the Equality Act (2010)?</b></p> <p>Summarise what impact there may be against each of the protected groups. Embed or provide a hyperlink to any reports or electronic files to which you are referring.</p> <p>Please remember when considering any possible impacts, these may be positive or negative and that there may be different impacts for our own staff when compared to those possible impacts on members of the community. Please detail clearly if the impacts are for staff or the wider community.</p> <p>It is also important to note that there may not be an impact on some of the protected groups if this</p>	<p>What is the <b>actual</b> or <b>potential</b> impact on <b>age</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
		<p>What is the <b>actual</b> or <b>potential</b> impact on <b>disability</b>?</p> <p><b>Positive, continuing the positive impact of the introduction of MFDs for those with disabilities (particularly physical).</b></p>	<p><b>Not applicable</b> <input type="checkbox"/></p>
		<p>What is the <b>actual</b> or <b>potential</b> impact on <b>gender reassignment</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
		<p>What is the <b>actual</b> or <b>potential</b> impact on <b>marriage and civil partnership</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
		<p>What is the <b>actual</b> or <b>potential</b> impact on <b>pregnancy and maternity</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>

<p>should be the case please tick the not applicable box.</p> <p>If there is <b>no impact</b>, please state that there is no impact.</p>	<p>What is the <b>actual</b> or <b>potential</b> impact on <b>race</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
	<p>What is the <b>actual</b> or <b>potential</b> impact on <b>religion and / or belief</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
	<p>What is the <b>actual</b> or <b>potential</b> impact on <b>sex (gender)</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>
	<p>What is the <b>actual</b> or <b>potential</b> impact on <b>sexual orientation</b>?</p>	<p><b>Not applicable</b> <input checked="" type="checkbox"/></p>

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## **ACTION PLAN**

**What actions need to be taken in order to mitigate the impacts identified in sections 3,4 and 5?**

Impact	Action Required	Integrated existing work (yes/no) outline	Target Date	Responsibility
Age				
Disability -				
Pregnancy and Maternity -				
Race				
Gender reassignment				
Marriage and civil partnership				
Religion and / or belief				
Sex (gender)				
Sexual orientation				
Carers				
Other				
Deprived communities/socio economic				

**How will these actions be monitored and where will the outcomes be reported?**

(Please describe below)

<b>Completed by</b> (Please print name /Designation)	Mark Rice	<b>Signature</b> <b>Date</b>	16.05.2022
<b>Quality Assured by</b> (Please print name /Designation)		<b>Signature</b> <b>Date</b>	

<b>Name of responsible SLT member</b> (Please print name /Designation)		<b>Signature</b> <b>Date</b>	
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## Bibliography and Guidance documents

This bibliography provides details of all the documents and reports included within this EIA or the EIA guidance. The bibliography will also include Hyperlinks to other useful documents, reports, data, and webinars on our portal page or links direct to the websites which you may find helpful when completing your EIA. **Please note, that this is a live document, do not use an old copy of this form to complete a new EIA. Please ensure that you download a new copy from the portal, as the bibliography and links will be updated regularly to ensure you have access to the most recent data, articles and training.**

### Documents referenced and hyperlinked within the form

National Fire Chiefs Councils (NFCC) [equality impact assessment template](#)

National Fire Chiefs Councils (NFCC) [Equality Impact Assessment Toolkit](#)

National Fire Chiefs Councils (NFCC) [Maturity Models and Workforce Good Practice Frameworks](#)

This document provides insight into the NFCC Maturity model and provides guidance on the following areas:

- Leadership Development
- Recruitment
- Learning Organisation
- Blended Learning
- Performance Management
- Employee Recognition
- Talent Management
- EDI
- Well Being
- HR Analytics

### [Equality Diversity & Inclusion Resource Library](#)

The ED&I resources Library is located on the ED&I portal page and provides a suite of documents (detailed below) from a wide variety of sources, they may be internally produced reports or guidance, toolkits or data produced by the NFCC or partners. A list of the documents can be found below or you can access the complete library [here](#).

Disability related support including:

- [AFSA - Lets talk workplace disability](#)



Gender Related Resources including:

- [Fast Facts for patients – Menopause](#)

Pregnancy and Maternity Related Resources

Religion and Belief related resources including:

- [AFSA – 2021 Workforce Religion and belief Toolkit](#)

Sexual Orientation Related Resources

[AFSA Workforce Positive Action Toolkit](#)

[Dementia Friendly Emergency Services Guidance](#)

[NFCC Equality of Access to Services and Employment](#) which includes:

- NFCC Equality of Access to Services and Actions for the Vulnerable Rehoused Homeless
- NFCC Equality of Access to Services and Employment for Black Communities
- NFCC Equality of Access to Services and Employment for Neurodiversity
- NFCC Equality of Access to Services and Employment for LGBT Communities
- NFCC Equality of Access to Services and Employment for People from Asian Communities
- NFCC Equality of Access to Services and Employment for the Roma Communities
- NFCC Equality of Access to Services and Employment for People Living with Dementia
- NFCC Equality of Access to Services and Employment for People Living in Rural Communities
- NFCC Equality of Access to Services and Employment for Emerging Migrant Communities

These can also be found on the [NFCC website](#)

### **NFCC Toolkits**

The NFCC have also created a number of toolkits to provide help and guidance these can be found here on the [NFCC website](#) or via the links below in the ED&I Resource Library

The toolkits currently available include:

- [Collecting and Disseminating of Equality, Diversity and Inclusion Data Toolkit](#)
- [Gender Diversity Toolkit](#)





- [Neurodiversity Toolkit](#)
- [Undertaking an Equality Impact Assessment Toolkit](#)
- [Staff Networks Toolkit](#)

### **Webinars**

[NFCC Lunch and Learns](#) which include

- Neurodiversity
- Trans Visibility in FRS
- Racial Equality
- Bite Size techniques to avoid burnout
- Being part of the LGBT Community

### **Other useful Links and documents**

[ED&I Annual Report](#) this report included our Staffing data, Gender and BAME Pay Gap analysis and recent reporting against our 5 Equality Objectives

[Diversity Events Calendar](#) the diversity calendar is helpful to understand what key dates are taking place throughout the year to assist with community engagement

[Knowing our Communities Data](#) this is a suite of documents, which provides data within each of the local Authorities, by different protected groups which include Age, Disability, Religion and Ethnicity.

### **[Service Instruction 0877 Resources to support managers and staff to implement the Equality & Diversity Policy](#)**

- [Appendix 1 - Disability in the workplace information for staff and managers](#)
- [Appendix 2 - Reasonable Adjustments Support for staff & managers in the workplace](#)
- [Appendix 3 - Access to Work Support for staff and managers in the workplace](#)
- [Appendix 4 - Supporting people with Dyslexia in the workplace](#)
- [Appendix 5 - Supporting Staff during the Menopause](#)
- [Appendix 6 - Guidance for supporting employees returning from maternity; breastfeeding in the workplace Operational Firefighters](#)
- [Appendix 7 - Supporting Lesbian, Gay, Bisexual and Transgender \(LGBT\) staff in the Workplace](#)
- [Appendix 8 - Supporting Transgender staff in the Workplace](#)
- [Appendix 9 - Neurodiversity in the workplace](#)