

EQUALITY IMPACT ASSESSMENT

	Overview Details				
Function /Department	POD	Date Of analysis	March 2023		
Title and overview of what is being assessed / considered	Functional Plan	Review Date			
Who will be affected by this act	ivity? (Please tick)	Staff 🖂	Public 🗆		
Author of Equality Impact Analysis	Amanda Cross	Equality Analysis quality assured by (Member of the POD team)			

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 MFRA 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 <u>Maturity Models and Workforce Good Practice Frameworks</u> developed by the NFCC which MFRS will use to underpin EIAs as wider work on improvement.

	Impact Analysis			
1	 What evidence have you used to think about any potential impact on particular groups? (Please highlight any evidence that you have considered to help you address what the potential impact may be) Example evidence: ONS Census data Regional or local demographic information MFRS reports & data NFCC Reports/Guidance Home office/Local government Reports Risk Assessments Staff survey results Research / epidemiology studies Updates to legislation Engagement records or analysis 	 The following monitoring data has been considered: HMICFRS actions and feedback Positive action and other staff data Feedback from training Feedback reviews General communications and guidance from the following have been considered: Asian Fire Service Association Employers Network for Equality and Inclusion NFCC The priorities within the plan for 2023/24 have been determined by a number of influences including: 		
	 NFCC Equality of Access documents – We encourage you to click on the following link to access a series of 'equality of access documents', developed by the National Fire Service Council (NFCC) & reference the data and information highlighted. Some aspects of these documents will help you provide information, awareness, and data to support: Integrated Risk Management Plans 	 The Fire and Rescue Service Act 2004 The Fire and Rescue National Framework 2018 The Equality Act 2010 HMICFRS State of Fire Reports The future needs of the Service In compiling the POD Functional Plan, we have considered the Merseyside Fire & Rescue Service Equality Diversity & Inclusion (ED&I) Assurance Checklist.		



MERSEYSIDE FIRE & RESCUE SERVICE

- Service delivery strategies
- Positive action and recruitment plans
- Workforce improvement plans
- Community engagement activities
- and, will prompt conversations within the workplace.

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 The detailed actions within the plan demonstrate our legal compliance to both the Equality Act and Public Sector Equality Duty.

In addition, deliberation has been given to ensure we minimise any risks to the Service whilst carrying out the actions.

The POD team is committed to promoting equality and participation in all their activities, whether this is related to the work we do with our external stakeholders via positive action, recruitment of compliment and complaint handling or whether this is related to our responsibilities as an employer. Our role is to look at everything we do with an EIA lens & ensure all activities is focused on ED&I data and the latest evidence

As public authorities we are also required to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations when making decisions and developing policies. To do this, it is necessary to understand the potential impacts of the range of internal and external activities on different groups of people.

Each action will be assessed in turn in the document in relation to ED&I affects. The protected characteristic section will consider the Function plan holistically.

The aim of the Functional Plan is to provide an update on our performance and activity from 2023-24 however this should be viewed in conjunction to the People Plan which is the organisational lead document for strategic planning and delivery of all People related issues. This EIA therefore reflects both plans and can be used interchangeably to cover both plans.



The Action plan 2023-2024
A To continue to deliver the People Plan 2021-24
The seven key themes outlined in the people plan are:
 Leadership Culture and Values Creating a strong and inclusive organisation and a sense of belonging Learning and Development Maximising the wellbeing of our staff A great place to work Workforce planning
Each theme has a number of actions which are recorded within the People Plan Action Plan and monitored through People Board. Where there are SI's or Policies resulting from these there will be separate EIA's.
B. To continue to deliver the EDI Action Plan.
The Equality, Diversity & Inclusion (ED&I) action plan 2022/23 has been developed to target 10 high impact areas, looking at six key themes addressing workforce and service delivery inequalities. These are:
 ED&I – Learning and Development Inclusive staff voice Inclusive Employer ED&I and Knowing our communities



5. Inclusive Leadership Development
6. ED&I Good Governance and Communications
Each theme has a number of actions, which are recorded within the EDI Action Plan and
monitored through Culture & Inclusion Board, An EIA will be created where relevant for
each activity. This is a positive intervention for all protected characteristics.
C Improve the effectiveness of HR case management across the department.
Currently the process is manual, or spreadsheet based, and it is difficult to extract
meaningful data to identify trends for example, how many female to male employees
raise grievances, how many BAME are managed via capability versus other ethnicities.
The Convice is reviewing entires for each management software to streamling, and somi
The Service is reviewing options for case management software to streamline, and semi automate case management within professional standards and HR services. The
people elements will form part of the procurement process including anti-slavery policies
from the potential suppliers. This we recognise will require a separate EIA to help
maximise opportunities to collate ED&I data and undertaker analysis.
D Continue to lead on the Service wide adoption of the Code of Ethics in order to
achieve the Code of Ethics Fire Standard
To Ensure the ends is adopted and embedded and reflected in decision making
To Ensure the code is adopted and embedded and reflected in decision making processes across the whole organisation including the Fire Authority we intend to utilise
the Fire Standards Implementation tool to capture actions for each of the criteria. The
code of ethics provides a framework which behaviour can be measured against.
Treating people respectfully and in a transparent manner can only bring positive
impacts for all our employees and with the members of the public they interact with.



E. Benchmark MFRA POD using NFCC Maturity models

This model has been designed to assist fire and rescue services to assess current practice against different areas. The self-assessment tool will be revisited periodically to review progress and to highlight areas where progress can be made.

It is the objective of NFCC that the models and framework help to drive consistency across services in becoming leading practice organisations and shared learning is encouraged.

The POD team will establish a timetable for completion of the Maturity Model selfassessment benchmarking exercise to determine current maturity level against:

- Leadership Development
- Recruitment
- Learning Organisation
- Blended Learning
- Performance Management
- Employee Recognition
- Talent Management
- EDI
- Wellbeing
- HR Analytics.

Following self-assessment, we will develop appropriate action plans for each area in order to improve maturity and where SI's and policies fall out from these they will have an EIA created for them.



F. In partnership with Finance & Procurement determine and finalise new process for Finance, Procurement, HR & Payroll Application to ensure contract and system in place by August 2024.

The current system licence is up for renewal and tenders will be put out for a replacement or renewed contract. Similarly, to B, the people elements will form part of the procurement process including anti-slavery policies from the potential suppliers. This has a neutral impact.

G. To design, deliver and monitor a 12-month trial of Hybrid Working system and extended Flexible working scheme

This trial is aimed at enabling our non-firefighting colleagues who have the ability to work in a different manner; get a better work life balance and to assist with social economic pressures. There is a published EIA for this.

H. To provide advice, support and recommendations to all heads of function implementing their Succession Planning

This process is aimed at ensuring consistency and congruence in succession planning by allocating a POD Manager to individual departments to work in a business partner capacity with Line Mangers to support, guide and advise on their implementation strategy and planning options. This is a positive intervention as the team are ED&I trained and familiar with the need for non-discriminatory practices for example via positive action campaigns and by the use of the positive action toolkit.

I. Review and consider any actions for MFRA following the publication of recent cultural reviews within the Fire and wider blue lights sectors.



These well-publicised reports highlighted some egregious cultural practices that have a detrimental impact on many of the protected characteristics. Out internal plan is to establish a group to consider implications within MFRS and develop action plans for implementation. Any actions will if necessary, result in an EIA which will have positive outcomes by working to eradicate these behaviours.

J. To review the insurable risks the Authority holds and options available to the Authority for the insurance tender 2024

To review the current insurable risks the Authority holds, what the market offers and levels of insurance the Authority may choose to hold. Where a policy is devised following this review an EIA will be created.

K. To undertake a review of the Teams delivery output to help facilitate decisionmaking and governance arrangements for Members and the committees.

Following this review where a policy is devised following this review an EIA will be created.

L. To review the Committee meeting minute style and agenda pack to ensure it is accessible to the public and facilitates decision making for Members.

To provide training as appropriate to deliver consistency in reports and technology in attendance and presentation at committees.

Some actions have their own EIA's for example for the recruitment policies, professional development polices and well-being policies that are published and regularly refreshed. Some actions are in development, for example the scoping of a new system and the people impact will be considered as part of the procurement process.



U			
		The function will use the following vel policy and practice & EDI:	nicles to continually measure progress on workplace
		models that have a strong ele 2. Use the expertise of the ENE HR function	El & ED&I benchmark that includes a focus on the air Employment Charter for the LCR region both
2	Do you have all the evidence you need in order to make an informed decisions about the potential impact? (Please tick)	Yes ⊠ If you feel that you have enough evidence, then you will not need to	No □ If you feel that you do not have enough evidence to make an informed decision then you will need
		undertake any engagement activity	to undertake engagement activity with the staff or members of the public as applicable



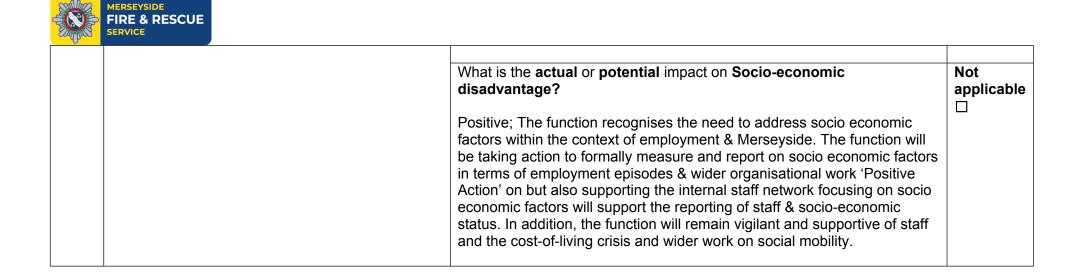
and have			
3	What engagement is taking place or has already	The Functional plan is devised with the input of POD Managers and should	
	been undertaken to understand any potential	al conjunction with the IRMP which is consulted on with Representative bodies, SLT	
	impact on staff or members of the public?	Boards, Authority and members of the public.	
	Examples include: <u>Public</u> Interviews Focus groups Public Forums Complaints, comments, compliments <u>Staff</u> Staff events / workshop Existing staff meetings / committees Staff Networks Representative Bodies	This EIA also needs to be viewed within the context of the work on Just Cult POD as a function increasingly focuses on building on the existing work on education and restorative justice as a way forward. The POD function held a workshop on the 24 th of Feb 2023 involving a cros staff and functional heads to help further understanding on Just Culture and i	n prevention, ss section of
	Annual Staff Survey questions		
4	 Will there be an impact against the protected groups as described in the Equality Act (2010)? 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. 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. 	 What is the actual or potential impact on age? The service has policies to support an employee throughout their life cycle from recruitment to flexible retirement. Roles do not have an age limit except for FF recruitment where this is for HASAWA reasons. The detail of this is in the relevant EIA's. The function will continue to analyse workforce data and also the latest practice on age diversity to ensure recruitment and the wider workforce experience reflects age across the organisation. In addition, the function will also continue to analyse age of function members linked to work on workforce planning, succession planning and commitment to positive action & workforce diversity across the function. 	Not applicable □
	It is also important to note that there may not be an impact on some of the protected groups if this should be the case please tick the not applicable	What is the actual or potential impact on disability?	Not applicable □



Darr	SERVICE		
	box.	The Service supports candidates with disabilities and supports those who develop them through their career.	
	If there is no impact , please state that there is no impact.	The activities of the ED&I plan will detail these with the relevant EIA's. At present the function is working towards raising disclosure rate on disability and also ensuring data on disability is collected across the employee experience with a particular focus on grievance and disciplinaries	
		In addition, the function is committed to achieving level 3 of the Disability standard by March 2024	
		In addition, the function will also continue to analyse disability & staff disclosures and representation within the function members linked to work on workforce planning, succession planning and commitment to positive action & workforce diversity across the function.	
		What is the actual or potential impact on gender reassignment?	Not applicable
		The function is mindful of the need to developing capacity to address gender reassignment and recognise this is an area of key focus for 2023-24	
		What is the actual or potential impact on marriage and civil partnership?	Not applicable
		There are no activities which impact on this protected characteristic	\boxtimes
		What is the actual or potential impact on pregnancy and maternity?	Not applicable
		There is a specific EIA for this.	
		What is the actual or potential impact on race?	Not applicable
		Positive Impact: EIAs & the cultural and inclusion board that includes representation from the REACH staff network will help shape inclusive practice in terms of race. This includes the wider work on Just Culture but also positive action.	



In addition, the function will also continue to analyse race/ethnicity & staff disclosures and representation within the function members linked to work on workforce planning, succession planning and commitment to positive action & workforce diversity across the function in line with the commitments set out in the wider organisations EDI Action Plan. What is the actual or potential impact on religion and / or belief? Positive? EIAs & POD functional policies will help ensure a positive impact on working with staff to accommodate religion and belief practice. The function will build on existing practices to encourage more employees to use existing policies to help them combine their work duties and beliefs. What is the actual or potential impact on sex (gender)? Positive: The function is mindful of the national coverage focusing on unacceptable behaviour within certain Fire & Rescue Services. Therefore, the function will also continue to analyse gender & staff and representation within the function members linked to work on workforce planning, succession planning and commitment to positive action. In addition, the function will also continue to analyse gender & staff and representation within the function remembers linked to work on workforce planning, succession planning and commitment to positive action. What is the actual or potential impact on		
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staff from LGBT backgrounds help shape policy and practice within the POD function. This will include helping to develop the capability of the LGBT network but also encouraging them to be critical friends in line with	Positive: The function will look to work with the LCBT network to ensure	
POD function. This will include helping to develop the capability of the LGBT network but also encouraging them to be critical friends in line with		
LGBT network but also encouraging them to be critical friends in line with		
the wider work on Just Culture but also positive action.	LGBT network but also encouraging them to be critical friends in line with	
	the wider work on Just Culture but also positive action.	





ACTION PLAN

Impact	tions need to be taken in order to mitigate the Action Required	Integrated existing work (yes/no) outline	Target Date	Responsibility
Age	Due to the nature of the POD function & key	YES	Ongoing	POD Team
Disability -	responsibility for 'people' it is recognised that	YES	Ongoing	POD Team
Pregnancy and Maternity -		YES	Ongoing	POD Team
Race	Data collection, analysis, work on positive action,	YES	Ongoing	POD Team
Gender reassignment	developing capacity to deliver effective EIAs, staff	YES	Ongoing	POD Team
Marriage and civil partnership	experience and intention and the wider work on culture and just culture will ensure key ED&I	YES	Ongoing	POD Team
Religion and / or belief	consideration and addressed and mainstreamed	YES	Ongoing	POD Team
Sex (gender)	into all actions.	YES	Ongoing	POD Team
Sexual orientation		YES	Ongoing	POD Team
Carers	The need to undertake a sperate EIA for action	YES	Ongoing	POD Team
Other	C&F in the action plan is recognised and will be	YES	Ongoing	POD Team
Deprived communities/socio economic	 undertaken. Developing internal capacity within POD & EIAs Focused work on Just Culture and also wider work on OD will ensure ED&I considerations are integrated and reporting on. Achieving benchmarks identified will provide useful evidence of impact 		Ongoing	



How will these actions be monitored and where will the outcomes be reported? These are discussed at People Board.

Completed by	Amanda Cross	Signature	
(Please print name /Designation)		Date	
Quality Assured by		Signature	
(Please print name /Designation)		Date	

Name of responsible SLT member	Signature	
(Please print name /Designation)	Date	



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) <u>equality impact assessment template</u> National Fire Chiefs Councils (NFCC) <u>Equality Impact Assessment Toolkit</u> National Fire Chiefs Councils (NFCC) <u>Maturity Models and Workforce Good Practice Frameworks</u>

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
- NFCC Community Risk CRMP Equality Impact Assessment

These can also be found on the <u>NFCC website</u>

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

<u>Webinars</u>

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
- <u>Appendix 8 Supporting Transgender staff in the Workplace</u>
- <u>Appendix 9 Neurodiversity in the workplace</u>



2021/22 Fire Statistics this includes workforce date published by the government