EQUALITY IMPACT ASSESSMENT

Overview Details			
Function /Department	POD	**Date Of analysis**	March 2024
Title and overview of what is being assessed / considered	People Plan	**Review Date**	
Who will be affected by this activity? (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

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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	**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 **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.	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 People & Culture Plans The priorities within the plan for 2024/27 have been determined by a number of influences including: • 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

	Some aspects of these documents will help you provide information, awareness, and data to support: • Integrated Risk Management Plans • 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 plan sets out our drive to harness the passion and unswerving commitment of our own people to the people they serve. Its introduction will undoubtedly improve the safety of our communities, through improving the working lives and experiences of our own teams. Ultimately, making Merseyside a safe place to live and Merseyside Fire and Rescue Service a great place to work. The People Plan, provides the key strategic people focused building blocks, that allow us to achieve our purpose to protect our communities and keep them safe. In conjunction with the functional plan, it explains how we will achieve our strategic ambitions and how we will measure our progress. Our people are pivotal in all that we set out to do and we know it is only by investing in them and creating a sense of purpose and belonging that we can deliver our vision whilst allowing our staff to reach their full potential. The People Plan is our vehicle to deliver this ambition and it is built upon five key but interlinked themes. These are, **attract and retain the best people, develop exceptional people and leaders, promote a holistic approach to health and wellbeing, deliver sector leading**

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		organisational performance and embed equality, diversity, and inclusion as part of strong positive culture.	
		It is essential that we celebrate our variety of backgrounds and experiences to create an environment where everyone feels included, valued and able to speak up.	
		A key aspect of the plan is the creation and maintenance of a positive and professional workforce culture that will mean our people feel listened to, appreciated and psychologically safe, making Merseyside Fire and Rescue Service an employer of choice.	
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 undertake any engagement activity	**No** ☐ If you feel that you do not have enough evidence to make an informed decision then you **will need to** undertake engagement activity with the staff or members of the public as applicable

3	**What engagement is taking place or has already been undertaken to understand any potential impact on staff or 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 • Annual Staff Survey questions	The relevant POD teams have had an input into the key strategic actions to drive the people aspect of MFRS forwards. Together they have looked at people management best practice, upcoming statutory changes and key employment trends and tailored these to fit our desired culture. Our internal stakeholders have added comment and the plan is now ready to be released for full formal consultation with our Representative Bodies and informally with our Networks before ultimately Member signoff. A short survey will also be circulated to all staff as part of the consultation process, and the results will be reviewed, and feedback will be added to the EIA prior to Member signoff of the final plan.	
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 <mark>positive or negative</mark> 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?** There is a positive impact on age. Our focus on a holistic approach to health and wellbeing ensure that employees are supported to be at their best from entry to retirement; recognition of high performance based on talent not age, and via appraisal and performance review to unlock the valuable knowledge that can be found in our more experienced firefighters. 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 the latest practice on age diversity to ensure recruitment and the wider workforce experience reflects age across the organisation.	**Not applicable** ☐

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	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 box. If there is **no impact,** please state that there is no impact.	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.	
		What is the **actual** or **potential** impact on **disability?** Our dedicated Health and Wellbeing team proactively look to keep our employees in work through temporary and permanent reasonable adjustments and provide a range of supportive interventions. The Service supports candidates with disabilities and supports those who develop them through their career. 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 will also continue to analyse disability & staff disclosures and demographic representation within the function & link to work on workforce planning, succession planning and commit to positive action & workforce diversity across the function in line with the commitments set out in the wider organisations EDI Action Plan.	**Not applicable** ☐
		What is the **actual** or **potential** impact on **gender reassignment?** There is no impact either positively or negatively.	**Not applicable** ☒
		What is the **actual** or **potential** impact on **marriage and civil partnership?** There is no impact either positively or negatively.	**Not applicable** ☒
		What is the **actual** or **potential** impact on **pregnancy and maternity?** There is a specific policy, service instructions and supporting EIA's which cover all aspects of pregnancy, maternity and IVF.	**Not applicable** ☒

		What is the **actual** or **potential** impact on **race?** Positive Impact: The cultural and inclusion board that includes representation from the REACH staff network, along with the production of EIA's for Policies, Service Instructions and Projects etc. will help shape inclusive practice in terms of race. This includes the wider work on Just Culture and positive action. In addition, the function will also continue to analyse race/ethnicity & staff disclosures and demographic representation within the function & link to work on workforce planning, succession planning and commit to positive action & workforce diversity across the function in line with the commitments set out in the wider organisations EDI Action Plan.	**Not applicable** ☒
		What is the **actual** or **potential** impact on **religion and / or belief?** POD functional plans and policies along with supporting EIA's 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.	**Not applicable** ☒
		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 continue to work with the Gender Equality Network and focus on preventative interventions to ensure good workplace relations. This includes the wider work on Just Culture, positive action and promotion and progression in the service. In addition, the function will also continue to analyse gender & staff disclosures and demographic representation within the function & link to work on workforce planning, succession planning and commit to positive	**Not applicable** ☐

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		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 **sexual orientation?** Positive: The function will look to work with the LGBTQ+ FireProud network to ensure staff from LGBTQ+ backgrounds help shape policy and practice within the POD function. This will include helping to develop the capability of the LGBTQ+ FireProud network but also encouraging them to be critical friends in line with the wider work on Just Culture and positive action.	**Not applicable** ☒
		What is the **actual** or **potential** impact on **Socio-economic disadvantage?** Positive The function recognises the need to address socio economic factors within the context of employment and Merseyside. The function will be acting to formally measure and report on socio economic factors in terms of employment episodes and wider organisational work on 'Positive Action'. By also supporting the internal staff network focusing on socio economic factors will support the reporting of staff and socio-economic status. In addition, the function will remain vigilant and supportive of staff and the cost-of-living crisis and wider work on social mobility.	**Not applicable** ☒

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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	A short survey will also be circulated to all staff as part of the consultation process, and the results will be reviewed, and feedback will be added to the EIA prior to Member signoff of the final plan		June/July 2024	POD
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)
Due to the nature of the POD function & key responsibility for 'people' it is recognised that:

Data collection, analysis, work on positive action, developing capacity to deliver effective EIAs, staff experience and intention and the wider work on culture and just culture will ensure key ED&I consideration and addressed and mainstreamed into all actions.

Where there is the need to undertake a separate EIA for targeted actions these will be 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.

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Achieving benchmarks identified will provide useful evidence of impact

Completed by (Please print name /Designation)	Amanda Cross	Signature Date	25th March 2024
Quality Assured by (Please print name /Designation)	Mo Jogi	Signature Date	11.06.24

Name of responsible SLT member (Please print name /Designation)	Nick Mernock	Signature Date	11.06.24

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](#)

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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 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](#)

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- [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](#)

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