

West Midlands Fire Service Full Equality Impact Assessment Pro-forma Appendix 4

Please note that you will have already completed the Preliminary Equality Impact assessment process with regard to your policy/procedure/activity. If the score resulted in a medium or high impact you will need to complete a Full Impact Assessment. This pro forma is designed to help you complete the assessment. If you have any questions the Equality and Diversity Advisor can be contacted on extension 6241

Standing order /Procedure /Project title	Accessible Information, Services and facilities
Standing order No (if applicable)	2/22
Is this a new or existing policy, procedure, function?	New
Name of person responsible for completing the Impact Assessment/Telephone No/email address	Sabrina Richards 0121 380 6241
Directorate/Responsible Director	Human Resources- David Johnson
Section/Department	Equality and Diversity Section
Policy owner/Manager of section	Babs Hay
Date of Full Assessment	28.7.08

1. Please give a brief description of the objectives, aims and outcomes of the policy, project or activity -What is the purpose of the policy function, activity, or project?

The policy has been developed to provide fire service personnel with further guidance in relation to the accessibility of information, services and facilities to disabled employees and disabled members of the community. The policy has also been developed to ensure that reasonable efforts are made to make sure environments that are used by disabled members are accessible. A further aim of the policy is to make sure that information that is sent out , to members of the public is available in alternative formats.

2. Examine any available data or past evidence or research

The information or data that you have collated will assist you to properly assess the actual or likely impact on specific groups. What does the information or data that you have collated tell you about the policy, project or activity? Is there any past evidence to suggest that the policy may have discriminatory outcomes? If there are any gaps in data or information please state the reasons why

According to data collated from the Disability Rights Commission (DRC) there are approximately 10 million people with disabilities in the UK. Research from the DRC suggests that disabled people are often discriminated against in employment, and in the provision of goods and services. This is due to the fact that organisations do not take into account barriers faced by people with disabilities. This is a new policy and the aim is to prevent unlawful discrimination towards people with disabilities.

3. Assess the likely impact of the policy, function, project or activity on the six strands of equality i.e. women, men, ethnic minorities

It is essential to understand whether the policy when applied in practice could affect certain groups in different ways (differential outcomes) and whether the differential outcomes amount to unintentional discrimination please refer to Appendix 1 and 3 for further guidance and examples

The policy when applied in practice does not have differential outcomes for specific groups as the intention of the policy is to provide a tailored response to disabled employees and disabled members of the community, by ensuring equal access to information, services and facilities.

4. What practical considerations need to be taken into account to reduce or remove adverse impact?

Not applicable as the policy outcomes do not disadvantage specific groups of people. The policy aim is to promote equality of outcomes for disabled people.

5. Consult on the outcome of the assessment

For this section all responsible policy owners must have carried out a consultation process with guidance from the Equality and Diversity section. Please note this is a critical area of policy development and may affect the legitimacy of the policy, function or Project and the trust of the community we serve. If you have not consulted with groups at the time of the assessment you must indicate how and when you plan to consult. Please note if there are only minor amendments to be made to the policy, function, project or activity then it may not be necessary to carry out the consultation process further guidance can be obtained from the Equality and Diversity section. Has the policy been amended as a result of consultation?

Consultation has taken place via the Brigade's Consultation process. Further consultation will take place via the internal disability staff group.

6. Make arrangements to monitor service delivery outcomes or the application of the policy once applied.

It is important to ensure appropriate mechanisms are in place in order to monitor the policy to assess its true impact once it is in operation. It is not always possible to know how a policy affects members of the public or employees until it is in operation please state how you plan to monitor the policy and the arrangements that have been established.

This policy will be monitored using statistical data gathered as part of the complaints process for members of the public and complaints raised by members of staff. The policy will also be monitored via feedback from the internal disability staff group.

I am satisfied that the policy, function, project or activity has been fully impact assessed. I am aware that the completion of this assessment is a statutory obligation and that as owners of this policy function project (please delete as appropriate) we take responsibility for the quality of the information provided.

Signed completing Officer -----Sabrina Richards----- Signed Section Head /Manager- Babs Hay----

***Please Note that under the specific duties of Equality Legislation the West Midlands Fire Service has a legal duty to publish the result of Equality Impact assessments carried out by each department. If you feel there is a reason why this impact assessment should not be published please contact the Equality and Diversity Adviser on ext 6241.**

FULL EQUALITY IMPACT ASSESSMENT REPORT

APPENDIX 5

This form must be fully completed and sent to the Equality and Diversity Section as the final report will be published on the West Midlands Fire Service Intranet/internet

Name of the Policy, Function, Activity	Accessible, information , services and facilities
<p>In this section please give a brief description of the aims of the policy the context in which the policy operates and why the policy /function/activity has been developed/amended</p>	<p>The aim of the policy is to provide staff with further guidance in relation to the accessibility of information, services and facilities to employees and disabled members of the community.</p>
<p>Introduction For this section please give a brief explanation why the EIA has been completed.</p>	<p>The EIA has been completed to ensure that the policy outcomes provide equality of opportunity for disabled employees and disabled members of the community.</p>
<p>Data Sources In this section, please state what information and data has been collated to inform the assessment. If there is no data available, please explain the reasons why.</p>	<p>Data has been collated from reports by the (DRC) Disability Rights Commission, Reports from the (DWP) Department for work and pensions and fact and figures from The Equality and Human Rights website.</p>
<p>Adverse/negative impact identified In this section please discuss the implications of the policy function activity on the six strands of equality i.e. race, age, gender, disability.</p>	<p>There was no negative or adverse implications identified on disability. The policy has been developed to ensure that unlawful discrimination does not take place for disabled employees and disabled members of the community.</p>
<p>Considerations given to remove adverse or negative impact For this section please detail amendments to be made to the policy, function or activity in order to minimise avoid negative or adverse impact</p>	<p>Not Applicable</p>
<p>Formal Consultation Please detail outcomes of formal consultation responses etc</p>	<p>Formal consultation has taken place through the Brigades internal consultation process and further consultation will take place via the internal disability staff group</p>
<p>Conclusions /recommendations</p>	<p>It is recommended that the application of this policy is monitored on a quarterly basis via the internal disability staff group.</p>
<p>Report completed by</p>	<p>Sabrina Richards</p>
<p>Date Completed</p>	<p>28.7.08</p>

