

**BUCKINGHAMSHIRE
FIRE AND RESCUE
SERVICE**



THE PEOPLE IMPACT ASSESSMENT FORM

- 1) **Name and description:**
Amendments to **OC66 'Operational Procedures and equipment feeding at Fires'** Policy leading to the termination of the Canteen Unit facility.
- 2) **Responsible directorate/service area/ designated officers:**
Service Delivery – Denis O'Driscoll
- 3) **Who is completing this PIA form and why?**
Dean Elliott – Project lead
- 4) **What are the objectives of the document?**
To impact assess the proposed amendments to **OC66 'Operational Procedures and equipment feeding at Fires'** leading to the termination of the canteen unit facility and replacement with an alternative service.
- 5) **What are the main activities involved?**
Improving the welfare of crews by providing hot and cold refreshments to the incident ground.
- 6) **Who have you engaged with and how and why?**
SMT – Review of current policy and recommendations for efficiency savings
FINANCE – Data analysis
STATION COMMANDER – Line manager, staff engagement
HR – People impact and staff engagement
E & D Manager – People impact
OXON FRS – 13/16 agreement alterations
Rep bodies (FBU, UNISON) – Collective staff representation
- 7) **Who is intended to benefit and what are the POSITIVE IMPACTS that can be identified, and how?**
Operational staff will not be put at a disadvantage as they will still receive hot and cold refreshments based on amendments to **OC66 'Operational Procedures and equipment feeding at Fires'** policy to include the introduction of procurement cards for managers to utilise during prolonged incidents where it is necessary to consider the welfare of attending crews.

This will create a more flexible approach to providing refreshments as managers can provide more choice of provisions based on the opportunities that are available in the local community. The speed of response will be improved as procurement cards will be widely available for managers along with the improved self-sufficient sundries that will be supplied to front line vehicles.

This will lead to financial efficiency savings based on data obtained over the last 3 years.

This procedure will apply fairly to all relevant employees regardless of their race, disability, gender, age, sexuality, gender reassignment, pregnancy and maternity, marriage and civil partnerships.

8) Are there or will there be any potential NEGATIVE IMPACTS on any section of the staff or community in any of the following areas?

Potential perceived impact on nine current members of staff who crew the canteen unit as they will no longer be required to carry out this contractual function.

Of these nine staff members 3 are currently full time employees of BFRS, 1 is a full time employee of Bucks CC, 1 is a former employee of BFRS (recently made redundant), 1 is a retired employee of BFRS (RDS), 1 is independently employed part time and 2 have no other employment.

9) Using information from the engagement in Q.6) and the positive and negative impacts from Qs. 7) and 8) are there any specifics we should consider for an action plan to address individual or group requirements?

Consideration of the *'Redundancy policy & procedure'* to support HR

10) Do we need any further data or research to remove NEGATIVE impacts or make use of POSITIVE impacts?

Data available from the documents

'Review of Feeding at Fires Policy' carried out by Dean Elliott May 2013.

Financial Feasibility study –submitted to finance department October 2013

Members budget challenge – Approved 31 October

11) Can the POSITIVE impact be identified as good practice OR can the NEGATIVE impact be minimized or removed? Include in the action plan (below):

Positive impact is good practice as part of the *'Moving forward review'*

Negative impact may be minimised through formal consultation with canteen unit staff taking into account the *'Redundancy policy & procedure'* document (version 2.0)

12) Are there other adaptations that could further promote equality, equal opportunities or improved relations? Explain how and include in action plan (below):

APPENDIX C

Signed:	Date:
Completed by: Dean Elliott	5/11/13
Line manager (if appropriate): Ian Taylor	
Equality and Diversity: Shaz Choudhry	20/08/2013
Scrutiny (if appropriate):	

APPENDIX C

People Impact Assessment Action Plan

The table below should be completed using the information from the People Impact Assessment to produce an action plan for the implementation of proposals to:

Please ensure that you update your service/business plan with the equality objectives/targets and actions identified below.

Area of impact	Changes proposed	Lead Officer	Timescale	Resource implication	Comments
Consultation with affected staff	Formal consultation leading to removal of canteen unit	Mark Ridder	30 Days		
HR support in dealing with any redundancy	Redundancy packages for affected staff	Mark Ridder	7 Days		

Sign off (Head of Service):

BFRS Canteen Unit Protected Characteristics

