



1. Policy statement

Buckinghamshire and Milton Keynes Fire Authority (the Authority) is fully committed to equality, diversity and inclusion. These qualities are fundamental to achieving the Authority's aim of making the public of Buckinghamshire and Milton Keynes safer. The Authority's values incorporate honesty and trust, treating each other fairly and with respect, in an environment, which expects cooperation and inclusive teamwork, free from any prejudice and discrimination.

The Authority will encourage everyone to strive for excellence and achieve their goals, and at all times deliver a high quality service to the public during the lifecycle of their career.

The Authority believes that a workforce, which better reflects the diversity of the public, will create a stronger, more enriched and well-informed organisation, able to meet the expectations for a modern fire and rescue service. The Authority will attract talented people from all parts of the community and support their development and retention.

By embracing equality, the Authority will promote this policy in both employment opportunity and in the delivery of its services. It will not tolerate unlawful discrimination. The Authority is fully committed to the duties placed on it as an employer, service provider and public body under the Equality Act (2010) and other relevant legislation and respects the rights and privacy of all.

By embracing diversity, the Authority acknowledges the full breadth of people within the community ~~who work for the Service~~ and seeks to reflect that variety within its workforce. The Authority is open-minded and receptive to alternative approaches and encourages innovation. Such an environment is best established when people feel they can express their views within the context of our values.

By embracing inclusion, the Authority recognises that everyone that works for the Service has a valuable contribution to make. The Authority will meet the different needs of people and the communities, and will ensure the working environment is receptive, welcoming and inclusive of all its people.

2. Scope

This policy applies to all employees and Members within the Authority. It applies to all aspects of the employment lifecycle, from recruitment and selection through to leaving the Authority.

This policy also applies to collaborative partners, contractors, job applicants and those working within the Service via a third party.



3.0 Roles and responsibilities

All employees are responsible for ensuring the values and behaviours are demonstrated through their actions and conduct, and to behave professionally at all times. Mutual confidence, trust, loyalty and respect between managers, employees and other partners is critical to the Authority achieving its corporate aims and providing a high quality service to the public.

The **Authority** has primary legal responsibility for compliance with the Equality Act (2010). In particular, Members of the Authority will review and approve publication of its corporate equality, diversity and inclusion objectives and monitor progress against these objectives on an annual basis.

The **Strategic Management Board (SMB)** has corporate responsibility for ensuring the Authority delivers this policy. Leading by example, SMB will ensure equality, diversity and inclusion is reflected in the values and underpins all aspects of the Service.

All **Managers** are expected to lead by example and promote a culture that is supportive of the benefits of equality, diversity and inclusion. Managers are responsible for implementing this policy in service delivery and are expected to:

- Promote a professional and positive working environment by being inclusive and open, and challenge any behaviour or decisions that breach this policy
- Raise awareness of equality, diversity and inclusion, act as role model for others and develop personal skills to promote equality, diversity and inclusion
- Take accountability for timely and appropriate action to address and resolve issues relating to bullying, harassment and discrimination

The Authority expects all employees to:

- Treat everyone with respect and dignity and set excellent standards of behaviour
- Understand the value and benefits of equality, diversity and inclusion
- Follow policies and procedures, ensuring that any employee for whom they are responsible do the same
- Consider the diverse needs of both employees and service users, to ensure services are as inclusive and accessible as possible
- Challenge unacceptable behaviour and inform their line manager about any instances of discrimination, or any perceived problems in



relation to employment, or potential discrimination in the way that services are provided to the public

4.0 Principles

The Authority will become a more diverse and inclusive organisation, establishing a culture that puts the community at the heart of all that we do. To achieve this, the Authority is committed to recognising the value and benefits brought by everyone. ~~people from different backgrounds.~~

The Authority acknowledges the role the trade unions and staff representatives can provide in working jointly to develop a more diverse and inclusive culture within the Service. The Authority commits to working within existing agreements, or where appropriate develop these further.

The Authority will ensure that equality, diversity and inclusion is embedded in its culture and reflected in its people and behaviours, all of which will help to better serve the public. The Authority will endeavour to:

- Be an employer of choice for people from diverse backgrounds and improve our ability to attract, develop and retain employees from these groups
- Provide fair, open and transparent access to development opportunities in order to fully utilise the talent of its employees
- ~~Improve the recruitment and retention of people from diverse backgrounds~~
- Ensure employment decisions are fair and objective, and free from bias or discrimination
- Enhance improvement and innovation through positive interaction and involvement across the Service
- Respond to the needs and expectations of the public
- Build effective relationships in the wider community, through partnerships, the wider public and community-based groups
- Exceed the minimum legal requirements. There are nine specific areas (or protected characteristics) covered by equality and diversity legislation; age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any protected characteristics
- Ensure that people are treated fairly and protected from discrimination, bullying or harassment and to take appropriate action where necessary
- Review all existing policies and procedures to ensure they demonstrate equality, diversity and inclusion



5.0 How the Authority will demonstrate its commitment

The Authority will ensure this policy is enabled through the Public Safety Plan and internal planning processes. It will also be fundamental to all policies, procedures, practices and processes. The Authority will support its commitment and:

- Report on and publish equality, diversity and inclusion objectives on an annual basis
- Establish monitoring systems that enable the Authority to assess performance across activities
- Establish structured groups to include managers, employees, trade union and staff representatives throughout the Service, which will support and promote inclusion and engagement
- Ensure equality, diversity and inclusion are considered as part of everyday business and continuously seek opportunities to promote equality and diversity for employees and service users
- Promote a good work-life balance and opportunities to work flexibly wherever possible
- Introduce reasonable adjustments for less-able people where appropriate
- Provide ongoing training and development on the positive impact of equality, diversity and inclusion and raise awareness through regular communications
- Ensure recruitment and selection is fair, transparent and consistent
- Ensure business change programmes consider wider inclusion matters
- Ensure unacceptable behaviour in the workplace is challenged and complaints about discrimination, harassment or bullying are fully investigated
- Ensure that employees and service users know how to raise an issue if they feel discrimination, harassment or victimisation has taken place
- Ensure that services, including premises are as accessible and inclusive as possible, for all employees and service users

6.0 Implementation

We are committed to making ~~society~~ communities safer and more inclusive. All employees will strive to deliver a high quality service to the public, responsive to the needs of all service users.

The Director of People and Organisational Development has delegated responsibility from the Authority for overseeing the implementation, consistent application of, and continuing effectiveness of this policy. This includes ensuring that the provisions of this policy informs other policies, procedures and practices where appropriate.



All employees will be made aware of this policy and the responsibilities of both the Authority and the individuals to observe and commit to its aims.

The Authority will communicate this policy to employees through internal staff communication channels and will ensure the policy is widely available

7.0 Monitoring

Human Resources will collect, monitor and analyse diversity data, including information about gender, age, ethnicity and disability of employees and job applicants to make sure employment processes are fair and are achieving the aims of this policy. This information will be held in strictest confidence and will only be used for anonymised monitoring and reporting purposes.

Any patterns of under-representation will be investigated and positive steps to remove any barriers or discrimination, and promote diversity and inclusion will be taken.

Whilst submitting sensitive personal information is optional, it is encouraged, as this data is an important component to identifying inequality, initiating activity and evaluating progress as required to meet legislation under the Equality Act (2010). Diversity information will also be collected from service users, to ensure that members of the public from all communities are accessing our services, and to support the identification of any barriers.

This policy will be reviewed every three years, or earlier if required by legislative or business changes.



Integrated Impact Assessment (IIA)

A) The impact table

Are there any possible impacts, which need further investigation? To complete the table tick ✓ the likely impact.

Impact Table						
Impact on people (protected groups and "others")	External Individuals			Service Employees		
	Positive	Negative	None	Positive	Negative	None
People						
Gender	✓			✓		
Race	✓			✓		
Age	✓			✓		
Religion/Belief	✓			✓		
Sexual Orientation	✓			✓		
Gender Reassignment	✓			✓		
Pregnancy / Maternity	✓			✓		
Marriage/Civil Partnership	✓			✓		
Disability	✓			✓		
Place						
Strengthen Community Cohesion	✓			✓		
Tackling Poverty / Promoting Social Inclusion			✓			✓
Privacy			✓			✓
Health			✓			✓
Environment			✓			✓



B) Privacy impact assessment screening questions

These questions are intended to help Service staff involved with new projects and / or processes (or significantly changed processes) decide whether an Impact Assessment is necessary. Answering 'yes' to any of these questions is an indication that an Impact Assessment would be a beneficial exercise.

Privacy Screening Questions		
Question	Yes/No?	Comment
Will the project involve the collection of new information about individuals?	No	
Will the project compel individuals to provide information about themselves that they have not had to previously?	No	
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No	
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	No	
Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?	No	
Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.	No	
Will the project require you to contact individuals in ways which they may find intrusive?	No	



People Screening Questions		
Question:	Yes/No:	Comment
<p>Will the project you are undertaking affect any of the following factors explicitly?</p> <ul style="list-style-type: none"> - Race - Disability - Gender - Religion/Belief - Sexuality - Age - Gender Reassignment - Pregnancy / Maternity - Marriage / Civil Partnerships 	Yes	In a positive way. The Equality, Diversity and Inclusion policy aims to ensure that the Service operates in a fair, open and transparent manner, working towards the elimination of unlawful discrimination and establishing a culture of inclusion, which enables the Service to meet the needs of all diverse communities.
Could the progression of your project have a negative effect on a particular person/group of persons within the organisation or externally?	No	
Does the progression of your project affect the status of any person/s within the organisation or externally?	No	
Will any person/s within the organisation or externally be negatively impacted, with respect to their personal status, by the completion of your project?	No	
Is there any new technology within your project that will negatively impact the wellbeing of a person/s within the organisation or externally?	No	
Is there any aspect of a person/s status that will negatively impact your project?	No	
Is there any risk that your project could fail to comply with all relative people laws, e.g. the Equalities Act 2010?	No	
If your project requires you to employ new members of staff, is there likely to be any people based prejudice within the recruitment process?	No	