



BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE

THE PEOPLE IMPACT ASSESSMENT FORM

1) Name and description:

Milton Keynes Area Review: A proposal to merge Great Holm and Bletchley Fire Stations with Thames Valley Police into a purpose built 'blue light hub' located in West Ashland in Milton Keynes.

2) Responsible directorate/service area/ designated officers:

Head of Transformation & Projects

3) Who is completing this PIA form and why?

The Head of Projects & Transformation as the lead officer for the Milton Keynes area review

4) What is the main purpose (or the main purpose of the changes you want to make)?

- To merge the resources from Bletchley and Great Holm fire stations into a new purpose built blue light hub facility with Thames Valley Police at West Ashland in Milton Keynes.
- To create shared facilities at the new site that can be used by partners and community groups.

5) What are the main activities involved?

- Staff and public engagement as part of a consultation exercise into this proposal.
- Creating an outline plan of the proposed new facility to enable engagement with staff and any other affected parties on what should be included within it.
- If the proposal is approved moving the current staff and resources from the existing two fire stations to the new site.

6) Who have you engaged with and how and why?

- Affected staff, all recognised trade unions, informally since July 2015 through staff engagement meetings, local management meetings, 1:1's.
- Analysis of the affected staff groups protected characteristics has been completed using anonymised data provided by Human Resources. The findings identified that the new site would improve facilities available for all identified groups. The move to the new site wasn't considered to be an issue due to its close proximity to the current fire stations.

- Members of Parliament for Milton Keynes, Milton Keynes Councillors, Town Councillors, Parish Councillors, local press were all sent advanced copies of a public consultation document that explained the rationale and supporting documentation for the merger proposal.
- Public Forums were organised and facilitated by an external research company. The selection process for the Public Forums targeted people from Bletchley, West MK and across MK, respectively, over three separate evening events. This was designed to ensure that a representative sample of the public was consulted. A socio-demographic profile of the public forums is available through the report produced by the external research company. It indicates there was a broad cross section of residents from local areas.
- The staff engagement group was selected by staff from Milton Keynes stations as well as a Fire Brigades Union local official.
- An online questionnaire hosted by an external research company was publicly available throughout the eight week consultation period. Participation in the online survey was by open invitation so the views expressed via this channel cannot be certified as being necessarily representative of the views of the general public or staff as a whole. However, all staff and a wide range of organisations were encouraged to take part in the feedback process which yielded a diverse range of views and opinions. A socio-demographic profile of the public forums is available through the report produced by the external research company. It indicates there was a broad cross section of residents from local areas.

7) Who is intended to benefit and what are the POSITIVE IMPACTS that can be identified, and how?

Race: No identified or obvious impact
Reason (if applicable):

Disability: New site will be designed and built to the latest building regulations and standards ensuring it will be compatible for use by disabled persons (public and staff).
Reason (if applicable):

Gender: The new premises will be designed to ensure that where required there are individual facilities for males and females to ensure standards of privacy and encourage a diverse workforce. Reason (if applicable):

Religion/Belief: The new facility will make provision for a multi faith room and other opportunities will be identified at a later stage in the project should permission to progress the building of the new blue light hub is achieved from the Fire Authority. The current fire stations do not have these facilities.
Reason (if applicable): To ensure that the facility is designed for individuals to practice their faith (public and staff).

Sexuality: No identified or obvious impact at this stage.
Reason (if applicable):

Age: No identified or obvious impact at this stage.

Reason (if applicable):

Gender Reassignment: No identified or obvious impact at this stage.

Reason (if applicable):

Pregnancy and maternity: Suitable facilities will be designed into the new premises for nursing or expectant mothers. The current fire stations do not have these facilities.

Reason (if applicable):

Marriage and civil partnerships: Considered at a later stage of the project as it will impact on individual members of staff, however at this point no issues identified.

Reason (if applicable):

Strengthen Community Cohesion and Promoting Social Inclusion: The consultation with the public has provided details of what community use facilities they would like to be available at the blue light hub facility. Discussions are taking place with local businesses to explore opportunities for investment in the site to fund the construction of the community facilities. We have also discussed the potential of a volunteer scheme to operate these facilities supported and encouraged by local businesses and members of the community.

The site is located next to the red way cycling route, there is also a bus stop located on the entrance to Thornbury, which is the main route into the site, therefore the site is easily accessible to the public. Parking has been allocated on the site for members of the public visiting or using the site.

The meeting rooms on the site will be available for community meetings and groups to use during the day or in the evening. Public access to this new facility will be made available and advertised to a diverse community cross section.

Environmental:

The Authority is designing a facility to achieve BREEAM (Building Research Establishment's Environmental Assessment Method). BREEAM is one of the environmental assessments tools used in the energy industry. It is now considered as a standard that most councils use for new buildings and significant refurbishments.

Other (eg. RDS, cleaners/cooks):

The on-call staff at the two stations concerned are part of a separate change programme which is looking at how the on-call across Milton Keynes are operated. The impact of the move to the new facility will be factored into this separate change programme.

The cleaners within the Milton Keynes stations are already a mobile team that service all the stations in this area, therefore the impact upon them due to the change in location will be minimal.

Reason (if applicable):

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?

Race: No identified or obvious impact

Reason (if applicable):

Disability: No identified or obvious impact

Reason (if applicable):

Gender: No identified or obvious impact

Reason (if applicable):

Religion/Belief: No identified or obvious impact

Reason (if applicable):

Sexuality: No identified or obvious impact

Reason (if applicable):

Age: No identified or obvious impact

Reason (if applicable):

Gender reassignment: No identified or obvious impact

Reason (if applicable):

Pregnancy and maternity: No identified or obvious impact

Reason (if applicable):

Marriage and civil partnerships: No identified or obvious impact

Reason (if applicable):

Other (eg. On-call, cleaners/cooks):

Reason (if applicable):

A move to the new facility would increase the distance that on-call employees would need to travel for their training evenings and for fire calls.

There is a cook at each existing fire station. One cook is currently on fixed term contract and the other has agreed to move onto a fixed term contract. Both are up for review in early 2017, these staff will receive regular 1-1s with the local station commander throughout the period of the change programme.

SOME *there may be some NEGATIVE/POSITIVE IMPACT on one or many groups/communities and it will be necessary to continue with the remainder of*

the People Impact Assessment (PIA). Using the information above, proceed through the rest of the form.

NONE NEUTRAL IMPACT on any particular group/community so will require the reasons for not proceeding.

Reasons:

Some NEGATIVE/POSITIVE IMPACT – further action (continue)

NEUTRAL IMPACT – no further action (sign the form)

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?

- 1:1’s and or group briefing sessions being offered to affected staff
- Project delivery timeline is established subject to Fire Authority permission to progress this proposal.
- Staff engagement group established in July 2015, which will continue to meet regularly throughout the project to ensure staff representatives are well briefed on progress.

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

- Identify what will be factored into the design for the building as part of complying with building regulations.
- The PIA will be reviewed regularly during the design and detailed specification phase of the project.

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): Not at this stage

12) Are there other adaptations that could further promote equality, equal opportunities or improved relations? Explain how and include in action plan (below): Not at this stage

Signed:	Date:
Completed by: Head of Projects & Transformation	4 January 2016
Line manager (if appropriate): N/A	

Human Resources: Employee Relations Manager	7 January 2016
Scrutiny (if appropriate): Head of Human Resources	28 January 2016



People Impact Assessment: Summary Report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the authority's web site

Date of Assessment: 4 January 2016
Completing Officer's Title/Position: Area Commander, Head of Projects & Transformation
Service, Policy, Procedure, or Practice that was Impact Assessed:
<p>Summary of Recommendations and Key Points of Action Plan:</p> <ul style="list-style-type: none"> ➤ Identify exactly what will be included in the building design as part of complying with building regulations that will address protected characteristic requirements outlined above. ➤ Review PIA and fill out the action plan below following the decision of the Fire Authority on whether to progress the station merger proposal.

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

Sign off (Head of Service):

Department People & Organisational Development (E&D)
Author :
Approval :
Issue number: 3.0
Issue date :
Review date :