

Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: Equality Impact Assessment Guidance note



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Appendix 3

1: Overview information	
Name of activity / change / policy / procedure/project:	Unit 7 Exit programme
Directorate/department:	Property
Name(s) of person(s) completing the assessment	Marie Crothers – Programme Manager
Date of commencement of assessment:	17 January 2023 – revised 30 August 2023

2: What is the aim and purpose of the activity / change / policy / procedure / project you are assessing?

A programme has been established to assess the options available to the Service regarding the future use of Unit 7, Garside Way, to the rear of the headquarters site in Stocklake, Aylesbury.

The Authority had made a commitment to exit Unit 7 as soon as it is practicable to do so, this was likely to be after full occupation of the new Blue Light Hub in Milton Keynes which has now been completed.

Withdrawal from the use of Unit 7 will result in lease cost savings to the Authority.

The programme will also consider the long-term need for the number and size of work stations required across the Headquarters site in Aylesbury, to assist flexible ways of working and will explore the different options available to the Service to exit Unit 7 and find locations for all departments currently located within and generate savings whilst doing so.

It is in line with the Corporate Plan in that it links to Assets and Equipment (SE3.8): *Review of estate requirements to accommodate improved flexible working and potential rationalisation of estate.*

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3: Who will be affected by the activity / change / policy / procedure / project, and how? Consider members of the public, employees, partner organisations etc.

The Programme mandate, approved at BTB, stated:

'This programme will impact the BFRS estate and personnel only, therefore is not considered to be suitable for inclusion within the collaboration agenda. There may be an impact on other groups depending on other sites utilised.'

The exit of Unit 7 will affect all those staff members who are located within that building as their primary location, as alternate locations will need to be found for each function. The impact is likely to be Service wide as almost all personnel have some interaction with the Stores function and/or will use the meeting facilities within the building at some point.

Key stakeholders identified at this stage are as follows:

Anyone currently based in Unit 7:

- Central Admin team
- Central Protection team
- Central Prevention team
- Property team
- Stores
- USAR personnel who use the allocated vehicles and kit
- All people who use the meeting room facilities in Unit 7 including Authority Members
- Everyone who liaises with Stores

and

- All personnel currently located within the Headquarters site as space is created to absorb the Unit 7 functions.
- Personnel stationed at Aylesbury fire station

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All personnel involved with delivering the programme:

- Programme Manager
- Property Manager and department members

Nominated members from the following teams:

- Finance
- Human Resources
- Marketing and Communications
- Procurement
- ICT
- SMT / SMB
- ED&I Group members
- Representative Bodies

4: What information is already available that tells you what impact the activity / change / policy / procedure / project has/will have on people? (*please reference*) Consider quantitative and qualitative data, consultation, research, complaints etc. What does this information tell you?

All department heads within the Unit 7 and HQ buildings have been consulted with to ascertain their current ways of working, any current issues they may have and their future requirements for any potential change to their working environment. This has resulted in a great deal of information being collated in the form of a Statement of Business Requirements and used to inform the work to maximise the use of the facilities available to us. This information will provide statistical data for a later iteration of this document.

The Programme is also considering the information available from recent Culture Survey results. It will attempt to incorporate those findings into any proposal adopted for a new layout where possible but will be subject to the financial constraints of the programme.

A Programme Mandate has been approved at earlier BTB and SMB meetings where comments were again captured and used to inform the Business Case.

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5: Does the activity/change / policy/procedure/project have the potential to impact differently on individuals in different groups? Complete the table below by ✓ the likely impact.

Assessment of impact on groups in **bold** is a legal requirement. Assessment of impacts on groups in *italics* is not a legal requirement, however it will help to ensure that your activity does not have unintended consequences.

Protected characteristic	Positive	Negative	Neutral	Rationale for decision (<i>use action plan in section 14 for negative impacts</i>)
Individuals of different ages			✓	The proposed change of location is unlikely to impact individuals of different ages.
Disabled individuals	✓			Unit 7 can be limited for some people who live with a disability. This programme will take this into account when considering any proposed location with regard to lifts / door openings / desk positions and space available / requirements for specialist equipment such as rising desks or specialist ICT equipment.
Individuals transitioning from one gender to another			✓	The proposed change of location is unlikely to impact any members of this group.

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Individuals who are married or in civil partnerships			✓	The proposed change of location is unlikely to impact individuals who are married or in civil partnerships.
Pregnancy, maternity and new parents	✓			Unit 7 facilities can be limited for people who are pregnant and who are new parents. The proposed new location provides a facility for this as there is already a room set aside for private activity such as prayers, welfare etc.
Individuals of different race			✓	The proposed change of location is unlikely to impact individuals of a different race.
Individuals of different religions or beliefs	✓			Unit 7 facilities can be limited for people of different faiths and beliefs. The proposed new location provides a facility for this as there is already a room set aside for private activity such as prayers, welfare etc.
Individual's gender identity			✓	The proposed change of location is unlikely to impact any individuals gender identity.
Individual's sexual orientation			✓	The proposed change of location is unlikely to impact any individuals sexual orientation.

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<p><i>Individuals living in different family circumstances</i></p>			✓	<p>The proposed exit from Unit 7 is unlikely to impact individuals living in different family circumstance as their current location in Aylesbury is unlikely to be changed. Current working arrangements such as flexible working, hybrid working and personal arrangements to manage care responsibilities will remain unchanged as the base location of the HQ site will be the same.</p>
<p><i>Individuals in different social circumstances</i></p>			✓	<p>The proposed exit from Unit 7 is unlikely to impact individuals living in different social circumstance as their current location in Aylesbury is unlikely to be changed. Current working arrangements such as flexible working, hybrid working and personal arrangements to manage care responsibilities will remain unchanged as the base location of the HQ site will be the same. This will also mean that no additional financial burdens will be placed on these employees as they will not be required to move to alternative locations (be it due to additional travel</p>

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				costs or increased childcare / carer costs).
<i>Employee groups currently working within Unit 7 and in the HQ building</i>			✓	Those staff groups who currently work within Unit 7 will become more integrated with the rest of the HQ site personnel rather than working in a separate building.
<i>Other: Members of the wider community (non FRS) who use our Unit 7 meeting spaces</i>			✓	This use will no longer be able to be accommodated and alternative locations will need to be found.

6: What further research or consultation is needed to check the impact/potential impact of the activity/change/policy/procedure/project on different groups? If needed, how will you gather additional information and from whom?

The 'Managing Change' of the Service process will be followed in close liaison with members of the HR team where necessary.

Both formal and informal consultation will be undertaken to consider the views of affected personnel.

Departmental specifications has been undertaken to capture specific requirements of departments. This will be referred to throughout the project to ensure specific needs are catered to.

Staff engagement will take place throughout the Programme and updates will be provided as part of the regular reporting mechanisms identified earlier in this paper.

7: Following your research, considering all the information that you now have, is there any evidence that the activity/change/policy/procedure/project is impacting/will impact differently or disproportionately on some group of people?

This will be reviewed once the Business Case for the Programme has progressed through SMB the Executive Committee and a formal decision regarding preferred options has been made.

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The outcomes will also be presented to the members of the Joint Consultation Forum for their comment.

8: What amendments will you make/have been made to the activity/change/policy/procedure/project resulting from the information you have? If a negative effect has been identified, how could it/has it been lessened, does the original plan need changing?

No negative effects have been identified at this stage but this assessment will be reviewed once the Programme direction is determined and the formal consultation processes have been completed where any positive or negative feedback will be considered.

9: After these amendments (if any) have been made, is/will there still be a negative impact on any groups?

Yes – please explain below **No** – go to section 11

This document will be reviewed at stages throughout the lifecycle of the Project, however at this stage it can be identified that the wider community groups who currently use our meeting facilities in Unit 7 will remain negatively impacted by this project as these meeting facilities will not be replaced.

10: Can continuing or implementing the proposed activity/change/policy/procedure/project, without further amendment, be justified legally? If so, how?

N/A at this stage – will be considered at a later stage of the Programme

11: How can you ensure that any positive or neutral impact is maintained?

Regular reviews of the EIA will be entered into the Programme plan at regular key intervals to ensure its currency is maintained

12: How will you monitor and review the impact of the activity/change/policy/procedure/project once it has been implemented?

A formal review will take place as part of the Programme evaluation and closedown stages. Once the Programme has been closed down, it will be the responsibility of the relevant departments to monitor their EIA arrangements at their new locations.

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13: Sign off

Name of department head / project lead	Marie Crothers – Programme Manager
Date of EIA sign off:	
Date(s) of review of assessment:	Ongoing as the project progresses, updates to be given with each governance update report

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14. Action Plan - the table below should be completed to produce an action plan for the implementation of proposals to:

- Lower negative impacts
- Ensure the negative impacts are legal under anti-discriminatory law
- Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups i.e. increase
- the positive impact

Area of impact	Changes proposed	Timescales	Resource implications	Comments

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