

Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: Equality Impact Assessment Guidance note



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1: Overview information

Name of activity / change / project:	Senior Management Team Remuneration and Performance Review and Annual Report on Employee Bonus Scheme
Directorate/department:	Human Resources
Name(s) of person(s) completing the assessment	Anne Stunell, Head of Human Resources
Date of commencement of assessment:	18/09/2023

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

Please refer to the terms of reference, pay policy and report and appendices for the senior management team remuneration and performance review and annual report on employee bonus scheme report.

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

- Members of Senior Management Team (SMT) covered under NJC for Brigade Manager and "Gold Book" - Chief Fire Officer, Deputy Chief Fire Officer, Director of Finance and Assets, Director of Legal and Governance, Head of Prevention, Response and Resilience, and Head of Protection, Assurance and Development
- Current employees not covered by the above criteria, eligible for an employee bonus under the pay policy
- Future applicants

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

- Senior Staff Salary information published on BMKFA website, refreshed annually
- Fire and Rescue National Framework for England, 2018
- SMT succession report, Fire Authority, June 2020
- Gender Pay Gap reports, Executive Committees
- Annual Pay Policy Fire Authority meetings
- Equal Pay audit, Overview and Audit, July 2021
- Workforce Development Update, Executive Committee, September 2021
- Fire Authority Minutes, September 2021
- Future SMT succession plan report, Fire Authority, June 2022

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- EDI Objectives, Fire Authority, June 2023
- SMT succession reports, Executive Committee, July and September and October Fire Authority 2023

Bonuses have not been paid to SMT for a number of years, this has been approved by the Executive Committee in each respective year.

Merit awards have not been paid to employees for four years, this is due to financial constraints.

The impact on SMT contract wording was reviewed as part of the process.

The pay policy includes procedures on SMT remuneration, bonuses and employee merit awards. It is approved by the Fire Authority on an annual basis (February).

Gender pay report is presented to the Executive Committee in March every year, it shows progress and actions for the future.

The Equal Pay audit showed no pay issues.

The Head of Human Resources, Head of Technology, Transformation and PMO and Deputy Director of Finance and Assets are not included in the SMT remuneration review as they are covered by local terms and conditions; their protected characteristics mean SMT is more diverse, than it was in the past.

The Equality, Diversity and Inclusion (EDI) Objectives 2020 – 2025 are presented to the Fire Authority on an annual basis, they include workforce demographics data

5: Does the activity/change 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.

The impacts listed below relate solely to potential applicants to the roles, there will be a neutral impact of the proposals on our communities in terms of protected characteristics. There will be a positive impact on our communities in terms of public safety.

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Protected characteristic	Positive	Negative	Neutral	Rationale for decision (Use action plan if negative)
Individuals of different ages			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Disabled individuals			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Individuals transitioning from one gender to another			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Individuals who are married or in civil partnerships			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Pregnancy, maternity and new parents			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Individuals of different race			X	The recommendations, should they be approved by the Executive Committee will

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				have the same impact on all members of SMT and employees.
Individuals of different religions or beliefs			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Individual's gender identity			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
Individual's sexual orientation			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
<i>Individuals living in different family circumstances</i>			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
<i>Individuals in different social circumstances</i>			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.

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<i>Different employee groups</i>			X	The recommendations, should they be approved by the Executive Committee will have the same impact on all members of SMT and employees.
<i>Other, please specify</i>		X		Employees on a lower salary may be impacted more by not receiving a merit award, due to the cost of living, energy process etc increasing. The merit awards have not been paid for a number of years and are not contractual. A set process is followed (see Pay Policy 2023) The majority of employees did not receive a merit award, when they were taking place. SMT oversee the process for consistency.

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

A report is presented to the Executive Committee on an annual basis, research is undertaken as part of the report, against background and context, financial position, comparative data of Fire Authorities Council Tax precept, SMT performance and achievements.

One of the recommendations is to review the SMT methodology once the Chief Fire Officer recruitment process is complete.

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

All SMT employees are treated the same, they have not been awarded bonuses for a number of years. In the past bonuses were awarded based on achievements.

Merit awards have not been paid to employees for a number of years, in the past they have been paid, following a set procedure (in the Pay policy) and overseen by SMT.

Employees on lower salaries may be impacted by the cost of living increases and not receiving a merit award. They are not contractual and have not been paid for a number of years. Disabled individuals, those on maternity, paternity or new parents or carers may have higher living costs less disposable income / associated with their circumstances

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

The report will be presented to the Executive Committee for approval.

Wellbeing arrangements are in place for all employees, for example, Employee Relations Team, Welfare Officer, Occupational Health, The Firefighters Charity, Employee Assistance Programme and Mental Wellbeing Support Officers.

Articles are published on the intranet and on noticeboards at stations and Headquarters on mental wellbeing support that is in place.

Financial Wellbeing articles are published on the intranet and meetings undertaken with external organisations on further support and collaboration.

Support Services employees can request flexible/hybrid working to support their own/family circumstances.

Employees are encouraged to speak to their manager or Human Resources about any concerns they have, so the right support can be sourced.

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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

All employees are treated the same regardless of their protected characteristics, a negative impact may affect some individuals, support is in place for them, please see above

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

Yes, the Executive Committee considers the report, before approving it.

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

The position is reviewed on an annual basis by the Executive Committee as per the Pay policy.

Support is in place for employees throughout the year.

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

The position is reviewed on an annual basis by the Executive Committee as per the Pay policy.

13: Sign off

Name of department head / project lead	Anne Stunell, Head of Human Resources
Date of EIA sign off:	TBC
Date(s) of review of assessment:	Pending Executive Committee 15 November 2023 approval of recommendations

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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
Those on lower salaries	Ensure ongoing support is in place for individuals. Continue to promote support in place	Ongoing	Human Resources Mental Wellbeing Support Officers Employees Managers	Monitor ongoing

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