

# GENDER EQUALITY SCHEME

**2007-  
2010**

preventing  
protecting  
responding



**Lothian and Borders Fire and Rescue Service**

# Firefighters



## Lothian and Borders Fire and Rescue Service

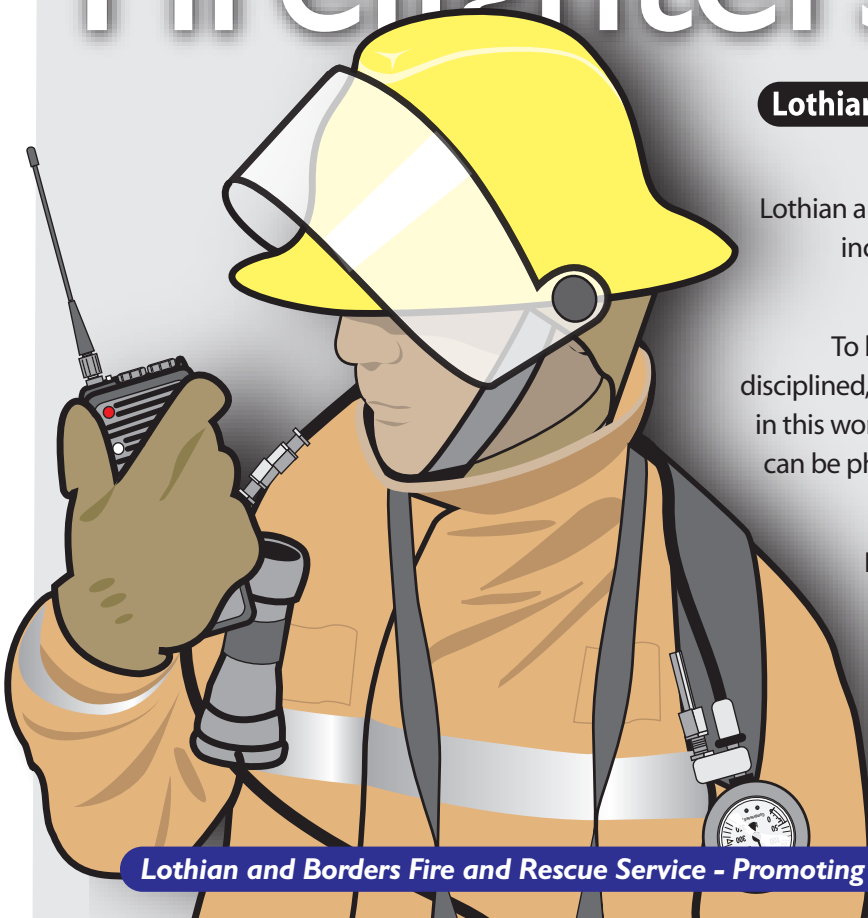
Lothian and Borders Fire and Rescue Service is keen to increase the number of black, Asian and ethnic minority firefighters within its ranks.

To be considered you must be physically fit, self-disciplined, determined and motivated towards a career in this worthwhile occupation. The work of a firefighter can be physically and mentally demanding and is not open to persons under 18 years of age.

If you would like to know more about joining us, call our Personnel Department on 0131 228 2401, or write to Personnel Department Lothian and Borders Fire and Rescue Service, Headquarters, Edinburgh EH3 9DE.

[www.lbfire.org.uk](http://www.lbfire.org.uk)

**Lothian and Borders Fire and Rescue Service - Promoting Equality, Supporting Communities**



# GENDER EQUALITY SCHEME



## **Foreword by Councillor Michael Bridgman Convener of The Lothian and Borders Fire and Rescue Board**

As Convener of The Lothian and Borders Fire and Rescue Board, I am delighted to present our first Gender Equality Scheme.

This document sets out how we will achieve our objectives to improve on gender equality and includes our action plan for the next three years.

By adopting the principles set out in this document in everything that we do, we will be continuing the work that has already been done in this area and will significantly progress gender equality throughout Lothian and Borders Fire and Rescue Service.

As a Fire Authority that is already performing at a high level in equalities and diversity, we are nevertheless always exploring ways to improve our services and the way we work. This Gender Equality Scheme gives us an excellent opportunity to do this, to understand the needs of all our stakeholders and to develop a workforce which can meet these expectations.



## **Foreword by Chief Officer Brian Allaway**

As Chief Fire Officer of Lothian and Borders Fire and Rescue Service, I am pleased to present our Gender Equality Scheme. As a noted high performing Service, it is of paramount importance that we continue to improve on our current equalities work.

Lothian and Borders Fire and Rescue Service has always valued the benefits of a diverse workforce and the introduction of this Scheme will serve to enhance this. It is very important that men, women and transsexual people are treated fairly and protected from harassment. Our new responsibilities extend beyond this and we are committed to mainstreaming gender equality into our culture.

For many years now, we have been working to address the challenges set for all Fire Services on gender issues and I believe that the commitments set out in this document will give us the best chance of making further important improvements over the next three years and into the future.



# **Lothian and Borders Fire and Rescue Service**

## **Gender Equality Scheme**

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## **1. Introduction**

Sex Discrimination law has been in place for over 30 years.

However, it is widely acknowledged that gender discrimination and inequality still persist, albeit not always intentional.

Policies and practises that seem neutral can have a significantly different effect on women and on men. This often leads to gender inequality and poor policy outcomes with both sexes suffering from stereotyping of their roles and needs.

## **2. The Gender Duty**

The Equality Act 2006 amended the Sex Discrimination Act 1975, placing a statutory duty on public authorities to eliminate unlawful discrimination and harassment and to promote equality of opportunity between women and men.

It applies to all of Lothian and Borders Fire and Rescue Service (LBFRS) functions as a service provider, policy maker and employer.

The Equality Act requires public authorities to take a more proactive approach to promoting gender equality by imposing a general duty to:

- 1 Promote equality of opportunity
- 2 Eliminate unlawful gender discrimination
- 3 Eliminate gender related harassment

LBFRS will use the Gender Equality Duty to:

- Build gender equality into our core business processes.
- Tackle gender discrimination.
- Prevent harassment.
- Ensure equality of opportunity between men and women.
- Identify and respond to stereotyping.

The responsibility for gender equality and diversity lies within the remit of the elected Fire and Rescue Board and the Chief Fire Officer.

The Lothian and Borders Fire and Rescue Board will assume ownership of the Scheme and will scrutinise progress reports provided through its governance processes by the Chief Fire Officers and LBFRS Corporate Group in line with agreed monitoring systems.

All Heads of Departments and Functional Managers are responsible for carrying out regular monitoring of their policies and practices and making progress to the Gender Equality Action Plan.

### **3. Specific Duties and The Gender Equality Scheme**

In order to promote gender equality LBFRS is required to produce and publish a Gender Equality Scheme (GES) by 29<sup>th</sup> June 2007.

This document will provide a framework and action plan to enable us to meet the requirement to promote equality.

In addition to ensuring gender equality when decisions are made there is also a requirement to tackle the consequences of past decisions if they fail to take regard of gender equality.

Discrimination on the grounds of gender includes discrimination on the grounds of gender reassignment.

Our GES shall state in particular,

- 1 How we intend to meet the specific duties
- 2 How men and women will be involved in the Scheme in terms of consultation
- 3 Our methods for impact assessment of our policies and procedures
- 4 How we are setting out our gender equality objectives (the Action Plan)
- 5 How we will gather information and monitor progress of stated deliverables.

In addition, an annual report will be produced containing a summary of the steps taken under the Action Plan, indicating achievements and gaps.

### **4. Aims of The Gender Equality Scheme**

This document will ensure that we develop robust policies and implementation strategies that recognise and respond to the needs of different gender issues and we intend to

achieve this by:

- Displaying key leadership by adopting a corporate approach to eliminating gender discrimination by placing equality in all aspects of LBFRS strategies and activities.
- Actively identify and remove any harassment of individuals which takes place because of their gender.
- Improve employment opportunities to create a workforce that is more representative of our communities.
- Removing any unintended adverse impact of our functions, policies and procedures relating to gender.

## **5. Policies and Equality Impact Assessments (EIAs)**

Public authorities like LBFRS must set out in their Gender Equality Scheme their arrangements for assessing and consulting on the likely impact of their proposed policies on gender equality.

All relevant policies are required to undergo an impact assessment. Our Functional Managers and Service Delivery Managers have been trained on the EIA process to enable this to happen. (See Appendix B for proforma used by LBFRS)

This process requires policyholders to consider the impact in general terms and specifically in relation to service delivery, employment and training.

Within the past 2 years, all Functional Managers have already been assessing their policies or functions by asking:

- Is this a statutory function or policy?
- Does this function or policy impact on the public?
- Does this function or policy eliminate unlawful gender discrimination?
- Does this policy or policy promote gender equality of opportunity?
- Does this function or policy promote good relations between persons of different minority groups?
- Is there any evidence or belief that this function or policy could adversely affect some groups differently?
- Is there any public concern that this function or policy is being carried out in a discriminatory way?

The gender equality impact assessment is therefore well established and the target is to have all policies, procedures and functions assessed for impact within the 3 year span of this first gender equality scheme.

## **6. Procurement**

The procurement process plays an important role in ensuring that our policies and practices are not undermined or compromised by engaging suppliers that do not share our values and the same commitment to achieving the General Duty.

When a contract for services or goods is put out to tender, we will require all suppliers to furnish us with evidence of their eligibility to be awarded a contract. This includes information on their equal opportunities policies and where they are/have been subject to formal investigation by any equality body. Specifically their provision under the Equality Act 2006 must be fully evidenced by answering the following question within the tender document.

“Under the Equality 2006 the Authority has a statutory duty to promote gender equality and eliminate unlawful sex discrimination. Please can you indicate how your company would seek to support the Authority in this duty?”

Any functions that are contracted will undergo an assessment process, particularly where they are in public or highly visible areas. Monitoring processes will be designed and implemented, which will target these suppliers and contractors to ensure they are complying with the responses they have when tendering for our contracts. Where we use an intermediary for the purchase of goods and services, currently the City of Edinburgh Council, we will seek their support in obtaining the information we require. Action will be taken against any supplier who is found to be in breach of the conditions of their contract.

## **7. Training Our Staff on Gender Issues**

We recognise the importance of equality and diversity based training for the achievement of our equality objectives. To support this aim we have developed an in-house team of volunteer equality and diversity trainers, who have undergone an IODA *Cascading with Confidence* Equality Trainers' course.

All our trainers are currently engaged in delivering our bullying and harassment training programme to all employees, which includes many inputs on issues surrounding gender in our workplaces.

## **8. Benefits to Our Organisation**

Addressing gender issues into the way we work and how LBFRS operates will provide improvements within the organisation:

- Representation of different genders at all levels within LBFRS.
- Better targeted policies and information.
- Clearer understanding of the needs of stakeholders.
- Improvements in service delivery.
- Avoid losing valued employees.
- Improve staff morale and productivity.
- Maximise effective use of employee talent.

## **9. Gathering and Using Information**

In order to ensure that LBFRS understands fully how its activities impact on gender equality both internally and externally, we will continue to gather information in the following areas:

- Equality Impact Assessments.
- Exit interviews.
- Information from feedback following promotions.
- Information from feedback following discipline and grievance cases.
- Information from any other general internal complaints.
- Employee monitoring forms.
- Training statistics.
- National policy frameworks within the Fire and Rescue Service.
- National gender documents relating to the Fire and Rescue Service.
- Public feedback from complaints / comments procedures.
- Public feedback forms from Community Safety work.
- Public feedback forms from operational incidents.

## **10. Involvement and Consultation**

This Gender Equality Scheme has been open to comment by all LBFRS staff and feedback from employees has been used to inform the contents and in particular, the Action Plan.

Future consultation and monitoring of the GES will take place through the following avenues:

- Equal Opportunities Working Group.
- External scrutiny bodies, eg, HMFSIS, EOC, CEHR.
- Corporate Group.
- Functional Managers Group.
- Service Delivery Group.
- Representative Bodies (FBU and UNISON).
- Community Safety.
- Local Authority equality forums.

## **11. Public Access to Information and Services**

We believe that the success of this Gender Equality Scheme depends on our ability to communicate with our community about services and employment. We will do our very best to ensure that the information and services we provide are accessible and appropriate to the needs of all members of our community.

We currently subscribe to a language line interpretation service which gives us access to instant translation into over 100 languages. We also have access to Edinburgh City Council's list of interpreters who can be facilitated.

Our internet website includes:

- Header tags, tables and captions.
- Invisible links for screen readers.
- Appropriate font sizes and type.
- Sizeable text for sighted impaired.
- Access keys for people with motor disabilities.
- Tab cycling.

In addition, fire safety information is also available on request to people with disabilities in Braille and talking books for the blind.

## **12. LBFRS Complaints and Feedback Arrangements**

Our organisation will do its best to meet the duties placed upon it under the Gender Equality Duty and is fully committed to implementing the actions set out in the Gender Equality Scheme.

However, we do recognise that we may get things wrong or that people may be dissatisfied with the way we are carrying out our duties. We therefore intend to make sure that our communities know that they have a right to complain about how we discharge our duties and are given adequate information on how to do this.

### **The Complaints Procedure**

LBFRS have a corporate complaints procedure which allows service users to make complaints, compliments and suggestions on any aspect of its services or policies. Details of the procedure are set out in our website. We will also ensure that details of our complaints procedure are widely publicised using appropriate formats. Any complaints on our GES or any other gender issue can be made in person, by telephone, by post, via the LBFRS website or by email. Internal employee complaints, if a serious nature, will be dealt with through the organisational grievance and discipline procedures.

**T:** 0131 228 2401 (and ask for the Functional Manager, Equal Opportunities)

**F:** 0131 228 6662

**E:** [enquiries@lbfire.org.uk](mailto:enquiries@lbfire.org.uk)

### **Or post to:**

Functional Manager Equal Opportunities  
Lothian and Borders Fire and Rescue Service  
Lauriston Place.  
Edinburgh.  
EH3 9DE

### 13. Glossary of Terms and Abbreviations

**CFOA** Chief Fire Officers Association.

**EOC** Equal Opportunities Commission.

**Equality  
Impact**

**Assessment** Assessing organisational policies, procedures, functions and practices (either written or unwritten) which may impact unfairly or unequally on minority groups.

**FBU** Fire Brigades Union.

**General Duty** Broad duties contained within the Act designed to eliminate gender discrimination.

**HMFSIS** Her Majesty's Fire Services Inspector for Scotland.

**LBFRS** Lothian and Borders Fire and Rescue Service.

**Specific Duty** Duties designed to help promote gender equality with particular requirements to produce and publish a Gender Equality Scheme.

## **Lothian and Borders Fire and Rescue Service**

### ***GENDER EQUALITY SCHEME***

***2007 – 2010***

#### ***Appendix A – Action Plan***

[The names of the personnel in the managerial posts referred to can be obtained by contacting Corporate Communications at Lothian and Borders Fire and Rescue Service and requesting the current organisational chart.]

#### **1. Executive and Corporate Group**

##### ***What we are doing already in this area.***

‘Equality of opportunity and the dignity of all people’ as a LBFRS value within our Service Planning process.

Equal Opportunities consideration set within all levels of the Service Planning process.

Undertaking a Best Value Review of the Equal Opportunities Function in 2007.

Full participation by Corporate Group in Service diversity training sessions.

Attendance of Executive Managers at minority community events.

Quarterly monitoring of employment statistics from other Schemes.

Corporate Governance input agreed with Corporate Group and Equal Opportunities Manger for future Bi Monthly meetings.

<b>Action</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
Ensure that papers for Corporate Group meetings are required to consider implications for equality and diversity.	Director of Personnel and Training	Leadership and mainstream of equality and diversity issues.	Ongoing.
Ensure all papers for CG reports have been assessed using the Equality Impact Assessment procedure.	Director of Personnel and Training	Corporate governance and audit.	Ongoing.
Promote LBFRS successful gender equality work in the media and in all appropriate internal and external communications.	Director of Personnel and Training	Transparent Corporate positive action and commitment to promote inclusiveness.	Ongoing.
Ensure that public events attended by LBFRS reflect and reinforce its commitment to gender equality. Executive officers to promote this commitment by supporting and attending.	Director of Personnel and Training	Promote inclusiveness and community engagement.	Ongoing.
Maintain currency of knowledge of equality and diversity at Executive level.	Director of Personnel and Training.	Participate in all LBFRS diversity training sessions. Equal Opportunities manager to update Corporate Group bi monthly on current relevant issues.	Ongoing.

## **2. Human Resources and Training**

### ***What we are already doing in this area***

Undertaken an equal pay audit across all staff.

Removal of restrictions on height and chest expansion for firefighter applicants.

`Positive Action` women's open days.

Profiling women positively in media opportunities.

Specially designed posters to encourage more recruitment of women into LBFRS, displayed in areas such as women's gyms.

Investing and encouraging participation in Networking Women in The Fire Service events.

Diversity training sessions for all LBFRS staff, including gender issues.

Provision of women employees email addresses as a group mailbox on our internal IT communications system.

Introduced a range of family friendly working practices – flexible working, job sharing, home working and career breaks.

Improved our maternity and paternity leave arrangements.

Introduced a Childcare Voucher Scheme, available to all staff.

<b>Action</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
Produce a Gender Equality Scheme – 2007 to 2010.	Functional Manager – Equal Opportunities.	Ensure legal timescales are met.	June 29 <sup>th</sup> 2007.
Publish an equal pay policy statement and report on progress every 3 years.	Functional Manager – Personnel Management.	Ensure parity of pay between genders.	September 2007.
Review gender issues in current employment policies and ensure future policy includes transsexual people.	Functional Manager – Personnel Management.	Fulfil legal employment obligations covers transsexual people.	October 2007.
Ensure all papers for reports have been assessed using the Equality Impact Assessment procedure.	Relevant Functional Managers.	Equality Impact Assessments committed within processes and procedures throughout the organisation.	Ongoing.
Update progress on GES to Corporate Group, Functional Managers Group and Equal Opportunities Working Group.	Functional Manager – Equal Opportunities.	Senior Managers kept aware where we are and actions required to complete	Corporate Group – bi monthly.  FM Group - quarterly.  EOWG - 6 weekly.
Include gender positive action initiatives to Control employees.	Functional Manager- Equal Opportunities. Functional Manager - Personnel Management.	Address gender imbalance in Control employees.	Ongoing.

Attend events to promote LBFRS to under-represented groups.	Functional Manager – Equal Opportunities.	Engage with all parts of the community (including women) in terms of recruitment.	Ongoing.
Ensure all staff training includes messages that inform employees on how to ensure that no one is unlawfully discriminated against on grounds of their gender.	Functional Manager – Equal Opportunities.  Functional Manager – Training Delivery.  Functional Manger – Human Resources.	Integrate gender equality throughout LBFRS and expectations of employees.	Ongoing.
Ensure that job vacancies are advertised as widely as possible, including different media, if appropriate.	Functional Manager – Personnel Management.	Commitment to encouraging people to apply from under-represented groups (including women.)	Ongoing.

Issue all staff with a summary of the GES and its implications.	Functional Manager – Equal Opportunities.	Increase staff awareness and understanding of commitment to gender equality.	October 2007.
Review the GES and make alterations for GES 2010 – 13.	Functional Manager – Equal Opportunities.	Ensure legal timescales are met.	June 2008 and annually.

### 3. Ensuring equal gender access to LBFRS facilities and resources

#### *What we are already doing in this area*

Commitment and investment in women's facilities in workplaces.

Setting up of sub group to look at progressing all gender facility issues in workplaces.

Provision of sanitary facilities at operational incidents

<b>Action</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
Continue and complete the ongoing alterations and adaptation of premises in line with workplace facilities requirements for women employees.	Functional Manager – Property Services. Report to EOWG.	Ensure that there are adequate facilities for all genders.	2007 – 2010.
Continue review of provision of PPE and clothing for women employees.	Functional Manager – Procurement. Report to EOWG.	Ensure appropriate clothing and PPE for both genders.	Ongoing.
Review of sanitary provisions.	Functional Manager – Operations Research.	Ensure current provision is appropriate and dignified.	October 2007.
Ensure all policies, procedures and functions are subject to EIA.	All relevant Functional Managers.	Ensure internal policies and procedures are free from potential gender discrimination.	Ongoing.

#### 4. Community Safety

##### *What we are already doing in this area*

Safety advice / talks to women's groups.

Providing staff of both genders for community inputs.

<b>Action</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
Review gender monitoring arrangements. Eg customer satisfaction forms, `after the fire` forms.	Functional Manager – Community Safety (Residential and Education)  Functional Manager – Operational Co ordination.	Establish any indicators / discrepancies between Service users.	October 2007.
Continue targeting women's groups for Community Safety advice / talks.	Functional Manager – Community Safety (Residential and Education)	Ensure Community Safety advice is available for all genders.	Ongoing.
Targeting all genders, including men, who are considered vulnerable groups.	Functional Manager – Community Safety (Residential and Educational)	Ensure Community Safety advice is available for all genders.	Ongoing.
Ensure all policies, procedures and functions are subject to EIA.	All relevant Functional Mangers.	Ensure policies and procedures affecting community are free from potential gender discrimination.	Ongoing.

## 5. Employment Monitoring

### *What we are already doing in this area*

- Corporate governance process: Equal Opportunities Manager reports directly to Corporate on bi monthly basis on a range of diversity issues, including gender monitoring and progress.
- Quarterly statistics, including gender figures, presented to Corporate Group showing the following :
  - Applicants for recruitment
  - Employees in post
  - Applicants for training
  - Applicants for promotion
  - Trained employees
  - Employees involved in grievance
  - Employees involved in discipline
  - Resignations
  - Dismissals

<b>Action</b>	<b>Responsibility</b>	<b>Delivery</b>	<b>Timescales</b>
Commence employee monitoring to include transgender and sexuality.	Functional Manager – Equal Opportunities	Improved information on employees status and their future needs and development.	December 2007.
Develop an LGBT internal forum.	Functional Manager – Equal Opportunities.	Improve information on employees status and their future needs and development.	December 2007.

**APPENDIX B – Equality Impact Proforma**

**(INITIAL EIA)**

Section		Officer responsible for the assessment	
Name of Policy to be assessed		Date of Assessment	Is this a new or existing policy?
1. Briefly describe the aims, objectives and purpose of the policy.			
2. Are there any associated objectives of the policy? Please explain.			
3. Who is intended to benefit from this policy, and in what way?			
4. What outcomes are wanted from this policy?			
5. What factors/forces could contribute/detract from the outcomes?			
6. Who are the main stakeholders in relation to the policy?		7. Who implements the policy, and who is responsible for the policy?	

8. Are there concerns that the policy <b>could</b> have a differential impact on racial groups?			Please explain
What existing evidence (either presumed or otherwise) do you have for this?			
9. Are there concerns that the policy <b>could</b> have a differential impact due to gender?			
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <b>could</b> have a differential impact due to disability?			
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy <b>could</b> have a differential impact due to sexual orientation?			
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <b>could</b> have a differential impact due to their age?			

What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <b>could</b> have a differential impact due to their religious belief?			
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <b>could</b> have a differential impact due to them having dependants/caring responsibilities?			
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <b>could</b> have a differential impact due to them having an offending past?			
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <b>could</b> have a differential impact due to them being transgendered or transsexual?			

What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8 – 16 amount to there being the potential for adverse impact in this policy?		Please explain	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		Please explain for each equality heading (questions 8 –16) on a separate piece of paper.	
19. Should the policy proceed to a partial impact assessment?		20. If Yes, is there enough evidence to proceed to a full EIA?	
		21. Date on which Partial or Full assessment to be completed by.	

Signed (completing officer) .....

Date

Signed (Head of Section) .....

Date

**(PARTIAL E.I.A.)**

Section		Person responsible for the assessment			
Name of the policy to be assessed		Date of assessment		Is this a new or existing policy?	
1. In what areas are there concerns that the policy <b>could</b> have a differential impact (please circle).	<b>Race</b>	<b>Gender</b>	<b>Disability</b>	<b>Age</b>	<b>Sexual Orientation</b>
	<b>Religious Belief</b>	<b>Dependants</b>	<b>Offending past</b>	<b>Transgendered or Transsexual</b>	
2. What concerns are there that the policy <b>could</b> have a differential impact on relevant groups?	Please explain (continue on a separate sheet if necessary).				
3. What existing evidence (either presumed or otherwise) do you have for this?	Please explain (continue on a separate sheet if necessary).				
4. What are the risks associated with the policy in relation to differential impact?					
5. Please state clearly the expected benefits of the policy.					

6. Are there any experts/relevant groups who you can approach to explore their views on the issues			7. Please list the relevant groups/experts.			
8. How will the views of these groups be obtained? (please tick)	Letter Questionnaires Meetings Interviews Telephone Workshops Other	9. Please list the date when each group/expert was contacted.				
10. Please explain in detail the views of the relevant groups/experts on the issues involved (please use a separate sheet if necessary).						
11. Taking into account the views of the groups/experts, and the available evidence, please clearly state the risks associated with the policy, weighed against the benefits of the policy (please continue on separate sheet if necessary).						
12. As a result of this assessment is a Full Impact Assessment necessary?			13. Date which the Full assessment to be started.		14. Date on which the Full assessment to be completed.	

## **(FULL E.I.A.)**

The report should begin with an Executive Summary of the results of the Equality Impact Assessment, in particular focusing on any decisions which may have been reached. The report should contain a description of the policy aim, the context within which the policy operates, the scope of the policy and any existing data which are available and which may have informed development in the past. An example of how the report should be constructed is as follows:

### **Introduction**

### **Background**

This section should give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.

### **Methodology and Sources of Data**

This section should outline the methodology used to collect data and what sources of data were used. In addition to this it should explain any other procedures which have been used to draw together pertinent information (such as original data collection exercises).

### **Assessment of Impact on Race Equality**

This section should consist of a detailed explanation and assessment of the policies impact on race equality.

### **Consideration of Alternative Approaches/Mitigation of Adverse Impact**

This section should explain in detail all the considerations of alternative approaches/mitigation of adverse impact of the policy.

### **Monitoring Arrangements**

This section should also outline systems which will be put in place to monitor for adverse impact in the future and should include all relevant timetables. In addition it may include the following:

An explanation of monitoring and why it is important

Monitoring systems and methods you used

Summary and assessment of your monitoring, making it clear whether you found any evidence of discrimination

How you will use these results to develop future policy and practice.

### **Formal Consultation**

This section should outline all the consultation that has taken place on the EIA, and may include the following:

Why you carried out the consultation

Details about how you went about it

A summary of all the replies received from people you consulted

An assessment of your proposed policy (or policy options) in the light of the responses you received.

A statement of what you plan to do next

### **Publication of Equality Impact Assessment**

This section should state how the EIA will be published.

### **Conclusions**

Conclusions drawn from the results in terms of the policy impact and will outline the decision-making process concerning policy review. This section should state the decisions made by the authority on the basis of the EIA, for example, by the way of an action plan, with associated timescales. If a decision is made to introduce measures to mitigate adverse impact or alternative policies then it would be appropriate to address each of the six questions listed below:

How does each option further or hinder equality of opportunity?

How does each option reinforce or challenge stereotypes which constitute or influence equality of opportunity?

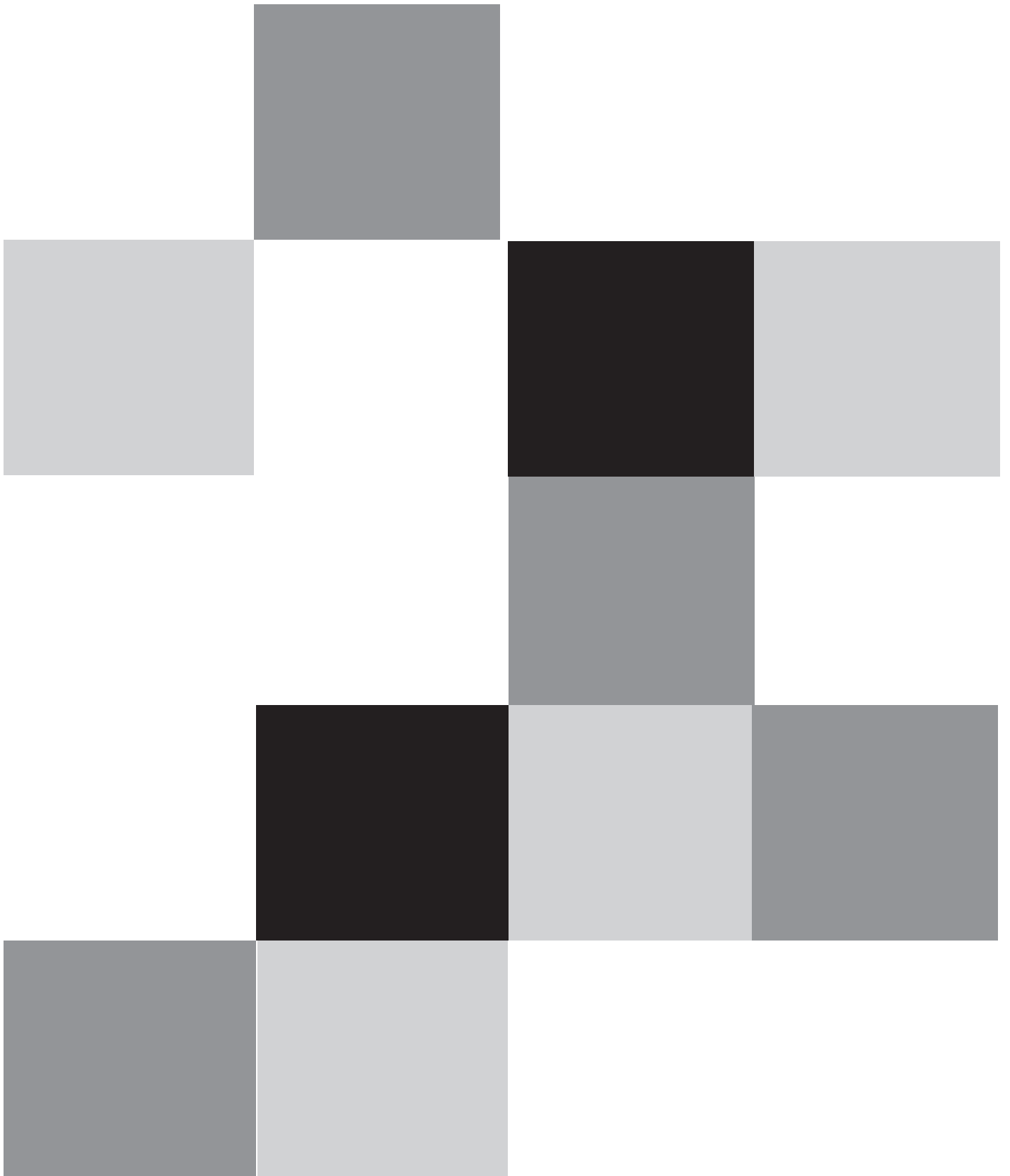
What are the consequences for the group concerned and for the public authority of not adopting an option more favourable to

equality of opportunity?

How will the relevant group be advised of the new or changed policy or service?

What are the costs of implementing each option? Will the social and economic costs and benefits to the relevant group of implementing the option outweigh the costs to the public authority or other groups? An evaluation of net social benefits achieved by adopting each option must be considered.

Does the public authority have international obligations which would be breached by, or could be furthered by, each of the options?



**Lothian and Borders Fire and Rescue Service**

August 2007

