

EQUALITY IMPACT ASSESSMENT POLICY & PROCEDURE



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Owner: Area Manager Boslem –
Head of Human Resources

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VERSION CONTROL

Author	Project Role	Document Title Version Number	Date Issued	Comments
Ramona Coxall	HR Manager	0.1	02/04/07	Issued for review to AM Boslem
Ramona Coxall	HR Manager	0.2	16/04/07	Finalised for EIA
Ramona Coxall	HR Manager	0.3	30/05/07	Changes made to reflect prioritization by Functional Managers by 31 st August 2007.
Ramona Coxall	HR Manager	0.4	07/06/07	Final changes made due to additional docs being added to Policy.

DOCUMENT REVIEWERS

Name	Role	Draft Review (Y/N)	Comments
AM Boslem	Head of Human Resources	Yes	Need to include para re Heads of Depts prioritizing polices etc to be assessed.
SM Penman	Equality & Diversity Officer	Yes	Minor changes made

AMENDMENT INFORMATION

Amended By	Role	Version Amended	Date	Comments
Ramona Coxall	HR Manager	0.1	16/04/07	Amendments made as per suggestions by AM Boslem and SM Penman

EQUALITY IMPACT ASSESSMENT

Date Initial Impact Undertaken	Name / Role	Date Quality Assurance Check Undertaken	Name / Role	Ready for Promulgation?
31/05/07	Ramona Coxall HR Manager	31/05/07	T Penman Station Manager	Yes

Central Scotland Fire & Rescue Service

Equality Impact Assessment Policy & Procedure

Policy

- 1.1 In order to ensure that Central Scotland Fire & Rescue Service are fulfilling its moral and legal obligations in respect of Equality Impact Assessment, all Policies, Procedures, processes or practices which are issued or introduced across the Service will be equality impact assessed by the author, then quality assurance checked by the HR Department prior to being issued with effect from **1st April 2007**.
- 1.2 This Policy and Procedure was equality impact assessed by the HR Manager on 31st May 2007 and quality assurance checked by Tom Penman, Station Manager on 31st May 2007.

Procedure

- 2.1 Any new Policy, Procedure, process or practice that is being compiled or introduced across the Service should be put through the systematic practice of equality impact assessment to ensure there will be no detriment by its introduction to any of the groups covered within the legislation, i.e. Gender, Religion & Belief/Faith, Sexual Orientation, Age, Disability or Ethnic Origin/Race.
- 2.2 Training, delivered by Angela Webb from the Scottish Executive was rolled out to Station Managers and above during March 2007 and will be repeated on 9th July 2007. Copies of the slides used during her presentation will be circulated with this Policy and Procedure and are also available from the HR Department.
- 2.3 Upon completion the Policy, Procedure, process or practice should be equality impact assessed by the author prior to going via the normal consultative route (if relevant) using the "Equality Impact Assessment Form" (see Appendix 1).
- 2.4 During the normal consultative process, the HR Department will perform the quality assurance check and record the fact that this has been undertaken on the "Equality Impact Assessment Form". If there are no adverse issues with the document, then it will be returned to the author,

clearly marked and dated to show the EIA (Quality assurance check) has been undertaken.

- 2.5 If the process or practice would not normally come to the HR Department's attention due to it not going via the consultative process, then it should be equality impact assessed by the author and then sent to the HR Department for the quality assurance check to be performed simultaneously.
- 2.6 A log is being kept electronically within the HR Department of equality impact assessments and quality assurance checks which have been completed.

Existing Policies, Procedures, Processes and Practices

- 3.1 There are a number of existing Policies, Procedures, processes and practices in existence across the Service which have not been equality impact assessed and are therefore not legally compliant. These are either in paper format or are held electronically on the Lotus Notes System under Service Promulgations.
- 3.2 Each Department, should therefore, aim to identify, prioritise and work through these Policies, Procedures, processes or practices to ensure that they are up to date, relevant and that they have been equality impact assessed, bearing in mind issues of language or anything that could be detrimental in relation to the legislation as highlighted earlier.
- 3.3 Each Head of Department should take responsibility for prioritizing the above so that the most important and relevant Policies, Procedures, processes or practices are being Equality Impact Assessed and Quality Assurance checked first.
- 3.4 A **sample** template has been designed for this purpose entitled the "Policies, Procedures and Practices Matrix" (see Appendix 2). Here you will find sections relevant to each Service area with lists of **suggested** polices, procedures and practices. This should be amended to suit each Service area's needs. This Matrix should be completed for your own area(s) and a copy returned to Robin Iffla, Equality & Diversity Adviser by no later than 30th September 2007.
- 3.5 The Procedure beginning at 2.1 above should be followed as each author commences their equality impact assessments and again, an electronic log

will be maintained within the HR Department of all equality impact assessments and quality assurance checks carried out.