



Department	Environment, Development and Transport
Service Area	Northamptonshire Fire and Rescue Service (NFRS)
Date	6 May 2014

This Initial EqIA will help you to analyse equality in the context of your policy, practice or function.

The assessment is a useful method to document your equalities analysis in a transparent manner, as well as to consider whether there are opportunities to **advance equality** in relation to your proposal. Even if there are no adverse impacts, it is **essential** to ensure that we meet our equality duties in The Equality Act 2010 by considering whether we have had 'Due Regard' to:

- The **elimination of discrimination, harassment and victimisation**
- The **advancement of equality of opportunity between and for different groups of protected characteristics**
- The **fostering of good relations between and for different groups of protected characteristics**

The '**Protected characteristics**' we must consider in terms of the above **duties** are referred to in the Equality Act 2010 'Public Sector Equality Duty' and are:

- Sex
- Gender reassignment (i.e. transgender individuals),
- Age (young and old),
- Disability (mental, and physical)
- Race and ethnicity,
- Sexual orientation (heterosexuality, homosexuality, etc)
- Religion or belief (including no belief)
- Pregnancy and Maternity
- Marriage and Civil Partnership *Only applies to the first aim of the Public Sector Equality Duty above*

**For more information about analysing equalities and to view the Equality Impact Assessment Toolkit, please visit the County Council Equalities pages:** <http://www.northamptonshire.gov.uk/en/councilservices/community/equalities/pages/toolkit.aspx>

## Equality Analysis

### 1. Who is responsible for equality analysis?

All officers and members of Northamptonshire County Council, have some degree of responsibility for ensuring that EqIAs are conducted. You need to identify the people who will lead and be responsible for this EqIA.

<b>Title of policy, practice, service or function to be changed or implemented</b>	B28 – Digital Imagery
<b>Is this a new or existing policy, practice, service or function?</b>	New policy
<b>Persons undertaking assessment (please also state name or contact of lead officer)</b>	Area Manager Corporate Services

### 2. Details of policy, practice, service or function

<b>What are the aims and objectives of the policy, practice or function?</b> <i>If this EqIA is assessing the impact of a proposed change please describe the aims of the proposed change.</i>	Policy B28 gives guidance to all NFRS personnel on the capture, process and storage of digital imagery.
<b>Who is intended to benefit from this proposal policy, practice or function?</b> <i>Beneficiaries could including individuals, small community organisations or wider voluntary bodies.</i>	All NFRS personnel
<b>Who are the main stakeholders in relation to the proposed policy/service/function? (Partners, Community Groups, Commissioned Services etc)</b>	All NFRS personnel
<b>Who implements the proposed Policy/Service/Function and is responsible for it? (Lead officer, Head of service, Director etc)</b>	Area Manager Corporate Services

### 3. Data, Consultation, Feedback and Analysis

A variety of data sources can be used in Equality Impact Assessments, to provide an overview about the effect of proposed measures on groups of protected characteristics.

Source	Reasons for using
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<i>e.g. statistics, demographics, indicators, partner data, consultation, surveys, customer complaints and comments</i>	
Full consultation to agreed NFRS consultation group	To provide feedback that ensures this policy meets service/personnel needs
Consultation and collaboration with members of Digital Imagery working group	To provide information relating to current practice and procedure

In response to the information above, please state whether there are concerns or evidence that the policy/ procedure/ function could have a specific impact on people from the following groups?

	Based on the above information, what impact will this proposal have on the following groups?				Can the policy/procedure/function be altered to help mitigate or alleviate a negative impact?			Can the policy/procedure/function be altered to help meet our Public Sector Equality Duty to advance equality?		
	Positive	Negative	Neutral	Unsure	Yes	No	Unsure	Yes	No	Unsure
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race & Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Belief (or No Belief)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Rights (Please see articles in toolkit)	Yes									
Other Groups (rural isolation etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any gaps in information and understanding of your policy and services? If yes please include how you intend to fill these gaps in the Action Planning section.

Gaps in data/ understanding	No
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**4. Action Planning**

Analysing equalities should be a continuous process. Where a full assessment is not required, but minor changes or amendments to the planned proposal can be made, please use the action plan template below.

Planned Actions	Responsibility	Timeframe	Success Measure
e.g. Filling gaps in information in time for the EqIA review			
Ressearch and review as per changes in legislation	Service Information Manager		

Do stakeholders agree with your findings and proposed response? (Please explain your answer.)

**5. Should the policy proceed to a full impact assessment?**

*Is there is evidence of a disproportionate adverse or positive impact on any groups of protected characteristic?  
 Are there concerns that there may be an impact that cannot be easily mitigated or alleviated through minor alterations?  
 Is there an opportunity to significantly alter your proposal to meet the positive duties?  
 If yes to any of the above then you must answer **YES** unless you can provide strong justification below.*

Yes		No	
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## **6. Authorisation and Review**

<b>Completing Officer (Name):</b>	Area Manager Corporate Services
<b>Completing Officer (Signature):</b>	
<b>Authorising Assistant Director (Name):</b>	Chief Fire Officer
<b>Authorising Assistant Director (Signature):</b>	
<b>Date</b>	06 May 2014
<b>Review Date</b>	06 May 2016

### **Equality Impact Assessment Matrix**

From time to time, random sampling of Equality Impact Assessments may occur. They will be scored and assessed for quality assurance in terms of analysing internal and external impact. Internal impact is associated with employees of NCC, and external impact concerns external customers (including community and voluntary groups as well as individuals.) This scoring analyses pre mitigation risk and post mitigation risk.

For more details associated with the Equality Impact Assessment Matrix, as well as specific queries about the general Equality Impact Assessment process, please contact [equalities@Northamptonshire.gov.uk](mailto:equalities@Northamptonshire.gov.uk)