



Impact Assessment Stage 1

The form has been designed to help make sure that key legislative requirements and the needs of our staff, volunteers, and communities are considered when developing projects, policies, strategies, and/or procedures. The impact assessment process is now formed of 2 stages. This form addresses 5 areas, these are broad reminders of key requirements to consider. This does not absolve the author(s) of their responsibility to know, and comply, with all legislative requirements where reasonably practical, or to know when to seek further advice.

Line Managers/Department Heads, Representative Bodies and relevant Networks must be satisfied that any implications from this assessment are addressed through a stage 2 Impact Assessment before being developed and/or published.

Please note, when reviewing an existing stage 1 IA all questions should be answered in full. This will replace the existing IA and therefore needs to reflect all considerations of the procedure as a whole, and not just the changes made. All previous stage 1's can be accessed here: <https://dwfire.sharepoint.com/sites/ImpAss>

Section 1

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Section 1 - About the Activity

Please answer the questions below to explain what it is that you need to impact assess

1. Is this a new stage 1 Impact Assessment or a review of an existing stage 1 Impact Assessment *

- ☐ New Stage 1
- ☐ Review of existing stage 1

2. What is the existing IA number? (The site where this information can be obtained is currently under development, please contact Christine Sharma or Ikraam Fourhali for this information) *

Enter your answer

3. What is being assessed? *

- ☐ Procedure
- ☐ Policy/ strategy
- ☐ Proposal, Option or Decision (Business Case)
- ☐ ICT System
- ☐ Equipment

4. What is the title of the activity being assessed (please include policy/procedure numbers where available) *

Enter your answer

5. Owner/ Point of Contact *

Enter your answer

6. Purpose - Please provide a brief description of what is being assessed (what, where, who, how, when and why). If you are completing this IA as a result of a procedure review, please indicate if your review involves a minor or significant change to the existing procedure by summarising the changes you have made. *

Enter your answer

7. Is this Proposal, Strategy, Option or Decision Sensitive, does it need to be kept confidential at this stage? *

☐ Yes

☐ No

Section 2 - People

This section seeks to help identify any impacts that may affect people, which include our workforce, communities, volunteers and businesses. If you have any questions about this section, please contact a member of the Equality, Diversity and Inclusion Team.

Christine.Sharma@dwfire.org.uk or Ikraam.Fourhall@dwfire.org.uk

Further guidance on considerations in response to these questions can be found within the user guides available here:

<https://dwfire.sharepoint.com/sites/Connect/Departments/Impact-Assessments/Pages/Stage-Two-Impact-Assessments.aspx>

Impact Assessments are a legislative requirement under race, disability and gender equality legislation. It is therefore important that you answer these questions fully, taking into account both positive and negative impacts. The more detail provided within this form will reduce the requirement/ workload for any additional assessment in this area.

8. Will this have an impact on... (please select all that apply?) *

☐ Our Members of Staff

☐ Our Volunteers

☐ Our Communities

☐ Businesses

☐ None of the above

☐ Other

9. If this will impact our Members of Staff, which group(s) specifically will it be? *

☐ Wholetime

☐ On-Call

☐ Control

☐ Corporate

☐ N/A

☐ Other

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10. If the impact will be on our On-Call members of staff, please select the expected areas of impact?
(If you have any questions regarding how your project, policy, strategy and/or procedure will impact our on-call staff please contact the On-call support lead, who will direct your query to an appropriate member of the team) *

- ☐ Changes which could affect training time
- ☐ Addition of new duties
- ☐ Procedures or activities which may increase on-call managerial administration time
- ☐ Changes which could affect appliance availability
- ☐ Changes that could impact on work/life balance
- ☐ N/A
- ☐ Other

11. Does this project, policy, strategy, and/or procedure have a negative impact on individuals with a protected characteristic? Please selected all that apply *

- ☐ Age
- ☐ Disability
- ☐ Marriage and Civil Partnership
- ☐ Pregnancy and Maternity
- ☐ Race
- ☐ Religion and Belief
- ☐ Sex
- ☐ Sexual Orientation
- ☐ Gender Reassignment
- ☐ N/A

12. Will this project, policy, strategy, and/or procedure have a positive impact on individuals with a protected characteristic? Please selected all that apply *

- ☐ Age
- ☐ Disability
- ☐ Marriage and Civil Partnership
- ☐ Pregnancy and Maternity
- ☐ Race
- ☐ Religion and Belief
- ☐ Sex
- ☐ Sexual Orientation
- ☐ Gender Reassignment
- ☐ N/A

13. If you have identified that there will be positive impacts on any of the protected characteristics, please state these below

Enter your answer

14. Does this policy/strategy/alignment of procedure(s)/new procedure/proposal/ option/decision support the Service in meeting its responsibilities under the Public-Sector Equality Duty? (please select all that apply) *

- ☐ Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- ☐ Advance equality of opportunity between people who share a protected characteristic and those who do not
- ☐ Foster good relations between people who share a protected characteristic and those who do not
- ☐ Not sure
- ☐ N/A

15. Will this project, policy, strategy, and/or procedure have the potential to make/have an impact on any of the below points? *

- ☐ Contractual implications i.e. change in working hours
- ☐ Health and wellbeing
- ☐ Morale
- ☐ Financial
- ☐ N/A

16. If you have ticked any categories under questions 11 or 15, please briefly summarise all impacts

Enter your answer