



**TYNE & WEAR FIRE AND RESCUE SERVICE
RECORD OF EQUALITY ANALYSIS**

This recording document should be completed with reference to the Equality Analysis Guidance (Admin Procedure 1.32)

Department:	Title of Policy/Service/Decision/Project:
Completed by:	Lead Manager/Officer:
Date of assessment:	Contact Details:
Is this Policy/Service/Decision/Project:	
Existing <input type="checkbox"/> New/Proposed <input type="checkbox"/> Changing <input type="checkbox"/> Other <input type="checkbox"/>	

Purpose and objectives

This part of the equality analysis is to provide a brief outline the purpose and objectives of the policy, service, decision or project.

Why does the policy need to be implemented, revised or changed?	
What are the intended outcomes or benefits of the policy? These should be linked to strategic or corporate outcomes where appropriate.	
Who will be affected or is intended to benefit from the proposal and in what way? This could include employees, local	

residents or communities and other stakeholders.	
Are there any overlaps or links with regional or national priorities?	
Any other comments relating to the purpose of the policy?	

Data and evidence collection

<p>Please describe what sources of information have been used to inform this analysis.</p> <p>Please refer to the guidance for examples of data sources</p>	
<p>Are there any gaps in the data or intelligence available?</p> <p>If so please describe what they are and what actions will be taken to obtain or improve the information. You may wish to include these in the action plan below.</p>	

Establishing Relevance and Equality Analysis

In this section you should review the data and evidence above and consider the actual and potential impact of the policy, service, decision or project on employees, residents, groups and other service users. Findings should be noted in the table below. You should also consider whether the decision will, or is likely to, influence TWFRS’s capacity to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
- Advance equality of opportunity between different groups of people

- Foster good relations between people who share a protected characteristic and those who do not.

Characteristic	What are the impacts for employees/residents/partners or other stakeholders
Age	
Disability	
Pregnancy & Maternity	
Race/Ethnicity	
Religion/Belief	
Sex/Gender	
Sexual Orientation	
Transgender/ Gender Identity	
Are there any specific human rights considerations?	
Other People and Groups (e.g. people with caring responsibilities, socially and economically disadvantaged)	
If there are no impacts on people for any or all of the above characteristics please explain the reasons for this	
Will there be any implications or impact for the community as a whole?	

Response to Analysis, Action Plan and Monitoring

Recommendations

Please indicate your findings on the basis of your analysis. There are four broad approaches that can be taken:

Continue as planned, no major change	
Continue as planned but some adjustment to the policy may be required before proceeding. Please ensure any actions are noted in the action plan.	
Continue as planned despite negative implications. Please expand on your reasons for this.	
Stop the policy	

Action Plan

Please list any actions that need to be taken as a result of the analysis and data collection.

Action required	Who	When

Monitoring and review

What procedures are in place to monitor the impacts outlined in the analysis?	
How often will this take place?	
Date of next planned review?	

Sign Off Lead Manager

Name:	
Job Title:	
Date:	

Please forward the completed document to: equality@twfire.gov.uk

If you require further assistance regarding the equality analysis, please contact the Equality Coordinator on 444 1626.