

Record of Equality Impact Assessment

This form should be completed prior to undertaking action and in accordance with policy number 27 - Equality Impact Assessment (EIA).

Equality Impact Assessments are a legislative obligation and organisational good practice. Actions requiring an EIA may be written, unwritten, formal or informal. Equality Impact Assessments are public documents subject to scrutiny and should contain as much relevant information as possible.

Directorate	Department/Section	Managers Name	Contact details
Corporate Services	Democratic & Member Services	Bev Parker	X 4073
Title of policy/service/practice/procedure/action (*referred to as the policy)			
Annual Report 2008/09			
Is this policy proposed, new, existing or changing?			
Existing good practice on annual basis			
Describe the key activities/aim/objectives of the policy			
Inform public and stakeholders of abbreviated statement of accounts and corporate governance information			
Who are the main stakeholders in relation to the policy? Examples: Authority, employees, partners, community.			
Authority, Employees, Community			
Evidence to support the policy Examples: community & employee profiles, data sources, research & consultation, minutes.			
Corporate Governance and performance information, audit commission good practice			
What are the impacts for the organisation/employees or community? Due regard must be given to all of the equality strands; age, gender, sexual orientation, disability, race & religion or belief or any other diversity related matter.			
Age; No implications in this overarching document			
Gender (including gender identity); No implications in this overarching document			
Sexual orientation; No implications in this overarching document			
Disability (including non-visible); This document and EIA can be made available in alternate formats and language upon request from any individual or group			
Race (inc This document and EIA can be made available in alternate formats and language upon request from any individual or group luding ethnicity)			
Religion or belief; No implications in this overarching document			
Any other diversity related matter; No implications in this overarching document			
What action, if any, will be required to balance any impact identified above?			
Should any impact positive or negative be identified, this will be addressed as appropriate and any necessary action taken			

Community Cohesion	
Are there any other socially excluded groups? Will the policy have an impact on relationships between or within communities?	
No implications on this overarching strategy document. Intended to provide information regarding authority to member of the community	
Is there any potential for adverse or positive public or media attention?	
Yes – access plain English document for community information	
Are there any financial implications or cost benefits to the policy?	
Administration and monitoring costs only	
Are there any Key Performance Indicators relevant to the policy? Examples: Local/National strategies, frameworks, benchmarking, KLOE, CAA, legislation etc.	
Audit Commission note this as good practice	
Given all of the information does this policy require a FULL EIA? This may be required if the impact is discriminating under legislation, individuals, groups or communities will be negatively disadvantaged or impacted, the policy is of high significance and has widespread consequences. Example; new fire stations.	
No	
How will the policy be communicated to those involved?	
Internet – CFA Meeting 25/9/09 – Mins of CFA Meeting – Press and public	
How and when will the policy be evaluated and reviewed?	
Feedback requested and evaluated annually.	
Action Taken & Future Plans – including review date(s)	
Actions SMT approved 25/8/09 & amended CFA meeting 25/9/09	Timescales
Review Date	April 2010

Statement of Completion

I am satisfied that this policy* has been successfully equality impact assessed

I understand the equality impact assessment if this policy* is a statutory obligation and that as owners of the policy* we take responsibility for the completion, quality and outcomes of this process.

Signed by person completing the form B Parker Date September 09
Signed by Head of Department K Winter Date September 09

This document along side a copy of the relevant policy* should now be sent to the Diversity & Development Manager at Cleveland Fire Brigade Headquarters for information, advice and counter signature.

To be completed by the Diversity & Development Manager.

Received Date

Advice to Head of Department

Returned Date

Countersigned & Date