



# **Unwanted Fire Signals Policy and Procedure**

**Policy No. 52**

**OFFICIAL – June 2025**

<b>Title:</b>	<b>Unwanted Fire Signals Policy &amp; Procedure</b>
<b>Authored by:</b>	<b>Fire Safety Development Manager</b>
<b>ELT Approved:</b>	<b>24 June 2025</b>
<b>FBU Consultation:</b>	<b>N/A</b>
<b>Unison Consultation:</b>	<b>N/A</b>
<b>Executive Committee Approved under Scheme of Delegation:</b>	<b>4 July 2025</b>
<b>CFA Approved:</b>	<b>N/A</b>
<b>Policy Register Review Date:</b>	<b>1 June 2026 (1 year following approval)</b>
<b>Implementing Officer:</b>	<b>Assistant Director Prevention, Protection &amp; Planning</b>

## 1 Introduction

- 1.1 Unwanted Fire Signals (UwFS) are a specific type of call. They are either generated by an Automatic Fire Alarm system (AFA) comprising of a fire detector of the smoke, heat, or carbon monoxide types or by persons believing there to be a fire. They are classified as an UwFS when no fire situation exists. The calls can be passed to Fire Control via an Alarm Receiving Centre (ARC) or via the 999-telephone network.
- 1.2 A considerable amount of work has been carried out in relation to UwFS in the past few years. The first iteration of this Policy was introduced in October 2017 and has been monitored closely, resulting in an impact assessment being undertaken which presented the impressive improvements made in reducing the number of UwFS which we attend. More recently we have identified an upward trend in the numbers of attendances to UwFS, as a result, the policy has been further refined to address the trend by not attending Industrial/Commercial premises without the confirmation of a fire.

### 1.3 Definition of an Unwanted Fire Signal: -

An Unwanted Fire Signal (UwFS) is defined by the British Fire Protection System Association as “any alarm signal other than a genuine fire or test signal.” Any false alarm which is subsequently passed to the Fire and Rescue Service is classed as an Unwanted Fire Signal.

## 2 Scope of Policy

- 2.1 It is widely recognised that the installation of modern fire safety management systems and the increasing use of Automatic Fire Detection (AFD) systems provide the earliest possible warning of fire. They are a key factor in providing an early warning of fire for the occupants of a building. However, UwFS have a significant impact on Cleveland Fire Brigade's resources, an issue which is being addressed effectively through procedures associated with this Policy.

### 2.2 Policy Statement

The purpose of the UwFS Policy is to support Cleveland Fire Authority's UwFS policy and to:

- Reduce the number of false alarm activations generated by fire detection and alarm systems which results in unnecessary demand on our resources.
- Deliver significant reductions in appliance movements and reduce the disruption to our community and operational crews undertaking other core tasks such as training and community safety activities.
- Reduce the risk to the public and operational staff through unnecessary movement of emergency responses.
- Ensure Responsible Persons manage their fire safety systems appropriately
- Maximise appliance availability through reducing resources committed to non-fire related incidents.

### 3 Background

- 3.1 The approach of Cleveland Fire Brigade is to strive to reduce the number of UwFS whilst ensuring that the safety of the community is not compromised. This is done utilising an integrated approach of all our services to achieve such a goal.
- 3.2 Prior to the introduction of the UwFS Policy Cleveland Fire Brigade (CFB) has responded to automatic fire alarm calls (AFAs) by sending a predetermined response to all activations received. Despite initially seeing reductions in our attendances to UwFS following the Policy's introduction in 2017, over the past four years we have seen an increase in our attendances as shown in the Table below.

Financial Year	Incidents	Mobilisations	Hours Total	Economic Cost
2020/21	404	595	597	£183,935.70
2021/22	426	532	539	£169,407.70
2022/23	427	555	559	£178,712.30
2023/24	514	671	674	£236,237.00
2024/25	468	617	625	£226,062.50

All AFA calls to I&C premises CFB attended since 2020. *Source: Risk and Performance Dept. CFB.*

- 3.3 Following a policy of 'Call Questioning,' the purpose of which is not to instigate an investigation by the caller but to confirm the existence of a fire situation, filter out obvious false alarms and to inform the premises of the CFB policy which is not to respond to false alarms. The policy is for a standard non-attendance to Industrial & Commercial premises, with the exception of premises where people sleep, unless we receive confirmation there is a fire at the premises, or an ARC inform us that more than one device has actuated at the premises. Where either of these conditions are met, the call will be treated as a confirmed fire and the full Pre-Determined Attendance (PDA) will be dispatched.
- 3.4 The Policy applies to premises subject to the *Regulatory Reform (Fire Safety) Order 2005* (FSO), although, care homes and hospitals have been omitted as to ensure the safety of our community we incorporated some exceptions where a clear case to support this is presented.
- 3.5 CFB are committed to improving the service that the public receive and, in-line with the *Fire and Rescue Services (FRS) Act 2004* will continue to provide advice to the commercial sector regarding how to reduce false alarms and UwFS. CFB will take every opportunity to proactively promote 'best practice' during fire safety audits and other visits.

## 4 Legal Advice and Fire Safety Order

- 4.1 In researching and developing this approach to reducing unwanted calls from fire alarm systems, consideration has been given to the legality of the process and advice has been received. There is no statutory requirement for a fire and rescue service to respond to a call to a fire alarm sounding. Given the proportion of fire alarm calls that do not result in confirmed fires, it is reasonable for the service to treat any report of a sounding fire alarm as a false alarm, unless there is confirmation of a fire or visible signs of fire provided either during the initial call or through a subsequent call, or more than one detector head has actuated. This approach supports a more efficient allocation of resources while maintaining public safety.
- 4.2 In addition to the statutory constraints within which the fire service works, there is also legislation which requires those with an overall controlling responsibility for most buildings with the exception of single private dwellings, to effectively manage the precautionary measures within their buildings which includes having effective arrangements for implementing emergency and evacuation procedures and calling the fire service in the event of a fire. Duties are within regulations made under the *Health and Safety at Work Act 1974* and the *Regulatory Reform (fire safety) Order 2005*.

## 5 Cost recovery

- 5.1 The Localism Act 2011 brings into force changes to the *Fire & Rescue Services Act 2004*. Three sections have been added, Sections 18A, 18B and 18C. These allow Fire and Rescue Authorities to charge for responding to a report of a fire where the call is made within the following circumstances:
- There is a report of a fire.
  - The premises are not domestic premises.
  - The report is false.
  - The report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed.
  - There is a persistent problem.
- 5.2 The levy issued for the attendance to a false alarm will be as per the Special Service Cost recovery 2025/26, (which is updated annually and available on our website) and will be charged per actuation.
- 5.3 For the purposes of the Policy a persistent problem is defined within Cleveland Fire Authority as having more than four actuations within a rolling twelve months.

## 6 Planned Procedure

- 6.1 The Authority will provide the following response to AFAs:-

1. For premises that do not provide sleeping accommodation – Cleveland Fire Brigade will not attend AFAs, unless a call is received from the premises via the 999-telephone system, confirming there is a fire or there are clear signs of fire.
  2. AFAs from ARC's – If the call is received via an ARC, they will need to confirm that there is a fire situation at the premises or confirm that more than one device has actuated, otherwise no response will be mobilised.
  3. Domestic premises are exempt from the Policy.
  4. Hospitals and Care Homes are exempt from the Policy.
- 6.2 CFA will provide advice to the business community (in-line with resources available) to ensure that all non-domestic premises are aware of their responsibilities under the *Regulatory Reform (Fire Safety) Order 2005*.
- 6.3 Where a premises can demonstrate that there are exceptional circumstances for that premises to receive an attendance then an exception can be granted.
- 6.4 The Authority recognises its ability to levy a charge for responding to a report of a fire where the call is made within certain circumstances associated with UwFS set out in the *Fire & Rescue Services Act 2004* as amended. The Authority will not charge for attending UwFS unless non-compliance or the poor performance threshold is met as part of wider enforcement action under the *Regulatory Reform (Fire Safety) Order*.

## 7 Increase in Productivity

- 7.1 Information contained with the Home Office Fire Productivity Plan directs Fire and Rescue Services to demonstrate that they are increasing their productive outcome based activities.
- 7.2 *The Home Plan states that 'As an emergency service that resources to risk rather than demand, there will always be a degree of latent capacity; however, it is important to understand what capacity is gainfully used during working hours and to identify where a significant number of hours can be freed up for utilisation by Fire and Rescue Services (FRSs) to deliver outcome-based activities for the public benefit.*

*Outcome-based activities are those under **Operational activities** and include prevention, protection and incident response/post-incident activities (including national and community resilience response). It is important for FRSs to demonstrate that they are increasing these productive outcome-based activities directly aligned to their Community Risk Management Plan (CRMP).*

*If services demonstrate an increase in capacity, it is of fundamental importance that the activities that the released hours are spent on are also evidenced. For example, if instigating the NFCC Non-attendance at Unwanted Fire Signals guidelines has increased workforce capacity due to the time freed by not attending such incidents, then the service should evidence which productive activities the released hours are spent on'.*

- 7.3 These changes will help feed directly into our Productivity and Capacity return, generating approximately additional productive time for operational crews.

## 8 Exceptional Circumstance (Exemptions)

- 8.1 Where the responsible person can demonstrate that there are exceptional circumstances with regards to the premises and require the full PDA then an exception may be granted.
- 8.2 Any request for an exemption due to significant risk will be considered by CFA, the onus is on the responsible person to submit the case to the Authority. The case must be based upon, that our Policy exposes relevant persons, critical infrastructure, or premises/items of historical or scientific interest at high risk. The responsible person must demonstrate good management of their general fire precautions and specifically their fire detection and warning system.
- 8.3 The exception can be removed if the number of UwFS triggers further action stage 2 as detailed below:-

### **Stage 1 – Initial Unwanted call attended-**

First occasion of an AFA at the premise, the Incident Commander is to liaise with the responsible person to identify and discuss the cause and any remedial action required. The Responsible Person will be notified that further activations may lead to Stage 2 action.

### **Stage 2 – A premise reaches the poor performance thresholds-**

Poor performance threshold.

- Two or more UwFS in any period of 4 weeks.
- Three or more UwFS in any period of 26 weeks.
- The Head of Protection will determine if any further action is necessary, the premises has the potential to have the exception revoked.

## 8 Next Steps

We will continue to review our Policy in line with the recommendations outlined within the impact assessment of the previous Policy. We will publish our findings through a further assessment to be presented to the Executive Leadership Team in 2026.

## 9 Equality Impact Assessment

To ensure this Policy meets the needs of equality and diversity legislation an Impact Assessment has been carried out and is available via the Brigade's Directory, held by the Human Resources Department.

No significant issues were identified and therefore a full assessment has not been completed.

## Appendices 1 – Procedure

- 1.1 This procedure is designed to reduce the impact of 'False Alarm' calls generated from automatic fire detection systems. A False Alarm is defined as a signal resulting from a cause or causes other than a fire.
- 1.2 Cleveland Fire Authority (CFA) categorise calls to premises, where on attendance, there is found to be no fire as 'False Alarms'. These calls include calls from individuals which may be genuine but turned out to be incorrect (these are recorded as a false alarm - good Intent) or malicious in nature (recorded as false alarm - malicious). There is a third category of false alarm calls, those that result from automatic fire alarm systems passed to the Brigade from both non-domestic and domestic premises (recorded as Unwanted Fire signals (UwFS)).
- 1.3 The CFA acknowledges that the implementation of modern fire safety management systems, particularly the increased use of automatic fire detection and alarm systems, significantly enhances early fire warning for occupants. The objective of this procedure is to promote the effective use and management of these systems by addressing inappropriate activations through call challenge procedures, a graduated response to repeated poor performance, and, where appropriate, cost recovery measures. This approach aims to ensure that responsible parties maintain appropriately designed systems supported by robust management processes, ultimately reducing the incidence of false alarms.
- 1.4 The inclusion of appropriate automatic fire detection systems in certain circumstances, as mandated by Building Regulations and fire safety legislation for specific premises types, has led to a continued year-on-year increase in the potential for false alarms originating within buildings. Consequently, it is essential to implement a robust procedure to identify premises responsible for persistent UwFS and to take proportionate action. This is critical to ensuring that the Brigade can sustain its efforts to reduce the number of UwFS incidents attended annually.
- 1.5 The procedure will outline how we will respond to calls from Alarm Receiving Centres (ARCs) and premises because of an automatic detection and alarm system actuating and provide the rationale for implementing a cost recovery process, detailing the criteria as to which premises are identified for cost recovery and how this can be applied.
- 1.6 The Procedure focuses on industrial, commercial, and other premises which fall under the Fire Safety Order, however for the purpose of this review, care homes and hospitals have been omitted as they will still receive a response when required. Domestic premises are not currently included within the scope of the Procedure.



## 2 Procedure Objectives

- 2.1 This procedure will be delivered against our strategic direction and goal of a safer, stronger communities, with a corporate outcome of safer buildings and is detailed in the Community Risk Management Plan 2022-2026, through the following objectives.
- Reduce the number of false alarm activations generated by fire detection and alarm systems.
  - Deliver significant reductions in appliance movements therefore reducing the disruption to operational crews undertaking other core tasks such as training and community safety activities.
  - Reduce the risk to the public and operational staff through unnecessary movement of emergency responders.
- 2.2 The purpose of applying a cost recovery process in relation to attending persistent false alarms at a premises is to stimulate an improvement in the organisations management of their automatic fire alarm system. This is expected to have the following impact:
- An improvement in organisations alarm management practices
  - An increase in the general standard of fire safety at premises
  - An improvement in the local response to potential emergency situations
  - A reduction in the unnecessary burden on Cleveland Fire Brigade's resources
  - An increase in the availability of appliances and staff for real emergencies, training, prevention and protection activities

## 3 Scope

- 3.1 This Procedure applies to all premises or parts of premises within the defined application of the Regulatory Reform (fire safety) Order 2005, it does not apply to domestic premises.

## 4 Procedure Category

- 4.1 The procedure is categorised as 'Authority' within the key document framework

## 5 Organising

- 5.1 **Cleveland Fire Authority (CFA) is responsible for:**
- Delivering its statutory requirements,

- Setting the Authority's strategic direction regarding protection services which includes UwFS.

**5.2 The Brigade's Executive Leadership Team is responsible for:**

- Agreeing the structure, configuration and the resourcing of protection services to deliver the procedure and strategy,
- Setting policies and strategies in relation to the reduction of UwFS,
- Ensuring all relevant legislation is adhered to.

**5.3 The Assistant Chief fire Officer, Director of Service Delivery is responsible for:**

- Advising ELT on strategic protection matters relating to UwFS,
- Overseeing, monitoring and scrutinising UwFS arrangements.

**5.4 The Assistant Director overseeing Community Protection is responsible for:**

- Advising the Director of Service Delivery on matters pertaining to UwFS,
- Developing and implementing arrangements to ensure this procedure, the UwFS Strategy and associated procedures are robust,
- Ensuring that the organisation operates within any legal requirements such as The Fire and Rescue Services Act 2004.

**5.5 The Head of Protection is responsible for:**

- Implementing the Authority's UwFS strategy and associated arrangements,
- Ensuring that the strategy and associated procedures meet statutory requirements,
- Providing advice and guidance to managers and staff on the application of this procedure and associated procedures,
- Developing effective partnership and communication relationships with public, private and voluntary agencies to ensure awareness of this procedure,
- Measuring any impact on the Brigade following implementation of the procedure.

**5.6 Station Managers, Warranted Officers and Station Based Advisors are responsible for:**

- Fairly and consistently applying this procedure and associated procedure.

**5.7 Individuals are responsible for:**

- Ensuring that they comply with requirements of this procedure and associated procedure.

## **6 Planning and Implementing**

- 6.1 This procedure is underpinned and implemented through the Community Risk Management Plan 2022/26, UwFS Strategy and Procedure; these documents should be read in conjunction with one and other, both documents will be made available to our community through the Business pages of the Brigade's website.
- 6.2 All new staff will be made aware of this Procedure and its associated Procedure as part of their induction.
- 6.3 Existing staff will be informed of this procedure and associated procedure, this will be made available on the Brigade's intranet; no formal training is anticipated.
- 6.4 The UwFS Procedure and its associated procedures will be reviewed and implemented together to ensure that developments in the Brigade's Protection arrangements are comprehensively communicated to staff, managers and Elected Members.
- 6.5 Any changes to either the Unwanted Fire Signals Strategy or Procedure will be subject to a period of communication and consultation with our communities prior to being implemented.

## **7 Resource Implications**

- 7.1 It is anticipated that there will be a generally positive impact on the organisation through a reduction in attendances and appliance movements. Where organisations reach the poor performance thresholds for false alarms, we will endeavour to recover those costs associated with attendances to UwFS, which will benefit the Brigade's financial strategy.

## **8 Response to Calls**

- 8.1 The Authority will provide the following response to AFAs: -
  - 1. For premises that do not provide sleeping accommodation.  
Cleveland Fire Brigade will not attend AFAs, unless a backup call is received from the premises via the 999-telephone system, confirming there is a fire or there are clear signs of fire.
  - 2. AFAs from ARC's  
If the call is received via an ARC, they will need to confirm that there is a fire situation at the premises or confirm that more than one device has actuated, otherwise no response will be mobilised.
  - 3. Domestic premises are exempt from the strategy

- 8.2 CFA will provide advice to the business community (in-line with resources available) to ensure that all non-domestic premises are aware of their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
- 8.3 Where a premises can demonstrate that there are exceptional circumstances for that premises to receive a full AFA PDA then an exception can be granted.
- 8.4 The Authority recognises its ability to levy a charge for responding to a report of a fire where the call is made within certain circumstances associated with UwFS set out in the Fire & Rescue Services Act 2004 as amended.

## **9 Cost Recovery**

- 9.1 The legal basis for charging comes from the Fire and Rescue Services Act 2004 (FRSA) as amended by the Localism Act 2011.
- 9.2 The Authority has no legal power to make a profit from any charges. Section 18A (5) of the FRSA says *"In setting the amount of the charge .... a FRA must secure that, taking one financial year with another, the authority's income from charges does not exceed the cost to the authority of taking the action for which the charges are imposed."*
- 9.3 The Localism Act has also amended the FRSA by introducing a new power, which allows the Authority to charge for attendance at unwanted fire signals due to an automatic fire alarm (AFA).
- 9.4 Charging by Authorities is detailed within Section 18 of the FRSA extracts from the Act pertaining to cost recovery include.

### **18A Charging by authorities**

- (1) A fire and rescue authority may charge a person for any action taken by the authority—
  - (a) in the United Kingdom or at sea or under the sea, and
  - (b) otherwise, then for a commercial purpose, but this is subject to the provisions of this section and section 18B.

### **18B Limits on charging under section 18A (1)**

- (3) Section 18A (1) authorises charging for action taken in response to a report of a fire or explosion only if section 18C applies to the report.

### **18C Cases where a charge may be made for responding to report of fire etc**

- (1) This section applies for the purposes of section 18B (3).
- (2) This section applies to a report of fire, or explosion, at sea or under the sea.

- (3) This section applies to a report of fire if—
- (a) the report is of fire at premises that are not domestic premises,
  - (b) the report is false
  - (c) the report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed, and
  - (d) there is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed.

9.5 Cleveland Fire Authority has determined that more than four actuations in a rolling twelve months which meet the circumstances outlined above is a persistent problem.

## **10 Equality Impact Assessment**

10.1 In accordance with the requirements of the Public Sector Equality Duties, Equality Act and other relevant legislation, the potential impact of this procedure and associated procedure have been taken into consideration, see appendix 1.

## **11 Monitoring**

11.1 The Risk and Performance Team will ensure the central monitoring of this procedure and associated procedure and ensure that it is added to the Brigade's Key Document Framework, this will be reviewed in line with timelines specified.

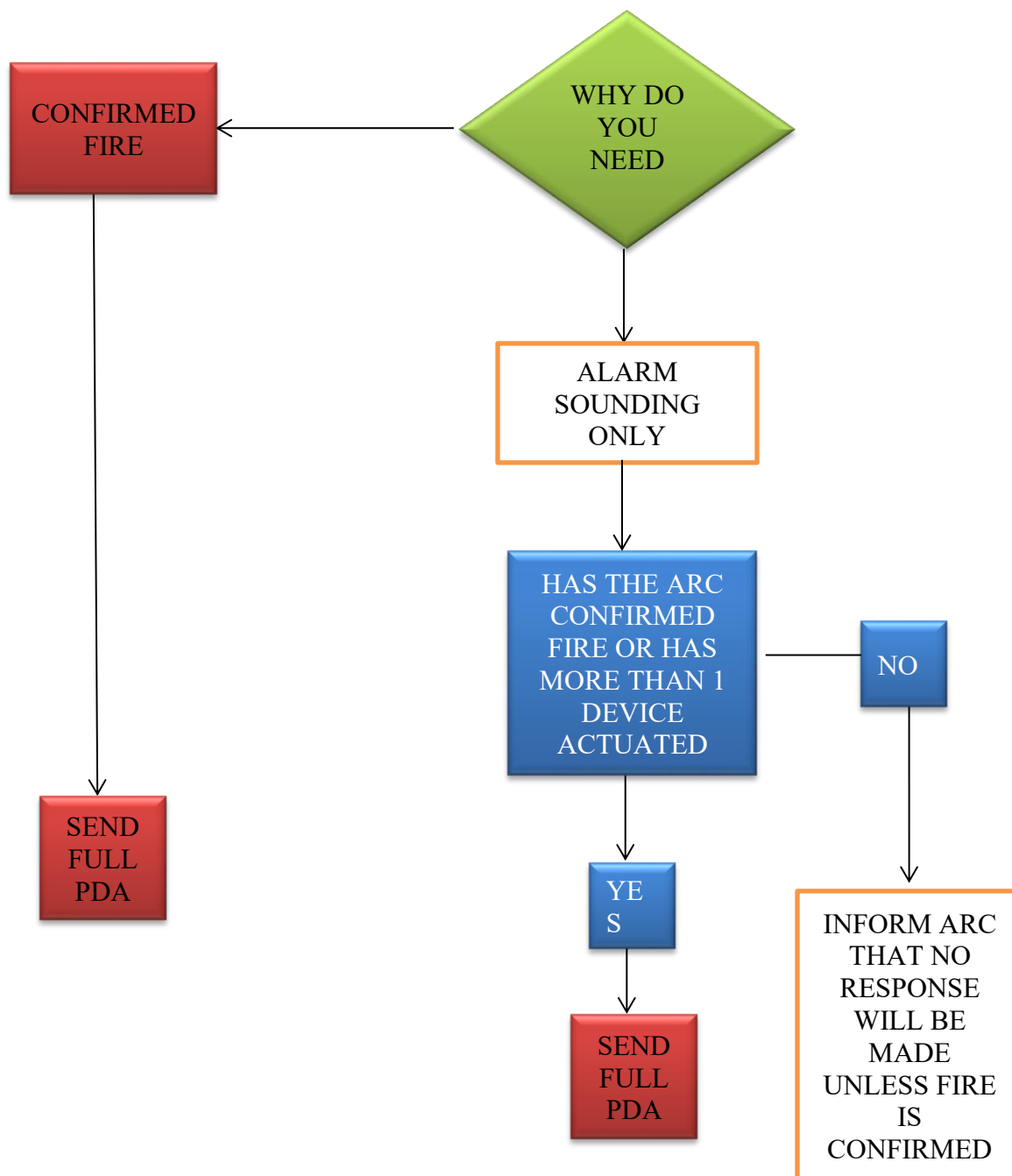
## **12 Audit**

12.1 This Procedure will be audited in accordance with the procedure detailed within the Brigade's procedure framework.

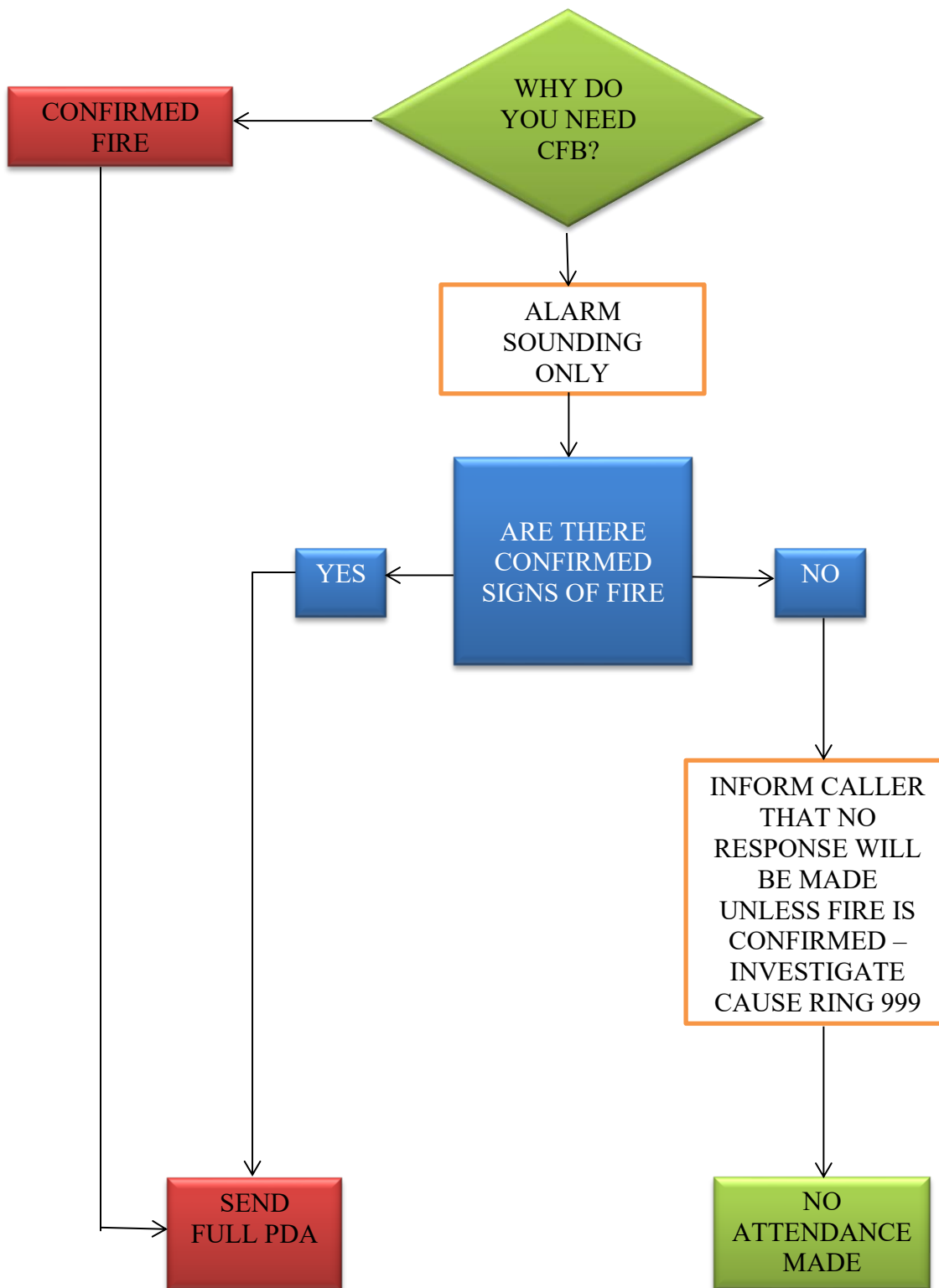
## **13 Review**

13.1 The Assistant Director Prevention, Protection and Planning will undertake a review of this procedure in line with our key document framework to ensure it is taking account of any new or emerging political, economic, social, technological, legislative, environmental, competitive, citizen or reputational factors.

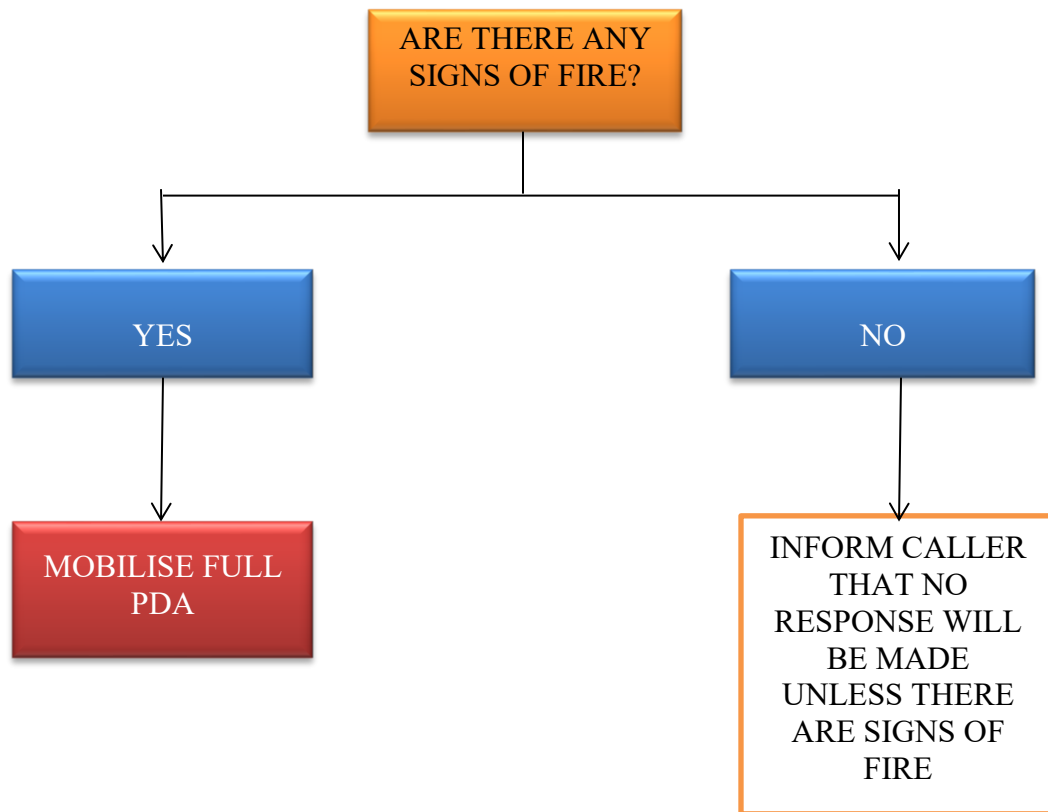
## Appendix 1- Call Handling Flowchart- Call Received from ARC's



## Appendix 2 - Call Handling flowcharts – calls received from occupier



### Appendix 3 – Call Handling Flowchart – calls from passers-by





## Appendix 4

### EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

EQIAs enable us to consider all the information about a service, procedure, practice or activity from an equalities perspective and then put an action plan in place to achieve the best outcome for our employees and service users. EQIAs analyse how the work that we undertake can impact different groups. This will help us to make better decisions and evidence how we have reached these decisions.

Analysis Rating: please tick one box (the analysis rating is identified after the analysis has been completed – See EQIA procedure)	<b>RED</b>		<b>AMBER</b>		<b>GREEN</b>	<b>X</b>
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#### SECTION 1 – INITIAL SCREENING

Directorate:	Community Protection
Department/Section:	Protection
Title of EQIA – Name of Service or Procedure Conducted on:	Unwanted Fire Signals (UwFS)
Date Of Assessment:	24/05/2025
Assessment carried out by:	L. Brown – Assistant Director of PPP

Is this Procedure/Service/Project:

Applicable to: Existing ☒ Our staff ☒ New/Proposed Our Communities ☒ Changing ☒ Other ☐

PURPOSE AND OBJECTIVES	
What are the aims of the service / procedure?	<p>The aim of the Unwanted Fire Signal Policy &amp; Procedure is to see the number of calls from alarm systems reduce, thereby reducing the impact on business, other building users as well as the fire service. Cleveland Fire Brigade will continue to support building managers by providing guidance and advice on reducing unwanted calls from fire alarm systems.</p> <p>The overall objective of the Unwanted Fire Signal Policy &amp; Procedure is to support the achievement of the Authority's Vision to make a positive difference to the safety and quality of life for every local citizen; and the places where they live and work by building upon the existing prevention, protection and emergency response work that is presented in our Community Integrated Risk Management Plan. This Procedure supports the delivery of our Strategic Goal 'Safer Stronger Communities' by a reduction in the number of attendances at UwFS.</p>
Who is responsible for the service / procedure? Who is responsible for the assessment?	Assistant Director of Prevention, Protection and Planning.
Who implements the procedure? Are external contractors involved?	Head of Protection
Are there any related policies or processes that will need to be changed associated to this one?	If agreed – the UwFS Strategy and UwFS Procedure Note held within the Protection Department will require an update.
To what extent does the service / procedure have an impact on people? Who is affected by it and how?	This will direct the day-to-day activities of response staff who will be called to less AFAs. It will also have an effect on local business who will not receive an automatic response to all AFAs. This has the potential to save them money as utilising our guidance, we may charge for our attendance

What analysis has been done to identify if the service / procedure is meeting the needs of all of these groups of people?	UKFRS best practice
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## ESTABLISHING RELEVANCE

In this section you should review the data and evidence above and consider the actual and potential impact of the procedure, service, activity or practice 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 CFB's ability 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.

**Using the information available, identity the impact of this service / procedure in relation to people across the Protected Characteristics:**

Protected characteristics groups from the Equality Act 2010	Negative Impact	Neutral Impact	Positive Impact	Explain your answer
Age			X	The changes do not specifically target or disadvantage any age group, particularly as this does not affect premises with a sleeping risk. It does however allow for more time carrying out prevention work via our targeted interventions which are inherently aimed at the most vulnerable in our communities including the old or under 5.

<b>Disability</b>			X	Similar to the above in terms of increasing the ability to carry out preventative work with members of our communities who have a disability and therefore by definition are vulnerable.
<b>Gender Reassignment</b>		X		No impact.
<b>Pregnancy and Maternity</b>		X		No impact.
<b>Race</b>		X		The changes do not discriminate regardless of the owner, as the Strategy targets premises.
<b>Religion and Belief</b>		X		The changes do not discriminate regardless of the owner, as the Strategy targets premises. Review conducted to see if this would disproportionately affect businesses such as takeaways, which it does not. All premises are treated the same now and will be in the future.
<b>Gender</b>		X		No impact.
<b>Sexual Orientation</b>		X		No impact.
<b>Marriage and civil Partnerships</b>		X		No impact.
<b>Is a full Equality Impact Assessment required? Yes or No If not why?</b>	<p><i>If you have identified a negative potential impact for group, then you must complete a full Equality Impact Assessment. If you have identified a neutral or positive impact on any groups then no further action is required.</i></p> <p>This proposed changes to this procedure have been assessed as having some positive and mainly neutral impact on the protected characteristic groups and therefore does not require a full impact assessment.</p>			

## MONITORING AND REVIEW

What procedures are in place to monitor the impacts outlined in the analysis?	The updated procedure will be monitored as part of routine review in line with key document framework. However, a review may be initiated because of a specific 'event', e.g., on any occasion where specific adjustments are made to meet individual requirements.
How often will this take place?	Every five years or following a trigger event.
Date of next planned review?	April 2029

Proceed to Full EQIA  
Yes

No **X**

## SIGNATURE OF PERSON COMPLETING THIS SCREENING

Name:	Lee Brown
Job Title:	Assistant Director PPP
Date:	24/05/2025

## SIGNATURE OF LINE MANAGER – MINIMUM HEAD OF DEPARTMENT

Name:	
Job Title:	
Date:	

## SIGNATURE OF EQUALITY AND DIVERSITY OFFICER – HR DEPARTMENT

Name:	Anne Skillcorn
Date published to internet	
Date published to fish	