Equality Impact Assessment (EIA)

EIA Register Reference Number:	*To be completed by EDI Lead*					
Name of activity:	Members Charter					
Type of activity:	Charter					
Directorate/department:	Corporate Services					
Name of department head/policy owner/project lead:	Annie-Rose Pratt					
Name(s) and job title of person(s) completing this assessment:	Head of Corporate Services					
Date of commencement of assessment:	28/10/2026					
Analysis Rating:	RED	☐	AMBER	☐	GREEN	☒
Changes to activity as a result of this assessment	Yes ☐		No ☒			

Approval Log

This must be completed prior to the commencement of the activity.

Name of Senior Sign off: (or committee)	Katie Mills	**Date approved:**	Click to enter a date.
EDI Lead Sign off:	Claudia Trott	**Date approved:**	Click to enter a date.

Review Log

Date of Review:	Person Completing Review:	Reason for Review:	Outcome of Review:
Click to enter a date.	Click here to enter name.	No negative impact is expected, provided the Charter is applied consistently and equality implications continue to be considered through the relevant decision-making and EIA processes.	Click here to enter text.

Click to enter a date.	Click here to enter name.	The Head of Corporate Services, supported by Democratic Services, will keep the Charter visible within Member induction, development and governance arrangements. This EIA will be reviewed if the Charter is substantively amended or if evidence indicates an unintended equality impact. Any specific policy, programme or decision arising from the Charter will be assessed separately where appropriate.	The Charter applies to Fire Authority Members rather than setting employment arrangements. Its commitments to staff wellbeing, expertise, dignity and respect support constructive relationships across employee groups. No disproportionate impact identified.

Overview

Please refer to the EIA toolkit.

1. What is/are the aims, purpose and intended outcomes of the activity you are assessing?

The Members' Charter is a shared statement of Royal Berkshire Fire Authority Members' commitment to supporting the strategic direction, vision and values of Royal Berkshire Fire and Rescue Service. It sets out the values and behaviours Members will demonstrate, including putting residents and communities first, valuing staff wellbeing and expertise, acting with integrity, treating everyone with dignity and respect, making evidence-based decisions without discrimination or bias, providing positive and visible leadership, and being open to change and transformation. It complements the Members' Code of Conduct and supports high standards of leadership, conduct and accountability.

2. Who is/may be affected by the activity, and how? Consider applicants, service users, members of the public, RBFRS employees, partner organisations etc. Detail any consultation that has taken place to date**.**

Fire Authority Members are directly affected because the Charter describes their collective commitments and expected behaviours. RBFRS staff, officers, partners and the communities of Royal Berkshire may be affected indirectly through how Members exercise leadership, scrutiny and decision-making. The Charter was originally developed through a Member and Officer workshop in October 2023. Members reviewed it at the Member and Officer Workshop on 4 August 2026. The Senior Leadership Team and Monitoring Officer were consulted, and the revised Charter was shared with the Chair before circulation to Group Leaders and presentation to the Fire Authority.

Information

3. What information is already available that tells you what impact the activity has/will have on people? Consider quantitative and qualitative data, consultation, research, complaints etc. What does this information tell you?

The assessment has considered the revised Members' Charter, the Fire Authority report, feedback incorporated following the Member and Officer Workshop on 4 August 2026, and the relationship with the Members' Code of Conduct. The Charter is a high-level behavioural commitment and does not itself change employment terms, services, access criteria or operational resources. Its wording is intended to promote dignity, respect, objectivity, inclusion, staff wellbeing and community-focused leadership.

4. What impact may this activity have on the following groups?

	Please provide details of potential impact(s), positive and negative, including any relevant evidence from the information section above:	Is the impact disproportionate?
Sex (Men and Women)	The commitments to dignity, respect, objectivity and decision-making without discrimination or bias support fair treatment.	**No**
Race (Includes colour, nationality and ethnic or national origins)	The Charter supports inclusive leadership and non-discriminatory, evidence-based decision-making.	**No**
Disability (Mental, Physical, Neurodiversity)	The emphasis on dignity, respect, staff wellbeing and community interests supports consideration of disability and accessibility.	**No**
Religion or Belief (includes lack of religion or belief)	The commitment to dignity, respect and freedom from discrimination supports inclusive treatment of people with different religions or beliefs.	**No**
Sexual Orientation (All diverse sexual orientations)	The Charter reinforces respectful, non-discriminatory leadership and behaviour.	**No**
Pregnancy and Maternity (Includes new mothers and those returning to the workplace)	The commitments to wellbeing, dignity, respect and objective decision-making support fair consideration.	**No**
Marital Status (Married and Civil Partnerships)	The Charter supports respectful and non-discriminatory conduct.	**No**
Gender Reassignment	The commitments to dignity, respect and non-discrimination support inclusive leadership.	**No**
Age	The Charter supports equal respect and objective, evidence-based decisions across age groups.	**No**
People in different family circumstances (including those with caring responsibilities)	The commitment to wellbeing and fair, evidence-based leadership supports consideration of different circumstances.	**No**
People in different socio-economic circumstances	Putting residents and communities first supports awareness of differing community needs,	**No**

	Please provide details of potential impact(s), positive and negative, including any relevant evidence from the information section above:	Is the impact disproportionate?
	although the Charter does not prescribe individual service decisions.	
Digital Inclusion (limited access to, confidence in, or ability to use digital technology)	Openness to change and transformation should be applied inclusively, recognising that people may have limited access to, confidence in or ability to use digital technology.	**No**
Different employee groups (Control/Green Book/ On Call/ Wholetime, grades, contract status, non-employee groups i.e. volunteers)	The Charter is expected to support positive health and wellbeing through respectful leadership and its commitment to valuing staff wellbeing and expertise. No disproportionate impact identified.	**No**
Other –other factors as relevant to the activity such as unemployment, homelessness, health and wellbeing implications.	Click here to enter text.	Choose an item.

5. Is further research or consultation needed to check the impact/potential impact of the activity on different groups?

No further research or consultation is considered necessary before approval. Equality impacts should continue to be considered when the Charter is applied through specific policies, decisions, programmes or changes. Any substantive future amendment should trigger a review of this EIA.

Summary of Assessment

6. Taking account of the assessment above, have any negative and/or disproportionate impacts been identified? If so, what amendments will you make to the activity?

No negative or disproportionate impacts have been identified. The Charter is expected to have a positive impact by reinforcing dignity, respect, inclusion, staff wellbeing and evidence-based decision-making without discrimination or bias. No amendment to the Charter is required as a result of this assessment.

Ensure any actions identified are captured in the action plan below.

7. **After these amendments (if any) have been made, is/will there still be a negative impact on any group? If Yes, please explain.**

Yes ☐ **No ☐**

8. **Can commencing or continuing the activity without further amendment be justified?**

Yes ☒ **No ☐**

Yes. The Charter has a legitimate governance purpose, complements the Members' Code of Conduct and strengthens the Authority's commitment to inclusive, respectful and accountable leadership.

9. **Does this activity adhere to the three aims of the General Duty of the Equality Act 2010?**

Yes ☒ **No ☐**

10. **How will you monitor the impact of the activity in future and that positive impacts are maintained?** Identify timelines and responsible owners, including detail of links to project/service plans if relevant.

The Head of Corporate Services, supported by Democratic Services, will monitor the Charter through existing Member induction, development and governance arrangements. The Charter and this EIA will be reviewed if the Charter is substantively amended or if feedback or other evidence identifies an unintended equality impact. Any specific policy, programme or decision arising from the Charter will continue to be subject to its own equality considerations and EIA where appropriate.

Action Plan

Where this assessment has highlighted potential inequalities or barriers, mitigation is essential. Outline the actions below that will be taken to reduce negative impacts, strengthen positive outcomes and support implementation.

Action Plan Owner:	**Commencement date:**	**Sign off date:**
Click here to enter text.	Click to enter a date.	Click to enter a date. Please ensure all actions are completed before sign-off.

Identified Impact:	Mitigating Actions:	Responsible Lead:	Target Completion Date:	Completion Date:
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Admin

Once finalised please send the first draft and any further amended versions to the EDI Lead to be held in the central register.