Equality Impact Assessment (EIA)

EIA Register Reference Number:	*To be completed by EDI Lead*					
Name of activity:	Member Development and Engagement Plan 2026 through to the end of the Member Development Strategy in 2027					
Type of activity:	Plan					
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:	Annie-Rose Pratt					
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.	Click here to enter text.	Click here to enter text.
Click to enter a date.	Click here to enter name.	Click here to enter text.	Click here to enter text.

Overview

Please refer to the EIA toolkit.

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

The activity is the Member Development and Engagement Plan and its supporting forward programme, covering the period from 2026 through to the end of the Member Development Strategy 2023–2027. Its purpose is to translate the Member Development Strategy 2023–2027 and the Service's strategic priorities into a practical programme of fire and rescue-specific learning and engagement. The intended outcomes are to strengthen Members' understanding of the Service, support informed decision-making and scrutiny, improve governance and assurance, and help Members carry out their Fire Authority roles confidently. The programme complements, rather than duplicates, general councillor development provided by Members' appointing authorities.

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 the principal participants and may be affected by the timing, location, format, accessibility and content of development activities. Officers and subject leads will design or deliver sessions. Democratic Services will coordinate practical arrangements and monitor delivery. RBFRS staff, partners and communities may be affected indirectly through better-informed Member scrutiny and decision-making.

A Member and Officer Workshop took place on 4 August 2026. Fire Authority Members attending that workshop, the Senior Leadership Team and the Deputy Monitoring Officer were consulted during preparation of the report. The programme includes induction, buddying, workshops, station and Control visits, e-learning and external learning opportunities.

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?

Information considered includes the Member Development Strategy 2023–2027; the Member Development and Engagement Plan covering 2026 through to the end of the Strategy in 2027; the supporting forward programme; feedback from the Member and Officer Workshop held on 4 August 2026; and the existing programme measures identified in the paper, including attendance, induction feedback, session evaluations and the annual Member Development Satisfaction Survey.

The available information indicates that the programme is intended to widen Members' access to fire and rescue-specific knowledge through different forms of development. Potential barriers may

nevertheless arise if activities rely on a single format, inaccessible information, short notice, travel to operational sites, digital systems, or fixed times that do not take account of disability, caring responsibilities, religious observance or Members' other commitments.

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 programme is open to all Members. Monitor participation and feedback to identify any unintended difference in access or benefit.	**No**
Race (Includes colour, nationality and ethnic or national origins)	Inclusive learning and EDI content can support informed leadership. Use clear inclusive language and ensure materials and facilitation do not rely on cultural assumptions.	**No**
Disability (Mental, Physical, Neurodiversity)	Potential barriers include inaccessible documents or digital systems, sensory or cognitive demands, travel, physical access to operational sites and observation of exercises. Ask about reasonable adjustments, provide accessible materials in advance, confirm venue access, offer breaks and alternative formats or participation routes where practical.	**No**
Religion or Belief (includes lack of religion or belief)	Fixed dates may conflict with religious observance. Schedule with reasonable notice, check significant observance dates where practical and offer alternative access to core learning when attendance is not possible.	**No**
Sexual Orientation (All diverse sexual orientations)	A consistently inclusive programme, including access to EDI learning, can support respectful leadership. Ensure examples and language are inclusive and avoid assumptions.	**No**
Pregnancy and Maternity (Includes new mothers and those returning to the workplace)	Travel, site visits, exercise observation and lengthy sessions may create barriers. Complete relevant health and safety checks, discuss adjustments and provide alternative ways to access essential learning.	**No**

	Please provide details of potential impact(s), positive and negative, including any relevant evidence from the information section above:	Is the impact disproportionate?
Marital Status (Married and Civil Partnerships)	No specific impact identified. General flexibility and reasonable notice will support equal access.	**No**
Gender Reassignment	Inclusive learning can strengthen awareness and respectful leadership. Use appropriate language and ensure facilities and participation arrangements are inclusive.	**No**
Age	The programme supports both new and experienced Members. Digital-only delivery or assumptions about prior knowledge could disadvantage some participants. Provide practical systems support, plain-English instructions and more than one way to access key information where practical.	**No**
People in different family circumstances (including those with caring responsibilities)	Evening, daytime or short-notice sessions may affect people with caring responsibilities. Publish dates early, avoid unnecessary changes and provide alternatives or materials where practical.	**No**
People in different socio-economic circumstances	Dependence on personal devices or digital-only materials may create barriers. Use existing organisational resources, provide systems support, make information available through accessible channels and clarify arrangements for approved expenses where applicable.	**No**
Digital Inclusion (limited access to, confidence in, or ability to use digital technology)	Limited access to, confidence in, or ability to use digital technology may create barriers to participation. Clear guidance, practical support and alternative access arrangements will be provided where required.	**No**
Different employee groups (Control/Green Book/ On Call/ Wholetime, grades, contract status, non-employee groups i.e. volunteers)	Members are not employees, while officers and staff may contribute as facilitators. Delivery should be planned within roles and capacity, with clear responsibilities and operational availability.	**No**

	Please provide details of potential impact(s), positive and negative, including any relevant evidence from the information section above:	Is the impact disproportionate?
Other –other factors as relevant to the activity such as unemployment, homelessness, health and wellbeing implications.	Travel across Berkshire and access to stations or operational sites may vary. Provide clear travel and access information, coordinate visits, apply health and safety controls and provide an alternative where participation would not be safe or reasonably accessible.	**No**

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

Before confirming each activity, Members should be invited to identify accessibility requirements or reasonable adjustments. Democratic Services should gather feedback on barriers to attendance and participation through session evaluations and the annual Member Development Satisfaction Survey. Where a material barrier is identified, the relevant activity and this EIA should be reviewed. Feedback should be sought in a way that allows Members to raise access issues confidentially.

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?

Potential barriers have been identified rather than evidence of a current disproportionate impact. These relate principally to accessibility, digital confidence, physical access and travel, timing, caring responsibilities, religious observance, pregnancy or maternity, and health and safety at operational locations. The programme should therefore build accessibility into planning from the outset through early notice, accessible information, reasonable adjustments, accessible venues, proportionate alternatives and active monitoring of participation and feedback.

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 ☒**

No negative impact is expected to remain where the identified controls are applied and reviewed. Individual activities may still require specific adjustments based on a Member's circumstances and the nature of the location or activity.

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

Yes ☒ No ☐

The programme can proceed subject to the controls and actions in this assessment being incorporated into delivery. The programme has a legitimate governance and assurance purpose and is designed to improve Members' access to relevant knowledge and support. Proceeding without the accessibility controls would not be appropriate.

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 will oversee delivery, supported by Democratic Services and relevant subject leads. Attendance, cancellations, requests for adjustments, induction feedback, session evaluations and the annual Member Development Satisfaction Survey will be reviewed. The annual report to the Audit and Governance Committee should include any material equality or access issues, actions taken and lessons for the next programme. This EIA should be reviewed following material changes to the programme and as part of the annual review.

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:**
Annie-Rose Pratt	12/11/2026	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:
Accessibility and reasonable adjustments	Include an accessibility/adjustment prompt in invitations; provide accessible materials in advance; confirm venue access and alternative arrangements where practical.	Democratic Services with session lead	Before each activity	To be recorded
Timing, caring responsibilities and religious observance	Publish dates early; avoid unnecessary changes; consider significant observance dates and provide alternative access to core content where practical.	Democratic Services	For all programme scheduling	Ongoing
Digital exclusion or confidence	Provide practical support for SDS and e-learning; make instructions clear and accessible; provide assisted access where required.	Democratic Services / relevant system lead	Before mandatory e-learning deadlines	Ongoing
Operational visits, pregnancy, disability or health needs	Complete proportionate health and safety/access checks; communicate requirements in advance; agree reasonable alternatives where participation is unsuitable.	Visit or exercise lead with Democratic Services	Before each visit or exercise	To be recorded
Unequal participation or benefit	Monitor attendance, cancellations, adjustment requests and evaluation	Head of Corporate Services	Quarterly and at annual review	Ongoing

	feedback; identify patterns and amend delivery.			
EIA governance	Submit the approved EIA to the EDI Lead/Business Support for the central register and review it following material programme changes.	Head of Corporate Services	Following approval and annually	To be completed
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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.