



Equality Impact Assessment (EIA)

EIA Register Reference Number:	<i>To be completed by EDI Lead</i>					
Name of activity:	Member Code of Conduct Review and Consultation					
Type of activity:	Constitution Review					
Directorate/department:	Corporate Services					
Name of department head/policy owner/project lead:	Annie Pratt					
Name(s) and job title of person(s) completing this assessment:	Michaela Smith – Democratic Services Officer					
Date of commencement of assessment:	21/07/2026					
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)	Annie Pratt	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:
21/07/26	Fayth Rowe	Revised Member Code of Conduct and launch of consultation on 31/07/26	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 Code of Conduct consultation will aim to take into account the views of the public, community organisations, and neighbouring and appointing authorities. The last Member Code of Conduct consultation took place in 2023; following this, the Fire Authority agreed that a review of the Member Code of Conduct should take place every three years. Following updates to the Royal Berkshire Fire Authority Constitution, an impact assessment has been undertaken to ensure that any implications for Members are identified, understood, and appropriately addressed. The document has been updated to assist with complaint logging.

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.

Members of the Public, and Members of the Royal Berkshire Fire Authority and RBFRS Staff. This will be the third consultation since 2020, the prior two being 28 January–11 March 2022 and 22 November–13 December 2023.

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?

Two previous consultations have been held, with limited response. In February 2024 it was agreed by the Royal Berkshire Fire Authority that consultations would run every 3 years.

The Member Code of Conduct is also linked to the National Fire Chiefs Council Code of Ethics, and this Member Code of Conduct was adopted from the LGA Code of Conduct in 2020. The Member Code of Conduct is also linked to these acts - The Protection from Harassment Act 1997 and The Equality Act 2010.

Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.

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

Equality Impact Assessment (EIA)	Issue Date
Owner: Human Resources	19 June 2026 (v08)

	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)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Race (Includes colour, nationality and ethnic or national origins)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Disability (Mental, Physical, Neurodiversity)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Religion or Belief (includes lack of religion or belief)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Sexual Orientation (All diverse sexual orientations)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a	No

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Owner: Human Resources	19 June 2026 (v08)

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	strong vision and public commitment to equality across public services.	
Pregnancy and Maternity (Includes new mothers and those returning to the workplace)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Marital Status (Married and Civil Partnerships)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Gender Reassignment	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Age	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
People in different family circumstances (including those with caring responsibilities)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to	No

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	Please provide details of potential impact(s), positive and negative, including any relevant evidence from the information section above:	Is the impact disproportionate?
	the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	
People in different socio-economic circumstances	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Digital Inclusion (limited access to, confidence in, or ability to use digital technology)	The Member Code of Conduct and documentation will be published on the RBFRS website. People with limited access to technology may be disadvantaged by this, however printed copies are available when required.	Yes
Different employee groups (Control/Green Book/ On Call/ Wholetime, grades, contract status, non-employee groups i.e. volunteers)	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No
Other –other factors as relevant to the activity such as unemployment, homelessness, health and wellbeing implications.	None identified as The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic commitments, and that there is a strong vision and public commitment to equality across public services.	No

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

Equality Impact Assessment (EIA)	Issue Date
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Further research is not needed, and the results will be presented to Royal Berkshire Fire Authority in November 2026.

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?

Any breach of the Member Code of Conduct would be investigated by the Independent Person and Monitoring Officer as detailed in the Member Code of Conduct itself.

The Member Code of Conduct can be found [here](#).

The Member Code of Conduct is also linked to the Member and Officer Protocol.

Yes there may be an impact for people who do not have access to technology, printed copies of documentation are available on request.

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 ☐

Possibly for those people with no access to technology (see above).

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

Yes ☒ No ☐

Enter justification here.

9. Does this activity adhere to the three aims of the [General Duty](#) of the Equality Act 2010?

Yes ☒ No ☐

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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.

We will review the consultation results and any recommendation of changes to documentation will go the Royal Berkshire Fire Authority in November 2026. We have screen reading software for those people who have sight impairments.

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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: Click here to enter text.		Commencement date: Click to enter a date.		Sign off 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.

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