



Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Executive Committee – 13 September 2023

Report title: Unit 7 Exit Programme

Lead Member: Councillor Matthew Walsh

Report sponsor: Mark Hemming, Director Finance and Assets

Author and contact: Marie Crothers, Programme Manager, mcrothers@bucksfire.gov.uk

Action: Decision

Recommendations:

That the Committee approve to serve notice to allow the exit of Unit 7 on 30 September 2024, and undertake the necessary enabling works as detailed in the Appendices.

Executive summary:

This paper is being presented to seek approval to exit from the building to the rear of the Headquarters building on Stocklake, Aylesbury and to undertake the enabling works required to facilitate this exit. Commonly known as 'Unit 7', this building is located on Garside Way and is the only building currently leased by the Service. There is, therefore, an opportunity to make savings through the release of this building from the property portfolio.

As a result of recent discussions with the landlord of the building, it has now been agreed that providing at least 9 months' notice is given at the end of any calendar month, the Service can leave Unit 7 in any month after that.

The Service has received notification that the national Urban Search and Rescue (USAR) capability is under review and the grant funding currently received to pay for the function will cease in March 2025, therefore alternate arrangements for accommodating the USAR functionality will need to be considered.

This programme has been exploring the different options available to the Service to exit Unit 7 and find locations for all departments currently located within and generate savings whilst doing so.

Financial implications:

Indicative one-off costs of £369k have been identified to cover all elements of the Programme based on industry standards, expert input, and professional judgement.

A provisional sum of £500k for enabling works had already been included in the capital programme for 2023-24.

Costs identified are largely implementation at this stage and a minimal ongoing cost of £5k per year has been identified.

Dilapidation costs have been estimated at circa £232k (plus professional fees). This cost has not been included in the one-off costs noted above as they are already accounted for in the approved capital programme.

The current annual running costs for the Unit 7 building are circa £178k and these could be released from September 2024 (less the £5k ongoing costs noted above).

The payback period on the one-off costs is just over two years excluding dilapidation costs, or under three and a half years if dilapidation costs are included.

Risk management:

A risks and issues register is being developed and will be informed by the degradation work. Key risks for this programme will be resource and supplier availability, cost, timescale available to exit Unit 7, and the people impact.

The Programme will run in accordance with the agreed internal project management processes, with regular updates to the Business Transformation Board (BTB), Strategic Management Board (SMB), and the Executive Committee. It is proposed that the work necessary to successfully deliver the Programme would be complete by 30 September 2024.

Legal implications:

In March 2017, this lease for Unit 7 was re-negotiated to provide the Fire Authority with more flexible exit options following the opening of the blue light hub. For a relatively minor increase in the annual rent, the Authority was able to agree new break clauses at the end of December 2019, 2020, and 2021.

The original lease break clause at the end of 2022 also remained, with the full-term expiring 24 December 2027. A further deed of variation was subsequently signed adding break clauses at the end of 2023, 2024, 2025 and 2026 (with no increase in annual rent). Since then, further discussion has resulted in an agreement that providing at least 9 months' notice is given, the Service can leave Unit 7 in any month after that.

Privacy and security implications:

No privacy and security implications have been identified at this stage.

Duty to collaborate:

The programme will impact the BFRS estate and personnel only, therefore is not considered to be suitable for inclusion within the collaboration agenda. There has been dialogue with representatives of Buckinghamshire Council regarding the adoption of hybrid working following the Covid-19 pandemic with the sharing of examples of good practice, however, this could not extend to the possibility of exploring shared sites with them as they too have been streamlining their estate

requirements. The Service will continue to investigate utilising our own sites by sharing with other emergency services along the lines of the arrangements at Newport Pagnell and Princes Risborough.

Health and safety implications:

As some of the proposals involve changes to the current estate, there are health and safety considerations. Early discussions have taken place with the incoming Health and Safety Manager, and they have been identified as a key stakeholder within the Programme Team to ensure compliance with legislative and health and safety requirements.

Environmental implications:

Unit 7 is forecast to utilise approximately 112,000 KWh of electricity during 2023-24, which on a standard electricity contract would equate to 24 tonnes of CO2. Although the latter figure is currently reduced to zero by virtue of the Service's contract for 100% renewable electricity, the reduction in energy consumption will certainly have a positive environmental impact.

Equality, diversity, and inclusion implications:

The Programme supports the Equality, Diversity, and Inclusion Objectives under the heading:

Facilities and Welfare Provision - Focus on ensuring our current employees have the correct workplace arrangements they need to carry out their role effectively.

- *Continue to engage with employees to identify needs regarding uniform, facilities, and welfare provisions.*
- *Design and adapt our buildings, as we continue our capital development programme.*

A comprehensive stakeholder and communications plan will be developed as part of the Programme process to enable us to identify any specific needs that will need to be addressed. A full Equality Impact Assessment has been completed and can be seen at Appendix 3.

Consultation and communication:

All department heads within the Unit 7 and HQ buildings have been consulted with to ascertain their current ways of working, any current issues they may have and their future requirements for any potential change to their working environment. This has resulted in a great deal of information being collated in the form of a Statement of Business Requirements and used to inform the work of a space planning consultant to advise on maximising the use of the facilities available to us.

A Programme Mandate has been approved at earlier BTB and SMB meetings where comments were again captured and used to inform the Business Case.

Formal consultation will take place where necessary.

Staff engagement will take place throughout the Programme and updates will be provided as part of the regular reporting mechanisms identified earlier in this paper.

Background papers:

[Buckinghamshire and Milton Keynes Fire Authority – Property Strategy 2018-2025](#)

Appendix	Title	Protective Marking
1	Project Business Case - Unit 7 Programme	None
2	High Level Delivery Timeline	None
3	Equality Impact Assessment	None

Service Document Standard Form:**Project Management Process****BUSINESS CASE****PROJECT:** Unit 7 Programme**DATE:** 30 August 2023**AUTHOR:** Marie Crothers – Programme Manager**SPONSOR:** Mark Hemming - Director of Finance & Assets**DOCUMENT CONTROL & APPROVAL RECORD**

Version	Date:	Approval:	Notes
<i>Version 1.0</i>	<i>August 2021</i>		<i>First draft</i>
<i>Version 1.1</i>	<i>January 2023</i>		<i>Second draft</i>
<i>Version 1.2</i>	<i>January 2023</i>		<i>Third draft</i>
<i>Version 1.3</i>	<i>April 2023</i>		<i>Fourth draft</i>
<i>Version 2</i>	<i>24 August 2023</i>		<i>Fifth draft</i>
<i>Version 3</i>	<i>30 August 2023</i>		<i>Final</i>

1. Project Context**a. Background**

Previously, a mandate was approved at the Business Transformation Board (BTB) to begin the 'Unit 7' Programme. This Programme was established to assess the options for the Service regarding the future use of Unit 7, 8 Garside Way, to the rear of the headquarters site in Stocklake, Aylesbury and to deal with any resulting issues that may arise. As part of the continued recovery from the Covid-19 pandemic, the Service has successfully adopted a hybrid office/home working approach for staff and the Unit 7 Programme takes the outcomes of this into account when considering the options available. The plan was to exit Unit 7 as soon as it is practicable to do so, this was likely to be after full occupation of the new Blue Light Hub in Milton Keynes which has now been completed.

The existing Headquarters building was commissioned in 2005 and apart from an air handling refresh programme in 2017, there has been little other investment since. Whilst delivering the efficiencies in releasing Unit 7, we will take the opportunity to accommodate all functions previously situated within Unit 7 in a way that remains cost effective and efficient and adheres to legal obligations such as HSE requirements, whilst still being able to accommodate all functions in some way. We will also take the opportunity to pull forward a significant piece of infrastructure work which was due to take place in forthcoming years. This is the replacement and refresh of the network cabling arrangements for this site, the cost of which has been factored into this programme.

In April 2023, the Service received notification from the Home Office that the outcomes of the proposed restructure of the national USAR function had been deferred until April 2025 and that the USAR grant would remain unchanged for the financial years of 2023-24 and 2024-25. Therefore, the impact on this project is that an alternative location for the USAR function within the Service must be found.

A revised project mandate was presented to and approved by the Business Transformation Board in December 2022.

The mandate stated:

'As the Service moved through the various stages of the Covid-19 pandemic where different ways of working were adopted including working from home and other alternative locations utilising new technology such as Microsoft 365 and Teams and adjusting managerial expectations, these have been adopted as long-term solutions.

The programme will explore options available to the Service to exit Unit 7 and find locations for all departments currently located within and generate savings whilst doing so.

This programme will impact the BFRS estate and personnel only, therefore is not considered to be suitable for inclusion within the collaboration agenda. There may be an impact on other groups depending on other sites utilised.'

Following approval at BTB, work was completed to define the Programme elements and delivery leads:

b. Business Need

The key drivers for this work relate to the corporate risk relating to finances and the requirement to make efficiencies as set out in the Efficiency and Productivity Plan. There is, therefore, an opportunity to make savings through releasing this building.

Unit 7 is currently leased to the Service and houses several different functions - office accommodation, Stores, USAR, a large meeting room and additional parking and storage. In March 2017, this lease was re-negotiated to provide the Fire Authority with

more flexible exit options following the opening of the blue light hub. For a relatively small increase in the annual rent, the Authority was able to agree new break clauses at the end of December 2019, 2020, and 2021. The original lease break clause at the end of 2022 also remained, with the full-term expiring 24 December 2027. A further deed of variation was subsequently signed adding break clauses at the end of 2023, 2024, 2025 and 2026 (with no increase in annual rent). Since then, further discussion has resulted in an agreement that providing at least 9 months' notice is given, the Service can leave Unit 7 in any month after that.

The Service has received notification that the national Urban Search and Rescue (USAR) capability is under review and the grant funding currently received to pay for the function will cease in March 2025, therefore alternate arrangements for accommodating the USAR functionality will need to be considered.

This programme will explore the different options available to the Service to exit Unit 7 and find locations for all departments currently located within and generate savings whilst doing so. It also provides the opportunity to explore the possibility of making better use of the 'owned' assets of the Service.

The programme will impact the BFRS estate and personnel only, therefore is not considered to be suitable for inclusion within the collaboration agenda. There may be an impact on other groups dependent on whether other sites are utilised.

2. Strategic Case

This Business Case aligns with the corporate objectives of the organisation in that it links to *Strategic Enabler 3: Assets and Equipment: to provide high-quality, cost-effective assets and equipment with sufficient flexibility to adapt to changing requirements - SE3.8: Review of estate requirements to accommodate improved flexible/hybrid working, potential rationalisation of estate and new strategic facilities as required.*

Whilst the potential financial savings are a key aspect in the delivery of this programme, the work will also look at the timescales of delivery and seek to identify the most appropriate times to progress each identified element.

3. Financial Case

The current lease costs for the Unit 7 site are shown below:

Rent:	
Rent	£80,000
Service Charges	£2,860
Insurance	£3,638
Utilities:	
Electricity	£29,500
Gas	£0
Water	£850
Other Charges:	
Rates	£58,061
PPM	£2,000
Insurance (FRIC)	£435
Reactive maintenance	£4,000
Annual Charge:	£177,348

Initial costs:

The table below indicates the range of costs against each element of the programme however, it should be noted that these are indicative at this stage and are based on professional judgement (rather than formal quotations or tenders). They require further work and are largely implementation as minimal ongoing costs have been identified at this stage.

ELEMENT	IMPLEMENTATION	ONGOING
LOGISTICS HUB	74,300	
USAR	111,500	
HQ WORKS AND FIT OUT	72,000	
ICT INFRASTRUCTURE	50,000	
MEETING ARRANGEMENTS	-	5,000
OPTIONS TOTALS	307,800	5,000
Contingency @10%	30,780	
Professional fees@10%	30,780	
NET TOTAL	369,360	5,000

The costs allocated to the Headquarters site will cover the work to refresh the data provision, minor alterations to relocate personnel and additional storage requirements to support flexible and hybrid working.

Full degradation reports for the Unit 7 building were commissioned in 2021. The dilapidation report was £232k plus a 10% allowance for professional fees. This cost has not been included in the table above as they are already accounted for in the Property Capital Workstreams.

Options Appraisal

a. List of Options

Several options for each element of the programme were identified before settling on the recommended options listed below, together with identified benefits and disbenefits:

UNIT 7		
	BENEFITS	DISBENEFITS
<p>Option 1: Do not serve notice - continue as-is</p>	<ul style="list-style-type: none"> • Work to exit Unit 7 is deferred until a later date • Projects already committed to can be delivered. People element of the programme can continue in full without the complications of exiting the building concurrently 	<ul style="list-style-type: none"> • Proposed lease savings not met in the early stages of the programme • Rent amount may increase as we lose control with any new contract post-2027
<p>Option 2: Notice served – and exit date agreed</p> <p><i>Preferred option</i></p>	<ul style="list-style-type: none"> • Proposed lease savings achieved. • Alternative locations for some of the functions can be delivered in full and will not have to be revisited. • Will allow for final clarity around the USAR function to be achieved 	<ul style="list-style-type: none"> • Costs to ‘make good’ the building required as it will be reverted to its original condition. • Resources to deliver the programme restricted due to other organisational portfolio pressures • One-off costs of modifications to other buildings required.

		<ul style="list-style-type: none"> Loss of 20 parking spaces for staff and visitors
ALTERNATIVE LOCATIONS		
USAR		
	BENEFITS	DISBENEFITS
<p>Recommendation: Relocate all 4 prime movers and modules and all associated equipment to alternate location – Aylesbury fire station.</p>	<ul style="list-style-type: none"> USAR functions remain available to the Thames Valley region and its neighbours. Enhanced USAR skill sets remain within BFRS. USAR equipment remains located close to USAR trained personnel 	<ul style="list-style-type: none"> Costs of modification to Aylesbury fire station Modifications may become obsolete if USAR funding ceases after March 2025 and function is reduced or discontinued.
LOGISTICS HUB		
	BENEFITS	DISBENEFITS
<p>Recommendation: Move to shared location of Workshops and ground floor of Headquarters building.</p>	<ul style="list-style-type: none"> Lease costs savings achieved. Logistics function re-located to existing BFRS site. Consultation period for Stores personnel not required as they remain on the HQ site Deliveries can continue to be managed from the HQ site Opportunity for a more effective and efficient way of working to be adopted by the new Logistics Hub 	<ul style="list-style-type: none"> Some building re-modelling and costs required to Ground Floor SHQ and Workshops site to accommodate Stores function (to convert the mezzanine area and access) Potential H&S issues regarding the permanent location of stores equipment on the mezzanine floor will have to be overcome. A traffic management plan will need to be established to manage

		<p>the deliveries to the main building and workshops yard</p> <ul style="list-style-type: none"> • Reduction in office space in Headquarters
PEOPLE		
	BENEFITS	DISBENEFITS
<p>Recommendation:</p> <p>Use this opportunity to review all team/directorate locations within BHQ</p>	<ul style="list-style-type: none"> • People element of the programme can continue in full. • Potential benefits of changes to ways of working within the HQ building are realised and provides the opportunity to look at how we can incorporate the diverse needs of our staff within the cost parameter available. 	<ul style="list-style-type: none"> • Resources to deliver the programme restricted due to other organisational portfolio pressures. • May not be able to accommodate all teams comfortably into the SHQ footprint. •

b. Strategic & Operational Risks and Issues

A risks and issues register is being developed based on the decision made but will need to be informed by the degradation work. As identified within the constraints section, key risks will be resource and supplier availability, cost, and timescale available to exit Unit 7 and people impact.

As part of the continued recovery from the Covid-19 pandemic, the Service has successfully adopted a hybrid office/home working approach for staff. This should lead to a requirement for reduced desk space around the property estate as a whole. If this is not monitored, and desk space continues to grow despite hybrid working arrangements, the potential to make savings may not be realised.

c. Constraints

The key constraints identified at this stage are time and cost.

To be successful, the programme will also need input from a number of departments and will need to be aligned with other project requirements and departmental workplans so resource capacity will also need to be considered and other work programme may need to be paused.

d. Dependencies and opportunities for future development

The programme will have to work closely with several other workstreams in order to be successful:

- it will interface with the 'Review of estate requirements to accommodate improved flexible working and potential rationalisation of estate.' detailed within the Corporate Plan. As outlined earlier in this document, this work cannot be completed without taking this work into account.
- the work to deliver the Service roadmap to recover from the Covid-19 pandemic has resulted in a longer-term adoption of a 'hybrid' way of working with changes to the ways and locations from where the organisation works. This new way of working is being considered as part of this programme.

e. Timescales

The lease for Unit 7 is due to expire on 25 December 2027, with an annual break clause of December each year. A deed of variation was subsequently signed adding break clauses at the end of 2023, 2024, 2025 and 2026 (with no increase in annual rent). Since then, further discussion has resulted in an agreement that providing 9 months' rolling notice is given, we can leave in any month after that.

It should be noted that if the option to exit the lease is delayed for any reason, then the tasks can be shifted in the same timescales to the following year. The timescales have incorporated the governance meeting schedule for the year.

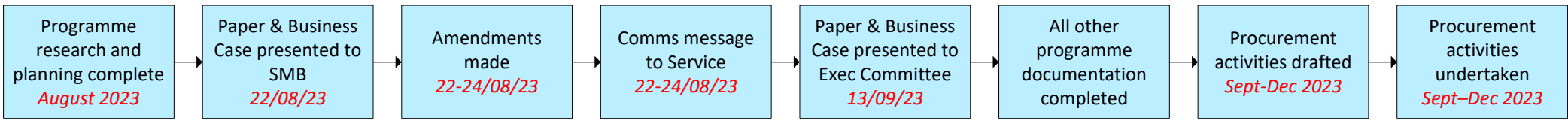
f. Cost Estimates

As can be seen in section 3 above, the expected costs are based on estimates and may vary once quotes or tender responses are received. The figures quoted have been sourced from recognised industry e.g., BCIS (British Chartered Institute of Surveyors) and RICS (Royal Institute of Chartered Surveyors).

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UNIT 7 PROGRAMME - HIGH LEVEL TIMELINE

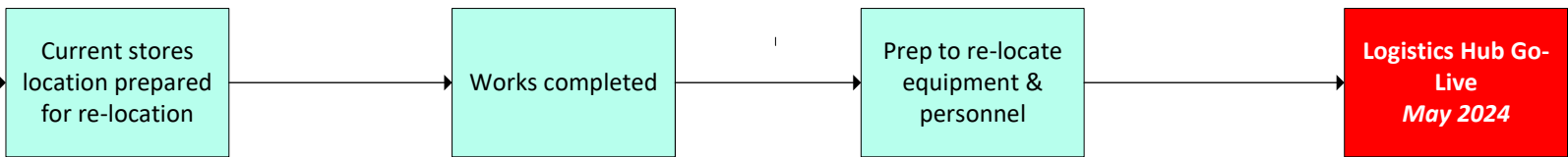
GOVERNANCE



JANUARY – MARCH 2024

APRIL 2024

LOGISTICS HUB



JANUARY - JULY 2024

HQ BUILDING

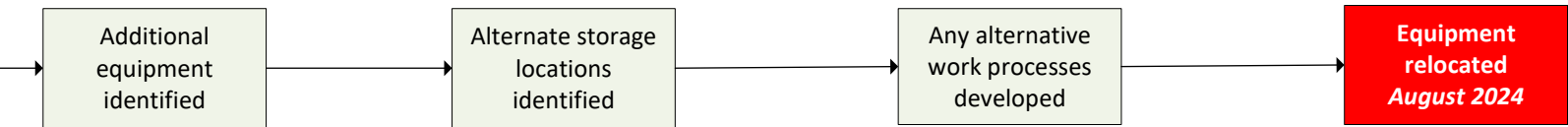


APRIL - JULY 2024

USAR



OTHER EQUIPMENT IN UNIT 7 BAY AREA



UNIT 7 BUILDING



Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: *Equality Impact Assessment Guidance note*



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Appendix 3

1: Overview information	
Name of activity / change / policy / procedure/project:	Unit 7 Exit programme
Directorate/department:	Property
Name(s) of person(s) completing the assessment	Marie Crothers – Programme Manager
Date of commencement of assessment:	17 January 2023 – revised 30 August 2023

2: What is the aim and purpose of the activity / change / policy / procedure / project you are assessing?
<p>A programme has been established to assess the options available to the Service regarding the future use of Unit 7, Garside Way, to the rear of the headquarters site in Stocklake, Aylesbury.</p> <p>The Authority had made a commitment to exit Unit 7 as soon as it is practicable to do so, this was likely to be after full occupation of the new Blue Light Hub in Milton Keynes which has now been completed.</p> <p>Withdrawal from the use of Unit 7 will result in lease cost savings to the Authority.</p> <p>The programme will also consider the long-term need for the number and size of work stations required across the Headquarters site in Aylesbury, to assist flexible ways of working and will explore the different options available to the Service to exit Unit 7 and find locations for all departments currently located within and generate savings whilst doing so.</p> <p>It is in line with the Corporate Plan in that it links to Assets and Equipment (SE3.8): <i>Review of estate requirements to accommodate improved flexible working and potential rationalisation of estate.</i></p>

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Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: *Equality Impact Assessment Guidance note*



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3: Who will be affected by the activity / change / policy / procedure / project, and how? Consider members of the public, employees, partner organisations etc.

The Programme mandate, approved at BTB, stated:

'This programme will impact the BFRS estate and personnel only, therefore is not considered to be suitable for inclusion within the collaboration agenda. There may be an impact on other groups depending on other sites utilised.'

The exit of Unit 7 will affect all those staff members who are located within that building as their primary location, as alternate locations will need to be found for each function. The impact is likely to be Service wide as almost all personnel have some interaction with the Stores function and/or will use the meeting facilities within the building at some point.

Key stakeholders identified at this stage are as follows:

Anyone currently based in Unit 7:

- Central Admin team
- Central Protection team
- Central Prevention team
- Property team
- Stores
- USAR personnel who use the allocated vehicles and kit
- All people who use the meeting room facilities in Unit 7 including Authority Members
- Everyone who liaises with Stores

and

- All personnel currently located within the Headquarters site as space is created to absorb the Unit 7 functions.
- Personnel stationed at Aylesbury fire station

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All personnel involved with delivering the programme:

- Programme Manager
- Property Manager and department members

Nominated members from the following teams:

- Finance
- Human Resources
- Marketing and Communications
- Procurement
- ICT
- SMT / SMB
- ED&I Group members
- Representative Bodies

4: What information is already available that tells you what impact the activity / change / policy / procedure / project has/will have on people? (*please reference*) Consider quantitative and qualitative data, consultation, research, complaints etc. What does this information tell you?

All department heads within the Unit 7 and HQ buildings have been consulted with to ascertain their current ways of working, any current issues they may have and their future requirements for any potential change to their working environment. This has resulted in a great deal of information being collated in the form of a Statement of Business Requirements and used to inform the work to maximise the use of the facilities available to us. This information will provide statistical data for a later iteration of this document.

The Programme is also considering the information available from recent Culture Survey results. It will attempt to incorporate those findings into any proposal adopted for a new layout where possible but will be subject to the financial constraints of the programme.

A Programme Mandate has been approved at earlier BTB and SMB meetings where comments were again captured and used to inform the Business Case.

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Equality Impact Assessment (EIA)

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5: Does the activity/change / policy/procedure/project have the potential to impact differently on individuals in different groups? Complete the table below by ✓ the likely impact.

Assessment of impact on groups in **bold** is a legal requirement. Assessment of impacts on groups in *italics* is not a legal requirement, however it will help to ensure that your activity does not have unintended consequences.

Protected characteristic	Positive	Negative	Neutral	Rationale for decision (<i>use action plan in section 14 for negative impacts</i>)
Individuals of different ages			✓	The proposed change of location is unlikely to impact individuals of different ages.
Disabled individuals	✓			Unit 7 can be limited for some people who live with a disability. This programme will take this into account when considering any proposed location with regard to lifts / door openings / desk positions and space available / requirements for specialist equipment such as rising desks or specialist ICT equipment.
Individuals transitioning from one gender to another			✓	The proposed change of location is unlikely to impact any members of this group.

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Service Document Standard Form:**Equality Impact Assessment (EIA)**

Linked documents: Equality Impact Assessment Guidance note



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Individuals who are married or in civil partnerships			✓	The proposed change of location is unlikely to impact individuals who are married or in civil partnerships.
Pregnancy, maternity and new parents	✓			Unit 7 facilities can be limited for people who are pregnant and who are new parents. The proposed new location provides a facility for this as there is already a room set aside for private activity such as prayers, welfare etc.
Individuals of different race			✓	The proposed change of location is unlikely to impact individuals of a different race.
Individuals of different religions or beliefs	✓			Unit 7 facilities can be limited for people of different faiths and beliefs. The proposed new location provides a facility for this as there is already a room set aside for private activity such as prayers, welfare etc.
Individual's gender identity			✓	The proposed change of location is unlikely to impact any individuals gender identity.
Individual's sexual orientation			✓	The proposed change of location is unlikely to impact any individuals sexual orientation.

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Service Document Standard Form:

Equality Impact Assessment (EIA)

*Linked documents: Equality Impact Assessment
Guidance note*



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<p><i>Individuals living in different family circumstances</i></p>			✓	<p>The proposed exit from Unit 7 is unlikely to impact individuals living in different family circumstance as their current location in Aylesbury is unlikely to be changed. Current working arrangements such as flexible working, hybrid working and personal arrangements to manage care responsibilities will remain unchanged as the base location of the HQ site will be the same.</p>
<p><i>Individuals in different social circumstances</i></p>			✓	<p>The proposed exit from Unit 7 is unlikely to impact individuals living in different social circumstance as their current location in Aylesbury is unlikely to be changed. Current working arrangements such as flexible working, hybrid working and personal arrangements to manage care responsibilities will remain unchanged as the base location of the HQ site will be the same. This will also mean that no additional financial burdens will be placed on these employees as they will not be required to move to alternative locations (be it due to additional travel</p>

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Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: Equality Impact Assessment Guidance note



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				costs or increased childcare / carer costs).
<i>Employee groups currently working within Unit 7 and in the HQ building</i>	✓			Those staff groups who currently work within Unit 7 will become more integrated with the rest of the HQ site personnel rather than working in a separate building.
<i>Other: Members of the wider community (non FRS) who use our Unit 7 meeting spaces</i>		✓		This use will no longer be able to be accommodated and alternative locations will need to be found.

6: What further research or consultation is needed to check the impact/potential impact of the activity/change/policy/procedure/project on different groups? If needed, how will you gather additional information and from whom?

The 'Managing Change' of the Service process will be followed in close liaison with members of the HR team where necessary.

Both formal and informal consultation will be undertaken to consider the views of affected personnel.

Departmental specifications has been undertaken to capture specific requirements of departments. This will be referred to throughout the project to ensure specific needs are catered to.

Staff engagement will take place throughout the Programme and updates will be provided as part of the regular reporting mechanisms identified earlier in this paper.

7: Following your research, considering all the information that you now have, is there any evidence that the activity/change/policy/procedure/project is impacting/will impact differently or disproportionately on some group of people?

This will be reviewed once the Business Case for the Programme has progressed through SMB the Executive Committee and a formal decision regarding preferred options has been made.

This information is held for organisational and legal reasons and will be retained for only as long as necessary

Service Document Standard Form:

Equality Impact Assessment (EIA)

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The outcomes will also be presented to the members of the Joint Consultation Forum for their comment.

8: What amendments will you make/have been made to the activity/change/policy/procedure/project resulting from the information you have? If a negative effect has been identified, how could it/has it been lessened, does the original plan need changing?

No negative effects have been identified at this stage but this assessment will be reviewed once the Programme direction is determined and the formal consultation processes have been completed where any positive or negative feedback will be considered.

9: After these amendments (if any) have been made, is/will there still be a negative impact on any groups?

Yes – please explain below **No** – go to section 11

This document will be reviewed at stages throughout the lifecycle of the Project, however at this stage it can be identified that the wider community groups who currently use our meeting facilities in Unit 7 will remain negatively impacted by this project as these meeting facilities will not be replaced.

10: Can continuing or implementing the proposed activity/change/policy/procedure/project, without further amendment, be justified legally? If so, how?

N/A at this stage – will be considered at a later stage of the Programme

11: How can you ensure that any positive or neutral impact is maintained?

Regular reviews of the EIA will be entered into the Programme plan at regular key intervals to ensure its currency is maintained

12: How will you monitor and review the impact of the activity/change/policy/procedure/project once it has been implemented?

A formal review will take place as part of the Programme evaluation and closedown stages. Once the Programme has been closed down, it will be the responsibility of the relevant departments to monitor their EIA arrangements at their new locations.

This information is held for organisational and legal reasons and will be retained for only as long as necessary

Service Document Standard Form:

Equality Impact Assessment (EIA)

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Guidance note*



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FIRE & RESCUE SERVICE
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13: Sign off

Name of department head / project lead	Marie Crothers – Programme Manager
Date of EIA sign off:	
Date(s) of review of assessment:	Ongoing as the project progresses, updates to be given with each governance update report

This information is held for organisational and legal reasons and will be retained for only as long as necessary

Service Document Standard Form:

Equality Impact Assessment (EIA)

Linked documents: Equality Impact Assessment Guidance note



14. Action Plan - the table below should be completed to produce an action plan for the implementation of proposals to:

- Lower negative impacts
- Ensure the negative impacts are legal under anti-discriminatory law
- Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups i.e. increase
- the positive impact

Area of impact	Changes proposed	Timescales	Resource implications	Comments

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