

Equality Impact Assessment (EIA) Form

The **purpose** of an EIA is to give **as much information as possible** about potential equality impacts, to demonstrate we meet our **legal duties** under the Equality Act 2010.

Please read the EIA Guidance [on Hotwire](#) before completing this form.

Once you open the template please save it on your OneDrive or SharePoint site. Do not open the template, fill it in and then click Save as this will override the template on Hotwire.

1. What is the name of the policy, project, decision or activity?
Creation of a permanent Director of Communications

Overall Equality Impact of this policy, project, decision or activity (*see instructions at end of EIA to complete*):

High	Medium	Low	X
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2. Contact details	
Name of EIA author	Kate Bonham
Department and Team	People Services
Date of EIA	22/10/21

3. Aim and Purpose	
What is the aim and purpose of the policy, project, decision or activity?	The creation of a permanent Director of Communications post
Who is affected by this work (all staff, specific department, wider communities?)	All staff indirectly through having an additional director in the leadership team.



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4. Equality considerations: the EIA must be based on evidence and information.

What consultation has taken place to support you to predict the equality impacts of this work?

Trade Unions have been consulted on the creation of the new post.

5. Assessing Equality Impacts

Use this section to record the impact this policy, project, decision or activity might have on people who have characteristics which are protected by the Equality Act.

Protected Characteristic	Impact: positive, neutral or adverse	Reason for the impact	What information have you used to come to this conclusion?
<i>Example: Age</i>	<i>Adverse</i>	<i>Moving this service online will adversely affect older people, who are least likely to have access to a computer or smart phone and may not be able to use the new service.</i>	<i>GLA Datastore: X% of the London community are aged 70 or over. GLA data shows that only 10% of those over the age of 70 have regular access to a computer or smart phone.</i>
Age (younger, older or particular age group)	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and</p>	<p>The staff age profile is not broken down by senior management.</p> <p>As at Q4 of 2020-21, the majority of our operational, FRS and Control were between 40-49 (37.55%, 22.51% and 25.96% respectively), however the age profile is more widely spread across FRS and Control than in Operations.</p>

		how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.	
<p>Disability (physical, sensory, mental health, learning disability, long term illness, hidden)</p>	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	<p>According to the 2020-21 Q4 People Services Quarterly Performance Report, the make-up of senior management is as follows:</p> <ul style="list-style-type: none"> - Operational: 10.9% disabled - FRS: 11.1% disabled - Control: 16.7% disabled
<p>Gender reassignment (someone proposing to/undergoing/ undergone a transition from one gender to another)</p>	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates</p>	<p>Data regarding gender reassignment in senior management is not recorded.</p>

		<p>who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	
<p>Marriage / Civil Partnership (married as well as same-sex couples)</p>	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	No available data.
<p>Pregnancy and Maternity</p>	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p>	No available data.

		<p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	
<p>Race (including nationality, colour, national and/or ethnic origins)</p>	<p>Neutral</p>	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and</p>	<p>According to the 2020-21 Q4 People Services Quarterly Performance Report, the make-up of senior management is as follows:</p> <ul style="list-style-type: none"> - Operational: 9.0% BAME - FRS: 13.1% BAME - Control: 0% BAME

		how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.	
Religion or Belief (people of any religion, or no religion, or people who follow a particular belief (not political))	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	No available data.
Sex (men and women)	Neutral	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates</p>	<p>According to the 2020-21 Q4 People Services Quarterly Performance Report, the make-up of senior management is as follows:</p> <ul style="list-style-type: none"> - Operational: 7% female - FRS: 49.5% <p>Control: 66.7%</p>

		<p>who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	
<p>Sexual Orientation (straight, bi, gay and lesbian people)</p>	<p>Neutral</p>	<p>This is a new Director post and hence does not affect any existing staff except in the existence of a new leaders at Director-level. It presents an opportunity to increase the diversity at a senior level.</p> <p>The Director of Communications will be advertised internally and externally, and an executive search agency will be appointed to carry out an executive search. The agency appointed will have a track record of commitment to and delivery on diversity in terms of candidates (including positive action), and in identifying candidates who themselves have a passion and track record in promoting diversity and inclusion in organisations.</p> <p>Diversity will be monitored throughout the recruitment campaign, and the recruitment agency will be expected to demonstrate how their assessment methods do not adversely impact on any underrepresented groups, and how they enable thorough testing of commitment to and delivery in relation to diversity and inclusion.</p>	<p>According to the 2020-21 Q4 People Services Quarterly Performance Report, the make-up of senior management is as follows:</p> <ul style="list-style-type: none"> - Operational: 3.9% LGB - FRS: 5.1% - Control: 8.3%

6. Impacts outside the Equality Act 2010
What other groups might be affected by this policy, project, decision or activity?

Consider the impact on: carers, parents, non-binary people, people with learning difficulties, neurodiverse people, people with dyslexia, autism, care leavers, ex-offenders, people living in areas of disadvantage, homeless people, people on low income / in poverty.

None

7. Legal duties under the Public Sector Equality Duty (s149 Equality Act 2010)

How does this work help LFB to:

<p>Eliminate discrimination?</p>	<p>The creation of a new Director post presents an opportunity to improve the diversity at the most senior levels in the organisation, both through identifying a diverse pool of candidates, as well as attracting and selecting an individual with a track record and passion for creating diverse and inclusive organisations as a leader.</p>
<p>Advance equality of opportunity between different groups?</p>	<p>The creation of a new Director post presents an opportunity to improve the diversity at the most senior levels in the organisation, both through identifying a diverse pool of candidates, as well as attracting and selecting an individual with a track record and passion for creating diverse and inclusive organisations as a leader.</p>
<p>Foster good relations between different groups?</p>	<p>The creation of a new Director post presents an opportunity to improve the diversity at the most senior levels in the organisation, both through identifying a diverse pool of candidates, as well as attracting and selecting an individual with a track record and passion for creating diverse and inclusive organisations as a leader.</p>

8. Mitigating and justifying impacts		
Where an adverse impact has been identified, what steps are being taken to mitigate it? If you're unable to mitigate it, is it justified ?		
Characteristic with potential adverse impact (e.g. age, disability)	Action being taken to mitigate or justify	Lead person responsible for action

Now complete the RAG rating at the top of page 1:

High: as a result of this EIA there is evidence of significant adverse impact. This activity should be stopped until further work is done to mitigate the impact.

Medium: as a result of this EIA there is potential adverse impact against one or more groups. The risk of impact may be removed or reduced by implementing the actions identified in box 8 above.

Low: as a result of this EIA there are no adverse impacts predicted. No further actions are recommended at this stage.

Document Control

Signed (lead for EIA / action plan)	Kate Bonham	Date	24/10/21
Sign off by Inclusion Team		Date	
Stored by			
Links			
External publication	Are you happy for this EIA to be published externally?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> If No state why: