



LONDON FIRE BRIGADE

Equality Impact Assessment (EIA) Form

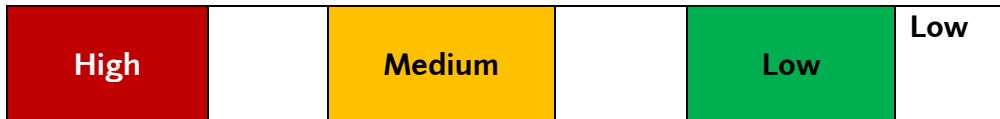
The **purpose** of an EIA is to give **as much information as possible** about potential equality impacts, to demonstrate we meet our **legal duties** under the Equality Act 2010.

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?
Station allocation and transfer policy

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



2. Contact details	
Name of EIA author	Perry Shelat
Department and Team	People Services
Date of EIA	November 2021

3. Aim and Purpose	
What is the aim and purpose of the policy, project, decision or activity?	The policy explains the process applied when operational staff are considered for initial posting or transfer within the organisation.
Who is affected by this work (all staff, specific department, wider communities?)	FF (D), FF, LFF , SubO, StnO, SC,GC, DAC



LONDON FIRE BRIGADE

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?

Equality Support Groups, People Services Department, FBU, FOA, EPT, Operational Managers,

Community/public do not apply

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>Staff age is not a criteria when assessing station allocations or transfer application.</p> <p>Staff joining the organisation are more likely to be between age group of 20-29. As they progress in the organisation, they are also getting older.</p>	<p>Staff: Age data: Source: PSMIT</p> <p>FF(D) under 20 – (5,) 20 – 29 (160,)30 -39 (150), 40 -49 (32), 50 -54 (3)</p> <p>FF 20 – 29 (342), 30 -39 (987), 40 -49 (1049), 50 – 54 (347), 55 – 59 (80), 60 – 64 (16)</p> <p>LFF 20-29 (8), 30-39 (183), 40-49 (267), 50-54 (77), 55 – 59 (18), 60 -64 (1)</p> <p>SUBO 20-29 (1), 30-39 (82), 40 -49 (195), 50 – 54 (91), 55 – 59 (27), 60 – 64 (2)</p> <p>STNO 30 – 39 (33), 40 -49 (142), 50 -54 (70), 55 – 59 (22), 60-64 (3)</p>

			<p>SC 30 – 39 (18), 40 -49 (70), 50-54 (54), 55-59 (7), 60 -64 (0), 65 +(1)</p> <p>GC 30 -39 (7), 40 -49 (33), 50 -54 (21), 55 -59 (7), 60 – 64 (0), 65+ (1)</p> <p>DAC 30-39 (2), 40-49 (9),50-54 (8), 55-59 (1)</p> <p>Community/Public: do not apply</p>
<p>Disability (physical, sensory, mental health, learning disability, long term illness, hidden)</p>	<p>Positive</p>	<p>The policy does provide the opportunity for postings to be chosen because of staff member's disability as a reasonable adjustment (health and wellbeing, mental health, learning, long term illness etc) so that they receive the best support available e.g. mental health/learning support – moving away from a FRU. Managed in accordance with the Managing Attendance Policy 889 provisions. Such transfers also include discussions/training/briefings with local management to equip them to best support staff e.g. Training from learning support, advice from OH and People Services in line with the principles of Managing Attendance Policy.</p> <p>It also explicitly encourages staff to come forward if they are struggling at work because of a medical condition.</p> <p>A new provision in the policy is that EPT will now liaise with Learning Support prior to a posting and get case by case advice on which station profiles are best to support that member of staff.</p> <p>The FF Placement Protocols policy 329 provides a review meeting after 1 month and the Managing Attendance</p>	<p>Staff: Disability data: Source: PSMIT</p> <p>FF (D) 27</p> <p>FF 151</p> <p>LFF 30</p> <p>SUBO 30</p> <p>STNO 29</p> <p>SC 16</p> <p>GC 8</p> <p>DAC 2</p> <p>Community/Public: do not apply</p>

		<p>policy 889 provides for managers to review arrangements. .</p> <p>Those staff with complex sickness history due to a disability, organisation to ensure reasonable adjustments are in place and local management team are aware. The Managing Attendance Policy manages this in detail and the transfer policy is a mechanism to action reasonable adjustments.</p> <p>Staff with no driving qualifications due to a disability may struggle to get a desired location due to skill requirement for their requested station but there is facility for them to detail this so it can be considered by EPT and local managers</p>											
<p>Gender reassignment (someone proposing to/undergoing/ undergone a transition from one gender to another)</p>	Positive I	<p>This policy does provide for transfers to be made to support this. Transgender people in the workplace policy 323 would also be applied to ensure the other support is provided and staff/managers briefed/trained. The policy uses gender neutral language.</p>	<p>Staff: The Brigade does not currently keep data on Gender reassignment but will do in the future with a new system.</p> <p>Community/Public: do not apply</p>										
<p>Marriage / Civil Partnership (married as well as same-sex couples)</p>	Positive	<p>Marriage or civil partnership status is not a criteria for station allocations or transfers.. The policy does provide opportunity for staff to express if they need to work at a location because of relationships.</p>	<p>Brigade has no data this.</p>										
<p>Pregnancy and Maternity</p>	Positive	<p>Staff on Maternity leave should be granted remote access for them to enable to access work emails,policies and transfer requests via Hotwire.</p> <p>Managers will regularly contact and communicate with staff on maternity and paternity leave, as part of the contact strategy and a handover would be agreed. Contact strategy and KIT days are part of the maternity</p>	<p>Staff:</p> <p>Maternity cases – Ops staff since 2016 to date.</p> <table border="1"> <tr> <td>2016</td> <td>14</td> </tr> <tr> <td>2017</td> <td>20</td> </tr> <tr> <td>2018</td> <td>14</td> </tr> <tr> <td>2019</td> <td>26</td> </tr> <tr> <td>2020</td> <td>21</td> </tr> </table>	2016	14	2017	20	2018	14	2019	26	2020	21
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		<p>policies. Updated EIA to reflect this and changed to positive.</p> <p>The policy now explicitly refers that staff on LD's or absent for maternity related reasons can still apply and be transferred. Any related facilities should transfer with them at their new location.</p>	<p>2021 10</p> <p>Community/Public: do not apply</p>
<p>Race (including nationality, colour, national and/or ethnic origins)</p>	<p>Positive</p>	<p>There is provision in the policy for staff to detail any race related support needs so that they can be considered. If a staff member wishes to work at a station that is more diverse then the policy providers for this to be considered.</p>	<p>Staff: Race date: Source: PSMIT</p> <p>FF (D) 101 BAME 230 White</p> <p>FF 404 BAME 2373 White</p> <p>LFF 76 BAME 469 White</p> <p>SUBO 46 BAME 343 White</p> <p>STNO 16 BAME 246 White</p> <p>SC 12 BAME 135 White</p> <p>GC 8 BAME 59 White</p> <p>DAC 0 BAME 20 White</p> <p>Community/Public: No need to apply</p>

<p>Religion or Belief (people of any religion, or no religion, or people who follow a particular belief (not political))</p>	<p>Positive</p>	<p>There is provision in the policy for staff to detail any religious or belief related support needs so that they can be considered</p>	<p>Staff: Religion/belief data: Source: PSMIT</p> <p>From the 4585 Ops staff as of 30/11/21 – 1686 are not part of a religion/belief, 947 did not provide info. so this leaves 1952 which is a significant amount of staff across many religions and faiths.</p>
<p>Sex (men and women)</p>	<p>Positive</p>	<p>There is provision in the policy for staff to detail any sex (men & women) related support needs so that they can be considered.</p> <p>However, there are facility restrictions at older fire stations which the Brigade's property programme is modernising fire stations therefore in time each location of the LFB will have suitable female facilities.</p> <p>A transfer request from a female Firefighter where there is a limited female facility at the desired location may be delayed because of a lack of facilities and not because they are female.</p>	<p>Staff: Female staff data: Source: PSMIT</p> <p>FF(D) 92 FF 239 LFF 35 SUBO 26 STNO 13 SC 10 GC 5 Community/Public: No need to apply</p>
<p>Sexual Orientation (straight, bi, gay and lesbian people)</p>	<p>Positive</p>	<p>There is provision in the policy for staff to detail any sexual orientation related support needs so that they can be considered.</p>	<p>Staff: LGBTQ+ data: Source: PSMIT</p> <p>FF(D) 32 FF 16 LFF 29 SUBO 20</p>

			STNO 12 SC 6 GC 3 DAC 2 <i>Community/Public:</i> No need to apply
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6. Impacts outside the Equality Act 2010
What other groups might be affected by this policy, project, decision or activity?
<p>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.</p> <p>There is provision in the policy for staff to detail their own support needs. This is not limited and may include a change of work location because they have lost their home, a nearer location because of low income/poverty, caring responsibilities, change of shift/watch because partner works on alternate watch and the Brigade will consider it. This new transfer policy refers to 'support needs' which for the modern day workforce can mean anything they need to support them and encompasses everything.</p>
<p><i>Consider: how accessible is your policy/project/proposal for people with learning disabilities or neurodiverse conditions? Have you checked the colours, or used flowchart and diagrams?</i></p> <p>Policy is accessible for staff electronically as well in hard copy. Managers, People Services and Learning Support Team are also available to explain the policy further. The policy has flow charts, bullet points to help the reader – the end user.</p> <p>The policy format is in line with the existing Brigade guidance with all policies. Policy No 370 which has it's own separate EIA.</p>

7. Legal duties under the Public Sector Equality Duty (s149 Equality Act 2010)	
How does this work help LFB to:	
Eliminate discrimination?	<ul style="list-style-type: none"> • Having an up-to-date and transparent policy. We plan to review the new policy in 6 months which will include extensive feedback and reviews of cases. • Regular one-to-one catch ups between employees (employees on transfer list) and their line managers, to help build positive working relationships • Having a fair and transparent station allocation & transfer system in place • Treat each station allocation and transfer request fairly and on its own merit.
Advance equality of opportunity between different groups?	Each employee case to be looked at fairly and compassionately however keeping into consideration the business needs.
Foster good relations between different groups?	The policy is written in a way that it conveys transparency, is easy to understand and outlines responsibilities. The new process consider each request fairly and with compassion which will foster good relations amongst staff and line managers.

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
Nil identified	N/A	N/A

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)	Perry Shelat	Date	24 November 2021
Sign off by Inclusion Team	Shilla Patel	Date	12 th January 2022
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: