

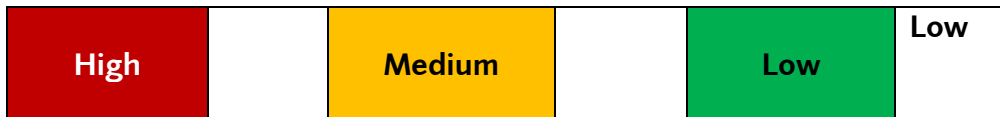
## Equality Impact Assessment (EIA) Form

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.**

<b>1. What is the name of the policy, project, decision or activity?</b>
PN 430 Casual overtime duty, leave and allowances and public holiday rates – operational staff

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



<b>2. Contact details</b>	
Name of EIA author	Patrick Gallagher
Department and Team	HR Advice and Employee Relations
Date of EIA	06/08/2021

<b>3. Aim and Purpose</b>	
What is the aim and purpose of the policy, project, decision or activity?	This policy provides information on the entitlement to casual overtime, which is claimed as a payment or as LILO (Leave in Lieu of Overtime, formerly Extra duty leave, EDL) and enhanced rates for working on public holidays for operational employees. It explains how LILO is to be applied for, granted, and recorded. It also outlines the procedure to be followed when arranging for payment of casual overtime.
Who is affected by this work (all staff, specific department, wider communities?)	Operational staff



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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?

None and it wasn't deemed necessary to contact the Trade Unions having discussed with the IR Manager, as this is an ongoing policy where minor modifications are discussed and negotiated with the Trade Unions (mostly at a national level) and this review has only seen minor alterations to bring it up to date with reference to job titles.

## 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>
<b>Age</b> (younger, older or particular age group)	neutral	<p>These arrangements affect the whole of the LFB operational workforce. Overtime amongst this group of staff tends to be across a watch as and when required includes everyone.</p> <p>The implications of it are unlikely to adversely impact one specific age group within the age ranges.</p>	
<b>Disability</b> (physical, sensory, mental health, learning disability, long term illness, hidden)	neutral	The principles of the policies operation are well understood by the operational workforce. Staff are able to discuss with colleagues and line managers as the policy affects all and operates for all in the same way too. Apart from providing the policy as a written guide to help staff understand how leave works, this information is available via, the HR Helpdesk, or an HR Adviser to call upon if necessary.	<p><b>6.3% of operational staff have a declared disability according to the latest published stats.</b></p> <p>The information is communicated verbally as part of induction as well as being available in a written format.</p>
<b>Gender reassignment</b> (someone proposing to/undergoing/ undergone a	neutral	Gendered language was addressed in previous EIA attached, but largely the document does not have gendered language.	

transition from one gender to another)			
<b>Marriage / Civil Partnership</b> (married as well as same-sex couples)	neutral	It is not anticipated to affect this area in any substantial way.	
<b>Pregnancy and Maternity</b>	neutral	This policy has remained largely the same, except for the re-organisation of leave to allow greater flexibility some years ago. It is not anticipated to affect this area in any substantial or disproportionate way.	
<b>Race</b> (including nationality, colour, national and/or ethnic origins)	neutral	It is not anticipated that this policy will affect any racial, national or ethnic group in a disproportionate or substantial way.	
<b>Religion or Belief</b> (people of any religion, or no religion, or people who follow a particular belief (not political))	neutral	It is not anticipated that this policy will affect any group religious or belief-based group in any substantial or disproportionate way.	
<b>Sex</b> (men and women)	neutral	The requirements this policy spells out are incumbent on all equally. If women have more obligations related to domestic responsibilities then this could impact them more, although the Watch based nature of the work means that many men who are Brigade employees, may take as active a role in childcare. The responsibility to the people of London are fundamental, and the Brigade aspires to any instances of casual overtime, being short-lived as others will come on shift to provide relief.	
<b>Sexual Orientation</b> (straight, bi, gay and lesbian people)	neutral	It is not anticipated that this policy will affect these groups in any substantial or disproportionate way.	

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

Consider the impact on: carers, 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.

*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?*

None highlighted although have asked the Disability Working Group for any suggestions.

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

How does this work help LFB to:

**Eliminate discrimination?**

The policy makes clear the means of dealing with situations where shifts occasionally don't end in an exact timely manner. It applies to all in these situations equally.

**Advance equality of opportunity between different groups?**

The provisions for the policy apply to all equally, the Brigade is unable to modify the requirements this policy outlines in support of providing ongoing fire cover to London and reacting to Fireground situations where staff may return later than scheduled exceptionally, but does pay staff for their time and provide time to clean up afterwards too..

**Foster good relations between different groups?**

By virtue of clarifying the process, transparency supports good relations between all staff as well as being good practice.

**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
None identified		
Carers, or those with caring responsibility potentially being late at end of shift	There are no practical steps identified to mitigate this, however it isn't in the Brigade's best interest to hold people back at the end of the shift, as a new watch may be more alert in a fireground setting, and the application of this is to ensure the Brigade provides essential firecover, it's fundamental role.	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.



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Signed (lead for EIA / action plan)	Patrick Gallagher	Date	16/11/2021
Sign off by Inclusion Team	Shilla Patel	Date	17/11/2021
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: