



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.

<b>1. What is the name of the policy, project, decision or activity?</b>
Operational Contingency Arrangements (OCA) implementation

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

<b>High</b>		<b>Medium</b>	<b>YES</b>	<b>Low</b>	
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<b>2. Contact details</b>	
Name of EIA author	GC Charlie Hanks
Department and Team	Operational resilience, Specialist Response
Date of EIA	September 2021

<b>3. Aim and Purpose</b>	
What is the aim and purpose of the policy, project, decision or activity?	To implement a project to oversee collaboration between all departments in the pursuit of new operational contingency arrangements for November 2023 (which in itself will be subject to a separate EIA when identified).
Who is affected by this work (all staff, specific department, wider communities?)	For the project this will affect all internal LFB departments (a further paper will be produced to cover the recommendations of the project later and these will also impact upon the community we serve).



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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?

People Services, Operational Resilience, Operational Risk have looked at the affect on vulnerable members of the community during periods of industrial action.

## 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)		<p>Consider: will this affect different people of different ages, or people predominantly in one age group? If it affects staff, are they in a particular age group? E.g. does it relate to youth services, or pensions?</p> <p><b>This proposal and the initiation of the OCA project will affect all departments in LFB with Operational Resilience taking the lead in the project management. This department has a blend of Operational and FRS staff and a wide range of ages. There is no particular age group affected.</b></p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p> <p>If you need specific data on a department, contact the <b>HR People Management Information Team</b> - <a href="mailto:pshrpm@london-fire.gov.uk">pshrpm@london-fire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p><b>Community/Public:</b> you may need data from the <a href="#">GLA Datastore</a>.</p>
<b>Disability</b> (physical, sensory, mental health, learning disability, long term illness, hidden)		<p>Consider: for a new or revised policy, will employees with a learning disability, or who are neurodiverse (e.g. with dyslexia, autism, ADHD) be able to access this policy easily? How do you know?</p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p>

		<p><i>Consider: will this activity impact people with different disabilities, mental or physical health conditions in any way? If so, how? What steps have you taken to make sure this activity is accessible? Will you be using stations or buildings, and how are these accessible?</i></p> <p><b>7.58% of the workforce identify as disabled. The majority of the Project Boards and inter-departmental collaboration will take place via Teams and the learning support team have been contacted to identify any adaptations can be made to cater for neurodiversity.</b></p>	<p>If you need specific data on a department, contact the <b>HR PMI Team</b>- <a href="mailto:pshrpmi@london-fire.gov.uk">pshrpmi@london-fire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p>You may need to contact the <b>Learning Support Team</b>, Disability Working Group or Neurodiversity Support Group for advice and data on accessibility.</p> <p><b>Community/Public:</b> you may need data from the <a href="#">GLA Datastore</a>.</p>
<p><b>Gender reassignment</b> (someone proposing to/undergoing/ undergone a transition from one gender to another)</p>		<p><i>Consider: is this activity or policy gender neutral, or does it use gendered language? Does it have any impact on privacy, or physical facilities such as stations, changing rooms or buildings? Does it require unnecessary information such as titles, that could be removed? <b>The activity of carrying out the Project will not require access to any physical locations outside of Union Street which already caters for all staff groups. There is no requirement for titles beyond the role any individual may be required to carry out on behalf of the project. These are non-gender specific such as 'Project Manager', 'Work-stream lead' etc.</b></i></p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p> <p>If you need specific data on a department, contact the <b>HR PMI Team</b>- <a href="mailto:pshrpmi@london-fire.gov.uk">pshrpmi@london-fire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p>You may need to contact the <b>LGBT+ Staff Network</b> or <b>Stonewall</b> for advice.</p> <p><b>Community/Public:</b> you may need data from the <a href="#">GLA Datastore</a>.</p>
<p><b>Marriage / Civil Partnership</b> (married as well as same-sex couples)</p>		<p><i>Consider: does this activity require information about people's marriage or civil partnership status? <b>The activity of carrying out the Project will not require for titles beyond the role any individual may be required to carry out on behalf of the project. These are non-gender specific such as 'Project Manager', 'Work-stream lead' etc.</b></i></p>	

<p><b>Pregnancy and Maternity</b></p>		<p><i>Consider: does this activity, project or policy affect staff on maternity leave? How will they access this policy if they need to? Are pregnant people excluded from this activity? <b>Pregnant people are not excluded from participation in the project other than by any associated absence from work which is a result of their health. The initiation of the project will also have no material impact on any staff member who is pregnant or on maternity leave. Indeed, it is likely that one staff member from procurement will be invited to contribute to the project soon after their return from maternity leave due to their experience and qualifications and the value they offer to the project professionally.</b></i></p>	<p>You may need advice from the <b>HR Helpdesk:</b> <a href="mailto:IT.HR@london-fire.gov.uk">IT.HR@london-fire.gov.uk</a></p> <p>You may need data from the <a href="#">GLA Datastore</a>.</p>
<p><b>Race</b> (including nationality, colour, national and/or ethnic origins)</p>		<p><i>Consider: do you know the ethnicity of the staff or community members who will be affected by this, is it likely to affect one group more than others? E.g. there are a disproportionate number of BAME staff at junior grades at LFB, does this proposal affect junior staff more? Does this policy or project require any information relevant to ethnicity, nationality or race? Does this policy/project/proposal affect anything where inequalities have been identified? E.g. COVID-19, low income professions, health or social inequality? <b>As the initiation of the project affects all departments equally there is no disproportionate effect on any ethnicity within the organisation. The project will mostly require the assistance of staff groups based at Union Street. This is where the majority of FRS staff are based and the balance of ethnicity within this staff group is highly reflective of the community in London (29% BAME).</b></i></p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p> <p>If you need specific data on a department, contact the <b>HR PMI Team</b>- <a href="mailto:pshrpmilondon-fire.gov.uk">pshrpmilondon-fire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p><b>Community/Public:</b> You may need data from the <a href="#">GLA Datastore</a>.</p>
<p><b>Religion or Belief</b> (people of any religion, or no religion, or</p>		<p><i>Consider: Could this proposal affect people of different religions? Does it affect things like uniform, appearance</i></p>	<p>You may need data from the <a href="#">GLA Datastore</a>.</p>

<p>people who follow a particular belief (not political)</p>		<p>or facilities (consider religious headwear, prayer facilities, etc)? <b>The project itself does not affect different religions and sufficient flexibility exists in the scheduling of meetings to avoid a disproportionate effect on the work being carried out on any given day or time of the year.</b></p>	
<p><b>Sex</b> (men and women)</p>		<p>Consider: how might men and women be affected differently by your policy, project or proposal? Are there more men or more women who will be affected? <b>As the initiation of the project affects all departments equally there is no disproportionate effect on any sex within the organisation. The project will mostly require the assistance of staff groups based at Union Street. This is where the majority of FRS staff are based and the balance of sex within this staff group is highly reflective of the community in London (51% female).</b></p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p> <p>If you need specific data on a department, contact the <b>HR PMI Team</b>- <a href="mailto:pshrpmilondonfire.gov.uk">pshrpmilondonfire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p><b>Community/Public:</b> You may need data from the <a href="#">GLA Datastore</a>.</p>
<p><b>Sexual Orientation</b> (straight, bi, gay and lesbian people)</p>		<p>Consider: does this proposal, policy or project use any language that could be made gender neutral? Does it involve employees or communities disclosing any information about their family or living situation? What steps have been taken to ensure there is no impact on LGB people? <b>There is no requirement for participants in the project to disclose their sexual orientation and nor is an of the language being used not of a gender neutral nature.</b></p>	<p><b>Staff:</b> You may need to gather data on staff. <a href="#">Basic equalities data is available here</a> (select the most recent data document)</p> <p>If you need specific data on a department, contact the <b>HR PMI Team</b>- <a href="mailto:pshrpmilondonfire.gov.uk">pshrpmilondonfire.gov.uk</a> – no less than <b>five working days</b> notice must be given for all data requests.</p> <p>You may need to contact the <b>LGBT+ Staff Network</b> or <b>Stonewall</b> for advice.</p> <p><b>Community/Public:</b> you may need data from the <a href="#">GLA Datastore</a>.</p>

**6. Impacts outside the Equality Act 2010**

<b>What other groups might be affected by this policy, project, decision or activity?</b>
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.
<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? The learning support team have been contacted for assistance to make sure best practice is followed when carrying out the meetings and sharing of information. This is due to a large amount of the collaboration being carried out virtually via Teams and not in person.</i>

<b>7. Legal duties under the Public Sector Equality Duty (s149 Equality Act 2010)</b>	
How does this work help LFB to:	
<b>Eliminate discrimination?</b>	By initiating the project itself it will allow the re-tender of the EFCC contract to be properly considered in the context of what we understand about the needs of Londoners today so that the contingency plans are fit for purpose.
<b>Advance equality of opportunity between different groups?</b>	As the project will require collaboration between all departments at Union Street it will affect the majority of the FRS staff group. This staff group has amongst the closest relationship to the community of London in proportion of female and BAME staff which will enable the collaboration around the project to offer equal opportunity.
<b>Foster good relations between different groups?</b>	The only identified staff group which might be affected by this project are the neurodiverse with learning disabilities due to the large amount of virtual collaboration anticipated in carrying out the activities.

<b>8. Mitigating and justifying impacts</b>		
Where an <b>adverse</b> impact has been identified, what steps are being taken to <b>mitigate</b> it? If you're unable to mitigate it, is it <b>justified</b> ?		
<b>Characteristic with potential adverse impact (e.g. age, disability)</b>	<b>Action being taken to mitigate or justify</b>	<b>Lead person responsible for action</b>
Neurodiverse – learning difficulties	Consultation with learning support team to mitigate impact of virtual collaboration and sharing of information by email. This level of mitigation is necessary to bring down the risk of virtual collaboration to a justifiable level.	C Hanks

**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)	Charlie Hanks	Date	13 <sup>th</sup> Sept 2021
Sign off by Inclusion Team	Tiffany Oarton	Date	13 <sup>th</sup> Sept 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: