LFB
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.

1. What is the name of the policy, project, decision or activity?
HR and Payroll System Replacement Project

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

High		Medium		Low	X

2. Contact details	
Name of EIA author	Aya Poushkar
Department and Team	IT
Date of EIA	29th June 2021

3. Aim and Purpose	
What is the aim and purpose of the policy, project, decision or activity?	The LFB is looking to procure and implement a new HRIS (Human resource management system) that will replace the current HR & Payroll system. The new system will facilitate efficiencies and the reduction of paper-based functions. - Improve efficiency of LFB Payroll and HR teams by streamlining HR and Payroll processes - Improve Employee experience - Enable better decisions making by allowing automatic, frequent and accurate reporting in key people metrics - Improve Regulatory Compliance

Who is affected by this work (all staff, specific department, wider communities?)	*All staff*

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?	The consultation with Equality Support Groups has taken place.

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?
Example: Age	*Adverse*	*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.*	*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.*
Age (younger, older or particular age group)	Neutral	There is unlikely to be any disproportionate impact on any particular age group through the implementation of this policy.	
Disability (physical, sensory, mental health, learning disability, long term illness, hidden)	Positive	There will be potential positive impact on staff with disabilities. Although the new system hasn't yet been procured, we are considering: -The improved way to recording of disability, including reasonable adjustments. - Better way to track and support the delivery of reasonable adjustments -To ensure that the new system is accessible, e.g. for people who use specialist technology for dyslexia, or who have learning needs.	Employees can currently self-declare under the following categories: • Leaning/Cognitive Disability or Difficulty • Mental Health Condition • Physical Impairment • Long-standing or Progressive Medical Condition • Sensory Impairment 431 staff have self-declared • Control Staff - 10 • FRS Staff - 120 • Operational Staff - 301

Gender reassignment (someone proposing to/undergoing/ undergone a transition from one gender to another)	Positive	There will be potential positive impact on staff who are trans or are going through the gender reassignment process with system being more flexible how we capture data eg. Expand the categories around gender identity. This could inform policies and future support. The new system could enable staff to record a gender identity other than the current male/female categories, including non-binary.	
Marriage / Civil Partnership (married as well as same-sex couples)	Neutral	There is unlikely to be any disproportionate impact on any particular marriage/civil partnership group through the implementation of this policy. The new system could enable us to capture data, if we choose to.	
Pregnancy and Maternity	Positive	There will be potential positive impact on staff on maternity leave. We are considering: -Improved access to the system if someone is on maternity leave	.
Race (including nationality, colour, national and/or ethnic origins)	Neutral	There is unlikely to be any disproportionate impact on any particular race group through the implementation of this policy. The new system will enable us to capture data and expand categories, if we choose to.	
Religion or Belief (people of any religion, or no religion, or people who follow a particular belief (not political)	Neutral	There is unlikely to be any disproportionate impact on any particular religion or belief group through the implementation of this policy. The new system will enable us to capture data and expand categories, if we choose to.	.
Sex (men and women)	Neutral	There is unlikely to be any disproportionate impact on any particular sex group through the implementation of this policy. The new system will enable us to capture data in this area.	

Sexual Orientation (straight, bi, gay and lesbian people)	Neutral	There is unlikely to be any disproportionate impact on any particular sexual orientation group through the implementation of this policy. The new system will enable us to capture data and expand categories, if we choose to.	

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, 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.

There should be a positive impact on these groups with the introduction of the new system, as the current HR Pay system is difficult to adapt when LFB want to capture new or different data about protected characteristics. The new system will enable the organisation to respond more easily to changes in the data we want to capture e.g. in response to changes in ONS/Census categories or if we want to capture equalities data that may not be 'standard' in the system. This may include information such as socio-economic status or capturing if someone is a parent. Another area we want to expand our data capture on is neurodiversity and the new system will enable us to add new questions in this area.
The ability to report on the range of equalities and other data will help inform policies and decision making in the organisation.

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

How does this work help LFB to:

Eliminate discrimination?	The new system will support better delivery of reasonable adjustments.
Advance equality of opportunity between different groups?	New HR/Payroll system to conform to the Web Content Accessibility Guidelines (WCAG) 2.1 level AA including employee self-service. Some of the potential vendors are working together with the Royal National Institute of Blind People to ensure that their system is accessible. RNIB have already implemented a number of their products and a variety of people with disabilities are using their software.

	The systems considered for procurement are truly web-based applications designed to be accessed over the internet via a web browser for all aspects of the solution. The solutions are supported for use on laptops, desktops, thin clients and mobile devices including smartphones and tablets via mainstream browsers Edge, Chrome, Firefox and Safari. They have been developed in HTML5 and uses responsive design to automatically adapt the user interface, depending on the device/screen size being used.
Foster good relations between different groups?	The new system will provide a better picture and data of our diverse workforce.

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)	Aya Poushkar		Date	27 July 2021
Sign off by Inclusion Team	Shilla Patel		Date	26 July 2021
Stored by				
Links				
External publication	Are you happy for this EIA to be published externally?	Yes ☒	No ☐ If No state why:	