

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.

NOTE – All boxes MUST be completed before the document will be reviewed.

1. What is the name of the policy, project, decision or activity?

LFB HQ Project

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. Administration

Name of EIA author	Andy Holdsworth
Have you attended an EIA Workshop	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Department and Team	Property Strategy
Date EIA created by author	31/3/23
Date EIA signed off by Inclusion Team	
Date Actions completed	



LONDON FIRE BRIGADE

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:
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3. Aim and Purpose

What is the aim and purpose of the policy, project, decision or activity?	To provide a Head Quarters accommodation for LFB beyond the end of the lease on the Union Street building in March 2027.
Who is affected by this work (all staff, specific department, wider communities?)	c780 LFB staff are currently assigned to HQ but usage of the building during Autumn 2022 averaged c200 people per day over a week with average peak usage of c270 staff on the busiest days during the week. In addition to usage by people assigned to the building other LFB staff will visit HQ for meetings etc.
What other policies/documents are relevant to this EIA?	A Strategic Business Case for the LFB HQ Project has been prepared and was discussed and approved for progression through governance by LFB Change Group on 26 April 2023

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

<p>What consultation and engagement has taken place to support you to predict the equality impacts of this work?</p> <p>Consultation must take place with ESGs (including RB ESGs), Learning Support and affected groups.</p>	<p>At this stage of the project initial feasibility only of various options is being looked at and would not expect to start any developed design work until at earliest December 2023.</p> <p>The location of the sites being considered has been informed by a postcode mapping exercise for the home locations of HQ staff in order to test potential locations against staff travel times with the front-running options coming out favourably under this criteria.</p> <p>The initial feasibility study work has been carried out on a confidential basis due to sensitive pre-application discussions that are taking place with the local planning team. Subject to the outcome of those discussions and following consideration of the initial business case we would expect to start a process of engagement with staff and other stakeholders as part of the concept design process in September 23 onwards.</p>
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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?
Age (younger, older or particular age group)	Positive	<p>The main proposal arising from this work will be to move LFB HQ from the current buildings into another building which will be centrally located and accessible to public transport.</p> <p>It is not expected to affect any particular age group adversely however it is notable that the design brief for the new office facility will include reference to the importance of providing an inclusive workplace which is designed to accommodate users from all age groups.</p>	
Disability (physical, sensory, mental health, learning disability, long term illness, hidden)	Positive	<p>The main proposal arising from this work will be to move HQ from the current buildings into another building which will be centrally located and accessible to public transport.</p> <p>One principle for the building design will be that access is allowed from street level to all floors via a wheelchair accessible lift.</p>	Based on LFB Data as at 20/2/23 out of 781 staff shown to be assigned to the existing HQ office building 100 out of 751 providing information identified as disabled representing 13%. This supports the need to cater fully for this large group of staff.

		<p>In fitting out the building accessibility for disabled staff will be fully factored in – allowing for ease of use of Kitchen facilities, toilet facilities – adjustable desks and furniture and meeting room sizes allowing wheelchair access etc.</p> <p>In addition blind and partially sighted people will be accounted for in terms of size of signage font, markings on floors and doors – clear circulation routes. People with hearing difficulties through hearing loops in meeting rooms and reception etc</p> <p>People with back/spinal issues through provision of standing desks</p> <p>Equalities support groups will be engaged with during the design process.</p>	
Gender reassignment (someone proposing to/undergoing/ undergone a transition from one gender to another)	Positive	<p>A principle for the design will be that toilet facilities cater fully for a diverse workforce – ideally this would lead to a modern toilet arrangement with separate single toilet and WHB cubicles – some of which will be accessible for disabled people.</p> <p>Equalities support groups will be engaged with during the design process.</p>	.
Marriage / Civil Partnership (married as well as same-sex couples)	Neutral	HQ project will not impact on this group.	
Pregnancy and Maternity	Positive	<p>The main office design will include facilities to cater for nursing mothers as well as rest and first-aid facilities which could be used by pregnant mothers.</p> <p>Satellite office design will also be considered from</p>	.

		this point of view but due to smaller size and constraints caused by use of existing buildings may include less complete or multi-purpose facilities. Equalities support groups will be engaged with during the design process.																																		
Race (including nationality, colour, national and/or ethnic origins)	Neutral	This design of the new office will seek to be inclusive to all staff and is not expected to adversely affect any particular group. Equalities support groups will be engaged with during the design process.	Based on LFB Data as at 20/2/23 out of 781 staff shown to be assigned to the existing HQ office building 202 identified as BAME, 554 as White while 25 preferred not to say or did not provide information																																	
Religion or Belief (people of any religion, or no religion, or people who follow a particular belief (not political))	Positive	The office design should include a room dedicated to religious purposes with appropriate wash facilities. Satellite office design will also be considered from this point of view but due to smaller size and constraints caused by use of existing buildings, may include less complete or multi-purpose facilities. Equalities support groups will be engaged with during the design process.	Based on LFB Data as at 20/2/23 out of 781 staff shown to be assigned to the existing HQ office building the following data applies (percentages apply to those who other than where “not provided” or “prefer not to say” applies) <table><tr><td>No Religion</td><td>259</td><td>39%</td></tr><tr><td>Christian</td><td>341</td><td>51%</td></tr><tr><td>Buddhist</td><td>5</td><td>1%</td></tr><tr><td>Muslim</td><td>26</td><td>4%</td></tr><tr><td>Jewish</td><td>2</td><td>0%</td></tr><tr><td>Sikh</td><td>4</td><td>1%</td></tr><tr><td>Hindu</td><td>18</td><td>3%</td></tr><tr><td>Other</td><td>16</td><td>2%</td></tr><tr><td>Not Provided</td><td>99</td><td></td></tr><tr><td>Prefer not to say</td><td>11</td><td></td></tr><tr><td></td><td>781</td><td>100%</td></tr></table>	No Religion	259	39%	Christian	341	51%	Buddhist	5	1%	Muslim	26	4%	Jewish	2	0%	Sikh	4	1%	Hindu	18	3%	Other	16	2%	Not Provided	99		Prefer not to say	11			781	100%
No Religion	259	39%																																		
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Jewish	2	0%																																		
Sikh	4	1%																																		
Hindu	18	3%																																		
Other	16	2%																																		
Not Provided	99																																			
Prefer not to say	11																																			
	781	100%																																		
Sex (men and women)	Neutral	Appropriate facilities for Men and Women will be provided as part of the office design, equalities																																		

		support groups will be engaged with during the design process.	
Sexual Orientation (straight, bi, gay and lesbian people)	Neutral	Office will be designed to be inclusive to all users and equalities support groups will be engaged with during the design process.	

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.

The office will be designed to be inclusive to its users, for example office design will take neurodiversity into account by considering decals and colour schemes etc as well as taking account of the types of office space that neurodiverse people require.

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

How does this work help LFB to:

Eliminate discrimination?

By fully accounting for diverse groups of people during design the new office will ensure that discriminations doesn't occur through the provision of discriminatory office accommodation

Advance equality of opportunity between different groups?

The office will be designed to be inclusive to all users enabling meeting and collaboration including between diverse groups.

Foster good relations between different groups?	The HQ design will include consideration of community room facilities, potentially shared with the fire station.
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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

9. Follow up, actions and evaluation		
Where the Inclusion Team or other stakeholders have recommended actions in order to demonstrate due regard, these must be recorded here and delivered in accordance with time scales. Additionally, what is the organisational learning in relation to this piece of work in regards to the Equality Act 2010.		
Action recommended and person responsible for delivery	Target date Action to be completed by	Date action completed
Lessons learnt and evaluation		
Free text		

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)	Andy Holdsworth	Date	26/5/23
Sign off by Inclusion Team	Reviewed by the inclusion team 26/5/23	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: