

Full Equality Impact Assessment (EIA) Form

When completing this form please use the [EIA guidance notes](#) and check our other resources on our dedicated [EIA Hotwire pages](#)

Part one

You will only be required to complete a full EIA assessment if:

- a) as a result of completing the initial screening form, potential adverse impacts have been identified in an area of your activity requiring adjustments
- b) you are starting, reviewing or changing any major activity (e.g. a strategy, programme or campaign)

The purpose of an EIA is to meet and justify the legal obligation required under the [Public Sector Equality Duty \(PSED\)](#), namely, the 'DUE REGARD' that documents that your activity will:

- a) eliminate discrimination, harassment, and victimisation;
- b) advance equality of opportunity; and,
- c) foster good relations between people who share a relevant protected characteristic and people who do not share it.

In your full EIA, you are only required to complete an assessment of any negative impacts. You must be able to show that your activity meets the three conditions of the due regard by providing relevant information to show how it caters for people with protected characteristics (where applicable), through eliminating potential discrimination and promoting opportunities to build equity between all groups.

A. Title and expected outcomes of the activity

New LFB Headquarters (HQ) Project To provide a new Headquarters for LFB following the end of the lease at Union Street in March 2027.

B. Who is this activity for, who is impacted by it? (all LFB staff, specific department, external communities)

This project is for LFB and will impact all staff and other users of LFB HQ facility. Depending on the option used to deliver an HQ, any new facility may impact local people close to the new building.

C. Reason for Equality Impact Assessment

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Review of existing activity due to presentation of an updated Strategic Business Case.

D. Team responsible for the activity

EIA Author(s):

Name: Andy Holdsworth
Job title: Project Lead
Department: Property and TSS

EIA Owner(s) - individual in charge of the overall activity:

Name: Laura Birnbaum
Job title: Project Sponsor
Department: Property and TSS

E. What other policies/documents are relevant to this EIA? (Please hyperlink each document, policy, and guideline referenced below)

Governance papers

[2425305963Inclusive and Accessible Documents for Neurodivergent Individuals - Tips and Resources 2024.pdf](#)

[1554305055The-LFB-key-EDI-terminology2024.pdf](#)

[Public Sector Equality Duty](#)

[Equality Act 2010](#)

Your London Fire Brigade – [Our plan for 2023-2029](#) (CRMP)

LFB [Values](#)

F. Equality and diversity considerations

Describe the ways how your activity meets the conditions of the due regard of the PSED and how LFB employees and communities of London may be affected by your activity, especially those ones with protected characteristics. Explain whether your activity may disproportionately affect any groups with a protected characteristic listed under the Equality Act 2010.

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You must make sure to list any sources you have used to complete your analysis.

In the creation of a new suitable headquarters for London Fire Brigade (LFB) our main objective is to ensure that any new building is adapted to be inclusive to users. Below you will find a list of the project objectives, which can also be found in the LFB Estate Strategy. The design drive for this considers all of the protected characteristics and strives to account for the different experiences across the workforce. This way we can ensure the environment is accessible for all.

Disability

The total percentage of staff across all staffing groups who have self-declared as having a disability is 8% with 4% either preferring not to say or have not provided their information.

For the New HQ project, disability considerations are made to ensure accessibility for all users. This includes careful thought about the design of toilet facilities, which will be made accessible for those with physical disabilities. Spaces will be adapted to accommodate wheelchairs, ensuring that rooms and lifts provide adequate space and that step-free access is available throughout the building.

Meeting rooms and reception areas will be designed with individuals who have hearing difficulties in mind. Appropriate technology will be used to enhance their experience in these spaces. Additionally, workstations will be designed with flexibility in mind, allowing for the height of tables to be adjusted to accommodate wheelchair users as well as those who may prefer to work standing up.

Neurodivergent needs will also be considered when developing decoration, branding, and signage. Visual elements will be created with the understanding that people may have different levels of visual acuity, and efforts will be made to ensure that the environment is comfortable and accessible for all.

Gender Reassignment

LFB does not currently collect statistics for gender reassignment.

The New HQ will make provisions for gender-neutral toilet facilities wherever possible. This is part of the wider effort to ensure that the building is inclusive and accessible for all users, regardless of gender identity.



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Pregnancy and Maternity

LFB does not currently collect statistics for gender reassignment.

We have considered that those who are pregnant will require mothering spaces. The design will incorporate private areas that can be used for mothering or other related needs, ensuring that individuals have the facilities they require.

Religion and Belief

The majority of staff are recorded as no religion at 40% with Christian recorded as the highest percentage at 31%. Other is 3%, Muslim 2% and Jewish, Buddhist, Sikh, Hindu at 1% with 20% either not providing their information or preferring not to say. These are the totals across all staffing groups within the workforce.

The New HQ project will also accommodate individuals with specific religious practices by providing reflection spaces. These areas will allow for quiet time, enabling staff or visitors to pray or engage in other forms of spiritual observance.

Overall Design and Public Use

Draft architectural designs will be shared with Equalities Groups, and staff will have the opportunity to provide feedback. This feedback will be used to refine the design and ensure it meets the needs of all users.

The needs of public users of the building with protected characteristics will be fully considered. The accessibility of meeting rooms that may be used by the public will be a key focus, ensuring that everyone can use the facilities comfortably.

Finally, where engagement with local people in advance of a planning application is necessary, communications will be carefully tailored to meet the needs of people with protected characteristics, ensuring inclusive and effective engagement.

New HQ Project Objectives



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Estate Objectives

- Supports the delivery of LFB services
- Used efficiently
- Available to the community and partners
- Promotes LFB's identity in the landscape of London
- Safe and compliant
- Secure for users
- Adapted to be inclusive of users
- Targeting carbon net zero

HQ Specific Objectives

- Allowing LFB branding to support LFB Pride and Purpose
- Attracting and retaining staff
- Facilitating collaborations (staff and partners)

Independent Culture Review

- Integrating HQ with operations

GLA accommodation strategy

- Delivering a freehold or existing GLA leasehold option, if operationally possible

Other Objectives

- Being Deliverable by end 2026
- Being affordable for LFB
- Providing acceptable value for money overall

Sources used:

[LFB data sources](#)

G. Evidencing Impact: please answer the following four questions:

G1. (a) List all stakeholders and organisations (internal/external) you have consulted or contacted regarding your activity, making sure to seek

Extensive engagement has been carried out with LFB HQ staff. This included a workplace experience survey across all HQ staff, meetings with representative from all LFB departments and discussions with the Equalities Support

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feedback from groups that may be the most impacted by the activity.	Group and teams with specialised requirements including Property, IT, Security, HR policy and Professional Standards Unit. Meetings are also being arranged with Representative Groups (Trade Unions).
(b) Explain the insights gained, how you have/will evaluated and whether you intend to conduct a follow-up or seek post-activity feedback from those stakeholders/organisations?	The survey provided information on Working style, collaboration and meetings, relaxing and taking a break. The engagement provided information to inform an activity matrix showing priority activities for each team (eg individual working vs. collaboration). Information was also gathered about cultural elements of the workplace including sense of community and social connection. Consideration of branding led to a recommendation that the office space tells the LFB story through design and aims to connect HQ staff to firefighters – creating a sense of purpose. Engagement with equalities groups reinforced the intentions of the project to ensure an inclusive workplace design through provision of the type of facilities mentioned in section F above. A Requirements and Change lead is being recruited for the project team who will assist in driving forward further rounds of engagement with staff and equalities groups over the coming phases of the project in collaboration with the LFB communications team.
G2. Clearly record any gaps in evidence which has limited this assessment being completed in full. Consider whether you can justify continuing the activity without this	No gaps have been identified so far but as detailed designs for future HQ layout are shared with stakeholders and staff feedback may reveal gaps which can be addressed.

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information, or if a mitigating action plan is required?	A HQ project design advisory panel has been set up to consider designs in detail and report back to the project board on their suitability for LFB. LFB does not currently collect statistics for gender reassignment, neurodivergent needs, marriage and civil partnership, caring responsibilities, or socioeconomic background.
G3. Clearly record the following: a) any adjustments you have considered putting in place for people with protected characteristics and, b) any activity to promote equity of access, opportunity, experience and outcomes?	Adjustments considered include: 1) Careful consideration of appropriate toilet facilities to allow for accessibility and provide gender neutrality where possible, 2) Provision of space for mothering, prayer and quiet time. 3) Careful thought to space provision for wheelchairs in room and lifts etc. and allowing step free access. 4) Neurodiversity will be considered when decoration and branding are developed, 5) Design of meeting facilities and reception areas will aim to accommodate those with hearing difficulties through use of appropriate technology. 6) Signage will take account of varying visual acuity. 7) Workstations will account for the need to adjust the height of tables to account of wheelchair users and for

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	those who prefer to stand when working. During Delivery of the project: 1) Draft architectural designs will be shared with Equalities Groups and communicated to all staff and feedback acted upon to ensure that the design meets requirements. 2) The Business Requirements and Change lead for the project will be charged with ensuring that communications and change plan is put in place to assist during transition to new accommodation taking account of the diverse needs of staff.
G4. Clearly record how you will communicate the activity to those involved, especially if their protected characteristic may be a factor. You may need to consider diverse formats such as audio, large print, easy read, and other accessibility options in various materials?	Communications to staff will be carried out through the LFB internal communications team. External communications (eg to members of the local community where building projects are proposed) will be assisted by specialist consultants in collaboration with the LFB communications team. During communications protected characteristics will be considered in order to ensure that the communication is delivered effectively. The below documentation will be referenced to ensure communications are accessible and inclusive:



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	2425305963Inclusive and Accessible Documents for Neurodivergent Individuals - Tips and Resources 2024.pdf 1554305055The-LFB-key-EDI-terminology2024.pdf
H. Mitigating action plan (where an adverse impact has been identified, please record the steps that are being taken to mitigate or justify it?)	
Protected characteristic	Action being taken to mitigate or justify
I. Mitigation Plan Owner	
Name: Laura Birnbaum Job title: Project Sponsor Department: Property and TSS	To be completed by the Inclusion Team Review date: Monday 17/03/2025



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Part two: Inclusion team to complete - feedback and recommendations

J. EIA Outcomes

☐ **Recommendation 2:**

Adverse impact(s) identified - activity continues with agreed justification or mitigation in place

K. Feedback

Please specify the actions required to implement the findings of this EIA and how the programme/ activity's equality impact will be monitored in the future. It may be helpful to complete the table.

Name: EIA team

Sign-off Date:
17/09/2024

Recommendation 2: Continue and correct the activity accordingly following our feedback – this involves taking steps to remove any barriers to better advance equality and/or to foster good relations.

For the New LFB Headquarters, the EIA led to Recommendation 2, while no changes are necessary due to the robust equality considerations mentioned, we note that actions have been outlined by the submitter to ensure the equitable engagement of those with protected characteristics. These actions will be reviewed in six months to ensure alignment with the legal requirements of the PSED.

For future EIA submission:

Utilise HotWire resources library for Equality, Diversity, and Inclusion updates. This repository provides valuable information on data and supporting charities.

Link: [Equality, Diversity and Inclusion Resources](#)



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