



LFC-24-
096

LONDON FIRE BRIGADE

Headquarters (HQ) Parking Provision – Lease Renewal for 98-118 Southwark Bridge Road

Report to:

Commissioner's Board
Deputy Mayor's Fire Board
London Fire Commissioner

Date:

9 October 2024
22 October 2024

Report by:

Laura Birnbaum – Assistant Director Property and TSS

Report classification:

For decision

For publication

PART ONE

Non-confidential facts and advice to the decision-maker

Executive Summary

This report seeks approval to negotiate and agree a reversionary lease with Galliard (Southwark) UK Limited (the Landlord) to protect continuity of senior operational officer parking provision in respect of LFB Headquarters located at 98-118 Southwark Bridge Road, Southwark, SE1 0EF. The current lease is due to expire in April 2025 and does not have the benefit of security of tenure. There is a risk LFC would be required to vacate if a new lease agreement is not in place.

The parking provision of 28 spaces supports the London Fire Brigade's (LFB) operational capacity and capability to effectively deploy senior officers to incidents. This provision enables the service delivery commitment in LFB's Community Risk Management Plan (CRMP) and delivers on the Mayor of London's priority of ensuring the safety and security of London.

Recommended decisions

For the London Fire Commissioner

That the London Fire Commissioner delegates full authority to the Assistant Director of Property and Technical Support Services (TSS) to

- (a) progress negotiations and the agree Heads of Terms in respect of a new lease with Galliard (Southwark) UK to ensure continuity of senior officer parking provision for LFC officers using Union Street HQ in accordance with the proposed terms set out in Part Two of this report.
- (b) commit revenue expenditure of up to the amount set out in Part Two of this report to support the successful negotiation of Heads of Terms as part of lease renewal discussions.

1 Introduction and background

- 1.1 LFB HQ at Union Street (US) currently has the benefit of 85 parking spaces provided by three separate parking areas in the vicinity. Parking provision consists of:
 - Southwark Bridge Road (SBR) car park - provides 28 parking spaces via a lease agreement with Galliard (Southwark) UK Limited. The current lease was granted in April 2020 for a period of five years.

- Sawyer Street - provides 40 car parking spaces, six of which are electric vehicle charging facilities, 10 motorcycle spaces and a bicycle storage area. Owned by LFC on a leasehold basis which expires in 2196 and has a peppercorn (nil) rent. Sawyer Street is for the sole use of London Fire Brigade.
- Ewer Street – provides 17 parking spaces linked to the lease of Union Street HQ offices. This parking provision will cease in line with the Union Street lease expiry in March 2027.

- 1.2 The lease in respect of LFB HQ, 169 Union Street expires on 18 March 2027. Whilst options and feasibility studies are ongoing to support the future location of a new LFB HQ, a final decision is not expected until spring 2025. It has already been determined an interim HQ premises will be required for a period of circa two years following expiry of the Union Street lease. Communications are ongoing with the Union Street landlord, Brockton Everlast regarding options for LFC to extend the current lease to March 2029.
- 1.3 To ensure operational incidents are managed and controlled appropriately, LFB operate a Flexible Duty System (FDS) rota which ensures sufficient senior operational officers are available for deployment. Over 200 senior officers are based across LFB's estate with circa 100 officers based at LFB HQ. These officers are mobilised in line with their specialist attributes and are expected to arrive at an incident within 20-30 minutes. The current requirement for car parking provision for LFB's HQ premises has been subject to recent review in liaison with LFB Central Operations. Whilst not renewing the lease for parking provision at SBR would generate a saving for LFB, a 32% reduction of senior officer parking would present a risk to effective deployment to meet LFB policy and process in respect of incident management.
- 1.4 The current lease for SBR car park expires in April 2025 and is outside of security of tenure as defined in the Landlord and Tenant Act 1954, with no automatic right to renew. If a new lease is not in place, the Landlord may insist on LFC ceasing use of the car park, until a new lease is formally negotiated and terms agreed. The average duration for negotiating and putting a new lease in place is circa six months. Sanderson Weatherall, managing agents to LFC, advise the demand for parking provision in the vicinity of US is high in relation to supply.
- 1.5 The proposed lease value as detailed in Part Two of this report has been benchmarked against comparable car parking evidence in the Southwark location within a one mile radius of US. The majority of comparable evidence relates to single use spaces which is the primary source of available parking provision in this radius, therefore proportionate adjustments have been made to reflect the requirement for 28 spaces to achieve best value. As the current lease falls outside security of tenure, this permits a more flexible negotiating position on behalf of the LFC and the opportunity to renew the lease based on a new term, providing the flexibility to address the circumstances around emerging plans in respect of a new LFB HQ.

2 Objectives and expected outcomes

- 2.1 The key objectives of this report are to:

- Ensure a new lease agreement is in place on the expiry of the current lease with Galliard (Southwark) UK Ltd to provide continuity of parking provision for senior operational officers using LFB HQ;
- Secure an agreed budget to support successful negotiation and agreement on Heads of Terms for a reversionary lease;
- Ensure the new lease terms have the flexibility to support the longer-term planning for a new LFB HQ.

- 2.2 The Landlord has confirmed they are open to commencing negotiations on a lease renewal arrangement subject to negotiation, terms, and contract. The proposed terms in respect of negotiating a reversionary lease are presented in Part 2 of this report.
- 2.3 The risk remains that mutually agreeable terms within the proposed budget cannot be negotiated with the Landlord and LFC will have no option but to vacate at lease expiry in 2025. In these circumstances, alternative provision could be sought on the open market. In the event this risk becomes an issue, further consultation and decision making with LFB corporate managers will be sought. To mitigate this risk, Part 2 of this report presents the proposed approach, budget and key terms to inform negotiation for future agreement.

3 Values Comments

- 3.1 LFB Values applicable to this report supports 'Service' Value – we put the public first. The provision of sufficient car parking facilities at LFB HQ directly enables LFB policy 327 - Guidance for senior managers in relation to mobilising and rota management, ensuring effective senior officer deployment to emergency incidents from HQ as well as access to required equipment and materials.
- 3.2 The provision of parking facilities for senior operational officers enables the 'Teamwork' Value. The ability to mobilise from LFB HQ permits senior operational officers to collaborate and liaise with senior management teams, have direct access to FRS support teams based at US, thereby supporting face to face communication and interactions required for effective Service Delivery.

4 Equality Comments

- 4.1 The LFC and the Deputy Mayor for Planning, Regeneration and the Fire Service are required to have due regard to the Public Sector Equality Duty (section 149 of the Equality Act 2010) when taking decisions. This in broad terms involves understanding the potential impact of policy and decisions on different people, taking this into account and then evidencing how decisions were reached.
- 4.2 It is important to note that consideration of the Public Sector Equality Duty is not a one-off task. The duty must be fulfilled before taking a decision, at the time of taking a decision, and after the decision has been taken.
- 4.3 The protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership (but only in respect of the requirements to have due regard to the need to eliminate discrimination), race

(ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, and sexual orientation.

- 4.4 The Public Sector Equality Duty requires decision-takers in the exercise of all their functions, to have due regard to the need to:
- eliminate discrimination, harassment and victimisation and other prohibited conduct.
 - advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it.
 - foster good relations between people who share a relevant protected characteristic and persons who do not share it.
- 4.5 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- remove or minimise disadvantages suffered by persons who share a relevant protected characteristic where those disadvantages are connected to that characteristic.
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.
 - encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 4.6 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- 4.7 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- tackle prejudice
 - promote understanding
- 4.8 A full Equality Impact Assessment (EIA) has been undertaken. The Inclusion team determined that:-
- 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 Public Sector Equality Duty (PSED).

5. Other considerations

Workforce comments

- 5.1 There is a risk that failure to put continued parking provision in place will have a detrimental impact on LFC's operational capacity and capability to mobilise senior officers to operational incidents from LFB HQ. The recommendation to enable a reversionary lease to be negotiated and put in place to secure continuity of this provision is considered a critical mitigation of this risk. Should the risk materialise that mutually agreeable terms within the proposed budget cannot be negotiated, this will require a further corporate position to be agreed to support LFC's commitments under the CRMP.

Sustainability comments

- 5.2 A review of sustainable benefits has been undertaken. Whilst parking spaces at Southwark Bridge Road car park do not have any Electrical Vehicle (EV) charging points, in the context of the proposed lease renewal terms, the investment of £400,000 to increase electrical capacity to the site to support this is unviable both from a landlord and tenant perspective. It is acknowledged that EV facilities are limited across the car parks supporting LFB HQ, however the outcome of a cost benefit analysis for the remaining LFB HQ lease term renders any investment an unviable option. A full SDIA has been completed and approved by the Sustainable Development team with no significant sustainability impacts identified.

Procurement comments

- 5.3 In the event the LFC decision requested is agreed, the requirement to secure continued parking provision for senior operational officers will be met through negotiation of revised terms in respect of an existing lease agreement and a procurement process is not anticipated. The LFC decision sought complies with the LFC Scheme of Governance statement that the acquisition or lease of land and/or real estate is not subject to Procurement Standing Orders. The acquisition or disposal of leasehold property where the lease term is under seven years and the total value is in excess of £150,000 is a matter reserved for an LFC decision.

Communications comments

- 5.4 A communications update would only be required in the instance where an LFC decision does not authorise the approval of new lease terms and the lease expires with the subsequent decrease in operational parking provision. A reduction in parking provision would be a matter for Central Service Delivery teams to determine the impact, consider any revisions to the current allocation of spaces and communicate the revised position.

6 Financial comments

- 6.1 This report requests approval to progress negotiations and agree Heads of Terms for a new lease with Galliard (Southwark) UK to ensure continuity of senior officer parking provision for LFB HQ in accordance with the proposed terms set out in Part Two of this report.
- 6.2 The detailed financial information to support this request is contained within Part 2 of the report.

7 Legal Comments

- 7.1 Under section 9 of the Policing and Crime Act 2017, the London Fire Commissioner (the "Commissioner") is established as a corporation sole with the Mayor appointing the occupant of that office. Under section 327D of the GLA Act 1999, as amended by the Policing and Crime Act 2017, the Mayor may issue to the Commissioner specific or general directions as to the manner in which the holder of that office is to exercise his or her functions.
- 7.2 By direction dated 1 April 2018, the Mayor set out those matters, for which the Commissioner would require the prior approval of either the Mayor or the Deputy Mayor for Planning, Regeneration and the Fire Service (the "Deputy Mayor").
- 7.3 Paragraph (b) of Part 2 of the said direction requires the Commissioner to seek the prior approval of the Deputy Mayor before "[a] commitment to expenditure (capital or revenue) of £150,000 or above as identified in accordance with normal accounting practices...".
- 7.4 The statutory basis for the actions proposed in this report is provided by sections 7 and 5A of the Fire and Rescue Services Act 2004 ("FRSA 2004"). Section 7 (2)(a) FRSA 2004 the Commissioner has the power to secure the provision of personnel, services and equipment necessary to efficiently meet all normal requirements for firefighting and section 5A allows the Commissioner to procure personnel, services and equipment they consider appropriate for purposes incidental or indirectly incidental to their functional purposes. Provision of suitable parking facilities to enable emergency response by officers falls within this remit.

List of appendices

Appendix	Title	Open or confidential*
1	Equality Impact Assessment	Open
2	Sustainability Development Impact Assessment	Open

Part two confidentiality

Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part Two form, together with the legal rationale for non-publication.

Is there a Part Two form: YES



LONDON FIRE BRIGADE

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

Southwark Bridge Road Car Park - Lease Renewal

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

LFB Operational officers and senior managers based (or attending) Brigade Headquarters (BHQ) and supporting emergency response fire cover as part of Flexible Duty System Rota.

C. Reason for Equality Impact Assessment



Full Equality Impact Assessment (EIA) Form

New activity: LFB requirement to secure operational parking provision at Brigade Headquarter via Lease Renewal negotiations.

D. Team responsible for the activity

EIA Author(s):

Name: Saira Ahmed
Job title: Estates Surveyor
Department: Property and TSS
(Strategy)

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

Name: Judith Cosaitis
Job title: Head of Strategy
Department: Property and TSS

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

[PN 327 - guidance for senior managers in relation to mobilising and rota management](#)
[LFC Governance Report for agreement to Lease Renewal](#)
[Public Sector Equality Duty](#)
[Equality Act 2010](#)
[Your London Fire Brigade – Our plan for 2023-2029 \(CRMP\)](#)
[LFB Values](#)

Commented [AL1]: Please consider whether more general policies such as the below, as these documents are important in equality considerations (this will show that the protected characteristics were considered in the parking provision)

[Public Sector Equality Duty](#)
[Equality Act 2010](#)

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

[LFB Values](#)

Policy No.290 [Translation and interpretation inclusive and accessible documents for neurodivergent individuals – tips and resources 2024](#)

And also more specific policies relating to the specific area of your EIA.

Policies can be found here on HotWire: [Policy Search \(sharepoint.com\)](#)

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.

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

Commented [SA2R1]: Hi April, thank you so much for your comments, I should revise my comments to advise that the policies stated above have been reviewed however we are unable to comply with some neurodiversity measures or disability access issues due to the car park not belonging to LFB, we are seeking a lease with a term certain of 2 years, the cost of investment of taxpayers money is not justified for a property which belongs to a third party, particularly where we have alternative provision which is accessible and open air, therefore complies with neurodiversity considerations as well. Do you want me to just amend my comments to reflect this? If not, can we discuss please?

Commented [SA3R1]: Now amended, please review and advise if ok?

Full Equality Impact Assessment (EIA) Form

LFB HQ parking provision primarily supports LFB operational staff based BHQ Union Street on operational rota, however, a small number of FRS staff have this facility agreed on either a permanent or temporary basis via Reasonable Adjustments and Access to Work arrangements.

Parking provision for LFB HQ is provided via three separate parking facilities as follows:

- Ewer Street Car Park
- Southwark Bridge Road Car Park
- Sawyer Street Car Park

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.

Access to car parks is provided either at street level gate access (secure) or fob access basement parking facilities. There is no disabled access provision to the Ewer Street or Southwark Bridge Road which is accessed via vehicular ramp (cars only) and separate stairwell egress. These spaces are utilised by LFB operational officers only. HQ parking provision to support LFB staff managing mobility impairments is confined to Sawyer Street Car Park.

In addition to assessing the PSED in respect of LFB staff, any disabled or mobility impaired car user (including visitors) can utilise free on-street parking at Union Street supported by a disabled parking badge, or alternatively at LFB's Sawyer Street Car Park facility.

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 feedback from groups that may be the most impacted by the activity.

A number of equality and neurodiverse policies have been reviewed, including the Equality Act, Public Sector Equality Duty, LFB's CRMP plan 23 – 29, it has been determined that there is no impact to those who have protected characteristics excluding those with mobility restrictions via lack of compliant lift facilities. The car park facility is primarily utilised by operational colleagues, however the LFB has alternative provision at Sawyer Street Car Park, which is immediately adjacent to Southwark Bridge Road Car Park, and therefore anyone with mobility restrictions would not be negatively impacted, due to the alternative provision. Some neuro diverse users may be impacted by the source of light in the

Full Equality Impact Assessment (EIA) Form

	<p>basement, i.e. strip lights, but again, can use Sawyer Street alternative provision if required. Furthermore as Southwark Bridge Road is currently leased to LFB and not owned as a freehold, it would require significant investment to install a lift or replace current lighting systems; based on the lease term being sought of four years, the cost of investment is not justified. The landlord has previously been approached with a view to undertaking the works at their own cost, but as the costs would not add any financial benefit to the landlord, this was rejected.</p>
<p>(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?</p>	<p>Parking requirements for BHQ are defined by Central Operations to support the operational flexible duty system rota only. Providing parking is not an employment benefit LFB provide to other staff outside FDS Rota. This aligns with LFB's Green Plan. Evaluation undertaken based on current car parking provision and requirement to continue to provide 85 car parking spaces to support operational use at Union Street. Ensured equality and neurodiversity access is available via alternative parking provision in and around Union Street.</p>
<p>G2. Clearly record any gaps in evidence which has limited this assessment being completed in full.</p> <p>Consider whether you can justify continuing the activity without this information, or if a mitigating action plan is required?</p>	<p>We faced no restrictions in assessing the impact of this lease renewal.</p>
<p>G3. Clearly record the following:</p> <p>a) any adjustments you have considered putting in place for people with protected characteristics and,</p>	<p>Disabled/mobility impaired users:</p> <ul style="list-style-type: none"> Southwark Bridge Road car park does not have disabled lift access. It has been determined that this is not required for Southwark Bridge Road as the sole users are operational officers and accessible parking is provided nearby at Sawyer Street.

Full Equality Impact Assessment (EIA) Form

b) any activity to promote equity of access, opportunity, experience and outcomes?	
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?	This will not be communicated, as this EIA is for the lease renewal for this car park. This EIA will be submitted, alongside the relevant governance papers, for the next governance meeting September 2024.
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
Disability	Available in alternative location. There is no disabled access provision to the Ewer Street or Southwark Bridge Road which is accessed via vehicular ramp (cars only) and separate stairwell egress. These spaces are utilised by LFB operational officers only. HQ parking provision to support LFB staff managing mobility impairments is confined to Sawyer Street Car Park.
I. Mitigation Plan Owner	
Name: Saira Ahmed Job title: Estates Surveyor Department: Property and TSS (Strategy) Date: 17/09/2024	To be completed by the Inclusion Team Review date: 17/03/2025



LONDON FIRE BRIGADE

Full Equality Impact Assessment (EIA) Form

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: 18/09/2024

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 Southwark Bridge Road Car Park, 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](#)

Sustainable Development Impact Assessment Checklist

Project Name: Southwark Bridge Road Lease Renewal

Contact Person: Saira Ahmed, Property and TSS

Date completed: 03/09/2024

Please send through the completed checklist with a copy of the project PID or the draft policy to environment@london-fire.gov.uk. For existing policies undergoing minor amendments, please send through a marked up copy of the policy, with the original S DIA.

Other impact assessments completed				Yes	No
1. Has an Equalities Impact Assessment been completed?				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Has a Health, Safety and Wellbeing assessment been completed?				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Impacts					
3. Will this consume any of the following (please tick those that apply and state how and if this would increase or decrease our consumption):					
Gas	<input type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	Water	<input type="checkbox"/>
Petrol or diesel	<input type="checkbox"/>	Hazardous chemicals	<input type="checkbox"/>	Other natural resources e.g. timber	<input type="checkbox"/>
Comments: The car park is a leased underground basement facility shared with other third party users. No heating provision is supplied in the car park, however there is lighting and air handling units which is electric powered. The landlord for the basement supplies and manages the electric supply, LFC have no involvement. Costs are covered by way of a landlord managed service charge.					
4. Will this produce or reduce our production of (please tick those that apply and describe what and how):					
Non-hazardous waste	<input type="checkbox"/>	Hazardous waste (see PN 862)	<input type="checkbox"/>	pollutants to air, land or water?	<input type="checkbox"/>
Comments: Not applicable, there are no changes to current facilities provided via the landlord.					
5. Will this impact (positively or negatively):				Yes	No
a. Operational/business travel by staff				<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Travel/deliveries by our suppliers				<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Environmental protection at incidents				<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. a Site of Special Scientific Interest				<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Gardens or other wildlife at stations/brigade sites (e.g. nesting birds or bats)				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: In the event that Governance is not granted for the lease renewal, this will impact					

current allocated operational staff who may be required to rely on public transport. For the purposes of this report, it is assumed that governance will be granted and the current parking provision will continue.

Procurement	Yes	No
6. Will this result in the purchase of goods, services or works or influence how they are procured?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Is this for a purchase of greater than £1m?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Will this use/result in a tender for manufactured goods such as electronics, textiles, and building materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Will this service require low skilled/low paid employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Will the goods consume utilities or consumables?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Does this involve major works taking place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. If so are BREEAM and Ecological surveys required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
l. Will this support future cost avoidance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
m. Could all or part of the purchase be provided by small or local businesses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
n. Could this be delivered by a voluntary/community sector organisation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o. Has a Request For Tender been submitted to Procurement through hotwire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: The current lease and provision is being sought to be continued for a further two years in line with BHQ lease terms, there will be no change to current provision where governance for lease costs are approved. Utilities consumption is outside of LFC's control and are covered by way of the service charge provision managed by the Landlord.		

For the SD Team to complete:

Policy sustainability risk rating:

Inputs/outputs/ impacts to address in Full SDIA:

Date completed:

Sustainable development impact assessments

Assessing the sustainability implications of all LFB's policies and procedures.

The purpose of a Sustainable Development Impact Assessment (SDIA) is to consider the likely sustainability impact of a strategy, policy or project. It makes sure that, as far as possible, any negative impact is avoided or minimised, and we take opportunities for improving the Quality of Life of our community through the service we provide.

SDIAs should take into account impact on all areas of our sustainability framework, so you would need to consider:

- equality and inclusion
- climate change
- the physical environment
- safety and security
- health and well being
- economic progress.

Our community is more than just LFB staff, it includes all that work, live and visit London, London businesses, and the city as a whole.

A policy or project includes: strategies, projects, instructions, procedures, management notes, courses, practices etc

The SDIA process

Not all of our policies or projects will need a full impact assessment, but they must be screened first to find out whether or not one is needed. An SDIA will be at its most effective to its author and LFB if it is carried out at the start of the development of any policy or project, so that opportunities for improvement can be genuinely considered.

Screening is a short process, it asks three basic questions:

- Is there any potentially negative impact and what is it? (Consider all of the elements of our sustainability framework as indicated above)
- How could the policy bring about a positive impact? (Can anything be altered now or in the future?)
- Is a full SDIA required? (If you have identified a negative impact then you will need to carry out a full SDIA, do not continue with the screening document. If you have identified a positive impact, then the full SDIA process will help you to confirm if this is the case. If no SDIA is required, forward the screening to the Sustainable Development team and set a review date of no more than 3 years, for another screening.) A reminder will be sent.

Completing a full SDIA:

- Consider the evidence and information available (Government and Industry reports and strategies, LFB targets, previous experience, including from other organisations.)
- Identify the impact (this may be from the evidence you have gathered or from the experience or knowledge of yourself or a colleague. Remember to consider the impact on all aspects of the Sustainability Framework as outlined above.)
- You may want to refer to other agencies/resources e.g. websites for guidance.
- Identify what you could change (to reduce the negative impact wherever possible, and as importantly, to result in a positive impact. Consulting other sources of information

will help with this. Where more than one option is identified an assessment of these options should be shown in the SDIA.)

- Plan implementation of any changes needed (Can the change be made immediately? Does it need a staged approach or more information to plan the approach? In these cases, a simple action plan should be drawn up demonstrating how and when change will be implemented. For larger projects actionable items could form part of your departmental plan.)
- Set a review date (all policies should be looked at periodically as circumstances and requirements can change, including opportunities for improvement. Ideally you should review the impacts of the policy every three years or less.)

SDIA Administration

Complete the screening template. The completed screening sheet should NOT be more than one side of A4.

If a full SDIA is needed, consider any evidence available and then complete the SDIA template. The completed SDIA should be between 1 – 2 sides of A4 and no more, bullet points may be used. Remember, the most important sections are identification of the issue and what you intend to do about it or justifiable reasons why nothing can be altered at present.

The screening sheet or SDIA should be completed by the lead officer for the policy or project who will be best informed to make a judgement about the impacts and potential for improvements. A review date should be set, for either the screening sheet or the SDIA.

Send an electronic copy of the screening sheet or the SDIA to the [Environment Mailbox](#), together with a copy of the policy (or proposed policy). It is essential that the accompanying documents are provided so the SDIA can be assessed.

SDIA Screening Template

Name or title of Policy/Project and Reference Number (if available):
Southwark Bridge Road Lease Renewal relating to Brigade Headquarters occupation at Union Street
Purpose of Policy/Project:
Continued provision of car parking facilities for operational colleagues
What are the potentially negative impacts for any or all of the 6 areas of LFB's sustainability framework?
Not Applicable.
Are there any further opportunities for improving LFB's sustainability impact through your policy/project? How?
No further opportunities available to LFC as the car park is owned by a third party.
Is a full SDIA needed (add reasoning)?
No, as there is no change to current provision. .

Date to be reviewed by:

Contact:

Sustainable Development Team Comments:

This may include a recommendation that a full SDIA is completed

Date:

Full Sustainable Development Impact Assessment Template

Name or Title of Policy/Project and Reference Number (if available):
Southwark Bridge Road Lease Renewal relating to Brigade Headquarters occupation at Union Street
Purpose of Policy/Project:
Lease Renewal of existing car parking provision
What are the potentially negative impacts for the 6 areas of LFB's sustainability framework?
Not relevant
What evidence or other information has helped to indicate what the potential impacts will be?
Not applicable.
Did you seek any further advice or guidance from any internal or external sources, and if so how have they contributed?
Not relevant.
Have any opportunities for improvement been identified as a result?
Not relevant
How will these changes be implemented?
N/A

Date to be reviewed by:

.....

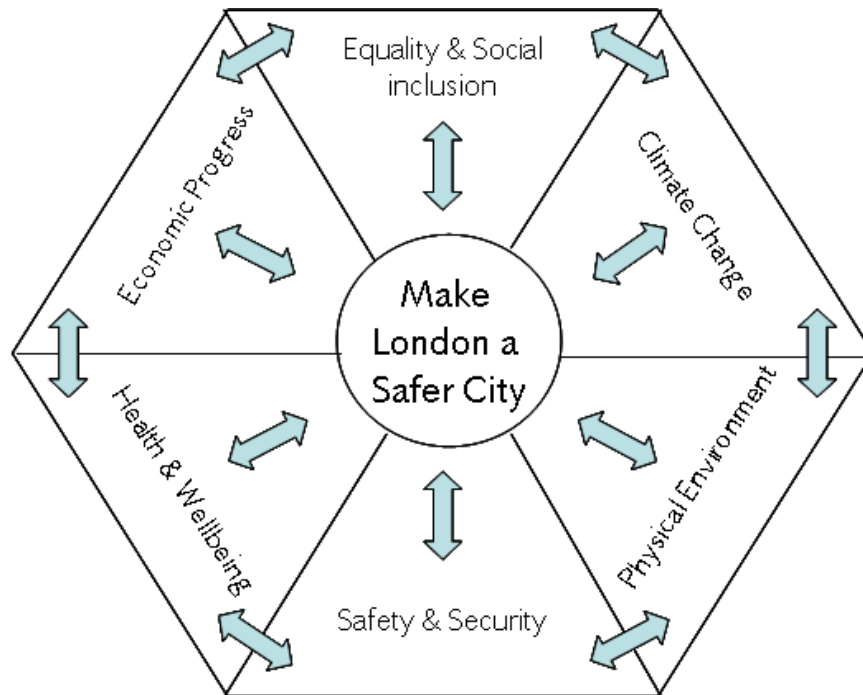
Contact:

Sustainable Development Team

Comments:.....

Date:

LFB Framework - Guidance



Equality & Social Inclusion

(Complete EIA)

- Impact on communities outside of London/UK
- Influence on partner and supplier equalities and diversity
- Community interaction/participation

Climate Change

- Energy Efficiency
- Transport
- Renewable energy

Physical Environment

- Consumption of natural resources including water, raw materials
- Production of waste and disposal
- Hazardous materials
- Biodiversity
- Pollution: Land, Water (through use or production)

Safety & Security

- Crime
- Staff safety
- Anti-social behaviour

Health & Wellbeing

- Homelessness
- Physical or mental health/harm
- Noise, traffic congestion
- Pollution: Air, (through use or production)

Economic Progress

- Loss of income – individual or business
- Employment, skills and education
- Regeneration – local and diverse economic growth
- Living wages – London and developing world
- Whole life costs
- Competition