

REQUEST FOR DEPUTY MAYOR FOR PLANNING, REGENERATION AND THE FIRE SERVICE DECISION – DMFD265

Portable hygiene units

Executive summary:

This report recommends that the Deputy Mayor for Planning, Regeneration, and the Fire Service (Deputy Mayor) authorises the London Fire Commissioner (LFC) to allocate up to the amount set out in Part Two of this report, for a five-year contract (2025-30) to maintain and transport personal hygiene units (PHUs) for operational crews at protracted incidents.

These units provide essential welfare facilities – including toilets; handwashing; changing areas; and sanitary product access, particularly benefiting female staff and supporting London Fire Brigade's compliance with the Equality Act 2010.

The London Fire Commissioner Governance Direction 2018 sets out a requirement for the LFC 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".

Decision:

That the Deputy Mayor for Planning, Regeneration, and the Fire Service authorises the London Fire Commissioner to commit revenue expenditure up to the amount set out in Part Two of this report, for the 2025-30, to procure a new contract to maintain and transport London Fire Brigade's (LFB's) personal hygiene units to and from protracted operational incidents, for use by LFB crews where alternative arrangements are not available.

Deputy Mayor for Planning, Regeneration and the Fire Service

I confirm that I do not have any disclosable pecuniary interests in the proposed decision.

The above request has my approval.

Signature:



Date:

17/03/2025

PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE DEPUTY MAYOR

Decision required – supporting report

1. Introduction and background

- 1.1. Report LFC-25-021x to the London Fire Commissioner (LFC) explains that London Fire Brigade (LFB) owns two portable hygiene units (PHUs). These are trailer-mounted welfare facilities that provide:
 - male and female toilets
 - sinks for hand washing that provide hot and cold running water, soap, and hand-drying facilities
 - access to women's sanitary products (with dispensing and disposal facilities)
 - a small changing area.
- 1.2. The current 12-month extension to LFB's contract with the previous maintenance and transport service provider will expire in April 2025. It is therefore proposed that LFB procures a five-year maintenance and transportation solution with a suitable supplier, via the open-tender process.
- 1.3. The new contract will maintain the current requirement that PHUs are delivered within three hours of mobilisation across London, enhancing operational efficiency and supporting a more inclusive workforce. Sustainability requirements, including ULEZ compliance, will also be incorporated into the supplier agreement.
- 1.4. Deputy Mayor for Fire and Resilience Decision [DMFD21](#) authorised the LFC to incur expenditure of up to £470,321 on services from Site-Equip Limited, to provide two PHUs.

2. Objectives and expected outcomes

- 2.1. The new contract will secure the provision of PHUs until April 2030, for use by operational staff attending protracted incidents.
- 2.2. The LFC is committed to providing suitable welfare and toilet facilities at operational incidents, ensuring a more dignified and inclusive environment for all personnel.

3. Equality comments

- 3.1 The LFC and the Deputy Mayor for Planning, Regeneration and the Fire Service (Deputy Mayor) 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 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
- 3.8. As these PHUs are already owned by LFB, and are in operational use, no Equalities Impact Assessment (EIA) was carried out for the original procurement of these units, nor for the contract that was awarded. The Central Operations Team has now submitted an EIA for review, and this will be available once finalised. A draft is included in Appendix One for information. The EIA will likely have a positive outcome for operational staff; however, further work will be needed when the PHUs reach the end of their working life, to address any negative impact on transgender staff and staff managing disabilities.

4. Other considerations

Workforce comments

- 4.1. Due to the timescales for delivery at operational incidents (three hours or less), it was deemed necessary to update the policy on welfare at incidents. This would enable Station Commanders to bring operational staff back to stations for 'welfare reasons', should the need be more urgent than the required three-hour delivery timescales.

Sustainability comments

- 4.2. As per the current contract, the supplier would be required to meet the Mayor's ULEZ-compliance requirements for their delivery vehicles.

Procurement comments

- 4.3. This procurement is being run under the open procedure. This is a formal bidding procedure, under which the agreement is advertised, and all interested organisations/consortia (tenderers) can bid.
- 4.4. The procurement exercise is seeking to award a five-year contract, with a value as set out in Part Two of the report.
- 4.5. Bidders are required to complete and submit the selection questionnaire (SQ) by the tender submission deadline. SQ submissions will be evaluated before the evaluation of the tender response documents.

5. Financial comments

- 5.1. Detailed financial comments are set out in Part Two of this report.
- 5.2. A full cost appraisal will be done upon agreement of this report. This expenditure will be closely monitored, and any savings identified will be considered as part of future budget processes.

6. Legal comments

- 6.1. Under section 9 of the Policing and Crime Act 2017, the LFC 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 LFC specific or general directions as to the manner in which the holder of that office is to exercise his or her functions.
- 6.2. By direction dated 1 April 2018, the Mayor set out those matters, for which the LFC would require the prior approval of either the Mayor or the Deputy Mayor.
- 6.3. Paragraph (b) of Part 2 of that direction requires the LFC 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”.
- 6.4. The Deputy Mayor’s approval is accordingly required for the LFC to commit revenue expenditure of up to the amount set out in Part Two of this report, for 2025-30, to procure a new contract to maintain and transport LFB’s PHUs to and from protracted operational incidents, for use by LFB crews where alternative arrangements are not available.
- 6.5. The statutory basis for the actions proposed in this report is provided by section 7 (2)(a) of the Fire and Rescue Services Act 2004, under which the LFC must secure the provision of personnel, services and equipment necessary to efficiently meet all normal requirements for firefighting.
- 6.6. Furthermore, under section 20 (1) of the Workplace (Health, Safety and Welfare) Regulations 1992 the Commissioner, being an employer, is required to provide suitable and sufficient sanitary conveniences at readily accessible places.
- 6.7. The proposed procurement of the goods and service provider is in compliance with the applicable public procurement legislation, and in accordance with the LFC’s scheme of governance.

Appendices and supporting papers:

Appendix 1 – Report LFC-25-021x to the LFC – Portable hygiene units

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary. **Note:** This form (Part 1) will be published either within one working day after approval or on the defer date.

Part 1 Deferral:

Is the publication of Part 1 of this approval to be deferred? NO

Part 2 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form? YES

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer

Soeli Dayus has drafted this report with input from the LFC and in accordance with GLA procedures and confirms the following:

✓

Assistant Director/Head of Service

Rachael Hickman has reviewed the documentation and is satisfied for it to be referred to the Deputy Mayor for Planning, Regeneration and the Fire Service for approval.

✓

Advice

The Finance and Legal teams have commented on this proposal.

✓

Mayoral Delivery Board

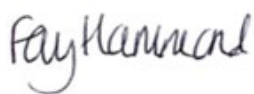
A summary of this decision was reviewed by the Mayoral Delivery Board on 17 March 2025.

✓

CHIEF FINANCE OFFICER:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

Signature



Date

17/03/2025