



LONDON FIRE BRIGADE

## Equality Impact Assessment (EIA) Initial Screening Form

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

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This form enables you to screen each protected characteristic and identify which may be positively or negatively impacted by your activity.

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.

**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.**

You will only be required to complete a full EIA assessment of the areas where you have identified a negative impact, and further adjustments will be required.

Use the fields below to record any impacts and potential mitigating actions against each protected characteristic. All complete initial screening forms should be submitted to the EIA team to review and confirm your next steps.



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### A. Name, status and expected outcomes of the activity

Policy - Procurement of End User Devices

This policy provides details on:

This relates to a report currently going through governance that is seeking authority to commit expenditure to procure a variety of end-user computing devices that have reached the end of their useful life or will no longer be supportable going forward. This equipment includes both laptops / tablets, screens and desktop hubs

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

All Brigade staff

### C. Reason for Equality Impact Assessment

Having due regard to Public Sector Equality Duty (PSED), this EIA is being performed to assess the effect this **\*policy\*** and supporting material has on LFB's workforce.

The reason for the EIA the Brigade is about to go to market to re-procure a number of end user devices (laptops, tablet, screens and hubs). The plan is for these devices to be used by staff across the Brigade, replacing existing devices that were between 3 and 5 years ago. As the spend is over £150K and therefore required Mayoal approval, relevant governance reports are currently bgiing the governance process. The previous procurement was supported by EIA ad therefore this is the approach begn taken now.



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### D. Team responsible for the activity *(Please provide two different names for resilience)*

**EIA Author(s):**

Name: Julian Martin  
Job title: CIO  
Department: ICT

**EIA Owner(s):**

Name: Chris Yiangou  
Job title: Head of ICT Infrastructure  
Department: ICT



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E. Equality and diversity considerations					
Protected Characteristic	Positive Impact ✓ <input type="checkbox"/>	Negative Impact ✓ <input type="checkbox"/>	Summary of impact	Is a mitigating action required?	
				Yes	No
<b>Age</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The devices to be procured will be used by all staff who require them and includes all age groups.</p> <p>Impact assessment : <b>Neutral</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Disability</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Impact Assessment : <b>POSITIVE</b></p> <p>The newer equipment will allow staff to work in different locations and will facilitate easy connection to larger screens and full-size keyboards. The new devices have Windows 11 software installed on the which also provides access to various tools to allow users with disabilities enhanced access (particularly as the Brigade deploys Microsoft 365 and also deploys software within the Citrix environment providing everyone with access to software designed to help staff with disabilities). Two types of device are being offered - a tablet or a laptop. Those users with a physical disability may prefer to use a tablet (with the same facility to connect to an external screen, keyboard, etc) as the tablet weighs less than the laptops. The tablet weighs just 1.17 Kilos and laptop 1.74 Kilos).</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Gender Reassignment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Impact assessment : <b>Neutral</b></p> <p>We believe there will be on issues impacting this group.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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<b>Marriage / Civil Partnership</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pregnancy / Maternity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Race</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Religion / Belief</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sex</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sexual Orientation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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<b>Socio Economic*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Caring responsibilities*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact assessment : <b>Neutral</b> We believe there will be on issues impacting this group.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Explain why a full EIA is not required:

We believe that the procurement of replacement of new End User Devices will not have any adverse impacts on any groups with protected characteristics. Impacts are record as neutral or positive, as set out above.

### Signed by the Submitter

**Name:** Julian Martin

**Rank/Grade:** TMG-A

**Date:** 25/02/2026

Email the completed form to [EqualityImpactAssessment@london-fire.gov.uk](mailto:EqualityImpactAssessment@london-fire.gov.uk)  
To be completed by the EIA team, and returned to the submitter:

### Initial Recommendations



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**Further information required**

Insufficient information to support a recommendation

**Continue with no change required [Recommendation 1]**

No adverse impact(s) identified and full explanations provided

**Full EIA required for affected characteristic before proceeding further**

Adverse impact(s) identified

### Next steps

[text to be completed by the EIA Team]

**Name:** [text here]

**Date:** [text here]

### Amendments Post Sign Off