



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](#)

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

Contingent Labour Contract Re-tender

This activity details a short term arrangement to ensure LFB have a contingent labour staffing provision

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

This activity applies to temporary workers

C. Reason for Equality Impact Assessment



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Having due regard to Public Sector Equality Duty (PSED), this EIA is being performed to assess the effect this Contingent Labour Contract re-tender and supporting material has on LFB's workforce.

The contingent labour contract document and its supporting material define processes and procedures which directly support the legislative requirements of Contingent Labour Contract.

The purpose of contingent labour contract is defined within the policy under the following paragraphs:

1.1 The aim of the temporary arrangement is to ensure LFB have a contingent labour staffing provision during the procurement process.

The Contingent Labour Contract and its supporting documents provide information on the requirements of the temporary arrangement

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

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

LFB [Values](#)

People Services Strategy

Grey Book

[LFB Equity Policy](#)

[Protected characteristics resource library](#)

Policy No. 370 [Policies and procedures guidance](#)

Policy No.290 [Translation and interpretation](#)

[Inclusive and accessible documents for neurodivergent individuals – tips and resources 2024](#)

[The LFB key EDI terminology](#)



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HRE36 [Meeting the religious, spiritual and pastoral care needs of staff](#)
[Role to rank collective agreement 2019](#)
Policy No. 1005 [Supporting health and wellbeing](#)
Policy No. 323 [Trans inclusion policy](#)
Policy No. 555 [Family support leave \(including maternity\) policy](#)
Policy No. 313 [Maternity provisions – breast feeding policy](#)
Policy No. 969 [Menopause policy](#)
Policy No. 448 [Working with choice – flexible working options policy](#)
Policy No. 538 [Annual leave and public holiday leave allocation policy – operational staff](#)
Policy No. 651 [Station allocation and transfer policy](#)
Policy No. 788 [Electronic Personal Record File \(E-prf\) policy](#)
Policy No. 327 [Guidance for senior managers in relation to mobilising and rota management](#)
Policy No. 538 - [station based establishment and skills requirements](#)
[Role to rank collective agreement 2019](#)
Policy No. 512 – [Special leave policy](#)
Policy No. 888 – [Partial attendance policy](#)
Policy No. 1008 – [Trade union time off and facilities policy](#)
Policy No. 965 – [Equality support groups](#)
Policy No. 251 – [Station Working Routines](#)

It is recognised that when performing its regulatory role, LFB will regularly deal with persons outside of the LFB workforce. The PSED applies equally to LFB's external activities, such as our dealings with members of the public, third parties and external agencies. As such, due consideration has been given to the PSED in respect of our external activities when devising this policy.

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



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EIA Author(s): Name: Claire Fisher Job title: Recruitment Team Leader Department: Recruitment and Resourcing	EIA Owner(s): Name: Steve West Job title: Head of Recruitment and Resourcing Department: Recruitment and Resourcing
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E. Equality and diversity considerations					
Protected Characteristic	Positive Impact ✓	Negative Impact ✓	Summary of impact	Is a mitigating action required?	
				Yes	No
Age	☒	☐	To ensure staff across all age groups obtain the skills they need to perform their designated role and to advance in their career, LFB provides suitable and sufficient training in matters pertaining to the Contingent Labour Contract and its supporting documents. There is a relationship between the accessibility of digital resources and age. As working lives get longer, individuals must adapt to the pace of change. It is recognised that older staff may be at greater risk of lower digital literacy, meaning there are potential risks regarding their ability to assimilate learning that uses technology. To mitigate the potential risks and to ensure relevant training material is fully accessible for staff with different learning needs, staff across all age groups are provided with classroom training that has been devised with due consideration to relevant inclusion guides and policies. These include the LFB “Accessible Communication Guide” and LFB Policy Note 0553, “Learning Support Policy”. It is considered that the provisions of Contingent Labor Contract does not negatively disproportionately impact staff with this protected characteristic. LFB Age Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: Total number of staff making up FRS workforce = 1021 Age 29 and under: 125 (12.2%), Age 30-39: 256 (25.1%), Age 40-49: 230 (22.5%) Age 50-54: 125 (12.2%), Age 55-59: 134 (13.1%), Age 60-64: 111 (10.9%), 65+: 40 (4.0%)	☐	☒



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Disability	☐	☒	LFB has a duty to make reasonable adjustments for staff within this protected group. The provision of reasonable adjustments for staff within this protected group ensures that a person is not treated less favourably or placed at a substantial disadvantage because of their disability. Neurodiversity is recognized as a disability under the Equality Act (2010) and it is recognized that text-heavy policies may be overwhelming for neurodivergent staff and that staff with visual or auditory impairments could struggle to access the Contingent Labour Contract. To ensure material is fully accessible to each person's individual need, this Contingent Labour Contract and its supporting documents have been formulated with due consideration to relevant inclusion guides and policies, including the LFB "Accessible Communication Guide" and LFB Policy Note 0553, "Learning Support Policy". The Contingent Labour Contract considers adjustments that must be made to ensure accessibility considerations for individuals with physical disability or for those experiencing conditions which meet the Equality Act's definition of "impairment". Disability could be considered a negative impact, Reed will advise if candidates require any reasonable adjustments at time of appointment and this can be. The agency workers should discuss this with the hiring manager and can be escalated to learning support team for agency workers who feel an adjustment has not been actioned. No Disability Data for contracting staff can be provided as data is not collated for Agency Workers. There will be consideration going forward to whether/how this gap will be closed for	☐	☒
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			future monitoring.		
Gender Reassignment	☒	☐	The LFB has only recently started to record DEI staff data for gender reassignment but for the purposes of this EIA it has been acknowledged that across all staffing groups, there are staff within the workforce who are either undergoing or have completed a gender transition prior to LFB collated this Data. Due regard has been given to LFB Policy Note 323 “Trans Inclusion Policy” when formulating the provisions of Contingent Labour Contract and its supporting documents. It is considered that the activity of Contingent Labour Contract does not negatively disproportionately impact staff with this protected characteristic. LFB Gender-Reassignment Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: Total number of staff making up FRS workforce = 1021 Staff who have undergone or going through Gender Reassignment: 2 (0.2%) Staff who have not undergone or going through Gender:152 (14.9%) Staff who have not provided any information: 867 (84.9%)	☐	☒
Marriage / Civil Partnership	☒	☐	LFB does not currently record DEI staff data for marriage and civil partnerships but for the purposes of this EIA it has been acknowledged that across all staffing groups, there are staff within the workforce who are either married or are in a civil partnership. It is considered that the policy activity of Contingent Labour Contract does not negatively disproportionately impact staff with this protected characteristic.	☐	☒

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Pregnancy / Maternity	☐	☒	LFB does not currently record DEI staff data for pregnancy and maternity but for the purposes of this EIA it has been acknowledged that there are staff within the workforce who are or have been pregnant and / or on maternity. It is recognized that pregnancy can cause discomfort or limitations in both sedentary and physical activities, which could affect how a person performs tasks that are part of this role. Due regard has been given to LFB Policy Notes PN 555 "Family Support Leave (including Maternity)" and PN 313 "Maternity provisions" which provide for workplace adjustments to be made in respect of expectant mothers. It is recognized that, having regard to these policies, managers will undertake a risk assessment (RA) as per LFB Policy 673. The RA process will be performed with due regard to LFB's Pregnancy - Possible Risks Guide. Due consideration has been given to LFB's Health and Safety Policy PN 597, specifically para 4.30 which states that managers are responsible for <i>"Assessing the risks to the health and safety of their employees and any other person(s) affected by the Brigade's work activities in accordance with its policies and procedures and, where possible, the elimination or reduction of those risks."</i> It is considered that Contingent Labour Contract and its associated policies provides appropriate mitigation for potential risks relating to occupancy types. Although permanent staff are covered under the outlined policies contractors do not meet eligibility criteria and therefore, there could be a risk that a renewed contract with Reed could put agency workers at a detriment should they become pregnant outside of an LFB contract as they would only be eligible for statutory maternity pay through Reed.	☐	☒

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			Reed (via the contract terms) to confirm in writing to any agency worker, at the point of placement, what maternity pay/leave entitlements they have (statutory only) so there's no ambiguity or false expectation. No pregnancy Data for contracting staff can be provided as data is not collated for staff. There will be consideration going forward to whether/how this gap will be closed for future monitoring.		
Race	☒	☐	Due regard has been given to LFB Policy Note PN 973 "LFB Equity Policy" and the LFB "Inclusion Strategy" when formulating the provisions of Contingent Labour Contract and its supporting material. It is considered that the policy provisions of Contingent Labour Contract does not negatively disproportionately impact staff across different ethnicities. LFB Ethnicity Data for staff within Occupational Group @ 1 June 2026 is as follows: Total number of staff making up FRS workforce = 1021 Asian or Asian British: 98 (9.6%), Black or Black British: 140 (13.7%), Mixed Race: 56 (5.5%), Other Ethnic Groups: 33 (3.2%), White: 625 (61.2%), Not Stated: 69 (6.8%)	☐	☒
Religion / Belief	☒	☐	Due regard has been given to LFB Policy Note PN 973 "LFB Equity Policy" and the LFB "Inclusion Strategy" when formulating the provisions of Contingent Labour Contract.	☐	☒

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			It is considered that the policy provisions of Contingent Labour Contract does not negatively disproportionately impact staff across different religions or beliefs. Where staff require time to pray while carrying out their job roles, to ensure they are not disadvantaged, LFB's Inclusion Policies highlight the rights of staff to practice their religious duties without restriction. It is recognized that LFB's regulatory activities can potentially clash with activities relating to a member of staff's religion or belief, such as with the timing activities/training. The inclusion policies allow for adjustments to be made that support the religious needs of those undertaking activities thereby providing suitable mitigation to ensure those within this protected group are not disadvantaged because of their religion or belief. LFB Religion/Belief Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: Christian:386 (37.8%), Buddhist:6 (0.6%), Hindu:34 (3.3%), Jewish: 3 (0.3%), Muslim: 46 (4.5%), Other: 19 (1.9%), No Religion: 357(35.0%), Sikh: 10 (1.0%) Spiritual: 1 (0.1%), Not Provided:159 (15.6%)		
Sex	☒	☐	Due regard has been given to LFB Policy Note PN 973 "LFB Equity Policy" and the LFB "Inclusion Strategy" when formulating the provisions of PN 489. It is considered that the policy provisions of Contingent Labour Contract does not negatively disproportionately impact staff across different sex.	☐	☒

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			Due regard has also been given to Policy Note 969 “Menopause Policy”. PN 969 asserts that LFB will also discharge its responsibilities accordingly by specifically providing support to staff within this group, including those experiencing menopause symptoms, to access management support. It is considered that the policy provisions of *policy* and its supporting material have no gender restrictions across the mix of genders so eliminates discrimination and provides advancement of opportunity for those in the female minority across all staff groups. Having no gender restrictions promotes good working relationships between the genders and provides opportunity for all staff to use these provisions. LFB Gender Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: The gender breakdown of staff is 52.4% female and 47.6% male		
Sexual Orientation	☒	☐	Due regard has been given to LFB Policy Note PN 973 “LFB Equity Policy” and the LFB “Inclusion Strategy” when formulating the provisions of Contingent Labour Contract. It is considered that the policy provisions of Contingent Labour Contract does not negatively disproportionately impact staff across different sexual orientation. LFB sexual orientation Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: Across the FRS staff group, 76.0% of staff are recorded as Heterosexual, 2.3% are recorded as Bi, 3.9% are recorded as Gay or Lesbian, 0.7% describe their sexual orientation with other term and 17.1% did not provide this information	☐	☒

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Socio Economic*	☒	☐	The LFB does not currently record DEI staff data for socio-economic backgrounds, but for this EIA it has been considered across all staffing groups in the workforce. Due regard has been given to LFB Policy Note PN 973 "LFB Equity Policy and the LFB "Inclusion Strategy" when formulating the provisions of Contingent Labour Contract and its supporting material. It is considered that the policy provisions of Contingent Labour Contract have no restrictions to staff based on their socio-economic background.	☐	☒
Caring responsibilities*	☐	☒	The LFB has only recently started to record DEI staff data for caring responsibilities Caring responsibilities- Agency workers with care responsibilities are limited in the support they can obtain and may lose financial recompense should they need to take time away to fulfil these responsibilities. Contingent Labour Contract could therefore negatively impact staff with caring responsibilities. A clause is in the contract requiring the agency to consider flexible working requests from agency workers on a case by case basis. Hiring Managers will be informed that agency workers with caring responsibilities should be given the same consideration for rota adjustments as far as operationally possible, even if formal entitlements (e.g paid special leave) does not apply. LFB Caring responsibilities Data for staff within FRS Occupational Group @ 1 June 2026 is as follows: 12.0% FRS Staff have declared caring responsibilities, 37.2% declared no caring responsibilities, 2.4% preferred not to say and for 48.3% of staff did not provide this information	☐	☒



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Explain why a full EIA is not required:

Retender of existing contract

Signed by the Submitter

Name:

Claire

Fisher

Rank/Grade: FRS D

Date: 08/06/2026

Email the completed form to EqualityImpactAssessment@london-fire.gov.uk

To be completed by the EIA team, and returned to the submitter:

Initial Recommendations

☐ **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



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☐ **Full EIA required for affected characteristic before proceeding further**
Adverse impact(s) identified

Next steps

Name: Ehis Ilozobhie

Date: 17/06/2026

Name: Sarah Yousef

Date: 17/06/2026

Amendments Post Sign Off