LONDON FIRE BRIGADE

LFC – 26-088

Provision of Facilities Management (FM) Hard Services

Report to:	**Date:**
Investment & Finance Board	24 September 2026
Commissioner's Board	7 October 2026
Deputy Mayor's Fire Board	20 October 2026

Report by:

Neil Smith, Head of Facilities Management
Claire Page, Head of Property

Authorising Head of Service:
Laura Birnbaum, Assistant Director of Property and TSS

Report classification:
For decision

For publication

Values met

Service
Teamwork
Learning

PART ONE

Non-confidential facts and advice to the decision-maker

Executive Summary

This report seeks approval to commit expenditure following a procurement exercise and award two new maintenance contract; one for the supply of hard services maintenance (mechanical, electrical and plumbing (MEP), building fabric, lifts and small projects) and a separate one for Building Energy Management System (BeMS) services across the London Fire Commissioner's (LFC's) estate. The existing hard services contract combines these services and expires in 2027. These services are required to maintain LFC's properties, inclusive of meeting related statutory compliance obligations, ensuring the property portfolio continues to meet operational needs.

LFC proposes to procure the following contracts for these services with a contract term of 7 years (4+1+1+1):

- A single hard services maintenance contract compromising of mechanical, electrical and plumbing (MEP), building fabric, lifts and small projects using a Competitive Flexible Procedure (CFP) under the Procurement Act 2023.

- A contract for the maintenance and management of the Building Energy Management System (BeMS) for the entire estate, which will be tendered in accordance with the LFC Scheme of Governance and Procurement Legislation.

This longer contract duration is proposed to support establishing a long-term partnership with suppliers, to improve the understanding of the estate and develop a long-term efficiency strategy that will contribute to the LFC's carbon net zero targets and improve the condition of the estate.

DECISION OPTIONS

For the London Fire Commissioner

The London Fire Commissioner approves the expenditure as detailed in Part 2 of the report for the procurement of the maintenance services contracts for the period of up to seven years and:

The London Fire Commissioner agrees to delegate authority to the Assistant Director of Procurement to enter into contract following the public procurement exercise.

1 Introduction and background

1.1 The LFC requires the provision of maintenance services to its estate – these services are currently let under a hard FM contract which expires in 2027 and comprises the following services and incumbent providers:

- Hard FM services (which comprises mechanical, electrical and plumbing ("MEP"), building fabric, lifts and small projects services) currently held by ABM;

- Building Energy Management System (BeMS) – this is currently covered within the contract detailed above and delivered by a nominated supplier (Nordomatic).

1.2 The current contract was awarded following a competitive procurement exercise in 2022/23 with a contract term of three years with an optional extension year (4 years in total). At the time two contracts were let for hard FM services – split between the north and south regions.

1.3 Performance throughout the term of the contracts has been variable with the most challenging area being the response to non-urgent reactive requests. In 2025, it was decided to mutually consolidate the two regions (north and south) and to deliver hard FM across the entire London portfolio (excluding the PFI contract) with a single supplier. The south sites of the estate were transferred to ABM.

1.4 The LFC's estate comprises 95 sites with a total estimate gross internal area of 230,000 square metres. The estate is an ageing estate and includes 15 listed and locally listed properties. The current service enables the delivery of circa 25,000 maintenance tasks per annum and supports the maintenance of 52,000 assets. This service does not include the PFI estate which is managed and delivered separately.

1.5 The new contract marks the next evolution in LFC's maintenance strategy which builds on the successful implementation of maintenance standards, a consolidated supply chain and the launch of a data-driven Property Portal. Feedback from the customer highlighted the requirement for a highly responsive, station-centric repairs team built entirely around frontline needs that can operate alongside an MEP team that can focus on maintaining compliance and asset availability. The proposed model for the new contract responds to this feedback.

Hard FM contracts:

1.6 The scope of the planned service is for statutory and routine Planned Preventative Maintenance ("PPM") in accordance with industry standards. This maintenance is based on the industry standard SFG20, and maintenance schedules have been developed to reflect the LFB estate and operational need. A reactive maintenance service is also included which provides a responsive service to breakdowns of assets and repairs. The specification also allows for the provision of procuring additional small works and minor projects. These services are critical for ensuring the estate can support LFC's operational response and provide a safe and compliant workplace for its workforce.

1.7 Benefiting from the lessons learned from the previous contracts, the LFC is seeking to secure improvements in the new contract, including having a single supplier for the entire estate to improve partnership working, and a change to the delivery of the responsive maintenance service. There have been some further minor specification changes, including response times and performance measures which will seek to address and mitigate some of the historic performance trends.

1.8 A full review of the current contract and performance has been completed, and options were reviewed to determine the best approach to the future maintenance provision. The review included consideration of disaggregation of services from both a geographic and trade basis and various commercial models (including semi-comprehensive contract, fully comprehensive or schedule of rates). In determining the chosen sourcing route, service resilience and improved efficiency in response were considered key priorities from the new contracts and will facilitate achieving value for money.

1.9 It is proposed to continue to procure the service delivery for MEP, building fabric and lift maintenance together but via a single hard services supplier for the entire estate. This is anticipated to improve consistency in working practices, sub-contractors and standards and should enable enhanced partnership working with the supplier with an improved focus and investment in the contract.

1.10 The new Hard FM services contract will be procured using a Competitive Flexible Procedure in accordance with the Procurement Act 2023. This route has been selected to attract a wider maintenance supply chain to tender for the LFC's opportunity such that it positions LFC as a key client. An Expression of Interest (EoI) to the market will be released and bidders will be invited to complete a Procurement Specific Questionnaire (PSQ). Following the evaluation of the PSQ, those quantified as successful suppliers will be sent an Invitation to Tender (ITT).

1.11 The revised specification will include a dedicated mobile multi-skilled team that is more responsive to station needs and requirements, to improve the responsiveness to minor repairs and asset failures. Providing stations with a consistent technician that will be service led encouraging ownership and collaborative working. This will be delivered via dedicated technicians attending every site on a regular schedule to deliver low priority works in efficient batches to reduce long responsive times. Analysis identified over 55% of non-urgent reactive repairs could be batched together and delivered during a planned visit. Batching works will reduce the volume of single journeys, multiple visits, and provide a more customer focused approach.

1.12 LFB is actively engaged in discussions on the EFM strategy across the GLA Group. Previous work considered collaborative procurement for Hard FM services, but the anticipated economies of scale were limited by differing security requirements, estate KPIs, service standards and budget arrangements, so a shared approach was not progressed.

1.13 The proposed LFB contract nevertheless draws on experience across the GLA Group and other large operational estates. It also introduces a mobile multi-skilled resource to undertake minor repairs without requiring specialist trade callouts. This model is already used across public-sector estates, including ambulance, education and local authority portfolios. For LFB, the benefit is a more responsive service, quicker resolution of minor defects and reduced reliance on subcontractors, while retaining a Hard FM model tailored to the needs of a 24/7 operational fire estate.

1.14 The new contract for the Hard FM maintenance will deliver the following benefits:

- Collaborating with a supplier who is adaptable to change and focused on delivering value to the LFC. The specification includes a forward-looking strategy aimed at optimising the planned maintenance regime without compromising compliance, reliability and safety across the estate. This will include a focus on technology advancements and the

efficiencies this can bring.

- To strategically focus on critical assets, meeting the LFC's needs but ensuring a compliant and consistent approach in line with the market best practice (SFG20 building maintenance standards).

- A continuous strategic review of KPIs across the length of the contract, evolving with the development of a more strategic maintenance programme, and an evolving service credit mechanism which is targeted towards outputs and impacts to refocus the service on how LFC's needs are supported and ensuring the estate is resilient. Moving away from traditional activity KPIs to output-based measures. This approach will drive a relationship that matures from compliance-policing toward shared continuous improvement.

- The performance mechanism has also been tailored to ensure its relevant and proportionate and encourages performance and swift resolution of any service issues. Refreshed and targeted key performance indicators and associated service credit regimes will encourage good performance throughout the term and seeks to address the issues identified from the current contract.

- A layered approach to approval thresholds for spend to enable urgent and critical works to progress effectively and empowering the supplier to respond whilst balancing the need to ensure value for money and compliance with contact conditions.

BeMS contract

1.15 It is further proposed to remove the BeMS scope from the hard services contract and establish a direct contract between LFC and a specialist supplier. This alignment directly supports the Carbon Net-Zero strategy and enhances operations resilience through better oversight of critical estate infrastructure.

1.16 The BeMS contract will be competitively tendered. The route to market is currently being assessed by the Property and Procurement team. All options including existing compliant publicly procured framework agreements and Competitive Flexible Procedure under the Procurement Act 2023 will be evaluated to provide a compliant mechanism while maintaining competition and demonstrating value for money.

1.17 Services included shall be:

- Maintenance of all motor control cabinets located at 92 fire stations (all non-PFI) and 3 non-operation buildings

- Maintenance PPM to SFG20 standards of all BeMS controllers and outstations

- Bureau services to provide 24 hours and seven days per week energy monitoring and BeMS controllers, sensors, field devices and communications equipment.

- Equipment failure response triage designed to identify which service is required to attend call-out for breakdowns and provide the preferred response/action.

1.18 The new contract will enable an improved focus on building energy management including greater visibility and control of BeMS performance, delivery, and monitoring of critical assets. A direct link to a specialist BeMS Bureau service to improve fault diagnosis, management of out of tolerance environmental parameters and focus on the BeMS strategy across the LFC estate.

1.19 The proposed contract term for both new contracts is four years with three optional one-year extensions. This longer-term contract will enable the development of an improved partnership approach and investment into the services to improve outputs. It is the intention to utilise the extensions providing service delivery is being achieved and market intelligence on the rates current at the time of the extension has confirmed value for money is and can still be achieved from the contract. Approval is requested for the full seven years of spend.

2 Objectives and expected outcomes

2.1 The procurement of these services will deliver the following outcomes:

- continuity of planned, remedial and statutory compliance maintenance requirements to ensure a safe and compliant workplace.
- a dedicated reactive maintenance service built around smaller, localised groups of Fire Stations, ensuring the LFC's frontline teams receive faster support, greater customer service, and a safe, well-maintained working environment.
- utilising maintenance provision to minimise asset failures and therefore optimise the workplace conditions and mitigate business as usual disruption.
- implementing maintenance best practice in the tender and contract documentation.
- utilising technology to link supplier activity to the Property Portal to provide real-time updates as well as matching maintenance requirements to actual and robust asset and condition data which will provide improved data on asset performance and contribute to an informed maintenance strategy, life cycle plan and forward works programme.
- incorporating energy initiatives including contributing to the LFC's carbon net zero targets as well as utilising maintenance related Internet of Things ("IoT") to reduce manual activities where this is feasible.

3 Values Comments

3.1 The LFC notes the Fire Standards Board requirements around adopting and embedding the Core Code of Ethics at an individual and corporate level. Following extensive engagement, the LFC has introduced Brigade values which build on and do not detract from the Code of Ethics.

3.2 This proposal for the provision of maintenance, repairs and small projects across the estate supports the values as shown below: -

- **Service – we put the public first:** by managing the upkeep of the assets and estate ensuring it is fit for purpose and supports the delivery of our functions
- **Teamwork – we work together to include everyone:** work collaboratively with the supplier to deliver added value initiatives which will add a benefit to our building users
- **Learning – we listen so that we can improve:** review approach to respond to customer feedback and services provided in line with requirements, work with supplier to ensure new assets meet correct specifications and bring a benefit, efficiencies for both

performance of asset and value for money

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 thePublic 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 An Equality Impact Assessment has been completed and the outcome of which confirms this proposal to have a low risk.

5 Other considerations

Workforce comments

5.1 Representative bodies have not been formally consulted in the development of this report. This service will replicate the existing provision and there are no workforce implications.

5.2 The successful bidder will be required to comply with Transfer of Undertakings (Protection of Employment) Regulations 2006.

Sustainability comments

5.3 This report notes that the new suppliers will allow for the enhancements of energy and sustainability initiatives including consideration of carbon net zero and the innovative maintenance technology LFC seeks.

5.4 The sustainable development team will ensure the inclusion of Social Value and Responsible Procurement requirements within the requirements of the new contracts.

5.5 The new contracts will be in excess of £100,000 and therefore in line with the Responsible Procurement Policy (PN696) LFC is required to consider how social, economic and environmental value can be generated through the contract. These commitments, in line with the GLA Group Responsible Procurement and Social Value policy, to which the LFC is a signatory, will count for a minimum of 10% of total procurement evaluated score. The Sustainable Development Team has provided key contract clauses and requirements for inclusion in the ITT documents and will continue to support contractor delivery of these commitments once mobilisation has occurred.

5.6 The successful suppliers are expected to adopt the nine provisions of the Ethical Trading Initiative's Base Code, incorporating the core International Labour Organisation conventions, or equivalent and will have to adhere to wider London Living Wage and Living Hours commitments for relevant employees and sub-contractors.

5.7 Whilst this report does not introduce any significant sustainability impacts any new policies; projects and new equipment that arise from this proposed procurement are subject to the Brigade's sustainable development impact assessment process which must be completed and submitted to the sustainable development team for review.

Procurement comments

Hard FM requirement

5.8 The LFC Procurement and Property teams have developed a procurement strategy to complete the Hard FM requirement via the Competitive Flexible Procedure under the Procurement Act 2023 which commenced in February 2025. This provides an opportunity to utilise the Competitive Flexible Procedure mechanism which allows access to wider market of suppliers and greater flexibility in the procurement process to find a supplier that meets the LFC requirements.

5.9 LFB is actively engaged in discussions on the EFM strategy across the GLA Group. Previous work considered collaborative procurement for Hard FM services, but the anticipated economies of scale were limited by differing security requirements, estate KPIs, service standards and budget arrangements, so a shared approach was not progressed.

5.10 The tender will be compliant with the LFC Scheme of Governance and Procurement legislation.

5.11 This tender will be managed by the procurement department and will be issued to the market using the In-Tend procurement platform.

The tender will be awarded to the bidder that is evaluated to provide the most advantageous tender to the LFC.

BeMS Requirement

5.12 The procurement strategy for the BeMS requirement will be developed between the LFC Procurement team and the Property Carbon and Net Zero (CNZ) team.

5.13 The Procurement team are conducting an assessment of the available routes to market to establish what available public sector frameworks are available and which suppliers operate in this specialist market.

5.14 The public sector frameworks will be evaluated to ensure that they provide a selection of suitable suppliers. If they are assessed that they do not, then a Competitive Flexible Procedure (CFP) under the Procurement Act 2023.

5.15 This tender will be managed by the procurement department and will be issued to the market using the In-Tend procurement platform.

5.16 The tender will be compliant with the LFC Scheme of Governance and Procurement legislation.

5.17 The tender will award the requirement to the bidder that is evaluated as providing best value to the LFC.

Communications comments

5.18 The paper responds to feedback from stations relating to routine, relatively minor works take a longer time to resolve and that the wrong trade can be sent to these issues. The proposal proposes introducing a new arrangement to address these concerns with the introduction of a dedicated mobile team that is more responsive to station needs and requirements.

5.19 Once approved the proposed benefits of the new contracts will be communicated with all relevant stakeholders through established methods.

5.20 Stakeholders will be consulted during the relevant stages to ensure any changes are communicated effectively and in a timely manner.

6 Financial comments

6.1 This report is requesting authority to spend revenue and capital funding for the re-

procurement of Hard FM services maintenance and Building Energy Management Systems (BeMs) maintenance contracts. The maximum contract length would be 7 years (4+1+1+1). The expenditure would cover financial years 2027/28 through to 2034/25 (assuming a contract start date of 1st June 2027). The funding source is the LFB Property Department's Building Maintenance budget.

6.2 Full details of expected contract expenditure and the associated budgetary impact can be found in Part Two of this 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.

7.2 Section 327D of the Greater London Authority Act 1999, as amended, 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.

7.3 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 Fire ('the Deputy Mayor'). In particular, 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 is identified in accordance with normal accounting practices...". The proposed expenditure exceeds this financial threshold, accordingly, prior approval from the Deputy Mayor is sought.

7.4 The Deputy Mayor for Planning, Regeneration and the Fire Service may authorise the London Fire Commissioner to commit revenue expenditure of up to the amount set out in Part Two for the building maintenance and repairs of the LFC estate.

7.5 The London Fire Commissioner may approve expenditure of up to the amount detailed in Part Two and the procurement of the maintenance services contracts for the period of up to seven years.

7.6 The London Fire Commissioner is permitted to agree to delegate authority to the Assistant Director of Procurement to enter into a contract following the public procurement exercise under Part 4 of the LFC Scheme of Governance.

List of appendices

Appendix	Title	Open or confidential*
1	Equalities Impact Assessment	Open
2	Sustainability 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

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.

LONDON FIRE BRIGADE

Equality Impact Assessment (EIA)
Initial Screening Form

A. Name, status and expected outcomes of the activity

Neil Smith
Head of Facilities Management
Property Department

This project relates to the retendering of the Facilities Management Hard Services, Small Projects and Building Energy Management maintenance contracts for London Fire Brigade estate. The contract ensures that all property assets are maintained to a safe and operational condition, and that statutory compliance obligations are not breached.

Some of the essential services included with in the contract include: the maintenance of heating, air conditioning, hot & cold-water services, fire detection & safety equipment, lifts, emergency lighting, fall arrest systems, electrical systems, and reactive repairs to building fabric (plumbing, windows, roofs, doors, and lighting).

The outcome of this activity is to ensure the provision of facilities management hard service across London Fire Brigade fire stations, in line with legal obligations under the Public Sector Equality Duty.

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

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Equality Impact Assessment (EIA)
Initial Screening Form

This assessment applies to the following groups:

- All LFB Staff
- External Visitors and members of the public
- Other building users such as tenants and contractors

C. Reason for Equality Impact Assessment

LONDON FIRE BRIGADE

Equality Impact Assessment (EIA)
Initial Screening Form

This Equality Impact Assessment is required to ensure that the retendering of the Facilities Management Hard Service Maintenance contract for the provision of repairs and maintenance of buildings and assets supports London Fire Brigade's role as an emergency and rescue response organisation.

It is important to assess any potential impact on staff, visitors, and members of the public to ensure safe, accessible, and inclusive facilities, in line with legal obligations under the Public Sector Equality Duty.

The project is not expected to have a direct impact on service users or staff. However, the maintenance and repairs contribute to the safe and effective operation of buildings and ensuring that the London Fire Brigade does not breach any legal and statutory obligations:

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
HRE36 Meeting the religious, spiritual and pastoral care needs of staff
Role to rank collective agreement 2019

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

LONDON FIRE BRIGADE

Equality Impact Assessment (EIA)
Initial Screening Form

EIA Author(s):	EIA Owner(s):
Name: Neil Smith Job title: Head of Facilities Management Department: Property & TSS	Name: Neil Smith Job title: Head of Facilities Management Department: Property & TSS

LONDON FIRE BRIGADE

Equality Impact Assessment (EIA)
Initial Screening Form

E. Equality and diversity considerations

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	Summary of impact	Is a mitigating action required?	
				Yes	No
Age	☒	☐	The provision of FM Hard Services supports the maintenance and repairs to all LFB properties and facilities; it does not specifically impact any age group of persons. The provision of maintenance and repairs of lifts, doors and access equipment may benefit specific ages groups.	☐	☒
Disability	☒	☐	The provision of FM Hard Services supports the maintenance and repairs to all LFB properties and facilities; it does not specifically impact individuals with disabilities. The maintenance of lifts, doors, lighting and access equipment may mitigate potential risks for individuals with disabilities.	☐	☒
Gender Reassignment	☒	☐	No impact is anticipated, the services carried out under this contract will be responsible for the maintenance and repair of facilities and may mitigate the risk of impact for individuals of gender reassignment.	☐	☒
Marriage / Civil Partnership	☐	☐	No impact is anticipated, the proposed activities undertaken during this process and the new service contract do not impact on an individual's marriage or civil partnership characteristics.	☐	☒
Pregnancy / Maternity	☒	☐	No adverse impact is anticipated on pregnant persons or those with young children. The activities carried out under this contract support all users of the LFB's properties and its facilities.	☒	☒
Race	☐	☐	No impact anticipated, the proposed activities undertaken during the procurement and the new contract will be in line with legal legislation and organisational policies to ensure equal opportunities.	☐	☒
Religion / Belief	☐	☐	No impact anticipated, the proposed activities undertaken during the procurement process and the new contract do not impact individuals based on religion or beliefs.	☐	☒

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Equality Impact Assessment (EIA)
Initial Screening Form

Sex	☒	☐	No impact anticipated, the proposed activities undertaken during the procurement process and the new contract do not impact individuals based on sexual orientation.	☐	☒
Sexual Orientation	☐	☐	No impact anticipated, the proposed activities undertaken during the procurement process and the new services do not impact individuals based on sexual orientation.	☐	☒
Socio Economic*	☐	☐	No impact is anticipated for those within the socio-economic demographic. The procurement process will follow a fair and transparent process, ensuring all bidders have an equal opportunity to bid.	☐	☒
Caring responsibilities*	☐	☐	No direct impact anticipated. The project relates to building maintenance and does not place additional demands or restrictions on individuals with caring responsibilities.	☐	☒

Explain why a full EIA is not required:

A full Equality Impact Assessment is not required as no significant negative impacts have been identified across any of the protected characteristics.

The activity relates to the repair and maintenance of existing buildings and infrastructure, with appropriate control measures in place to ensure safe and accessible use for all staff, visitors, and members of the public.

The service is delivered in line with legal obligations under the Public Sector Equality Duty and does not introduce any changes that would disadvantage any particular group.

There is no anticipated adverse impact on protected characteristics. The procurement process will follow organisational policies and legal g to ensure fairness, transparency, and equal opportunity for suppliers.

Indirectly, ensuring that buildings, assets and facilities are maintained supports accessibility and safety for all building users, including those with disabilities

LONDON FIRE BRIGADE

Equality Impact Assessment (EIA)
Initial Screening Form

Signed by the Submitter
Name: Neil Smith **Rank/Grade:** **Date: 08/09/2026**

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

☐ **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]

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Equality Impact Assessment (EIA)
Initial Screening Form

Amendments Post Sign Off

Sustainable Development Impact Assessment Checklist

Project Name/ Policy Name & No: Facilities Management Maintenance Services procurement

Contact Person: Neil Smith

Date completed: 08/09/2026

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 SDIA.

	Other impact assessments completed	**Yes**	**No**
1.	Has an Equalities Impact Assessment been completed?	☒	☐
2.	Has a Health, Safety and Wellbeing assessment been completed?	☐	☒

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	☒	Electricity	☒	Water	☒
Petrol or diesel	☒	Hazardous chemicals	☒	Other natural resources e.g. timber	☒

Comments:
The mobile engineers attending site may use fuel to travel across the estate, all contractors are encouraged to use electric vehicles where possible. Hazardous substances, such as oil and grease, may be used for the lubrication of machinery and equipment. All working practices employed by the Supplier shall not compromise the construction, fabric, assets, fixtures, fittings, finishing's or contents of any Commissioner's Premises at any time. All chemicals shall be pre-approved by the Commissioner's representative(s) prior to their utilisation at the Premises. Petroleum products and other inflammable or vaporising liquids, gases, solids and hazardous chemicals must only be used in accordance with applicable Regulations. The contractor is expected to highlight opportunities to improve energy performance, and where asset replacement is required that a more energy efficient alternative is procured. They are also encouraged to procure materials responsibly and recycle where possible.

4. Will this produce or reduce our production of (please tick those that apply and describe what and how):

Non-hazardous waste	☒	Hazardous waste (see PN 862)	☒	pollutants to air, land or water?	☒

Comments:
The maintenance provider may need to dispose of hazardous or pollutant substances such as grease, oils, non-biodegradable products, gases and refrigerant's, etc. They may also replace assets with more environmentally friendly products and substances. All disposal must be in accordance with legislation and provide evidence to the Commissioners Representatives where required.

5. Will this impact (positively or negatively):	Yes	No
a. Operational/business travel by staff	☒	☐
b. Travel/deliveries by our suppliers	☒	☐
c. Environmental protection at incidents	☒	☐
d. a Site of Special Scientific Interest	☐	☒
e. Gardens or other wildlife at stations/brigade sites (e.g. nesting birds or bats)	☐	☒
Comments: **There might be a requirement for LFB staff to travel to sites to meet with contractors, or our suppliers to deliver additional equipment.**		
Procurement	**Yes**	**No**
6. Will this result in the purchase of goods, services or works or influence how they are procured?	☒	☐
f. Is this for a purchase of greater than £1m?	☒	☐
g. Will this use/result in a tender for manufactured goods such as electronics, textiles, and building materials?	☒	☐
h. Will this service require low skilled/low paid employees?	☒	☐
i. Will the goods consume utilities or consumables?	☒	☐
j. Does this involve major works taking place? k. If so are BREEAM and Ecological surveys required?	☐ ☐	☒ ☒
l. Will this support future cost avoidance?	☒	☐
m. Could all or part of the purchase be provided by small or local businesses?	☒	☐
n. Could this be delivered by a voluntary/community sector organisation?	☐	☒
o. Has a Request For Tender been submitted to Procurement through hotwire?	☐	☒
Comments: **We are reprocuring the contract for the facilities management maintenance and repair of all buildings and properties. The contract duration will be 4 years, with the option to extend for a further 1 + 1 + 1 years.**		

For the SD Team to complete:

Policy sustainability risk rating: High

Inputs/outputs/ impacts to address in Full SDIA: This SDIA is high risk due to the nature of the works that will take place and the outputs of these works (waste, potential hazardous waste, risk of pollutants).

Date completed: 10/9/26 EW.