

Asbestos Consultancy Services Contract

Report to:

Investment & Finance Board.....	27 March 2025
Commissioner's Board	02 April 2025
Deputy Mayor's Fire Board.....	2 June 2025
London Fire Commissioner	

Date:

Report by:

Steve Hargreaves – Head of Technical Assurance

Report classification:

For decision

For publication

Values met

Service
Integrity
Equity
Learning

PART ONE

Non-confidential facts and advice to the decision-maker

Executive Summary

This report seeks approval to procure and award a new contract for asbestos consultancy services. The existing contract expires in November 2025 and the services are required to ensure compliance with the Control of Asbestos Regulations 2012 ("Regulations") and the Asbestos Management Plan for the Control of Asbestos in LFB (Policy 694). The contract will be procured using the Consortium Framework with a proposed contract term of three years with two optional extension years.

The scope of the contract covers all asbestos services including asbestos records, refurbishment & demolition surveys, planned annual inspections, removals, air quality testing and consultancy advice as well as the procurement of a third-party supply chain to deliver asbestos services. This combined scope of services ensures protection against potential asbestos risks for all users of the LFB estate. All asbestos related work is delivered via the appointed consultant to assure achievement of the required standards and defined processes.

The contract will also enable technical training for the Property Department to maintain competences across a suite of property disciplines.

For the London Fire Commissioner

That the London Fire Commissioner authorises the Assistant Director Procurement and Commercial to undertake the procurement of and award a contract for asbestos consultancy services in accordance with the arrangements set out in Part Two of this report.

1 Introduction and background

- 1.1 Policy 694 (Asbestos management plan for the control of asbestos in LFB) sets out the asbestos management plan for the control of asbestos across the estate and ensures asbestos is correctly managed so that no person is exposed to asbestos material in a form that can cause harm. The Control of Asbestos Regulations (Regulations) create a duty on all premises owners and premises managers to manage the risks from asbestos to those using the premises or those working within the premises and to appoint a duty holder.
- 1.2 The Asbestos Consultancy Services are required to ensure compliance with both the Regulations and obligations set out in Policy 694. The current contract, held by Tersus Ltd, is due to expire in November 2025 and has no further extensions so a new procurement is required.
- 1.3 A new contract will be awarded to an asbestos management consultancy with the relevant skills and experience to ensure asbestos containing materials are managed across the estate. This role is not considered appropriate for an in-house resource due to the technical and specialist nature of the services to be delivered. Outsourcing these services ensures London Fire Commissioner (LFC) is following best practice and the risks are managed appropriately. The broad scope of services for the asbestos consultant are:
 - a) First point of contact for all matters relating to the management of asbestos, providing advice and guidance on all matters relating to asbestos and compliance with the regulations.
 - b) Maintaining accurate and up to date asbestos information including accurate records of asbestos surveys and removals and distributing this information to the premises.
 - c) Management of the programme of asbestos surveys and removal works including the cyclical re-inspection surveys and any required air tests.
 - d) Sourcing third-party asbestos specialists to complete asbestos works such as surveys, removals, encapsulation and air tests as required. The asbestos consultant will not deliver these works directly but will source and manage the third parties and ensure they are competent and delivered in compliance with the requirements.
 - e) Provision of training as required to ensure staff are fully aware of the asbestos regulations and the obligations this puts on them.
- 1.4 The scope of the contract will also include the provision of a wider scope of technical training for Property staff to ensure technical competence and awareness. This will include accredited training in compliance activities and supports ensuring the internal technical team have the skills and competence to manage risks and responsibilities across the estate.
- 1.5 Market engagement was completed to test the proposals for these services which confirmed the proposed arrangement can be supported by the market and is in line with general practices. As part of the contract the asbestos surveys will be uploaded electronically to the Property Portal creating an electronic asbestos register to enable efficient sharing of the information with LFB staff and the supply chain.
- 1.6 The proposed term for the new contract is three years with two optional extension years. It is the intention to utilise these two extensions providing service delivery is being achieved and market rates at the time of the extension show value for money is being achieved from the contract. A review of collaboration opportunities will also be completed during the final year of the initial term before any decision is made about the extension years.
- 1.7 Key performance indicators will be included within the contract to ensure performance is managed and consistent performance levels are maintained for the duration of the contract.

The key performance indicators will cover the delivery of the planned and reactive services to the defined timescales and quality standards as well as maintenance of the asbestos records and register and compliance with the overall contract procedures.

- 1.8 There is an allocated revenue budget for asbestos services as well as a capital budget for asbestos works required as part of capital projects. The capital budget varies according to projects being delivered and approval for this spend will be secured in accordance with capital spend procedures.
- 1.9 The contract will be competitively tendered using the Consortium Framework Lot 1, which covers the required scope of services. Following initial market engagement, Bureau Veritas was considered as a potential supplier for the provision of asbestos related services. However, upon further exploration, it was confirmed that Bureau Veritas is unable to deliver the full scope of services required, which includes Consultancy, Training, Management, and the ability to quote for third-party removal works. As such, they have been ruled out as a viable option. Subsequent market research identified a suitable route to market via the Consortium Asbestos, Legionella and Mould Management Framework. We propose to use Lot 4: Asbestos, Legionella and Mould Fully Managed Service, which is specifically designed for the full-service provision required. This procurement will be conducted under the Public Contracts Regulations 2015 (PCR 2015), as the Procurement Act 2023 will not apply in this instance. Lot 4 of the framework includes two suppliers, one of whom is the incumbent provider, enabling a compliant, competitive and efficient route to award while maintaining continuity and value for money.
- 1.10 As part of the evaluation process there will be mandatory pass / fail questions to ensure the consultants have the required skills and expertise to deliver the service. The evaluation criteria and weightings will be determined and agreed between Property - Technical assurance and Procurement. There will be both a technical evaluation to assess competencies and approach to the delivery of the services and a pricing evaluation for costs.
- 1.11 To meet the timetable for award of the contract before the existing provision expires the tender will be launched to market at the end of May 2025. Tenders will be submitted in July and evaluated in accordance with the published criteria to allow the contract to be awarded in August 2025. The services will go live in November 2025.

2 Objectives and expected outcomes

- 2.1 The Asbestos Consultancy Services are required to ensure compliance with both the Regulations and obligations set out in Policy 694. This contract will ensure premises are safe for both staff and visitors and robust processes are in place to manage asbestos in the estate.

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.

The provision of this service supports the following LFB values

- **Service** – We aim to provide safe premises across the LFC estate to all users to enable our commitment to service and protect London
- **Integrity** – We will monitor and manage all asbestos across the LFC portfolio to remain

compliant with regulations and policies.

- **Equity** – We will manage asbestos to ensure all building users are kept in the healthiest condition regardless of their protective characteristics.
- **Learning** – We will deliver training to staff to ensure ongoing monitoring is delivered by competent people.

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 An Equalities Impact Assessment has been completed and is attached at Appendix 1. The outcome of the assessment is expected to consider the number of individuals affected by asbestos related illnesses and also give consideration to the training requirements of individuals with neurodivergent needs.

5 Other considerations

Workforce comments

- 5.1 The delivery of asbestos services including refurbishment & demolition surveys, planned annual inspections, removals, air quality testing, training and consultancy advice will ensure that the workforce welfare and health is maintained and risks are safely managed. It will also allow accredited training to be delivered to improve knowledge throughout the workforce.

Sustainability comments

- 5.2 This report does not introduce any significant sustainability impacts. When new policies and/or projects arise, they are subject to the Brigade's sustainable development impact assessment process.

Procurement comments

- 5.3 The requirement will be tendered in compliance with the LFB Scheme of Governance and the appropriate public sector procurement regulations.
- 5.4 LFB procurement department will manage the procurement process and issue the requirement through the LFB In-Tend procurement portal.
- 5.5 The ITT quality questions and commercial weighting will be developed jointly between Procurement and Technical Assurance.

Communications comments

- 5.6 Limited communications will be required as this contract will follow existing LFB policy and procedures. Details of the new supplier will be communicated following contract award.

6 Financial comments

- 6.1 This report seeks approval to award a contract for asbestos consultancy services by up to five further years (three years with two optional extension years), upon expiry of the current asbestos consultancy services agreement in November 2025. All costs related to the agreement will be solely funded by LFC.
- 6.2 The contract for asbestos consultancy services has been operational for a number of years, since it is an ongoing requirement. There is sufficient budget cover for the contract extensions across all years.

7 Legal Comments

- 7.1 Under section 9 of the Policing and Crime Act 2017, the London Fire Commissioner (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.
- 7.2 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 for Planning, Regeneration and the Fire Service (the "Deputy Mayor").
- 7.3 Paragraph (b) of Part 2 of the 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...".
- 7.4 The Deputy Mayor's approval is accordingly required for the LFC to enter into a contract for the services set out in this report at a value set out in part 2 to this report.
- 7.5 The Control of Asbestos Regulations (Regulations) 2012 creates a functional requirement upon the LFC by requiring that in order to manage the risk from asbestos in non-domestic premises, the duty holder in relation to those premises (the LFC for the purposes of the estate of properties owned by the LFC) must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises. If asbestos is present a plan must be produced to assess and manage the risks of the asbestos found to be present. It is therefore within the LFC's functional powers undertake the actions set out in this report.
- 7.6 The LFC may delegate authority to the Assistant Director Procurement and Commercial to undertake the procurement and award a contract.

List of appendices

Appendix	Title	Open or confidential*
1	Equalities 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

Part 1: Equality Impact Assessment – submitter to complete

Before carrying out an Equality Impact Assessment (EIA), you should familiarise yourself with the guidance notes and our other resources located within the [EIA section on Hotwire](#)

An EIA should be carried out whenever you are starting (or reviewing) any major new activity/programme/policy/project/strategy/campaign *, or where you propose changes or a review of the previous one.

*In this document, any kind of activity/programme/policy/project will be called an ACTIVITY for an easy read, while you specify the type of your event from your end.

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/programme/policy will:

- **1. eliminate discrimination, harassment, and victimisation**
- **2. advance equality of opportunity**
- **3. foster good relations between people who share a relevant protected characteristic and people who do not share it.**

In the EIA, you need to show that your activity meets the 3 conditions of the due regard, as listed above, and provide any relevant information showing that your activity caters for people with protected characteristics (where applicable), but also that it promotes equality and eliminates potential discrimination and offers additional opportunities to advance equality.

Where you identified any possible negative impacts on individuals and groups with protected characteristics, you need to complete a mitigating action plan (Section H below). After your mitigating action plan has been implemented, you need to inform the EAI Team by sending the same form again with the notification of the date when the mitigation action plan was completed.

A. Name, goal and the expected outcomes of the programme/ activity

Procurement of the Asbestos Consultancy Services. The existing contract expires in November 2025 and the services are required to ensure compliance with the Control of Asbestos Regulations 2012 (“Regulations”) and the Asbestos Management Plan for the Control of Asbestos in LFB (Policy 694).



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This procurement will allow LFB to appoint an approved specialist to undertake asbestos services including asbestos records, refurbishment & demolition surveys, planned annual inspections, removals, air quality testing, training and consultancy advice as well as the procurement of a third-party supply chain to deliver asbestos services.

B. Reason for Equality Impact Assessment

- Procurement of Asbestos Consultancy Services.

C. Names of the team responsible for the programme/ activity

Responsibility for the EIA:

Name: Steve Hargreaves

Job title: Head of Technical Assurance

Department: Property Technical Assurance

Responsibility for the whole activity:

Name: Laura Birnbaum

Job title: Assistant Director of Property & TSS

Department: LFB Property

Name: Claire Page

Job title: Head of Property

Department: LFB Property

Name: Steve Hargreaves

Job title: Head of Technical Assurance

Department: LFB Property Technical Assurance

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

Internal: All LFB Staff

External: All LFB Visitors

E. What other policies/documents are relevant to this EIA?

[Policy Number 564 - Procedure for managing asbestos in LFC premises.](#)

[Policy Number 368 - Health, safety and environmental event investigation policy](#)

[Inclusive and accessible documents for neurodivergent individuals.](#)

Public Sector Equality Duty

Equality Act 2010

[LFB Values](#)

[Community Risk Management Plan – Your London Fire Brigade](#)

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 programme/ activity may disproportionately affect any group named below?

Protected characteristics Equality Act 2010:

- Age
- Disability/Barrier
- Gender and gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race including ethnicity and nationality
- Religion or belief
- Sexual orientation

Also considering:

- Caring responsibilities
- Socio-economic backgrounds

At the end of your explanation, please, list the sources you have used.

The procurement takes into consideration all users of LFB properties that have been identified as containing asbestos.

Disability:

For those who identified themselves as having a Disability at LFB, in FRS there were 126 staff (12.55%), in Control there were 18 staff (15.79%), and in Operational, there were 369 staff (8.77%). In total, 513 staff in LFB identified as having a disability, 8.77% of the total workforce. The data does not differentiate between types of disability however, as LFB does not collect data on specifics such as exact respiratory condition.

Asbestos can affect anyone but is most likely to affect construction workers when disturbing the buildings fabric as part of carrying out the duties. Building users whether it be staff or visitors can also be impacted by asbestos during any construction works due to the dust created and therefore it is essential that the policy be followed that identifies where the asbestos is, what materials it is contained within and what the condition is.

Respiratory conditions within the wider population of London can be found below:

- According to data from the Greater London Authority, approximately 504,202 people in London are on the asthma register. [London City Hall](#)
- Additionally, it's estimated that around 600,000 Londoners suffer from asthma, including 240,000 children.
- While specific numbers for other respiratory conditions aren't readily available, respiratory diseases affect one in five people and are the third biggest cause of death in England.
- Given London's population of approximately 9 million, this suggests that a significant number of residents may be living with various respiratory conditions.

Gender:

In 2022, 1039 males died from the effects of asbestos and 750 females. Data is not available showing the ages of these individuals. No data is available showing the effects of pregnant individuals from asbestos inhalation.

Neurodivergent Individuals:

Because we know that long/text-based documents can be challenging to digest for those who are neurodivergent, it was written with the inclusive and accessible documentation, to ensure accessibility for neurodivergent individuals.

Gender reassignment:

LFB does not collect data for gender reassignment. We have considered that the use of gendered language in a policy may impact those who have (or are) undergoing gender reassignment negatively, causing psychological distress due to being misgendered. For this reason, the policy has been written in a gender-neutral format.

Sources used:

[HSE – Introduction to Asbestos Safety](#)
[Fingertips](#)
[Imperial College London](#)
[London City Hall](#)
[ONS](#)

G. Evidencing Impact

Please answer the following four questions:

G1.

a. List all the internal/external stakeholders and organisations you have consulted or contacted regarding your activity, along with the insights gained from these interactions?

I have spoken with LFB colleagues in Procurement, Finance and Sustainability regarding this procurement and they are all in agreement with the proposal to test the market for a new asbestos project.

b. Explain how you have gained and evaluated your insights and whether you intend to conduct a follow-up or seek post-activity feedback from those stakeholders?

I am asbestos trained and have experience gained over many years. The training provided is regularly updated and is UKATA affiliated. I have constant discussions with three asbestos consultancy providers and manage the whole estates monitoring and management contract as well as approving removals as and when requested by project managers.

Annual monitoring is conducted to assess the status of known asbestos in each property, with ongoing oversight for construction works at LFB premises that may disturb asbestos-containing materials. Fully licensed contractors handle all removals and perform air sampling throughout these works.

Each site with asbestos undergoes re-evaluation every 12 months, carried out by specialist assessors from the asbestos consultancy provider. Station Commanders are responsible for overseeing asbestos at their respective sites and reporting any concerns to the Property Portal Helpdesk, ensuring prompt attendance by the asbestos consultancy provider.

Further feedback is gained during FM audits and planned Health and Safety audits.

A review of feedback will be undertaken after 3 years of the new contract before the potential to extend by 2 further years is permitted.

G2. Have you faced any gaps in evidence for assessing your activity's impact, and if so, can you justify proceeding with the EIA without addressing them or are you considering a mitigation action plan?

Data has been established for the number of male and female deaths from asbestos related illness. However, even without the data, we made the assumption that individuals with this characteristic may come into LFB premises, so our assessment of impact took this into account and therefore was not hindered.

Please note that LFB does not currently collect data on:

- Pregnancy and maternity
- Gender reassignment
- Neurodiversity

G3. What adjustments have you considered for people with protected characteristics, and how does your activity promote equality of opportunity and caters for equity for them?

Disability:

- Training needs of individuals are requested at the time of training being booked with specialist training needs met when requested. The training includes visual and written formats.
- Any staff with neurodivergent needs are supported by their Station Commander on site. Training is delivered at a suitable location to support individuals with mobility needs.

G4. How do you communicate the activity to those involved, especially with protected characteristics, and have you considered diverse formats such as audio, large print, easy read, and other accessibility options in various materials?

Asbestos surveys are both available in hard and soft copies. Asbestos identification stickers are placed within properties. These are easily identifiable with clear wording and colourful. These aren't available in any other format.

Ongoing management of asbestos will result in any updates being communicated to the building users at station level. Information is held electronically on the Property portal and the Person In Control of the building as per policy 0490 has responsibility to add this to the premises log book for all visitors to view.

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 and potential adverse impact	Action being taken to mitigate or justify	Lead person/department responsible for the mitigating action
1. All staff and Visitors	Annual monitoring is in place to identify status of known asbestos within each property. Ongoing monitoring is in place for any construction works delivered to LFB premises that may disturb the asbestos containing materials. Fully licenced contractors carry out	Property



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	all removals and deliver air sampling throughout the works.	
2.		
3.		
4.		
I. Signed by the Submitter		
Name: Steve Hargreaves		
Rank/Grade: Head of Technical Assurance Grade G		
Date: 04/03/2025		



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Part 2: Inclusion team to complete - feedback and recommendations

J. EIA Outcomes

Select one of the four options below to indicate next steps:

Recommendation 1: No change required – the assessment showed that the activity is/will be robust.

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.

L. Sign off by EIA Inclusion team

Date: