

# **OneRisk Funding Envelope**

Report to: Date:

Report by: Deputy Assistant Commissioner Daniel Kipling, Prevention and Protection

Authorising Head of Service:

Assistant Commissioner Pamela Oparaocha, Prevention and Protection

Report classification:

For decision

For publication

Values met

Service Teamwork Learning

I agree the recommended decision below.

Jonathan Smith

London Fire Commissioner

T Smith

This decision was remotely
Date signed on 19 November 2025

# **PART ONE**

# Non-confidential facts and advice to the decision-maker

# **Executive Summary**

This report seeks authorisation to commit expenditure to deliver the OneRisk solution for the management of the collection and distribution of risk information. It explains the work that has taken place in recent years to determine a route to deliver the project, provides the cost breakdown, and details the key risks associated with the project at this stage.

This proposal recommends the commitment of Protection Uplift Grant Funding (PUP) for the additional Protection elements of the project, and the relevant elements are highlighted here to ensure robust evidencing throughout the project.

### For the London Fire Commissioner

The London Fire Commissioner agrees to:

- 1. Commit expenditure set out in part two of this paper for the purposes of utilising revenue expenditure to delivering the OneRisk solution over a ten-year period (2025-2035).
- 2. Committing expenditure from the Protection Uplift Grant Fund for the purpose of delivering the additional Protection elements of the OneRisk solution, with funding committed over a three-year period (2025 2027).
- 3. Delegate authority to the Assistant Director Procurement and Commercial to conduct a compliant procurement exercise and approve the award of a contract to deliver the OneRisk solution.

## 1 Introduction and background

- **1.1** London Fire Brigade (LFB) collects a significant amount and variety of building risk information. This is collected through a range of LFB functions including, but not limited to: enforcement action, prevention activity, fire station activity, data sharing by responsible persons, premises risk assessment, hydrant inspections and fire safety inspection activity.
- **1.2** The collection and internal distribution of this building risk information has evolved over the history of the Brigade and has resulted in it being stored and accessed across a range of systems which do not all speak to each other. This creates a risk of a loss of information between teams, and difficulties in information sharing.
- **1.3** LFB has been working to replace these systems with a solution that provides an integrated view of building fire-related risk across all functions. This has become known as the 'OneRisk' solution and is intended to replace existing fire safety systems (Farynor, Home Fire Safety Visit database, Operational Risk Database and other smaller systems).

- **1.4** Funding for OneRisk was originally identified in early 2021 through the decision papers LFC-0461 and LFC-0689y. The details of this funding are outlined in part two of this paper.
- **1.5** As stated in LFC-0689y, this funding was based on 'costs identified for upgrade replacement of existing systems being diverted to OneRisk solution.' It was envisaged at this time that OneRisk would continue to be a bespoke system utilising funds already earmarked for upgrades of the existing systems, although a final decision on this would be made as part of the procurement process.
- **1.6** Following approval to commit this expenditure, work commenced to explore the most effective solution. Between then and now, this exploratory work has encountered some delays, with costs met from within existing departmental budgets. Neither the capital nor the revenue allocations have yet been utilised for this project.
- **1.7** In the last 8 months the project has made significant progress and delivered key outcomes to solidify its position:
  - Detailed project and resource planning,
  - Market engagement to assess market offering,
  - Deployment of a third party consultancy to revise project requirements and support with Security Risk Assessment,
  - Dedicated IT Resources to develop key technical documentation,
  - Assessment of change management impact and training requirements,
  - Preparation of the Tender Pack for submission to the suppliers and market, and the involvement of external solicitors to support LFB's legal team to review and approve Tender Pack before submission to suppliers.
- **1.8** This work has provided clarity on the solution route, which is to procure an 'off the shelf' system. As a result, there is a revised expenditure profile, which involves transitioning to a revenue-funded solution, with costs to be met from budgets across both LFB and an application for Protection Uplift Grant (PUP) funding for additional protection expenditure.
- **1.9** The project is now ready to progress to the next critical milestones to ensure a suitable supplier is selected through the formal tender process. Submission of the tender and awarding of the contract is anticipated in Q3 2025 (Financial Year 25/26), with an aspiration to start delivery in Q1 2026 subject to budget approval.
- **1.10** This paper seeks to confirm the revised expenditure profile and gain authorisation to spend accordingly.

## 2 Objectives and expected outcomes

- **2.1** Authorisation to spend as detailed in this paper is expected to deliver the OneRisk project by August 2027, as per the project plan.
- **2.2** On implementation, OneRisk will significantly improve existing data systems through the development of new data tools. This modernisation will have a transformational impact on the way LFB collects, stores and uses risk information to enforce and manage risk in London.
- 2.3 The key protection benefits allow LFB to fulfil outcomes from the Grenfell Tower Inquiry (GTI) and integrate the introduction of the Fire Safety (England) Regulations 2022. These measures mandate that Responsible Persons (RP) share critical data with Fire and Rescue Services (FRS). The High-Rise Data Portal is the LFBs solution for receiving this information and ensuring it is accessible to all relevant personnel as needed.

**2.4** This will provide a long-term, integrated IT solution that will be more intuitive than existing systems. It will add capacity to LFB IT systems, adopting a modular approach that reduces risk and enhances management of risk data. This data will be displayed and used by all necessary stakeholders to better inform, respond, target, and actively manage the built environment and areas most at risk.

### 3 Costings

- **3.1** As detailed above, an 'off the shelf' solution has been determined to be the most effective solution. Exploratory work has allowed the project team to develop more detailed budget forecasting and milestones to deliver the solution. Further detail is provided in the confidential appendix included in part two of this paper.
- **3.2** The total revised cost for delivering this solution is detailed in part two of this paper.
- 3.3 It is recommended that the funding for the additional protection elements of OneRisk is met through an application for Protection Uplift (PUP) Grant Funding. Initial discussions have been conducted with the Home Office to determine whether this proposal would meet the requirements of the PUP fund, and these have indicated that it would.
- **3.4** At the point of these discussions taking place, no decisions had been taken on future availability of PUP funding past 2025/26.
- **3.5** The PUP funding is allocated specifically for additional Protection elements of the OneRisk solution. It is ring fenced for upfront infrastructure development, not ongoing costs such as licensing. This includes:
  - the recruitment of a Project Lead to ensure the Protection elements of the Farynor replacement are delivered;
  - the Protection proportion of the Farynor replacement digital consultancy costs for the project;
  - the Protection proportion of the Farynor replacement legal costs for the project;
  - the implementation costs of the Farynor replacement; and,
  - the Protection proportion of procurement resourcing.
- **3.6** This proportionality must be clearly laid out and evidenced as part of the project so that it is clearly shown to be the Protection elements of the project.
- **3.7** The phasing, costing per year and breakdown of these costs are detailed in the confidential appendix included in part two of this paper. This includes the elements which are PUP funded as a result of their link to additional Protection funding.
- **3.8** No commercial commitments will be made until supplier commercial information has been reviewed and validated against budget allocations, phasing and any potential long-term commitments.
- **3.9** In-house training costs for fully embedding the solution are excluded from these figures. These will need to either be absorbed by existing resources or could create additional budgetary pressures in 2026/27.

#### 4 Risks

**4.1** There remain some unknowns in this project which will become clearer as the tender process gets under way.

- **4.2** The cost forecasting is based on market research, where there is a significant variation in the balance between upfront development costs and ongoing licensing costs. This revised expenditure profile assumes an average balance between those two costs.
- **4.3** There is, therefore, a risk that ongoing costs are higher over the lifetime of the project, with lower upfront development costs. This will become clearer during the tender profile and may require a re-evaluation of the expenditure profile.
- **4.4** This proposal also relies on successful application for PUP funding. If this is unsuccessful, additional funds will need to be identified from within LFB budgets, or the project re-evaluated to be delivered within a smaller budget.
- **4.5** The risk of not delivering this proposal is that LFB will continue to operate with an increasingly outdated and unsupported system that is used by very few other services. LFB will also lose the opportunity to gain the potential strategic benefits of aligning systems with other services in the sector.
- **4.6** There are currently no assurances that PUP funding will continue to be available indefinitely. If the project is delayed there is a risk that PUP funding will cease, and LFB will need to close the funding gap itself.

#### 5 Values Comments

- **5.1** 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.
- **5.2** This proposal supports a range of the Brigade's values, including:
  - Service: improvements to how building risk information is collected, stored and distributed will directly improve the safety of communities because it will assist with Protection, and improve information available to crews at incidents.
  - Teamwork: this project will improve working practices for teams across the Brigade.
  - Learning: the improvements implemented as a result of this project are a direct result of learning from the Grenfell Tower Inquiry, and completion of those recommendations.

# **6 Equality Comments**

- **6.1** 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.
- **6.2** 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, andafter the decision has been taken.
- **6.3** 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.

- **6.4** 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.
- **6.5** 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.
- **6.6** 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.
- **6.7** 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.
- **6.8** An Equality Impact Assessment (EIA) was undertaken on 3 June 2023, and reviewed on 22 July 2025. The impact assessment found that overall the new solution would promote inclusion because accessibility tools would be enabled throughout the system. This benefit would also be enhanced by the more widespread use of PCs and tablets/laptops (instead of Citrix) where accessibility tools such as dictation, voice control and speech recognition will be able to run locally.

#### Workforce comments

- **6.9** During the exploratory phase of the project there had been around 25 stakeholder workshops involving staff from fire safety, operations (for fire stations), ICT and business intelligence.
- **6.10** At this stage of the project, OneRisk is moving into the procurement stage, with a Change Manager attached to the project, and end user working groups now sitting once a fortnight. As part of this work a full programme of engagement is being planned to ensure end users are consulted throughout the development of the system.

#### Sustainability comments

**6.11** To ensure sustainability, all strategies, policies, and projects originating from the LFB should be analysed under the Sustainable Development Impact Assessment (SDIA) process. The SDIA process supports the Brigade to avoid or minimise environmental impact and take opportunities to improve social and economic outcomes in London through the service we provide.

#### **Procurement comments**

- **6.12** The proposed procurement of One Risk solution will be undertaken in line with the London Fire Commissioner's obligations by following a compliant competitive procurement procedure. The market route for 5+5 period is via RM6259 Vertical Applications Framework Lot 5 under PCR 2015 that allows for mini-competition. This route to market provides the best value for money and most appropriately meets the LFC's technical and operational requirements.
- 6.13 The Procurement and Commercial team will support the development of the tender and evaluation methodology to ensure that the selected solution aligns with technical and security standards and delivers against the LFC's business continuity. Procurement will also engage with the appropriate teams to ensure that sustainability and cyber resilience objectives are met, and the proposed procurement complies to LFB's Scheme of Governance (SOG). The procurement will also include appropriate contract terms, including provisions for service levels, data protection, system scalability, exit management, and a break clause in alignment with legal advice. A full procurement strategy has been developed and approved in advance of commencing the procurement exercise.

#### **Communications comments**

- **6.14** This proposal has an impact on both service provision and people primarily in Prevention and Protection and at Fire Stations. It will change the systems and working practices of the impacted groups, and it is an opportunity to revisit how staff understand the collection and distribution of building risk information, and how it impacts on other staff groups.
- **6.15** A Change Manager supports the project, and end user stakeholder meetings take place once a fortnight. Part of this work includes the design of an engagement programme, which will include volunteers from each impacted staff group who will champion the project
- **6.16** Work is also under way to understand the training implications of the project, and to ensure this is tailored to individual groups, who will experience the system differently.

#### 7 Financial comments

**7.1** Financial comments are included in part two of this paper.

# **Legal Comments**

- **7.2** This report seeks the approval of additional revenue funding for a new ICT system 'LFB OneRisk Solution'.
- **7.3** 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
- **7.4** Section 1 of the Fire and Rescue Services Act 2004 ('the 2004 Act') states the Commissioner is the fire and rescue authority for Greater London.
- **7.5** Under section 327D of the GLA Act 1999 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.
- 7.6 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, Planning, Regeneration and the Fire Service (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 as identified in accordance with normal accounting practices...". The decision to procure the services as set out in the recommendation of this report exceeds this value, therefore, this report to the Deputy Mayor fulfils the aforementioned requirement in the direction.
- 7.7 The Procurement Department will be engaged in the Project Team and in the tender process from start to end to ensure compliance with the requirements set out in the applicable Procurement legislation; the GLA responsible procurement policy, and LFC's Scheme of Governance. The Project Team will also ensure the specification and end product is compliant with other requirements including and not limited to DPA/GDPR. Additionally, the external legal advice will be procured by General Counsel's Department in accordance with the requirements set out in this paragraph by way off a call off from an extant compliant framework; the 'London Borough's Legal Alliance'.
- 7.8 Section 7 of the 2004 Act requires that the Commissioner, "must make provision for the purpose of (a)extinguishing fires in its area, and (b)protecting life and property in the event of fires in its area." This includes, per section 7(2) by securing, "the provision of the personnel, services and equipment necessary efficiently to meet all normal requirements". Section 5A of the 2004 Act enables the Commissioner to "do anything it considers appropriate for the purposes of the carrying out of its functions".
- **7.9** The development and procurement of the 'OneRisk Solution' and related outputs fall within the duties and powers of the Commissioner. It will assist all staff and workers to be more efficient and effective in their day to day work, seek to address some of the recommendations from the Phase 1 GT inquiry, and generally ensure best practice in terms of data management.
- **7.10** The recommendations in this report fall within the Commissioner's powers.

# List of appendices

Appendix	Title	Open or confidential*
1	EIA	

# 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



When completing this form please use the <u>EIA guidance notes</u> and check our other resources on our dedicated <u>EIA Hotwire pages</u>

#### Part one

You will only be required to complete a full EIA assessment if:

a) as a result of completing the initial screening form, potential adverse impacts have been identified in an area of your activity requiring adjustments

The purpose of an EIA is to meet the legal obligation required under the <u>Public Sector</u> <u>Equality Duty</u> (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.

In your full EIA, you are only required to complete an assessment of any negative impacts that has been identified against any protected characteristics. Any positive impacts should be fully explained in the initial screening form. 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.

A. Summary of EIA			
B. Team responsible for the activity			
EIA Author(s):	EIA Owner(s) - individual in charge of the overall		
Name	activity:		
Name:			
Job title:	Name:		
Department:	Job title:		
	Department:		



C. What supporting policies/documents are relevant to this EIA? (Please hyperlink each document, policy, and guideline referenced below)		

#### D. Equality and diversity considerations

Describe the ways your activity is anticipated to disproportionately affect any groups with a protected characteristic listed under the Equality Act 2010.

You must make sure to list any sources you have used to complete your analysis.

Do not provide databases, graphs, or tables in this section. Just key findings and the outcomes of your learning about these different groups.

#### Age

LFB Staff who will be required to input, view or collect data for the LFB OneRisk solution, are of varying ages. They should all have been assessed as capable to undertake these tasks in order to carry out their respective roles. The new system is intended to simplify the processes, so there should not be any negative effect on staff of any age group.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The data stored in relation to the London community will range across age groups, but it is likely that the quantity of personal risk data held may be greater for the elderly. This is due to the



nature of that data, but as the data is collected in order to protect those same people from greater risk, the age effect is balanced and is therefore considered to be neutralised.

In relation to the wider community that may rely on the services of the LFB in relation to premise based risks within the LFB area, these people will be a range of different ages across the spectrum. If there is a greater risk to any particular age group, the LFB OneRisk data should be commensurate to that risk. Therefore, the effect on age is likely to be neutral.

#### Sources used:

All LFB roles are filled via a role related assessment process. There is provision of role related training, management support is afforded to those that may struggle and there are extant processes to address capability.

Review of the risk data systems that have been included in the project scope.

#### Disability

LFB Staff who will be required to input, view or collect data for the LFB OneRisk solution may have a variety of disabilities. These may range from physical disabilities to neurodiversity. It is intended that the LFB OneRisk system will be designed, to the benefit of the users, to either emulate or improve on the operating processes of existing systems. The following requirement is included in the project scope;

"Where possible, integrate technology into the new system from design to delivery for everyday use, that will support the easy use of ICT reasonable adjustments that are built into the new system and can be easily upgraded."

The new system is also intended to simplify the processes, so there should be a neutral, or possibly a positive effect for any staff members that have a disability that currently requires reasonable adjustments to use existing systems.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The risk data stored in relation to the London community is likely to be greater in relation to people with disabilities, as it is known that this can be a risk factor in relation to fire safety. However, as the data is collected in order to protect those same people from greater risk, the project impact on this particular protected characteristic is therefore considered to be neutral.

In relation to the wider community that may rely on the services of the LFB in relation to premise based risks within the LFB area, these people may have a range of different disabilities. Whilst they may be some improvement, it is unlikely that the risk data held or for this particular group will significantly change. Therefore, whilst the effect on disability groups in the wider community may improve, the impact is considered to be neutral.

#### Sources used:



Review of the risk data systems that have been included in the project scope.

Included in PID following a meeting with the Disabilities Working Group (26/10/2021)

UK Government website - Understanding accessibility requirements for public sector bodies. https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps

Review of the risk data systems that have been included in the project scope.

#### Sex

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to LFB Staff on the basis of their sex. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project is based on risk data and it is not considered that there will be any change in the current level of risk data that relates specifically to the sex of people within the London or wider community.

#### Sources used:

Review of the risk data systems that have been included in the project scope.

#### **Gender reassignment**

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to LFB Staff who may identify with this protected characteristic. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project is based on storage and access of risk data and it is not considered that there will be any change in the current level of risk data that relates specifically to people within the London or wider community that may identify within this protected characteristic.

#### Sources used:

Review of the risk data systems that have been included in the project scope.

#### Marriage or civil partnership

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to LFB Staff who may sit within this protected characteristic. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project is based on storage and access of risk data and it is not considered



that there will be any change in the current level of risk data that relates specifically to people within the London or wider community that may sit within this protected characteristic.

#### Sources used:

Review of the risk data systems that have been included in the project scope

#### **Pregnancy and maternity**

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to LFB Staff who are pregnant or on maternity leave. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project is based on storage and access of risk data and it is not considered that there will be any change in the current level of risk data that relates specifically to people within the London or wider community who are pregnant or on maternity leave. The impact is therefore considered to be neutral.

#### Sources used:

Review of the risk data systems that have been included in the project scope.

#### Race

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no user elements that specifically affect any particular race of LFB staff members. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project covers storage of and access to premises risk-based data. The project aims to improve on the current LFB systems, so it is not anticipated that there will be any detrimental effect to the London or wider community, irrespective of their race. If there is any positive effect, this change will be for the whole community, so it is anticipated that any impact will be neutral in relation to race.

#### Sources used:

Review of the risk data systems that have been included in the project scope.



#### Religion or belief

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to the particular religion of LFB Staff members. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project covers storage of and access to premises risk-based data. The project aims to improve on the current LFB systems, so it is not anticipated that there will be any detrimental effect to the London or wider community, irrespective of their religion or belief. If there is any positive effect, this change will be for the whole community, so it is anticipated that any impact will be neutral in relation to religion and belief.

#### Sources used:

Review of the risk data systems that have been included in the project scope

#### **Sexual orientation**

It is considered that whilst the LFB One Risk solution may result in some positive changes for all users, there will be no elements that specifically relate to LFB Staff who may identify with this protected characteristic. The impact is therefore considered to be neutral.

The protocol and policies relating to data collection do not sit within the scope of the LFB OneRisk Project. The LFB OneRisk Project is based on storage and access of risk data and it is not considered that there will be any change in the current level of risk data that relates specifically to people within the London or wider community that may identify within this protected characteristic.

#### Sources used:

Review of the risk data systems that have been included in the project scope.

#### Socio economic status

It is not anticipated that this proposal will impact socio economic groups differently

#### Sources used:

Review of the risk data systems that have been included in the project scope.

#### **Caring Responsibilities**

It is anticipated that this proposal will have a neutral impact on those with caring responsibilities

#### Sources used:

Review of the risk data systems that have been included in the project scope.



E. Evidencing Impact: please answer the following:		
E. (a) List all stakeholders and organisations (internal/external) you have consulted or contacted regarding your activity, making sure to seek feedback from groups that may be the most impacted by the activity.	[add text here]	
(b) Explain the insights gained, how you have/will evaluate and whether you intend seek postactivity feedback from those stakeholders/organisations?	[add text here]	
<b>F.</b> Clearly record any gaps in evidence which has limited this assessment being completed in full.		
I.e. Was there any information or data you were unable to find/collect?	[add text here]	
Consider whether you can justify continuing the activity without this information, or if a mitigating action plan is required?		
<b>G.</b> Clearly record the following:		
a) List any adjustments you will be putting in place for people with protected characteristics. Use each	[add text here]	



characteristic as a subheading, and  b) any activity to promote equity of access, opportunity, experience and outcomes?	
H. Clearly record how you will communicate the activity to those involved, especially if their protected characteristic may be a factor. You may need to consider diverse formats such as audio, large print, easy read, and other accessibility options in various materials?  Please ensure you utilise and reference the below documentation:  Inclusive and Accessible Documents for Neurodivergent Individuals - Tips and Resources 2024.pdf  The-LFB-key-EDI-terminology2024.pdf	[add text here]
I. Mitigating action plan (where a	an adverse impact has been identified, please record the
steps that are being taken to mitig	gate or justify it?)
Protected characteristic	Action being taken to mitigate or justify



Review date:



Part two: Inclusion team to complete - feedback and recommendations

J. EIA Outcomes			
☐ Recommendation 2:  Adverse impact(s) identified - activity continues with agreed justification or mitigation in place			
□ Recommendation 3:  Adverse impact(s) identified - activity paused until justification or mitigation provided  □ Recommendation 4:  Adverse impact(s) identified - activity paused due to potentially unlawful or adverse effects which cannot be reasonable justified/mitigated.			
<b>K. Feedback</b> 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.			
Name: [text here] Sign-off Date: [text here]	[text to be completed by the EIA Team]		