

Cabinet Agenda



Date: Tuesday, 9 April 2024

Time: 4.00 pm

Venue: The Council Chamber - City Hall, College Green, Bristol, BS1 5TR

Distribution:

Cabinet Members: Marley Bennett, Mayor Marvin Rees, Donald Alexander, Nicola Beech, Craig Cheney, Asher Craig, Kye Dudd, Helen Holland, Ellie King and Tom Renhard

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Issued by: Amy Rodwell, Democratic Services

City Hall, P O Box 3399, Bristol, BS1 9NE

E-mail: democratic.services@bristol.gov.uk

Date: Thursday, 28 March 2024



Agenda

PART A - Standard items of business:

1. Welcome and Safety Information

Members of the public intending to attend the meeting are asked to please note that, in the interests of health, safety and security, bags may be searched on entry to the building. Everyone attending this meeting is also asked please to behave with due courtesy and to conduct themselves in a reasonable way.

Please note: if the alarm sounds during the meeting, everyone should please exit the building via the way they came in, via the main entrance lobby area, and then the front ramp. Please then assemble on the paved area in front of the building on College Green by the flag poles.

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Conference Hall. These exit to the rear of the building. The lifts are not to be used. Then please make your way to the assembly point at the front of the building. Please do not return to the building until instructed to do so by the fire warden(s).

2. Public Forum

Members of the press and public who plan to attend a public meeting at City Hall are advised that you will be **required to sign in** when you arrive and you will be issued with a visitor pass which you will **need to display at all times**. **(Pages 6 - 8)**

Up to one hour is allowed for this item

Any member of the public or Councillor may participate in Public Forum. Petitions, statements and questions received by the deadlines below will be taken at the start of the agenda item to which they relate to.

Petitions and statements (must be about matters on the agenda):

- Members of the public and members of the council, provided they give notice in writing or by e-mail (and include their name, address, and 'details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.

- One statement per member of the public and one statement per member of council shall be admissible.



- A maximum of one minute shall be allowed to present each petition and statement.
- The deadline for receipt of petitions and statements for the 9 April Cabinet is **12 noon on Monday 8th April**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR
e-mail: democratic.services@bristol.gov.uk

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 9 April Cabinet is **5.00 pm on Wednesday 3rd April**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.
Democratic Services e-mail: democratic.services@bristol.gov.uk

When submitting a question or statement please indicate whether you are planning to attend the meeting to present your statement or receive a verbal reply to your question

3. Apologies for Absence

4. Declarations of Interest

To note any declarations of interest from the Mayor and Councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.



Any declarations of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.

5. Matters referred to the Mayor for reconsideration by a scrutiny commission or by Full Council

(subject to a maximum of three items)

6. Reports from scrutiny commission

7. Chair's Business

To note any announcements from the Chair

- Allotments Call-In Update

PART B - Key Decisions

8. Single Homelessness Accommodation Programme (SHAP) Funding Bid

(Pages 9 - 22)

9. Homelessness Prevention Grant Allocation top-up for 2024-25

(Pages 23 - 46)

10. Temporary Accommodation Update

(Pages 47 - 116)

11. Safety Valve Programme – capital funding

(Pages 117 - 165)

12. TIBCO Maintenance Contract

(Pages 166 - 178)

13. Hybrid Meeting Technology and Audio-Visual Upgrades

(Pages 179 - 196)

14. Procurement of a Legal Dynamic Purchasing System and External Legal Services



(Pages 197 - 208)

15. Increase in Fixed Penalty Notice Rates for Fly Tipping and Graffiti

(Pages 209 - 226)

16. Community Meals Service contract

(Pages 227 - 246)

PART C - Non-Key Decisions

17. Bristol's Anti Racism in Education Engagement Report

(Pages 247 - 305)



Public Information Sheet

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk.

Attendance at Public meetings

Public meetings including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny are held at City Hall.

Members of the press and public who plan to attend a public meeting at City Hall are advised that you will be **required to sign in** when you arrive and you will be issued with a visitor pass which you will **need to display at all times**.

Please be advised that you may be asked to watch the meeting on a screen in another room should the numbers attending exceed the maximum occupancy of the meeting venue.

COVID-19 Safety Measures

We request that no one attends a Council Meeting if they:

- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.

Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to democratic.services@bristol.gov.uk.

The following requirements apply:



- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting.**

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, it may be that only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.
- As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

For further information about procedure rules please refer to our Constitution

<https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>



Webcasting/ Recording of meetings

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Single Homelessness Accommodation Programme (SHAP) Funding Bid	
Ward(s)	City Wide	
Author: Paul Sylvester	Job title: Head of Service, Housing Options	
Cabinet lead: Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: To seek approval to accept and spend grant funding (revenue only) from the Single Homelessness Accommodation Programme (SHAP).		
Evidence Base:		
<p>1. Summary The Single Homelessness Accommodation Programme (SHAP) offered the opportunity to secure grant funding to increase the supply of high-quality supported accommodation which is needed to help individuals recover from the root causes of homelessness and reduce rough sleeping in Bristol. This accommodation is targeted at single people who would normally be owed a full homelessness duty and would therefore provide a cost-effective alternative to privately managed unsupported temporary accommodation.</p> <p>2. Single Homelessness Accommodation Programme (SHAP) - Overview The Department for Levelling Up, Homes and Communities (DLUHC) launched SHAP - a £200 million programme offering grant funding to increase the supply of high quality, specialist supported accommodation to address gaps in the existing homelessness pathways and achieve a sustainable reduction in rough sleeping.</p> <p>The programme was targeted at two cohorts:</p> <ol style="list-style-type: none"> 1. Single adults with a long history of rough sleeping or with complex needs. 2. Young people (aged 18-25) at risk of experiencing homelessness or rough sleeping. <p>The programme offered:</p> <ol style="list-style-type: none"> 1. Capital grant funding to deliver additional accommodation (specifically, blocks of supported housing or dispersed Housing First units). 2. Revenue grant funding to provide intensive support to tenants in the accommodation. <p>3. SHAP – Bid Process There were five rounds for submitted bids to SHAP (February, April, June, September, and November 2023).</p>		

Bids followed a two-step process:

1. Local authorities submitted a Strategic Gap Analyses to DLUHC outlining the services needed in the locality for each target cohort. In Bristol, these documents were completed with input from commissioners in Homelessness, Adult Social Care, Public Health, and Children’s Services.
2. Eligible organisations then submitted a bid directly to DLUHC for grant funding. Bids were assessed by reference to the Strategic Gap Analyses completed by the local authority to ensure that funding requested will go towards services that are needed locally.

4. BCC bids for SHAP funding

Approval was given previously for a number of successful BCC bids to SHAP:

1. Approval was granted in September 2023 to submit a bid on behalf of ARA for capital and revenue grant funding to provide 15 units of Housing First accommodation. Please see [05 September 2023 Cabinet Report, ‘Single Homeless Accommodation Programme \(SHAP\) Funding Bid’](#).
2. A bid in partnership with St Mungo’s to increase the level of support offered across 37 units of supported accommodation, spread across 5 buildings. Capital funding was not needed for this proposal as the units were already fit for purpose. This bid was approved via the exceptional approval process, owing to the short deadline for its submission. Please see [09 September 2023 Officer Executive Decision](#).
3. Approval was granted in November 2023 to submit a bid for capital and revenue grant funding to provide up to an additional 30 units of Housing First accommodation. Please see [07 November 2023 Cabinet Report, ‘Single Homelessness Accommodation Programme \(SHAP\) Funding Bid \(Expansion of Housing First\)’](#).

5. Places for People SHAP Bid

BCC Officers additionally encouraged Places for People, who are currently deliver commissioned homelessness accommodation in Bristol, to apply to SHAP for revenue grant funding to increase the level of support across a total of 38 units of supported accommodation. Places for People bid directly for the funding and were successful in securing a total of £783,255 in revenue grant funding, as set out in the following table:

Bid name	Total units	Revenue award (RDEL)				
		23/24	24/25	25/26	26/27	Total
L4 to L2 units	31	£13,578	£162,941	£172,554	£182,735	£531,808
Stonebridge Park Modular	7	£ -	£79,059	£83,724	£88,664	£ 251,447.00
Total	38	£ 13,578.00	£ 242,000.00	£ 256,278.00	£ 271,399.00	£ 783,255.00

This funding would supplement Local Authority core funding to allow Places for People services to work with clients with higher support needs than they are able to currently, helping to meet a strategic need for more ‘medium support’ accommodation. Places for People are due to start providing the new service on 1 April 2024, however SHAP bid awards were delayed by around 6 weeks so it is likely that the new service will start in 2024-25.

As Places for People bid for SHAP funding directly, it was understood that any awards would be paid to them directly. However, it has emerged that revenue only grant funding must go through local authorities and so BCC officers are seeking authority to accept and spend the above grant funding. BCC is not required to contribute any funding. BCC would be required to sign a Memorandum of Understanding outlining its responsibilities for ensuring grant funding was used for the purposes for which it was granted, including preparing an annual return confirming expenditure against grant funding received. BCC is already committed to these processes for other SHAP grant funding which has already been approved by Cabinet.

**Recommendation
That Cabinet:**

1. Authorises, the Executive Director of Growth and Regeneration, in consultation with the Cabinet Member for Housing Delivery and Homelessness, to take all steps required to accept and spend the Single Homelessness Accommodation Programme grant funding of up to £783,255 as outlined in this report.

Corporate Strategy alignment:

This proposal aligns with the following priorities in the Corporate Strategy:

1. Increase the supply of affordable homes.
2. Reduce and prevent homelessness and rough sleeping.
3. Reduce the number of households in temporary accommodation.
4. Help prevent homelessness by building and retaining social housing.

City Benefits:

1. The proposal will assist people that are rough sleeping and recovering from rough sleeping to access accommodation and support, improving their health and reducing the physical and mental health impact of living on the streets.
2. The accommodation will support the reduction of rough sleeping in the city and will prevent people from having to spend time on the streets and/or in emergency and temporary accommodation.
3. The accommodation will provide a cost-effective alternative to privately managed, unsupported temporary accommodation.

Consultation Details:

1. The proposals included in the bid were developed with the input from a range of colleagues in Housing and Landlord Services, Adult Social Care, Children’s Services and Public Health; homelessness sector partners; Registered Providers and other key stakeholders.
2. Consultation with Cabinet Member for Housing Delivery and Homes.
3. There is no requirement for public consultation.

Background Documents:

- Single Homelessness Accommodation Programme: Prospectus and guidance (outside of Greater London): <https://www.gov.uk/government/publications/single-homelessness-accommodation-programme/single-homelessness-accommodation-programme-prospectus-and-guidance-outside-of-greater-london>

Revenue Cost	£783,255	Source of Revenue Funding	External grant funding
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice:

BCC were successful with a number of applications for SHAP funding in September and November 2023. This funding will enable BCC to fill an identified gap within its Supported Accommodation Pathway that currently is not resourced in respect of dingle adults with a history of rough sleeping and young people at risk of experiencing homelessness or rough sleeping. These bids were made with and on behalf of partner organisations (ARA and St. Mungo’s) for the provision of additional Supported Housing units, as well as a revenue element to contribute to the cost of providing the services. A further bid was submitted by BCC to provide 30 Housing First Units.

Closing this gap would lead to enhanced support to single people, which it is in turn envisaged would reduce the number of cases entering into Temporary Accommodation in the future, placing further strain on what is already a

stretched and pressured budget. The current average cost of subsidy loss for Temporary Accommodation is £12,887 per annum per unit.

In addition to the applications detailed above, another deliver partner, Places for People, submitted a direct bud to DLUHC, but, whilst successful, it was later discovered that they were ineligible for the grant awarded. As a result, this report seeks approval to accept and spend this grant funding.

Without this funding, Place for People would be unable to deliver enhanced support across 38 of their supported accommodation units, which would contribute towards closing the identified gap in support provision.

Acceptance of this grant would increase the budget envelope and therefore scope to deliver more support services.

Under the terms of the Grant, an annual declaration will be required, as is the case with the existing grant arrangements for SHAP funding.

Finance Business Partner: Ben Hegarty, Finance Business Partner (Growth and Regeneration), 6 March 2024

2. Legal Advice: This report seeks approval to accept and spend grant funding. Legal Services will advise and assist in relation to the Memorandum of Understanding to spend the funding.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 4 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson, Lead Enterprise Architect, 6 March 2024

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration, 6 March 2024

EDM Sign-off	John Smith, Interim Executive Director Growth & Regeneration	13 March 2024
Cabinet Member sign-off	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	25 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO

Acceptance of SHAP award on behalf of Places for People

Negative Risks that offer a threat BCC relating to SHAP Funding Bid (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Places for People breach the conditions of the SHAP grant	Inadequate financial monitoring and management from Places for People and similarly lacking oversight from BCC.	<ul style="list-style-type: none"> * BCC are ultimately responsible for the grant, a potential breach on Places for People's part would impact BCC; * Grant funding may be withdrawn, which would have a significant impact on the service and its clients; * Any future SHAP applications submitted by BCC may have less chance of success; * The relationship between BCC and DLUHC, who are administering the grant, may be negatively impacted. 	Open	Empowering & Caring	Financial, service delivery and reputational risk	Head of Housing Options	<ul style="list-style-type: none"> * BCC have commissioned Places for People to provide a number of supported accommodation services for many years, and they have not breached any financial terms and conditions or agreements in this time. The likelihood of them doing so now is very slim; * BCC will be managing and overseeing the new Level 2 service, and will be in regular contact with Places for People and the relevant Pathway Lead in contract management meetings, during which any concerns or risks can be flagged and addressed; * The conversion of the service is being carefully planned in weekly implementation meetings between BCC, Places for People and the Pathway Lead. 	<>	1	2	2	Up to £783,255	1	3	3	Apr-24
2	Clients currently living in the Level 4 service will need to be moved elsewhere, before its conversion to Level 2.	A lack of planning and coordination may lead to delays for new Level 2 clients and inappropriate or ineffective new placements for current Level 4 clients.	<ul style="list-style-type: none"> * Clients may be moved to alternative accommodation that does not best meet their needs. This could lead to disengagement and dissatisfaction, and could undo their progress; * This may cause disruption and issues at services and accommodation to which clients are moved to; * The sourcing and arrangement of appropriate new placements may be delayed, which, in turn, will delay the start of the new Level 2 service and access to this higher level of support for those who need it. 	Open	Empowering & Caring	Service Delivery and Equalities Risk	Head of Housing Options	<ul style="list-style-type: none"> * BCC are already engaging with Places for People, pathway leads, other partners delivering pathway services, and internal Housing colleagues, to explore the full range of move-on options available for clients. This is being carefully considered against every individual client's needs and situation, to maximise the likelihood of their move-on accommodation being the best available option for them; * BCC, Places for People and the Pathway 2 Lead are meeting weekly to drive forward progress in this area, and to arrange suitable and sustainable moves as quickly as possible, to avoid delays; * BCC officers are ensuring that all required administrative tasks are completed as early as possible, and that all relevant teams are aware of the change to the service. 	<>	2	3	3	N/A	2	4	4	Apr-24

Equality Impact Assessment [version 2.12]



Title: Acceptance of Single Homeless Accommodation Programme grant funding	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Andrew Linton
Service Area: Housing Options	Lead Officer role: Commissioning Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

This proposal seeks Cabinet approval to authorise the Executive Director of Growth and Regeneration in consultation with Cabinet Member for Housing Delivery and Homes, to take all steps required to accept and spend the Single Homelessness Accommodation Programme grant funding of up to £783,255 as outlined in the attached Cabinet report.

1. Summary

The Single Homelessness Accommodation Programme (SHAP) offered the opportunity to secure grant funding to increase the supply of high-quality supported accommodation which is needed to help individuals recover from the root causes of homelessness and reduce rough sleeping in Bristol. This accommodation is targeted at single people who would normally be owed a full homelessness duty and would therefore provide a cost-effective alternative to privately managed unsupported temporary accommodation.

2. Single Homelessness Accommodation Programme (SHAP) - overview

The Department for Levelling Up, Homes and Communities (DLUHC) launched SHAP: a £200 million programme offering grant funding to increase the supply of high quality, specialist supported accommodation to address gaps in the existing homelessness pathways and achieve a sustainable reduction in rough sleeping.

The programme was targeted at two cohorts:

1. Single adults with a long history of rough sleeping or with complex needs;
2. Young people (aged 18-25) at risk of experiencing homelessness or rough sleeping.

The programme offered:

1. Capital grant funding to deliver additional accommodation (specifically, blocks of supported housing or dispersed Housing First units).
2. Revenue grant funding to provide intensive support to tenants in the accommodation.

3. SHAP – bid process

There were five rounds for submitted bids to SHAP (February, April, June, September, and November 2023).

Bids followed a two-step process:

1. Local authorities submitted a Strategic Gap Analyses to DLUHC outlining the services needed in the locality for each target cohort. In Bristol, these documents were completed with input from commissioners in Homelessness, Adult Social Care, Public Health, and Children’s Services.
2. Eligible organisations then submitted a bid directly to DLUHC for grant funding. Bids were assessed by reference to the Strategic Gap Analyses completed by the local authority to ensure that funding requested will go towards services that are needed locally.

4. BCC bids for SHAP funding

Approval was given previously for a number of successful BCC bids to SHAP:

1. Approval was granted in September 2023 to submit a bid on behalf of ARA for capital and revenue grant funding to provide 15 units of Housing First accommodation. Please see [05 September 2023 Cabinet Report, ‘Single Homeless Accommodation Programme \(SHAP\) Funding Bid’](#).
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5. Places for People SHAP bid

BCC Officers additionally encouraged Places for People, who currently deliver commissioned homelessness accommodation in Bristol, to apply to SHAP for revenue grant funding to increase the level of support across a total of 38 units of supported accommodation. Places for People bid directly for the funding and were successful in securing a total of £783,255 in revenue grant funding, as set out in the following table:

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As Places for People bid for SHAP funding directly, it was understood that any awards would be paid to them directly.

However, it has emerged that revenue-only grant funding must go through local authorities and so BCC officers are seeking authority to accept and spend the above grant funding. BCC is not required to contribute any funding. BCC would be required to sign a Memorandum of Understanding outlining its responsibilities for ensuring grant funding was used for the purposes for which it was granted, including preparing an annual return confirming expenditure against grant funding received. BCC is already committed to these processes for other SHAP grant funding which has already been approved by Cabinet.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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This proposal is requesting Cabinet's approval to accept a grant award on behalf of a commissioned provider of supported accommodation in Bristol (Places for People); BCC will then transfer the award to Places for People via a grant agreement, if this proposal is approved. The process of accepting the award and transferring the funds to Places for People will not have an equality impact. Places for People submitted the application for the award directly, and it was granted on the basis that it would be used for the purpose outlined above.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 13/3/2024	Date: 13/3/24

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Environmental Impact Assessment [version 1.0]



Proposal title: Acceptance of Single Homeless Accommodation Programme grant funding		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
Directorate: Growth and Regeneration	Lead Officer name: Andrew Linton	
Service Area: Housing Options	Lead Officer role: Commissioning Manager	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council's policies and supports the council's strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

- To seek Cabinet approval to authorise the Executive Director of Growth and Regeneration in consultation with Cabinet Member for Housing Delivery and Homes, to take all steps required to accept and spend the Single Homelessness Accommodation Programme grant funding of up to £783,255 as outlined in the attached Cabinet report.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If 'Yes' complete the rest of this assessment.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)	
<p>ENV1 Carbon neutral: Emissions of climate changing gases</p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits
	Enhancing actions
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>
	Adverse impacts
	Mitigating actions
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	

<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer: Nicola Hares – Environmental Performance Officer	Submitting author: Bethan Candlin
Date: 05/03/2024	Date: 4.3.24

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not constitute an endorsement or approval of the proposal.



Decision Pathway – Report

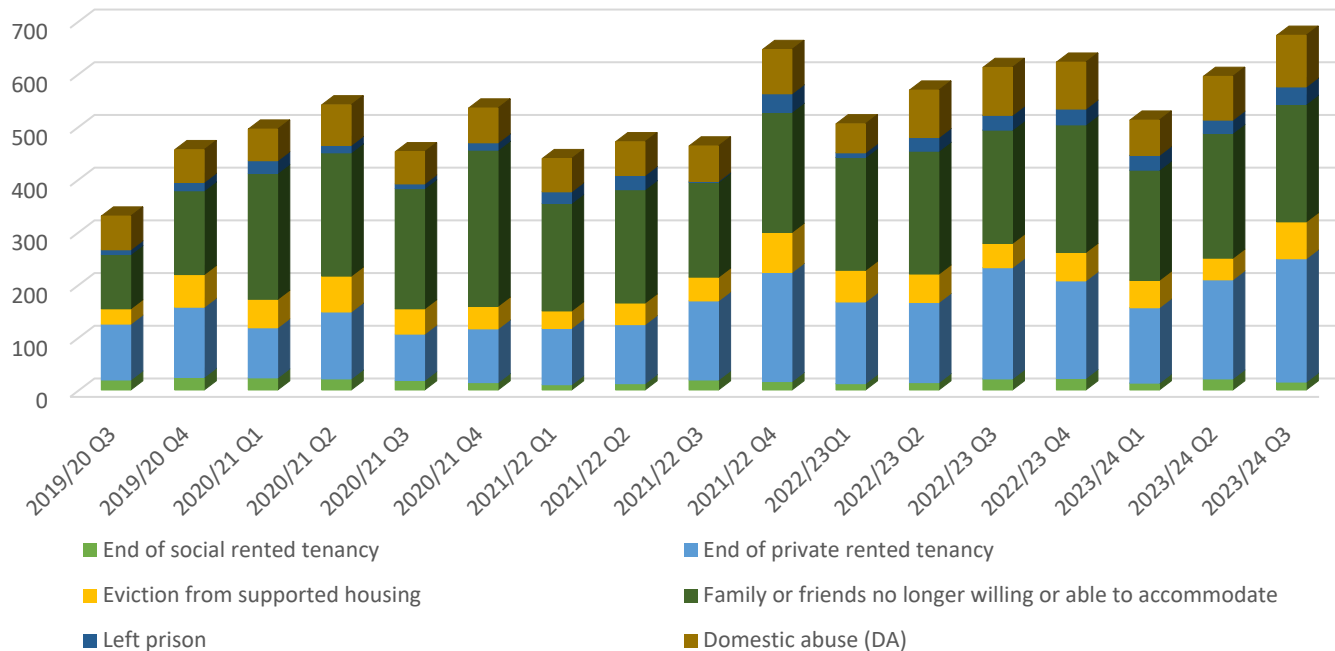
PURPOSE: Key decision

MEETING: Cabinet

DATE: 02 April 2024

TITLE	Homelessness Prevention Grant Top up 24/25		
Ward(s)	City Wide		
Author: Paul Sylvester	Job title: Head of Housing Options		
Cabinet lead: Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report			
To seek approval to accept and spend Bristol’s Homelessness Prevention Grant Allocation Top up for 2024/25 of £987,720.			
Evidence Base:			
<p>1. Background</p> <p>1.1. Homelessness pressures in Bristol</p> <p>Bristol has experienced rising rates of homelessness. Since the pandemic we have seen a 25% increase in households (average of 510 households a month) approaching Bristol City Council because of homelessness related issues. The number of households in temporary accommodation (TA) is now over 1,500.</p> <p>During the pandemic and “Everyone in” the number of single people accommodated increased significantly. Family homelessness has increased since the end of lockdowns and protections like the eviction ban. The cost-of-living crisis and continuing challenges around affordability of both home ownership and private renting are contributing to high level of homelessness presentations.</p> <p>Information below shows the main reasons for homelessness in Bristol.</p>			
1.2. Main reasons for homelessness			

Family no longer willing or able to accommodate, and end of Private Rented Tenancies continue to be the main reasons for homelessness. Not all reasons for homelessness are included here.



Reasons for homelessness/ Quarter	End of social rented tenancy	End of private rented tenancy	Eviction from supported housing	Family or friends no longer willing or able to accommodate	Left prison	Domestic abuse
2019/20 Q3	19	106	29	103	9	64
2019/20 Q4	24	133	62	159	16	62
2020/21 Q1	23	95	54	238	24	60
2020/21 Q2	21	127	68	234	14	77
2020/21 Q3	18	88	48	228	9	61
2020/21 Q4	14	102	43	296	14	66
2021/22 Q1	10	107	33	204	22	63
2021/22 Q2	12	112	41	215	34	64
2021/22 Q3	19	155	45	180	*	67
2021/22 Q4	16	207	76	228	35	84
2022/23 Q1	12	155	60	212	9	55
2022/23 Q2	14	152	54	233	26	90
2022/23 Q3	21	211	46	215	28	91
2022/23 Q4	22	185	54	242	30	89
2023/24 Q1	13	143	52	209	28	67
2023/24 Q2	21	188	41	237	25	83
2023/24 Q3	15	234	70	223	33	98

*Below 5 but not zero

Through the Council's Temporary Accommodation programme, we are focussed on reducing the costs of TA to the

authority, however with increasing demand there remains a significant pressure on Council finances.

1.3. Homelessness Prevention Grant top up 24/25

The Autumn Statement 2023 announced an additional £120 million to help councils address homelessness pressures in 2024-2025. On 28 February 2024 the government announced that England's share of that funding is £109 million and that Bristol City Council will be allocated £987,720.

The grant is ringfenced for 2024/25 and must be spent in line with the Homelessness Prevention Grant principles:

- To comply fully with the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- To ensure financial viability of services by contributing to the costs of statutory duties, including implementing the Homelessness Reduction Act and supporting with the costs of temporary accommodation.
- To reduce family temporary accommodation numbers through maximising family homelessness prevention and reduce the use of unsuitable B&Bs for families.

2. Proposals for Homelessness Prevention Grant – Top up 24/25

The additional interventions paid for by this top up will align with existing interventions paid for by our main Homelessness Prevention Grant allocation, services funded by the Council and through other grant funding like the rough sleeping initiative (RSI).

The main Homelessness Prevention Grant is used to do the following:

- Pay for additional resources to work with an increasing number of households that are homeless and to carry out the enhanced duties of the Homelessness Reduction Act 2017, with the aim of preventing homelessness and reducing TA.
- Pay for initiatives that increase access to affordable housing.
- Pay for higher quality and cost-effective supported housing as an alternative to expensive TA.
- Directly cover some costs of TA (Housing Benefit subsidy loss).

It is proposed that the Top Up grant will be used to complement existing interventions to achieve the aims set out above with a focus on investing in services to prevent homelessness.

Housing Options have commissioned a review of its preventing homelessness activities. The outcomes of the review, due in the next couple of months, will help to direct this funding to maximise homelessness prevention.

Cabinet Member Recommendations:

That Cabinet:

1. Notes the Homelessness Prevention Grant Allocation Top up for 2024/25 of £987,720.
2. Authorise the Executive Director – Growth and Regeneration, in consultation with the Cabinet Member for Housing Delivery and Homelessness to take all steps required to accept and spend the Homelessness Prevention Grant allocation as outlined in the report, including procuring and awarding contracts (which may be over £500k) in line with the procurement routes and maximum budget envelopes set out in this report.
3. Authorise the Executive Director – Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homelessness to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
4. Authorise the Executive Director – Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homelessness to take all steps required to amend the planned expenditure for the grants within the overall budget envelope set out in the report.

Corporate Strategy alignment:

- The Bristol City Council Corporate Strategy 2022- 2027 Theme 5, Our Homes and Communities Priorities has a priority on reducing and preventing homelessness and within Housing Supply Section includes to ‘make sure empty properties in that sector are brought back in to use.’
- Bristol City Council Business Plan 2018-2023 - Housing Supply- to make best use of housing supply from existing stock - KPI 2: Increase the number of private sector dwellings returned into occupation

City Benefits: Stable housing is intrinsically tied to how well people can focus on other needs or difficulties in their lives and participate within their communities. This proposal will have a positive impact on both the households who are supported and the communities they live in.

Consultation Details: N/A

Background Documents:

- [Homelessness Prevention Grant: Homes for Ukraine scheme support](#)
- [Allocations of UK-wide allocation of £120 million funding for Ukraine and Homelessness pressures 2024 – 2025: technical note](#)
- [£109 million Homelessness Prevention Grant 2024-25 top-up local authority allocations \(England only\)](#)

Revenue Cost	£987,720	Source of Revenue Funding	Homelessness Prevention Grant
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The Temporary Accommodation budget has seen large increases in spend in recent years and as such the additional £988k HPG is a welcome additional resource to help alleviate some of this pressure.

Whilst some additional funding was expected by the service, the quantum of this funding was unknown until recently. However, the additional sums received will be utilised to relieve some of the pressure currently being seen on the TA budget, through the provision of additional resource and carrying out enhanced duties in order to reduce the number of individuals and households presenting as homeless, thereby reducing the requirement for TA.

There is also the opportunity to utilise these funds for other homelessness prevention initiatives which provide an alternative to TA, such as working with the Great Western Credit Union to assist households into affordable accommodation, or the provision of additional supported housing, with the aim of assisting at risk families/individuals with the support needed to eventually obtain and sustain an ongoing tenancy in either the private or social housing rental sector.

The proposals detailed above, funded by the additional grant, are aimed at reducing the current level of TA (which currently costs BCC circa £12.9k per annum per unit through subsidy loss), and avoiding future additional costs.

Finance Business Partner: Martin Johnson – Interim Finance Manager Housing and Landlord Services 19 March 2024

2. Legal Advice: Where the grant allocation is used to procure and award contracts, the procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 20 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson – Lead Enterprise Architect 28th March 2024

4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration 21 st March 2024		
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	6 March 2024
Cabinet Member sign-off	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	25 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	26 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.9]



Title: Homelessness Prevention Grant top up 24/25	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Paul Sylvester
Service Area: Housing Options	Lead Officer role: Head of Housing Options

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Seeking approval to accept and spend Bristol’s homelessness prevention Grant top-up 24/25

The purpose of this payment is to help Council’s manage homelessness pressures.

The grant is ringfenced for 2024/25 and must be spent in line with the Homelessness Prevention Grant principles:

- To comply fully with the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- To ensure financial viability of services by contributing to the costs of statutory duties, including implementing the Homelessness Reduction Act and supporting with the costs of temporary accommodation.
- To reduce family temporary accommodation numbers through maximising family homelessness prevention

The proposal is to use the grant for a range of initiatives that:

- Pay for additional resources to deliver the initiatives and prevent homelessness.
- Pay for initiatives that increase access to affordable housing.
- Pay for initiatives to sustain tenancies and placements and prevent homelessness.
- Directly cover some costs of Temporary Accommodation (Housing Benefit subsidy loss).

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
--	------------------------------------	-----------------

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
All data/evidence below is for all households who are homeless or threatened with homelessness	
Housing Support Register	<p>Case specific database for at risk and vulnerable citywide Homelessness prevention placements</p> <p><u>Equalities data on all those currently in an HSR-Supported Accommodation service (for families, the data is for the lead household member) – 1374 people</u></p> <p><u>Gender identity</u></p> <p>Male – 60.3%</p> <p>Female – 37.2%</p> <p>Transgender – 0.5%</p>

Non-Binary – 0.2%

Prefer not to say – 0.2%

Don't Know – 1.7%

Age Range

16-17 – 1.1%

18-25 – 23.6%

26-35 – 26.6%

36-40 – 13.5%

41-50 – 24.7%

51-60 – 9.3%

61+ - 1.2%

Ethnicity

White British – 27.3%

White Irish – 0.7%

White European – 0.3%

Eastern European – 0.9%

Any other white background – 4.4%

Black/Black British – African – 9.6%

Black/Black British – Caribbean – 4.5%

Black/Black British – Somali – 1.7%

Black/Black British – Other – 1.6%

Any other Black/African/Caribbean background – 0.6%

Asian/Asian British – Bangladeshi – 0.6%

Asian/Asian British – Chinese – 0.1%

Asian/Asian British - Indian – 0.3%

Asian/Asian British – Pakistani – 2%

Asian/Asian British – Other – 1.1%

Any other Asian background – 0.3%

Arab – 1.7%

Mixed/Dual Heritage – White+Black African – 0.8%

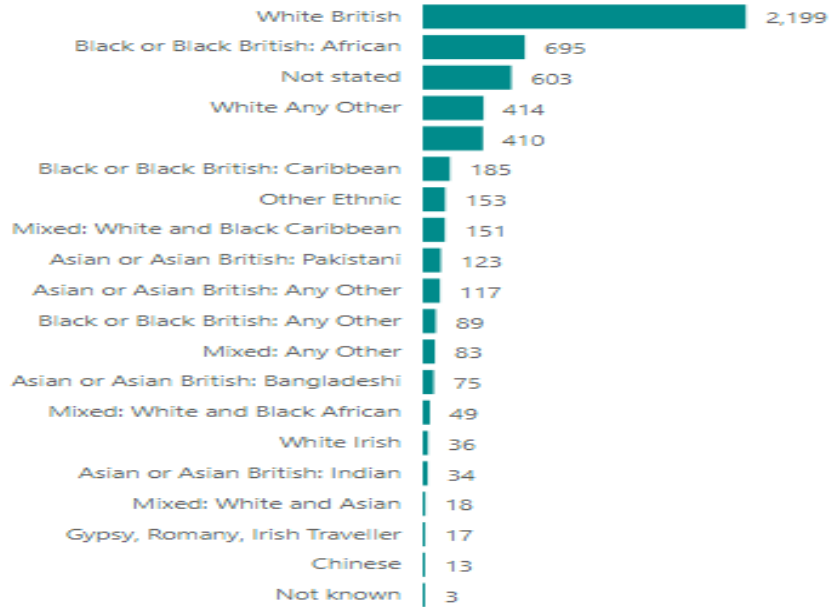
Mixed/Dual Heritage – White+Black Caribbean – 3.9%

Mixed/Dual Heritage – White+Asian – 0.4%

	<p>Any other mixed/multiple ethnic background – 0.9%</p> <p>Gypsy/Irish Traveller – 0.1%</p> <p>Any other ethnic group – 3%</p> <p>Prefer not to say – 0.4%</p> <p>Don't Know – 32.8%</p> <p><u>Religion/Beliefs</u></p> <p>Christian – 10.8%</p> <p>Muslim – 14.4%</p> <p>Buddhist – 0.2%</p> <p>Hindu – 0.1%</p> <p>Sikh – 0.1%</p> <p>Other – 1.9%</p> <p>No Religion – 40%</p> <p>Prefer not to say – 3.1%</p> <p>Don't Know – 28.7%</p> <p><u>Sexual orientation</u></p> <p>Heterosexual – 74.2%</p> <p>Gay/Lesbian – 1.4%</p> <p>Bi-sexual – 2.3%</p> <p>Other – 1.1%</p> <p>Prefer not to say – 5.5%</p> <p>Don't Know – 15.6%</p> <p><u>Consider yourself disabled?</u></p> <p>Yes – 11.1%</p> <p>No – 75.3%</p> <p>Prefer not to say – 1.2%</p> <p>Don't Know – 4.7%</p>
Abritas	<p>Case specific database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act. The data below relates to homelessness applications in the last 12 months. For data on Disability – more than one category may be chosen</p>

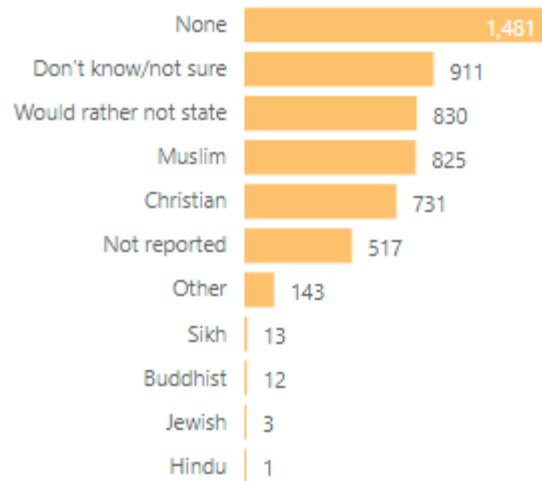
The graph lists the number of clients who have submitted a homelessness application grouped by ethnicity. There are 20 categories including White British (2199), Black or Black British: African (695), White any other (414). There are 603 applications where ethnicity is not stated and 3 applications where ethnicity is not known

Ethnicity



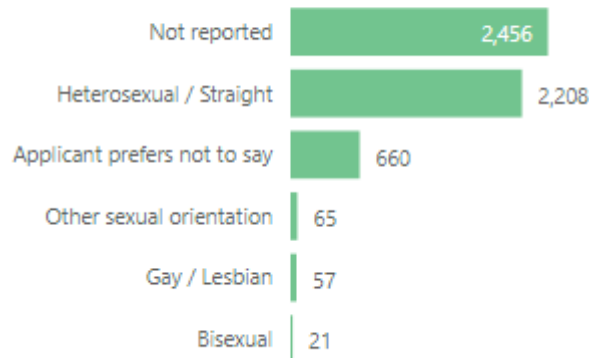
The graph lists the number of clients who have submitted a homelessness application grouped by Religion. There are 11 categories including None (1481), Muslim (825), Christian (731), Other (143), Sikh (13). The data is not complete and there are 911 don't know, 830 would rather not state and 517 not reports.

Religion



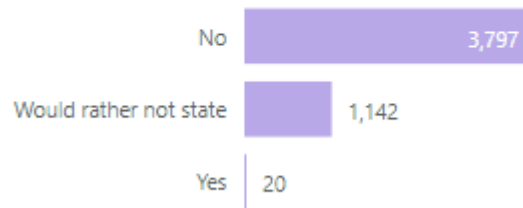
The graph lists the number of clients who have submitted a homelessness application grouped by Sexual orientation. There are 6 categories including Heterosexual (2208), would prefer not to say (660) Gay/Lesbian (57), Bisexual (21), Other (143), Sikh (13). The data is not complete and there are 2,456 applications where sexual orientation is not reported.

Sexual orientation



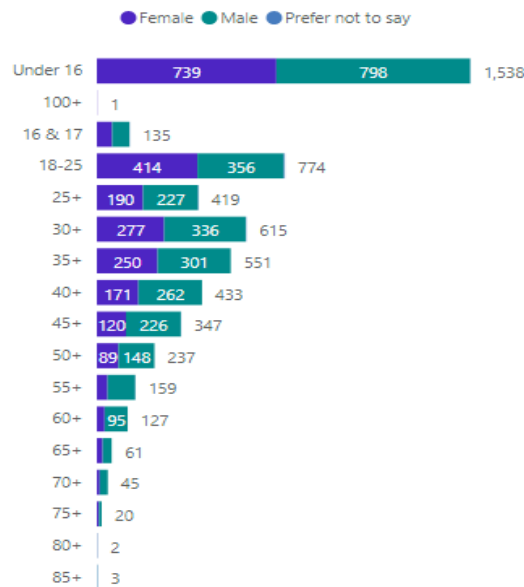
The graph lists the number of clients who have submitted a homelessness application grouped by gender identity. 20 clients have defined themselves as Transgender and 3,797 have defined themselves as not transgender. The data is not complete and there are 1,142 applications where clients would rather not state

Transgender



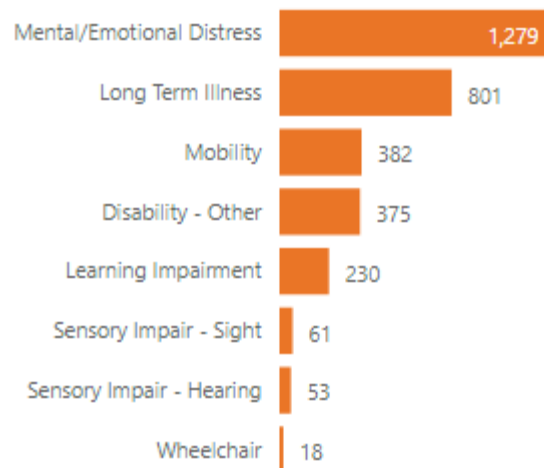
The graph lists the number of household members by age groupings and gender. There are 16 categories, including under 16, 16&17, 18-25 and then categories in 5 year groups e.g 25 – 30, 30 – 35 etc

Household members distribution by ...



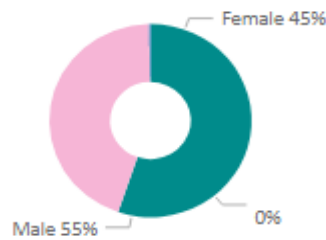
The graph lists the number of clients who have submitted a homelessness application grouped by Disability. There are 8 categories of disability including mental/emotional distress (1279), Long term illness (801) and mobility (382).

Disability*



The graph lists the number of clients who have submitted a homelessness application grouped by Gender. 45% female and 55% male

Gender distribution



Joint Strategic Needs Assessment	Citywide quarterly data, population, housing, health
National Statistics (Department of Levelling up Housing & Communities)	National Homelessness Data from quarterly returns by local government through H-CLIC returns Statutory homelessness in England: April to June 2022 - GOV.UK (www.gov.uk)
Rough Sleeping snapshot	Citywide monthly and annual street count reported to gov.uk
Population -Bristol Key Facts 2021 (March 2021 Update)	<p>The population of Bristol is estimated to be 465,900 and is expected to increase over the 25-year period (2018-43) to 532,700. This is a 15% increase and is higher than the 10% increase forecast for England. The proportion of the population who are not 'White British' has increased from 12% to 22% of the total population.</p> <p>The population of Bristol has become increasingly diverse and some local communities have changed significantly. There are now at least 45 religions, at least 187 countries of birth and at least 91 main languages spoken.</p>

	<p>Bristol has a relatively young age profile with more children aged 0-15 than people aged 65 and over.</p> <p>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1% (Hartcliffe, Withywood and Lawrence Hill)</p>
Housing -Bristol Key Facts 2021 (March 2021 Update)	<p>There are 203,490 homes in Bristol, and the average house price £309,800 against an England average of £261,900. Bristol earnings are similar to the national average resulting in affordability issues. The high cost of housing drives higher rents, meaning that housing outside of the social rented sector is becoming increasingly unaffordable.</p> <p>Bristol's tenure mix is 53% Owner Occupied, 29% Private Rented and 18% Social Rented</p>
Equalities Data (July 2022 Briefing Note)	Comprehensive data on equalities in Bristol (except Gender and Sexual Orientation, which are due to be published for the first time in October 2022)
<p>Additional comments:</p> <p>The latest national statistics (2020-21) indicate that homelessness has disproportionately affected certain communities, with single households, young people, and people of colour (especially Black/Black British people) who have seen the greatest increases.</p> <p>National statistics show 84.9% of the overall population is White British, compared to 69.6% of people experiencing or at risk of homelessness. Black/Black British is the most overrepresented ethnic group comprising 9.7% of those owed a homelessness duty. In Bristol these national figures are broadly replicated with 16% of the population who are Black, Asian and minority ethnicity, compared to 30-40% of homeless acceptances between 2012 and 2018.</p> <p>Comparing application data from Abrisitas over the last 12 months to the Bristol Census 2021 data shows that 'Asian/Asian British' are both 6.6% of homeless applicants and 6.6% of the total Bristol population. In contrast Black/Black British make up 5.9% of the Bristol population and 18% of homeless applicants and are therefore overrepresented. Mixed or 'multiple ethnic groups' are 5.5% of homeless applicants compared to 9% of the population, and White Other are 8.5% of homeless applicants compared to 9.5% of the Bristol population. Both of these broad ethnic groups are therefore underrepresented amongst homeless applicants, in particular people listing a mixed ethnic group. White British applicants are also underrepresented, with 40% of homeless applicants compared to 71.6% of the Bristol population.</p> <p>It should be noted that for 11% of applicants an ethnicity was not stated or not known, therefore there are limitations in comparing this data to the Census 2021 data. However, it is certainly evident that as with the national data, that Black/Black British is the most overrepresented broad ethnic group, and White British households are underrepresented.</p> <p>For data recorded on Abrisitas for homeless applications, there is inadequate data to compare these applicants to the Bristol data based on Religion or Sexual Orientation. 41% of applications have either don't know/not reported/rather not state as the answer for Religion, meaning it cannot reasonably be measured against Bristol population level data to analyse if certain groups are under or overrepresented. For the sexual orientation category this is even higher, as 57% of homeless applicants on Abrisitas have unreported or not stated in the data. For answering whether they were transgender, 23% of applications did not state an answer. Both these categories have substantially higher levels of not known/not reported/did not state than the Census 2021 data, where 8.48% did not answer a category for sexual orientation, and 6.73% for the gender identity question.</p> <p>Looking at the data recorded for applications by Disabled people there were 3199 people who identified as being Disabled people but as noted at the top of the Abrisitas data set for homeless applications, more than one type of Disability could be recorded per application. For example, a household may record mental/emotional distress and mobility issues. However, even with households recording in multiple categories, the data would suggest that Disabled households are overrepresented amongst homeless applicants. From the Census 2021, 19.4% of the Bristol population were Disabled people under the Equalities Act.</p>	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We know that there are gaps in our data relating to sexual orientation. We know that there are higher than average numbers of women and non-EU nationals represented in the Bristol rough sleeping population, but we do not currently know enough about the reasons why.

In general, we acknowledge that there are gaps in our knowledge about the future demands on homelessness services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

The [Homelessness & Rough Sleeping Strategy 2019-24](#), which was informed by a full public consultation with external stakeholders and service users through the Council's consultation team/on-line hub which offered surveys in alternative formats and could be requested in different languages. underwrites the provision of statutory homelessness prevention services in the city. This strategy applies multi-agency governance that includes stakeholders and those with lived experience of homelessness.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

There is quarterly reporting to the Cabinet member for Housing Delivery and Homes on activities that will deliver Corporate plan priorities, for example the prevention of homelessness, Temporary Accommodation placements and the number of people sleeping rough. Engagement with stakeholders takes place through the Homes & Communities Board, the Reducing Rough Sleeping Partnership and the Bristol Homelessness Forum.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
We have not identified any significant negative impact from the range of initiatives. Overall we expect the investment of £987,720 funding in homelessness services will only have a positive impact on people from those protected or relevant characteristic groups who are homeless or at risk of homelessness.	
It is important to note that whilst this proposal has no potentially adverse impacts, we are working within a housing market where there are challenges in securing alternative accommodation. For example, it can be more challenging for younger people due to welfare benefit restrictions and people who need adaptations to make a property accessible which limits the supply of suitable accommodation. Accommodation provided under homelessness legislation has to pass a "suitability test" which takes into account individual's needs, including protected characteristics covered under the Equality Act 2010.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Poverty is a key driver for homelessness
Mitigations:	This grant will be used to have a positive impact on clients who experience socio economic deprivation and are more likely to be homeless,
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

We expect the range of interventions to have a positive impact on people from those protected or relevant characteristic groups who are at risk of homelessness or are homeless.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
No significant negative impacts identified.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
The grant will promote equality of opportunity for households at risk of homelessness.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Monitoring of prevention grant against activities	Paul Sylvester	Monthly over 2 year period
Adjustments in expenditure against activities as and when needed – decision by Exec Director of Growth & Regeneration in conjunction with Cabinet member for Housing Deliver & Homes	Paul Sylvester	As needed during 2 year period

Improvement / action required	Responsible Officer	Timescale
Monitoring of outcomes including expenditure on Temporary Accommodation	Paul Sylvester	Monthly

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Impacts will be measured through quarterly reporting to department of levelling up communities and housing on homelessness presentation, homelessness preventions, households in Temporary Accommodation and households moving on into affordable housing. In addition to this the costs of Temporary Accommodation are monitored and reported on monthly

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 27/3/2024	Date: 27.03.2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Homelessness Prevention Grant top-up 24/25		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
Directorate: Growth and Regeneration		Lead Officer name: Paul Sylvester
Service Area: Housing Options		Lead Officer role: Head of Housing Options

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

<p>Seeking approval to accept and spend Bristol’s homelessness prevention Grant top-up 24/25</p> <p>The purpose of this payment is to help Council’s manage homelessness pressures.</p> <p>The purpose of this payment is twofold:</p> <ol style="list-style-type: none"> 1) maximise supporting the Ukrainian cohort into sustainable accommodation, for example through access to the private rented sector, employment support or facilitating ongoing sponsorship for guests’ second years in the UK. 2) used to support wider homelessness pressures. The government acknowledges that Local authorities are best placed to understand the support needed for local communities and therefore this funding may also be used to support other people at risk of homelessness in line with local pressures. <p>The proposal is to use the grant for a range of initiatives that:</p> <ul style="list-style-type: none"> • Pay for additional resources to deliver the initiatives and prevent homelessness. • Pay for initiatives that increase access to affordable housing. • Pay for initiatives to sustain tenancies and placements and prevent homelessness. • Directly cover some costs of Temporary Accommodation (Housing Benefit subsidy loss).

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]	Page 41
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The proposals relate to sustaining tenancies, preventing homelessness and supporting access to existing private rented properties

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)

ENV1 Carbon neutral: Emissions of climate changing gases

BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city

Benefits

<p>in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Enhancing actions</p>	
	<p>Adverse impacts</p>	
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Statutory duty: Prevention of Pollution to air, water, or land Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring. Further guidance <input checked="" type="checkbox"/> No impact	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not an endorsement or approval of the proposal.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
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Summary of significant adverse impacts and how they can be mitigated:
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Environmental Performance Team Reviewer:	Submitting author:
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Daniel Shelton

Paul Sylvester

Date:	Date:
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26.03.2024

22.03.2024



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Temporary Accommodation Update		
Ward(s)	Citywide		
Author: Paul Sylvester	Job title: Head of Housing Options		
Cabinet lead: Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To approve the Full Business Case (FBC) for the conditional assignment of a property lease from a Registered Provider of Social Housing and to conditionally approve the release of £980,000 of capital funding To update cabinet on plans to extend the lease with the Hospital Trust for 24 units of accommodation (see previous cabinet paper Cabinet 1 November 2022 Temporary Accommodation Partnership) and seek delegated authority for Executive Director for Growth and Regeneration to negotiate the extension of the lease. 			
<ol style="list-style-type: none"> Evidence Base: Lease of 10 flats from a Registered Provider of Social Housing As of March 2023, there were 105,000 households living in temporary accommodation (TA) across England, including 131,000 children. In 2010, there were only 49,580 households in TA. According to research from Shelter published in January 2023 the number of people identified as living in temporary accommodation had risen by an alarming 74% in the last 10 years. Of that total, more than two-thirds had been living in temporary accommodation for more than a year. Many local authorities are feeling the impact of this locally and Bristol is no different. In Bristol, demand has 			

continued to grow and there are now over 1,400 households in TA. The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing much of that accommodation is secured via expensive spot purchased accommodation from the private rental sector. The council claims some of the cost back via Housing Benefit, but this is capped by central government, linked to Local Housing Allowance (LHA) rates set in 2011, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.

5. The annual TA subsidy loss for 2024/25 is estimated to total over £17m if no steps were taken to reduce this cost. Long-term, the solution to high numbers of households in TA is to increase the amount of general needs affordable housing available and so we are working with our Housing Revenue Account (HRA) and Registered Provider (RP) partners to identify opportunities to increase our housing stock at pace. In the short-term we are working on various workstreams to reduce our dependence on expensive private-rented TA to reduce our subsidy loss.
6. Without transformation, continuing to work 'as-is' will simply see an increase in subsidy loss to the council as demand increases.
7. An opportunity has arisen to explore taking a lease (c.10 years) for a city centre building containing 10 ex-student flats for conversion and use as temporary accommodation (TA) – potentially a replica of the 'hospital trust' project, though over a longer period.
8. The building contains 34 bedrooms, and on first consideration, based on generating savings by moving people out of the most expensive accommodation we use for TA under the current Emergency Accommodation (EA) Framework, it could generate c. £237k per year (recurring) in subsidy loss savings.
9. These flats will be used for households who we have a duty to provide with temporary accommodation. These households will be registered with the council and nominated to occupy the flats until they are able to move on into settled longer-term accommodation, for example, into a private renting or a social tenancy. BCC will commission support for each household for the duration of their stay. They will be supported in areas such as finances and budgeting, physical and mental health and wellbeing, employment skills, and move on planning. A full housing management service will be implemented to ensure the building and flats

are kept to good repair and maintenance standards. Housing management and support staff will regularly visit the building to help avoid any issues that may occur during occupation. BCC will cover any void periods, however, the demand for TA as mentioned above provides confidence that voids will be minimal during the lease length.

10. A full legal report on title has been commissioned, that sets out the liabilities that the council would incur under any assignment and confirms that those liabilities have been appropriately factored into the financial modelling within the Full Business Case.
11. The next steps for the project will be to first agree the lease with the third party, then carry out surveys and begin the necessary conversion works to bring them up to the standards required for TA. It's assumed that the conversion works for all the flats in the block would complete at the same time, and then households would be moved in as needed. Households would then move out as and when suitable longer-term accommodation is found for them, and other households in need of TA would be brought in.
12. If there were found to be issues in some flats that were more substantial than others, there could be a case for following a more incremental project approach, where households could move into some flats while others were still being worked on, but this would only be allowed if it is safe for the households to be on site.
13. The proposal is estimated to provide savings of £237,000 per annum in subsidy loss savings, by transferring clients from our expensive accommodation through the EA framework into these units.

14. Extending the Lease on 24 Units with the Hospital Trust

15. In November 2022, Cabinet agreed that the council should proceed with leasing 24 units of accommodation from the Hospital Trust, for use as Temporary Accommodation. The initial lease was due to expire in October 2024, but it was noted that there could be an option to extend the lease, which would provide the council with a greater return on its investment in the refurbishment of these flats. The council has spent £800,000 on the refurbishment, so a longer term on the lease will increase value for money.
16. This would also provide the council with additional availability for temporary accommodation over a number of years, at a time when we are seeing unprecedented increase in demand for TA. This benefits families who

need temporary accommodation, as well as saving the council money by reducing the amount of subsidy loss on placements into these flats, resulting in savings of £328,000 per annum.

Cabinet Member/ Officer Recommendations:

That Cabinet:

1. Approves the Full Business Case at Appendix A and exempt appendix I and the allocation of the capital budget up to £980,000, to support the delivery of the refurbishment of the city centre flats.
2. Approves the assignment of a property lease from a Registered Provider of Social Housing, pending a satisfactory property review to confirm the costs set out in the Full Business Case (£980,000).
3. Authorises the Executive Director – Growth and Regeneration in consultation with Cabinet Member with responsibility for Housing Delivery and Homelessness and the Director of Finance (\$151 Officer) to take all steps required to negotiate the assignment of the property lease and procure and award contracts (which may be over the key decision threshold) for the refurbishment of the city centre flats for use as TA.
4. Authorises the Executive Director – Growth and Regeneration in consultation with Cabinet Member with responsibility for Housing Delivery and Homelessness and the Director of Finance (\$151 Officer) to take all steps required to negotiate the extension of the lease with the Hospital Trust, to maximise savings through the continued use of the 24 flats for TA.

Corporate Strategy alignment:

1. These work streams support the following themes within the Corporate Strategy:
2. HC2 - Low or zero carbon homes: new builds and refurbishments will increase the number of low carbon homes. A sustainably sensitive conversion of the building will increase its EPC rating.
3. HC3 - Homelessness: Cost effective Temporary Accommodation for people who are homeless will increase.

City Benefits:

1. Both items in this proposal will provide good quality temporary accommodation for households who need it, preventing them from being placed into unsuitable TA such as hotels.
2. The buildings will be energy efficient and low carbon homes.

Consultation Details:

1. The proposal has been discussed at Cabinet Member briefing on 25 March 2024.

Background Documents:[Cabinet 1 November 2022 Temporary Accommodation Partnership](#)[6 June 2023 Temporary Accommodation](#)

Revenue Cost	N/A	Source of Revenue Funding	N/A
Capital Cost	£980,000	Source of Capital Funding	Prudential Borrowing through Invest to Save
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:**1. Finance Advice:**

Temporary Accommodation (TA) demand and cost pressures continue to increase across Bristol, as well as the country as a whole.

As a result, the reduction of TA costs has been identified as one of the top 4 priority savings areas within the Council. The proposal outlined in this report would deliver savings of £237k p.a. against these costs. The savings generated are sufficient to repay the total funding requirement of £980k over a nine-year period at an interest rate of 5%. Residual revenue savings after these repayments are £99k p.a.

Borrowings repaid could then be available for any further invest to save initiatives.

A Net Present Value (NPV), Internal Rate of Return and Payback calculation have been undertaken on this appraisal, the results of which are shown in section 3 of the appended Full Business Case. All three metrics demonstrate the proposal to be a viable option in delivering a medium to long term contribution towards the savings requirement.

Finance Business Partner: Martin Johnson - Interim Finance Manager Housing and Landlord Services 6 March 2024

2. Legal Advice:

The Council's power to acquire property by agreement and at market value falls within the Local Government Act 1972 for the purpose of any of its functions or for the benefit, improvement or development of the area.

Terms for the assignment of the lease and grant of new lease should be approved by Legal Services to ensure no hidden cost for the Council and subsidy loss margins are maintained.

Legal Team Leader: Andrew Jones - Team Manager 8 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson - Lead Enterprise Architect 8 March 2024

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner 7 March 2024

EDM Sign-off	John Smith – Exec Director Growth and Regeneration	13 March 2024
Cabinet Member sign-off	Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	25 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 March 2024

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO

Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

This template is applicable for **both CHANGE & CAPITAL** portfolio

Full Business Case



[Business case guidance](#) (Change and Capital). Please talk to [PMO](#) if you wish to deviate from this template.

A. PROJECT SUMMARY INFORMATION

Project Name:	Lease and refurbish flats [redacted] ¹
Project ID (if known):	22SA665
Capital Ref (if applicable):	e.g. PL04
Cabinet Member:	Cllr Tom Renhard
Sponsor (usually lead Director):	John Smith
Project Executive (usually lead Head of Service):	Louise Davidson
Lead Directorate:	Growth and Regeneration
Associated service areas:	Housing and Landlord Services
Any 'critical services' affected (Civil Contingency webpages)	Housing/homelessness
Report lead author(s):	[redacted] ²

B. ORGANISATIONAL CONTEXT

Alignment to the Corporate Strategy's 5 key principles:	<input checked="" type="checkbox"/> Development and delivery <input type="checkbox"/> Environmental Sustainability <input type="checkbox"/> Equality and Inclusion <input type="checkbox"/> Resilience <input type="checkbox"/> World-class employment <input type="checkbox"/> No direct alignment
Alignment to the 7 the Corporate Strategy Theme(s):	<input type="checkbox"/> Children and young people <input type="checkbox"/> Economy and skills <input type="checkbox"/> Environment and sustainability <input type="checkbox"/> Health, care and wellbeing <input checked="" type="checkbox"/> Homes and communities <input type="checkbox"/> Transport and connectivity <input type="checkbox"/> Effective development organisation <input type="checkbox"/> No direct alignment
Primary Capital investment principle (Capital Strategy):	<input type="checkbox"/> Invest to grow <input type="checkbox"/> Invest to maintain <input checked="" type="checkbox"/> Invest to save <input type="checkbox"/> None <input type="checkbox"/> N/A – not capital
Project category:	<input checked="" type="checkbox"/> Saving delivery <input checked="" type="checkbox"/> Compliance / Statutory <input type="checkbox"/> Risk reduction <input checked="" type="checkbox"/> Cost avoidance <input type="checkbox"/> Improved service/ City outcomes <input type="checkbox"/> Enabling <input type="checkbox"/> Urgent
Contribution to Climate / environmental targets	
Portfolio Prioritisation Position:	<p>Change Portfolio - form to be completed which will an objective prioritisation ranking (based on agreed criteria by CLB). E-mail the team once submitted changeservices@bristol.gov.uk so form can be reviewed and your corresponding priority position confirmed.</p> <p>Capital Portfolio – Prioritisation is conducted annually through capital portfolio setting. Any additions to the portfolio to be agreed by CIB.</p>
Council MTFP Budget saving delivery – only if your project directly delivers/supports a	<p>Saving ID: N/A</p> <p>Savings description (as stated in approved budget): <Text></p>

¹ Negotiations ongoing – commercially sensitive

² Non head of service staff

committed MTFP budget savings:		YY/YY £'000s	YY/YY £'000s	YY/YY £'000s	YY/YY £'000s	YY/YY £'000s	Full Yr recurring £'000s
	Saving						

C. LIFECYCLE STAGE

What lifecycle stages have you already completed/ had approved?	<input checked="" type="checkbox"/> Mandate <input type="checkbox"/> Strategic Outline Case <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case (in delivery) <input type="checkbox"/> None of the above <input type="checkbox"/> Other [Please specify]
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D. DOCUMENT CONTROL

Document status:	<input checked="" type="checkbox"/> Draft <input type="checkbox"/> Final		
Document owner:			
Version	Author(s)	Description	Date
V00_01	[redacted] ³	First draft	09/02/2024
<V1_00>		<FINAL SIGNED OFF VERSION>	

EXECUTIVE SUMMARY: DECISION REQUIRED

Decisions requested for Full Business Case sign-off:

- Approve £980k for refurbishment works on 10 city centre flats to be used as Temporary Accommodation (TA)
- Approve the ongoing lease of the flats for up to 10 years, for use as TA

The Service Area Lead prioritising availability to support the progress of the next phase of work is **Louise Davidson**

Has a [business case on a page](#) been produced and appended Yes No

Project context summary:

The annual TA subsidy loss for 2024/25 is estimated to total over £17m if no steps were taken to reduce this cost. Long-term, the solution to high numbers of households in TA is to increase the number of general needs affordable housing available and so we are working with our Housing Revenue Account (HRA) and Registered Provider (RP) partners to identify opportunities to increase our housing stock at pace. In the short-term we are working on various workstreams to reduce our dependence on expensive private-rented TA to reduce our subsidy loss.

This specific opportunity has come through the challenge from CLB to find new ways of working through transformation to drive down costs of TA and create new sustainable ways of working into the future addressing

³ Non head of service staff

both our current subsidy loss pressure and the growing demand. Without transformation, continuing to work ‘as-is’ will simply see an increase in subsidy loss to the council made as demand increases.

An opportunity has arisen to explore taking a lease (c.10 years) for a building [redacted]⁴ for conversion and use as temporary accommodation (TA) – potentially a replication of the ‘hospital trust’ project, though over a longer period.

The building contains 34 bedrooms, and on first consideration, based on generating savings by moving people out of the most expensive accommodation we use for TA under the current Emergency Accommodation Framework, it could generate c. £237k (recurring) per year in subsidy loss savings.

Any key changes since Outline Business Case approval:

N/A

Recommended option:

Refurbish the flats to produce 10 flats for families who need Temporary Accommodation.

Anticipated cost/benefit profile for preferred option:

[redacted]⁵

Identified sources of funding (including any shortfall):

- £980k agreed in principle by s151 Officer to come from Capital Invest to Save fund
- Shortfall: £0

Anticipated key measurable (non-financial) benefits:

- 10 families benefit from appropriate TA [redacted]⁶

Estimated timescale to deliver:

- Baseline completion date based on estimated start date: 02/04/2024
- Baseline completion date: 1 October 2024

Learning from previous work

- We’ve reviewed lessons learned from the Hospital Trust Project – this has influenced us to build in some extra contingency budget and time.

Any decisions / endorsements already secured:

S151 officer agreed in principle on 30th January 2024, subject to legal and financial appraisals, which have now been sought.

Total spend to date - New costs:	£'000s
Total spend to date - Opp costs:	£'000s
New costs to deliver project:	£980
Opportunity costs to deliver project:	£'000s
Funding required:	£'000s
Funding source(s):	Capital – Invest To Save
Est. timescale for project delivery:	6 months

⁴ Negotiations ongoing – commercially sensitive

⁵ Negotiations ongoing – commercially sensitive

⁶ Negotiations ongoing – commercially sensitive

Full Business Case

The FBC focuses upon revisiting and updating the conclusions of the OBC, documenting outcomes of any procurement completed, and prepares for successful delivery.

1. Strategic Case – Overarching case for change

As of March 2023, there were 105,000 households living in temporary accommodation (TA) across England, including 131,000 children. In 2010, there were only 49,580 households in TA. According to research from Shelter published in January 2023 the number of people identified as living in temporary accommodation had risen by an alarming 74% in the last 10 years. Of that total, more than two-thirds had been living in temporary accommodation for more than a year.

Many local authorities are feeling the impact of this locally and Bristol is no different. In Bristol, demand has continued to grow and there are now over 1,400 households in TA. The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing much of that accommodation is secured via expensive spot purchased accommodation from the private rental sector. The council claims some of the cost back via Housing Benefit, but this is capped by central government, linked to Local Housing Allowance (LHA) rates set in 2011, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.

The annual TA subsidy loss for 2024/25 is estimated to total over £17m if no steps were taken to reduce this cost. Long-term, the solution to high numbers of households in TA is to increase the number of general needs affordable housing available and so we are working with our Housing Revenue Account (HRA) and Registered Provider (RP) partners to identify opportunities to increase our housing stock at pace. In the short-term we are working on various workstreams to reduce our dependence on expensive private-rented TA to reduce our subsidy loss.

This specific opportunity has come through the challenge from CLB to find new ways of working through transformation to drive down costs of TA and create new sustainable ways of working into the future addressing both our current subsidy loss pressure and the growing demand. Without transformation, continuing to work 'as-is' will simply see an increase in subsidy loss to the council made as demand increases.

An opportunity has arisen to explore taking a lease (c.10 years) for a building **[redacted]**⁷ for conversion and use as temporary accommodation (TA) – potentially a replication of the 'hospital trust' project, though over a longer period.

The building contains 34 bedrooms, and on first consideration, based on generating savings by moving people out of the most expensive accommodation we use for TA under the current Emergency Accommodation Framework, it could generate c. £237k (recurring) per year in subsidy loss savings.

The building will require an upfront investment to convert which, for the purpose of this form, we have assumed to be £880k, plus there is a remediation contingency at the end of the lease of £100k. However, it must be stressed that this opportunity has arisen very recently and so far, very little due diligence has been undertaken. Site visits will be followed by the appropriate due diligence and project plan development.

Strategic Case and summary of the project

This project aligns firstly with the 'top 4' priorities – supporting the reduction of the ongoing revenue cost of subsidy loss against temporary accommodation.

It will support many of the different themes within the corporate strategy including:

⁷ Negotiations ongoing – commercially sensitive

Appendix A

- HC2 - Low or zero carbon homes: new builds and refurbishments will increase the number of low carbon homes. A sustainably sensitive conversion of the building will increase its EPC rating.
- HC3 - Homelessness: Cost effective Temporary Accommodation for people who are homeless will increase.
- Health, Care and Wellbeing: supporting the most vulnerable in our society by providing somewhere suitable for them to live.
- Homes and communities: by increasing supply of housing for temporary accommodation.

This project was considered by the s151 officer as an invest to save opportunity, and agreement in principle was given on 30th January 2024.

Assessment of feedback at mandate stage

Role/ Commenter	Commentary Provided at Mandate	Were any flags raised? Y/N	If yes, have they been addressed in the FBC and how?
Finance – [redacted]⁸	<p>S151 officer is requesting more information on the liability (in terms of the asset) that the council is leasing is exposed to.</p> <p>i.e. – does lessor maintain the liability for the fabric of the building, roof, walls, infrastructure and the Council only manages and maintains the units / flats.</p> <p>Are there any clauses within the lease that passes any risk onto the Council, Inflation, interest etc.</p>	N	We have sought Financial Appraisal from our Finance colleagues and commissioned a Legal appraisal.
Procurement and Contract Management [redacted]⁹	No costs have been included for Procurement and contract management resources that will be needed to implement the project	N	Procurement Specialist has confirmed that we could direct award from a framework, and procurement support costs would be for 5 days' work – we have enough in the project budget to cover this.

Changes since Mandate approval stage

A full legal report on title has been commissioned, that sets out the liabilities that the council would incur under any assignment and confirms that those liabilities have been appropriately factored into the financial modelling

⁸ Name redacted

⁹ Name redacted

within the Full Business Case.

Target benefits

Description	Type (<i>financial, non-financial</i>)	Metric / KPI & Target	Benefit Owner	Assumption(s)
Cost avoidance savings	Financial	£237k per annum	Paul Sylvester	Taken from financial spreadsheet
Additional family TA in central Bristol	Non-financial	10 flats delivered and used as TA by October 2024	Paul Sylvester	The 10 flats to be used as family TA, in addition to existing TA placements across the city.

2. Economic Case - Preferred Option Detail

Reminder of options, and confirmed preferred option

We considered options of placing single people or families in need of TA into the flats. The Housing Options team visited the flats 10th November 2023 and recommended them for use as temporary accommodation for families. The configuration of the block as shown in the plans are:

- 3 x 2-bed flats,
- 1 x 3-bed flat,
- 5 x 4-bed flats,
- 1 x 5-bed flat

[redacted]¹⁰

The flats are all furnished with white goods included. However, we later learnt that the fire regs works needed throughout the block include replacing all the furniture with items made from fire retardant materials.

[redacted]¹¹ The block has no lifts and so all flats therefore have stair access only. This would be an issue for families with very young children, so that would need to be considered when placing families.

Project scope – What will and won't be impacted

Example: List out all the elements that could/are likely to be impacted or affected by this project. State n/a where nothing relevant. **Note you may be able to lift/copy this from your previous Mandate or OBC and adapt for any latest changes.**

<i>In Scope</i>	
1	Processes, citizen interactions, business models, services to citizens <ul style="list-style-type: none"> • Potential new model of leasing accommodation – needs to be checked in line with potential new changes to rules about treatment of the lease.

¹⁰ Negotiations ongoing – commercially sensitive

¹¹ Negotiations ongoing – commercially sensitive

2	Organisational structures/ services, roles, culture and skills/capabilities.	<ul style="list-style-type: none"> No change to organisational structures or people's roles in BCC A development PM will need to be recruited to manage this project
3	Technology systems /applications/ hardware, buildings/accommodation/land, equipment/machinery etc	<ul style="list-style-type: none"> Conversions to new building – the building will be converted to meet TA standards and will then be part of BCC's internal TA stock for up to 10 years (when the lease ends) No new technology requirements
4	Information and data incl. data cleansing or/and data migration, and performance metrics	<ul style="list-style-type: none"> Building will need to be added to the portfolio of TA, so that bookings can be made and reporting can be carried out on the use of the building as TA. This may include adding the building to the HSR and CX systems
5	Contracts, suppliers Leases and relevant leaseholders	<ul style="list-style-type: none"> Procurement of a developer/contractor to carry out conversion works Lease with [redacted]¹² for use of the flats – replacing rents currently paid for TA
5	Other (anything not covered by the above)	

Project scope – SMART Objectives (deliverables)

These objectives should all be completed and implemented by the conclusion of the project and assessed within your project closure. **These are not to be mistaken with your target **benefits** that you hope/expect will occur as a logical result of your project's implementation**

	Specific	Measurable	Attainable	Relevant/Realistic	Timebound (by when?)
1	Terms of lease agreed and approved	Terms of lease approved by Legal and Finance	Legal and financial appraisals being sought before 2 nd April	Realistic if legal work can be instructed by 08/03/2024	02/04/2024
2	Procurement of contractors to carry out conversion works	Contractors appointed who can carry out the conversion works required	Use the strategic partner for speed and reliability.	We will use the Strategic Partner.	30/04/2024
3	Conversion works completed	10 flats converted to TA standards	Site visit to confirm doable.	Site visit and surveys to confirm exactly what needs to be done	30/09/2024
4	All units allocated for use as TA	10 units allocated for use as TA	Weekly Direct Offer Meetings will enable this to happen	There is an established process to enable this	Within 4 weeks of practical completion – 25/10/2024

¹² Negotiations ongoing – commercially sensitive

5	Savings logged and monitored	Savings to be logged on programme savings tracker as soon as units are occupied.	We have a savings tracker already in use which is functional for tracking savings such as these	Savings forecast will be logged on the tracker we use for TA Programme savings, and then updated with actuals as the units are occupied.	Between 16/09/2024 and 25/10/2024
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3. Financial Case – Affordability and Fundability

Summary Financials

The below table provides summary detail of the ‘most likely’ financial case for the total life of the project (one off and ongoing implications).

[redacted]¹³

For capital funded ‘invest to save’, please also provide the following (seeking financial support to complete):

[redacted]¹⁴

One off investment costs and proposed funding sources

Total Costs required		24/25	YY/YY	YY/YY	YY/YY	34/35	Total costs/ total funding needed
Total one-off costs required		£880,000	£	£	£	£100,000	£980,000
Funding Source (incl. capital ref / budget holder/ cost centre if known)	Funding Approval status	24/25	YY/YY	YY/YY	YY/YY	34/35	Total Amount per funding source
Capital Outlay for refurbishment works	<i>Approved in principle by S151 Officer 30/01/2024</i>	£880,000					£880,000
							£
		£	£	£	£	£100,000	£100,000
Total per year		£880,000	£	£	£	£100,000	£980,000

Total funding identified	£980,000
Shortfall (if applicable)	£
Shortfall commentary:	

¹³ Negotiations ongoing – commercially sensitive

¹⁴ Negotiations ongoing – commercially sensitive

Ongoing revenue implications (and funding)

[See financial sheet for full details]

Type - Cost/ Saving	Description/ Metric	Budget affected (and budget owner)	Year of impact (indicate if full or part year effect in the first year)	Comments/ Assumption(s)
Cost	staff costs (increasing 2% p/a) [redacted] ¹⁵	Housing Options Paul Sylvester	50% in 24/25 and FYE from 25/26	
Cost	Lease [redacted] ¹⁶	Housing Options Paul Sylvester	24/25	
Saving	Subsidy Loss Saving £237k p/a [redacted] ¹⁷	Housing Options Paul Sylvester	50% 24/25 and FYE 25/26 onwards	
Income	Housing Benefit Income [redacted] ¹⁸	Housing Options Paul Sylvester	50% 24/25, FYE 25/26 onwards	

4. Management Case – How the project will be delivered and managed**Implementation Approach**

These flats will be used for families who have become homeless and need TA. These families will be registered with the council and nominated to occupy the flats until they are able to move on into settled longer-term accommodation. For example, into a private renting or a social tenancy. BCC will commission support for each family for the duration of their stay. They will be supported in areas such as, finances and budgeting, physical and mental health and wellbeing, employment skills and move on planning. A full housing management service will be implemented to ensure the building and flats are kept to good repair and maintenance standards. Housing management and support staff will regularly visit the building to help avoid any issues that may occur during

¹⁵ All ongoing revenue costs that could impact the negotiations redacted as commercially sensitive

¹⁶ All ongoing revenue costs that could impact the negotiations redacted as commercially sensitive

¹⁷ All ongoing revenue costs that could impact the negotiations redacted as commercially sensitive

¹⁸ All ongoing revenue costs that could impact the negotiations redacted as commercially sensitive

occupation. BCC will cover any void periods however, the demand for TA as mentioned above provides confidence that voids will be minimal during the lease length.

The plan for the project will be to first agree the lease [redacted]¹⁹, then carry out surveys and begin the necessary conversion works to bring them up to the standards required for TA. It's assumed that the conversion works for all the flats in the block would complete all at the same time, and then families would be moved in as needed. Families would then move out as and when suitable longer-term accommodation is found for them, and other families in need of TA would be brought in.

If there were found to be issues in some flats that were more substantial than others, there could be a case for following a more incremental project approach, where families could move into some flats while others were still being worked on, but this would only be allowed if it is safe for the families to be on site.

Quality expectations - – determining how closely your project delivers what it sets out to

The refurbishment will be done to address the issue listed in the dilapidation report, to bring the building in line with fire safety regulations, and to bring the property up to EPC environmental efficiency standards. Some additional refurbishment is needed over and above what we would usually do to bring a property to standard for general needs occupation, as TA occupation requires that the property is immediately habitable, so it includes flooring, white goods, and basic furniture. Standards will be monitored in line with these various building standards throughout the course of delivery.

Risk management

i. Key risks and issues

Risk	Owner	Impact	Mitigation
Unknown issues with refurb cause overspend	Louise Davidson	Reduces the total amount of savings as we would need to pay back any borrowing that was needed to pay for the overspend.	We have secured funding to cover refurb costs including a contingency fund.
We may not be able to appoint contractors to carry out the works in a timely fashion.	Louise Davidson	Possible overspend and reduced timeframe for savings to be realised.	Appoint contractors via direct award on a framework to speed up the process.
Clauses within the lease passing unreasonable risk/liability to the council.	Louise Davidson	We may not secure approval of the lease from our directors and cabinet.	We have sought legal advice prior to the FBC and cabinet papers being signed off, to allow us to highlight and mitigate any risk in advance of committing to a decision.

A full legal report on title has been commissioned, that sets out the liabilities that the council would incur under any assignment and confirms that those liabilities have been appropriately factored into the financial modelling within the Full Business Case.

¹⁹ Negotiations ongoing – commercially sensitive

Contingency Planning

This will be a project that replicates a project similarly undertaken. As with all building related work there could well be unforeseen challenges, but having learnt lessons from the hospital trust recently we know that it is possible, and we know what needs to be undertaken in order to achieve the outcomes we are working towards. Unlike the hospital trust where the lease is for a very short time frame (c. 2 years) having an option for a 10-year lease enables us to make the most of the conversion work over a longer period and gives more room for any unforeseen challenges in the conversion delivery.

[redacted]²⁰

Benefit realisation Approach

Include a summary here on how benefits will be measured/evidenced, monitored, and realised (both financial and non-financial) and how this will be profiled over what time period.

Copy extract from Benefits contract here [Benefits Register v0.01.xlsx](#)

Communications and Engagement Approach

Consultation will be carried out in line with BCC Planning guidelines as appropriate. Member engagement has taken place with Cllr Renhard throughout the mandate stage at Temporary Accommodation Board. Sharing of this FBC has taken place or will take place at the following:

Temporary Accommodation Board 11/04/2024

Growth and Regeneration EDM 13/04/2024

Councillor Renhard CMB 25/04/2024

Project Plan & Key Milestones

Insert key milestones extracted from your full project plan. The Project Plan template is listed in Appendix B – Mandatory documents – example plans, detailed planning guidance and a range of planning templates can be provided by the portfoliomanagementoffice@bristol.gov.uk.

Key milestones will vary depending on your project; some key project management product milestones are included in the table below. Please add the milestones for your project as required.

Preferred Option A: Key Milestones	Target Date
Full Business Case sign off	19/03/2024
Product Delivery & Transition Complete	01/10/2024
Benefits realisation tracking initiated	01/10/2024
Project closed	01/11/2024
Benefits Delivered/Financial Benefits Realised (recurring FYE realised)	30/03/2026

Project Team – Resources to deliver

²⁰ Negotiations ongoing – commercially sensitive

There are a number of roles that have been funded already through transformation reserve funding for the overall TA Programme, and these will also oversee this work. These roles are as follows:

[redacted]²¹

Governance

Project Role	Name	Job Title
Sponsor	John Smith	Executive Director Growth and Regen
Project Executive	John Smith	Until Director of Housing appointed
Project User(s)	Paul Sylvester	Head of Housing Options
Project Supplier(s)	Louise Davidson	Head of Housing Delivery
Project Assurance	[redacted]	Delivery Business Partner
Project Manager	[redacted] ²²	Senior Project Manager

Project Board meeting regularly? Yes

Project Board ToR's agreed and relevant? Yes

i. Project tolerances and controls

Tolerances indicate the amount of movement that is acceptable in a range of areas (e.g. cost or timescales) before escalation is required.

Tolerance areas	Project level tolerance	Escalation route	Control & tracking document(s)
Time +/- amounts of time on target completion	1 month	Programme Board, then CLB if a significant threat to savings	Project Plan Milestone Plan on PM3
Cost +/- amounts of planned budget	+/- 20%	Programme Board, then CIB if borrowing needed to be increased	Project Plan Financial tracking on PM3
Quality Defining quality targets in terms of ranges	To be determined by surveys	Programme Board, then CIB if borrowing needed to be increased	Requirements Documents Refurbishment spec

²¹ All costs associated with the project that could impact the negotiations redacted as commercially sensitive

²² Non head of service staff

Scope Permitted variation of the scope of a project solution	Zero tolerance against scope	Programme Board	Project Plan Business Case
Benefits +/- amounts of planned benefit delivery	Zero tolerance on savings	Programme Board to determine if other projects/work streams can make up any deficit	Business Case Savings tracker
Risk Limit on aggregated value of threats and any individual threat (e.g. threat to operational service versus threat to organisation)	Risks that will significantly impact other tolerances	Risks that will impact any other tolerances will need to go to programme board, corporate risks to CLB	RAID Log Project Plan

5. Commercial Case – The ‘deal’

Procurement Approach

Procurement specialist has confirmed that the refurbishment work is suitable to be procured as a direct award from an existing framework, as this project is time-sensitive and this route will be the most efficient. Using an existing framework will mean that the contractors have already been assessed for value for money and reliability. We will still need to develop the contract and specification for this work.

6. Impact Assessments & Mitigations

Relevance check	Summary Impact	Summary mitigations
Climate/Environmental Impact Assessment (EIA)	Key environmental impacts are around heating the building, and managing waste from the occupants.	Key mitigations are around repairing the building in an environmentally sensitive way, and ensuring tenants have the facilities to recycle and are encouraged to do so.
Equalities	EQIA - Temporary Accommodation and recommissioning Emergency Accommodation 00_01.docx	This EqIA will be updated for 24/25, as the whole programme will be re-baselined to bring on new work streams
DPIA Screening Questionnaire – if was deemed required (Please refer to the Handy Hints Guide by following the link here Corporate - Handy Hint 18 - Docs required)	N/A	

under UK GDPR.pdf - Public view (sharepoint.com)		
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7. Full Business Case – sign-off

You should ensure your project **sponsor** and project **executive** are happy with the Mandate before submitting for final sign-off.

Decision making authority	Capital Investment Board
Date seeking approval	19/03/2024

APPENDICES

A. Required commentary and recommended consultation for FBC

Any flags raised by professional views should be included in the project RAID log.

Change portfolio

Recommended for consultation ahead of submission:	Commentary (if any)	Date	Version Reviewed
Cabinet Lead		Click here to enter a date.	(i.e. v0_5)
Executive Director Meeting (EDM)		13/03/2024	
Professional Views	Commentary	Date	
MANDATORY Finance Business Partner [redacted]²³– Interim Finance Manager Housing and Landlord Services	<p><u>General commentary:</u> The financial modelling has been reviewed, and the assumptions contained within it are reasonable. [redacted]²⁴</p> <p><u>Confirmation of funding source(s):</u></p>	08/03/2024	GSA Full Business Case 001

²³ Non head of service staff

²⁴ All costs associated with the project that could impact the negotiations redacted as commercially sensitive

	Invest to Save		
MANDATORY where there is a resource request PMO Operations Manager [redacted] ²⁵	<p>My role is to comment on the resourcing elements of this business case.</p> <p>I would usually expect to see resource estimates at this stage that are based on a detailed plan and firm quotes from suppliers/contractors.</p> <p>After discussion with the project manager I understand why these are not available at this point and the drivers which have led us to presenting an accelerated, less confident view at this point.</p> <p>That said, it is clear that there is approval for the cost of the necessary internal resources and an appropriate contingency budget at the programme level.</p> <p>I also understand that potential contractor costs have been estimated based on a survey and experience on recent, similar work. Both of these latter factors do provide a reasonable level of confidence in the resourcing elements of this full business case.</p> <p>The detailed planning and procurement that will take place next will increase confidence even further.</p>	13/03/2024	V00_01
MANDATORY Enterprise Architecture View (to ensure alignment with IT strategy) [redacted] ²⁶ – Lead Enterprise Architect	I can see no implications on IT in regard to this activity.	08/03/2024	
MANDATORY Information Governance View [redacted] ²⁷	I can see no implications on Information Security regarding this activity.	11/03/2024	
HR Business Partner [redacted] ²⁸	There are no HR implications evident	07/03/2024	
Change Services View [redacted] ²⁹		Click here to enter a date.	

²⁵ Non head of service staff

²⁶ Non head of service staff

²⁷ Non head of service staff

²⁸ Non head of service staff

²⁹ Non head of service staff

Test QA Lead <Name>	N/A	Click here to enter a date.	
Service Introduction <Name>	N/A	Click here to enter a date.	
Solution Architecture View <Name>	<u>General commentary:</u> N/A <u>ARB Decision & Date:</u> <Text here>	Click here to enter a date.	
Property and FM View – (i.e. any building/land related implication) <Name>		Click here to enter a date.	
Legal View [redacted] ³⁰		08/03/2024	
Commissioning & Procurement View <Name>	N/A	Click here to enter a date.	
Data and Insight <Name>	N/A	Click here to enter a date.	
Citizens' Services <Name>	N/A	Click here to enter a date.	
Other consulted parties (as required)	Commentary	Date	
		Click here to enter a date.	
		Click here to enter a date.	

B. Timeline of approvals and any associated conditions

#	Meeting	Date	Action / Decision / Condition	Date for completion (If applicable)	Owner
1	EDM	13/03/2024	Approved		
2	CIB	19/03/2024	Approved		
3					

³⁰ Non head of service staff



Title: Temporary Accommodation Project: Funding and Planning Strategy	
<input checked="" type="checkbox"/> Strategy / Function	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Paul Sylvester
Service Area: Housing & Landlord Services	Lead Officer role: Head of Housing Options

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

This EQIA relates to a Cabinet report which provides an overview of the Temporary Accommodation project and seeks to gain necessary approvals for spend and delegations; as well as seeking approval for the recommissioning of an Emergency Accommodation Framework.

Temporary Accommodation (TA) demand has continued to grow and has increased 87% since Covid. The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing much of that accommodation is secured via expensive spot purchased accommodation from the private rental sector. The council claims some of the cost back from Housing Benefit, but this is capped, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.

The annual TA subsidy loss for 2023/24 is estimated to total around £11.1m, generating a budget pressure of £5m, with a risk that demand will increase. There's a lack of supported housing, for which the council can claim the full cost, though the council still pays for the support element (significantly less than the full subsidy loss).

Our project goal is to reduce the Housing Benefit subsidy loss which is the main cost to the council from Temporary Accommodation, by providing more Council-owned TA, and increasing the amount of supported exempt accommodation available.

Our key outcomes are:

- Cashable savings of £2.76m, of which £1.9m is committed for delivery in 23/24
- A more stable portfolio of TA, so that costs can be more easily controlled
- More supported housing.
- Medium term plan to significantly reduce subsidy loss for TA

The Temporary Accommodation key work stream objectives are:

- Temporarily allocating a small proportion of general needs housing to Temporary Accommodation (TA)
- Increasing supply of supported exempt accommodation from Registered Providers (RPs) by creating two procurement frameworks for RPs, as well as actively enabling and supporting the delivery of TA by RPs
- An optimisation of the existing HRA new build programme and additional capital funding for an accelerated delivery pipeline (including conversion opportunities from the council's disposal list, accelerated new builds, and MMC new build). We would aim to move existing council tenants who are looking to downsize or upgrade into the new build properties, allowing the older HRA General Needs housing that they vacate to be freed up for TA.
- Refurbishment by General Fund of 24 hospital trust properties for use as TA.

Additionally, we are recommissioning our Emergency Accommodation Framework, which is our framework for purchasing spot and block contracts from private landlords, to use as emergency accommodation. The framework will be updated to include the following:

- Changes to who can use the framework – the framework is currently jointly commissioned with South Gloucestershire, but we are considering other arrangements including having a separate lot that South Gloucestershire will manage, or a Bristol only framework. The framework will serve clients of other BCC services - Children's services, Adult Social Care, and No Recourse to Public Funds (NRPF – the Asylum team) as well as Housing.
- Better controls over pricing including fixed price per size of property, annual inflationary uplift built into the contract, and BCC no longer responsible for recovering service charges from the clients – this will be the provider's responsibility
- Landlords will be required to meet high standards – including responsibility for repairs and maintenance, safeguarding and DBS checks, gas and electricity safety certification, and inspections to be carried out by BCC prior to use of the properties
- Providers will be commissioned to provide housing-related support, and there will be requirements for better accessibility and availability to clients

The proposal links into the following elements of our Corporate Strategy:

Development and Delivery Principle: specifically, ED05 Good Governance

HC1 - Housing supply: This proposal will reduce availability of general needs housing as it will be used for Temporary Accommodation, however more supported accommodation will be delivered.

HC2 - Low or zero carbon homes: New builds and refurbishments will increase the number of low carbon homes.

HC3 - Homelessness: Cost effective Temporary Accommodation for people who are homeless will increase.

Housing Revenue Capital Strategy:

The investment programme is driven by the 30-year HRA Business Plan which is reflected in a rolling 5–10-year outlook based on stock condition and planned projects. Temporary Accommodation will be prioritised and delivered through the investment programme.

a. Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

b. Will the proposal have an equality impact?

Yes **No** [please select]

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](http://sharepoint.com). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](http://bristol.gov.uk); [Joint Strategic Needs Assessment \(JSNA\)](http://bristol.gov.uk); [Ward Statistical Profiles](http://bristol.gov.uk).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](http://sharepoint.com) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](http://bristol.gov.uk) and [Stress Risk Assessment Form](http://bristol.gov.uk)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Census 2021 Bristol Census Data Profiles: Power BI Bristol Census Dashboard Power BI	The Census details the demographic profile of Bristol – including differences by protected and other relevant characteristics and circumstances such as deprivation, and housing tenure etc.

<p>The population of Bristol</p> <p>Bristol Key Facts 2022</p>	<p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p>																								
<p>Ward profile data (bristol.gov.uk)</p>	<p>The Ward Profiles provide a range of datasets, including population, life expectancy, health and education disparities etc. for each of Bristol’s electoral wards.</p>																								
<p>Quality of Life Survey 2022/23</p>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The Quality of Life Data Dashboard 2022/23 highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.</p> <p>For example there are significant disparities in the extent to which Bristol citizens are satisfied with the state of repair and cost of heating their home on the basis of their protected and other relevant characteristics and circumstances.</p> <p>Indicator</p> <table border="1" data-bbox="587 1095 1509 2098"> <thead> <tr> <th data-bbox="587 1095 967 1216">Indicator</th> <th data-bbox="967 1095 1509 1216">% satisfied with the cost of heating their home</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1216 967 1290">Bristol Average</td> <td data-bbox="967 1216 1509 1290">21.6</td> </tr> <tr> <td data-bbox="587 1290 967 1364">Most Deprived 10%</td> <td data-bbox="967 1290 1509 1364">23.8</td> </tr> <tr> <td data-bbox="587 1364 967 1438">16 to 24 years</td> <td data-bbox="967 1364 1509 1438">13.9</td> </tr> <tr> <td data-bbox="587 1438 967 1512">50 years and older</td> <td data-bbox="967 1438 1509 1512">27.5</td> </tr> <tr> <td data-bbox="587 1512 967 1585">65 years and older</td> <td data-bbox="967 1512 1509 1585">32.4</td> </tr> <tr> <td data-bbox="587 1585 967 1659">Disabled</td> <td data-bbox="967 1585 1509 1659">21.3</td> </tr> <tr> <td data-bbox="587 1659 967 1769">Black, Asian and minoritised ethnic</td> <td data-bbox="967 1659 1509 1769">17.8</td> </tr> <tr> <td data-bbox="587 1769 967 1843">Asian/Asian British</td> <td data-bbox="967 1769 1509 1843">17.6</td> </tr> <tr> <td data-bbox="587 1843 967 1917">Black/Black British</td> <td data-bbox="967 1843 1509 1917">19.3</td> </tr> <tr> <td data-bbox="587 1917 967 2027">Mixed/Multiple ethnic groups</td> <td data-bbox="967 1917 1509 2027">18.6</td> </tr> <tr> <td data-bbox="587 2027 967 2098">White</td> <td data-bbox="967 2027 1509 2098">22.1</td> </tr> </tbody> </table>	Indicator	% satisfied with the cost of heating their home	Bristol Average	21.6	Most Deprived 10%	23.8	16 to 24 years	13.9	50 years and older	27.5	65 years and older	32.4	Disabled	21.3	Black, Asian and minoritised ethnic	17.8	Asian/Asian British	17.6	Black/Black British	19.3	Mixed/Multiple ethnic groups	18.6	White	22.1
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White British	22.5
White Minority Ethnic	18.6
Female	21.4
Male	21.7
Christian	26.7
Other religion	18.5
No religion or faith	19.4
LGB+	19.0
No qualifications	30.4
Degree qualification	19.7
Non degree qualifications	23.7
Full-time Carers	19.2
Part-time carer	20.6
All Carers	20.2
Owner Occupier	21.8
Rented from housing association	29.7
Rented from private landlord	17.9
Rented from the council	28.0
Single parent household	20.7
Two parent household	15.1
All Parents	15.8

Quality of Life Survey 2022-23

Indicator	% satisfied with the state of repair of their home
Bristol Average	75.4
Most Deprived 10%	64.8
16 to 24 years	67.4

50 years and older	77.9
65 years and older	81.4
Disabled	65.4
Black, Asian and minoritised ethnic	65.3
Asian/Asian British	71.5
Black/Black British	61.4
Mixed/Multiple ethnic groups	60.9
White	76.6
White British	78.0
White Minority Ethnic	66.3
Female	75.1
Male	75.8
Christian	77.2
Other religion	62.3
No religion or faith	76.3
LGB+	68.0
No qualifications	74.0
Degree qualification	77.0
Non degree qualifications	71.8
Full-time Carers	64.5
Part-time carer	73.8
All Carers	71.2
Owner Occupier	80.9
Rented from housing association	55.8
Rented from private landlord	65.7

Rented from the council	57.9
Single parent household	57.6
Two parent household	79.3
All Parents	76.7
Quality of Life Survey 2022-23	

Joint Strategic Needs Assessment (JSNA)

The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); to inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; to improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and to provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.

Bristol One City: Cost of Living Crisis – Bristol’s One City approach to supporting citizens and communities (Oct 2022)

Cost of Living Risk Index (arcgis.com)

The rising cost of living is not impacting on everyone equally. People who are already experiencing inequity and poverty will be disproportionately impacted:

- **People on the lowest incomes** - will have less available income but also pay more for the same services. For example, people unable to pay their bills by Direct Debit and those borrowing money are subject to higher costs and interest rates. This is what anti-poverty campaign group Fair by Design has referred to as a Poverty Premium
- **Households with pre-payment energy meters** - households with pre-payment meters often pay above-average costs for their fuel. They will face a significant rise in their monthly bills in autumn and winter with increased energy usage as they do not benefit from the “smoothing” effect of Direct Debits, which spread usage costs evenly across the year
- **Parents and young families** – parents of young children are more likely to seek credit and alternative support as they are less able, on average, to afford an unexpected expense. Single parents will be disproportionately affected; and one in four single parents find it difficult to manage financially.
- **Disabled people** – just under half of all people in poverty in the UK are Disabled people or someone living with a Disabled person. Disabled people have higher living costs, and tend to pay more for their heating, travel, food/diet, prescription payments, and specialist equipment. It is estimated that UK households that include Disabled children pay on average £600 more for their energy bills than an average household

	<ul style="list-style-type: none"> • Black and Minoritised people – A higher proportion of Black and minoritised ethnic groups reported finding it difficult to manage financially. The Social Metrics Commission found that almost half of people living in a family in the UK where the head of the household is Black are in poverty. Age UK report that poverty among older Black and minoritised ethnic groups is twice as high as for white pensioners • People in rented accommodation – it is estimated that 69% of low-income private renters in England will be forced to go without food and heating at least one day per week to meet rising housing and living cost. Almost three in ten homes in Bristol are privately rented • Underserved populations - It is likely that populations that are not typically well represented in data and research are likely to also face increased risk from rising cost of living. For example, refugees and asylum seekers, people experiencing homelessness, and Gypsy/Roma/Traveller groups. • Cost of Living Risk Index (October 2022) identified Lawrence Hill, Hartcliffe & Withywood, Filwood, Lockleaze, Ashley, Southmead, Easton, Avonmouth & Lawrence Weston, Hillfields and Eastville as neighbourhoods in Bristol more at risk of the impact of the cost of living crisis.
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Housing Support Register	Case specific database for at risk and vulnerable citywide Homelessness prevention placements
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Housing Register Data diversity monitoring (<i>all households who have applied for social housing in Bristol</i>)	<table border="1"> <tr><td>Under 18</td><td>0.2%</td></tr> <tr><td>18-25</td><td>11.6%</td></tr> <tr><td>26-35</td><td>29.7%</td></tr> <tr><td>36-45</td><td>26.2%</td></tr> <tr><td>46-55</td><td>15.8%</td></tr> <tr><td>56-65</td><td>10.1%</td></tr> <tr><td>66-75</td><td>4.2%</td></tr> <tr><td>Over 75</td><td>2.3%</td></tr> <tr><td>Female</td><td>58.3%</td></tr> <tr><td>Male</td><td>41.5%</td></tr> <tr><td>Prefer not to say</td><td>0.3%</td></tr> <tr><td>Asian or Asian British</td><td>5.4%</td></tr> <tr><td>Black or Black British</td><td>16.3%</td></tr> <tr><td>Mixed / multiple ethnicity</td><td>5.5%</td></tr> <tr><td>White British</td><td>60.0%</td></tr> <tr><td>White Other</td><td>8.1%</td></tr> <tr><td>Other Ethnic Background</td><td>2.4%</td></tr> <tr><td>Disabled person</td><td>44.2%</td></tr> <tr><td>LGBTQ+</td><td>6.4%</td></tr> <tr><td>Christian</td><td>25.5%</td></tr> <tr><td>Other faith group</td><td>18.5%</td></tr> <tr><td>No religion</td><td>37.8%</td></tr> <tr><td>Trans</td><td>0.4%</td></tr> <tr><td>Pregnant</td><td>1.8%</td></tr> </table>	Under 18	0.2%	18-25	11.6%	26-35	29.7%	36-45	26.2%	46-55	15.8%	56-65	10.1%	66-75	4.2%	Over 75	2.3%	Female	58.3%	Male	41.5%	Prefer not to say	0.3%	Asian or Asian British	5.4%	Black or Black British	16.3%	Mixed / multiple ethnicity	5.5%	White British	60.0%	White Other	8.1%	Other Ethnic Background	2.4%	Disabled person	44.2%	LGBTQ+	6.4%	Christian	25.5%	Other faith group	18.5%	No religion	37.8%	Trans	0.4%	Pregnant	1.8%
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Abritas	Case specific database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act - linked to gov.uk HCLIC
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National Statistics (Department of Levelling up Housing and Communities)	National Homelessness Data from quarterly returns by local government through H-CLIC returns
Homelessness Trends	Quarterly report on citywide homeless trends
Rough Sleeping Snapshot	Citywide monthly and annual street count reported to gov.uk
Bristol Key Facts 2022 - July 2022 update	<ul style="list-style-type: none"> – As of May 2022, there were 207,140 homes in Bristol. – Bristol City Council (BCC) is working towards ensuring that 2,000 homes are built in Bristol each year, with 1000 of those being affordable – During 2020/21, 1,589 new homes were built in Bristol. Just over 3,500 student units had been completed between 2006 and 2021. – Over 3,800 affordable dwellings (net) have been completed since 2006 – 90% of all dwellings completed in 2020/21 were on previously developed land 56. – As of 1st April 2021, there were over 13,400 planning permissions for new dwellings – Bristol City Council has 26,885 Council Homes under its control (April 2020) – Homelessness The impact of the Pandemic and the ‘Everyone In’ scheme has had a tangible effect on the levels of people sleeping rough in the city for the last two years. The city received significant funding through the Rough Sleeper Initiative Funding in line with the governments aims to end rough sleeping by 2024. Continued high levels of government funding and an increase in the supply of affordable housing in the city will be needed to achieve this – There is a direct correlation between the success of the ‘Everybody in’ funding initiatives and high levels of placements as people are moved into the emergency temporary accommodation pipeline 58. – Homelessness in the city continues to disproportionately affect certain communities, particularly single households, young people and minoritised ethnic people (particularly Black/Black British). – Bristol Household tenure: 53% Owner occupied, 29% Private Rented, 18% Social Rented 60. – Average house prices: Bristol: £333,000 England & Wales: £287,000 (January 2022) – Average house prices in Bristol have increased by £161,000 over the last ten years, an increase of 93%. This compares with an increase of 67% for England and Wales over the same period. – In 2021 Bristol had a ‘housing affordability ratio’ of 9.71, which means that the average house price is almost 10 times higher than average earnings. This is higher than the England average of 8.96, and the highest of all of the English Core Cities (who all have ratios lower than the national average).

Housing Register data	Over representation of Black and minoritised ethnic people – 37.7% of households on the Housing register Over representation of Disabled people – 44.2% of households on the Housing Register identify as having a disability or long term health condition
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2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams, diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

Data collected for the homelessness review in 2017 indicated that there were gaps in existing ethnicity data, with ethnicity not always stated or recorded. The recording of data has improved, and the data shows that Black, Asian and minority ethnic homelessness applicants are over-represented compared to their relative proportion in the Bristol Community as a whole.

We also know that there are gaps in our data relating to sexual orientation with 13.4% of households on the Housing Register preferring not to say.

In general, we acknowledge that there are gaps in our knowledge about the future demands on homelessness services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](https://sharepoint.com) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We launched a public consultation on our budget proposals between Friday 11 November and Friday 23 December. This consultation set out all the savings proposals we had identified to produce a balanced budget in the context of reduced available funding and increasing financial pressures.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

A Temporary Accommodation Action Group (TAAG) is being established with representation from the wider homelessness sector, providers and clients. This will be a forum where progress against initiatives will be discussed, and feedback gathered.

For the new build and conversions work streams, there is a consultation and engagement plan which will be followed for each site, as follows:

1. The project team will keep residents, local businesses and other stakeholders informed during the development of these sites. The objectives of the Communication Plan are:
 - a. Ensuring stakeholders are fully informed of proposed changes to their neighbourhood.
 - b. Offering a channel and space to communicate directly with the project team through the development & construction process.
2. Through the duration of the project, the project team will lead on public consultation & member engagement on the development of the site. Once planning has been submitted, the LPA will lead on formal consultation for planning purposes.

Who we will communicate with

The stakeholder list for each site will be agreed with the LPA to ensure all statutory consultees are communicated with ahead of planning submission. This will consider:

- Affected residents and non-residential properties - these are people living or working in the immediate vicinity of the site or those who will be affected at any stage of the project duration. This assessment is made on a project-by-project basis. This could include neighbouring residents and residents bordering the site.
- Local community groups - groups in the locality which have an interest in the site
- Ward councillors within the affected ward
- Statutory consultees – through the planning process we will consult with statutory consultees such as transport, fire and waste.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

The main impact we anticipate is for households on the Housing Register with a home choice application who are bidding on social housing properties. The initiative which looks to convert some general needs council housing into Temporary Accommodation will reduce the availability of properties for households to bid on, leading to longer average waiting times to be rehoused. Whilst overall there will be fewer properties available for long term housing, Black / Black British people and Disabled people who are overrepresented in Housing Register diversity data are also overrepresented in homelessness prevention accommodation and waiting lists, so we do not anticipate a disproportionately negative impact from the reallocation of general needs housing into Temporary Accommodation on this basis.

For any conversion of properties from the council disposal list, and refurbishment of hospital trust properties we will ensure there is a wide range of property/locations (and property details are accurately recorded) with a suitable proportion of accessible and adaptable properties, and sufficient properties for larger families. We will also ensure that accommodation is culturally appropriate and near to support networks. Individual conversion schemes will be subject to separate equality analysis and will be centred around the specific needs of the homelessness client cohort.

For new units of modular homes on council land we are aware that in some instances accommodation may not always have ground floor access or be fully accessible for Disabled people with mobility impairments. However, whilst not suitable for all we will ensure as above there is a sufficient range of more accessible accommodation and always use client needs as a basis to determine placement.

The recommissioning of Emergency Accommodation may have a negative impact for clients as they will need to pay their energy bills. Whilst this is partially mitigated by being introduced at a time when we anticipate energy bills will be reducing overall in cost, we know that the cost of energy impacts people differently, as well as particularly for low-income households. Some research indicates that Disabled people pay on average £600 more for their energy bills than an average household, and the Quality of Life shows significant differences in the extent to which people are satisfied with the cost of heating their home, depending on their characteristics and other circumstances (see Evidence section above).

We are also aware of other existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, summarised below, which we will take into account.

PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Single households and younger people overrepresented in Bristol homelessness (linked to mortality rates) • Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things. • Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc. • Young people in Bristol are more likely to: <ul style="list-style-type: none"> ○ have poor emotional health and wellbeing ○ find inaccessible public transport prevents them from leaving their home when they want to ○ 4.9% of 16-17 year olds are “not in education, employment or training” (NEET)

	<ul style="list-style-type: none"> Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city. We must factor aging and the needs of older people into long term budgeting and service design
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 44.2% of applicants on the Housing Register are from a household with a Disabled person or someone with a long term health condition. The impact will depend on the scale of the temporary reduction in supply of affordable housing
Mitigations:	<ul style="list-style-type: none"> Properties that are accessible for Disabled clients with physical impairments will, on the whole, not be converted into Temporary Accommodation unless it meets the needs of homeless clients who are Disabled people.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 58.3% of all applicants for social housing in Bristol are female In recent years there has been higher levels of women in local homelessness presentation (18-20%) Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female. A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT+) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT+. One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.
Mitigations:	See general comments above
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect rights for breastfeeding. Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements Women from minoritised ethnic backgrounds are more likely to experience complications at birth
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> As sexual orientation above trans people are statistically more vulnerable to verbal and physical abuse. Trans people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.

	<ul style="list-style-type: none"> 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans
Mitigations:	See general comments above
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 37.7% of households on the Housing Register are from Black and minoritised ethnic backgrounds
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to accessing services and maintaining employment Studies show around 65% of adults have provided unpaid care for a loved one. Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) Young carers are often hidden and may not recognise themselves as carers.
Mitigations:	See general comments above

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The scale of the potential gap in our core funding means that there is very limited opportunity to bring genuine additional benefit to equalities groups in the circumstances. However we have considered as far as possible the need to: eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

We anticipate a positive impact from increasing the supply of supported exempt accommodation delivered by Registered Providers, because most temporary accommodation is currently unsupported, and this will promote a higher standard of overall support for service users.

The recommissioning of Emergency Accommodation will have a positive impact in terms of better quality homes with housing management support, and better safeguarding and access for clients.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

There will be a temporary reduction in supply of affordable housing for non-homeless clients as we create an in-house portfolio of Temporary Accommodation.
 The scale of the impact will be mitigated by limiting the number of properties that are converted into Temporary Accommodation, whilst achieving the necessary reduction in expenditure.
 Properties that are accessible for Disabled people with physical impairments will generally not be converted into Temporary Accommodation. We anticipate that the impact will be felt over a period of 3 years.
 The recommissioning of the Emergency Accommodation Framework will result in clients having to pay their gas and electricity bills. To mitigate the impact, we are introducing this at a time when energy bills are likely to be reducing in cost.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Changing some of the Temporary Accommodation provision from private organisations to in-house or delivered by Registered providers will improve standards.
 Bringing on-line additional Temporary Accommodation with support will have a positive impact on clients with support needs
 The recommissioning of the Emergency Accommodation framework will include higher standards for landlords to meet, so the standards of emergency accommodation will be better for those that need it and will have a positive impact on clients.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.


Improvement / action required	Responsible Officer	Timescale
We are in the process of conducting further detailed needs analysis to inform implementation of this proposal	Paul Sylvester	2023-24 / ongoing
We will continue to update EqlAs for in scope projects as appropriate	Paul Sylvester	2023-24 / ongoing

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We'll know we have been successful when we have saved £1.9m cashable savings in 23/24, and £821k cashable savings in 24/25 due to a reduction in subsidy loss.
 There will be more supported accommodation available than currently.
 There will be a significant reduction in budget pressures that are caused by subsidy loss.

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: <i>Patsy Mellor (delegated for John Smith)</i> 
Date: 19/5/2023	Date: 26.03.2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Leasing City Centre Flats		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
Directorate: Housing and Landlord Services	Lead Officer name: Paul Sylvester	
Service Area: Housing Options	Lead Officer role: Head of Housing Options	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

April Cabinet - The council intends to lease a block of 10 city centre flats from a Registered Provider, to use as Temporary Accommodation. The council needs to refurbish the flats as per recommendations made in a dilapidation report and to bring them up to fire safety standards before letting them for use as temporary accommodation. This will achieve subsidy loss savings of £237,000 per year, as well as providing suitable temporary accommodation for families.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The proposal could have some negative impacts in that it will use energy to refurbish the flats, and to heat the flats once they are inhabited. It should be noted this is a refurbishment programme and opportunities to mitigate long term environmental impacts of the building are limited by timescales and budget.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

Yes
 No
 Not applicable
 [please select]

If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
<p>ENV1 Carbon neutral: Emissions of climate changing gases</p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact,</p>	Benefits	<p>As part of the refurbishment, if boilers need to be replaced they would be fitted with A+ rated condensing boilers, which will produce minimal impact on the climate. The plausibility of low carbon heat solution (Such as heat pumps or connection to the Bristol Heat Network) should be explored in the first instance. Due to the central location the building could be close to existing heat network and this needs to be investigated, funding options could be explored through the Bristol City Leap project.</p>
	Enhancing actions	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>	
	Adverse impacts	<p>Materials will be used for refurbishment works.</p>

<p>particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	<p>Where timber is used ensure FSC certified or equivalent. Ensure sustainable materials are used where possible and use the BCC healthy and sustainable procurement policy when procuring contractors or materials.</p>
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	<p>There is expected to be no reduction to wildlife habitat in Bristol in relation to this proposal</p>
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	<p>The properties are being brought up to Bristol’s re-let standard which includes standard kitchens and bathrooms if the existing ones require replacement. Kitchens and Bathrooms will require consumption of non-renewable resources and will be utilised for up to 10 years.</p>

<p>Further guidance</p> <p><input type="checkbox"/> No impact</p>		Tenants of flats will create waste and refuse some of which will be recyclable, and some which will not, and will go to landfill. Tenants may not be familiar with or be interested in separating waste for recycling.
	Mitigating actions	<p>When kitchens/ bathrooms are upgraded ensure that any timber used is FSC certified or equivalent. Ensure sustainable materials are used where possible and use the BCC healthy and sustainable procurement policy when procuring contractors or materials. Ensure appliances and lighting fittings are top energy efficiency rated. For existing daily use of properties support can be provided to tenants to understand ways to reduce energy use and smart meters can be installed to help monitor usage.</p> <p>We will ensure that properties have appropriate waste and recycling provision with a proactive approach to information and guidance. Tenants to be supported to recycle and present it for collection in an acceptable manner.</p>
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	The proposal will reduce the risk of damage to assets as currently the building is standing empty and not receiving regular repair and maintenance, which leaves it more at risk of damage during periods of extreme weather.
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	Adverse impacts	<p>The flats may not be insulated to modern standards.</p> <p>Existing building may be susceptible to extreme heat or flooding.</p>
	Mitigating actions	<p>The flats will be refurbished, and where replacement or upgrade of items is legally required, the replacement will be energy efficient.</p> <p>Use the ‘Keep Bristol Cool’ mapping tool on BCC website to assess likelihood of extreme heat events in the flats that could affect health. Use the Environment Agency flood risk to assess any risk of flooding to site and prepare accordingly if any risk.</p>
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
Statutory duty: Prevention of Pollution to air, water, or land	Benefits	

<p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Installation and re-use of modern A+ energy efficient boilers for space and water heating in each flat if new boilers are required. With investigations into zero carbon options (Heat Network Connection or Heat pump) in the first instance.	Commissioner of the refurbishment works	September 2024
Ensure that properties have appropriate waste and recycling provision with a proactive approach to information and guidance.	Commissioner of the refurbishment works	September 2024
Installation of smart meters and utilisation of energy tariffs that only utilise renewable sources, where possible, with a proactive approach to energy saving information and guidance	Commissioner of the refurbishment works	September 2024
Ensure properties are appropriately insulated, ventilated, and install mitigation measures where excessive heat is found to be an issue.	Commissioner of the refurbishment works	September 2024
Encourage utilisation of high efficiency appliances. Where properties are renovated for use by homeless families, ensure that efficient space heating is built in.	Commissioner of the refurbishment works	September 2024
Use the ‘Keep Bristol Cool’ mapping tool on BCC website to assess likelihood of extreme heat events in the flats that could affect health. Use the Environment Agency flood risk to assess any risk of flooding to site and prepare accordingly if any risk	Commissioner of the refurbishment works	September 2024

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
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Summary of significant adverse impacts and how they can be mitigated:
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Environmental Performance Team Reviewer: Nicola Hares – Environmental Performance Officer

Submitting author: Paul Sylvester

Date: 27/03/2024

Date: 26/03/2024

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Safety Valve Agreement and High Needs Provision Capital Allocation (HNPCA)	
Ward(s)	All	
Author: Reena Bhogal-Welsh	Job title: Director of Education and Skills	
Cabinet lead: CLlr Craig, Cabinet Member for Children’s Services, Education and Equalities CLlr Cheney, Cabinet Member for City Economy Finance & Performance	Executive Director lead: Stephen Peacock, Chief Executive Officer Hannah Woodhouse, Executive Director for Childrens and Education Tony Kirkham, Interim Finance Director, and Section 151 Officer	
Proposal origin: Other		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: For Cabinet to: <ol style="list-style-type: none"> Note the full terms of the Safety Valve Agreement with the Department for Education (DfE). Accept funding from the DfE’s High Needs Provision Capital Allocation (HNPCA) if the Council is successful in its application. Approve the spending of the HNPCA funding in line with the proposals outlined in this report if the Council is successful in its application. 		
Evidence Base: <ol style="list-style-type: none"> The Safety Valve programme is an agreement between local authorities and the DfE to develop plans for reform to their high needs systems to make them effective and sustainable. To be accepted, authorities must provide evidence that their plans will support improved outcomes for children and young people as well as demonstrate that their Dedicated Schools Grant (DSG) Deficit Management Plans (DMP) are robust and can create lasting financial sustainability. This must include a projection to reach an in-year balance as quickly as possible On 18 July 2023, the Council was invited by the DfE to apply (Appendix A1) to be part of the Safety Valve Programme. Being part of the Safety Valve Programme supersedes the Council’s involvement in the Delivering Better Value in SEND (DBV) Programme. Agreements are subject to Ministerial approval. In August the DfE advised that no public announcements should be made relating to the Safety Valve invitation. As a result, Council officers met in closed sessions with members of the Financial and People Scrutiny task groups and members of the Audit Committee throughout the process. During negotiations Council officers worked with DfE advisors to refine the existing DSG DMP to ensure its robustness and deliverability. This included a full review of the financial modelling underpinning the plan. This process resulted in an updated DSG DMP (Appendix A2), building on the iteration approved by Schools 		

Forum on 27 September 2022, and presented for noting to Cabinet on 3 October 2023.

5. As part of this review process the Council updated the DSG DMP to include workstreams which are currently being delivered or co-designed with key stakeholders. This includes changes to High Needs Block (HNB) funding, Pathways to Independence and a co-designed SEND Inclusion Strategy.
6. Changes to HNB funding, specifically the non-statutory 'Top-Up' funding, were approved by Cabinet on the 5 February following a full city-wide consultation process. This review was linked to the Council's participation in the DBV programme. The current system will be phased out with a final non-statutory 'Top-Up' panel in June. At this panel new non-statutory funding agreements will be limited to one year. Statutory funding linked to an Education, Health and Care Plans (EHCP) will not be limited and will in future be allocated at the point of completion. Existing individual non-statutory 'Top-Up' funding agreements will continue in line with the terms of the existing agreements. It is expected that non-statutory 'Top-Up' funding will be phased out completely by 2027/28.
7. A new targeted funding model and outreach service (combined funding of £2m per annum) is in the process of being co-designed with key-stakeholders, with a launch date scheduled for September 2024. This targeted and outcome focused approach will bring Bristol into line with national best practice.
8. The Council's Safety Valve application was formally submitted to the DfE on 12 January 2024 following engagement with Cabinet Board and the Council's Finance Scrutiny Task Group. The submission was supported by the Chief Executive, the Director Education and Skills and the Council's Section 151 Officer.
9. On 5 March 2024, the Council presented a report to Cabinet under APR16 outlining seven recommendations, which included granting delegated authority to sign the agreement to the Chief Executive Officer on the condition that the terms of an agreement were aligned with the Council's submission. Cabinet was also asked to note an application for additional High Needs Provision Capital Allocation (HNPCA) funding. All seven recommendations were approved by the Cabinet Member for Children's Services, Education and Equalities.
10. On 7 March, the DfE presented to the Council an agreement which was to be signed and returned within three working days. This agreement was signed by the Council's Chief Executive Officer, Executive Director for Children and Education (DCS) and Section 151 Officer and a copy of this agreement can be found in Appendix A3. On 21 March, the DfE announced the Agreement on its [website](#).
11. The agreement summarises the information submitted to the DfE, this includes the mitigations as per the DSG DMP Overview (Appendix A2) and SEND Strategy Overview (Appendix A4).
12. The Council is not able to subsidise activity funded by the DSG from its own resources without the explicit permission of the Secretary of State. It is therefore critical that DSG expenditure is brought within the grant funding made available as soon as is practicably possible.
13. Currently a "Statutory Override" is in place, which means that the Council's DSG deficits can be ring fenced away from core Council budgets and do not have to be cash backed. This Statutory Override is currently due to remain in place until 31 March 2026 but is not guaranteed to be renewed beyond that date.
14. At 31 March 2024, the Council's DSG reserve is forecast to be £56.1m in deficit and this deficit is projected rise to £114.2m by 2027/28 assuming all planned mitigations have been successfully delivered in full up to that date. This can be seen in the DSG DMP in Appendix A2.
15. Currently, the DfE's Safety Valve Programme is the only option that the Council has to reduce and eventually eliminate the cumulative deficit on its DSG Reserve.
16. Under the terms of the Safety Valve Agreement (Appendix A3) the key financial implications are as follows:

- The DfE will make available an additional £53.8m of DSG allocation payable over the next six years which is only to be allocated to reduce the accumulated deficit on the Council’s DSG reserve. Of this amount, 40% (£21.5m) will be paid to the Council before or on 31 March 2024. Subsequent payments will be made quarterly in arrears with the annual totals being as identified in paragraph 5 of the agreement.
- The additional DSG funding to be made available by the DfE is subject to continued satisfactory progress in implementing the Safety Valve plan over the six-year period and achieving the savings identified in the DSG DMP (Appendix A2)
- The Council will contribute up to £46.5m from its own resources with £42.8m of this amount to be allocated to reduce the accumulated deficit on the DSG reserve and £3.7m to provide additional funding for the associated costs in delivering the programme of change.
- For 2024/25, the Council’s initial contribution of £12m is included within the 2024/25 Budget agreed by Full Council at the meeting on 28th February 2024 and the balance is incorporated in the Council’s current Medium Term Financial Plan that was presented to the meeting on that date.

The table below identifies the source of £46.5m Council funding supporting the Safety Valve Agreement:

Source of funds	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	2029/30 £m	Total £m
General Fund revenue – costs of delivery	0.663	1.218	0.649	0.399	0.399	0.399	3.727
General Fund revenue – contribution towards deficit	3.500	3.500	3.500	3.500	3.500	3.500	21.000
General Fund reserves – contribution towards deficit	7.837	7.282	6.655	-	-	-	21.773
Total	12.000	12.000	10.804	3.899	3.899	3.899	46.500

- Subject to annual approval at Schools Forum, and in addition to the contributions from the Council, a transfer from the Schools Block to the High Needs Block of 0.5% will also be required in each of the first five years of the agreement. This is projected to average £1.8m per annum and total £9.1m over those five years.
- The Council will undertake not to exceed maximum levels of deficit on its cumulative DSG reserve (before any additional DSG allocation) at the end of each of the seven financial years 2023/24 through to 2029/30 as identified in paragraph 2 of the Safety Valve Agreement (Appendix A3). This is to be achieved by implementing the plans required to deliver the savings as shown within the DSG DMP (Appendix A2) and thereby reaching and sustaining an in-year balance on the Council’s DSG account by 2028/29.
- The Council has also agreed to ongoing monitoring of its performance in fulfilling the Safety Valve Agreement and will:
 - Report tri-annually (as a minimum) in writing to the DfE on its progress towards implementing the plan as per the conditions set out in paragraphs 2 and 3 of the Safety Valve Agreement (Appendix A3);
 - Include progress against the conditions of grant and a financial dashboard detailing various metrics relating to demand and cost in its monitoring reports;
 - Inform the DfE of any unforeseen difficulties or impacts of carrying out the agreement, or any significant risks to reaching the agreed financial position as soon as they arise;
 - Meet with the DfE at any time when deemed necessary to discuss progress towards the agreement.

For the capital position these are:

- A bid has been made to the DfE for an additional £28.2m of HNPCA to support the programmes of work required to deliver the Safety Valve Agreement. The outcome of this bid has yet to be announced. Further information can be found in paragraph 23 and 24.
- Following any announcement of a successful bid for additional HNPCA, a review and replanning process

will take place to optimise the use of such capital funding to best support the delivery of the Safety Valve Agreement.

- Any proposed schemes resulting from this replanning process will require business cases to be developed and reports to be brought to committee for decision making before these plans are taken forward.

17. There are key risks to the Council that arise from entering into the Safety Valve Agreement with the DfE. For the revenue position these are:

- a. If, for any reason, the Council or DfE are forced or required to terminate the Safety Valve Agreement and a deficit remains on the DSG Reserve at the date the current DSG Statutory Override ends, which is 31 March 2026 and assuming that the DSG Statutory Override is not renewed, the Council will need to fund the DSG deficit at that date from its own reserves. This would result in the need to reallocate resources and may require significant reductions in expenditure on other Council funded services, the scale of which would be dependent on the size of the DSG deficit at that date. Assuming all of the planned mitigations are delivered in full, this is currently projected to be £96.0m which is equivalent to 17% of the Council's projected net expenditure in 2026/27.
- b. There is a risk of not being able to deliver the required savings as planned. Whilst this can be mitigated by identifying and delivering other savings, there is a risk that these prove to be inadequate and hence the Safety Valve Agreement could be terminated by DfE.
- c. There is a risk that the Council may be required to find further resources to support the delivery of the Safety Valve Agreement conditions relating to the year end deficit balances (paragraph 2 of the Safety Valve Agreement) if insufficient savings have been achieved.
- d. There is a risk that the Council may not be able to fund the future years of contributions required under the Safety Valve Agreement which could result in the Agreement being terminated the DfE.
- e. There is a risk that the application for HNPCA of £28.2m is either rejected or scaled down. This would make some of the savings identified in the Safety Valve plan extremely difficult to achieve. Available HNPCA would need to be reviewed and prioritised to maximise short term benefits. Whilst further mitigations could reduce this risk, it is possible that these are insufficient and result in the DfE terminating the agreement. It is not known if the DfE would be prepared to negotiate the terms of the Safety Valve Agreement under these circumstances.

18. Whilst the Corporate Risk Register 15 (CRR15) risk outlines the overall risk to the council of in year financial deficit, consideration as to a specific separate risk on the DSG deficit management will now need to be given in light of the recently confirmed Safety Valve Agreement and any subsequent announcement regarding additional HNPCA allocation.

19. As of the 25 March 2024, the DfE has yet to approve the Council's HNPCA application of £28.2m. The application for HNPCA funding is linked directly to savings outlined in A2 of the DSG DMP (Appendix A2). It is unknown whether the DfE will approve all, or some of the funding.

20. If this application is successful, this additional HNPCA can only be used to address specific barriers to unlocking savings or support new projects that can be delivered quickly to help bring spending back into in-year balance. This funding is not intended to cover the breadth of demographic demands in Bristol, nor to fund all the High Needs capital projects which are planned in future years.

21. Bristol was unable to submit a funding request to cover capital projects currently being built or for reimbursements of projects already delivered – these were considered out of scope. Any additional investment in new places will be in addition to the following two workstreams as outlined in the DSG DMP (Appendix A2):

- A1 – Specialist Provision - In the financial years 2022/23 and 2023/24 Bristol was allocated £14.8m of HNPCA funding. This funding allocation is being used to deliver 118 additional specialist and resource places as part of the SEND Phase 2 Capital Programme.
- A4 – SEND Free School - In 2023 the DfE approved a new SEND Free School in Bristol. This is a DfE led

build which is due to open in September 2026, with an initial capacity for Bristol based children of 36, increasing year on year to a full capacity of 129 students by September 2032. As this is currently a DfE led development, it is not included in the Council's own capital programme.

22. Both the additional Specialist Provision and the SEND Free School are critical dependencies in delivery against the terms of the Safety Valve Agreement. If either of the capital schemes are delayed or undeliverable as planned, it will become necessary to re-evaluate the Safety Valve programme of work and develop alternative options. This may include the need for the Council to allocate further capital resources to support successful delivery under the terms of the Safety Valve Agreement.
23. If Bristol's HNPCA application is fully successful it is proposed that the Council will use up to £15m of HNPCA to invest in the existing education estate to improve the accessibility of mainstream schools, create inclusive environments and future proof buildings. Funding will be allocated to schools via a grants programme that will be co-designed with key stakeholders and aligned with design frameworks for inclusive buildings.
24. Additionally, the Council is seeking approval to allocate an additional £13.2m of new HNPCA funding to rebuild the Clarendon Special School primary site and amalgamate both the primary and secondary sites into one building with an increased capacity up from 77 to 97 children. It is proposed that Clarendon's current secondary school site be repurposed into a circa 50-place resource base.
25. The primary building is in Henleaze, and the secondary building adjoins Redland Green Secondary School both in North Bristol. The primary school site is nearing end of life and requires significant investment to keep operational. Without this it is likely that it will become unusable within 5-10 years. The Council has recognised that it must address the risk that losing this essential provision would cause in terms of significant disruption for pupils and families. Furthermore, children would likely need to be placed in Independent Non-Maintained Schools further increasing the pressure on the DSG.
26. Cabinet approved spend of up to £15m to deliver the Clarendon project on 1 September 2020. £6.5m was allocated from existing DfE capital grants immediately, the remaining capital was due to be supported through future grant funding or prudential borrowing. Financial pressures on the Council have meant that this has not been viable. The total build cost for this project is currently estimated to be in the region of £19.7m. The increase is due to changes to increase school capacity and inflation in the interim period. The project has planning approval and can be moved into final design and construction phase quickly in order to deliver the projected savings once funding has been identified either through HNPCA or alternative funding sources.
27. If the Council is unsuccessful in its application for HNPCA funding this will result in the Council and the DfE needing to renegotiate the Safety Valve agreement, specifically in relation to mitigation A2 although it should be noted that the DfE have not confirmed that such re-negotiation would be possible. This is therefore a critical risk to the programme as outlined in 17(e).
28. If the Council is only partially successful in its application for HNPCA funding, mitigation A2 will be reviewed to maximise the short-term impact of the available funding against the financial targets set out in the Safety Valve agreement. In addition, the Council will need to identify and develop further mitigations to make up any projected shortfall in achieving those financial targets.
29. New capital projects will be subject to the capital lifecycle and best practice delivery framework. Full governance will be implemented including engagement with the Education Capital Board and DSG Programme Board. Where proposed budgets are more than Director and Executive Director decision thresholds, a key decision will be required via the new decision pathway at the relevant Committee(s).
30. All projects are planned to be fully funded using external grant funding (HNPCA) from the DfE with no match funding required from the Council and therefore no impact on Council resources earmarked for existing projects.

31. The financial terms set out in the Safety Valve agreement and the targets outlined in the DSG DMP (Appendix A2) form part of the Council's budget framework and closely align with other key aspects of the financial planning process, including the Council's Medium Term Financial Plan (MTFP) and Capital Strategy. As a living document the DSG DMP will remain subject to frequent review and revision, be responsive to changing national factors, local priorities, and conditions, and take account of emerging pressures, risks and opportunities, as it builds on the annual budget approved by Schools and Council each year.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the full terms of the Safety Valve agreement with the Department for Education (DfE) (Appendix A3).
2. Authorises the Chief Executive in consultation with Cabinet Member for Children's Services, Education and Equalities and the Cabinet Member City Economy Finance & Performance to take all steps required to, if successful, accept and spend the funding from the DfE's High Needs Provision Capital Allocation (HNPCA), including procuring and awarding contracts which may be over the key decision threshold, as outlined in this report.
3. Authorises the Chief Executive in consultation with Cabinet Member for Children's Services, Education and Equalities and the Cabinet Member for City Economy Finance & Performance Authorises to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
4. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required

Corporate Strategy alignment:

CYP3: Equity in education.

Over the course of this Corporate Strategy, the Council expects SEND provision to continue improving by co-designing appropriate support with children and families to meet their needs. The Council want to create the right conditions that will enable more young people with SEND and from disadvantaged backgrounds to enter further education, employment, or training. Supporting children and young people to experience an inclusive education that meets their academic, health, social and emotional needs is a crucial step to entering employment and becoming independent and economically active within the city, which supports their lifelong wellbeing.

The Council's ambition is that children and young people have access to an education that develops their potential both in what they learn and who they become, so that they have skills for life and work. Additionally, an education that is inclusive and values diversity, and that provides opportunities where they learn from each other and benefit from understanding their different experiences is important. In achieving this, the Council will work both directly and with partners across the entire system to maximise opportunities for all. This includes access to further education, higher education, and other training providers to help people find pathways to employment; acknowledging and building upon much existing work by the Council and partners in these sectors to address the educational disadvantage in the city.

City Benefits:

Improvements to the way the DSG is used to support provision for pupils and students with SEND, ensuring it is spent in a fair, transparent, and sustainable way.

Consultation Details:

1. Audit Committee, 20/11/23
2. Cabinet Board, 08/01/24
3. Scrutiny - Finance Task Group, 23/11/23, 05/01/24

4. School's Forum Meeting, 16/01/24
5. Cabinet member Briefings 01/03/24
6. Department for Education meetings, 31/08/23, 15/12/23, 05/01/24

Background Documents:

1. Bristol City Council Cabinet Meeting 2 July 2019 - [Education Capital Programme – SEND Capital Proposals](#)
2. Bristol City Council Cabinet Meeting 1 September 2020 - [SEND Sufficiency & Capital Proposals](#)
3. Schools Forum 27 September 2022 - [The Dedicated Schools Grant \(DSG\) Management Plan Update including mitigations](#)
4. Bristol City Council Cabinet Meeting 3 October 2023 - [Dedicated Schools Grant \(DSG\) High Needs Block Recovery Plan](#)
5. Bristol City Council Cabinet Meeting 7 February 2024 - [Review into the effective and sustainable use of statutory and non-statutory high needs block \('Element 3'\) funding \[Delivering Better Value in SEND, Workstream 2\]](#)
6. Bristol City Council Cabinet Meeting 5 March 2024 – [Safety Valve Programme](#)
7. Department for Education – [Bristol City Council Safety Valve Agreement](#)

Revenue Cost	General Fund £46.5m Dedicated Schools Grant £53.7m Schools Block transfer £9.1m	Source of Revenue Funding	General Fund Dedicated Schools Grant
Capital Cost	£28.2m	Source of Capital Funding	Grant: High Needs Provision Capital Allocation
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The financial implications are as identified within this paper and the related appendices. Further details of the revenue financial implications can be found in paragraphs 12 to 16 and the capital implications in paragraphs 19 to 30.

Given the risk to the Council created by the DSG deficit and the related Safety Valve Agreement, consideration as to a specific separate risk in the Corporate Risk Register is recommended.

Finance Business Partner: Guy Marshall, Finance Business Partner 14 March 2024

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Council's own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 12 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson – Lead Enterprise Architect 21 March 2024

4. HR Advice: The report is seeking Cabinet to note the full terms of the Safety Valve agreement, to accept the funding the DfE's High Needs Capital Allocation (HNCA) and approve the spending of the funding as outlined in the report. This report has no significant HR implications arising from these requests for Bristol City Council employees.

HR Partner: Lorna Laing, HR Business Partner Adults & Communities, Children's & Education 13 March 2024

EDM Sign-off	Hannah Woodhouse	20 March 2024
Cabinet Member sign-off	Cllr Craig Cabinet Member for Children's Services, Education and Equalities	26 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	26 March 2024

Appendix A – Further essential background / detail on the proposal A1 - Invite to Round 4 of the 'Safety Valve' intervention programme letter – Bristol A2 - Overview – DSG Deficit Management Plan A3 – Signed Safety Valve Agreement A4 - SEND Strategy Overview	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Department
for Education

Date: 18/07/2023

By email: stephen.peacock@bristol.gov.uk

Cc: abi.gbago@bristol.gov.uk, John.Smith2@bristol.gov.uk

Dear Stephen Peacock,

‘SAFETY VALVE’ INTERVENTION PROGRAMME 2023-24 FOR LOCAL AUTHORITIES WITH HIGH DSG DEFICITS

I am writing to invite your authority to take part in the Safety Valve intervention programme with the DfE this year. The aim of the programme is to agree a package of reform to improve the performance of your high needs system and ensuring it is delivered in a sustainable way, for the benefit of children and young people, whilst bringing your dedicated schools grant (DSG) deficit under control. This will build on the work already completed through the Delivering Better Value in SEND (DBV) programme.

Context

We are aware that, over recent years, pressures on high needs budgets have contributed to many local authorities accruing deficits on their Dedicated Schools Grant (DSG). The right response to tackling this is a multi-faceted approach which looks to the heart of the issues, building on the significant increases in high needs revenue and capital funding that have been provided nationally; targeted intervention for the local authorities who have struggled the most; and future change arising from the special educational needs and disabilities (SEND) and Alternative Provision (AP) Improvement Plan.

We began the Safety Valve intervention programme in 2020-21 and continued with further authorities in 2021-22 and 2022-23, targeting the local authorities with the highest DSG deficits. We have now signed 34 agreements in total, which can be viewed [here](#). We are expanding the programme to 5 further local authorities in 2023-24.

The programme requires local authorities to develop substantial plans for reform to their high needs systems, with support and challenge from the department, to rapidly place them on an effective and sustainable footing. If the authorities can demonstrate sufficiently that their DSG management plans create lasting sustainability, including reaching an in-year balance as quickly as possible, and will provide improved support for children and young people, then the department will enter into an agreement with the authority, subject to Ministerial approval.

If an agreement is reached, local authorities are held to account for the delivery of their plans via quarterly reporting to the Department. So long as we

are confident that adequate progress is being made, authorities will receive incremental funding to eliminate their historic deficits, spread out over the lifetime of the agreement (generally five financial years).

Participation

We are expanding the programme in 2023-24 to work with 5 additional local authorities. Bristol has been selected as one of the local authorities to take part in the programme in 2023-24 on account of the size of your 2022-23 DSG deficit, so I am writing to invite your participation and set out the next steps.

We are aware that your authority has taken part in the DBV programme. Your transition into the Safety Valve programme will mean that your engagement with DBV ceases, although your authority will continue to have your check in meeting if scheduled in July. The work your authority has completed through DBV will form the basis of your Safety Valve engagement, and advisers will work with you on further developing a DSG management plan. We strongly encourage you to continue to develop your DSG management plan over the summer, in preparation for your participation in the Safety Valve programme.

Timelines and Process

During this process, your authority should be working towards submitting a proposal to the department setting out:

1. How you will control your deficit and reach an in-year balance (as a minimum) on your DSG, and how quickly. We request that this be set out in the DfE DSG management plan template, which can be viewed [here](#). Your DSG management plan should also indicate any planned block transfer requests, which will be handled through the Safety Valve programme where required.
2. How Bristol will contribute to the reduction of the historic deficit through use of DSG surpluses, in addition to reaching an in-year balance.
3. How Bristol will ensure that the plan is deliverable, how it will be managed as it is implemented, and how this plan will improve support for children and young people with SEND. This includes agreeing who will be responsible for the ongoing monitoring of progress towards the agreement, which is discussed below.
4. A clear explanation of the financial support Bristol needs from the DfE to eliminate the historic deficit over the period of the agreement. This could include, if necessary, a request for some funding to help implement the proposal, as well as funding to eliminate the deficit directly, although we would not expect this to constitute a significant element of the total financial support requested.

The process will run as follows. We will invite you to an initial meeting by early October to discuss your current situation and plans with our Chief adviser

Tony McArdle, SEND adviser, financial advisers and DfE colleagues. We will ask you to give a short presentation on your existing DSG management plan and areas of focus, which we encourage you to develop as far as possible in advance of this meeting. This will enable the advisers to support you most effectively. This meeting should be attended by your Chief Executive, Director of Children's Services and Chief Finance Officer (section 151 officer) as a minimum.

Thereafter, we will ask you to work on your DSG management plan and proposals for reform over a period of 3 months, which we will discuss and challenge in regular meetings. This process will require significant time commitment from your officials.

- You will be required to submit an initial proposal consisting of a DSG management plan and accompanying narrative by **15 December** for review. This must clearly meet the four criteria listed above. The team will review this and provide feedback to you by early January.
- You will have an opportunity to make any final amendments before submitting your final proposal on **12 January**. The team will hold a final meeting with you and confirm whether your final proposal is sufficient for a recommendation to be made to the Secretary of State advising an agreement.
- If the proposal is approved by Secretary of State, we will enter into an agreement.

We will publish all agreements made in 2023-24 in **March 2024**. You will need to factor into the above timetable political clearance of the proposal within your authority, which we will be happy to discuss further with you.

Discussions regarding any potential DSG block transfers also form part of the Safety Valve process, rather than separate submission of a block movement request to the ESFA. The same applies to other disapplication requests that are directly relevant to the agreement. The Safety Valve team will explain this process clearly in the introductory meeting with your authority.

There will be an opportunity to request additional capital funding through the Safety Valve programme, in cases where investment in local infrastructure will result in the availability of more appropriate provision and therefore significant revenue savings. Further information and a detailed commission will be sent to your authority in the autumn.

Next steps

On receipt of this invitation, we are requesting, **no later than 7th August 2023**, that you confirm your authority's intention to participate in the Safety Valve intervention programme to the above timetable. As you do so, please provide times and dates that your leadership team can accommodate a 1.5hr meeting in the last week of September or first two weeks of October. Please prioritise this meeting as far as possible, given the tight timescales.

Subsequently, by 31st August, we request that you:

1. Submit your **latest** DSG management plan.
2. Submit your SEND strategy and any other relevant data. This should include any relevant work generated through the DBV programme.

If you have any queries, please do get in touch with the Safety Valve team at Safetyvalve.programme@education.gov.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Tom Goldman', written in a cursive style.

Tom Goldman - Deputy Director, Funding Policy Unit



Inflation Forecast	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

Scenario shows the cumulative deficit position with the Schools Block Contribution 0.5% to HNB, backlog, inflation, project resource cost of delivery & stretched targets from financial year 2024-25 to 2029-30

Scenario	2022-23 £,000s	2023-24 £,000s	2024-25 £,000s	2025-26 £,000s	2026-27 £,000s	2027-28 £,000s	2028-29 £,000s	2029-30 £,000s
Mitigated Planned DSG position (surplus)/deficit	£39,577	£56,077	£76,179	£96,023	£108,444	£114,213	£111,184	£100,290
Unmitigated Planned DSG position (surplus)/deficit	£39,577	£58,189	£90,505	£133,110	£181,483	£236,554	£296,577	£360,661
Total DSG Grant Allocations (Based on 2024-25 Allocations Published December 2023)		(£452,302)	(£490,014)	(£502,978)	(£516,331)	(£530,085)	(£544,251)	(£560,838)
Unmitigated expenditure forecast		£470,915	£518,211	£537,084	£552,810	£569,386	£584,268	£600,598
Uncontainable Inflation		£0	£3,455	£7,282	£11,245	£15,371	£19,607	£23,926
Project Resource - Cost of Delivery		£0	£663	£1,218	£649	£399	£399	£399
Total Unmitigated Expenditure		£470,915	£522,329	£545,584	£564,704	£585,156	£604,274	£624,923
Revised Unmitigated expenditure forecast		£18,612	£32,315	£42,606	£48,373	£55,071	£60,023	£64,084
Other Income Allocations								
Schools contribution of 0.5% (subject to annual Budget approval)		£0	(£1,722)	(£1,773)	(£1,826)	(£1,881)	(£1,938)	£0
Additional Funding for new Maintained Specialist Provision Places		£0	(£933)	(£1,358)	(£1,878)	(£2,225)	(£2,537)	(£2,699)
Total Other Income		£0	(£2,655)	(£3,131)	(£3,704)	(£4,106)	(£4,475)	(£2,699)
Savings forecast		(£2,112)	(£9,491)	(£17,883)	(£28,148)	(£38,540)	(£49,190)	(£60,361)
Stretched Target - Optimistic Scenario		£0	(£69)	(£1,748)	(£4,100)	(£6,656)	(£9,387)	(£11,918)
Total Savings Forecast		(£2,112)	(£9,560)	(£19,631)	(£32,247)	(£45,196)	(£58,577)	(£72,279)
Total Scenario (Annual Deficit) excluding LA Contributions		£16,500	£20,101	£19,844	£12,421	£5,769	(£3,029)	(£10,893)
Additional Council Contributions								
Council General Fund contribution Project Resource - Cost of Delivery		£0	(£663)	(£1,218)	(£649)	(£399)	(£399)	(£399)
Council General Fund contribution		£0	(£3,500)	(£3,500)	(£3,500)	(£3,500)	(£3,500)	(£3,500)
Council General Fund contribution - Reserves		£0	(£7,837)	(£7,282)	(£6,655)	£0	£0	£0
Total Council Contributions		£0	(£12,000)	(£12,000)	(£10,804)	(£3,899)	(£3,899)	(£3,899)
Grand Total Scenario (Annual Deficit)		£16,500	£8,101	£7,844	£1,617	£1,870	(£6,928)	(£14,792)
Cumulative Mitigated Planned DSG position (surplus)/deficit after Council Contribution		£56,077	£64,179	£72,023	£73,640	£75,510	£68,582	£53,790



Bristol City Council Deficit Management Plan Savings Proposals & Mitigations Schemes Summary

Key Mitigations/Savings	Mitigations/ Savings forecast						
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
SCHEME A1 Specialist Provision Create 380 specialist places in special and mainstream schools to meet current and future projected demand	£2,017,725	£7,265,348	£11,272,987	£14,963,043	£16,819,893	£17,324,489	£17,844,224
SCHEME A2 New Capital Request to increase specialist provision	£0	£883,709	£2,677,639	£5,521,598	£9,447,089	£14,486,557	£19,935,809
SCHEME A3 Expansion of Supported Living (Project Rainbow) To build an education residential centre to support preparation for adulthood.	£94,275	£233,048	£240,039	£247,240	£254,658	£262,297	£270,166
SCHEME A4 Bristol Special Free School The new Bristol Special Free School will create an additional 129 spaces between September 2025 to September 2031.	£0	£0	£0	£775,832	£2,019,625	£3,007,886	£3,555,894
SCHEME B1 Review of HNB Element 3 Non-Statutory 'top-up' Funding	£0	£202,731	£1,716,971	£3,688,690	£5,660,410	£7,632,129	£9,603,848
SCHEME C4 Belonging with SEND Programme	£0	£209,520	£697,131	£1,482,240	£2,585,123	£4,326,961	£6,479,871
SCHEME G1 Review and reform of the Alternative Learning Provision model and funding to improve outcomes and ensure best value provision	£0	£684,049	£1,193,176	£1,228,972	£1,265,841	£1,303,816	£1,342,931
DBV Stretched Confidence Benefits INCLUDING Inflation For schemes A1, G1, C4a & C4b	£0	£68,891	£1,747,814	£4,099,838	£6,655,997	£9,387,019	£11,917,630
Impact of Inflation on Scheme B1 & C4	£0	£12,368	£84,791	£239,918	£487,284	£846,057	£1,328,569
Total savings	£2,112,000	£9,559,663	£19,630,548	£32,247,372	£45,195,920	£58,577,212	£72,278,944



Dedicated Schools Grant ‘Safety Valve’ Agreement: Bristol

1. This agreement is between the Department for Education and Bristol City Council, and covers the financial years from 2023-24 to 2029-30.
2. The authority undertakes to reach a positive in-year balance on its Dedicated Schools Grant (DSG) account by the end of 2029-30 and in each subsequent year. The authority undertakes to control and reduce the cumulative deficit as follows:

Year	Maximum Forecast DSG Deficit Profile at Year End ¹ £m
2023-24	£56.1m
2024-25	£64.2m
2025-26	£72.0m
2026-27	£73.6m
2027-28	£75.5m
2028-29	£68.6m
2029-30	£53.8m

3. The authority agrees to implement the action plan that it has set out. This includes action to:
 - 3.1 Co-produce and implement a city-wide SEND Inclusion Strategy to improve partnership working, joint accountability, planning, commissioning, and delivery, ensuring that SEND services are needs led;
 - 3.2 Enhance early intervention, effective outreach, school improvement and targeted funding to enable increased numbers of children and young people with EHCPs to be successfully supported in mainstream settings;
 - 3.3 Use a ‘Test and Learn’ approach to support the development of creative and dynamic ways to retain young people in quality mainstream provision, meeting

¹ This profile includes contributions that the council will make from its own resources to reduce the DSG deficit.

their needs, improving their educational outcomes and reducing the risk of exclusion;

3.4 Co-design, with schools, a standard practice of excellence in supporting children and young people with SEND through LA-commissioned SEND School Improvement Officers;

3.5 Improve the EHCP process through measures including speeding up time taken for assessments, plans and reviews;

3.6 Ensure effective joint governance of SEND improvement across the city, including improving quality and use of data for management performance and service planning, leading to improved accountability and speed of change;

3.7 Build provision to meet current and future demand with a focus on creating a flexible education estate that can adapt to changes in need.

4. The authority also agrees to ongoing monitoring of its performance in fulfilling this agreement. The authority will:

4.1 Report tri-annually (as a minimum) in writing to the Department (Funding Policy Unit) on its progress towards implementing the plan as per the conditions set out in paragraphs 2 and 3;

4.2 The monitoring reports should include progress against the conditions of grant and a financial dashboard detailing various metrics relating to demand and cost. DfE will provide a template for this;

4.3 Inform the Department (Funding Policy Unit) of any unforeseen difficulties or impacts of carrying out the agreement, or any significant risks to reaching the agreed financial position as soon as they arise;

4.4 Meet with the Department at any time when the Department deems it necessary to discuss progress towards the agreement.

5. The Department agrees to pay to the authority an additional £21.52 million of DSG before the end of the financial year 2023-24. In subsequent financial years, subject to compliance with the conditions set out in paragraph 3, the Department will pay DSG sums as below. This funding will be provided in instalments and subject to continued satisfactory progress. Subject to full compliance, Bristol City Council should therefore eliminate their cumulative deficit no later than 2029-30.

Year	The Department agrees to pay to the authority an additional £m of DSG by year end
2023-24	£21.52m
2024-25	£4.61m
2025-26	£4.61m
2026-27	£4.61m
2027-28	£4.61m
2028-29	£4.61m
2029-30	£9.22m

6. This agreement is subject to review at any time, for example as a result of the following events:

6.1 Higher or lower DSG formula funding levels for the authority in future financial years than those the authority has assumed.

6.2 Significant changes to national SEND policy, for example as a result of the government SEND Improvement Plan, which impact on elements of the plan.

6.3 Insufficient progress being made towards the authority reaching and sustaining an in-year balance on its DSG account as set out in the plan.

6.4 Whether Bristol City Council is awarded additional capital funding support following the capital application process.

The review process will include an assessment of the impact of the change in circumstances.

On behalf of Bristol City Council, signed by:



[Stephen Peacock, Chief Executive (08/03/2024)]



Hannah Woodhouse, Director of Children's Services (08/03/2024)



Denise Murray, Director of Finance and S151 Officer (08/03/2024)

On behalf of the Department for Education, signed by:

[insert signature here]

Tom Goldman – Deputy Director, Funding Policy Unit

Appendix A4 SEND Strategy Overview

Need for Change

Bristol City Council recognise that although there are pressures within the local systems of High Needs, children and young people with Special Educational Needs and Disability (SEND) deserve to have better experiences to enrich their lives. As a local authority, our aim is to reform SEND services by listening to partners, leaders and families and implementing an effective plan, rapidly whilst creating a sustainable financial future for children, young people (CYP) and families.

We know to achieve a sustainable future it will take good partnership and leadership that is both ambitious and bold in its plans to reform SEND services in Bristol. Through genuine collaboration across Education, Health, Care and Finance we will be able to identify innovative and appropriate solutions to the ever-growing deficit within the dedicated schools grant (DSG). To tackle the deficit, it is important to understand that a multi-faceted approach is needed, SEND systems need to be consistent, high quality, integrated, co-produced, shared and financially sustainable. Bristol's approach is outcomes focused, evidence based and rooted in co-production.

We want to ensure our local offer meets the needs of all our children and young people with SEND, in the right provision, at the right time. This means working collaboratively across all phases from Early Years through to Post – 16 and then into adulthood. Support needs to be available to ensure early systematic identification of need, effective use of resources for children and young people in mainstream settings and equitable experiences for families. We value the voices of families, partners and most importantly CYP.

By galvanising the leadership through a city wide SEND Inclusion Strategy, Bristol City Council will be able to ensure there is full, unwavering support and commitment to address the high needs deficit. Our vision of genuine reform and improvement to services will enable us to successfully collaborate, innovate and change the future of SEND for the benefit of all CYP.

Strategy for Change

To be successful we must make decisions that require courage, creativity, and resilience. The scale of the problem is huge, but it is not insurmountable. Successful SEND systems require a culture of shared responsibility, accountability, and learning – underpinned by trust. We intend to build a system where good education outcomes and sustainable finances are balanced.

As outlined in our Safety Valve application and Deficit Management Plan our aim is to:

1. Create a SEND system where more CYP with SEND can remain in mainstream provision for longer, by providing schools with the support to strengthen practice and improve physical spaces.
2. Ensure we have the right mix and level of provision to meet the needs of all children and young people when a specialist place is required.
3. Design efficient and effective systems ensuring CYP with SEND receive timely support, and that schools receive the right level of funding to meet those needs.
4. Continue to build, strengthen, and sustain relationships with key stakeholders engaging them in genuine collaboration and co-design.

We will achieve this for Bristol by focusing on the following four themes, which have influenced our mitigations as outlined in our Safety Valve application.

Demand

- Focus on early identification and prevention – starting in early years working and with all of our partners,

- Target timebound funding into evidence and outcome-based interventions – to support more C&YP in mainstream schools,
- Provide supportive and challenging outreach services, and training to develop practice in schools,
- Provide families with the support to help their children become independent adults,
- Create a school improvement offer which supports schools to provide consistent and high quality ordinary available provision.

Sufficiency

- Build enough provision to meet current and future demand,
- Capital investment in mainstream schools to improve accessibility and inclusion (DfE Capital Investment Application Submitted)
- Reduce the need for out of authority placements and independent non-maintained special schools (INMSS)
- Create a flexible education estate that can adapt to changes in need.

Efficiency

- Improve the EHCP process speeding up time taken for assessments, plans and reviews,
- Align EHCP funding with decision making,
- Ensure effective use of High Needs Block funding,
- Improve quality and use of data for management performance and service planning,
- Implement a new operating model reducing case transfers and putting staff closer to children, young people, families, and carers.

Partnerships

- Coproduce and implement a city wide SEND Inclusion Strategy to improve partnership working joint/coordinated accountability, planning, commissioning, and delivery,
- Ensure effective joint governance of SEND improvement across the city improving accountability and speed of change,
- Co-produce services ensuring they are needs led.

Key Performance Indicators

1. Over the next 7 years more children and young people with EHCPs will be attending mainstream settings and receive an inclusive education.
2. Over the next 6 months, we will work with families, partners and young people to develop and publish our new co-produced local area SEND strategy.
3. We will work with partners and Bristol Parent and Carer Forum to complete our co-produced charter that will make clear what coproduction looks like. This will provide the basis for a refreshed approach to a way of working together for the benefit of children and young people with SEND.
4. In line with our 'Test and Learn' approach with Delivering Better Value we will support creative and dynamic approaches to retaining young people in quality mainstream provisions whilst meeting their needs and reducing the risk of exclusion and improving their educational outcomes.
5. Over the next 12 months, we will continue to develop an agreed rigorous and robust process following the non-statutory top-up funding consultation; and implement an Exceptional Needs Grant for children and young people in Bristol mainstream schools where their needs have been well identified and they are eligible.
6. We will co-design, with schools, a standard practice of excellence in supporting children and young people with SEND through LA-commissioned SEND School Improvement Officers.

Equality Impact Assessment [version 2.12]



Title: Safety Valve Programme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [Programme]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Children and Education	Lead Officer name: Reena Bhogal-Welsh
Service Area: Education	Lead Officer role: Director Education, Skills and Learning

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Equality and Inclusion Team early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

On 18 July 2023 Bristol City Council was invited by Department for Education (DfE) to apply for the Safety Valve Programme. The programme is designed to assist Local Authorities with significant pressures on their Dedicated Schools Grant (DSG) and supersedes the current Delivering Better Value in SEND Programme.

As part of the SV agreement the authority will undertake all necessary means to reach a positive in-year balance on its Dedicated Schools Grant (DSG) account by the end of 2028/29 and in each subsequent year.

The objective is to produce a system which is fair, transparent, consistent, and financially sustainable, that achieves good outcomes for children and young people (CYP) with Special Educational Needs and Disability (SEND) through robust monitoring and accountability frameworks. This will be co-produced with parents/carers, children, and education partners to ensure the change process is collaborative, clearly communicated, understood, and fit for purpose – building a culture of shared responsibility and ownership.

Robust analysis of the key impact measures, relating to ensuring more CYP’s needs are effectively met earlier and within mainstream education will be key, along with the changes as a mechanism to increase parental confidence in Bristol’s mainstream provision.

As an inclusive culture becomes embedded in the system more C&YP will have their needs met earlier. This will result in less children requiring specialist provision, reducing the demand for specialist places and costly INMS. More children with EHCPs will be able to remain in mainstream provision and the impact of the early years and pathways to independence projects will reduce the number of children requiring support outside of element 1 & 2 funding in mainstream provision.

Ongoing priorities are focused on continuing the work undertaken to address the significant weaknesses identified in the 2019 inspection of SEND, as well as the findings of the deep dive analysis following BCC’s involvement in the Delivering Better Value (DBV) Programme.

Demand for statutory plans continue to increase and the use of provision outside of mainstream settings remains high - with a particular pressure on the use of costly INMS. Although the demand for specialist places is unlikely to decline in the next two years the LA has decided to follow a strategy which is not solely focused on the building of additional specialist provision.

Instead, a focus on a mixed strategy of addressing current specialist shortages, whilst building an inclusive culture where early intervention and prevention are engrained will be followed. The Pathways to Independence project is working with cross sector colleagues to enhance inclusive practice within early years and support inclusion for C&YP as they move through school age and post 16 provision - strengthening cross phase transition.

Training and support to effectively deliver a robust 'graduated approach', consistently across Bristol's schools and settings is key and central to the cultural change. Ensuring effective support and resources are routinely available, using Element 1 and 2 funding, is fundamental. Integrated, multi-agency models for early help and support have been strengthened following the WSoA and the Our Families Transformation Programme with the aim to provide timely and effective intervention and reduce escalating needs.

Successful SEND systems require a culture of shared responsibility, accountability, and learning – underpinned by trust. We intend to build a system where good education outcomes and sustainable finances are balanced. BCC will deliver this by:

- Creating a SEND system where more CYP with SEND can remain in mainstream provision for longer, by providing schools and early years settings with the support to strengthen practice and improve physical spaces
- Ensuring we have the right mix and level of provision to meet the needs of all children and young people when a specialist place is required
- Designing efficient and effective systems ensuring CYP with SEND receive timely support, and that schools receive the right level of funding to meet those needs
- Continuing to build, strengthen, and sustain relationships with key stakeholders engaging them in genuine collaboration and co-design

Although these reforms will take time to be fully delivered, the long-term impact of this will be significant and sustainable. Not only in securing improved outcomes for Bristol's children and young people with SEND, but also ensuring funding is appropriately used to deliver best value.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners/Stakeholder organisations	
Additional comments: The main impact of this proposal will relate to Disabled children and young people with SEND, their families and their education settings; particularly those in receipt of non-statutory top up funding. There will also be changes to practice required by the Education & Skills workforce within the Council.		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes No

[please select]

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

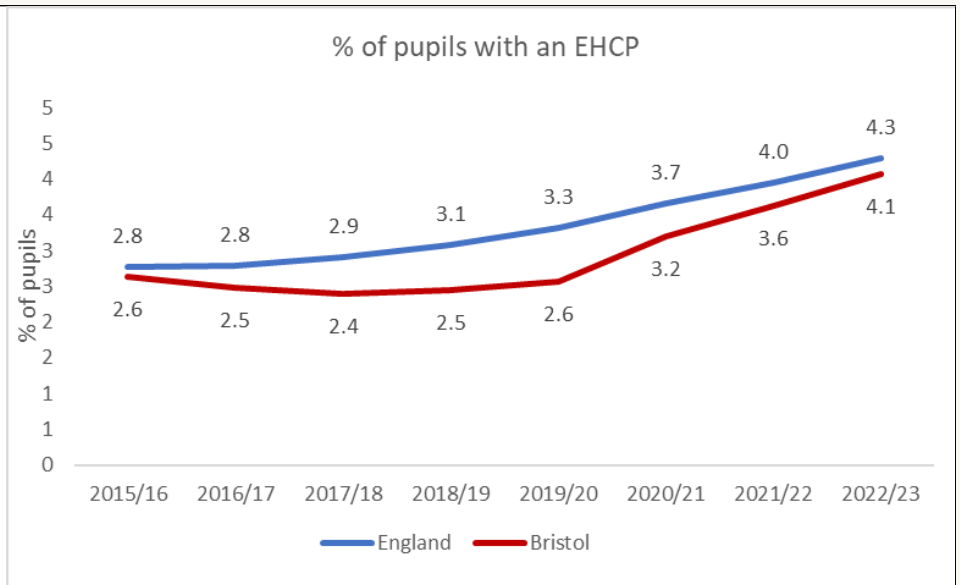
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

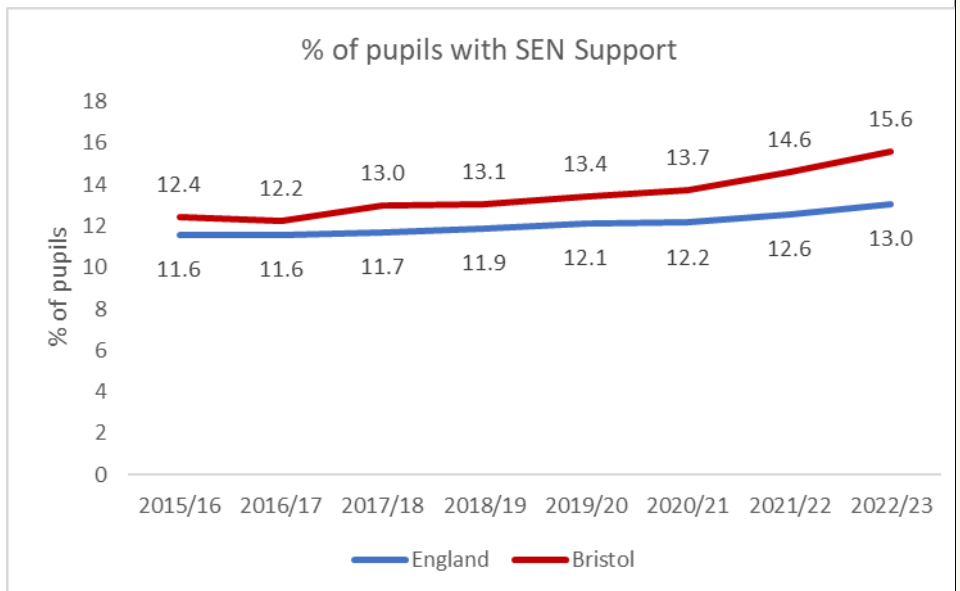
Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](https://www.sharepoint.com/Data-Statistics-Intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.sharepoint.com/HR-Analytics-Power-BI-Reports) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>School census: Data is from the Jan 2023 school census and provides information on the number of pupils in Bristol schools with SEND.</p> <p>Note: This does not include pupils who live in Bristol but attend a school out of area or young people not of school age.</p>	<p>We know from Bristol's school census data that for school age children – boys are more likely to receive support for non-physical SEND needs than girls, whilst Black African children are more likely to be in receipt of non-statutory top-up funding at mainstream schools; and more likely to be at a special school. Mixed White and Black African/Caribbean children are also overrepresented, whilst White British children are underrepresented compared to the Bristol population average. We also know that Disabled children with SEND are more likely to live in a deprived area and be eligible for free school meals.</p> <p>Pupils with SEND in schools</p> <p>Over 13,500 pupils in Bristol been diagnosed with special educational needs (SEN). This is an increase of 9% in the last year and 43% since 2016.</p> <ul style="list-style-type: none"> • 2,877 pupils have an Education, Health and Care plan (EHC plan) • 10,944 pupils have SEND but no EHC plan – SEND support (SEND support means support that is additional to, or different from, the support generally made for other children of the same age in a school.) <p>In Bristol, 4.1% of pupils have an EHC plan. The percentage of pupils with an EHC plan has been increasing since 2018 but is still below the national average (4.3%).</p>



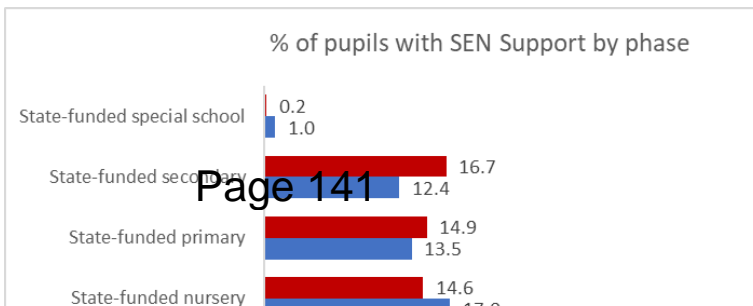
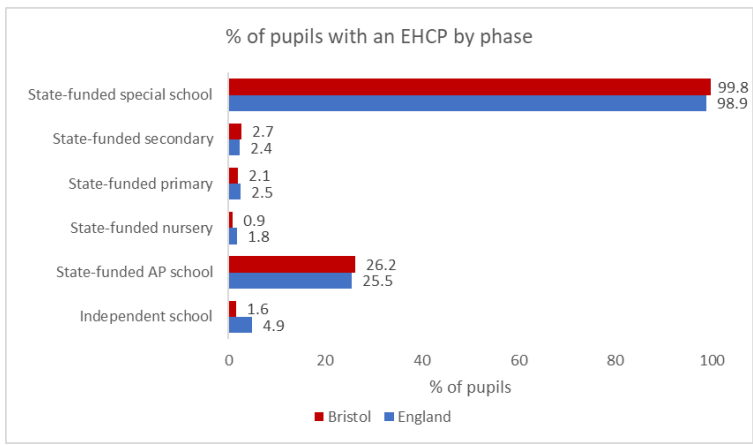
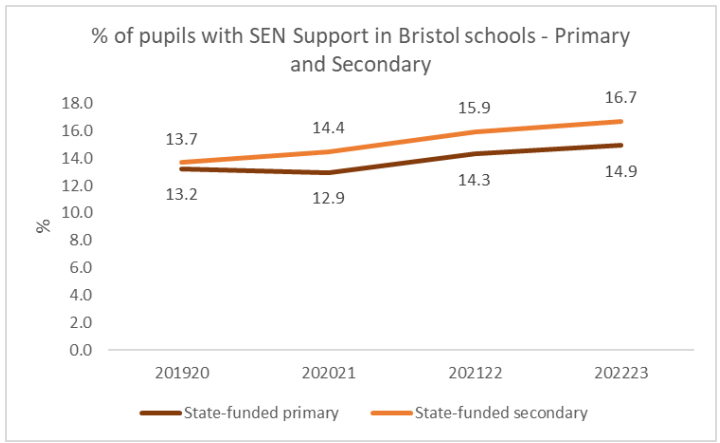
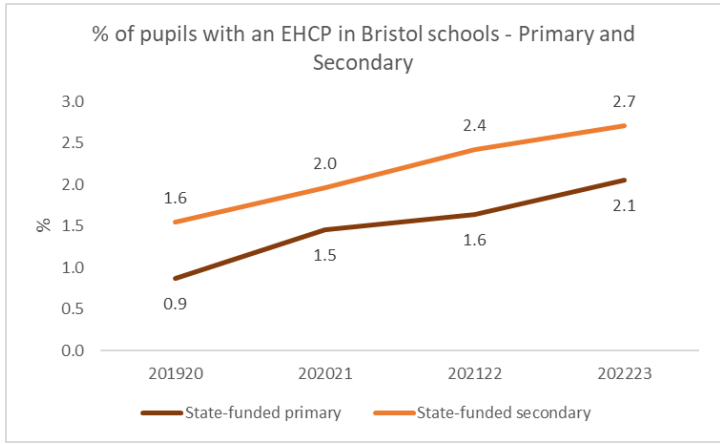
The proportion of pupils in Bristol schools with SEND support continues to increase with 15.6% of pupils recorded with SEND support in 2023, higher than the national average of 13%.



SEND provision by school type

Rates of EHC plans and SEND support are higher in secondary schools than primary schools.

- In primary schools, 2.1% of pupils have an EHC plan and 14.9% have SEND support
- In secondary schools, 2.7% of pupils have an EHC plan and 16.7% have SEND support



Pupil characteristics (does not include independent schools)

SEND Diagnosis is more prevalent in boys than girls, both locally and nationally.

- 71% of pupils with an EHC plan are boys
- 62% of pupils with SEND Support are boys

In Bristol, EHC plans are most prevalent at age 12 and SEND support rates are highest for 9 and 10 year olds. The proportion of pupils with SEND support increase with age up until age 10. The proportion of pupils with an EHCP also increases with age from 3.5% at age 4 to 11.5% at age 12.

White British children make up a smaller proportion of the population in receipt of top-up funding than they do of the general British population of the same age (2021 Census data) by around 16%. Black African children are 27% more likely to be in receipt of non-statutory top-up at mainstream schools, and 60% more likely to be at a special school than the average child in Bristol. Mixed White and Black African/Caribbean children are also overrepresented. A full analysis of impact by ethnicity has not been possible due to data limitations.

Ethnic group	EHCP		SEN Support	
	Bristol	England	Bristol	England
White British	4.5%	4.5%	16.7%	14.3%
Irish	4.2%	4.4%	12.1%	13.6%
Traveller Of Irish Heritage	2.0%	6.1%	25.5%	25.5%
Any Other White Background	2.7%	2.9%	10.8%	9.5%
Gypsy Roma	3.3%	4.8%	27.5%	22.2%
White And Black Caribbean	6.8%	5.4%	20.8%	17.0%
White And Black African	4.6%	4.5%	15.9%	12.6%
White And Asian	2.6%	3.4%	11.0%	10.1%
Any Other Mixed Background	4.6%	4.3%	15.5%	11.5%
Indian	2.0%	2.4%	7.3%	6.3%
Pakistani	3.8%	3.9%	14.1%	11.2%
Bangladeshi	5.2%	4.5%	12.4%	10.2%
Any Other Asian Background	3.5%	3.7%	8.4%	8.0%
Black Caribbean	7.0%	5.8%	26.0%	16.5%
Black African	4.7%	4.5%	14.1%	10.4%
Any Other Black Background	5.7%	5.6%	15.0%	12.7%
Chinese	2.6%	2.1%	5.3%	4.9%
Any Other Ethnic Group	4.1%	3.4%	11.4%	10.1%
Unclassified	4.8%	4.7%	13.8%	11.6%

cc	Mainstream (EHCP)	Mainstream (Non-Stat)	Special Schools
White\British	0.85x	0.75x	0.82x
Black\African	1.06x	1.24x	1.65x
Any\Other\White\Background	0.83x	0.99x	0.89x
White\and\Black\Caribbean	1.36x	1.43x	1.63x
Any\Other\Mixed\Background	1.69x	1.60x	1.32x
Pakistani	0.67x	0.76x	0.97x
Black\Caribbean	1.87x	2.81x	1.82x
Any\Other\Black\Background	1.39x	1.03x	1.62x
White\and\Black\African	1.22x	1.28x	1.19x
Any\Other\Asian\Background	0.91x	1.51x	2.00x
Any\Other\Ethnic\Group	0.92x	0.81x	0.64x
White\and\Asian	0.46x	0.34x	0.50x
Bangladeshi	1.21x	0.64x	1.69x
Indian	0.58x	0.41x	0.40x
Chinese	0.55x	0.44x	0.97x
White\Irish	0.77x	0.40x	1.08x
Traveller\of\Irish\Heritage	1.02x	2.15x	nanx

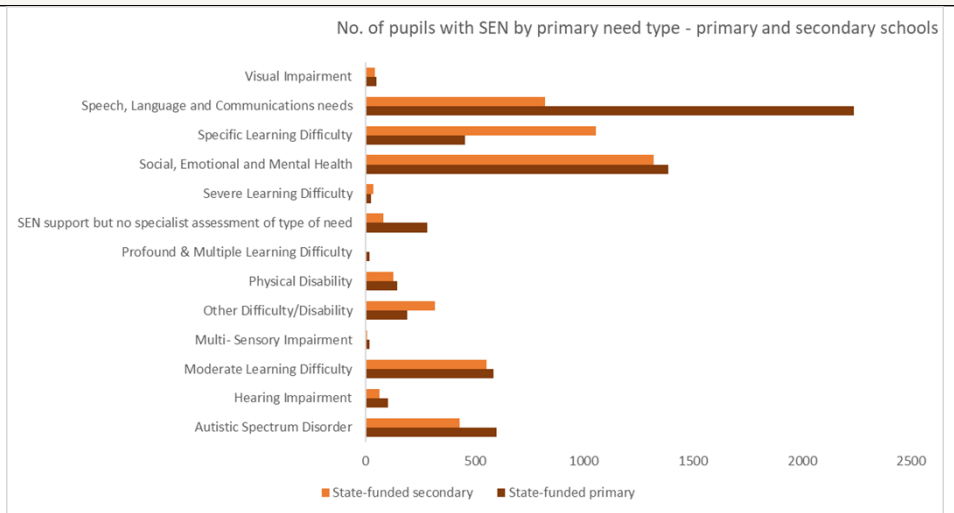
Primary type of need (does not include independent schools)

Speech, language and communication needs is the most common primary need type for SEND pupils in Bristol. For pupils with SEND support the most common primary need type is also speech, language and communication needs, but for pupils with an EHC plan it is Autistic Spectrum Disorder.

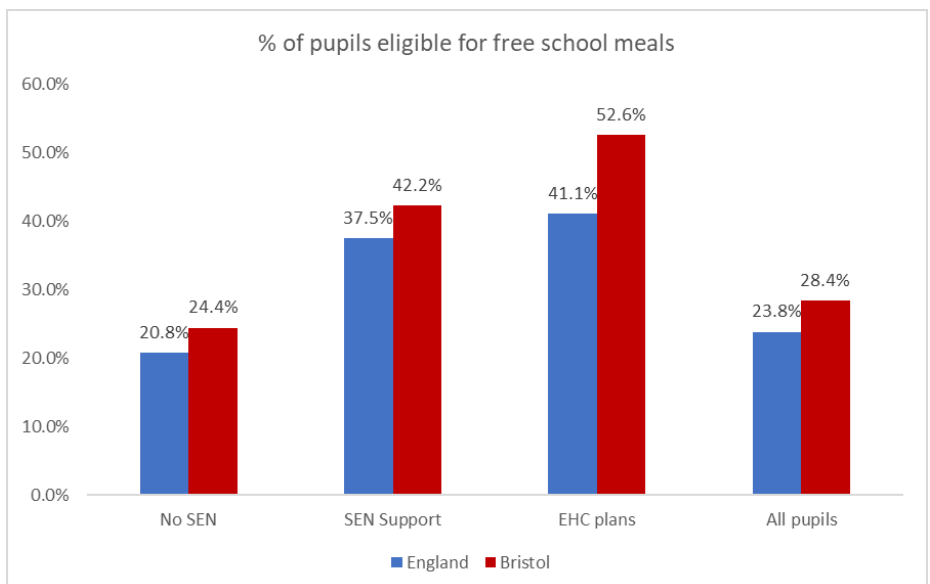
Primary Need	EHCP	SEN Support	Total
Speech, Language and Communications needs	413	2943	3356
Social, Emotional and Mental Health	640	2467	3107
Autistic Spectrum Disorder	922	653	1575
Specific Learning Difficulty	113	1439	1552
Moderate Learning Difficulty	178	1020	1198
Other Difficulty/Disability	61	472	533
SEN support but no specialist assessment of need	0	364	364
Physical Disability	107	207	314
Hearing Impairment	82	131	213
Severe Learning Difficulty	129	34	163
Visual Impairment	33	67	100
Profound & Multiple Learning Difficulty	90	4	94
Multi- Sensory Impairment	5	23	28

The most common primary need in primary schools is speech, language and communication needs (2,236 pupils), with a much higher number of pupils with this need type compared to secondary schools (822 pupils).

In secondary schools the most common primary need type is social, emotional and mental health (1,320 pupils).



Free school meal (FSM) eligibility (does not include independent schools)
 Pupils with SEND are more likely to be eligible for free school meals.



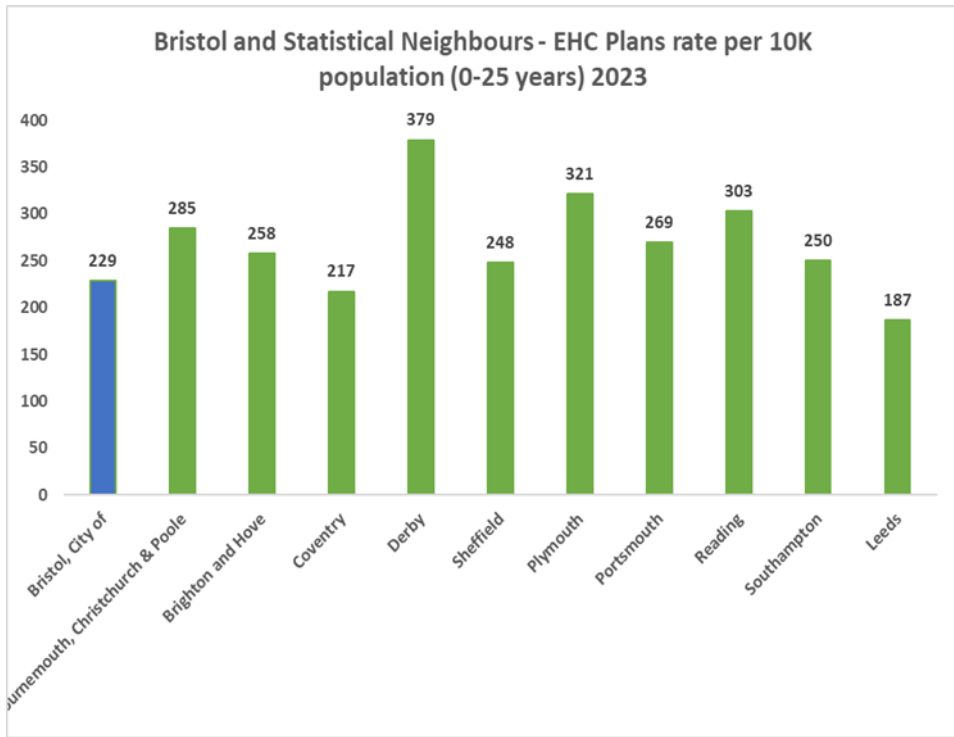
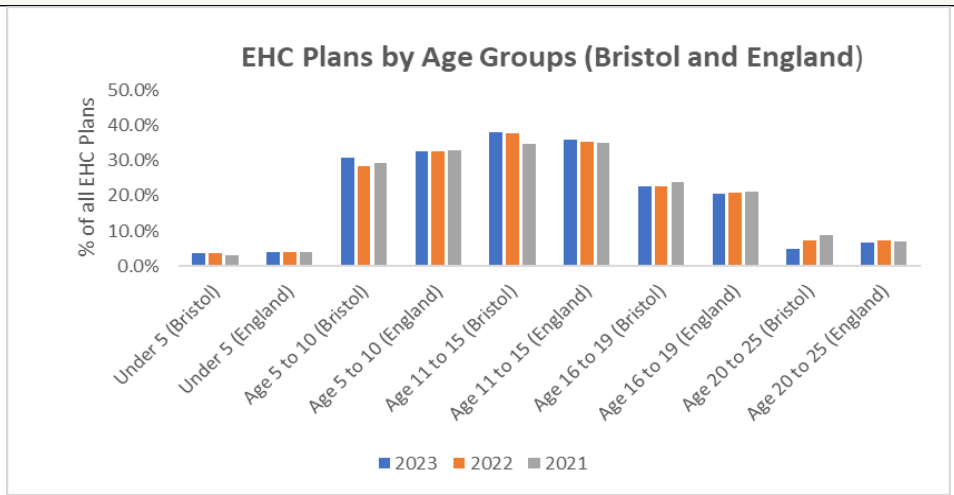
SEN2: data is from the SEND statutory return, SEN2, and includes information on Disabled children and young people with SEND from 0-25 years who live in a Bristol postcode.

<https://www.explore-education-statistics.service.gov.uk/find-statistics/education-health-and-care-plans>

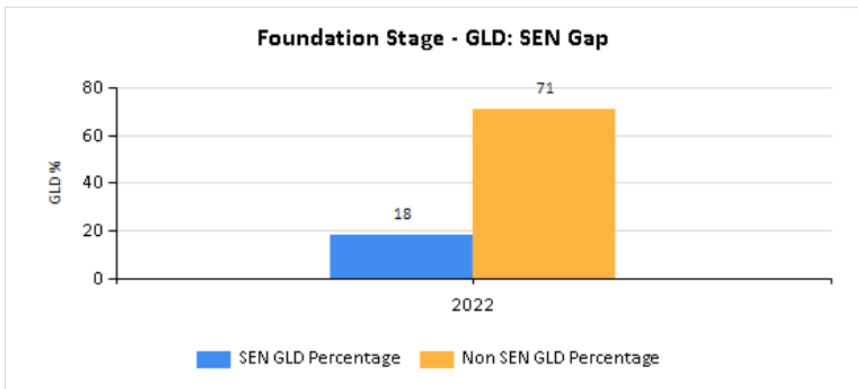
The children and young people for whom Bristol maintains an EHC Plan are distributed across the age ranges, with the vast majority (91%) aged between 5 and 19 years.

Of those 3,709 children and young people for whom Bristol maintains an EHC Plan in January 2023:

- 141 (3.8%) are aged under 5 years
- 1139 (30.7%) are aged 5 to 10 years
- 1413 (38.1%) are aged 11 to 15 years
- 839 (22.6%) are aged 16 to 19 years
- 177 (4.8%) are aged 20 to 25 years



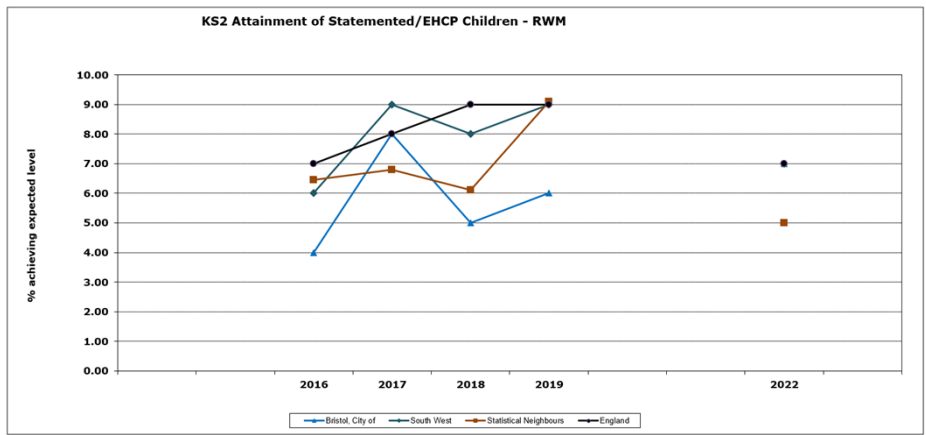
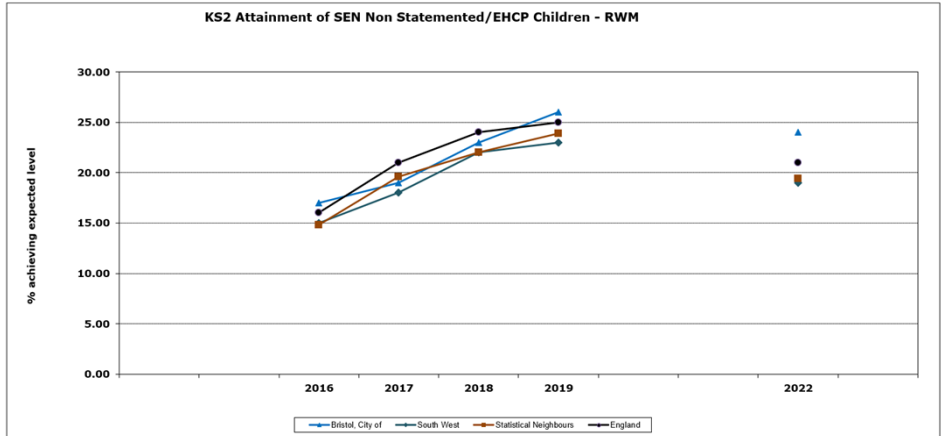
There is a large gap in the percentage of children achieving a good level of development in Early years between children with SEN and no SEN.



Pupils with SEND are significantly less likely to achieve the expected level at KS2 in reading, writing and maths than pupils with no identified SEN.
 % of pupils in Bristol schools achieving the expected level at KS2 in reading, writing and Maths:

- 24% of children with a SEN Support achieve the, this is above the national average (21%).

- 7% of children with an EHCP, both locally and nationally
- 68% of pupils with no SEND

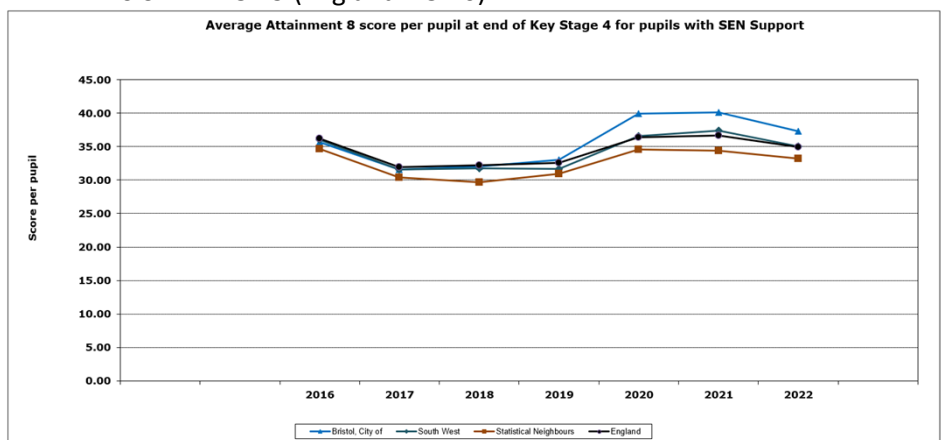


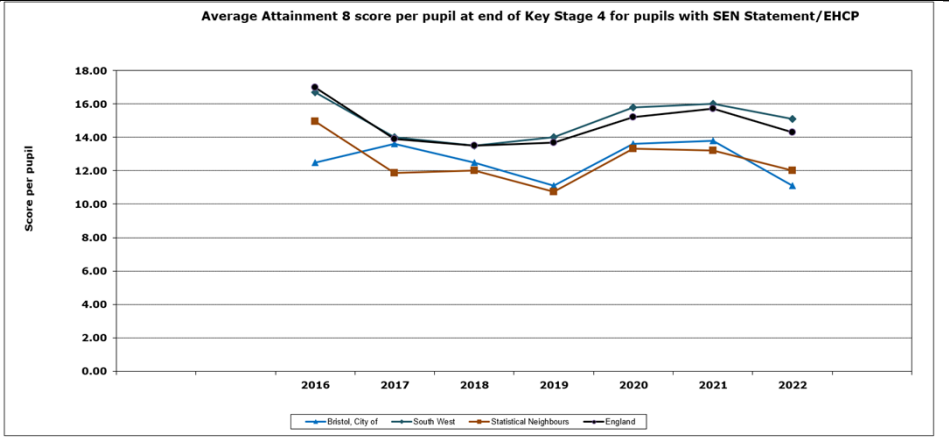
Key stage 4

The average attainment 8 school for pupils in Bristol with SEND is significantly lower than pupils with no SEND

2022 Bristol average attainment 8 scores:

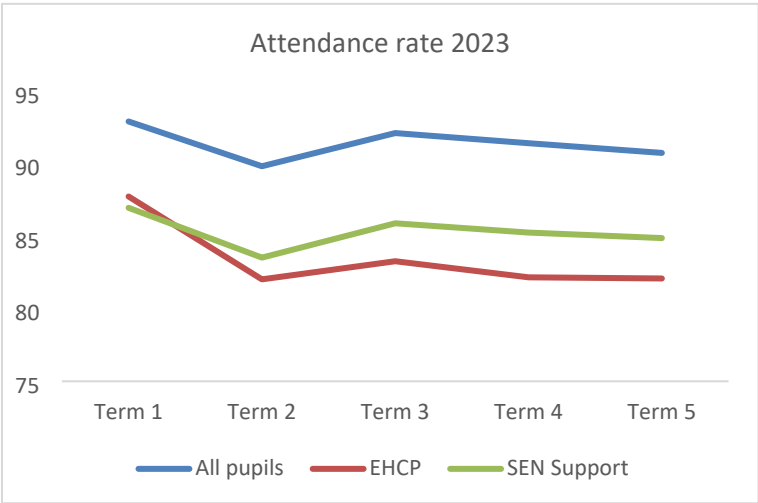
- SEN support- 37.3 (England 34.9)
- EHCP – 11.10 (England 14.3)
- No SEND – 52.9 (England – 52.6)





Attendance & Deprivation
(Source: Xvault)

The attendance rate for pupils with an EHCP or SEND support is consistently below the overall attendance rate for Bristol schools. We also know that Disabled children with SEND are more likely to live in a deprived area.



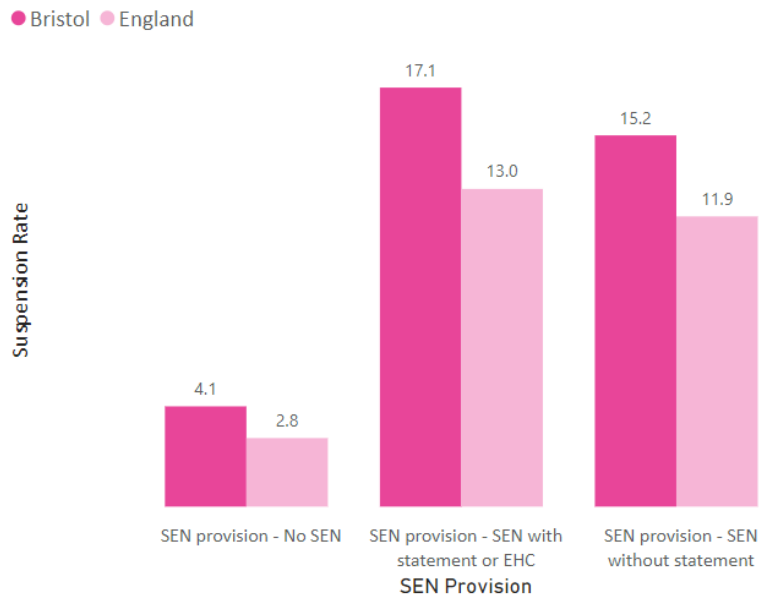
Deprivation
 41.6% of pupils with SEND support live in a deprived area and 58.5% of pupils with an EHCP. This compares to 34.9% of all pupils in Bristol.
 NB: in this analysis a deprived area is an LSOA in the bottom 20% in the IDACI deprivation index. Totals do not include pupils who live outside of Bristol but attend a Bristol school. Excludes pupils who attend an independent school.

Suspension rates (source: Department for Education)

<https://explore-education-statistics.service.gov.uk/find-statistics/permanent-and-fixed-period-exclusions-in-england>

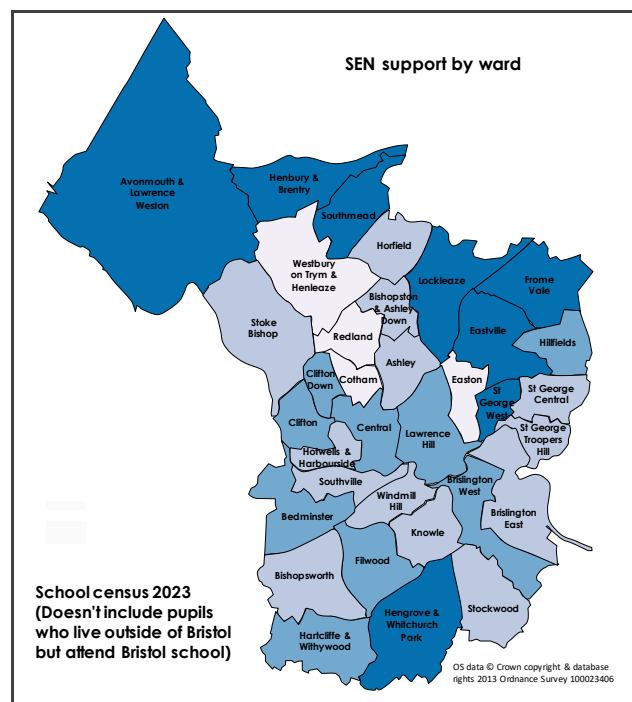
Suspension rates were higher within SEN provision (both with and without EHC) in 2020/21; compared to “no SEN provision” category.

Suspension Rate by SEN Provision (All Phases, 2020/21)



SEN by Ward

Sen support is highest in Henbury & Brentry with 20.06% of pupils living in that ward receiving SEN support and is lowest in Easton at 9.34%.



The rate of pupils with an EHCP ranges from 6.34 in Hartcliffe and Withthwood to 1.14% in Redland

	<p style="text-align: center;">Percentage of Males and Females by Time Period</p> <table border="1"> <caption>Percentage of Males and Females by Time Period</caption> <thead> <tr> <th>Time Period</th> <th>NonSEN - Females (%)</th> <th>NonSEN - Males (%)</th> <th>SEN - Females (%)</th> <th>SEN - Males (%)</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>52%</td> <td>48%</td> <td>33%</td> <td>67%</td> </tr> <tr> <td>2016/17</td> <td>52%</td> <td>48%</td> <td>33%</td> <td>67%</td> </tr> <tr> <td>2017/18</td> <td>52%</td> <td>48%</td> <td>33%</td> <td>67%</td> </tr> <tr> <td>2018/19</td> <td>52%</td> <td>48%</td> <td>33%</td> <td>67%</td> </tr> <tr> <td>2019/20</td> <td>52%</td> <td>48%</td> <td>34%</td> <td>66%</td> </tr> <tr> <td>2020/21</td> <td>52%</td> <td>48%</td> <td>34%</td> <td>66%</td> </tr> <tr> <td>2021/22</td> <td>52%</td> <td>48%</td> <td>34%</td> <td>66%</td> </tr> <tr> <td>2022/23</td> <td>52%</td> <td>48%</td> <td>35%</td> <td>65%</td> </tr> </tbody> </table>	Time Period	NonSEN - Females (%)	NonSEN - Males (%)	SEN - Females (%)	SEN - Males (%)	2015/16	52%	48%	33%	67%	2016/17	52%	48%	33%	67%	2017/18	52%	48%	33%	67%	2018/19	52%	48%	33%	67%	2019/20	52%	48%	34%	66%	2020/21	52%	48%	34%	66%	2021/22	52%	48%	34%	66%	2022/23	52%	48%	35%	65%
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<p>The population of Bristol</p> <p>Bristol Key Facts 2022</p>	<p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p> <p>Population Profiles for Equalities Groups bring together detailed analysis looking at equalities groups and how they differ in relation to age, health, employment, education and housing, and maps the distribution of equalities groups across the city.</p>																																													
<p>Ward profile data (bristol.gov.uk)</p>	<p>The Ward Profiles provide a range of data-sets, including population, life expectancy, health and education disparities etc. for each of Bristol's electoral wards.</p>																																													
<p>Joint Strategic Needs Assessment (JSNA)</p>	<p>The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); to inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; to improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and to provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.</p>																																													
<p>Children in Care Data</p>	<p>There are currently 727 children in care, 57% are male and 43% female (compared to 51% and 49% of the overall child population). 9% have a disability (compared to 6.1% of the total Bristol child population) and the majority (73%) are aged 10-17.</p> <p>Ethnicity:</p>																																													

	<ul style="list-style-type: none"> • 60% White (compared to 72% across the total Bristol child population) • 16% Mixed Race • 12% Other Ethnicity • 9% Black British • 3% Asian/Asian British <p>It is not possible to add other comparative data for the Bristol average child population due to the size and format of data sets.</p>
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in school census and statutory reporting e.g. for sexual orientation.

We also know there are currently some reporting gaps for age groups outside of the school census age (post-16 and early years). Our "Funding All Pupils" reports currently only report on sex, ethnicity, age and primary need; and do not report on religion or sexual orientation. This means we are unable to assess the equality impact of this proposal for the protected characteristics where data is not currently collected.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Bristol City Council has recently completed a formal consultation on top up funding. The 6-week consultation included:

- Online survey for all key stakeholders and wider public to provide feedback on options (equality profiling questions were included). The SEND Top-up 2023/24 consultation survey received 196 responses, all of which were completed online.
- Briefing Note published on council website [Page 151](#).

- Virtual and in-person engagement with key stakeholder groups running in parallel: Council staff, Headteachers and SENCOs, Parent Carers. Young People.
- Easy Read materials available and options to request translation services.
- Dedicated sessions with young people via schools/College and charitable partners.

In advance of the formal consultation, there was also extensive information engagement to develop the proposals and options, which included:

- 32 interviews with council officers across SEND, Top-Up, Finance, Post-16, and School improvement teams
- 12 interviews with a range of schools incl. head teachers and SENCOs, in mainstream, academies and special schools
- 10 interviews with other local authorities, consultants, voluntary, community and social enterprises (VCSE) orgs, Parent Carer Forum. This included West of England Centre for Inclusive
- Living (WECIL) and Ups and Downs South West, a Down Syndrome support charity serving children and young people, their parents/carers and all linked professionals dealing with the health and education of children and young people who have Down Syndrome

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

There are already established stakeholder engagement mechanisms, codesign and coproduction groups in place and these will continue to be used during implementation of the programme. Examples include the SENCO (special educational needs co-ordinator) cluster meetings, the Bristol Parent Carers Forum and Schools Forum. Our Community of Groups (meetings with a range of representative groups) continues to ensure diverse voices in terms of SEND, ethnicity and community are heard in the Local Area. Schools Forum sessions are held every two months.

Alongside this, there will be dedicated communication and engagement activity during the implementation phase (with the bulk of proposals taking effect from the next academic year, September 2024); a continuation of those outlined in 2.4. For example, a letter has already been sent to local SENCOs providing an update on the forthcoming changes. We intend to recruit a dedicated Communication & Engagement resource into the implementation delivery team, who will lead/ support on the following areas:

A detailed stakeholder engagement and communication plan will be developed following a Cabinet decision. This will include any targeted work to seek the views of under-represented groups. The dedicated communication and engagement activity will include:

- Communicating the new direction for non-statutory top-up funding
- Sessions to co-design the new processes with stakeholders
- Pre-implementation awareness & training sessions during the Summer
- Regular and dedicated stakeholder communications throughout
- Refresher training sessions post-implementation
- Ongoing post-implementation support offer

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

As well as identifying whether delivery of the programme will have a disproportionate impact on particular groups (e.g., because they are over-represented in a particular cohort), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

We are also aware of existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, which we will take into account.

Through the Local Authority's statutory role and duties, consideration is given to any adverse impact on children and young people, based on their protected characteristics. These duties include:

- Determination of the budgets for distribution to schools and early years settings, and allocation of the High Needs Block – all in the context of the National Funding Formula for each block.
- Commissioning of school places, personal education packages, alternative learning provision and post 16 education for children and young people we are responsible for.
- Responsibility for ensuring there are sufficient education places and the right types of education settings in our area.
- Arranging education for permanently excluded pupils, children and young people with EHCPs and Children in Care and others who, because of illness or other reasons, are unable to attend mainstream settings.
- Ensuring the Local Authority, schools and other partners are focused on safeguarding and promoting the welfare of children and young people with SEND up to age 25.
- Promoting and driving high standards in education across all types of educational provision.
- Establishing financial provision for children and young people with EHCPs
- Ensuring compliance with statutory duties associated with SEND legislation, safeguarding and Looked After Children/Care Leavers.

There continues to be a risk that some groups or individuals from specific backgrounds are over-represented in Bristol's Disabled Children and Young People with SEND population. We know from Bristol's school census data that for school age children – boys are more likely to receive support for non-physical SEND needs than girls, whilst Black African children are more likely to be in receipt of non-statutory top-up funding at mainstream schools; and more likely to be at a special school. Mixed White and Black African/Caribbean children are also overrepresented, whilst White British children are underrepresented compared to the Bristol average. We also know that Disabled children with SEND are more likely to live in a deprived area and be eligible for free school meals.

The current high needs budget is finite, and if overspends continue, it risks destabilising the whole school system in Bristol. The council, schools, and their local partners therefore need to make vital changes to the way it uses its High Needs Block funds to meet pupils' needs earlier and more effectively and enable greater inclusion in mainstream schools.

Bristol continues to have a legal duty to provide funding for Children and Young People (CYP) with a statutory ECH plan. Local Authorities are required by law (Section 42 of the Children's and Families Act 2014) to secure special educational provision and health care provision in accordance with an EHC plan.

Where an EHC plan is maintained for the child or young person, the local authority must make sure that the special educational provision set out in it is delivered.

We will continue to monitor outcomes via demographic breakdowns and protected characteristics to see if the way we deliver SEND provision changes significantly. As well as identifying whether funding changes will have a disproportionate impact on particular groups, we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Young people with SEND will be impacted by the programme.
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights. Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of the updated process, with increased resourcing to manage and ensure this. We will also be improving the monitoring and oversight of how the targeted support fund is used and its impact – this will include monitoring of protected characteristics which will enable us to reflect and adjust practice accordingly to tackle these disparities; aided by the targeted approach possible with the new fund.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As outlined in Section 2.1, CYP with SEND experience a range of impairments. Our research has shown that Autism Spectrum Disorder (ASD), Speech, Language, and Communication Needs (SLCN) and Physical Disability Communication and Interaction (PD) peak during transition periods as children reach the start of primary and secondary school, whilst there have been large increases in Social Emotional and Mental health needs (SEMH) needs across secondary school ages.
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights. Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of any updates to processes, with increased resourcing to manage and ensure this. Additional support may be needed around transition periods to ensure this; as this is when ASD, SLCN and PD peak. We will also be improving the monitoring and oversight of how targeted support funds are used and their impact – this will include monitoring of protected characteristics which will enable us to reflect and adjust practice accordingly.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Boys are more likely to be receiving support for SEND needs than girls for all non-physical needs however girls may have SEND but not be receiving support.
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights.

	<p>Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of the updated process, with increased resourcing to manage and ensure this.</p> <p>We will also be improving the monitoring and oversight of how the targeted support fund is used and its impact – this will include monitoring of protected characteristics which will enable us to reflect and adjust practice accordingly to tackle these disparities; aided by the targeted approach possible with the new fund.</p>
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy/Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>White British children make up a smaller proportion of the population in receipt of top-up funding than they do of the general British population of the same age (2021 Census data) by around 16%. Black African children are 27% more likely to be in receipt of non-statutory top-up at mainstream school, and 60% more likely to be at a special school than the average child in Bristol. Mixed White and Black African/Caribbean children are also overrepresented. A full analysis of impact by ethnicity has not been possible due to data limitations.</p> <p>The population of Bristol has become increasingly diverse, and some local communities have changed significantly. There are now at least 45 religions, at least 180 countries of birth and at least 91 main languages spoken. The proportion of the overall Black, Asian and minoritised ethnic population has increased from 16% (2011) to 18.9% (2021).</p> <p>The 2017 Runnymede Report “Bristol - a city divided?” found ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and this is particularly so for Black African people. Black African young people are persistently disadvantaged in education compared to their White peers and addressing educational inequalities requires attention to the unrepresentativeness of the curriculum, lack of diversity in teaching staff and school leadership and poor engagement with parents.</p> <p>Although Bristol has low rates of permanent exclusion it has one of the highest rates for fixed term exclusions of any local authority in England, and a disproportionately high percentage of school pupils from Black, Asian and minority ethnic backgrounds have had one or more fixed term exclusion, compared to other English core cities and nationally. Nationally Gypsy and Roma, and Traveller of Irish Heritage pupils have the highest school exclusion rates (both permanent and temporary) however Mixed White and Black Caribbean, and Black Caribbean pupils also have high exclusion rates, and both are nearly three times as likely to be permanently excluded as White British pupils.</p>

	<p>There is an urgent need to recruit more Black Asian and ethnic minority teachers and teaching staff in Bristol. A 2018 BBC4 report found that of the 1,300 teachers in Bristol, only 26 were Black, equating to less than two per cent. Local stakeholder engagement suggests schools may indirectly discriminate against Black, Asian and minority ethnic pupils due to lack of cultural competence. Rules about appearance may penalise pupils who dress differently or have different hairstyles. Conduct rules may not take into account the diversity of culture around language and ways of demonstrating inter-generational respect.</p> <p>Other research indicates Black and Mixed ethnicity pupils in England (especially boys) are frequently associated by school staff with criminality, violence and hypersexuality e.g. groups of friends and siblings labelled as a 'gang'5. Youth workers and education professionals in Bristol have told us that Black pupils may struggle to understand their own cultural identity. Just as there is a disproportionately high 'stop and search' rate of ethnic minority young people by police, Black, Asian and minority ethnic school children may face additional discrimination because of their visibility.</p>
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights. Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of the updated process, with increased resourcing to manage and ensure this. We will also be improving the monitoring and oversight of how the targeted support fund is used and its impact – this will include monitoring of protected characteristics which will enable us to reflect and adjust practice accordingly to tackle these disparities; aided by the targeted approach possible with the new fund.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Disabled children with SEND are more likely to live in a deprived area and be eligible for free school meals. Significant majorities of children classed as SEMH are on free school meals across genders, in both mainstream and special schools, and regardless of ECHP status. In mainstream schools there more children on free school meals classed as ASD, although this effect disappears in special schools.
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights. Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of the updated process, with increased resourcing to manage and ensure this. We will also be improving the monitoring and oversight of how the targeted support fund is used and its impact – this will included monitoring of socio-economic status which will enable us to reflect and adjust

	practice accordingly to tackle these disparities; aided by the targeted approach possible with the new fund.
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Evidence shows a range of impacts on the carers of Disabled Children and Young People with SEND – including on finances, health and employment
Mitigations:	As outlined in Section 2.5, we will ensure that Parents and Carers are consulted when designing and developing the processes
Children in Care	
Potential impacts:	Children in care experience worse academic outcomes compared to the general population. Bristol is currently the corporate parent of nearly 800 children and young people. Circa 45% of these individuals have an identified Special Educational Need (far higher than the general population), with around half of these receiving support via a statutory Education, Health and Care Plan (EHCP); the other half receiving non-statutory top-up funding.
Mitigations:	Any decisions around meeting needs of CYP with SEND will need to ensure we consider their wellbeing and clearly evidence how any provision of additional support promotes their wellbeing and doesn't impact on their Human Rights. Any decisions need to be on individual case by case basis. Detailed evidence will be gathered as part of the updated process, with increased resourcing to manage and ensure this. We will also be improving the monitoring and oversight of how the targeted support fund is used and its impact.

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The overall intention of the proposal is to achieve long-term sustainability within the local SEND system; and thereby improve outcomes for our children and young people. This is an opportunity to re-centre the whole SEND system towards early intervention and inclusion.

Other predicted benefits include:

- Shorter waiting times for schools to receive funding for CYP with EHC plans.
- Education professionals will not have to fill in a separate application form for statutory funding through the top-up process.
- Earlier and better targeted help to CYP with SEND.
- Much more streamlined and needs-led process for a Targeted Support Fund; reducing the time burden and improving the consistency of decision-making.
- A comprehensive, cohesive package of guidance for schools and specialist support.
- Increased oversight and scrutiny of spend.
- Greater monitoring and oversight of the impact on groups with protected characteristics.
- Reduced travel times for young people between homes and education settings.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

We know that Disabled children and young people who receive SEND services and support are more likely to be disproportionately impacted on the basis of Disability, race, ethnicity and socio-economic deprivation; as well as other protected characteristics which may be over-represented in the cohort. It is therefore essential that we assess people individually, and ensure that people do not experience any negative impact of any reduction in support that increases inequality.

We will make amendments to our co-design approach as a result of this assessment and analysis. We will introduce more targeted approaches e.g. with grassroots community-led organisations that work closely with the groups we know are at risk of being disproportionately impacted; to ensure that all voices are heard and feed into the process.

In terms of the impact of the proposed changes, the Equality Impact Assessment has identified key areas where we need to fill gaps in our evidence base; and improve oversight and scrutiny moving forward. This will enable us to respond to equality impacts “real time” as we monitor the new targeted support fund.

Summary of positive impacts/opportunities to promote the Public Sector Equality Duty:

There is an opportunity to ensure that we provide earlier and better targeted help to CYP with SEND, maximising the full range of Ordinarily Available Provision (OAP); and re-centring the whole SEND system towards early intervention and inclusion. The changes proposed will also introduce more guidance, training and partnership support to facilitate this.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement/action required	Responsible Officer	Timescale
Ongoing monitoring of the service with inclusion of voice of young people.	Head of Service	Ongoing
Ongoing review of programme EQIA at regular points in the programme lifecycle.	Head of Service	Ongoing
Completion of any EQIAs specific to any projects which make up the programme.	Commissioning	Ongoing
Inclusion of equalities question in any tender process to ensure the provider will be inclusive and work from an equality's perspective.	Procurement	July 2023
Recruitment to Head of Service: inclusion to ensure rigour of implementation of the DSG mitigations.	Director of Education	February 2024

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Children and Young People with special educational needs and disability will have better outcomes and experiences, both educationally and in their life chances. Their voices and feedback will be captured via work within the service area of Inclusion and/or through surveys and the work that we complete with the Bristol Parent Carer Forum, Health Partners, Schools and wider partnerships. The recruitment of a head of service for inclusion will ensure that all contributory services for Inclusion are working cohesively, effectively and towards the same goals and ambitions outlined in the DSG deficit mitigations plan. The procurement of any commissioned delivery partners must be aligned to the Equalities Act 2010 to ensure an informed, diverse and equitable experience for everyone exposed to the work. As a result of the actions and implementing the EQIA, BCC should have a sustainable and financially healthy plan to reduce the deficit of the DSG.

We will continue to monitor equalities data in relation to Disabled Children and Young People with SEND to ensure there is not any adverse impact on any particular group. We will review the impact of the changes periodically with all relevant governance forums; and will share data on any changes to how we provide SEND services, in terms of numbers, type of services and demographic details of individuals who receive support. We will look to seek feedback direct from all stakeholders to see if there has been any discernible change to their experience once proposed changes are introduced. This EqIA will be reviewed and updated regularly during implementation.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: <i>Reena Bhogal-Welsh</i>
Date: 6/2/2024	Date: 29/02/2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Safety Valve Programme		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other <i>Agreement</i>	<input type="checkbox"/> Already exists / review	
Directorate: Education and Skills	Lead Officer name: Tommy Jarvis	
Service Area: Education	Lead Officer role: Senior Project Manager	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

The Department for Education (DfE) invited Bristol City Council (BCC) to participate in its Safety Valve intervention programme to address historic deficits within the Dedicated Schools Grant (DSG) High Needs Block (HNB) and reach an in-year balance to ensure ongoing sustainability.

The cabinet paper outlines the proposal from BCC which, if successful will in part extinguish the cumulative deficit arising from existing and forecast overspends on High Needs Funding for services to children and young people with Special Educational Needs and Disabilities (SEND). The report also sets out the requirements the Council must meet to receive this funding and seeks approval to enter into a Safety Valve Agreement with the DfE.

If the Council enters into the Safety Valve agreement the DfE has agreed to pay to the authority an additional £53m of DSG. This funding will be paid in instalments and subject to continued satisfactory progress. This additional funding can only be applied to reduce the deficit on the DSG reserve.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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The proposal is a financial agreement between the Local Authority and the Department for Education. Funding can only be applied against existing and future deficits, therefore it will have no impact on the environmental aspects outlined in Step 2.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

Yes No Not applicable [please select]

If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
ENV1 Carbon neutral: Emissions of climate changing gases	Benefits	
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city		

<p>in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer:	Submitting author:
Daniel Shelton	Tommy Jarvis
Date:	Date:
01/03/2024	01/03/24

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	TIBCO Licence Maintenance & Support		
Ward(s)	None		
Author: Tia Corkish	Job title: Digital Services Manager		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor: City Economy, Finance and Performance	Executive Director lead: Stephen Peacock, Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To seek approval to undertake a compliant process for a 3-year support and maintenance contract for TIBCO, a system that enables different IT systems to connect.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council (BCC) has a perpetual licence for use of TIBCO Integration Software which is a low code/no code platform for writing integrations between different systems. 2. The TIBCO platform is mainly used by Finance (ABW) and Housing (CivicaCX and Click) integrations. Other integrations include various web forms, Itrent, gas safety certificates, Fix My Street and property licensing forms. 3. The current contract expires in June 2024. 4. A compliant contract needs to be put in place to ensure continuity of the system integrations. 5. There are alternative platforms available but currently not considering them for following reasons: <ol style="list-style-type: none"> a. Housing system – a new Housing system is being implemented and when completed, will not need an integration platform as it will be built into the new system. It would be wasted effort/cost to move Housing to a different integration platform while waiting for the new housing system to be implemented. b. It would be significant work to move all integration to another platform. Housing for instance is estimated at 4 months’ work using multiple resources. To move to another platform would need to be considered by the IT strategy and planned in based on other planned activities in the organisation with plenty of lead-in time considered. c. Rewriting all the current integrations will be costly, use significant resource, require further training and there may be a skills gaps depending on the alternative platform. 6. TIBCO proposed a 3-year & 5-year renewal: <ol style="list-style-type: none"> a. 3 year – £536,140 (12% increase each year) b. 5 year - £898,821 (8% increase each year) 7. The cost is greater than > £500k and requires Cabinet approval. 8. Recommendation: <p style="margin-left: 40px;">The Digital Transformation Service is currently reviewing the technology strategy and technology debt and</p>			

may possibly consider an alternative corporate integration platform therefore we recommend that the 3-year option is secured to allow the Council sufficient time to explore and implement any changes.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the re-procurement of a compliant maintenance contract for TIBCO for a period of 3 years a total value of approximately £536,000.
2. Authorises the Director – Policy, Strategy and Digital in consultation with the Deputy Mayor – Finance, Governance, Property and Culture, to take all steps required to procure and award the contract for TIBCO for 3 years, in line with procurement routes and maximum budget outlined in this report.
3. Authorises the Head of Procurement & Contract Management to approve appropriate procurement routes to market where these not fully defined, or if changes to procurement routes are subsequently required.

Corporate Strategy alignment:

This aligns with our corporate strategy by enabling the standardisation of processes, enhancing communication and optimising resources required to deliver services.

City Benefits:

Enables systems to provide improved access to Council services via online channels, and better customer service across all channels.

Consultation Details:

Not Applicable

Background Documents: [Digital Transformation Plans Cabinet Paper, April 2022](#)

Revenue Cost	£ 536,140	Source of Revenue Funding	Integrations budget
Capital Cost	N/A	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks approval to follow the specified procurement pathway to renew and award the maintenance and support contract for TIBCO Integration Software, with a revenue cost assessed to be £536k over three years.

It should be noted that the three-year contract option is proposed instead of the five-year option. Other providers can supply a similar capability to TIBCO, although not a like for like equivalent. Therefore, a shorter contract option is suggested to allow time for cost analysis of additional components that may be needed plus an estimated years' worth of development work. This gives the council flexibility to consider the most appropriate contract options after three years rather than five.

The current contract for TIBCO is forecast to spend £142k in 23/24, an increase of £11k from 22/23 due to an 8% inflationary increase. The new three-year contract will have a 12% per annum increase, confirming the payments over the next three years as follows:

24/25	£159k
25/26	£178k
26/27	£199k

Total	£536k
<p>The original budget allocation for TIBCO has not increased in line with inflation and by 26/27 there would have been a circa £80k in-year budget pressure, however, a maintenance contract within the Integrations cost centre ceased in June 2023 releasing £80k per annum back into the budget from 24/25.</p> <p>In summary, there will be no additional pressure to the Integrations budget by extending the TIBCO contract for a further three years.</p>	
Finance Business Partner: Kathryn Long, Finance Business Partner: Resources and Shareholding, 25 January 2024	
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.	
Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 11 March 2024	
3. Implications on IT: IT are supportive of this approach as the crucial functionality provided by TIBCO cannot easily be transferred to a new platform. Enterprise Architecture are supporting this by reviewing ESB technology currently in use across BCC's IT estate.	
IT Team Leader: Alex Simpson, Lead Enterprise Architect, 19 January 2024	
4. HR Advice: No HR Implications	
HR Partner: Bryn Williams, HR Business Partner: Resources, 19 January 2024	

EDM Sign-off	Stephen Peacock, Chief Executive	31 January 2024
Cabinet Member sign-off	Cllr Craig Cheney, Deputy Mayor: City Economy, Finance and Performance	5 February 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO

TIBCO Integration Platform Contract - Risk Assessment

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk
									Likelihood	Impact	Risk Rating	£k
1	TIBCO Software not used as integration platform	The proposal is not agreed by Cabinet	We would not have time to procure and implement an alternative platform	Open	Service Provision	Digital Services Manager	Provide all the relevant information to enable Cabinet to make decision	Reducing	2	6	12	
2	Risks that proposed costs will be higher than expected	Route to market and costs not confirmed	Additional costs to the contract	Open	Service Provision	Digital Services Manager	Working with Procurement to get the best possible outcome	Reducing	6	2	12	
3	Risk that procurement process not complete in time	Complications in the route to market following cabinet - short turnaround from April meeting to June deadline	Could be without a contract which can impact on business continuity	Open	Service Provision	Digital Services Manager	Work closely with procurement to prepare for procurement as soon as funding agreed	Reducing	3	4	12	

Equality Impact Assessment [version 2.12]



Title: Contract for Integration Platform	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Tia Corkish
Service Area: Digital Delivery	Lead Officer role: Digital Services Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Digital Delivery is proposing to extend/renew a contract with Cloud Software for support and maintenance of TIBCO software. TIBCO is an integration platform. The integration platform enables users to connect applications. For instance, in Housing, the integration platform will connect CivicaCX and Click. Another example is a completed webform that will automatically feed into a line of business system.

The aim of the TIBCO platform is to ensure a flow of information from one system to another using secure APIs (application programming interface).

Bristol City Council (BCC) has a perpetual licence for use of TIBCO Integration Software which is a low code/no code platform for writing integrations between different systems.

The TIBCO platform is mainly used by Finance (ABW) and Housing (CivicaCX and Click) integrations. Other integrations include various web forms, Itrent, gas safety certificates, Fix My Street and property licensing forms.

A compliant contract needs to be put in place to ensure continuity of the system integrations. The current contract expires in June 2024. The costs are anticipated to exceed £500,000 and will require a key decision at Cabinet.

The contract will impact on 3 people who use the system. These are internal employees in the Digital Services Team. They have never had any issues with the system in the past. Cloud Software have confirmed they are committed to high-quality products and services that are both useful and accessible to all users, including Disabled people.

There are alternative platforms available but currently not considering them for following reasons:

Housing system – a new Housing system is being implemented and when completed, will not need an integration platform as it will be built into the new system. It would be wasted

effort/cost to move Housing to a different integration platform while waiting for the new housing system to be implemented.

- It would be significant work to move all integration to another platform. Housing for instance is estimated at 4 months' work using multiple resources. To move to another platform would need to be considered by the IT strategy and planned in based on other planned activities in the organisation with plenty of lead-in time considered.
- Rewriting all the current integrations will be costly, use significant resource, require further training and there may be a skills gaps depending on the alternative platform.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: not a direct impact as sits in the middle of systems.		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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The integration platform is just a tool that enables flow of information from one system to another. It has been assured that it will be accessible for Disabled people – an accessibility conformance report from the supplier as recieved to confirm the accessibility based on WCAG standards.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 12/03/2024	Date: 22/03/2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: TIBCO Licence Maintenance and Support		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
Directorate: Resources		Lead Officer name: Tia Corkish
Service Area: Digital Services		Lead Officer role: Digital Services Manager

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

Cabinet 02/04/2024 - The proposal is to undertake a compliant procurement process for a 3-year support and maintenance contract for TIBCO. TIBCO is an integration platform that allows different IT systems to talk to connect. The contract ends in June 2024 . An integration platform is needed to ensure no disruption to the IT systems.

The integration platform is mainly used by Finance (ABW) and Housing (CivicaCX and Click) integrations. Other integrations include connecting internal and external webforms to line of business systems, Itrent, gas safety certificate, Fix My Street and property licensing forms.

The Digital Transformation Service is currently reviewing the technology strategy and technology debt and may possibly consider an alternative corporate integration platform therefore we have recommended that the 3-year option is secured to allow the Council sufficient time to explore and implement any changes.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

Yes No [please select]

The integration platform is a connector using APIs (application programming interface) to allow different applications to communicate. There is no obvious impact either positive or negative on the environment.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
ENV1 Carbon neutral: Emissions of climate changing gases BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030. Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes	Benefits	
	Enhancing actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air,</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

water, or land and what steps will be taken to prevent pollution occurring. Further guidance <input type="checkbox"/> No impact	Adverse impacts	
	Mitigating actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

Environmental Performance Team Reviewer: Nicola Hares – Environmental Performance Officer	Submitting author: Tia Corkish
Date: 13 March 2024	Date: 13 March 2024

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Hybrid Meeting and Council Chamber Technology		
Ward(s)	N/A		
Author: Paul Day	Job title: Digital Transformation Delivery Consultant		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor: City Economy, Finance and Performance	Executive Director lead: Stephen Peacock, Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: To seek approval to procure and award the contract(s) for the provision of new hybrid meeting technology and audio-visual equipment for City Hall (and Incident Room in 100 Temple Street).			
Evidence Base:			
<ol style="list-style-type: none"> 1. Since the Covid pandemic the council has adopted hybrid working as standard for much of its workforce, particularly those working in office-based roles. It has piloted technology in a small number of meeting rooms and taken learning from this. With many employees now working remotely or in hybrid roles, and with its physical office space reducing, the council needs to provide more fit-for-purpose facilities that enable efficient, effective hybrid working. 2. To resolve this, a new project is proposed to procure and install suitable audio-visual and networking technology in City Hall and in the council’s Incident Management Suite. This would be scalable to further sites once the council’s future estate and office footprint is defined by the Estate Rationalisation Project and agreed. The project will include: replacing malfunctioning end-of-life A/V, webcasting and voting system in the Council Chamber; replacing or upgrading existing Covid-era temporary hybrid solutions in specific meeting rooms; and providing new hybrid technology solutions for a wider set of committee and meeting rooms, anticipated to include up to 50% of internal meeting rooms in City Hall and at the council’s Incident Management Suite. Subject to available budget headroom, it will also seek to improve A/V and acoustic provision within the Queen Elizabeth II Conference Hall. The project will help meet the needs of a new Committee System of governance, resolve a lack of hybrid technology available in the council’s Incident Management Suite, and improve the availability and accessibility of hybrid working and attendance for employees, with benefits for disabled employees in particular. 3. For the Council Chamber, the project aims to provide an automated Webcasting and Hybrid meeting solution, building upon existing audio-visual technology installed in 2016, to enable attendees, the public and external stakeholders to attend and participate in democratic council meetings remotely. This aims to improve transparency and equity of access, including automated speech to text transcription in the recording of democratic meetings. 4. The project’s Business Case remains in development and a refined-Outline Business Case indicates supply and installations costs of up to £1m, which includes contingency and all internal costs to run the project, and a 			

potential ongoing cost of up to £75k per annum for licensing, third-party technical support. Whilst most support of the system can be provided in-house within existing IT capacity, third-party support is needed for any out of hours issues or particularly complex technical fixes of problems. Funding of the one-off project costs is part of the approved Capital Programme 2024/25 and an existing Council Chamber Reserve, with funding allocation subject to Cabinet approval of this report. Ongoing support costs will be funded subject to efficiencies generated within the Policy, Strategy and Digital Division's existing third-party supplier budgets.

5. A supplier for the required equipment will be procured via Crown Commercial Services RM6225 Audio Visual Technical Consultancy & Commissioning, which is a Dynamic Purchasing System (DPS) for public sector customers who need complex audio visual (A/V) services including support services for rooms that use a range of A/V technology.
6. In relation to potential environmental impacts, the net effects of the proposals are potentially positive provided energy usage is from renewables and/or fully offset, and if unnecessary travel to the office by motorised transport is reduced. Other impacts include potential generation of waste arising from old IT equipment, and small increases in electricity consumption by new A/V equipment. The proposals include mitigating measures including: the use of renewable sources for electricity; donating, reusing or recycling old equipment; reducing travel requirements for staff to attend City Hall; and requiring auto-shutdown/standby features on new hybrid technology (where available).

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise the Director – Policy, Strategy and Digital in consultation with the Deputy Mayor – Finance, Governance, Property and Culture, to take all steps necessary to procure and award the contract(s) for the provision of new hybrid meeting technology and audio-visual equipment for City Hall (and Incident Management Suite in 100 Temple Street) up to a total project value of £1m.
2. Notes the Digital Transformation Programme Board will govern the project and make any further non-key decisions required to complete it.

Corporate Strategy alignment:

1. The provision of the right technology and tools aligns with the council's ambition to be an Effective Development Organisation, as set out in the Corporate Strategy. This project seeks to design equity, inclusion, and resilience into the fabric of City Hall's technological capabilities, aligning to two of the core Building Blocks identified in the Corporate Strategy.
2. There is full alignment with the council's Digital Strategy 2022-27, including its 'Simple, Stable and Secure' priority of "Continue to consolidate, simplify, and standardise our existing content, technology, tools, and applications estate" and its 'Well Used and Used Well' aim to "Enable and support collaboration in line with our council values".

City Benefits:

1. Improves accessibility of democratic meetings and ability to participate in public hybrid meetings.

Consultation Details:

1. Corporate Leadership Board has approved a project mandate and the project has engaged with the Cabinet Member, Disabled Colleagues Network, Mayor's Disability Equality Commission, and a range of internal services (including Democratic Services) in shaping its outline business case.
2. The project is not subject to formal public consultation.

Background Documents:

[Digital Transformation Cabinet Paper, April 2022](#)

Revenue Cost	£75,000 (ongoing)	Source of Revenue Funding	Digital Transformation Third Party Contracts
Capital Cost	£1m	Source of Capital Funding	Capital Programme 24/25 - Hybrid
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/HR partners:

1. Finance Advice: This report requests authorisation for the provision of new hybrid meeting technology and audio-visual equipment for City Hall (and Incident Management Suite in 100 Temple Street) up to a total project value of £1m.

The delivery stage comprises of £1m capital, to be funded via the capital programme agreed as part of the 2024/25 council budget. This £1m funding will be held as pending, to be released once the full Business Case has been completed and approved by relevant officers.

Funding of £160,686 to develop the Full Business Case has previously been approved by Capital & Investments Board. This is comprised of £123,065 plus £37,081 (30%) contingency and is funded as follows:

- £62,421 from Council Chamber reserve (revenue)
- £98,265 from ICT Capital Refresh (capital)

If project costs are higher than expected, these will need to be contained or mitigated within the agreed budget envelope, with the scope being reduced if necessary.

In addition to the capital and one-off revenue costs above, there will be an estimated £75,000 per annum ongoing cost in relation to recurring support and licensing costs. This will need to be contained within the Digital Transformation Third Party Contracts budget.

Any further provision of technology to other council sites will require a separate funding request.

Finance Business Partner: Kathryn Long, Finance Business Partner, 14 February 2024

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Council's own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 11 March 2024

3. Implications on IT: All architectural decisions that arise out of this project must be captured as a Dev Ops decision in EA Decisions Dev Ops project and must be reviewed by the EA Architecture Review Board.

IT Team Leader: Dave Morton, Solution Architect, 15 March 2024

4. HR Advice: The improvements in technology outlined are a positive and welcome step to improve accessibility to meeting spaces at City Hall.

HR Partner: Bryn Williams, HR Business Partner: Resources Directorate, 14 March 2024

EDM Sign-off	Stephen Peacock, Chief Executive	14 February 2024
Cabinet Member sign-off	Cllr Craig Cheney, Deputy Mayor: City Economy, Finance and Performance	15 February 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	04 March 2024

Appendix A – Further essential background / detail on the proposal	YES
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Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: Hybrid Meeting and Council Chamber Technology	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Project	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Tim Borrett
Service Area: Digital Strategy and Transformation	Lead Officer role: Director, Policy, Strategy and Digital

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Equality and Inclusion Team early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

<p>We plan to buy new hybrid and audio-visual technology in City Hall (and in 100 Temple Street), to make it easier for people to attend meetings virtually, and to view or attend events in the Council Chamber and Conference Hall virtually.</p> <p>This project includes replacing the current camera, audio and voting system in the Council Chamber; improving the acoustics in the Conference Hall; replacing or upgrading existing temporary hybrid solutions in specific meeting rooms; and providing new hybrid technology solutions for a wider set of committee and meeting rooms. It also aims to install improved hybrid technology available in the council’s incident management suite; and to improve the accessibility of hybrid working / attendance for employees.</p>
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1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes **No** [please select]

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](https://www.sharepoint.com/DataStatistics). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.sharepoint.com/HRAnalytics) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
HR Diversity Dashboard	<p>As of June 2023, the council has 533 employees who consider themselves to be Disabled, 172 who prefer not to state a disability and 1,355 where this data is unknown.</p> <p>There are limits to the usefulness of this data in terms of understanding how many people have an impairment or difference which would be benefitted from stronger hybrid technology, but from anecdotal feedback from the Disabled Colleagues Network we know several staff members who use lip-reading have complained about static room-wide cameras preventing this and leading to real-terms exclusion or a reduced ability to take part in hybrid meetings.</p>
Staff Survey 2022 (incl. Equalities Dashboard)	<p>Whilst not specifically about hybrid technology and AV, the survey asks colleagues if they agree with the statement "I have the equipment I need to work effectively."</p> <p>Across the organisation circa 17% of employees disagreed or strongly disagreed, and for Disabled employees this rises to 24.4%.</p> <p>Although this does not give us specific insight into hybrid technology and remote working, it does highlight disproportionality in Disabled employees experience with accessing the right equipment to do</p>

	their work, a principle which this project should keep in mind.
Hybrid Meeting Room survey	<p>This small-scale survey captured views of around 15 individuals who have used hybrid-capable pilot rooms in City Hall. Whilst only a small sample, accessibility is raised by a couple of respondents, referring to poor sound quality, cameras not showing people's faces clearly and a need to move microphones and other equipment around during meetings.</p> <p>Other themes raised include a need for stronger in-house technical support and training.</p>
Public Engagement of Remote Meetings Survey 2020	<p>In 2020 the Democratic Engagement Team completed an analysis of public engagement in meetings before and during the pandemic. Feedback showed positive remote viewing figures for committees not previously webcast such Development Control and Bristol Schools Forum.</p> <p>A small survey of members of the public after they engaged in virtual public meetings, demonstrated that people valued the opportunity to engage remotely, however some found the process difficult, and improvements need to be made.</p>
Quality of Life 2022/23 Survey (this citizen survey is most relevant to help us understand how comfortable people may be to engage with or attend virtual Council meetings rather than attending in person. It is not useful in providing insight about internal staff meetings.)	<p>% Comfortable using digital services</p> <ul style="list-style-type: none"> • The Bristol average is 80.5% and there is a deprivation gap of 9.9% • Below average are 41.9% Older adults 65 years and older and 55.9% of Disabled people • Slightly below average are 70.0% of Black/Black British • Below average are 52.3% of those in Council rented accommodation, 31.1% those with no qualifications and 60.4% full time carers <p>% Lack the skills or confidence to use the internet</p> <ul style="list-style-type: none"> • The Bristol average is 4.4% • Above average are 17.5% of adults 65 years and older and 12.5% Disabled • 5.6% black/black British and 4.8% white British
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not have data on how many staff have specific impairments or differences which would be assisted by specific types of hybrid meeting technology (or the specific features required).

In terms of the Council Chamber, the council does not routinely capture equalities information from members of the public who engage with democratic decision-making meetings, unless they are subscribers to our YouTube Channel where the subscription records their age and sex. However, the results of the technology upgrade will benefit all citizens who wish to participate in public meetings remotely.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We have drawn on past surveys of staff, and a specific survey to staff about hybrid meetings.

We have engaged with Legal and Democratic Services as key users of technology in the Council Chamber and benefitted from their past work on specifying technology requirements and considering accessibility needs.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The project is at its earliest stage of inception and we have contacted the Disabled Colleagues Network to offer ongoing engagement and/or co-design or testing of solutions.

During the Project we would form a focus group of colleagues from many services and backgrounds to test our understanding of their needs and try out various options for hybrid technology.

There is a commitment from colleagues in Legal and Democratic Services to regularly survey democratic meeting attendees requesting ongoing feedback on their experience of attending remote or hybrid meetings. We will be able to monitor the number of people engaging with meetings to ascertain whether access has been improved and continue to assess and mitigate the impact on those from protected groups.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
This project intends to improve our existing offer through new and upgraded technology and does not remove or reduce the ability for people to participate in meetings.	
We are aware of some existing issues for potential participants in democratic meetings on the basis of their protected characteristics which we will aim to address and mitigate wherever possible through inclusive practices.	
Whilst the intention of the project is to make improvements, we have noted a risk of disproportionate impacts on people based on their protected or other relevant characteristics have been identified, based on the risk of selecting the wrong solution and impact this would have. In practice the project will be designed to mitigate this risk and carefully plan to meet people's needs; whilst also taking account of Best Value duties and proportionality of approach.	
Technological solutions can remove barriers and make life easier for many people, including carers. The project is planned to have the impact of increasing access to and participation in workplace and/or public meetings. We will ensure appropriate learning, development and support for launching and embedding the use of new technology is in place.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Older people are less likely to say they are comfortable using digital services (based on Quality of Life survey evidence). We must factor in the needs of older people who may lack access to and/or find the hybrid technology difficult to use and may prefer to attend in person instead.
Mitigations:	We will seek the support of our older persons networks to test the technology for public meetings and design detailed guidance and multiple options for joining a meeting virtually, including using a laptop or other suitable device, as well as phoning in. We will be clear that members of the public can join meetings in person, and always provide advice on getting to City Hall and what they should be prepared for.
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Potential for poor technology choices to hinder some Disabled colleagues in taking part in hybrid meetings effectively. We also need to ensure communications around any changes to public meetings are clear for Disabled people and made available in appropriate formats.
Mitigations:	Engagement, co-design of specification and user testing with Disabled colleagues and appropriate equalities networks. This will test the technology and ensure that it does not create additional unexpected barriers to participation. It may be possible to produce guidance, communications, messaging in a variety of accessible formats signposting people to more detailed support.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Evidence from Quality of Life suggests lower levels of comfort using digital technology and/or having appropriate access for some Black, Asian and minoritised ethnic groups, though the reasons for this are not explored in this survey. More analysis to understand the reasons for this and potential impacts would be beneficial. This aside, we need to ensure communications around any changes to public meetings are clear for people who do not have English as first language.
Mitigations:	It may be possible to produce guidance, communications, messaging in a variety of languages signposting people to more detailed support.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Poor quality technology and/or poor hybrid meeting experience may mean more colleagues feel compelled to attend the office, incurring avoidable travel costs. If this were the case, there may be a small but disproportionate impact on those from deprived backgrounds and/or in lower paid roles. Introducing the use of hybrid technology for joining democratic meetings remotely, assumes that the user will have a suitable device and internet connection. This may not always be the case for members of the public.
Mitigations:	Staff engagement and user testing of proposed technology. Ensuring options can be scaled to further BCC workplaces other than City Hall. We will promote other ways of engaging including attending meetings in person, using libraries, sending in questions or statements via post etc.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Poor quality technology and/or poor hybrid meeting experience may mean more colleagues feel compelled to attend the office, and this can be a particular barrier/challenge for colleagues with caring responsibilities. If this were the case, there may be a disproportionate impact in terms of ability to take part in work meetings whilst balancing care duties.
Mitigations:	Staff engagement and user testing of proposed technology. Ensuring options can be scaled to further BCC workplaces other than City Hall.
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Digital Literacy	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Increasing the use of hybrid technology for joining democratic meetings remotely, assumes that the user will have the digital literacy to engage in this way. This may not be the case for all members of the public or staff.
Mitigations:	We will promote other ways of engaging including attending meetings in person, using libraries, sending in questions or statements via post etc.

	We will ensure appropriate learning, development and support for launching and embedding the use of new technology is in place.
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3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The inverse of the risks identified in 3.1 is that the selection and implementation of good quality hybrid technologies would represent a significant improvement in our ability to include members of the public and colleagues from all backgrounds, and those who are Disabled, in hybrid meetings and avoid the need for anyone to attend the office who otherwise would not need to.

The Council Chamber system will allow for more meetings to be broadcast as less resource will be required for delivering public participation processes and webcasting in person. Presenting officers, partners and other stakeholders may not need to attend the full meeting in person, but will have the option to attend for their item only as appropriate. This will allow a large variety of people to be more flexible and attend more meetings to engage in democratic decision making.

Some Disabled people will benefit from the improved technology as they will be able to join meetings from any location, as well as the added benefits of speaker-view (for lip-reading), automatic live subtitles and transcripts.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Risk of introducing new barriers for some groups or failing to remove existing barriers. To be mitigated through engagement in scoping requirements for new technology and test options.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Potential to remove existing barriers to participation in hybrid meetings for some colleagues through purchasing of solution with appropriate accessibility and inclusion features, plus the overall work of the project to roll-out hybrid meeting options more widely in the organisation and for public meetings.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Engagement with DCN during project, with initial emphasis on requirements and solutions testing.	Project Manager	March 2024 – July 2024
Engagement with equalities networks and/or experts as required for requirement gathering and solutions testing.	Project Manager	April 2024 – June 2024

Improvement / action required	Responsible Officer	Timescale
Arrange staff focus groups and potential product testing.	Project Manager	April 2024 – June 2024
Update EQIA with learning from engagement and FBC development.	Project Manager	July 2024

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We will compare staff survey results including re-running a recent hybrid tech survey. The EQIA will be iterated throughout the project at Outline Business Case and Full Business Case stages, with learning taken in to the next gateway stage. Regular monitoring of attendees at public meetings to evaluate the impact of the new Council Chamber technology.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tim Borrett, Director: Policy, Strategy and Digital
Date: 27/07/2023	Date: 13/02/2023

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Hybrid Meeting and Council Chamber Technology		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input checked="" type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input checked="" type="checkbox"/> Changing
Directorate: Resources		Lead Officer name: Paul Day
Service Area: Digital Strategy and Transformation		Lead Officer role: Digital Transformation Delivery Consultant

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

This proposal seeks to procure and install fit-for-purpose hybrid and audio-visual technology in City Hall (and the Incident Management Suite at 100TS), including replacing malfunctioning end-of-life A/V, webcasting and voting system in the Council Chamber; resolving A/V and acoustic issues in the Conference Hall; replacing or upgrading existing Covid-era temporary hybrid solutions in specific meeting rooms; providing new hybrid technology solutions for a wider set of committee and meeting rooms. In doing the latter, it seeks futureproofing of technology needs to support the Committee System of governance; providing hybrid technology to the council’s incident management suite; and to improve the accessibility of hybrid working / attendance for employees, with particular benefits for disabled employees.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

Yes **No** [please select]

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Options relate to different forms of delivery (e.g. consultancy vs. in-house) of the same technological outcomes, with no anticipated difference in environmental impact.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
This proposal will include the purchase and use of more electrical equipment by the council, but could help reduce transport emissions by reducing the need for employees to travel to offices.		
ENV1 Carbon neutral: Emissions of climate changing gases	Benefits	Potential to reduce unnecessary travel to office.
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city		

<p>in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>Will use more electricity.</p>
	<p>Mitigating actions</p>	<p>Increase is relatively small and City Hall sleeving/offset addresses this.</p> <p>Existing energy purchasing process (renewables).</p> <p>Better hybrid technology potentially reducing car/transport usage with less need to attend office.</p> <p>Auto-off features on new tech (if available).</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>		

<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	<p>Production of new equipment requires use of plastics and minerals.</p> <p>Old equipment will need to be removed and potentially disposed of.</p>
	Mitigating actions	<p>Specifications of replacement and upgrade programme aims to futureproof AV requirements as far as possible, thereby extending the working lifespan of new equipment.</p> <p>Aim to donate working equipment to charity and/or digital inclusion scheme, or recycle where this is not possible.</p>
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Specify auto-off features of new technology within procurement specification.	Paul Day	Feb-Apr 2024
Consider lifespan of equipment and specify need for longer life within procurement specification.	Paul Day	Feb-Apr 2024
Donate working equipment to charity and/or digital inclusion scheme, or recycle where this is not possible.	Paul Day	Jul-Oct 2024

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to give an endorsement or approval of the proposal.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

The significant impacts of this proposal are a potential to decrease transport emissions.

Summary of significant adverse impacts and how they can be mitigated:

Impacts include the generation of waste arising from old IT equipment, and small increases in electricity consumption by new AV equipment.

The proposals include the following measures to mitigate the impacts: use of renewable sources for electricity, donating, reusing or recycling old equipment, reducing travel requirements for staff to attend City Hall, requiring auto-shutdown/standby features on new hybrid technology (if available).

The net effects of the proposals are potentially positive provided energy usage is from renewables and/or fully offset, and if unnecessary travel to the office by motorised transport is reduced.

<p>Environmental Performance Team Reviewer: Daniel Shelton</p>	<p>Submitting author: Paul Day</p>
<p>Date: 17 July 2023</p>	<p>Date: 13 July 2023</p>



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Procurement of a Legal Dynamic Purchasing System and External Legal Services		
Ward(s)	All Wards		
Author: Nancy Rollason	Job title: Head of Legal Services		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor: City Economy, Finance & Performance	Executive Director lead: Stephen Peacock, Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: To seek approval to procure and enter into a dynamic purchasing system (“DPS”) for legal services in partnership with Constellia and procure external legal services to the value of £5.7m on a range of matters requiring external legal advice over a 5 year period.			
Legal Dynamic Purchasing System			
<ol style="list-style-type: none"> 1. In 2023, the council awarded a contract for the procurement of professional services to Constellia. Constellia has approached the Council to ask if it would act as the contracting authority for a new legal services framework or DPS to be established by Constellia. The preference is for a DPS as, unlike with framework agreements, suppliers can join a DPS during the term of the arrangement enabling greater flexibility and diversity of work areas covered. 2. Under the Public Contracts Regulations 2015 (“PCRs”), there are a number of compliant routes available to public bodies for the procurement of goods, works and services. These routes include framework agreements and dynamic purchasing systems which can be used to repeatedly call off services of a similar nature, such as legal services, on agreed terms and conditions, from one supplier or a panel of suppliers. 3. Such framework agreements and DPS arrangements can only be established by organisations that constitute contracting authorities under the PCRs. The council is a contracting authority under the PCRs. 4. The Legal Service would have a dual role in this arrangement. Firstly, it would act as the contracting authority for the purposes of the PCRs. Secondly, it would procure legal services under the arrangement (see paragraphs 9 to 13 for further details on this). 5. Under frameworks and DPS arrangements, it is common practice for users to pay a rebate (usually a percentage of the fees incurred under the framework/DPS) to the party that established the arrangement. In return for acting as the contracting authority under the framework, a percentage of the rebate will be paid to the Council, generating income. 6. It is anticipated that a considerable volume of legal services will be called off by various public bodies under 			

the arrangement due to the low number of legal services DPS schemes in the market and the involvement of COG Legal in the process. COG Legal will also be paid a percentage of the rebate in return for which COG Legal will use artificial intelligence to interrogate invoices from law firms to find any errors/grounds for possible reductions, usually resulting in a reduction or around 4% of the total. This will be attractive to public sector bodies wishing to procure legal services and minimise spend.

7. It is anticipated that Constellia will be responsible for management and marketing the DPS to the wider public sector, ensuring increased use of the DPS and generating additional revenue for the council.
8. Proactis (the council's procurement portal) may be used to run the procurement of the DPS.
9. The council's Legal Services team would be able to call off external legal advice when needed from the DPS. The council's Legal Services team provides legal services and advice to every department in the council. It has four team who offer legal advice on a wide variety of areas, as follows:
 - i. Commercial & Governance
 - ii. Property, Planning & Transport
 - iii. Litigation, Reglulatory and Community
 - iv. Child Protection
10. The council from time to time requires external legal advice for a number of reasons, including:
 - advice is needed on specialist areas not covered by the in-house legal team;
 - advice is needed on large and complex projects, often in a short space of time, for which the in-house team does not have sufficient spare capacity to meet the demand; and
 - litigation requiring barristers to provide legal opinions and represent the council at court hearings
11. It is expected that the amount of external legal advice required
 - from April 2024 to the date on which the legal services DPS is established (expected to take between 6 to 12 months) will be in the region of £900k; and
 - during the first 4 years of the DPS operating will be in the region of £4.8m.

This will be on a wide range of issues and a considerable number of matters will require external legal advice. Such advice often needs to be obtained quickly, usually (depending on value) by calling off from frameworks established by other contracting authorities in respect of which the council often pays a rebate. Once the DPS is established, it is anticipated that as much as possible of this spend will be called off from the DPS established by the council pursuant to this report. Prior to the DPS being established, such services will usually be procured from frameworks already established by other contracting authorities.

12. In accordance with the Legal Services' Service Provision Statement, external legal advice can only be commissioned by the Head of Legal Services, who ensures all appropriate safeguards are in place and applicable procurement procedures (depending on the value and type of legal services) are followed.
13. The cost of external legal advice is met either by the legal service if it is classed as 'Business as Usual', or the relevant client department in the Council that requires the advice if that is funded or the advice goes beyond what the Legal Service is resourced to provide. Funds from client departments may consist of revenue or capital.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Director: Legal and Democratic Services in consultation with the Cabinet Member City Economy, Finance & Performance to take all steps required to establish a legal services framework agreement or dynamic purchasing system (DPS) for up to 4 years and enter into any appropriate contractual arrangements with Constellia to establish the framework/DPS.
2. Authorises the Director: Legal and Democratic Services in consultation with the Cabinet Member City Economy, Finance & Performance to take all steps required to procure external legal services up to a value of circa £5.7m on a range of matters requiring external legal advice over a 5-year period commencing April 2024.

Corporate Strategy alignment:

Procuring external legal services as set out in this report will align with the following Corporate Strategy objective:

Make it easier to get things done as ‘One Council’ by adopting more consistent standardised and well-communicated procedures and processes, with corporate support services that are the right size for the needs of the organisation

It will enable a consistent and standardised approach to be taken which will ensure such services meet the council’s needs and are provided on a cost-effective basis. The additional proceeds will provide additional funds for the legal services budget, assisting with ensuring the legal service has sufficient capacity to meet the needs of the council.

City Benefits: This benefits the City by generating additional income for its council and procuring appropriate and cost-effective legal advice for issues that affect its citizens

Consultation Details: Not applicable.

Background Documents: [Procurement and Contract Management Strategy, 2023–27](#)

Revenue Cost	£5.1m in total	Source of Revenue Funding	Legal Services/Client Department budgets
Capital Cost	£0.6m in total	Source of Capital Funding	Legal Services/Client Department budgets
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice:

This report seeks authority to procure and enter into a dynamic purchasing system (“DPS”) for legal services in partnership with Constellia and to procure external legal services to the value of circa £5.7m over 4-5 years on a range of matters requiring external legal advice.

It is expected that the total value of external legal services required will be £5.7m over 4-5 years as follows:

- £900k from April 2024 to the date on which the legal services DPS is established (expected to take between 6 to 12 months). 9 months has been assumed for the purpose of estimating costs. Of this, approximately £805,000 is expected to be revenue costs and £95,000 is expected to be capital costs.
- £4.8 million over the first four years of the DPS operating, with an estimated £4.3 million being revenue costs and £500,000 being capital costs.

The assumptions above are based on external legal fee expenditure actuals for 2022/23 and the full year forecast for 2023/24 which have been doubled to arrive at a four-year cost forecast (noting 2020/21 & 2021/22 actual spend figures were not used as the pandemic caused a temporary reduced spend position over this period). Whilst the revenue/capital split of the total legal fee costs is expected to vary, the estimates quoted in this report are based on

the profile over the past four years and assume c. 10% of the legal expenditure will be capital.

External legal service costs are currently funded from either Legal Services budgets or Client Department budgets. This report does not change that assumption, and Budget Managers will be expected to contain legal costs within their budget envelope.

Finance Business Partner: Kathryn Long, Finance Business Partner: Resources, 7 March 2024

2. Legal Advice: The council will not be obliged to comply with any procurement rules or regulations when acting as the contracting authority in relation to the DPS/framework agreement for legal services. The council only needs to comply with these when it is procuring goods, works and/or services for pecuniary interest. In this instance, it is the council that will be providing a service (to Constellia) in return for payments (the rebate).

The Council will have the power to act as the contracting authority in relation to this arrangement this under the Localism Act 2011, and although it will be receiving an income stream, it will not be trading so will not be required to set up a company to use this power.

The relevant officers will however need to ensure adequate mechanisms are in place to protect the council's interests under this arrangement. In particular, the council will be adequately protected against any claims made in relation to the compliance of the DPS/framework with any applicable procurement legislation.

In relation to the procurement of external legal services on behalf of the council, the relevant officers will need to ensure that where applicable (dependent on value and the type of services, e.g., whether for litigation or not) the council's procurement rules and/or the Public Contracts Regulations (and any successor legislation) are complied with.

Legal Team Leader: Sinead Willis, Commercial and Governance Team Leader, 21 February 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson, Lead Enterprise Architect, 22 February 2024

4. HR Advice: There are no HR implications for the Council's employees on the understanding that this route will be used for work that cannot for whatever reason be delivered in-house. Consideration may need to be given to the position of current workers engaged in Legal Services who have been procured through other suppliers.

HR Partner: James Brereton, Head of Human Resources, 20 February 2024

EDM Sign-off	Tim O’Gara, Director: Legal and Democratic Services	28 February 2024
Cabinet Member sign-off	Cllr Craig Cheney, Deputy Mayor: City Economy, Finance & Performance	27 February 2024
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	4 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of	YES
Appendix G – Financial Advice	NO

Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: Procurement of a Legal Dynamic Purchasing System and External Legal Services	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Nancy Rollason
Service Area: Legal Services	Lead Officer role: Head of Legal Services

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To seek approval to procure and enter into a dynamic purchasing system (DPS) for legal services in partnership with Constellia and procure external legal services on a range of matters requiring external legal advice.

In 2023, the council awarded its contract for the procurement of professional services to Constellia. Constellia has approached the council to ask if it would act as the contracting authority for a legal services framework or DPS to be established by Constellia.

Under the Public Contracts Regulations 2015 (PCRs), there are a number of compliant routes available to public bodies for the procurement of goods, works and services. These routes include framework agreements and dynamic purchasing systems (DPSs) which can be used to repeatedly call off services of a similar nature, such as legal services, on agreed terms and conditions, from one supplier or a panel of suppliers.

These frameworks agreements and DPSs can only be established by organisations that constitute contracting authorities under the PCRs. The council is a contracting authority under the PCRs. The Legal Service would have a dual role in this arrangement. Firstly, it would act as the contracting authority for the purposes of the PCRs. Secondly, it would call legal services off under the arrangement.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
------------------------------	--	-----------------

This proposal is to establish a DPS for legal services.

The council's Legal Services team would be able to call off external legal advice when needed from the DPS. The Council's procurement rules confirm that every new £25k+ contract will need to have an Equalities Impact Assessment (EqIA) that covers the goods, services or works being procured.

As part of the commissioning process, providers will be required to demonstrate a good understanding of Equality Act 2010 requirements and the public sector equality duty; including that equality of opportunity is central to internal processes / workforce; and services will be regularly tailored and reviewed to meet the diverse needs of Bristol citizens.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tim O'Gara
Date: 22/02/2024	Date: 22/02/2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Procurement of a Legal Dynamic Purchasing System and External Legal Services		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
Directorate: Resources		Lead Officer name: Nancy Rollason
Service Area: Legal Services		Lead Officer role: Head of Legal Services

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

To seek approval to <ul style="list-style-type: none"> procure and enter into a dynamic purchasing system for legal services in partnership with Constellia; and procure external legal services to the value of £4[] m on a range of matters requiring external legal advice.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [please select]

This proposal relates to the establishment of a DPS for legal services and has no environmental impact, Constellia have a Carbon Reduction plan in place and aim to be carbon neutral in their operations by 2050.
--

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable [please select]
--

If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
<p>ENV1 Carbon neutral: Emissions of climate changing gases</p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact,</p>	Benefits	
	Enhancing actions	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
Adverse impacts		

<p>particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	

<p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
<p>Enhancing actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Adverse impacts</p>		
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
<p>Enhancing actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Adverse impacts</p>		
<p>Mitigating actions</p>		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer: Nicola Hares – Environmental Performance Officer	Submitting author: Nancy Rollason
Date: 21 February 2024	Date: 19 February 2024

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not constitute an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Increase in Fixed Penalty Notice Rates for Graffiti, Fly Posting and Fly Tipping
Ward(s)	City Wide
Author: Kurt James	Job title: Neighbourhood Enforcement and Street Scene Manager
Cabinet lead: Councillor Marley Bennett, Cabinet Member for Waste, Climate, Ecology and Just Transition	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration
Proposal origin: Councillor	
Decision maker: Cabinet Member Decision forum: Cabinet	
<p>Purpose of Report: To seek approval to:</p> <ol style="list-style-type: none"> 1. Increase the fixed penalty notice for graffiti and flyposting to £500 which is the maximum permitted under the legislation. 2. Increase the fixed penalty notice for fly tipping to £1,000 which is the maximum permitted under the legislation and introduce an early payment rate of £500. 	
<p>Evidence Base:</p> <ol style="list-style-type: none"> 1. The mayor has made a pledge that Bristol will be measurably cleaner, and the Clean Streets plan which underpins the pledge is designed to change the behaviour of people in Bristol to reduce litter, dog fouling, fly tipping, graffiti, and other environmental crimes, which will be done through: <ol style="list-style-type: none"> a. Sending a clear message about expected behaviour. b. Cleaning the city, and c. Delivering a robust approach to enforcement. 2. Although the cleanliness of the city has improved in many parts as measured by our independent Local Environmental Quality scoring, more work still needs to be done particularly in relation to behaviour change. 3. Bristol’s Quality of Life Survey 2023 tells us the percentage of people who think street litter is a problem locally has gone up slightly to 84% citywide and to 94% in the most deprived areas. 4. Environmental issues are often a key topic for resident groups and cause people to contact their ward councillors. 5. Environmental crime has a significant, detrimental, impact on the wellbeing of people of Bristol and visitors to the city. 6. The cost of environmental crime to the city is high. In 22/23 there were 10,181 clearances of fly tipping by Bristol Waste Company (BWC). Removing and enforcing fly tipping costs the council approximately £740k in the last year so increasing the penalty rates for offences sends a clear message. <p>Changes to fixed penalty rates</p> <ol style="list-style-type: none"> 7. The Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect on 1 April 2018 increasing rates for fixed penalties payable in respect of certain environmental offences. The change in 	

legislation automatically increased the rates of some fixed penalty notices from 1 April 2018 to a default level set by the legislation.

8. The Domestic Duty of Care Fixed Penalty S34 (2A) Environmental Protection Act came into force on 7 January 2019. This enables local authorities to issue a fixed penalty notice to a person who has failed to comply with the duty relating to the transfer of household waste. The range of the penalty is £150- £400, with the default rate set at £200.
9. On 7 May 2019 Bristol City Council Cabinet agreed to set its fixed penalty notice rates at the maximum for all offences except littering, which was set at £100 with an early payment rate of £65, and the household waste duty of care which was kept at the default rate of £200. Early repayment rates were removed for other offences including fly posting and graffiti.
10. On 6 June 2023 Bristol City Council Cabinet agreed to increase its fixed penalty notice for littering to the maximum of £150 with an early payment rate of £75, and the household waste duty of care fixed penalty notice was increased to the maximum of £400.
11. The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 came into effect on 31 July 2023 increasing the upper limit of fixed penalty notices for littering, graffiti, and fly-posting offences from £150 to £500; for household waste duty of care offences from £400 to £600; and for fly-tipping offences from £400 to £1,000.
12. To support our need to deter more people from committing environmental offences, it is proposed to:
 - a. Increase the fixed penalty for graffiti and fly posting to £500.
 - b. Increase the fixed penalty for fly tipping to £1,000 and introduce an early payment rate of £500.
 - c. Keep the rate for littering at £150, and the rate for household waste duty of care offences at £400.
13. The rate increases will commence on Wednesday 17 April 2024.

Offence	Section/Act	Early Payment £	Existing Full £	Proposed Full £
Graffiti and fly posting	S1/Criminal Damage Act 1971. S43/Anti-social Behaviour Act 2003.	N/A	£150	£500
Fly Tipping	S43/EPA 90	N/A existing/£500 (proposed)	£400	£1,000

Offences

14. In the UK, a graffiti offence falls under the broader category of criminal damage as defined by the Criminal Damage Act 1971. Graffiti, which involves defacing property without the owner's permission by marking, painting, writing, or otherwise, is considered an act of vandalism and thus a criminal offence under this act. There are specific legal provisions and penalties for graffiti-related offences in the UK:
 - a. Criminal Damage Act 1971: This Act makes it an offence to destroy or damage property intentionally or recklessly without lawful excuse. Under this Act, individuals caught creating graffiti can be charged with criminal damage.
 - b. Anti-social Behaviour Act 2003: This Act introduced specific measures to address graffiti and other defacements. Local authorities are given powers to issue fixed penalty notices for graffiti and flyposting. The Act also allows for the sale of spray paint to persons under 16 to be an offence, recognising the link between spray paint and graffiti vandalism.
15. Flyposting is an illegal activity that involves the unauthorised placement of advertising materials on buildings, street furniture, and other public and private properties without the permission of the owner. This can include posters, stickers, banners, and other forms of advertising. Fly-posting offences are primarily dealt with under the following legal frameworks:
 - a. Town and Country Planning Act 1990: Under this Act, displaying advertisements without the necessary consent is an offence.

- b. Anti-social Behaviour Act 2003: This Act specifically addresses the issue of flyposting by giving local authorities the power to issue fixed penalty notices to individuals or companies engaging in flyposting.

16. Under the Environmental Protection Act 1990, Section 33, it is an offence to deposit waste on any land not in accordance with a licence, or to allow others to do so. The legislation applies to all forms of waste, ranging from small bags of rubbish to larger quantities of waste dumped from lorries. The law covers the illegal dumping of all types of waste, including household, industrial, and commercial waste. Penalties can include fines, imprisonment, the seizure of vehicles and the recovery of costs of removing and disposing of the dumped waste.

Enforcement

17. Since 2017 Bristol City Council has issued over 30,000 fixed penalty notices for environmental offences such as littering, fly tipping or dog control, and 3,000 people have been taken to court for non-payment.
18. Over the last year the council has investigated 1,032 fly tips, issued 265 fixed penalty notices for fly tipping, seized 6 vehicles used by fly tippers, and crushed three of them.
19. The council has run publicity campaigns to discourage environmental offences on social media, buses, billboards, street bins and bins in city parks, and on electronic bus stop signs.
20. To reinforce behaviour change the council will increase its communication about environmental crime fines and prosecutions.
21. In line with the Waste Enforcement (Fixed Penalty Receipts) (Amendment) (England and Wales) Regulations 2024 any returns generated from fixed penalty notices will fund efforts to deliver clean streets. This will include the employment and engagement of enforcement officers, and activities and initiatives to address, deter, clean or clear littering, graffiti, fly posting, and waste on land issues such as fly tipping and household waste duty of care, as part of the clean street's strategy and in agreement with the Cabinet Member.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the increase in the fixed penalty for graffiti and fly posting to £500 noting the rate increases will commence on Wednesday 17 April 2024.
2. Approve the increase in the fixed penalty for fly tipping to £1,000 and the introduction of an early payment rate of £500 noting the rate increases will commence on Wednesday 17 April 2024.
3. Authorise the Executive Director Growth and Regeneration in consultation with the Cabinet Member for Waste, Climate, Ecology and Just Transition to take all steps required to implement the increases.

Corporate Strategy alignment:

1. ENV 3 A Cleaner, low-waste city
 - Create a cleaner city and become a national leader in reducing waste.
 - The Clean Streets Campaign will be a focus to help us improve the cleanliness of the city and focus our resources on the areas of highest need.
 - Satisfaction was lower in more deprived parts of the city, and the proportion of residents who thought street litter was a problem remains high city-wide (84% - updated).
 - Creating a pleasant environment – building on the aspirations of our Clean Streets programme – remains important to us, but waste is not only about cleanliness and improving the appearance of the city.

City Benefits:

1. Improving the environment contributes to improving the mental health and wellbeing of residents reducing demand for mental health services and increase emotional wellbeing.

2. Evidence from the annual Quality of Life survey noted above indicates that equalities groups and people living in more deprived parts of the city currently tend to be more adversely affected by street scene issues than the population in general. These findings are supported by more general research by groups such as Keep Britain Tidy who have also noted that deprived areas tend to suffer the most from poor local environmental quality and that those living in more deprived areas are less likely to feel satisfied with the appearance of their local area than those living in more affluent areas.

Consultation Details

1. Informal consultation has taken place with the following:
 - a. Mayor briefings – regular updates on enforcement and its impact. The mayor continues to show support for this approach to environmental enforcement.
 - b. Cabinet member briefings – regular updates on enforcement pilot and its impact. The Cabinet Member with responsibility for Waste, Climate, Ecology, and Just Transition, and the mayor continue to show support for environmental enforcement and its expansion into more areas of Bristol and other environmental crime types.
2. Officer briefings – Property, Assets, and Infrastructure DMT, and regular updates on enforcement, its impact, and the future scope of enforcement.

Background Documents:

1. [Agenda item 11, Cabinet Report 7th May 2019: The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017: Increase in Fixed Penalty Rates](#)
2. [June cabinet - Litter HDoC FPNs 4.pdf \(bristol.gov.uk\)](#)
3. [The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017](#)
4. [The Domestic Duty of Care Fixed Penalty S34 \(2A\) Environmental Protection Act](#)
5. [The Environmental Offences \(Fixed Penalties\) \(Amendment\) \(England\) Regulations 2023 \(legislation.gov.uk\)](#)
6. [Clean Streets Enforcement Campaign \(bristol.gov.uk\)](#)
7. [Code of Practice - Waste Duty of Care](#)
8. [The Waste Enforcement \(Fixed Penalty Receipts\) \(Amendment\) \(England and Wales\) Regulations 2024](#)

Revenue Cost	£nil	Source of Revenue Funding	n/a
Capital Cost	£nil	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

1. Finance Advice: This report seeks approval to substantially increase the fixed penalty notices for fly tipping, graffiti and flyposting to the maximum permitted under legislation. This aligns to the Council’s broader strategy on fees and charges which recommends inflationary increases of 6.7% as a minimum with larger increases to follow the appropriate decision pathway. The increases will likely lead to a significant change in this income in 2024-25 (though the bulk of costs will continue to be met by the Council) and, ideally, a significant reduction in the £700k per annum costs of addressing fly tipping in the city.

Finance Business Partner: Ben Hegarty, Finance Business Partner (Growth and Regeneration) 18 March 2024

2. Legal Advice: The proposals in the report are lawful. As there appears to be a lack of incentive to pay a reduced sum for flyposting and graffiti, this may lead to increase in non-payment which the decision maker should take into consideration. The cases are unlikely to attract a fine of £500 unless the offender has the means to pay.

Legal Team Leader: Legal Team Manager Anne Nugent in consultation with Specialist Regulatory Lawyer Lynne Harvey. 18 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson – Lead Enterprise Architect 19 March 2024

4. HR Advice: There are no HR implications evident.

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration 19 March 2024

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	19 March 2024
Cabinet Member sign-off	Councillor Marley Bennett, Cabinet Member for Waste, Climate Ecology, and Just Transition	19 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: Increase in Fixed Penalty Notice Rates for Graffiti, Fly Posting and Fly Tipping	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Property, Assets, and Infrastructure	Lead Officer name: Kurt James
Service Area: Neighbourhood Enforcement and Street Scene	Lead Officer role: Neighbourhood Enforcement and Street Scene Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Equality and Inclusion Team early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Purpose of report is to seek approval to:

1. Increase the fixed penalty notice for graffiti and flyposting from £150 to £500 which is the maximum permitted under the legislation to be applied with effect from Wednesday 17 April 2024.
2. Increase the fixed penalty notice for fly tipping from £400 with no early payment rate to £1,000 which is the maximum permitted under the legislation and introduce an early payment rate of £500 to be applied with effect from Wednesday 17 April 2024..

The primary aim of the Clean Streets Plan is to transform the behaviour of Bristol's residents and visitors to reduce litter, dog fouling, fly tipping, graffiti, and other environmental crimes, enhancing the city's cleanliness and quality of life. By employing clear messaging, proactive city clean-up, and a zero-tolerance enforcement approach, we aim to address the concerns raised by the Bristol Quality of Life Survey and mitigate the significant negative impacts of environmental crime on the wellbeing of the local community. Furthermore, we will use revenue generated from Fixed-Penalty-Notices to fund additional environmental improvements, contributing to a cleaner and more sustainable Bristol.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage, please state this clearly here and request review by the Equality and Inclusion Team.

Yes **No** [please select]

This proposal is designed to improve quality of life.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

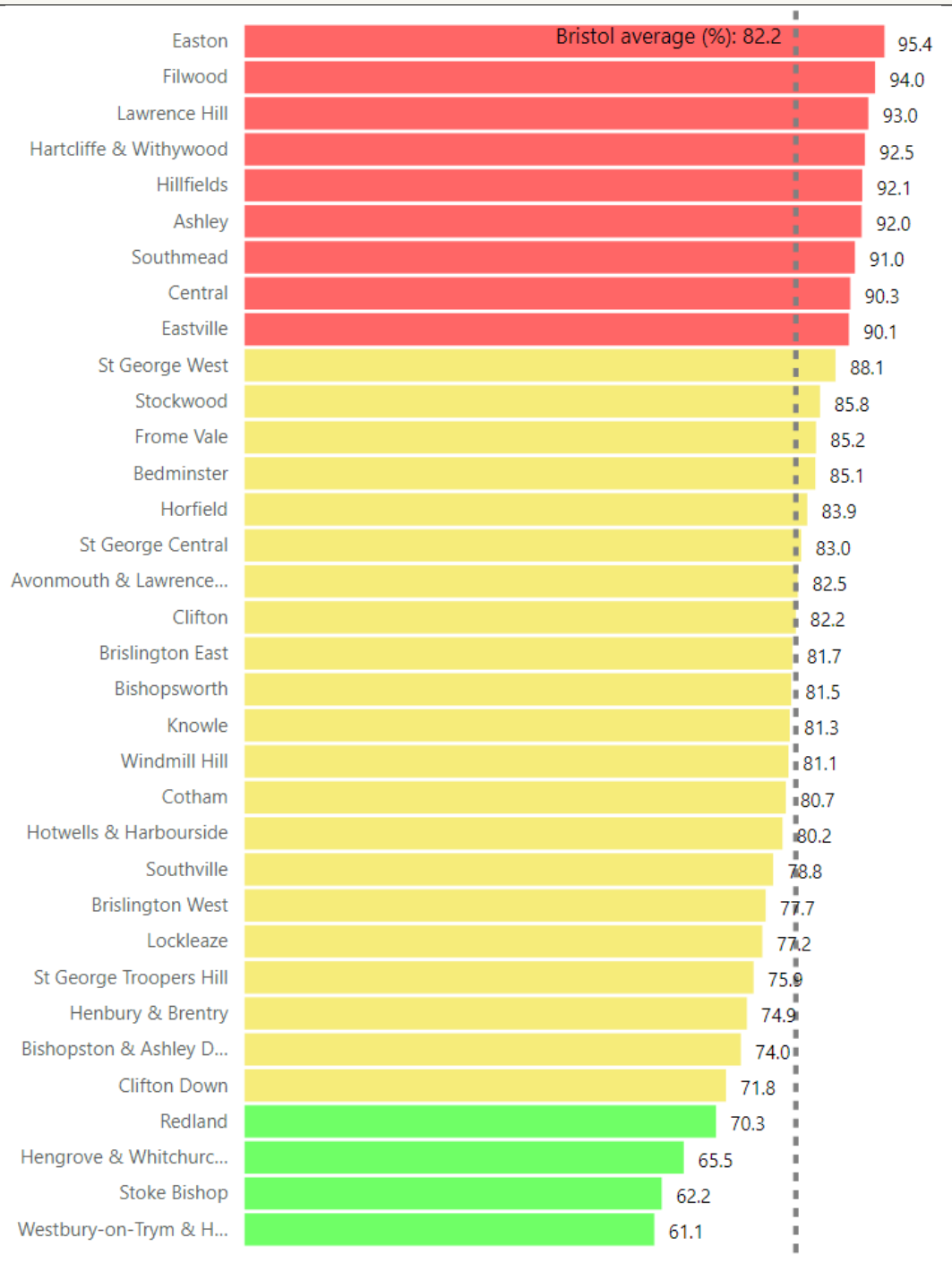
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - do not forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](https://www.bristol.gov.uk/data-statistics-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.bristol.gov.uk/hr-analytics-power-bi-reports) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Quality of Life Survey Bristol Quality of Life survey 2022/23	This data tells us that the proportion of residents who think street litter is a problem has gone up slightly to 84% citywide and to 94% in the most deprived areas. The percentage remains extremely high therefore the intervention is needed. The wards of Easton, Filwood, Lawrence Hill, Hartcliffe and Withywood, Hilfields, Ashley, Southmead, Central and Eastville have the highest dissatisfaction levels. Further analysis of the data shows that all groups with protected characteristics gave responses broadly in line with the city average.



Data on who has received fixed penalty notices by ethnicity, sex, and age 2019-2023

This data tells us that no group with protected characteristics as measured by the service is overrepresented in the data.

Ethnicity	Percentage
W1 British	66.93%
Z1 - Other	22.57%
W9 Any other White background	3.24%
O9 Any other ethnic group	1.72%
O1 Chinese	1.10%
A1 Indian	0.74%
A9 Any other Asian background	0.57%
M9 Any other mixed background	0.54%
W2 Irish	0.49%
B9 Any other Black background	0.40%
A2 Pakistani	0.32%
A3 Bangladeshi	0.31%
B2 African	0.25%
White	0.21%
M3 White and Asian	0.19%
M1 White and Black Caribbean	0.13%
B1 Caribbean	0.12%
M2 White and Black African	0.10%
Black or Black British	0.02%
Asian or British Asian	0.02%
ZZ - Other	0.01%
Chinese or other Ethnic Group	0.01%
Mixed	0.01%
Total	100.00%

Sex	Percentage
Male	51.89%
Female	41.96%
Other	3.70%
Not Confirmed	2.45%
Total	100.00%

AGE	Percentage
66 and Over	1.10%
Under 18	4.18%
56 - 65 yrs	4.59%
Not Confirmed	7.43%
46 - 55 yrs	9.48%
36 - 45 yrs	13.73%
26 - 35 yrs	24.35%
18 - 25 yrs	35.14%
Total	100.00%

JSNA

[JSNA Health and Wellbeing Profile 2022/23 - Crime](#)

Nuisance incidents (e.g., rowdy, or inconsiderate neighbours) accounted for 86.9% (9,800) of reported ASB (antisocial behaviour). Personal ASB incidents (e.g., vandalism, begging, street drinking) account for 9.7% of incidents and Environmental ASB incidents (e.g., littering, fly tipping) account for 3.1% of incidents (Figure 5). Figure 5: ASB incidents in Bristol by financial year. Source:

	Avon and Somerset Within Bristol, the highest level of reported ASB incidents was in Central ward which accounted for 17.4% (1,959) of all incidents. Lawrence Hill (737) and Hartcliffe and Withywood (616) had the next highest number of incidents whilst the lowest number of incidents were recorded in St George Troopers Hill (72), Redland (97) and Bishopston and Ashley Down (104).
Additional comments: None	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you do not have enough information about some equality groups, include an equality action to find out in section 4.2 below. This does not mean that you cannot complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams, diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

<p>There are gaps in overall diversity data at a local and national level for some characteristics e.g., gender reassignment – especially where this has not historically been included in statutory reporting e.g., for sexual orientation. As a council we rarely monitor marriage and civil partnership. There is a corporate approach to diversity monitoring for service users and our workforce, however the quality of available evidence across various council service areas is variable. No robust data on gender identity exists. Gaps in data will exist as it becomes out of date or is limited through self-reporting.</p> <p>In terms of data around fixed penalties, we collect the equalities data listed and no more at the point of issuing a fixed penalty.</p>

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol’s diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure, please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

<p>We have maintained a high media profile with articles in Bristol Post, Bristol 24/7, local magazines, and other relevant local media. There is a rolling and regular behaviour change twitter message programme being sent out by Bristol City Council and Bristol Waste Company (BWC).</p> <p>We are working with Bristol University and University of the West of England to improve the management of student waste issues. We purchased hundreds of litter pickers and branded high visibility vests which are managed by BWC and used by thousands of residents every year for community clean ups.</p> <p>We also organise the Great Bristol Spring Clean and Autumn Litter Blitz which have hundreds of participants every year. We deliver monthly Neighbourhood Enforcement Team campaigns to address littering, fly posting, and fly tipping across the city.</p>
--

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We will continue to deliver publicity campaigns and activities to encourage behaviour change across the city.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
Street scene services and street scene enforcement are carried out citywide with no discrimination.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Quality of Life Survey data tells us that the proportion of residents who think street litter is a problem has gone up slightly to 84% citywide and to 94% in the most deprived areas. This perceptual survey tells us that more needs to be done to tackle littering in deprived areas. Raising the price of anything may have a disproportionate impact on those experiencing deprivation which is a reflection that something costing more, irrespective of what it is, will always impact those with less money more than those with more.
Mitigations:	Residents in deprived areas see littering, fly tipping, graffiti, and fly posting (not all areas classed as deprived suffer from all these issues) as significant concerns so increasing the deterrent will reduce the amount of environmental crime that occurs in these areas and improve the quality of life of those who live in these areas.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who do not
- ✓ Foster good relations between people who share a protected characteristic and those who do not

<ol style="list-style-type: none"> 1. Advance equality of opportunity between people who share a protected characteristic and people who do not share it – i.e., access to better environmental quality for those who are over-represented in areas with higher littering rates 2. Foster good relations between people who share a protected characteristic and people who do not share it.
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Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Raising the fixed penalty notice rates will not have a negative equality impact, but if there is a perception that equalities communities are disproportionately impacted through enforcement, we keep data on who has been issued with fixed penalty notices can be shared as a data set

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Raising the fixed penalty notice rates will not have a negative equality impact as this proposal is designed to deter people from committing littering offences or breaching their Household Duty of Care, with the additional benefit that areas would be made measurably cleaner with less littering offences and fly tipping

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group, please specify this.

Improvement / action required	Responsible Officer	Timescale
Review the impact of the proposal on equalities communities.	Kurt James	31 March 2025


4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We keep data on the age, sex and race of people issued with fixed penalty notices. The findings from the review will be shared at the first available cabinet member briefing after 31 March 2025.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your Equalities Impact Assessments (EqIA's). EqIA's should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Director Property, Assets and Infrastructure
Date: 22/03/2024	Date: 22/03/24

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Increase in Fixed Penalty Notice Rates for Graffiti, Fly Posting and Fly Tipping		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration		Lead Officer name: Kurt James
Service Area:		Lead Officer role:

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please contact the [Sustainable City and Climate Change Service](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

To seek approval to:
<ol style="list-style-type: none"> Increase the fixed penalty notice for graffiti and flyposting to £500 which is the maximum permitted under the legislation. Increase the fixed penalty notice for fly tipping to £1,000 which is the maximum permitted under the legislation and introduce an early payment rate of £500.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the [Sustainable City and Climate Change Service](#).

If ‘Yes’ complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	[please select]
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If ‘No’ explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

2.1 Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support [our corporate environmental objectives](#) and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
<p>ENV1 Carbon neutral: Emissions of climate changing gases</p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact,</p>	Benefits	May deter graffiti, fly posting, and fly tipping etc., has potential to reduce waste going to landfill and reduce emissions.
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	Adverse impacts	

particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates. Further guidance <input type="checkbox"/> No impact	Mitigating actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

ENV2 Ecological recovery: Wildlife and habitats BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030. Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world. If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible. Further guidance <input type="checkbox"/> No impact	Benefits	May deter fly tipping in habitats.
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated	Benefits	May deter graffiti, fly posting, and fly tipping etc., has potential to reduce waste going to landfill.
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	Adverse impacts	

<p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input checked="" type="checkbox"/> No impact</p>	<p>Benefits</p>	
<p>Enhancing actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Adverse impacts</p>		
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	<p>May deter graffiti, fly posting, and fly tipping etc., has potential to reduce people setting fire to waste in parks, etc.</p>
<p>Enhancing actions</p>		<p>Any returns generated from fixed penalty notices fund environmental improvements as part of the clean street’s strategy and in agreement with the Executive Member.</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Adverse impacts</p>		
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

Step 3: Actions

3.1 Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project's implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Use any additional money raised through increasing fixed penalty notices on behaviour change initiatives designed to make Bristol's streets cleaner, such as education and community engagement, targeted action on street scene hotspots in the city and increased enforcement action.	Kurt James	Ongoing, but check on 31/03/2025.

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal. Please seek feedback and review from the [Sustainable City and Climate Change Service](#) before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here and included on the cover sheet of the decision pathway documentation.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer: Giles Liddell	Submitting author: Kurt James
Date: 13/03/2024	Date: 14/03/24

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to provide an endorsement or approval of the proposal.



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Community Meals Service contract		
Ward(s)	Citywide – All wards		
Author: Sarah Stone	Job title: Service Manager		
Cabinet lead: Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	Executive Director lead: Hugh Evans, Executive Director: Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
1. To seek approval to award procure and award a contract for frozen meals for the Community Meals service			
Evidence Base:			
1. The Community Meals service is an inhouse service provided by Bristol City Council. The service delivers a hot meal and wellbeing check to customers daily, throughout Bristol. The service may either be provided by Bristol City Council as part of a package of care or self-funded. The meals are provided hot to the customer after being regenerated from frozen.			
2. The current contract for the supply of frozen meals will come to the end of permitted extensions on 30.09.24.			
3. The current contract was led by North Somerset council, they have recently confirmed they do not wish to continue this arrangement.			
4. A new contract procured by Bristol is therefore required to ensure there is no break in service delivery, minimising impact on customers.			
5. We are seeking to place a new contract worth up to £630,000 in total (including permitted extensions). This is the full cost to be approved. The contract is expected to start on 01.10.24, with an initial end date of 30.09.25. Spend during this initial period will be between £180,000 and £210,000. The contract will also allow for extensions of one year plus one year at a cost of up to £210 000 per year.			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
1. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member Adult Social and Integrated Care System to take all steps required to procure and award the contract(s) necessary for the			

implementation of a supply of frozen meals from 1st October 2024 in-line with the procurement routes and maximum budget envelopes outlined in this report.

2. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member Adult Social and Integrated Care System to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope.
3. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required.

Corporate Strategy alignment:

1. The Community meals service aligns with the Health, care and wellbeing theme of the strategy, increasing access to healthy nutritious meals supports the aim of tackling health inequalities to help people to stay healthier and happier throughout their lives.
2. It supports the aim of providing support which is person centred and offers Bristol citizens choice and control
3. It further supports a public health approach to achieve health and wellbeing equality, through access to nutritious food which meets the needs of people from a diverse range of backgrounds in their local communities.

City Benefits:

1. A competitive procurement process will ensure best financial value for citizens and allow us to keep onward charges to customers affordable.
2. An Equalities Impact assessment will be completed as part of the procurement process.
3. Consideration to sustainability and social value are key to Bristol procurement exercises and weighted accordingly in the decision-making process when awarding the contract.

Consultation Details:

Not applicable

Background Documents:

1. [BCC Corporate Strategy 2022/2027](#)
2. [A one city food equality strategy for Bristol 2022-2032](#)
3. [A one city food equality action plan 2023-26](#)

Revenue Cost	£630,000	Source of Revenue Funding	General Fund - Community Meals - 12171
Capital Cost	n/a	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks permission to reprocure the frozen meals needed for the Community Meals

Service to continue this service. This is anticipated to cost c£630k during the initial and potential subsequent contract extensions. The cost of this will be funded from within the exiting Meals Service budgets. It should be noted that the service is subsidised and provided at a net cost to the Council of £335,609 per annum.

Finance Business Partner: Denise Hunt, 7 March 2024

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 8 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson –Lead Enterprise Architect Policy, Strategy and Digital. 19 March 2024

4. HR Advice: The report is seeking approval to reprocur the frozen meals needed for the Community Meals Service to continue. There are no significant HR implications arising from this report for Bristol City Council employees.

HR Business Partner: Lorna Laing, 8 March 2024

EDM Sign-off	Hugh Evans, Executive Director: Adults and Communities	11 March 2024
Cabinet Member sign-off	Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	11 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	11 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: Community Meals Service – Frozen meal provision	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Christopher Monaghan
Service Area: Adult Social Care	Lead Officer role: Community Meals Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Community Meal Service provides a well-being check and hot ready to eat food to customers, many of whom are unable to cook for themselves. We currently deliver about 95,000 meals a year covering all areas of Bristol to meet the nutritional needs of people across the Bristol community.

Supporting the vulnerable people in the community reduces the need for formal care support, this has significant impact on reducing care costs in Bristol. There is currently a care crisis, with a lack of carers to meet the communities care needs. The service reduces the need for care support through offering a welfare check freeing up resources for other people in need.

Current customers require a range of specific meal requirements to meet their needs, including customers with protected characteristics. Dietary needs include:

- Diabetic
- Low fat/reducing
- High fibre
- Vegetarian
- Vegan
- Gluten free
- Low salt
- Soft & pureed food
- Religious requirements i.e., Halal and Kosher
- Culturally diverse meals i.e., Afro-Caribbean

The existing frozen meals contract is due to end September 2024. Therefore, we now wish to start the process to identify a suitable supplier who can provide premade frozen food which will be cooked in a regeneration oven by the Meals Service and delivered to customers throughout Bristol City.

This EqIA is therefore seeking authority to start the process of procuring a frozen meals supplier for the Community meals service.

The meals service is currently supplied by Apetito, who the council has a long-standing relationship as they have provided meals to the Community meals service for over 30 years. The reasons behind using Apetito for such a long time is based on the fact that they have a larger range of meals than other suppliers, meaning that the service can meet the needs of a larger range of people in the community. Alternative providers of frozen meals do not provide the range of meals specifically required for dietary needs. Apetito are also the cheapest supplier meaning the service can keep the meals to a reasonable price, so people with limited money can still access the service. With rising food poverty in Bristol, this service is supporting food equity by providing a hot and nutritionally balanced meal.

The procurement process to be used is the Eastern Shires purchasing organisation framework, which is a professional buying organisation, so other companies will be able to bid for the contract. There are limited companies that provide frozen meals meaning competition is low. The new contract will be for 1 year with an option for 2 x 1-year extensions.

As of February 2024, there are 375 customers on the service who may be affected by this proposal. 178 customers are referred to us through social services and the remaining 197 are private customers (either self-referral, from a family member, neighbour, friend).

The current age of clients are as follows:

AGE OF CLIENTS:	
85+	175
75-84	121
65-74	48
18-64	31
0-17	0

Their dependency on the service, which is based on information supplied by them are as follows:

DEPENDENCY LEVELS:	
Low	248
Medium	72
High	55

Based on this, without this service and provision of food, 375 residents in Bristol may struggle to find alternative means to receive a hot meal and a well-being check.

The meals service does not only provide meals for the older demographic, but also supports social care services by providing meals for people with mental health needs (such as OCD, hoarding and Agoraphobia), Disabled people with Learning Difficulties and people with conditions or actions such as alcoholism and drug use and self-neglect.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](https://www.bristol.gov.uk/data-statistics-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.bristol.gov.uk/hr-analytics-power-bi-reports) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
One City Food Equality Strategy 2022-32 https://www.feedingbristol.org/resources/a-one-city-food-equality-strategy-for-bristol-2022-2032/	This data highlights that there is ongoing food insecurity across Bristol. This especially affects people from poorer areas, people from different cultural backgrounds and Disabled people. It also highlights that people are not eating healthy and nutritionally balanced meals. Through procuring frozen meals and delivering them to all areas of Bristol we can support to reduce food insecurity by providing

	<p>nutritionally balanced meals to vulnerable Bristol residents -Meals include culturally appropriate foods and foods meeting dietary needs.</p> <p>The Food Equality Strategy outlines five priority areas for achieving food equality in Bristol:</p> <ul style="list-style-type: none"> • Fair equitable access: We need to ensure that residents can access food that is appropriate for their dietary needs, is culturally appropriate, and affordable. • Choice and security: We want to live in a city where everyone can make decisions about their relationship with food and are free from the anxiety and stress of food insecurity. • Skills and resources: We want to enable residents to foster a healthy food culture, have confidence in their ability to access and use food to meet their needs, as well as the facilities and fuel to cook with. • Sustainable local food system: We want the local food system to prioritise resilience and sustainability in food production, food waste management, distribution, economy, and environmental resilience. • Food at the heart of decision-making: We must ensure that food needs and equality are considered in all decision-making – whether developing social support models, new businesses or planning new housing.
<p>One city Food Equality Action Plan</p>	<p>This data highlights that to tackle food inequality there needs to be multiple solutions to meeting the nutritional</p>

<https://www.feedingbristol.org/resources/a-one-city-food-equality-action-plan-2023-26/>

needs of the Bristol community. The community meals service through procuring frozen meals and delivering them can help to meet some of the targets outlined in the strategy. Community Meals is working with public health to support this initiative.

To achieve the goals set out in the Bristol One City Food Equality Strategy, we need a realistic plan with specific actions that a range of stakeholders across the city can feel empowered to take forward. This is what the Food Equality Action Plan is: a pathway of practical steps to help achieve food equality for Bristol.

Like the Strategy, the Food Equality Action Plan was co-produced by a range of stakeholders, communities, and individuals. This means people from various sectors and backgrounds contributed their views to create this document. Alongside key statutory organisations, the VCSE sector and grassroots groups, communities at risk of food inequality were asked what they thought needed to happen to achieve food equality and accomplish the goals of the Strategy.

The Service, I Could Not Do without It...": A Qualitative Study Exploring the Significance of Meals on Wheels among Service Users and People Who Refer Them to the Service

<http://bitly.ws/PPhZ>

This data highlights the impact that the service has on the community and supporting vulnerable people to remain independent in their own homes. It also reduces the impact on formal health and social care services saving money. Through procurement of frozen meals, we can continue to support the vulnerable people in the community and support both informal and formal care structures in place.

Meals on Wheels (MoWs) is a social care service providing daily meals and social contact to adults who need support to live in the community. Considering the rising number of adults who need help with shopping for food and preparing meals in England, MoWs could be essential for these individuals; yet little is known about the experiences of MoWs service users and

	<p>people who refer them to MoWs (“referrers”), with the service. The aim of this study was to explore different dimensions of the MoWs service from the perspectives of MoWs service users and referrers.</p>
<p>Bristol Quality of Life Survey – 2022/23</p> <p>Microsoft Power BI</p>	<p>This data highlights the increase in people buying less healthy food. Increase in people having moderate to high food insecurity. Increase in people accessing food banks.</p> <p>Through the procurement of frozen meals and delivery of these meals to people in the community we can help to reduce these issues supporting the improvement of quality of life.</p>
<p>https://assets.publishing.service.gov.uk/media/5a750301e5274a59fa716b6e/3b_Reducing_social_isolation-Briefing.pdf</p> <p>Social isolation can have physically and emotionally damaging effects resulting in:</p> <ul style="list-style-type: none"> • depression • poor nutrition • decreased immunity • anxiety • fatigue and • social stigma <p>Socially isolated older adults have:</p> <ul style="list-style-type: none"> • longer stays in hospital • a greater number of GP visits and • are more dependent on homecare services. 	<p>This data highlights the impact social isolation has on health and impact on services.</p> <p>Through procurement and delivery of frozen meals the service reduces social isolation by having a regular check in with people in the community helping people remain independent in their own homes for longer.</p>
<p>Additional comments:</p> <p>Without procuring the frozen meals a significant number of people in the community will be at risk of food insecurity, it will give a higher chance that they will not be able to remain in their homes and will require more expensive formal care solutions.</p> <p>The Meals service has been working with public health to support the food equality strategy to meet the nutritional needs of the community.</p> <p>The service doesn’t have a great deal of quantifiable data for the service, but they are currently working with Liquid Logic and web design to start asking for needs based on, for example, their identity as a Disabled person.</p>	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

To provide the correct meals to the customers we take information around race and religion, so we are providing culturally appropriate food to our customers. Through the referral process gender and age information is also given.

We gather information around Disability if it impacts our ability to deliver the meals or if further support is required from the drivers, this information is currently not collected by the computer system we use, so cannot be quantified currently.

We do not request information around sexual orientation, gender reassignment, marriage or civil partnership or pregnancy as this has limited impact on how we deliver the meals and what meals we provide. We currently just request the information pertinent to operational needs.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

During selection of supplier, we will request a sample of the suppliers' meals. We will then involve existing customers from a range of back grounds (some referred through social services, some privately) to sample the food. They will complete a questionnaire which will help inform us if the food met their needs or not.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Any information in regard to change and the meals service will be passed on via letters delivered by the drivers. We also produce a 3 monthly newsletter highlighting changes while sharing information about the service. We can produce this literature in large print as well as looking at translation services if requested by the service user. We often look to next of kin and carers to support with passing on relevant information about the person who draws upon the services and support, so we are aware of their communication needs. The support network of the person who draws upon the services and support is vital in making sure we are meeting their needs. We can also speak directly to the person who draws upon the services and support to pass on relevant information around service changes. This can be done through the drivers or through the customer service advisors in the office. We make customers aware of the different ways they can communicate to us about the service.

Meetings with community leaders can be carried out to see if the meals service can support their communities both from a cultural and religious standpoint. A number of meetings have taken place with community leaders and with cultural support services such as Dhek Bhal (a South Asian community service). There has been limited uptake of the meals service as a result of meeting with different cultures and communities, but ongoing meetings will continue to see if the needs of the specific community's change, and we are able to support in the future.

Questionnaires can be produced to make sure we are providing the service that is required from our customers, with potential to make changes to service after feedback. We do request feedback about the service, but a questionnaire will usually be produced when significant changes are made to the service (Such as changing food providers), so we can quantify its impact on the service and the people that use it.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

We currently cannot cater for every race or religion as the suppliers of the food have a limited culturally appropriate range. There is currently not the demand from certain cultures to use the meals service due to their beliefs and how they support their communities with providing food.

Charging of the meals is required to ensure the service can continue to run to meet the demand of existing customers and potentially new customers. The service receives a subsidy from the council to ensure it continues to run – however this is not enough to cover all costs. Therefore, payment from the customers is required. They are informed of this cost prior to signing up.

Customers are required to pay for the meal and therefore may have a financial burden on the customer. This could affect all people with protected characteristics.

There may be other protected characteristics disproportionately impacted by this proposal however due to a lack of data, this cannot yet be confirmed at this time.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Customer may have limited monies/pensions so could impact their ability to purchase meals
Mitigations:	Customers can request for financial support through care direct to help pay for the meal. We do not include VAT for customers referred to us through social services.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The meals service cannot supply specific meals to meet the variety of dietary needs a Disabled person may have.
Mitigations:	A number of meals tailored to dietary needs are available, if there is demand for meals to meet a dietary need we can speak to Speech and Language therapists to support with alternative melas ideas.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Unable to provide culturally appropriate food.
Mitigations:	Signposting to other culturally appropriate services. Engagement with community groups to see if we could meet some of their food needs.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Certain cultures do not want meals delivered to their house they want to eat in a community setting.
Mitigations:	Discussion with community group to see how meals service can be adapted to meet cultural needs around eating together
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Customer may have limited monies/pensions so could impact their ability to purchase meals
Mitigations:	Customers can request for financial support through care direct to help pay for the meal. We do not include VAT for customers referred to us through social services.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	We reduce the impact on carers by providing a welfare check and meals at lunch time reducing the need for informal or formal support to be offered during the middle of the day.
Mitigations:	
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The meals service can reach a large volume of people with a variety of protected characteristics. It is the role of the service to support the vulnerable members of our society to have a meal and welfare check everyday helping them remain independent in their own homes. The service also reduces the need for formal and informal care, supporting both the health and social care sector.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

We cannot meet everybody's food needs in the community and still run a viable business. It is too expensive and time consuming to create bespoke meals for everybody's needs.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

We meet a large range of peoples needs in the community with a large range of food that can meet medical needs as well as cultural needs for certain backgrounds.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Procurement of Frozen meals with a large variety of requirements that meet protected characteristics. Such as textured meals vegetarian, kosher, halal etc.	Chris Monaghan	7 Months
Questionnaire and feedback from customers on food provided by potential new suppliers	Chris Monaghan	7 Months


4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Once changes have been implemented a review of the impact will be monitored. This can be carried out bi-weekly followed by 3 monthly monitoring, plus discussions with customers, staff members and Team managers to see what changes if any need to be addressed.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 8/3/2024	Date: 11 March 2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: Procurement of Frozen Meals for Community Meals service		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input checked="" type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Sarah Stone	
Service Area: Adults	Lead Officer role: Operations Manager	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

We are seeking to procure a supply of frozen meals for the Community Meals service, the customers of the meals service are adults living within Bristol, who may have additional needs and be receiving the service as part of a wider package of care. The meals are regenerated by the service and delivered to the customers’ home as a hot ready to eat meal. This is a chargeable service which generates income for the authority.

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

Yes **No** [please select]

The proposal will require the delivery of frozen meals to the community meals service requiring delivery trucks to come into the Barton hill area three times a week.

The meals service has 12 vehicles delivering the meals will increase pollution through exhaust fumes. The vehicles travel across the entire Bristol area. We have four electric vehicles to deliver around the city centre and CAZ. By delivering the meals to people we are reducing the need for them to use their own vehicles to go out to buy food. We are also encouraging healthier eating through providing a nutritionally balanced meal promoting better food choices.

There will be an increase in packaging that needs to be recycled. There is a large amount of cardboard used in delivering the meals. There are also the plastic containers that the meals are supplied in that also need to be recycled.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
ENV1 Carbon neutral: Emissions of climate changing gases		
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.		
Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions,	Benefits	<p>As we are delivering meals to customers doors, we are reducing the need for them to use their own vehicles reducing pollution levels and supporting fuel poverty. We deliver between 270 and 300 meals a day to customers.</p> <p>We have 8 small diesel vans with a 1.5 litre capacity engine.</p> <p>If each delivery's share of the overall delivery route is 2 miles, and 300 meals are delivered each day, the emissions from the delivery vehicles would be approximately 61 tonnes per year for an unrefrigerated Class II delivery van (or 111 tonnes for a Class III delivery van). That is assuming that all the vehicles used diesel. The equivalents for battery electric vans making all deliveries would be 5 or 7 tonnes (scope 3 only), depending on the class of vehicle. Freezer emissions for electricity from Chancery Street are zero, because they are covered by corporately sleeved renewable electricity.</p> <p>We also have 4 electric vans that further reduce the emissions created from the meals fleet.</p>

<p>there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	<p>The meals round co-ordinator continually assesses the rounds and routes taken by drivers to optimise the routes to support delivery times and reduce excess fuel usage.</p> <p>We have a delivery window between 11.30 and 14.00 to reduce driving through peak traffic reducing time spent idling in congestion.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>Client must drive vehicles into city to deliver three times a week. The provider has a Euro 6 fleet and a dynamic planning system to reduce excess mileage and fuel consumption.</p>
	<p>Mitigating actions</p>	<p>We are currently looking at procuring more electric vehicles to further support our reduced emissions. We will look at replacing all diesel vans with electric at the end of the current contract with our current supplier.</p> <p>We currently charge our vehicles at Fleet services located near our facility. We have 3 electric charging points fitted at Chancery Street. Bristol leap has attended the site to look at increasing the number of charging points on the meals site.</p> <p>Provider to provide a green travel plan applicable to vehicles being used to deliver the works, goods or services within the contract</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	<p>Offers free from range including the main 14 allergens including fish, milk, eggs, nuts</p>
	<p>Enhancing actions</p>	<p>Offer and encourage uptake of plant-based options</p> <p>Provider uses 100% green energy</p> <p>Provider is a member of the ethical trading initiative providing best practice within food supply chains</p>
	<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>A lot of the meals do contain meat but there is a large variety of non-meat and dairy meals that supports environmental benefits.</p>
	<p>Mitigating actions</p>	<p>The procurement process to be used is the Eastern Shires purchasing organisation framework, which is a professional buying organisation. To compete for the contract the provider must comply to mandatory environmental accreditation. The Food or Catering provider will meet the requirements of at least the Soil Association Food for Life Served Here (FFLSH) silver award or if a food supplier, will meet the requirements of the Food For Life Supplier Scheme.</p> <p>Food and catering providers will have achieved Bristol Eating Better gold Award (BEBA)</p>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p> <p>The containers used for the meals are 100% recyclable. All packaging can be recycled in household waste collections.</p> <p>The main meals come in aluminium containers with a cardboard lid. The desserts come in plastic that can be recycled.</p> <p>The ecofriendly plastic containers are made from 80% recycled material.</p> <p>The aluminium packaging is made from 40% recycled material.</p> <p>No product is used that has two materials that are bonded supporting with recycling.</p>
	<p>Enhancing actions</p> <p>The frozen meals supplier is signed up to the Step up to the plate pledge to drive down food waste. They have signed up to the NHS plastics pledge reducing single use plastics. They are also signed up to the UK plastic pact.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>
	<p>Adverse impacts</p> <p>We do not accept returns of plastic waste so this will need to be disposed of by the client through recycling.</p>
	<p>Mitigating actions</p> <p>Provider will aim to minimise single use plastic and waste during contract delivery. (in particular textiles, food, packaging, plastics and products repairability and recyclability as applicable)</p>
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to</p>	<p>Benefits</p> <p>Will not adversely impact risk to people and assets during extreme weather events.</p>
	<p>Enhancing actions</p> <p>Provider working towards net zero carbon by 2040. The current rate of decarbonisation is consistent with the 1.5 degree pathway identified at the Paris climate agreement.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>
	<p>Adverse impacts</p> <p>Use of freezers to store food in hot weather could increase refrigerants i.e., Freon levels in the environment.</p>

people and assets during extreme weather events. Further guidance <input type="checkbox"/> No impact	Mitigating actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
Statutory duty: Prevention of Pollution to air, water, or land Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring. Further guidance <input type="checkbox"/> No impact	Benefits	As we are delivering meals to customers doors, we are reducing the need for them to use their own vehicles reducing pollution levels and supporting fuel poverty. We deliver between 270 and 300 meals a day to customers. We have 8 small diesel vans with a 1.5 litre capacity engine - It will also meet the latest Euro6D emission standards and be exempt from urban pollution charges like the London ULEZ.
	Enhancing actions	We also have 4 electric vans that further reduce the emissions created from the meals fleet. Supplier working with Wessex Water to improve waste outputs
	Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	Procurement of new electric vehicles to be completed by 2025
Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Procure electric delivery vehicles to reduce carbon emissions	Chris Monaghan	01/09/2025
Continue work to investigate and implement (if feasible) further EV charging infrastructure	Chris Monaghan	01/09/2025
Encourage uptake of plant-based meal options	Chris Monaghan	01/09/2025

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

Environmental Performance Team Reviewer: Giles Liddell (Environmental Performance Co-ordinator)	Submitting author: Chris Monaghan
Date: 11/03/2024	Date: 11/03/2024

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not constitute an endorsement or approval of the proposal.



Decision Pathway – Report

PURPOSE: For noting

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Bristol's Anti Racism in education engagement report		
Ward(s)	All Wards		
Author: Reena Bhogal-Welsh and Susan Coombes	Job title: Director Education and Skills and Head of Service School Partnerships		
Cabinet lead: Deputy Mayor Asher Craig Cabinet Member for Children, Education and Equalities	Executive Director lead: Hannah Woodhouse Executive Director Children and Education		
Proposal origin: Other			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: To note Bristol’s Anti-Racism in education engagement report and recommend the use of this evidence to support the co-production of an Anti-Racism in Educational settings strategy. Future decision makers should produce this with working groups chaired by leaders across Bristol.			
Evidence Base: <ol style="list-style-type: none"> 1. Bristol is a vibrant city that has a wealth of culture deep-rooted in the diverse families and communities that we welcome from the ever-changing landscape as a City of Sanctuary. The Belonging Strategy (2021-2024) places all our residents at the forefront of the work that we do, and Bristol City Council is committed to working as One City to ensure that Bristol is a city for all children and young people, one which young people can be proud of and a place where they and their families can thrive. 2. It is also a city that has not yet completed its work around race, particularly for our children and young people from Black and Minoritised communities who don’t always feel that they belong. Action is needed to respond to systemic racism and racial discrimination reflected through existing inequalities and highlighted by many reports including the Runnymede Report, 2017 'Bristol: a city divided?', Black Lives Matter protest that saw a statue of Edward Colston toppled, Identifying-Disproportionality-Report, Avon and Somerset’s Criminal Justice Board as well as the effects and local impact of the COVID-19 pandemic. 3. The population of Bristol is increasingly diverse with at least 45 religions, 185 countries of birth, 287 different ethnic groups and 90 main languages. 28.4% of people in Bristol belong to a minority ethnic group (i.e. not ‘White British’), up from 22.1% a decade ago, with 9.5% White Minority Ethnic and 18.9% Black, Asian & Minority Ethnic (including 6.6% Asian/Asian British, 5.9% Black/Black British, 4.5% Mixed and 1.9% Other). Younger people are more ethnically diverse: 36% of children belong to a minority ethnic group compared to 10% of people 65 & over. Somali is the largest ethnic minority group in Bristol with a population of almost 9,200 people making up 1.9% of the total population. 4. Research, engagement and evidence gathered shows there is a city-wide disproportionality in educational outcomes for Black and Minoritised children and young people. Overall disadvantaged pupils have poorer 			

attainment outcomes than non-disadvantaged. Black Caribbean and Gypsy/Roma pupils have notably lower attainment results and have done consistently in recent years. When compared to the national average, Bristol falls below in all Black and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes.

5. As well as this data, we have met and engaged through workshops, co-constructed working groups and many sessions with children, young people, communities and education leaders to hear their views. We have listened to what children and young people told us about their experiences within their educational journeys, their informed, lived experience is the reason this strategy has come to life. The young people have called for anti-racism in educational settings strategy, it is our duty to respond.
6. The summary of the engagement is provided at appendix A, and shares detail regarding:
 - Gaps in outcomes data – Key stage 2 and Key stage 4
 - Disproportionality in SEND data
 - Over representation of Black Caribbean / Black African / Dual Heritage Black & White / Gypsy Roma Traveller Children and young People excluded from education settings
 - Lack of representation of Black and Minoritised Teachers
 - Lack of representation of Black and Minoritised Leaders in educational settings including special schools, pupil referral units and alternative learning provisions (Head teachers, CEOs and Governors)
 - There is a lack of understanding and execution of ‘Cultural Competency’ in settings. This is linked to trauma informed practices which are not yet common practice in all settings.
 - Intersectionalities have a significant impact for disadvantaged children and young people leading to disproportionalities in educational outcomes.
7. The engagement report reinforces that the experiences of children and young people is supported by the city’s data. It shows that there is a need for a co-constructed strategy that outlines the action plans, wider governance structures.
8. The anti-racism in education settings will need to focus on the following five areas:
 1. Ensure we close attainment gaps for Black and Minoritised groups and disadvantaged children
 2. Reduce exclusions and increase attendance for Black and Minoritised children and young people
 3. Improve representation of Black and Minoritised leaders
 4. Eradicate the disproportionality in SEND
 5. Create a bespoke professional development programme for the workforces in schools and settings
9. Work has already started to drive systemic changes in some education settings, but not all. Civic leaders have a collective responsibility to ensure that this work continues, develops, and flourishes in all education settings. Support from elected members under the new committee system of governance will be key in achieving change and driving the emerging strategy.
10. Five key work strands are anticipated to be developed through the strategy that will be owned by leaders and partners across Bristol:
 - a. Attainment – Pan Bristol Collaboration of Black Caribbean Achievement – Cabot Learning Federation
 - b. Reduce exclusions and increase Attendance
 - c. Workforce – Representation of Black, Brown and Minoritised Leaders
 - d. Special Educational Needs and Disability – Eradicate disproportionality in SEND
 - e. Continuous Professional Development – cultural competency, white fragility, white adjacency and more
11. Key measures, targets and success indicators will be identified through the co-constructed working groups where theories of change models will be created, action plans designed, feedback loops to families identified and governance structures honoured to ensure that annual impact reports can be shared of the successful

work achieved. The co-constructed working groups will have membership from children, young people and parents and carers as well as leaders, teachers and leading professionals to support and enhance the work completed so far. There is a need to purposefully consider anti-racism in our thinking, actions and decision making in education provision across the City. Ensuring we empathetically and consistently learn and better understand the experiences of Black and Minoritised people, recognising the experiences and impact unique to different communities.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note Bristol’s anti-racism in education engagement report at appendix A.
2. Endorse the intention for the co-production of an Anti-Racism in Educational settings strategy with working groups chaired by leaders across Bristol.

Corporate Strategy alignment:

The Anti Racism Strategy is fundamental to core business of BCC, it also aligns with the strategies below to ensure an equitable approach to key priorities to ensure all children and young people; particularly Black and Minoritised children, families and workforce feel included, value and accepted in all schools and places of learning.

1. Belonging strategy
2. One city plan
3. SEND and Inclusion Strategy

City Benefits:

To improve outcomes for Children and young people from Black and Minoritised communities and those children with SEND. To improve inclusion and tackle disproportionality in the City.

Consultation Details

We have consulted and co-produced this with children and young people and key partners through forums and events; Headteachers breakfast, youth forum, youth groups, Excellence in schools group, Race Equality in Education, Bristol Primary Heads association, Bristol Secondary Heads association and Cabinet briefing.

Background Documents [Bristol’s Belonging Strategy for Children and Young People - Belonging in Education \(bristolonecity.com\)](http://bristolonecity.com)

Revenue Cost	£N/A	Source of Revenue Funding	N/A
Capital Cost	£N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: There are no direct financial implications associated by approving this policy and no additional funding has been requested. Any consequential costs of any contract variations will be managed within existing service budgets where applicable.

Finance Business Partner: Travis Young – Finance Business Partner 4 March 2024

2. Legal Advice: There are no specific legal implications arising from this report which is for noting. The report findings will assist the Council in continuing to meet the legal requirements of the Equality Act 2010 and Public Sector Equality Duty.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 25 March 2024

3. Implications on IT: I can see no impact on IT in this report.

IT Team Leader: Gavin Arbuckle Head of Service IT Operations 28 March 2024

4. HR Advice The report is seeking approval to procure/extend/vary and award the contract(s) necessary for the implementation of Anti Racism In settings strategy. There are no significant HR implications arising from this report for Bristol City Council employees.		
HR Partner: Lorna Laing, HR Business Partner, Adults & Communities, Children and Education, 4 March 2024		
EDM Sign-off	N/A	N/A
Cabinet Member sign-off	Cllr Asher Craig	28 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	28 March 2024

Appendix A – Further essential background / detail on the proposal Bristol's Anti Racism in education engagement report	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Bristol's Anti-Racism in education engagement report

The evidence base to inform Bristol's Anti Racism strategy to address outcomes for children and young people in Bristol.



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Foreword



Bristol is a wonderfully diverse city, one we should all be proud of, where we all do our bit to make sure no-one is disadvantaged. A successful economy with the highest productivity levels per capita, employment and qualification rates of the major cities. We also know that one in five, children under 16, nearly 18,000 live in relative low-income families. We must ensure that local organisations deliver for all our citizens, and they truly reflect the diversity of the people we serve.

Educational inequality is a huge issue for our city. Despite two world class universities based here, in South Bristol the participation in Higher Education is only 22.3%, including three of the five lowest performing areas in England: Hartcliffe (8.7%, lowest in England), Highridge and Withywood.

There are also entrenched racial inequalities in Bristol, across institutions and society. I am proud of the work this administration has done on racial justice across sectors and Bristol's own history in the transatlantic trafficking of enslaved Africans. This report sets out the evidence of a need to look into the future of those that will take forward further work in educational settings. We need Bristol and educators to purposefully consider anti-racism in our thinking, actions and decision making in education provision across the City to improve outcomes for Black and Minoritised pupils.

Bristol City Council must empathetically learn and better understand the experiences of Black and Minoritised people, recognising the experiences and impact unique to different communities. Central to this is using people's feedback combined with the data, to improve how we serve and support Black & Minoritised people and influence the city, its communities and businesses to become anti-racist. That's why this evidence report is an important foundation for the next steps toward that aim. It takes on the statistics of educational attainment and looks to centre the voices of children and young people in our city. Their views must be taken into account.

As suggested by the youth council, we feel that we all should take action and campaign for Bristol to become a 'Zero Exclusion City', where our schools understand and respect young people and make them feel appreciated and valued, both in and out of school.

Over the past few years, with the disruption of the pandemic, we as a nation have been reminded of the significance of education and know that it is crucial to children and young people. This is not only for our personal, academic and career development but also for our happiness, wellbeing and connection to wider communities.

Given the maturity of conversations about race and class inequality in Bristol, there is an opportunity to challenge ourselves as a city, making change where we can, to influence others, using our role as a civic leader.. As we move forward to develop our approach we will collaborate to raise the platforms for Black and Minoritised people and organisations as standard practice in the city.

Councillor Asher Craig

Deputy Mayor – Children's Services, Education and Equalities

Executive summary

Bristol is a wonderful city that has a wealth of culture deep-rooted in the diverse families and communities that we welcome from the everchanging landscape as a City of Sanctuary. It is also a city that has not yet completed its work around race, particularly for our children and young people from Black and Minoritised communities who don't always feel that they belong.

The sense of belonging is central to [Bristol's One City Plan](#) for 2050, it contains city wide goals engineered around six core themes. [Children and Young People's Board](#) drive action and play a key role in coordinating delivery of the goals set out in the One City Plan. The mission of the children and young people's board places children and young people at the heart of what it does; wanting everyone in Bristol, by 2050, to have the best start in life, gaining the support and skills they need to thrive and prosper in adulthood. Inclusivity and diversity are at the core of all its work so that children and young people in the city have a sense of belonging that empowers and enables them to thrive.

Belonging is at the heart of the anti-racism in education engagement report which was co-constructed with professionals and young people. The report has allowed children and young people from Black and minoritised communities to have their voices heard as well as providing them with a platform to feed into the strategic next steps following this report.

Some evidence and outcomes data is below, but from this we can already identify that education experiences are not yet equitable for our children and young people from Black and Minoritised communities:

- 1** Bristol has a higher proportion of Children Young People from Black and Minoritised Communities attend state-funded nurseries, schools and pupil referral units than the national average (41.7% in Bristol compared with 37.4% nationally).
- 2** 21.2% of Children Young People in Bristol are known or believed to have a language other than English as their first language compared with 20.2% nationally.
- 3** Nationally permanent exclusion and suspensions numbers have increased to previous years. Black and Minoritised children and children with SEND are disproportionality represented in the data. There is also a concern about the managed moves and the use of behaviour policies in schools and the impact of internal school sanctions such as isolation rooms.

4 Nationally, only 1.1% of Black Caribbean teachers make up the teacher workforce in comparison to 85.1% of White British teachers. The data becomes even more stark when nationally, 92.5% of headteachers are White British in comparison 0.7% of headteachers identifying as Black Caribbean.

The anti-racism in education engagement report sets out the vision, mission and key workstreams that will positively impact all children and young people; providing a roadmap to complete a co-produced strategy with professionals, leaders, families, children and young people with lived experience. The engagement plan demonstrates that governance will be key to supporting, challenging, providing rigour and ensuring there are robust ways of working with committee members as well as city-wide partners. It is imperative that children and young people from Black and minoritised communities are at the heart of the governance and should have a seat around the physical table.

Children and Young People of Bristol are the next generation of change makers and the anti racism in education engagement report was borne from their voices and feedback at City Hall in 2023. The report formalises strategic work that is being driven by the service areas in the Education and Skills directorate. The voices of our Black and Minoritised young people are clear, articulate, and passionate about the experiences they are having and what they would like to see changing for the future in their educational journeys. They want to feel that their voices are heard that they are valued and that they belong in their setting and in their city. They want to see themselves represented in the leadership of their provisions and that all their teachers know, respect and value them as young individuals.



Introduction

Bristol is a vibrant city home to diverse and multi-faceted communities. To tackle racism and inequalities across our diverse communities we need to unpick and understand the impact of its ties to the transatlantic trafficking of enslaved African people and how this affects the children and young people in our schools and educational settings. The Anti-Racism engagement report aims to work with leaders, communities, young people and families in educational settings and partners from the statutory and voluntary sector to create positive and sustainable change.

As a council we believe that action is needed to respond to systemic racism and racial discrimination reflected through existing inequalities and highlighted by many reports including the Runnymede Report, 2017 'Bristol: a city divided?', Black Lives Matter protest that saw a statue of Edward Colston toppled, Identifying-Disproportionality-Report, Avon and Somerset's Criminal Justice Board as well as the effects and local impact of the COVID-19 pandemic and the disproportionate impact on people from Black and Minoritised communities. All the events, both globally and locally, spotlight the immediate call to arms to counteract the disproportionalities that effect our Black and Minoritised communities – all of which are built on structural inequalities and multiply over time.

This Anti-Racism engagement report is rooted in the world of education but lends itself to the multiple strategies that underpin the work across the council like [The Belonging strategy](#). In the Anti-Racism in education engagement report, we aim to triangulate the lived experiences of Black and Minoritised children and young people, data of outcomes – Key Stage 2, Key Stage 4 and NEET (Not in Education, Employment or Training) outcomes data, attendance and exclusions and ensure care, understanding and the opportunities we want for our most vulnerable young people who are at risk of being marginalised. As a city partner, we will work with leaders, headteachers and chief executive officers to create operational task and finish groups, co-produce action plans and co-create an education racial equality pledge under the Bristol Equality Charter that all educational settings will support and commit to.

The operational task and finish groups and wider partners will feed into the governance to share progress to date, the Excellence in Schools Group (EISG) will provide oversight and support for the groups, they will also be able to request commissioned work and contribute both strategically and financially for wider pieces of work.

To tackle racism and inequalities across our diverse communities we need to unpick and understand the impact of its ties to the transatlantic trafficking of enslaved African people and how this affects the children and young people in our schools and educational settings. The Anti-Racism engagement report aims to work with leaders, communities, young people and families in educational settings and partners from the statutory and voluntary sector to create positive and sustainable change.



What the evidence says

Children and young people – came to City Hall for a workshop and asked for a call to action

We want to make a measurable change to current and future generation of Black and Minoritised people by tackling racism. We have listened to what children and young people told us about their experiences within their educational journeys, their informed, lived experience is the reason this strategy has come to life. The young people have asked for an anti-racism in education settings strategy, it is our duty to respond and as the adults in positions of power and influence, to listen to the call to action and co-produce a strategy that will enable systemic change for the future. Children, young people, families and partners rightly want to see change; not actions that have very little impact or indeed fail to improve lives.

In developing this work we heard from children about their lived experiences of racism in education settings who did not and still do not feel heard by educators. We also had feedback from parents and carers finding it hard to navigate complaints processes and/or get their complaint heard. We have also listened to education professionals both from White, and Black and Minoritised communities who find it difficult to negotiate and address racism within education.

A strategy would set out the priorities for the next five years, but the action plans will build on learning annually and inform developments year by year. We also have measurable targets and indicators of success related to these priorities. These will help partners assess if we are making progress whilst also listening to lived experiences.

A co-constructed strategy with leaders in education demonstrates the value of children and young people's lived experience underpinning the ways in which we will work to move this agenda forward. All education institutions will need to consider and review systems and policies and the impact of these on Black and Minoritised children and young people.

The anti-racism in education report is about turning the mirror inwards to look at systems, process and policies to positively impact Black and Minoritised children and young people, it is not about 'fixing' the children but breaking down concrete walls and ceilings that restrict and disadvantage the next generation of change makers.

This engagement report highlighting the need for a strategy requires us to acknowledge that even if we do not see ourselves as 'racist' we can, by turning our eye away, be complicit in allowing systemic racism to continue and exist in the world of education where all children and young people should have an equitable entitlement to grow and flourish.

The voice of the child

/// Institutional racism.
Teachers should have conversation with parents before sanctions are made. ///

/// We must focus on intersectionality and not be afraid of radical change. ///

/// More BAME teachers.
Relax the rules.
Alternative skills paths.
Transparency around punishments.
Understand the communities. ///

/// Help disadvantaged children from the beginning. ///

/// Teachers should have conversation with parents before sanctions are made. ///

/// Give young people voices in schools. ///

/// On my third school place. ///

/// Physically handled by a teacher.
No avenue for complaints.
Stereo typed for clothes.
No transparency.
Lack of stability. ///

/// Excluded because of additional needs. ///

/// Targeted. ///

/// Managed moves – no communication to parents.
No response to racism.
Seen as threatening –
Aultification. ///

/// Lack of Black teachers. ///

/// Exclusions – Snowball effect on self – esteem.
Black pupils are villainised and aultified.
Schools need to make it far more safe to raise a concern. ///

/// Youth don't have a voice.
SEND and disabled children put on separate tables.
I feel ignored by the teacher.
Stereotypes. ///

/// Pupils aren't seen as individuals or respected. ///

Key strands

Gaps in outcome data at all key stages

Overall, pupils from disadvantaged backgrounds have lower attainment than non-disadvantaged pupils. Black Caribbean and Gypsy/Roma pupils have notably lower attainment results and have done consistently in recent years. When compared to the national average, Bristol falls below in all Black and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an Education Health Care Plan (EHC) plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes. *(full details by Key Stage in data section).*

Disproportionality in SEND

It is important to note that there are significant national differences in how children from Black and Minoritised Communities are identified as having SEND. Data has confirmed this is also the case in Bristol.

We also know that children and young people with SEND are more likely to achieve poorer outcomes than those with no SEND. The same is true of children from some Black and Minoritised Communities. Both groups are also more likely to experience discrimination.

All children with SEND are different, as are their families. However, many families will have similar aspirations for their children and face challenges in achieving these. Families from Black and Minoritised Communities are likely to experience additional challenges as a result of the intersectionality between ethnicity and SEND. Intersectionality is the way in which different types of discrimination are connected to and affect each other. Many argue that the experience of the interaction between these different types of discrimination is more than the sum of its parts. When working with Children and Young People (CYP) with SEND from Black and Minoritised Communities, we need therefore to actively consider not only these aspects of children's identities separately, but also how they interact.

When working with children and families from Black and Minoritised Communities, it is essential that educational settings understand these challenges and take action to address them. This means settings not only educating themselves about the impact of different approaches on different communities, but also understanding the experiences of individual families and agreeing with them the best approach to meeting their needs. (See Appendices for the full Bristol SEND guidance: Supporting children and people from Black and Minoritised Communities).

At Key Stage 2, children with SEN all score lower in Reading, Writing and Maths than non-SEN pupils. Additionally, children with SEN from Black and Minoritised groups score significantly lower than children from White British Ethnic groups. There is also disproportionality in outcomes for children with SEN at KS4.

Disproportionality in suspensions and exclusions for Black and Minoritised children and young people and those children with SEND

Nationally permanent exclusion and suspensions numbers have increased to previous years. Black and Minoritised children and children with SEND are disproportionality represented in the data. There is also a concern about the managed moves and the use of behaviour policies in schools and the impact of internal school sanctions such as isolation rooms.

Suspensions and permanent exclusions in England, Autumn term 2022/23 – Explore education statistics – GOV.UK explore-education-statistics.service.gov.uk

Lack of representation of Black and Minoritised teachers, headteachers, CEO's and governors

Nationally, gov.net capture holistic data regarding the ethnicity of teachers and leaders across schools in the UK. [School teacher workforce – GOV.UK Ethnicity facts and figures \(ethnicity-facts-figures.service.gov.uk\)](https://school-teacher-workforce-gov.uk/ethnicity-facts-and-figures) states that only 1.1% of Black Caribbean teachers make up the teacher workforce in comparison to 85.1% of White British teachers. The data becomes even more stark when nationally, 92.5% of headteachers are White British in comparison 0.7% of headteachers identifying as Black Caribbean. We do not have a formal way of collecting this data, yet, for Bristol but this will be an aim of understanding the workforce even further. It will be pivotal to the strategy that an active recruitment campaign is co-produced, shaped in line with national work and designed bespoke to Bristol is co-constructed with networks specifically working with Black and Minoritised teachers and leaders. There is an under representation of Black and Minoritised teachers in positions of leadership and management across schools and settings in Bristol. The strategy aims to amplify the expertise that exists in Minoritised communities and work alongside multi academy trusts and maintained provisions to excel and enhance leadership from Black and Minoritised communities.

Cultural competency of workforce

As partners we have started to engage in conversations of race and disproportionality across Education but the conversation about systemic racism is multi-faceted and woven into the history of Bristol. This is something that we can learn from to change how we move forward and develop as partners and leaders within educational settings.

For many Black and minoritised children, young people and families racism is not a new conversation and the practice of cultural competency means that everyone needs to be self aware of this and the journey we are on with our own individual understanding of someone else's lived experiences. To be culturally competent, you need to understand not just another culture but also the intersectionalities that may exist within it. It is about 'doing the learning' rather than expecting the learning to be taught and given to you, cultural competency relies upon the individual reflecting and working to understand someone else by reading, listening and actively changing behaviours to ensure equity is a reality for all.

From the young people's voice, it is apparent that as educational settings, professionals and advocates of all young people, organisations and individuals are on different journey's with anti-racism. Collectively, we need to invest in the workforce to understand the nuances of anti-racism from microaggressions to disproportionalities, 'white privilege' to 'white adjacency', healthy challenge to difficult conversations, space to learn and safe spaces and knowing what an 'ally' or an 'accomplice' means to simply recognising that we need to start getting comfortable with being uncomfortable because it will benefit our children and young people of Bristol.

The workforce needs to be given the toolkit, language and confidence to understand that we are all on this journey of growth. Safe spaces need to be constructed and safeguards in place to manage the emotional intelligence and emotional literacy that is needed to engage with this work. Trauma informed practices are excelling in some areas of the work in education and this needs to be broaden and extended out to all adults who work with and for our children and young people. Our conversations, engagement and commitment to families needs to start with a trauma informed understanding and an awareness of cultural competency to both support and challenge what is in the best interest of the children and young people.



Emerging aims of an anti-racism strategy

We are all responsible and committed to ensuring equity is a reality. All Children and Young People; particularly Black and Minoritised children, families and workforce feel included, valued and have a strong sense of identity and belonging in all schools and places of learning.

- Purposefully consider anti-racism in our thinking, actions and decision making.
- Collaborate with and raise the platforms for Black and Minoritised people and organisations led by Black and Minoritised people, as standard practice in the city.
- Empathetically and consistently learn and better understand the experiences of Black and Minoritised people, recognising the experiences and impact unique to different communities.
- Actively use people's feedback, and data to improve how we serve and support Black and Minoritised people.
- Take responsibility for challenging ourselves as a city, making change where we can and challenging others where we can influence, using our role as a civic leader.
- Support and influence the city, it's communities and businesses to become anti-racist.



The mission

The mission is to have a purposeful direction for change in the education settings for our young people. It is to provide a strategic steer for measurable impact.

Following engagement sessions, workshops, meetings and this report, we have ensured that foundations have been laid for a co-constructed strategy to be written. It will be for Bristol City Council and all educational settings to influence and make an impact. It is a collective responsibility and shared ownership, by all partners including community groups and the strong grass-root organisations we work alongside to make a meaningful difference to the lives of Black and Minoritised children and young people by tackling systemic racism within education. We will take responsibility for tracking how and whether the actions in future co-produced plans are being implemented, with all partners. As agents of change, we will be evidence driven and research informed and ensure that progress is demonstrated by tangible progress, this means we will ask for evidence of progress. Where we don't deliver on actions, we will explain why we have paused, amended or failed.

Impact reports will be linked to each of the strands outlined below and we are committed to working with children, young people and families to understand how we can ensure your voices are the driving and deciding factors of successful implementation. The young people have spoken, it is now time for Bristol City Council and partners to listen and make a collective difference.

We have chosen to focus on five areas of focus where Black and Minoritised children and young people are affected by racism, and where we want to make a measurable difference. We have also identified where intersectionality impacts on disadvantage, through race and disability, race and gender, race and socio-economic and how this can impact on multiple disadvantage and discrimination.

- 1** Ensure we close attainment gaps for Minoritised groups and disadvantaged children.
- 2** Reduce exclusions and increase attendance for Black and Minoritised children and young people.
- 3** Improve representation of Black and Minoritised leaders
- 4** Eradicate the disproportionality in SEND.
- 5** Create a bespoke professional development programme for the workforces in schools and settings.

Governance

To ensure that the strategy has both support and challenge, Bristol City Council recognises that the governance will need to be rigorous and robust to hold leaders and partners to account. Once key measurable targets and indicators of success have been co-constructed and written into annual action plans, key decision pathways will need to be followed. The groups outlined in the decision-making boards will challenge and hold to account for any financial commitments that are made by Bristol City Council and have the powers to make the necessary decisions as an organisation as well as what is required in the best interests of the city.

The groups and boards identified in the non-decision making pathway will be key enablers in supporting drivers and sharing best practice, highlighting opportunities and linking into larger and wider organisation that strand owners can learn and develop from.



Appendices 1: Educational outcomes in Bristol

Outcomes data at KS4, KS2 (Black and Minoritised CYP)

Evidence: KS2 Performance in England By Ethnic Background

Using data available from [School results for 10 to 11 year olds - GOV.UK](https://www.gov.uk/government/statistics/school-results-for-10-to-11-year-olds) [Ethnicity facts and figures \(ethnicity-facts-figures.service.gov.uk\)](https://www.ethnicity-facts-figures.service.gov.uk/) which offers Key Stage Two data across all ethnic backgrounds, the following can be recognised:

Bristol City Context for Pupils meeting Expected Standard in KS2 Reading in Maintained Schools:

- 73% of pupils across England achieved expected standards in reading compared to 71% in Bristol maintained schools.
- Based on progress scores between KS1 and KS2, 53% of school's outcomes for disadvantaged pupils were either below expected national averages or well below.
- The national picture for reading across ethnicities shows us that Asia (Indian), Asian (Chinese), Mixed White and Asian and White Irish achieved the highest percentage of children passing (all 80%+).
- The ethnicities with the lowest percentage pass rates in England were Black Caribbean (67%), Unclassified (62%), Irish Traveller (39%) and Gypsy/Roma Traveller (31%).
- The local picture shows us that Mixed White and Asian (81%), Asian Chinese (79%) and White any (76%) achieved the highest percentage pass marks.
- The lowest percentage pass in Bristol were Gypsy/Roma Traveller (17%), White Irish Traveller (50%, notably higher than national), White Irish (57%, notably lower than national) and Black Caribbean (54%, 13% lower than national).

Bristol City Context for Pupils meeting Expected Standard in KS2 Writing in Maintained Schools:

- 72% of pupils across England achieved expected standards in writing compared to 69% in Bristol maintained schools.
- Based on progress scores between KS1 and KS2, 57% of Bristol school's outcomes for disadvantaged pupils were either below expected national averages or well below.
- The national picture for reading across ethnicities shows us that Asian Indian (*83%), Mixed White and Asian (80%), and Asian Bangladeshi (79%) were the highest percentage pass rate.

- The ethnicities with the lowest percentage pass rates in England were Unclassified (59%), White Irish Traveller (31%) and Gypsy/Roma Traveller (29%).
- The local picture shows us that Asian Bangladeshi (79%), White Irish Traveller (75%, opposite success to the national picture), Mixed White and Asian (75%) and White-any other White background (74%) achieved the highest percentage pass marks.
- The lowest percentage pass in Bristol were Gypsy/Roma Traveller (25%), Black Caribbean (44%, notably 22% lower than national) and Mixed White and Black Caribbean (51%, – 14% lower than national).

Bristol City Context for Pupils meeting Expected Standard in Maths in Maintained Schools:

- 73% of pupils across England achieved expected standards in maths compared to 69% in Bristol maintained schools.
- Based on progress scores between KS1 and KS2, 63% of Bristol school's outcomes for disadvantaged pupils were either below expected national averages or well below.
- The national picture for Maths across ethnicities shows us that Asian Chinese (95%), Asian Indian (88%), Mixed White and Asian (81%) achieved the highest percentage pass rate.
- The ethnicities with the lowest percentage pass rates in England were Gypsy/Roma Traveller (30%), White Irish Traveller (33%), unclassified (61%), and Black Caribbean and Mixed White and Black Caribbean (63%).
- The local picture shows us that Asian Chinese (93%), Mixed White and Asian (78%) and Asian Indian (75%) achieved the highest percentage of pupils passing.
- The lowest percentage pass in Bristol were Gypsy/Roma Traveller (42%), Black Caribbean (48%), Mixed White and Black Caribbean (48%) and White Irish Traveller (50%).

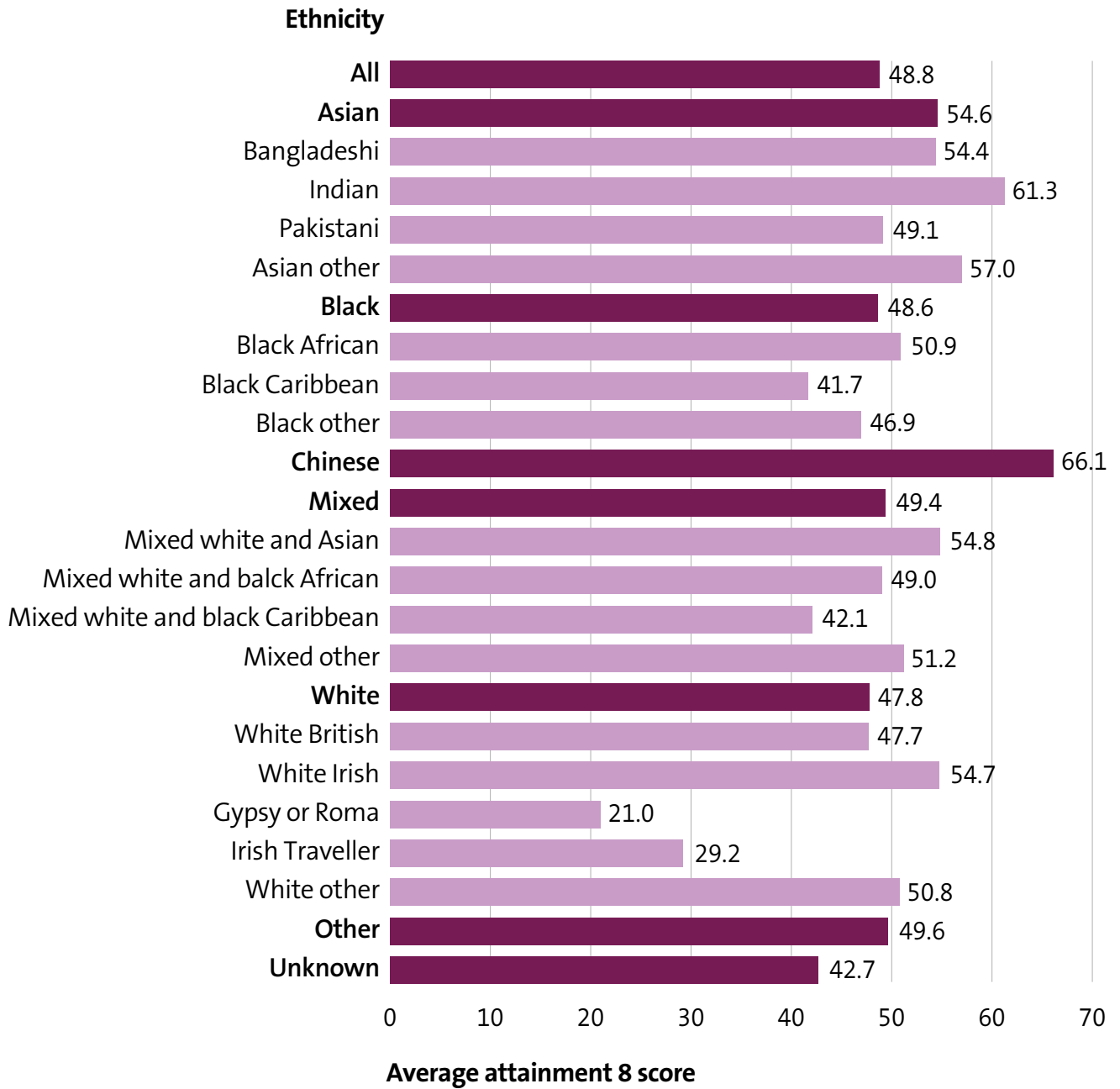
Evidence: GCSE Performance (Attainment 8) in England by Ethnic Background

Using data available from [GCSE results \(Attainment 8\) – GOV.UK Ethnicity facts and figures \(ethnicity-facts-figures.service.gov.uk\)](https://www.gov.uk/government/statistics/gcse-results-attainment-8-ethnicity-facts-figures) which offers Attainment 8 data across all ethnic backgrounds, the following can be recognised:

- ✓ in the 2021 to 2022 school year, the average score for 'Attainment 8' (which measures pupils' performance in 8 GCSE-level qualifications) was 48.8 out of 90.0
- ✓ pupils from the Chinese ethnic group had the highest Attainment 8 score out of all ethnic groups (66.1), followed by pupils from the Indian ethnic group (61.3)
- ✓ white Gypsy and Roma pupils had the lowest score (21.0)
- ✓ average attainment 8 scores are lowest for pupils from Gypsy/Roma, Caribbean and White and Black Caribbean ethnic backgrounds, all of which are below the national average.
- ✓ in every ethnic group, girls had a higher average score than boys
- ✓ in every ethnic group, pupils eligible for free school meals had a lower average score than those not eligible.



Average attainment 8 score (out of 90.0), by ethnicity

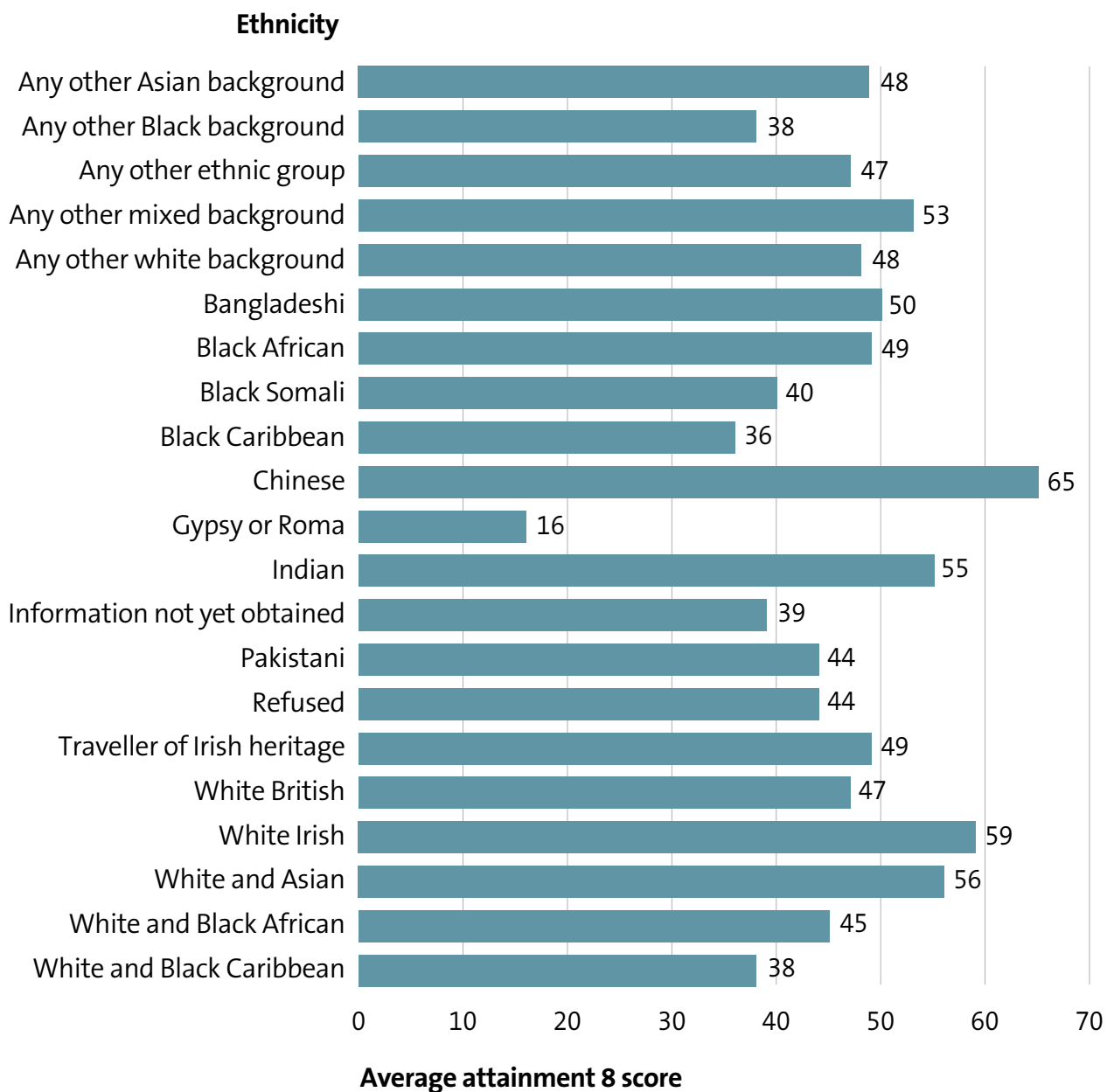


The data from Bristol City Council by Ethnic Background offers a similar pattern (please note this data is for 2022/23):

- ✓ In the 2022 to 2023 school year, the average score for 'Attainment 8' (which measures pupils' performance in 8 GCSE-level qualifications) was 45.3 out of 90.0 (46.2 for average English State Funded Schools).
- ✓ Pupils from the Chinese ethnic group had the highest Attainment 8 score out of all ethnic groups (65), followed by pupils from the White Irish ethnic group (59).
- ✓ White Gypsy and Roma pupils had the lowest score (16).
- ✓ On average, White and Black Caribbean pupils (38), any other Black background (38) and Black Caribbean (36) scored lower than the average score for Bristol City.



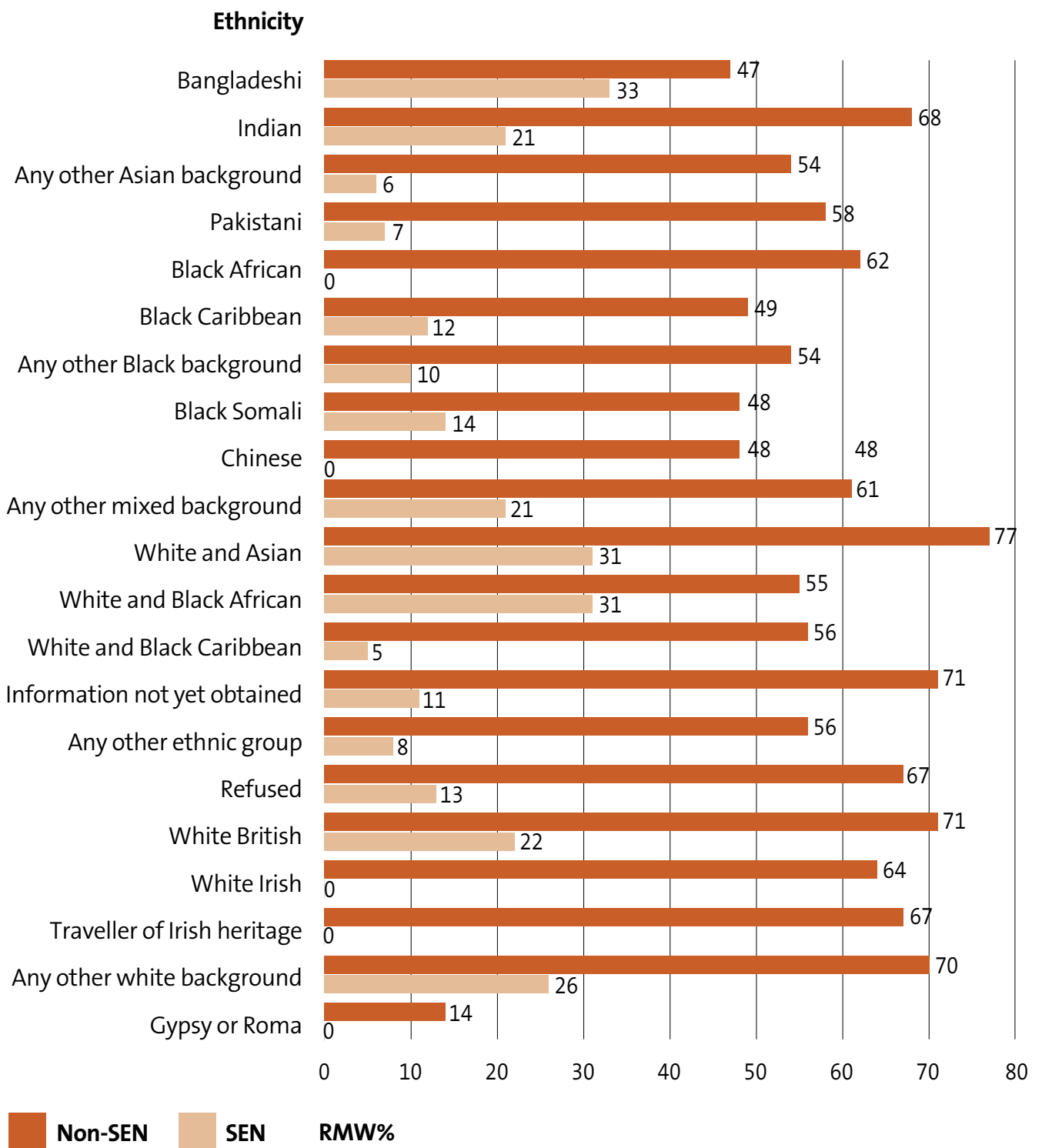
Attainment 8 ethnicity



Clear disproportionality in SEN data

The data from Bristol City Council by Ethnic Background for KS2 SEN RWM data (2022/23) is below:

Key Stage 2 RWM Ethnicity by SEN/Non-SEN



This data demonstrates that at Key Stage 2, children with SEN all score lower in Reading, Writing and Mathematics than their non-SEN counterparts.

Additionally, children with SEN from Black and Minoritised ethnic groups score significantly lower than children from White British ethnic group (22% RWM).

- White and Black Caribbean Children (5% RWM), Any other Asian background children (6% RWM) and Pakistani children (7% RWM) with SEN score lower than all other children. This is then followed by any other Black background (10% RWM) and Black Caribbean children (12% RWM).

Evidence: GCSE Performance (Attainment 8) in England by Ethnic Background and SEN

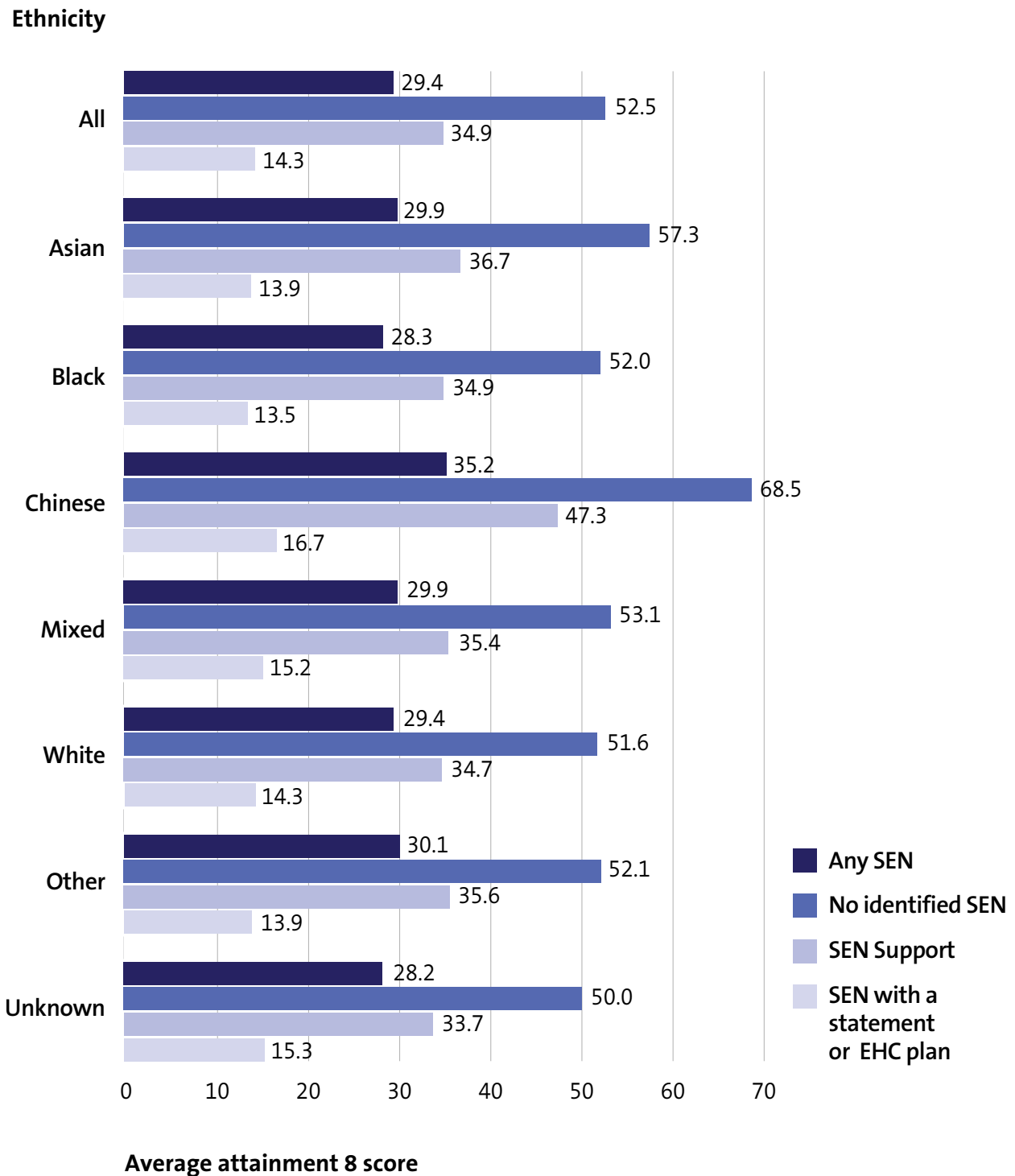
Using data available from [GCSE results \(Attainment 8\) – GOV.UK Ethnicity facts and figures \(ethnicity-facts-figures.service.gov.uk\)](https://www.gov.uk/government/statistics/gcse-results-attainment-8-ethnicity-facts-and-figures) which offers Attainment 8 data across all ethnic backgrounds and SEN, the following can be recognised:

Data for the 2021 to 2022 school year shows that, for pupils with special educational needs:

- the average Attainment 8 score was 29.4, compared with 52.5 for pupils with no special educational needs
- pupils from the Chinese ethnic group had the highest average score out of all ethnic groups (35.2), and black pupils had the lowest (28.3).

Average attainment 8 score (out of 90.0), by ethnicity and Special Educational Needs (SEN).

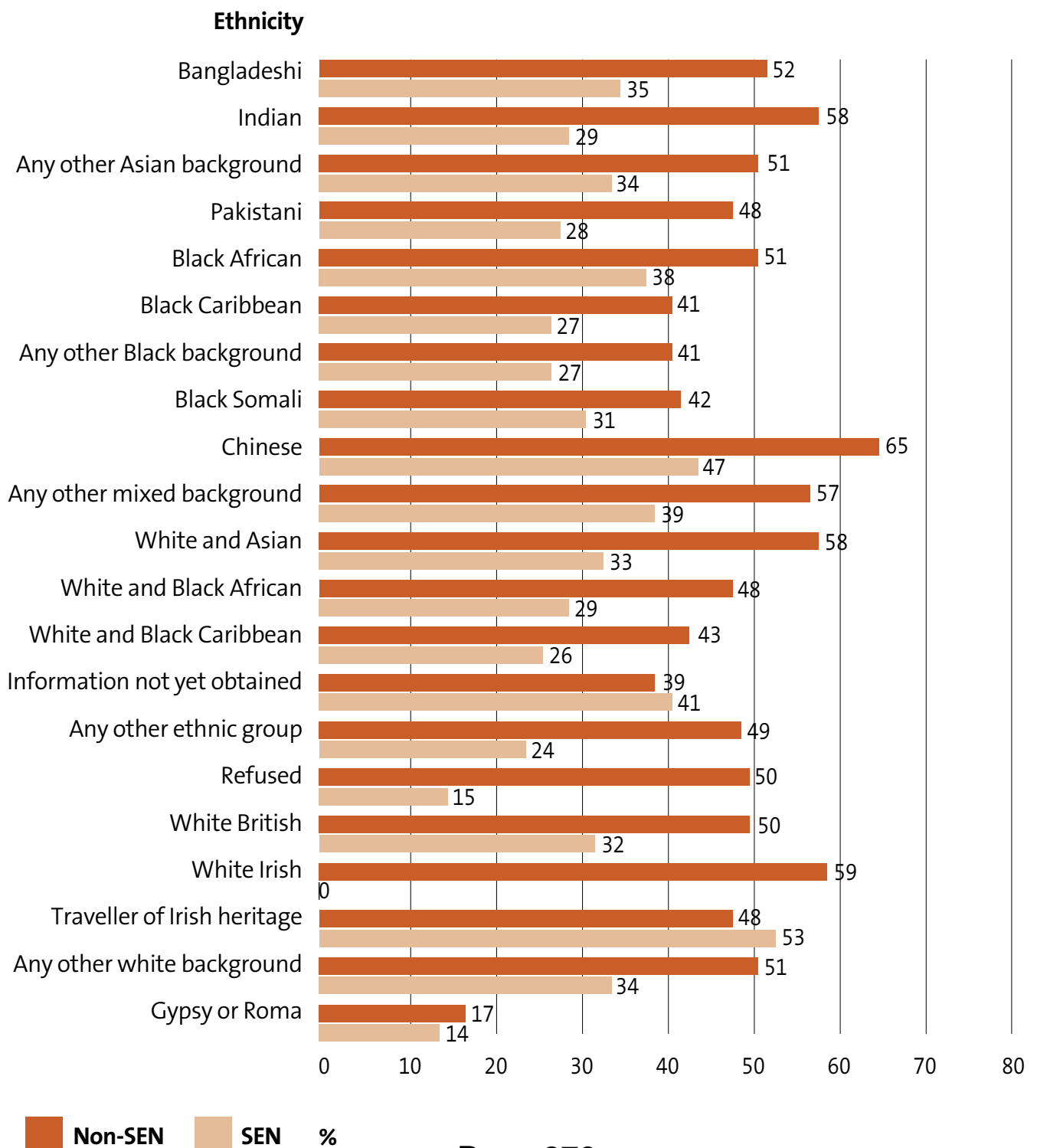
Source: Key Stage 4 performance, academic year 2021 to 2022. Ethnicity Facts and Figures GOV.UK



The data from Bristol City Council by ethnic Background for KS4 SEN Attainment 8 data (2022/23) is below:

This data demonstrates that at Key Stage 4, children with SEN all have a lower Attainment 8 score than their non-SEN counterparts.

Attainment 8 Ethnicity by Special Educational Needs



Additionally, **most** pupils with SEN from Black and Minoritised ethnic groups score significantly lower than pupils from a Chinese background (57), Traveller of Irish Heritage (53), Any other Mixed background (39), and Black African pupils (38).

Over representation of Black Caribbean/Black African/Dual Heritage Black and White/Gypsy Roma Traveller CYP exclusions.

Appendices 2: Race equality conferences

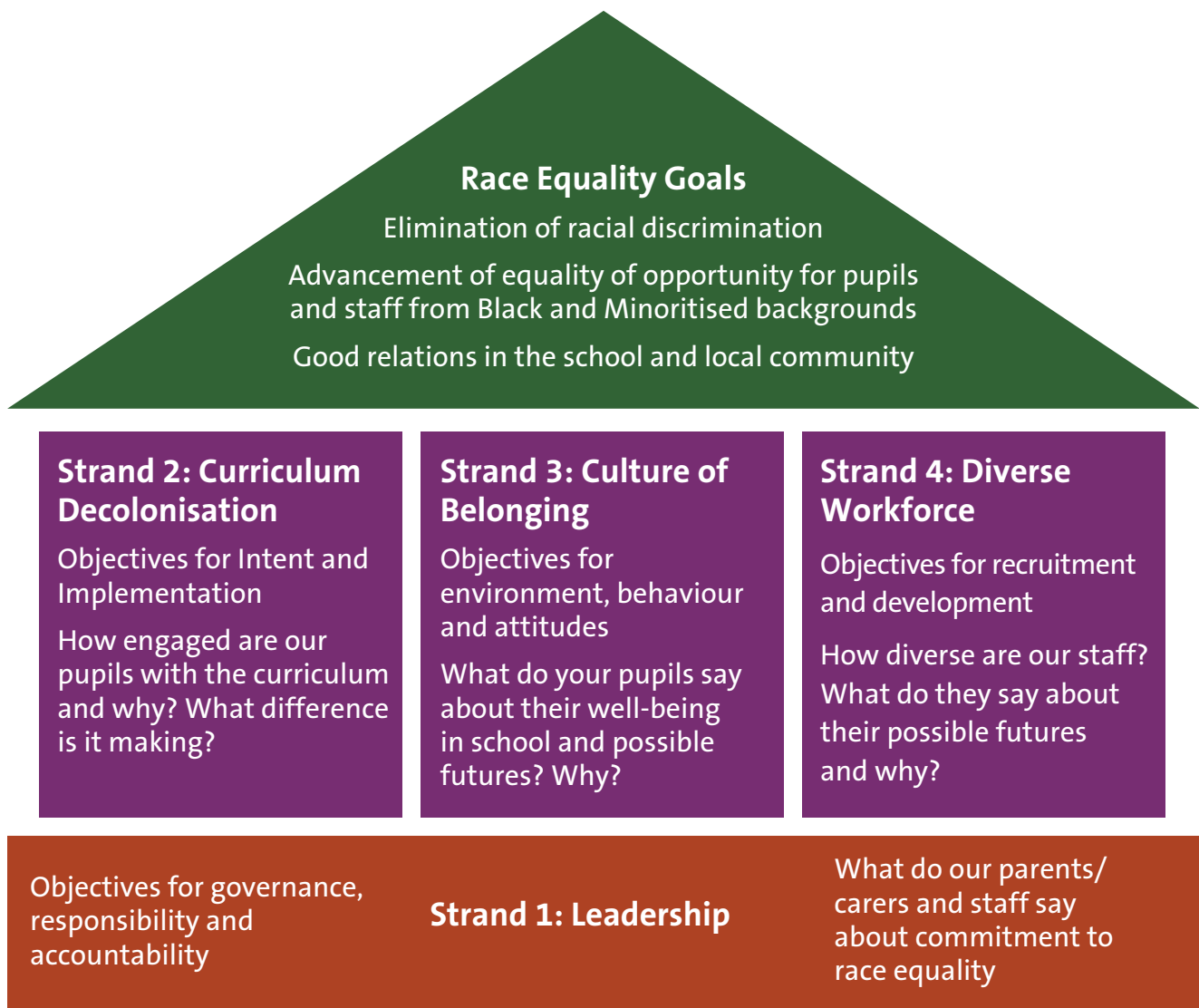
Over the past two years we have held 3 Race Equality education conferences for school leaders across the city and had a varied input to work in collaboration to inform improvements on Racial equity needed in education.

Race equality in education leadership conference 1 Race equality strategic planning tool (school leaders consultation) 2nd December 2022

Key themes discussed:

- Clear and consistent response to racist bullying; overt and covert racism.
- Race Equality is central to school policy.
- Data monitoring feeds into target setting at school, department and classroom level.
- Clear strategies to address exclusions, effectively monitored.
- Diversity reflected in the mainstream curriculum in ways that avoids stereotyping and tokenism.
- Multi dimension links with parents/community.
- Ethos of respect listening and caring.
- Race Equality is an integral part of professional learning communities.

In the tool, Race Equality is housed in these four strands stemming from research. Each represents the key levers to pull in order for a school, academy or college to tackle racial inequalities in the city.



Race Equality in Education Leadership Conference 2

6 February 2023

Identifying Disproportionality in the Avon and Somerset Criminal Justice System.	Assistant Chief Constable Will White , Avon and Somerset Constabulary.
Adultification bias and how it can impact on child protection and safeguarding practices.	Jahnine Davis , Listen Up.
Working in partnership with communities to address the disproportionality of Black and Minoritised children and young people in the criminal justice system.	Desmond Brown , Independent Chair of the Review into Disproportionality in Avon and Somerset Criminal Justice system.

Race Equality in Education 3

Consultation on Bristol Anti Racism Strategy 2 October 2023

(Information below shared with school leaders)

Race equality is a challenge of critical importance to our city's future and we know you are invested in ensuring we have equity for all.

As you will know, we continue to be a city that churns out race inequality as seen in our SEND, suspensions, and attendance data. The consequences are significant. There is the personal cost in the lives of the individuals who then have lower life chances. But there is also the cost to the wider city and country in terms of the talents and contributions that are lost to the economy and the increased likelihood they will need increasingly expensive public services.

We (ourselves, yourselves, and the wider collection of institutions and organisations who collectively shape and lead this city) need to recognise this inequality as the crisis it is, refuse to accept it as a norm, understand why it is happening, and commit to doing something about it.

Together we are co-producing an evidence-based Anti-Racism Strategy for education. Its effectiveness will increase in proportion to the level of cross-partner commitment it has from us all as city leaders. As a partner, we have listened to voices of the city, including the children and young people of Bristol, to capture the five key strands that will make a difference to their educational journey. The conference will be a cross-phase, multi setting opportunity to collaborate, share, and develop practice that our children and young people need in their education settings.

We need you to be there and we need your commitment to meet the challenge of race inequality head on. Together we can make a difference.

Feedback from conferences from school leaders cross phase about action to be taken:

- Listen not talk
- Start the school conversation around this from the data. Not just our school's data but national and regional to start our CPD
- Reduce the use of part-time timetables (internal exclusions)
- Include Black history context in an upcoming Inset with a focus on anti discrimination and racism
- Challenge the leaders of academies in addition to ask for follow through not lip service and do some real work breaking down barriers for families
- Recurring training in all schools

- Understand triggers – curriculum
- Making no assumptions
- Asking children what is needed to self regulate and support
- Is there a trusted adult
- Strategy towards stress response
- Is learning accessible?
- Educating your workforce
- Cultural competency
- Consistency
- Relationship of respect
- Writing how to say children's names in their language
- Ensure all staff have CPD to have shared language
- Do something brave acknowledge discomfort
- Involve stakeholders in developing school development plan – equalities and racial equity
- Present info on racial equity to rest of SLT to start at the top improving awareness
- Validate and acknowledge how they are feeling
- Listen
- Notice they are in survival brain in the first place
- Effective repair
- Relationships
- Recognise and put aside secondary behaviour
- Engaging family
- Review policies through lens of race – check for disproportionality
- Review suspension data through the lens of racial discrimination
- Look at the data gain revisit representation matters
- Know individuals and families to support them
- Ensure staff fully understand hypervigilance and responses
- Work openly with staff and address any issues – openly
- Work with leaders to develop anti racist assessment practices in Early Years and beyond

- Research into other ways of advertising positions
- Prioritise racial equality on SIP
- Focus on emotion behind the behaviour rather than the behaviour – opens up the space to listen and understand
- Take back policy wording to SLT – agreed language around race – consistency across policies then ensure staff are involved
- Include more BAME authors and scientists in the curriculum
- Pupil voice is a priority
- Improve staff confidence when it comes to challenging discriminatory language
- Staff training around unconscious bias
- Reflect on policies with a racial equity lens
- Look again at which children are having tuition and why
- Look at behaviour report and analysis ethnicity
- Not to be worried about talking to staff ref unconscious bias
- Listen not talk
- Trauma informed approaches
- De escalation
- Child – remember they are children – adultification
- Relationships, empathy, shared language
- Providing space and opportunity for cultural expression through the curriculum or extra-curricular activities
- Empathy, positive disregard, reflecting on your presence and that impact on the student
- Developing a whole school strategy for stress response
- Train teachers how to respond to students in survival brain and work out why students ended up in survival brain
- Join the dots up... develop a system link to lived experience
- I'm going to be more conscious of consensus – when I write guidance or deliver CPD, how do I know I have consensus?
- Widen parental engagement strategies
- Look further into data – rather than just groups – to look for themes

- Question to explore – Are any of our children in the freeze state that described due to sense of belonging and how is this impacting attainment
- Finalise multi layered whole school approach – curriculum, CPD, connection.





Equality Impact Assessment [version 2.12]



Title: Bristol’s Anti Racism in Education Engagement report – The evidence base to inform Bristol’s Anti Racism strategy to address outcomes for children and young people in Bristol.	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Education and Skills	Lead Officer name: Reena Bhogal-Welsh
Service Area: All areas	Lead Officer role: Director of Education and Skills

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

This proposal is to note Bristol’s Anti Racism in education engagement report and recommend the use of the evidence to support the co production of an Anti-Racism in Education settings strategy. The strategy will be a co-constructed plan to address the disproportionality of outcomes for children and young people in Bristol. A co-produced anti-racism in education strategy would aim to work with leaders, communities, young people and families in educational settings and partners from the statutory and voluntary sector to create positive and sustainable change.

This Anti–Racism in education engagement plan is rooted in the world of education but lends itself to the multiple strategies that underpin the work across the council like The Belonging strategy. In the engagement plan, we have triangulated the lived experiences of Black and Minoritised children and young people, data of outcomes, attendance and exclusions information to ensure there is clarity and understanding of the opportunities we want for our most vulnerable young people who are at risk of being marginalised.

We want to make a measurable change to current and future generations of Black and Minoritised people by tackling racism. We have listened to what children and young people have told us about their experiences within their educational journeys and their informed lived experience; it is from these conversations, workshops and sessions that the anti-racism in education engagement plan has come to life.

The young people have called for anti-racism in educational settings strategy, it is our duty to respond and as the adults in positions of power and influence, to listen to the call to action and co-produce a strategy that will enable systemic change for the future. Children, young people, families and partners rightly want to see change; not actions that have very little impact or indeed fail to improve lives.

In developing this work we heard from children about their lived experiences of racism in education settings who did not and still do not feel heard. We also had feedback from parents and carers finding it hard to navigate complaints processes and/or get their complaint heard. We have also listened to education professionals both from white and Black and Minoritised communities who find it difficult to negotiate and address racism within education. As a result, the anti-racism in education engagement plan takes on board all of this information and triangulates it with the evidence and research and this has informed the April 2024 cabinet paper seeking the mandate to move this work forward with city-wide partners whilst keeping children and young people from Black and minoritised communities at the heart of the next steps.

The engagement plan highlights a need to set out priorities for the next 5 years, co-construct action plans to build on learning annually and inform developments year by year. We will also have measurable targets and indicators of success related to these priorities. These will help partners assess if we are making progress whilst also listening to lived experiences.

This co-constructed engagement plan with leaders in education demonstrates the value of children and young people’s lived experience underpinning the ways in which we will work to move this agenda forward. All education institutions will need to consider and review systems and policies and the impact of these on Black and Minoritised children and young people. The anti-racism in education engagement plan is about turning the mirror inwards to look at systems, process and policies to positively impact Black and Minoritised children and young people.

Corporate Strategy alignment:

The Anti Racism in education report is fundamental to core business of BCC, it also aligns with the strategies below to ensure an equitable approach to key priorities to ensure all children and young people; particularly Black and Minoritised children, families and workforce feel included, value and accepted in all schools and places of learning.

1. Belonging strategy
2. One city plan
3. SEND and Inclusion Strategy

Governance

To ensure that the strategy has both support and challenge, Bristol City Council recognises that the governance will need to be rigorous and robust to hold leaders and partners to account. The groups outlined in the decision-making boards will challenge and hold to account for any financial commitments that are made by Bristol City Council and have the powers to make the necessary decisions as an organisation as well as what is required in the best interests of the city.

The groups and boards identified in the non-decision-making pathway will be key enablers in supporting drivers and sharing best practice, highlighting opportunities and linking into larger and wider organisation that strand owners can learn and develop from.

It is expected that all impact reports will reach the boards outlined in the non-decision making group as well as Keeping Bristol Safe partnership and / or the Health and Well-being board. Governance will be key to ensuring that plans do not stall, dissipate, or diminish as they will enable officers and partners to embed actions into everyday work and be part of the engrained services that we offer. The governance will be fundamental to holding all partners to account.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes **No** [please select]

To improve outcomes for Children and young people from Black and Minoritised communities and those children with SEND. To improve inclusion and tackle disproportionality in the City. The EQIA will be updated on developments that come out of future planning associated with the City wide Anti Racism Strategy.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](http://sharepoint.com). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](http://bristol.gov.uk); [Joint Strategic Needs Assessment \(JSNA\)](http://bristol.gov.uk); [Ward Statistical Profiles](http://bristol.gov.uk).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](http://sharepoint.com) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](http://bristol.gov.uk) and [Stress Risk Assessment](http://bristol.gov.uk)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Voice of the child, a diverse group of children, including significant representation from Black and Minoritised children and children with SEND	The lived experience of Black and Minoritised children and young people in education in the City. Their experiences of discrimination and prejudice and the disproportionality in educational outcomes.
Outcomes data at KS4, KS2 (Black and Minoritised CYP) Evidence: KS2 Performance in England By Ethnic Background Using data available from School results for 10 to 11 year olds - GOV.UK	Gaps in outcome data at all key stages Overall disadvantaged pupils have poorer attainment outcomes than non-disadvantaged. Black Caribbean and Gypsy/Roma pupils have notably lower attainment results and have done consistently

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>Ethnicity facts and figures (ethnicity-facts-figures.service.gov.uk) which offers Key Stage Two data across all ethnic backgrounds,</p> <p>Bristol City Context for Pupils meeting Expected Standard in KS2 Reading in Maintained Schools:</p> <ul style="list-style-type: none"> • 73% of pupils across England achieved expected standards in reading compared to 71% in Bristol maintained schools. • Based on progress scores between KS1 and KS2, 53% of school's outcomes for disadvantaged pupils were either below expected national averages or well below. • The national picture for reading across ethnicities shows us that Asian (Indian), Asian (Chinese), Mixed White and Asian and White Irish achieved the highest percentage of children passing (all 80%+). • The ethnicities with the lowest percentage pass rates in England were Black Caribbean (67%), Unclassified (62%), Irish Traveller (39% and Gypsy/Roma Traveller (31%). • The local picture shows us that Mixed White and Asian (81%), Asian Chinese (79%) and White any (76%) achieved the highest percentage pass marks. • The lowest percentage pass in Bristol were Gypsy/Roma Traveller (17%), White Irish Traveller (50%, notably higher than national), White Irish (57%), notably lower than national) and Black Caribbean (54%, 13% lower than national). <p>Bristol City Context for Pupils meeting Expected Standard in KS2 Writing in Maintained Schools:</p> <ul style="list-style-type: none"> • 72% of pupils across England achieved expected standards in writing compared to 69% in Bristol maintained schools. • Based on progress scores between KS1 and KS2, 57% of Bristol school's outcomes for disadvantaged pupils were either below expected national averages or well below. • The national picture for reading across ethnicities shows us that Asia 	<p>in recent years. When compared to the national average, Bristol falls below in all Back and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes.</p>

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>Indian (83%), Mixed White and Asian (80%), and Asian Bangladeshi (79%) were the highest percentage pass rate.</p> <p>Bristol City Context for Pupils meeting Expected Standard in KS2 Reading in Maintained Schools:</p> <ul style="list-style-type: none"> • 73% of pupils across England achieved expected standards in reading compared to 71% in Bristol maintained schools. • Based on progress scores between KS1 and KS2, 53% of school's outcomes for disadvantaged pupils were either below expected national averages or well below. • The national picture for reading across ethnicities shows us that Asia (Indian), Asian (Chinese), Mixed White and Asian and White Irish achieved the highest percentage of children passing (all 80%+). • The ethnicities with the lowest percentage pass rates in England were Black Caribbean (67%, Unclassified (62%), Irish Traveller (39% and Gypsy/ Roma Traveller (31%). • The local picture shows us that Mixed White and Asian (81%), Asian Chinese (79%) and White any (76%) achieved the highest percentage pass marks. • The lowest percentage pass in Bristol were Gypsy/Roma Traveller (17%), White Irish Traveller (50%, notably higher than national), White Irish (57%, notably lower than national) and Black Caribbean (54%, 13% lower than national). <p>Bristol City Context for Pupils meeting Expected Standard in KS2 Writing in Maintained Schools:</p> <ul style="list-style-type: none"> • 72% of pupils across England achieved expected standards in writing compared to 69% in Bristol maintained schools. • Based on progress scores between KS1 and KS2, 57% of Bristol school's outcomes for disadvantaged pupils were either below expected national averages or well below. • The national picture for reading across ethnicities shows us that Asian Indian (83%), Mixed White and Asian (80%), and Asian Bangladeshi (79%) were the highest percentage pass rate. <p>Evidence: GCSE Performance (Attainment 8) in England by Ethnic Background</p> <p>Using data available from GCSE results (Attainment 8) – GOV.UK Ethnicity facts and figures (ethnicity-facts-figures.service.gov.uk)</p>	

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>The data from Bristol City Council by Ethnic Background offers a similar pattern (please note this data is for 2022/23):</p> <p>In the 2022 to 2023 school year, the average score for ‘Attainment 8’ (which measures pupils’ performance in 8 GCSE-level qualifications) was 45.3 out of 90.0 (46.2 for average English State Funded Schools). Pupils from the Chinese ethnic group had the highest Attainment 8 score out of all ethnic groups (65), followed by pupils from the White Irish ethnic group (59). White Gypsy and Roma pupils had the lowest score (16). On average, White and Black Caribbean (38), any other Black background (38) and Black Caribbean (36) scored lower than the average score for Bristol City.</p>	
<p>Evidence: GCSE Performance (Attainment 8) in England by Ethnic Background and SEN</p> <p>Using data available from GCSE results (Attainment 8) – GOV.UK Ethnicity facts and figures (ethnicity-facts-figures.service.gov.uk)</p> <p>Data for the 2021 to 2022 school year shows that, for pupils with special educational needs:</p> <ul style="list-style-type: none"> • the average Attainment 8 score was 29.4, compared with 52.5 for pupils with no special educational needs • pupils from the Chinese ethnic group had the highest average score out of all ethnic groups (35.2), and black pupils had the lowest (28.3). <p>This data demonstrates that at Key Stage 2, children with SEN all score lower in Reading, Writing and Mathematics than their non-SEN counterparts.</p> <p>Additionally, children with SEN from Black and Minoritised ethnic groups score significantly lower than children from White British ethnic group (22% RWM). White and Black Caribbean Children (5% RWM), Any other Asian background children (6% RWM) and Pakistani children (7% RWM) with SEN score lower than all other children. This is then followed by any other Black background (10% RWM) and Black Caribbean children (12% RWM).</p> <p>Additionally, most pupils with SEN from Black and Minoritised ethnic groups score significantly lower than pupils from a Chinese</p>	<p>Disproportionality in SEND</p> <p>It is important to note that there are significant national differences in how children from Black and Minoritised Communities are identified as having SEND. Data has confirmed this is also the case in Bristol.</p> <p>We also know that children and young people with SEND are more likely to achieve poorer outcomes than those with no SEND. The same is true of children from some Black and Minoritised Communities. Both groups are also more likely to experience discrimination. All children with SEND are different, as are their families. However, many families will have similar aspirations for their children and face challenges in achieving these. Families from Black and Minoritised Communities are likely to experience additional challenges as a result of the intersectionality between ethnicity and SEND. Intersectionality is the way in which different types of discrimination are connected to and affect each other. Many argue that the experience of the interaction between these different types of discrimination is more than the sum of its parts. When working with Children and Young People (CYP) with SEND from Black and Minoritised Communities, we need therefore to actively consider not only these aspects of children’s identities separately, but also how they interact. When working with children and families from Black and Minoritised Communities, it is essential that settings</p>

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
background (57), Traveller of Irish Heritage (53), Any other Mixed background (39), and Black African pupils (38).	understand these challenges and take action to address them. This means settings not only educating themselves about the impact of different approaches on different communities, but also understanding the experiences of individual families and agreeing with them the best approach to meeting their needs.
Over representation of Black Caribbean/Black African/Dual Heritage Black and White/Gypsy Roma Traveller CYP exclusions.	Disproportionality in suspensions and exclusions for Black and Minoritised children and young people and those children with SEND Nationally permanent exclusion and suspensions numbers have increased to previous years. Black and Minoritised children and children with SEND are disproportionality represented in the data. There is also a concern about the managed moves and the use of behaviour policies in schools and the impact of internal school sanctions such as isolation rooms.
Nationally, gov.net capture holistic data regarding the ethnicity of teachers and leaders across schools in the UK. School teacher workforce – GOV.UK Ethnicity facts and figures (ethnicity-facts-figures.service.gov.uk)	Lack of representation of Black and Minoritised teachers, headteachers, CEO's and governors only 1.1% of Black Caribbean teachers make up the teacher workforce in comparison to 85.1% of White British teachers. The data becomes even more stark when nationally, 92.5% of headteachers are White British in comparison 0.7% of headteachers identifying as Black Caribbean. We do not have a formal way of collecting this data, yet, for Bristol but this will be an aim of understanding the workforce even further. There is an under representation of Black and Minoritised teachers in positions of leadership and management across schools and settings in Bristol.
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without

the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

The evidence base is from a significant number of national and local data sources reflecting outcomes of children and young people in education settings across the City. The majority of this data is collected by systems that record race, gender, age and disability. The sexual orientation, religion or belief or gender reassignment is not information recorded on such local or national systems that provide us with an evidence base.

HR Diversity reporting on the protected characteristics of city-wide teaching staff and governance is limited as collected and monitored by different organisations.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing a change process or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We initially engaged with children and young people who are at the heart of this strategy. We listened to their views and experiences within their educational journeys. We have also engaged through workshops, co-constructed working groups with education leaders to hear their views. The engagement report reinforces the experience of children and young people is supported by the city's data.

Additional face to face engagement and consultation has taken place over months, this includes:

- Engagement event with Children and Young people from 2 youth groups based in St Pauls and Fishponds, and Youth Council
- Co production event with cross phase City wide Headteachers from maintained schools and academies
- Consultation with Bristol City Council Excellence in schools
- Consultation Bristol City Council Race in Education Group
- Consultation at a citywide SENCO event
- Consultation with Bristol One City CYP Board
- BCC Education and Childrens EDM
- BCC Cabinet briefing- Executive member for Equalities and Children and young people
- BCC Mayor briefing
- Shared with DFE
- Consultation with education leaders in the City at 3 Race Equality In Education conferences

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include

any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Engagement with stakeholders will continue throughout the course of planning and delivery. There will also be significant engagement with children and young people with particular focus of those children with SEND and /or from Black and Minoritised groups throughout the delivery of the strategy. We will also seek to develop future methods to ensure we engage and capture feedback from parents and carers through current groups and establish a method of further engagement and consultation of parents and carers of Black and Minoritised CYP.

Key measures, targets and success indicators will be identified through the co-constructed working groups where theories of change models will be created, action plans designed, feedback loops to families identified and governance structures honoured to ensure that annual impact reports can be shared of the successful work achieved. The co-constructed working groups will have membership from children, young people and parents and carers as well as leaders, teachers and leading professionals to support and enhance the work completed so far

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](http://sharepoint.com)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
<p>The purpose of the evidence document is to inform the anti-racism in education report to improve outcomes for children from Black and Minoritised groups also children with SEND. The strategy is vital to inform a coordinated city-wide response to tackle disproportionality in educational outcomes and improve inclusion.</p> <p>When compared to the national average, Bristol falls below in all Black and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	It is important to note that there are significant national differences in how

	<p>children from Black and Minoritised Communities are identified as having SEND. Data has confirmed this is also the case in Bristol.</p> <p>We also know that children and young people with SEND are more likely to achieve poorer outcomes than those with no SEND. The same is true of children from some Black and Minoritised Communities. Both groups are also more likely to experience discrimination</p>
Mitigations:	This strategy is important to address such disparities. As mentioned above the purpose of the evidence document is to inform the strategy to improve outcomes for children from Black and Minoritised groups also children with SEND. The strategy is vital to inform a coordinated city-wide response to tackle disproportionality in educational outcomes and improve inclusion.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<p>Overall disadvantaged pupils have poorer attainment outcomes than non-disadvantaged. Black Caribbean and Gypsy/Roma pupils have notably lower attainment results and have done consistently in recent years. When compared to the national average, Bristol falls below in all Black and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes.</p>
Mitigations:	This strategy is important to address such disparities. As mentioned above the purpose of the evidence document is to inform the strategy to improve outcomes for children from Black and Minoritised groups also children with SEND. The strategy is vital to inform a coordinated city-wide response to tackle disproportionality in educational outcomes and improve inclusion.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The focus of this strategy is to tackle racism and disproportionality of outcomes for children and young people in the City that impacts on children and young people in their experience of education and improve Inclusion.

The anti-racism in education report focuses on the following five areas and suggests that any strategy co-constructed moving forwards prioritises these five areas.

- Ensure we close attainment gaps for Minoritised groups and disadvantaged children
- Reduce exclusions and increase attendance for Black and Minoritised children and young people
- Improve representation of Black and Minoritised leaders
- Eradicate the disproportionality in SEND
- Create a bespoke professional development programme for the workforces in schools and settings

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

It is also a city that has not yet completed its work around race, particularly for our children and young people from Black and Minoritised communities who don't always feel that they belong. action is needed to respond to systemic racism and racial discrimination reflected through existing inequalities and highlighted by many reports including the Runnymede Report, 2017 'Bristol: a city divided?', Black Lives Matter protest that saw a statue of Edward Colston toppled, Identifying-Disproportionality-Report, Avon and Somerset's Criminal Justice Board as well as the effects and local impact of the COVID-19 pandemic.

The population of Bristol is increasingly diverse with at least 45 religions, 185 countries of birth, 287 different ethnic groups and 90 main languages. 28.4% of people in Bristol belong to a minority ethnic group (i.e. not 'White British'), up from 22.1% a decade ago, with 9.5% White Minority Ethnic and 18.9% Black, Asian & Minority Ethnic (including 6.6% Asian/Asian British,

5.9% Black/Black British, 4.5% Mixed and 1.9% Other). Younger people are more ethnically diverse: 36% of children belong to a minority ethnic group compared to 10% of people 65 & over. Somali is the largest ethnic minority group in Bristol with a population of almost 9,200 people making up 1.9% of the total population.

When compared to the national average, Bristol falls below in all Black and Minoritised groups. The biggest gap to the national average is for Black pupils. Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan. Pupils living in the most deprived areas have significantly poorer attainment outcomes.

The disproportionality in educational outcomes in Bristol is significant and has been a concern for a decade. The disproportionate impact on Black and Minoritised children and children with SEND is unacceptable. If the engagement and data evidence does not inform a collective, coordinated, coproduced response of a City wide Strategy then we will potentially continue to fail children and young people from Black and Minoritised communities and those children with SEND.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

To improve outcomes for Children and young people from Black and Minoritised communities and those children with SEND. To improve inclusion and tackle disproportionality in the City.

- By closing attainment gaps for Black and Minoritised groups and disadvantaged children
- Reducing exclusions and increasing attendance for Black and Minoritised children and young people
- Improving the representation of Black and Minoritised leaders
- Eradicating the disproportionality in SEND

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Key measures, targets and success indicators will be identified through the co-constructed working groups where theories of change models will be created, action plans designed, feedback loops to families identified and governance structures honoured to ensure that annual impact reports can be shared of the successful work achieved. The co-constructed working groups will have membership from children, young people and parents and carers as well as leaders, teachers and leading professionals to support and enhance the work completed so far.	Director and Heads of service in Education	On going over the next five years

4.3 How will the impact of your proposal and actions be measured?

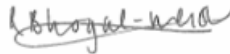
How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The strategy sets out the priorities for the next 5 years, but the action plans will build on learning annually and inform developments year by year. We also have measurable targets and

indicators of success related to these priorities. These will help partners assess if we are making progress whilst also listening to lived experiences.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 27/03/2024	Date: 28/3/24

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.



Environmental Impact Assessment [version 1.0]

Proposal title: The Bristol Anti Racism in Education Engagement Report – To support the co-production of an Anti Racism in Education Settings Strategy		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input checked="" type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input type="checkbox"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
Directorate: Education and Skills	Lead Officer name: Su Coombes	
Service Area: School Partnerships	Lead Officer role: Head of Service	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

This proposal is to note Bristol’s Anti Racism in education engagement report and recommend the use of the evidence to support the co production of an Anti-Racism in Education settings strategy. The strategy will be a co-constructed plan to address the disproportionality of outcomes for children and young people in Bristol. The Anti-Racism strategy aims to work with leaders, communities, young people and families in educational settings and partners from the statutory and voluntary sector to create positive and sustainable change. This Anti–Racism strategy is rooted in the world of education but lends itself to the multiple strategies that underpin the work across the council like The Belonging strategy. In the Anti-Racism in education settings strategy, we aim to triangulate the lived experiences of Black and Minoritised children and young people, data of outcomes, attendance and exclusions and ensure care, understanding and the opportunities we want for our most vulnerable young people who are at risk of being marginalised.

We want to make a measurable change to current and future generation of Black and Minoritised people by tackling racism. We have listened to what children and young people told us about their experiences within their educational journeys, their informed, lived experience is the reason this strategy has come to life. The young people have called for anti -racism in educational settings strategy, it is our duty to respond and as the adults in positions of power and influence, to listen to the call to action and co-produce a strategy that will enable systemic change for the future. Children, young people, families and partners rightly want to see change; not actions that have very little impact or indeed fail to improve lives.

In developing this work we heard from children about their lived experiences of racism in education settings who did not and still do not feel heard. We also had feedback from parents and carers finding it hard to navigate complaints processes and/or get their complaint heard. We have also listened to education professionals both from white and Black and Minoritised communities who find it difficult to negotiate and address racism within education.

The strategy will set out priorities for the next 5 years, but the action plans will build on learning annually and inform developments year by year. We will also have measurable targets and indicators of success

related to these priorities. These will help partners assess if we are making progress whilst also listening to lived experiences.

This co-constructed strategy with leaders in education demonstrates the value of children and young people's lived experience underpinning the ways in which we will work to move this agenda forward. All education institutions will need to consider and review systems and policies and the impact of these on Black and Minoritised children and young people. *(For further details including evidence base please refer to the full report)*

Governance

To ensure that the strategy has both support and challenge, Bristol City Council recognises that the governance will need to be rigorous and robust to hold leaders and partners to account. The groups outlined in the decision-making boards will challenge and hold to account for any financial commitments that are made by Bristol City Council and have the powers to make the necessary decisions as an organisation as well as what is required in the best interests of the city.

The groups and boards identified in the non-decision making pathway will be key enablers in supporting drivers and sharing best practice, highlighting opportunities and linking into larger and wider organisation that strand owners can learn and develop from.

It is expected that all impact reports will reach the boards outlined in the non-decision making group as well as Keeping Bristol Safe partnership and / or the Health and Well-being board.

Governance will be key to ensuring that plans do not stall, dissipate, or diminish as they will enable officers and partners to embed actions into everyday work and be part of the engrained services that we offer. The governance will be fundamental to holding all partners to account.

Corporate Strategy alignment:

The Anti Racism Strategy is fundamental to core business of BCC, it also aligns with the strategies below to ensure an equitable approach to key priorities to ensure all children and young people; particularly Black and Minoritised children, families and workforce feel included, value and accepted in all schools and places of learning.

1. Belonging strategy
2. One city plan
3. SEND and Inclusion Strategy

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If 'Yes' complete the rest of this assessment.

Yes No [please select]

At this stage of the process, it is difficult to quantify the environmental impacts of the strategy as many details are not known, however they are likely to be minimal. We will update it with additional details as this information is available.

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
ENV1 Carbon neutral: Emissions of climate changing gases BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030. Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes	Benefits	
	Enhancing actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV2 Ecological recovery: Wildlife and habitats</p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air,</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

water, or land and what steps will be taken to prevent pollution occurring. Further guidance <input type="checkbox"/> No impact	Adverse impacts	
	Mitigating actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):
Summary of significant adverse impacts and how they can be mitigated:

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to grant an endorsement or approval of the proposal.

Environmental Performance Team Reviewer: Daniel Shelton	Submitting author: Susan Coombes
Date: 26.03.2024	Date: 25.03.2024