



# Equality Impact Assessment [version 2.12]

Title: Expansion and relocation of the Joinery Shop	
<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: Growth and Regeneration	Lead Officer name: Craig Cook
Service Area: Repairs and Maintenance	Lead Officer role: Head of Repairs and Maintenance

## 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 move and expand the joinery shop from its current location at Wellington Road depot to a new larger premises that will allow for growth and increased capacity to meet demand and create revenue streams for the Housing Revenue Account (HRA), including investing in new machinery for the joinery shop to improve productivity by 25%.

The new premises would remain within Bristol City Council’s boundaries, ideally centrally to the housing stock and with good access links for staff, suppliers and contractors. The move is proposed for summer 2025 as the Wellington Road site is designated as part of the Frome Gateway Development, who require the site to be vacated at this time. The new site details are unknown as this EQIA is supporting a paper to approve the move and procurement of a new site only. As the location being within a similarly central area to the city boundaries is a requirement for the new site, there will be similar travel requirements to the existing site and will have adequate parking for staff and visitors. It is anticipated that the move from the existing to the new site will take place over a 2-4 week period as machinery is moved across and new machinery and equipment installed. The additional machinery as well as additional staffing will increase the joinery shop’s productivity and capacity, enabling them to meet growing demands from Bristol City Council teams and external clients. There are no redundancy risks as part of the move or expansion.

The Joinery Shop team have been fully involved as the project has been ongoing for many years. They are aware of the plans through meetings and information held at the current site, have been to visit potential sites and some have been involved in the new machinery research visits. The current site is not fit for purpose and the team are keen to move to a more suitable premises. Working arrangements will not be affected and so not subject to a management of change process in line with HR policies. Flexible working arrangements exist currently and will continue in the same way after the move.

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### 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:		

### 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[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 \(bristol.gov.uk\)](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 \(Quality of Life, Census etc.\)](#); [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 \(sharepoint.com\)](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](#) and [Stress Risk Assessment](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Recent E&D data for Repairs & Maintenance has been reviewed.	<i>Due to the size of the cohort of staff, the diversity data for this service cannot be published for compliance reasons. The data of the wider service has been reviewed.</i>

## Appendix B - Equality Impact Assessment

<b>Additional comments:</b>	

### 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 checked="" type="checkbox"/> Pregnancy/Maternity	<input 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 joinery shop team is a small team of 20 staff (all currently men) and the diversity data to that detailed level is not available, only for the Repairs & Maintenance Service as a whole, which is a much larger and more diverse group.

### 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.

The Joinery Shop team have been fully involved as the project has been ongoing for many years. They are aware of the plans through meetings and information held at the current site, have been to visit potential sites and some have been involved in the new machinery research visits. The current site is not fit for purpose and the team are keen to move to a more suitable premises. One of the team is a Union Health and Safety Rep and has been part of the planning process. The team are more concerned that it has taken so long to move them from an unsuitable and poorly maintained workplace.

### 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 in the same way with regular meetings and full engagement with the team, carrying out regular team and individual check ups regarding impact of the changes as the project proceeds.

### 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)

*The project will be moving the team to a more fit for purpose premises, which will reduce the need for as much manual handling currently required due to an undersized, poorly designed site, have better facilities, be in better condition and therefore have no adverse impacts on any of the team. As the new premises will not be procured until later this year, we can only ensure that we will consider that all groups will not be adversely impacted by any new location. We will as part of the design and procurement in the next phase of the project, ensure the new premises will be accessible to all, have adequate space for the team to grow to meet the demand, be appropriately lit, ventilated and heated and have improved welfare facilities (Toilets, showers, changing rooms, canteen, first aid room, training area) than the existing site. The team are all male and carrying out manual work in a joinery workshop, so we do not have any staff with physical Disabilities at present. We have had Disabled staff and female joiners previously and would hope to have more in future so the new premises will be designed to ensure they are suitable for all future candidates and reasonable adjustments would always be considered. Training for the new machinery will be specific to those in a machinist's role, which currently includes young apprentices to experienced time served team members. All staff will be trained on the new lifting equipment designed to reduce manual handling across the team, except the forklifts which requires more specific training and carried out by a small number of staff. Any of the permanent team can request to become a forklift driver if relevant to their role and there is demand for additional capacity in the team. Although there is no adverse impact on the existing team, we do have vacancies and so by the time we relocate, we may have new staff and could have to consider any disproportionate impact as part of this project for them. We do not have any carers at present or the need for a prayer room and again provision would be considered for future staff.*

**PROTECTED CHARACTERISTICS**

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Appendix B - Equality Impact Assessment

Potential impacts:	
Mitigations:	
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>Men are disproportionately represented in the cohort (all staff working in the service are men).</li> </ul>
Mitigations:	See general comments above.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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 proposal for moving to a new fit for purpose site will create many benefits to those working there. The site will be designed to have the necessary floor space and layout to allow for mechanical lifting

equipment to replace many current manual handling practices, which will benefit all but particularly those who share the characteristics of age and/or Disability. There will also be new machinery introduced to increase productivity and general health & safety. The machinery will remove some tasks from the joiners, while creating time savings for the joiners, site fitters and customers, improving dust extraction and reducing waste. There will also be additional joinery benches in the design, so additional staff will be required, rather than any redundancies, as there will be additional workstreams that we currently do not have the capacity to carry out, increasing income for the service.

It will be designed to be accessible for all, with suitable welfare facilities (toilets, showers, changing rooms, canteen, first aid room, training area) and be in good repair, with improved lighting, ventilation, heating and a weatherproof envelope. We do not have any wheelchair users at present as the team consist of roles that require a high degree of physical activity/manual work, however as part of the growth plan, there will be new supporting roles and therefore future wheelchair users will be considered in the design.

It will also have the space to be able to expand our apprenticeship programme, increasing opportunities for younger employees to join the team. The move will allow us to expand the business creating more jobs for the community.

## 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 are no significant negative impacts that need to be mitigated or justified at this stage of the project as the new premises has not been procured. As part of the procurement of the new site, all protected characteristics of potential future users will be considered in the design.

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

There are many positive impacts and opportunities with this project to change the location of the joinery shop as mentioned above. The existing team will be relieved to be in a fit for purpose joinery shop after many years of waiting and working in often difficult conditions. The expansion will allow new machinery and equipment that the current site is too small to accommodate, and this will reduce the amount of manual handling required and the risk of injuries across the team but particularly to those who share the characteristics of age and/or Disability. The expansion will also increase employment opportunities generally and particularly for apprentices as we increase the positions available.

### 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
Action in next phase to ensure premises suitable and well designed to accommodate all present and future staff	Laura Pilkington	Within 6 months

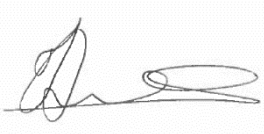
### 4.3 How will the impact of your proposal and actions be measured?

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.

The impact of the changes will be monitored throughout the change project and after completion to ensure the positives are maximised and any unexpected negatives are mitigated. This will be via regular project reviews, team meetings and 1to1's with individuals.

### 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> Fiona Lester, Interim Director Housing and Landlord Services 
Date: 06/09/2024	Date: 27/09/2024

<sup>1</sup> 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.