

Equality Impact Assessment [version 2.9]



Title: Data Insight + Information Strategy and Programme of Work	
<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: Resources	Lead Officer name: Guy Collings
Service Area: Insight Performance & Intelligence (IPI)	Lead Officer role: Head of IPI

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 Data Insight and Information Strategy: sets out an initial two-year pathway for the council to build the foundations, develop the capabilities and fully explore the possibilities around its journey to become a Data Driven organisation.

It recognises that the world of technology and digital innovation is ever changing and sits alongside and in support of the council’s Digital Strategy. It describes an improved approach to analysis and reporting which enables accurate forecasting and robust decision making, supporting more effective and efficient service to members, citizens and employees.

The strategy contains a two-year programme of insight provision to be delivered in conjunction with our external delivery partner itelligent-i.

Programme of Work: the Council is embedding an end-to-end digitisation approach in respect of insight and intelligence. Timely, accurate and informative data will be made available to service areas upon which they can make informed decisions to improve performance and outcomes. This may include person level data which can be broken down by protected characteristic.

Procurement: In November 2020 Cabinet approved spend of up to £2m [Public Pack\)Agenda Document for Cabinet, 03/11/2020 16:00 \(bristol.gov.uk\)](#) . We are now seeking approval of a revised costing for the programme of work with contingency funding of up to £2.4m

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 type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	

Additional comments: The provision of data and insight, although in its entirety and pure form to individual service areas, is likely to be used to improve services to citizens within our communities.

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: <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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
HR Analytics: Power BI reports (sharepoint.com)	The Workforce Diversity report shows Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data from iTrent. This report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees.
Census 2011: Key Statistics About Equalities Communities in Bristol	Key information resources from the 2011 Census for Bristol including: <ul style="list-style-type: none"> • Relative populations of Bristol population by protected characteristic categories (e.g. age range; faith groups etc.) • Interactive Mapping Tools • Key statistics about Bristol LA area

	<ul style="list-style-type: none"> • 2011 Census – 2011 geographies for 2011 Census data in Bristol • Bristol 2001-2011 Census change (pdf, 258KB) (opens new window) • Topic reports on specific topics including Equalities Communities in Bristol • Community cohesion statistics
The Population of Bristol	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.
Wards: Data Profiles	The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, Premature Mortality and Education for each of Bristol’s 34 electoral wards.
Indices of Deprivation (2019)	<p>The Indices of Deprivation measure relative levels of deprivation in 32,844 small areas or neighbourhoods across England, called Lower Layer Super Output Areas (LSOAs). LSOA’s are a smaller geographical area than an electoral ward; there may be 8-10 LSOAs in an electoral ward. The indices of deprivation indicate the parts of the city where poverty and disadvantage are most acute.</p> <p>In brief, Bristol has 41 LSOAs in the most deprived 10% in England for Multiple Deprivation (one less than in 2015), including 3 LSOAs in the most deprived 1% in England (3 less than in 2015).</p> <p>The 10 most deprived neighbourhoods in Bristol in 2019 are all in the South Bristol areas of Hartcliffe, Whitchurch Park and Knowle West. At ward level, the greatest levels of deprivation in Bristol are in the wards of Hartcliffe & Withywood, Lawrence Hill and Filwood, the same as identified in 2015</p>
Joint Strategic Needs Assessment (data profiles)	Brings together detailed information on health and wellbeing needs within Bristol and looks ahead at emerging challenges and projected future needs. In brief, inequalities in health outcomes are clearly linked to socio-economic deprivation and the parts of the city where general health tends to be poorest are also the most socio-economically deprived parts of the city.
Quality of Life Survey	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 2020 QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.

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.

There are some gaps in overall diversity data at a local and national level for some characteristics especially where this has not historically been included in statutory reporting. For example we rarely monitor marriage and civil partnership or gender reassignment. Different core systems capture information in different ways and not all will record detailed data around protected characteristics of individuals. As we move forward this requirement will be considered for each new system that we procure. 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 and we must remain mindful to using such data to inform decision making.

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 DII strategy has been consulted upon internally, overseen by the Data, Insight & Analytics Board and has not been subject to external consultation. The strategy was circulated to all Heads of Service and shared with their respective teams. No specific issues pertaining to E&I or protected characteristics were forthcoming.

It is anticipated that any new or emerging data related projects that involve the use of sensitive data could be subject to both internal and external consultation.

Work conducted jointly between the Council and the Centre for Data Ethics & Innovation highlighted the importance of the ethical use of data; projects in the wider D&I programme will potentially seek to engage/consult more widely if significant ethical considerations are identified.

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.

At present there are no specific plans to consult more widely on the strategy and programme of work as the establishment of the programme is an internal process.

Individual projects will be subject to separate Equality Impact Assessment requirements and will have appropriate engagement and consultation on a case-by-case basis.

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)

We have not identified any significant potential adverse impacts from the Data Insight + Information Strategy or proposed Programme of Work. However, we are aware of existing disparities relating to the use of data, insight and information for citizens based on their protected and other relevant characteristics, which we will aim to address where possible through implementation of the DII strategy and programme.

The use of data is primarily aimed at improving service delivery. It is hoped that we can analyse data at protected characteristic level to explore and address possible inequalities and disadvantage in provision. The creation of centralised corporate data and analytics functions will professionalise our practice and offer enhanced levels of resilience, flexibility and consistency using data that is up to date and accurate. It will facilitate the safe, lawful and proportionate sharing of data between ourselves, our partners and the public in a transparent ethical framework. There is a clear statutory expectation on the council and its partners that they should share insight based on data to keep vulnerable people safe and promote equal access to services and opportunities.

Historically there has been a lack of robust diversity monitoring and analysis (including comparison data) to inform the design and delivery of Council services. The Strategy includes a commitment to review and refresh our approach to research to ensure a rich range of qualitative and quantitative sources are mined to inform thinking and link to service improvement/policy change; and ensure that our approach to data collection and usage underpins our approach to equality, diversity, and inclusion.

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:	As Disability – risk that lack of adequate data sharing can lead to failings in service provision for vulnerable older people
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A learning from serious case reviews is that a lack of proportionate sharing of data between agencies and departments can lead to systemic failings for vulnerable disabled people.
Mitigations:	See general comments above re. facilitating improved practice.
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 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 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

The Strategy aims to eliminate the risk of indirect discrimination through poor data sharing and/or poor data quality, and advance equality of opportunity by providing rich qualitative and quantitative sources to promote equality, diversity, and inclusion.

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 – the strategy aims to address known disparities arising from poor data collection and sharing.

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

The strategy includes developing and utilising methods to acquire, analyse and present high quality data on detailed demographics as standard, avoiding inappropriate aggregation that can disguise inequalities and preferring use of specific disaggregated demography and equalities information to provide a more accurate and informed data picture that enables in depth analysis.

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
Responsibility for delivery of the E&I aspects of the strategy	Head of IPI	12-18 months
Ensure sufficient balance in place to mitigate against data led/machine learning activity driving potentially adverse/perverse outcomes. The strategy specifically references the point that decisions that directly affect people will always be made by people who are informed by data and insights, not replaced by data and insights. Ethical considerations/issues around data to be a requisite part of each mandate/business case submission to DIAB	Head of IPI/Chair of DIAB	At DIAB consideration of each project

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.

Availability and use of demographic/protected characteristic data to inform decision making and service improvement

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
Date: 9/8/2021	Date: 26/8/2021

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.