

Equality Impact Assessment [version 2.9]



Title:	
<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: Housing & Landlord Services	Lead Officer name: Karamo Sanyang
Service Area: Housing Options	Lead Officer role: Commissioning & Contract Officer

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.

The proposal is to seek Cabinet approval to extend the current open framework agreement and its contract for a further 4 years. The current framework contracts are providing 95 supported family accommodation units. The extension is needed to allow BCC to continue to provide accommodation and support to homeless families with support needs. This accommodation is for families to whom the Council owes a duty under Section 193 of the Housing Act 1996, and who would benefit from supported housing. The proposal is also needed to ensure BCC continue to gain value for money through supported family provision rather than paying higher rates on emergency accommodation where family's support needs are not met.

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: The proposal will affect BCC Procurement team and the Homeless Commissioning team in terms of time and resources. The proposal will also affect commissioned service providers, the service users and the community where supported accommodation are located.		

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 [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Service Users-Bristol Key Facts 2021 (March 2021 Update)	<p>The population of Bristol is estimated to be 465,900 people and is expected to increase over the 25-year period (2018-43) to 532,700 by 2043. This is a 15% increase and is higher than the 10% increase 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. Bristol's 85,700 children make up 18.4% of the total population. As at May 2021, there were 220 families in emergency accommodation.</p>
The wider community- Bristol Key Facts 2021 (March 2021 Update).	As at 31st March 2020 there were 728 households living in temporary accommodation. Bristol Household

	tenure shows 29% are Private Rented and 18% Social Rented. Deprivation Bristol- In Bristol 15% of residents -70,700 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people. The greatest levels of deprivation are in Hartcliffe, Withywood, Filwood and Lawrence Hill.
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 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 currently gather the equalities data on a quarterly basis from our supported family services. The Bristol demographic data provides a clear benchmark for us to identify where the gaps currently are, as outlined in the table below.

Gender: 14% of male staff in the service are underrepresented in comparison Bristol demographic of 50%.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Gender			
Total		100%	100%
Male	50%	14%	22%
Female	50%	86%	78%
Prefer not to say		0%	0%
Other		0%	0%

Transgender: The data collated has indicated that there were no transgender people within the service provider's staff group and the service user group. This protected characteristic is underrepresented in our service in comparison to Bristol demographic 4% estimate.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Transgender			
Gender identity is the same as the gender assigned at birth		100%	100%
Gender identity is different to that assigned at birth	4%	0%	0%
Prefer not to say		0%	0%

Sexual Orientation: Some gaps have been identified in the data for example, only 1% of our service user group are identified as lesbian, gay or bisexual in comparison to Bristol demographic of 9% which is an estimate. However,

our service provider's staff group has shown 10% are identified as lesbian, gay or bisexual which is a good representation.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Sexual Orientation			
Lesbian or gay or Bisexual	9%	10%	1%
Heterosexual		90%	98%
Prefer not to say		0%	1%

Ethnicity: The data here has indicated that our service provider staff group has 29% of BME and the client group has 51% BME in comparison to Bristol demographic of 16% BME. The data further indicates that 71% of staff and 47% of clients are white. This is not an indication of underrepresentation but an indication of how diverse both our service user staff and client group are in terms if ethnicity. The data has further indicated that 2% of clients prefer not to say their ethnicity. This could be due to various reasons for example client not sure of their ethnicity, staff not confident in asking such sensitive questions to certain clients. However, services are working hard to address these areas for example through training and workshops.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Ethnicity			
Total Black, Asian and Minority Ethnic	16%	29%	51%
Total White	84%	71%	47%
Prefer Not to Say	0%	0%	2%

Religion: The data is indicating that there are no Muslim staff and staff with any other religious background within the Provider's staff group who disclosed their religious belief. However, 33% of Provider's staff rather not state their religion within which, could include both Muslim staff and staff with other religious background.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Religion			
No religion	37%	43%	45%
Christian	47%	24%	15%
Muslim	5%	0%	23%
Any other religion or belief	5%	0%	3%
Prefer not to say		33%	13%

Age: The % of Provider staff age 25 and under is 10% in comparison to Bristol demographics of 16% but the % of residents age 25 and under is 28%. Most families who have accessed the family service are aged between 26-59 years 56%. The family service takes people who are aged 25 and over, therefore most young people are offered accommodation within the young parent's services, rather than the family services.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Age			
25 and under	16%	10%	28%
26-59		90%	56%
60+		0%	0%
Prefer not to say		0%	0%

Disability: The disability data is indicating that non-of the provider’s staff are disabled people, which is a gap in comparison to Bristol demographic. The data is also indicating that disabled people are underrepresented in the service user group as 8% in comparison to Bristol demographic of 17%. There is 1% of service users who have indicated that they do not know they are disabled. This could be due to not knowing what is categorise as disability.

Family Services ED 2020/21	Bristol		
Protected characteristic	Bristol demographics	% of Provider staff	% of Residents
Physical Disability			
Physically disable	17%	0%	8%
No disability		100%	91%
Don't know		0%	1%

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.

Between 21st November 2016 and 10th February 2017, Bristol City Council consulted on its plans for Preventing Homelessness Accommodation Pathways – families and adults (22+). During the 12 week consultation we held three events attended by service providers, service users and other stakeholders. We also held an event specifically looking at the impact of the proposals on people with different protected characteristics during the development of the draft plan. We worked with Bristol’s expert citizen’s homelessness group to gather the views of current and former users of services. We were invited to attend different meetings, including the Prevention Network, organised by Bristol Women’s Voice, Bristol’s Homelessness Prevention Team meeting and the West of England LGBT Manifesto Steering Group. We gathered responses through an online survey, which could be completed anonymously if preferred. This document describes the comments made during consultation and what has been done. Where a recommendation has changed as a result of feedback, this will be incorporated in the final commissioning plan. Where feedback has resulted in no changes, the reasons are described below.

You said	We did
This should reduce the money being spent on emergency accommodation.	<p>Agreed. We are seeking the most appropriate accommodation to meet presenting demand and our statutory responsibilities within the available budget.</p> <p>We are securing additional units of accommodation, and also looking to use more of the low support accommodation flexibly for families. There will be a total of up to 100 additional units of accommodation that can be used for families</p> <p>See recommendation 1 in the final plan.</p>

<p>We note that the consultation document talks about increased demand for low support accommodation (Page 19) because of the plan to limit Young People Services to those aged 16-21 and therefore there is a lack of clarity on whether the number of low support units will actual decrease or increase.</p>	<p>The total number of low support units will decrease because of the recommendation in the young people’s plan to reduce the number of low support units for young people by 15%. This will be a reduction from 237 units to 195 units by October 2017, but is outside of the scope of this plan.</p> <p>The number of low support units available for adults (22+) will remain the same, but some of these units will be used flexibly, in response to demand, for small families.</p>	
<p>If the extra family provision is achieved in part by decommissioning single persons’ services this is hard to agree with due to the scale of vulnerability amongst the single persons client groups.</p>	<p>There are up to 75 units of additional family accommodation being secured – these will be new units not currently used for supported accommodation, paid for from a different budget (the budget currently being spent on housing families in more expensive spot purchased emergency accommodation).</p> <p>There will be no decommissioning of low support services for adults (22+), but some of the accommodation will be used flexibly, in response to demand, for small families. This will reduce the number of low support units available for single people and couples, but we believe that this is the best use of scarce resources considering the level of current demand amongst families.</p>	
<p>Adding units that are owned and managed by unscrupulous private landlords is not a positive move. The rents charged and the little support given to residents drains the whole system of much needed funding that could be put to far more effective use funding socially responsible landlords and charities to deliver these much-needed services.</p>	<p>We will procure our family accommodation via a competitive process to ensure that we have the best possible providers.</p> <p>In addition to this, we have secured an open framework of accommodation providers for emergency accommodation. This is open to all competent organisations regardless of whether or not they are private organisations. We then purchase the cheapest available accommodation, again, regardless of whether or not they are private.</p> <p>Any organisation interested in providing this accommodation should apply to get onto the open framework for emergency accommodation via ProContract, the council’s online procurement portal.</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 work with our service providers to ensure the quality of data is accurate, continue to identify gaps in service and work together to fill those gaps.
- In the future collect information on the protected characteristics of those who provide consultation feedback
- Continue to collate quarterly equalities data from our homeless service providers to ensure equal access and fair treatment of all service users.
- Continue to work with our internal stakeholders (BCC Equalities Team) to provide training where required to help improve equalities reporting across our homeless services.

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 collect a broad range of data that is held confidentially. Information is only gathered to improve the quality of service we provide to people, ensuring that we are providing equality of access. We have not identified any negative impacts from the current proposal to extend the current commissioning arrangements.	
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 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

All services strive to provide a person-centred approach to support. A subjective concept of wellbeing and tailored support for individuals with support needs.

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:

The EQIA has informed of a need to review suitable adaptations available or required for new service users entering the service, using a person-centred approach to assess their needs.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
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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
Effective equalities monitoring will be required of all commissioned services, through a bespoke monitoring spreadsheet that allows for analysis of entry, outcome and complaints by protected characteristic, and the protected characteristics of staff. In the future we will ensure we collate the equalities data of the people we spoke to during our consultation.	Commissioning Officer	12 months
Providers have agreed to run workshop and more staff training to help ensure staff are comfortable and the right questions are asked. Specific training on different protected characteristics will be required.	Provider staff	12 months
The contracts will require positive action in recruitment to ensure that the staff teams are representative of the service user group which includes the disable people.	Commissioning Officer	9 months

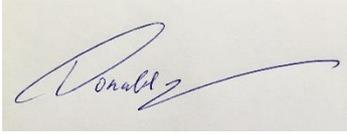
4.3 How will the impact of your proposal and actions be measured?

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.

We will measure the impact of our proposals as part of the ongoing equality assurance and monitoring of Bristol homelessness family services.

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: Equality Team	Director Sign-Off: 
Date: 15 July 2021	Date: 26/08/2021

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.