

Equality Impact Assessment [version 2.9]



Title: Budget Proposal – Modernise Trade Union Facility Time Arrangements	
<input checked="" type="checkbox"/> Budget Proposal	<input checked="" type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: John Walsh
Service Area: Workforce and Change	Lead Officer role: Director of Workforce & Change

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.

Budget context:

Bristol City Council is required by law to set a balanced budget however we face a potential gap in our core budget of around £23.1 million next year. With such a significant challenge the budget cannot be balanced without additional funding, making greater efficiencies (doing the same for less money) or by transforming the way we do things.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

The COVID-19 pandemic has been far reaching, with a lasting impact on our people and our economy. Our finances are stretched to the limit, and the UK Government has stopped funding local COVID-19 responses. Up and down the country councils are facing this funding crisis with less money to keep services going. This is because more money is needed to: help citizens with the impact of the COVID-19 pandemic; support low-income households and local businesses in need of support post-COVID-19; support more people than ever with mental health and social care services; and meet the rising need and cost of home to school transport for children with special educational needs and disabilities (SEND) etc. At the same time, the pandemic saw us receive less income from business rates, commercial rentals, parking, sports facilities, and our museums, shops and cafes.

The [Medium Term Financial Plan](#) underpins the Council's financial planning process and outlines the approach we will take to meet the challenges presented by focusing primarily on delivering efficiencies, service re-design programmes which cut across directorate boundaries, and increasing external income and Invest to Save revenue.

This proposal:

The Council currently has a budget to fund trade union time spent on council-wide matters (such as negotiations on terms and conditions of employment, consultation on HR policies and major change across the organisation). When an employee is elected to a corporate trade union role, the budget is used to reimburse the service where they work for the time they spend on corporate trade union duties. The budget and internal agreement around corporate trade union duties have not been reviewed in many years.

This proposal removes £145k of the budget for corporate trade union duties, leaving £50k to cover the cost of employees who are elected to regional and national trade union roles, which the Council is required to do by the National Agreement on Pay and Conditions of Service for local government – known as “the Green Book”. If the proposal is agreed it will mean that from 1st April 2022 services will no longer be reimbursed for time spent by their staff on corporate trade union duties. To mitigate the effect of this it is proposed to update the internal agreement around corporate trade union duties.

It is important to state that the Council continues to support and promote trade union membership. This proposal will not in any way affect the statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.

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"/> 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: <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																																																												
<p data-bbox="81 436 512 548">HR Analytics: Power BI reports (sharepoint.com) [internal link only]</p> <p data-bbox="81 582 512 761">Equality and Inclusion Annual Progress Report 2020-21 (pdf, 982KB) Appendix – Workforce Diversity Data – summary analysis</p>	<p data-bbox="512 436 1466 548">14 Council employees currently have time off funded from the budget for corporate trade union duties. This equates to 5.25 full-time staff. An equalities analysis set out below:</p> <table border="1" data-bbox="528 582 1380 2058"> <thead> <tr> <th data-bbox="528 582 699 683">Sensitive Information Category</th> <th data-bbox="699 582 869 683">Sensitive Information Value</th> <th data-bbox="869 582 1040 683">Headcount</th> <th data-bbox="1040 582 1211 683">TU Headcount %</th> <th data-bbox="1211 582 1380 683">BCC Headcount %</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 683 699 1209" rowspan="5">Age</td> <td data-bbox="699 683 869 784">16 - 29</td> <td data-bbox="869 683 1040 784">1</td> <td data-bbox="1040 683 1211 784">7.1%</td> <td data-bbox="1211 683 1380 784">12.3%</td> </tr> <tr> <td data-bbox="699 784 869 884">30 - 39</td> <td data-bbox="869 784 1040 884">1</td> <td data-bbox="1040 784 1211 884">7.1%</td> <td data-bbox="1211 784 1380 884">21.5%</td> </tr> <tr> <td data-bbox="699 884 869 985">40 - 49</td> <td data-bbox="869 884 1040 985">2</td> <td data-bbox="1040 884 1211 985">14.3%</td> <td data-bbox="1211 884 1380 985">23.6%</td> </tr> <tr> <td data-bbox="699 985 869 1086">50 - 64</td> <td data-bbox="869 985 1040 1086">10</td> <td data-bbox="1040 985 1211 1086">71.4%</td> <td data-bbox="1211 985 1380 1086">39.4%</td> </tr> <tr> <td data-bbox="699 1086 869 1209">65 +</td> <td data-bbox="869 1086 1040 1209">0</td> <td data-bbox="1040 1086 1211 1209">0.0%</td> <td data-bbox="1211 1086 1380 1209">3.2%</td> </tr> <tr> <td data-bbox="528 1209 699 1630" rowspan="4">Disability</td> <td data-bbox="699 1209 869 1310">Disabled</td> <td data-bbox="869 1209 1040 1310">5</td> <td data-bbox="1040 1209 1211 1310">35.7%</td> <td data-bbox="1211 1209 1380 1310">9.0%</td> </tr> <tr> <td data-bbox="699 1310 869 1411">Not Disabled</td> <td data-bbox="869 1310 1040 1411">8</td> <td data-bbox="1040 1310 1211 1411">57.1%</td> <td data-bbox="1211 1310 1380 1411">74.4%</td> </tr> <tr> <td data-bbox="699 1411 869 1512">Prefer not to state Disability</td> <td data-bbox="869 1411 1040 1512">1</td> <td data-bbox="1040 1411 1211 1512">7.1%</td> <td data-bbox="1211 1411 1380 1512">3.3%</td> </tr> <tr> <td data-bbox="699 1512 869 1630">Unknown Disability</td> <td data-bbox="869 1512 1040 1630">0</td> <td data-bbox="1040 1512 1211 1630">0.0%</td> <td data-bbox="1211 1512 1380 1630">13.4%</td> </tr> <tr> <td data-bbox="528 1630 699 2058" rowspan="4">Ethnicity</td> <td data-bbox="699 1630 869 1731">Asian or Asian British</td> <td data-bbox="869 1630 1040 1731">0</td> <td data-bbox="1040 1630 1211 1731">0.0%</td> <td data-bbox="1211 1630 1380 1731">2.6%</td> </tr> <tr> <td data-bbox="699 1731 869 1832">Black or Black British</td> <td data-bbox="869 1731 1040 1832">0</td> <td data-bbox="1040 1731 1211 1832">0.0%</td> <td data-bbox="1211 1731 1380 1832">5.2%</td> </tr> <tr> <td data-bbox="699 1832 869 1933">Mixed</td> <td data-bbox="869 1832 1040 1933">0</td> <td data-bbox="1040 1832 1211 1933">0.0%</td> <td data-bbox="1211 1832 1380 1933">3.4%</td> </tr> <tr> <td data-bbox="699 1933 869 2058">Other Ethnic Groups</td> <td data-bbox="869 1933 1040 2058">0</td> <td data-bbox="1040 1933 1211 2058">0.0%</td> <td data-bbox="1211 1933 1380 2058">0.4%</td> </tr> </tbody> </table>	Sensitive Information Category	Sensitive Information Value	Headcount	TU Headcount %	BCC Headcount %	Age	16 - 29	1	7.1%	12.3%	30 - 39	1	7.1%	21.5%	40 - 49	2	14.3%	23.6%	50 - 64	10	71.4%	39.4%	65 +	0	0.0%	3.2%	Disability	Disabled	5	35.7%	9.0%	Not Disabled	8	57.1%	74.4%	Prefer not to state Disability	1	7.1%	3.3%	Unknown Disability	0	0.0%	13.4%	Ethnicity	Asian or Asian British	0	0.0%	2.6%	Black or Black British	0	0.0%	5.2%	Mixed	0	0.0%	3.4%	Other Ethnic Groups	0	0.0%	0.4%
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		White	14	100.0%	80.1%
		Prefer not to state Ethnicity	0	0.0%	1.5%
		Unknown Ethnicity	0	0.0%	6.7%
	Gender	Female	6	42.9%	60.3%
		Male	8	57.1%	39.3%
		I use another term	0	0.0%	0.1%
		Prefer not to say	0	0.0%	0.3%
	Marital Status	Civil Partnership	0	0.0%	0.1%
		Declared Partnership	0	0.0%	0.2%
		Divorced	0	0.0%	0.5%
		Married	0	0.0%	8.8%
		Partner	0	0.0%	2.4%
		Single	0	0.0%	7.6%
		Widowed	0	0.0%	0.0%
		Prefer not to state Marital Status	0	0.0%	1.2%
		Unknown Marital Status	14	100.0%	79.1%
	Religion / Belief	Christian	4	28.6%	27.0%
		Other religion or belief	0	0.0%	6.6%
		No religion or belief	4	28.6%	39.0%

		Prefer not to state Religion	6	42.9%	19.5%	
		Unknown Religion	0	0.0%	8.0%	
	Sexual Orientation	LGB	0	0.0%	5.5%	
		Heterosexual	9	64.3%	69.2%	
		Prefer not to state Sexual Orientation	5	35.7%	18.4%	
		Unknown Sexual Orientation	0	0.0%	6.9%	
	Trans	Yes	0	0.0%	0.1%	
		No	4	28.6%	28.7%	
		Prefer not to state Trans	0	0.0%	0.8%	
		Unknown Trans	10	71.4%	70.4%	
	<p>None of the 14 Council employees currently subject to funding for corporate trade union duties are known to live within an area of socio-economic deprivation.</p> <p>None of the 14 Council employees currently subject to funding for corporate trade union activities are absent due to pregnancy/maternity reasons.</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 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.

There are no employee disclosures in relation to marriage and civil partnership and gaps in the data in relation to Trans colleagues.

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.

We held a public Budget Consultation from Friday 5 November 2021 until Friday 17 December 2021. Alongside asking for views on different options for Council Tax next year, we shared some of the broad areas where we were looking at to reduce council spend to seek citizen's view. We made it clear in our communications that "We know we may need to consult with you about some of our more detailed saving proposals before we make any final decisions about them in future, and they may include difficult choices."

This proposal will be consulted upon with trade unions and Heads of Service before the Council sets the 2023/23 Civic Budget at Full Council in February 2022.

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.

All responses to the Budget Consultation will be analysed and included in a report that will be published on the Bristol City Council website in early 2022. We will take Budget consultation responses into account when developing our final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February 2022.

If agreed, discussions will take place with trade unions and Heads of Service on an updated internal agreement on corporate trade union duties with a view to this taking effect from 1st April 2022.

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)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact for citizens, service users or employees on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards¹.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g. because they are over-represented in a particular cohort of affected service users), 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.

Because the underlying reasons for the Council's budget deficit are very far reaching and likely to impact other public bodies and providers - we need to avoid making any assumptions that people's needs will still be met by other / external provision if we reduce or decommission our existing services.

All 14 employees currently subject to funding for corporate trade unions duties have jobs in the Council so their continued employment by the council is not affected in any way by these proposals. As stated above, this proposal will not in any way affect the statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	10 employees are aged 50-64. This represents 73% of the cohort affected. The workforce average is 39%.
Mitigations:	An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	5 employees have disability. This represents 36% of the cohort affected. The workforce average is 9%
Mitigations:	An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

¹ Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute

Potential impacts:	<ul style="list-style-type: none"> 57% of the cohort are male compared to the workforce average of 40%
Mitigations:	An updated internal agreement on corporate trade union duties will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
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:	Not applicable
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Not applicable
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

No.

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 proposal potentially impacts on older people, men and those employees who are disabled. The proposal is mitigated by an updated internal agreement on corporate trade union duties, which will ensure the continuing statutory right of trade union and safety representatives to paid time off to carry out their duties in accordance with the ACAS code of practice.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
None.

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
Put in place an updated internal agreement on corporate trade union duties	Head of HR	With effect from 1 st April 2022

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.

When an updated internal agreement on corporate trade union duties is in place.

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 Director².

Equality and Inclusion Team Review: Reviewed by Equality and Inclusion Team	Director Sign-Off: John Walsh, Director: Workforce & Change
Date: 4 January 2022	Date: 4/1/2022

² 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.