

# Equality Impact Assessment [version 2.9]



Title: Budget Proposal – Corporate Landlord	
<input checked="" type="checkbox"/> Budget Proposal	<input checked="" type="checkbox"/> Changing
Directorate: Workforce and Change	Lead Officer name: David Martin
Service Area: Facilities Management and Property	Lead Officer role: Head of Facilities Management and Property

## 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:**

Every year, we agree on a budget for the following year which shows how much money we will be able to spend on the services we provide. The money the council has available to spend on delivering day-to-day services to citizens is called the revenue budget. Bristol City Council is required by law to set a balanced budget however we face a large potential gap in our core budget 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:

Review of council-owned buildings in light of new ways of working following Covid. To look at reducing the number of buildings we use for office space, whilst making sure they have good quality facilities, and reducing our carbon footprint.

This also includes related proposals “Divestment – Non Core Business & Investment” and “Undervalue disposals and Subsidies”.

A more specific EQIA process will be undertaken when it is known which buildings may be vacated.

## 1.2 Who will the proposal have the potential to affect?

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

## 1.3 Will the proposal have an equality impact?

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

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

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

<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](#)

<b>Data / Evidence Source</b> [Include a reference where known]	<b>Summary of what this tells us</b>
<u>Census 2011</u> and <u>Census 2021</u>  <u>2011 Census Key Statistics About Equalities Communities</u>	The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)
<u>The population of Bristol</u>	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.
<u>New wards: data profiles</u>  <u>Ward Profiles - Power BI tool</u>	The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.
<u>Bristol Quality of Life survey 2020/21 final report</u>  <u>Quality of Life 2020-21 — Open Data Bristol</u>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; 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.</p> <p>The Open Data 'Equalities View' tool shows at a glance the disparities for each Quality of Life indicator based on people's characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>
<u>Citizens' Assembly</u>	The citizens' assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.
<u>Joint Strategic Needs Assessment (JSNA)</u>	The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.
<u>Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</u> December 2021	Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting 'take homes'. This highlights the importance of not treating ethnic minorities like a

homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.

[HR Analytics: Power BI reports \(sharepoint.com\)](#) [internal link only]  
  
[Equality and Inclusion Annual Progress Report 2020-21 \(pdf, 982KB\)](#) Appendix – Workforce Diversity Data – summary analysis

The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The 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. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).

	BCC headcount % (30 Nov 2021)	Bristol Working Age Population (16-64)
Age 16-29	12.7%	39.0%
Age 30-39	22.2%	24.0%
Age 40-49	24.4%	16.0%
Age 50-64	40.7%	21.0%
Disabled	9.0%	12.0%
Asian / Asian British	2.6%	5.8%
Black / Black British	5.1%	5.3%
Mixed ethnicity	3.5%	2.9%
Other ethnic groups	0.5%	1.0%
White	80.2%	85.0%
Female	60.4%	49.0%
Male	39.2%	51.0%
Use another gender term	0.1%	-
Christian	26.5%	43.5%
Other religion/belief	6.7%	7.3%
No religion/belief	39.8%	41.5%
Lesbian, Gay or Bisexual	5.6%	9.1%
Trans	0.1%	-

Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#), [Pulse surveys](#) and [Stress Risk Assessment Form](#) completed by individuals and teams [internal links only]

We run an annual employee survey to understand the organisation’s culture. We do not have 2021 results yet however our 2020 staff survey tells us that:

- There was an overall improvement in positive responses since the 2019 survey
- A significant increase in colleagues feeling they are listened to and their opinions count – 65% positive response (56% in 2019)
- 78% agreed ‘I am treated with dignity and respect’ (73% in 2019)
- 77% agreed ‘I feel able to be myself in the workplace’ (73% in 2019)
- Responses on organisation’s approach to challenging unfair or poor behaviour are improved but remain lower relative to the positive response rates for other questions in the survey:

	<ul style="list-style-type: none"> <li>○ 56% of colleagues agreed ‘I feel confident that I can raise issues about poor behaviour or practices, and it will be responded to effectively’</li> <li>○ 49% agreed ‘I feel confident that I can use our whistleblowing procedures, without risk of detrimental treatment, if I suspect wrongdoing within the council’ (new question for 2020)</li> <li>○ 57% agreed ‘I feel this is a workplace which supports good mental health and wellbeing’</li> </ul> <p>This survey includes a set of questions related to working environment and fairness with respect to specific protected characteristics. 2020 results show that overall, there was an improvement in positive responses and that there is no increase in negative responses for any group. 79% of employees believed the council is committed to creating a diverse and inclusive environment. 81% of employees felt overall they are treated fairly as an employee of Bristol City Council</p> <p>We ran ‘Ways of Working’ surveys in May and October 2020<sup>11</sup> to ask staff about the benefits, challenges and opportunities of our new ways of working during coronavirus:</p> <ul style="list-style-type: none"> <li>● 80% of colleagues had asked for and received the equipment they needed to be able to work remotely / from home</li> <li>● 21% of colleagues reported an increase in their opinion of leadership, with 69% remaining unchanged, and 7% reporting a deterioration in their opinion of leadership during lockdown</li> <li>● 53% of colleagues said they were having 1:1s with line managers at least weekly, and 83% said their manager understood their current work from home situation</li> <li>● 18% said their team relationships had improved during lockdown, and 14% said it had deteriorated</li> <li>● 36% of colleagues reported a deterioration in their mental health during lockdown</li> <li>● 84% of colleagues felt well-informed by corporate communications during lockdown</li> </ul>
<p><u><a href="https://nomisweb.co.uk">Nomis - Official Labour Market Statistics (nomisweb.co.uk)</a></u></p> <p><u><a href="https://ons.gov.uk">Business demography, UK - Office for National Statistics (ons.gov.uk)</a></u></p>	<p>Within the West of England, Bristol is the primary economic centre and prior to COVID-19 nearly half of all the jobs (44.8%) and enterprises (40.1%) were located in Bristol. The employment rate in Bristol is the second highest of the UK core cities and above the national average at 75.4%. Bristol has a higher proportion of people employed in managerial, professional and technical roles (58% compared to 50% for Great Britain).</p> <p>While the diverse and high skilled economy of the city has provided protection for some of our key industries and employment, there has been significant impact on key sectors e.g. hospitality, retail and leisure. 12,300 working age residents were unemployed in the 12 months ending December 2020, a rate of 4.6% equal to the UK unemployment rate (model based). In July 2021 16,585 working age residents were claiming out of work benefits, this represents 5.2% of the city’s working age population. The overall claimant count includes 2,890 young people aged 16-24 years (17% of claimants) and 3,175 residents aged 50 years and over (19% of claimants).</p>

	In 2020 there were 22,780 business units in Bristol (VAT / PAYE registered), 18,560 business units (over 81%) with 0-9 employees and therefore classified as micro businesses. Just under 19% of registered businesses in 2020 were private sector employers with 10-250 people. Bristol had 91.3 business start-ups per 10,000 working age population in 2019.
<u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u>	30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.
<u>Delivering an inclusive economy post COVID-19</u>	Our local partners have conducted some research into the impact of covid and women, and provides recommendations on what service providers can do to reduce impact further impact

Council offices are used by our employees and also visited and used by citizens, professionals and other stakeholders for meetings, events and other reasons. We know there are significant disparities in the extent to which people experience transport and accessibility issues in the city based on their characteristics:

<a href="#">Quality of Life in Bristol 2020-2021</a>	% for whom inaccessible public transport prevents them from leaving their home when they want to	% satisfied with the local bus service	% who cycle to work	% who drive to work	% who get a lift to work as a car passenger	% who take the bus to work	% who take the train to work	% who walk to work
Characteristic	% Percentage	% Percentage	% Percentage	% Percentage	% Percentage	% Percentage	% Percentage	% Percentage
16 to 24 years	8.4	59.5	11.4	9.6	2.8	21.4	4.7	46.2
50 years and older	7.8	61.1	8.8	42.9	3	13.7	1.5	12.9
65 years and older	8.9	66.6	2.6	38	3.3	17.7	1.2	7.6
Female	10.3	56.5	11	36.1	3.8	15.1	2.4	23.6
Male	7.5	57.3	18.9	38.9	1	9.2	3	19.8
Disabled	16.4	50.3	6.3	30.9	4.4	23.3	1.3	8.1
Black Asian & Minority Ethnic	9.9	60.1	13.5	33.9	3.7	18.2	2.9	23.1
White Minority Ethnic	10	54.9	16.9	26.7	3.3	16.3	1.5	28.5
White British	8.6	56.7	14.9	39.4	2.1	10.8	2.8	20.4
Asian/Asian British	10.3	57.5	10.7	39	6.6	13.4	1.2	23.1
Black/Black British	5.5	63.8	10	37.4	1.5	29.2	3.5	17.6
Mixed Ethnicity	11.8	59.2	19.4	25.5	1.5	17.8	5.1	27.3
White	8.8	56.5	15.2	37.8	2.3	11.5	2.7	21.4
Lesbian Gay or Bisexual	12.9	53.8	19.1	23.8	1.6	23.3	2.3	23.2
No Religion or Faith	9	53.6	18	34.1	2	11	2.7	25.2
Christian Religion	8.3	63.3	9.4	43	3.3	14.1	2.9	15.7
Other Religions	12.7	54.8	14	37.5	2.7	13.7	1.4	20.2
Carer	10.4	52.9	12.1	42	2.2	12.3	1.6	19.1
Full Time Carer	14.2	47.4	1.1	44.4	3.5	17.9	0	16.4
Part Time Carer	9.3	54.6	15	41.3	1.8	10.9	2	19.8
Single Parent	7.6	54.7	10.5	53.5	2.6	7.4	0	19.9

Two Parent	7.5	54.5	21.5	47	1.1	6.2	1.9	16.8
Parent (all)	7.6	54.6	20.1	47.7	1.3	6.4	1.6	17.3
No Qualifications	8.8	63.8	2.6	33.3	5.7	23.6	1.2	7
Non-Degree Qualified	10.1	57.4	6.7	42.6	4.4	15.3	1.1	18
Degree Qualified	8.6	55.5	19.6	35.6	1.3	9.8	3.4	24.4
Rented (Council)	13.4	59.7	3	33.6	4.9	28.9	0.4	16.1
Rented (HA)	9.3	67.4	8.6	18.4	0.9	26.4	0	38.4
Rented (Private)	11.2	55.8	14.8	22.4	2.5	15.9	4.1	34.9
Owner Occupier	7.9	56.2	16.4	43.3	2.3	8.7	2.5	17.3
Most Deprived 10%	9.8	54.9	11.8	40.4	2.6	17.6	1.4	16.6
<b>Bristol Average</b>	<b>9.1</b>	<b>56.6</b>	<b>15</b>	<b>37.3</b>	<b>2.4</b>	<b>12.3</b>	<b>2.6</b>	<b>21.6</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 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.

## 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.

As the Corporate Landlord savings proposals are at an early stage we have not yet engaged with employees and internal stakeholders. 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."

## 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.

We will proactively involve the Council's staff led groups, Trades Union Representatives, and key external equalities stakeholders in further development, co-production and implementation of any specific proposals regarding changes or closures to the use of Council accommodation.

## 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)

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

Increased pressure on building spaces may have a disproportionate impact on a) employees with additional access requirements; b) the capacity of citizen/neighbourhood focused teams to host face to face meetings with community representatives; c) the capacity to host free-of-charge events on behalf of equality led community organisations. We will further consider ways to mitigate / prioritise this.

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 afterwards<sup>1</sup>.

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.

<sup>1</sup> [Bristol judgment clarifies Councils' Budget consultation duties — The Consultation Institute](#)



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.

Where budget proposals are likely to impact on our workforce we will follow the ‘Management of Change’ guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g. in commissioned services, we will consider any likely disproportionate impacts of TUPE transfer arrangements etc.

Where proposals relate to changing work locations or conditions we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

As there is evidence showing that lack of equity in funding and procurement has eroded the local voluntary and community sector, we need to consider the extent to which any proposed reductions in Council accommodation may have a disproportionate impact on smaller organisations which are led by and/or support local equalities communities.

We are also aware of existing structural inequalities and particular considerations, issues and disparities for people in Bristol based on their characteristics ,which we have taken into account in making this budget proposal (detailed below).

**PROTECTED CHARACTERISTICS**

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home during COVID-19 restrictions can make it harder for younger and newer employees to be fully part of pre-existing teams.</li> <li>• Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19</li> </ul>
Mitigations:	We will further consider the needs of young younger employees and the potential impact of reduced accommodation including liaison and co-design with the Young Professionals Network staff led group.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> <li>• Workforce efficiencies and changes may have a disproportionate impact on older employees especially if they are closer to retirement age – see general comments above re. mitigating risks of discrimination.</li> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ Less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> </ul> </li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>
Mitigations:	See general comments above
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Disabled people have lower car ownership levels but those who do are likely to be dependent on having their own transport</li> <li>• Disabled people are less likely to find local public transport accessible or satisfactory.</li> <li>• As building become busier they become louder which can have a disproportionate impact on people with hearing loss; wheelchair users; and people with neurodiverse conditions and sensory sensitivities.</li> <li>• Workforce efficiencies and changes may have a disproportionate impact on disabled colleagues unless emerging accessibility issues are adequately mitigated through ongoing equality impact assessment and liaison with the Disabled Colleagues Network prior to implementation.</li> <li>• The overall proportion of disabled employees in the Council has been stable and slowly increasing, however there is a disability pay gap and disabled employees are over-represented in those submitting grievances, and subject to disciplinaries. This should be addressed through a range of positive action initiatives.</li> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• The UK Disability pay gap is 20% (2020)</li> <li>• There is a disproportionate impact of COVID-19 on disabled people <u><a href="https://www.gov.uk/government/news/the-lived-experience-of-disabled-people-during-the-covid-19-pandemic">The lived experience of disabled people during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></u></li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation therefore may be disproportionately impacted by proposals to close satellite locations with high numbers of lower paid workers</li> <li>• 22% of disabled people aged over 16 are economically active in Bristol compared with 70% of the general population, and are more likely to work part time.</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>
Mitigations:	<ul style="list-style-type: none"> <li>• We will further consider the needs disabled employees and the potential impact of reduced accommodation including liaison and co-design with Disabled Colleagues Network staff led group.</li> <li>• We will ensure that there are sufficient disabled parking bays to meet an increase in the numbers of disabled staff working from main office spaces who need them.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is 'anticipatory' so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul>
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Women still bear the majority of caring responsibilities for both children and older relatives so are likely to be disproportionately impacted by changes to travel and commuting or other working arrangements.</li> <li>• Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>• Nationally the gender pay gap was 15.5% in 2020. This shows the relative pay gap between female and male employees and how the balance of pay is distributed in an organisation irrespective of equal pay for job roles.</li> <li>• Services and workplace requirements (e.g. toilets and changing facilities) may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>• Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> </ul>
Mitigations:	Workforce efficiencies and changes will have a disproportionate impact on women as 60% of employees, however there is wide variance in the proportion of female and male employees between teams. Female employees are much more likely to work part time which is likely to be because of unpaid caring responsibilities for children and older adults. This can be partly mitigated through the Council's Flexible Working Policy and we are committed to helping all employees achieve a balance between their working life and other priorities such as parental and caring responsibilities etc.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• The proportion of LBG employees in the Council workforce is steadily increasing. 10% of new starters say they are lesbian, gay or bisexual in confidential diversity monitoring.</li> <li>• Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>• 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>• More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>• 1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>• One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> </ul>
Mitigations:	Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> <li>• The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>• Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>• In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> </ul>
Mitigations:	See general comments above
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• As sexual orientation above Transgender people are statistically more vulnerable to verbal and physical abuse. Transgender people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans</li> </ul>
Mitigations:	Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Black, Asian and minority ethnic people are disproportionately impacted by COVID-19</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Re. capacity to work from home: Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Organisations may lack cultural competence because Black, Asian and minority staff are under- represented.</li> <li>• Black Asian and minority ethnic people are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul>
Mitigations:	Workforce efficiencies and changes may have a disproportionate impact on Black, Asian and minority ethnic employees who proportionally under-represented on higher salary

<sup>2</sup> CoDE Briefing Bristol v2.pdf ([runnymedetrust.org](http://runnymedetrust.org))

	bands, and statistically more likely to raise formal grievances and be subject to disciplinarys. This should be mitigated through engagement and codesign with the EmbrACE staff led group and consideration of specific race equality actions as part of further development of proposals
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees who are more likely to currently work in satellite locations.</li> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslims, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> </ul>
Mitigations:	<ul style="list-style-type: none"> <li>• Continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc.</li> <li>• Having a designated multi-faith room in main buildings will make workplaces more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>
<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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Proposed workforce efficiencies and changes may have a disproportionate impact on lower paid employees and those on fixed term contracts (who are also more likely to be in the protected characteristic groups considered above).</li> <li>• Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</li> <li>• In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>• 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020)</li> </ul>
Mitigations:	See general comments above
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Whilst the increasing move towards hybrid working is beneficial for some employees with caring responsibilities, proposed workforce efficiencies and changes can have a disproportionate impact if there are significant alterations made to travel requirements or working patterns. We will promote flexible working patterns and consider the needs of those who may be more dependent on vehicle use as part of any Management of Change Process.</li> <li>• Carers are more likely to be dependent of having their own transport, and find public transport less accessible and satisfactory</li> <li>• Being a carer can be a huge barrier to accessing services and maintaining employment</li> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> </ul>

	<ul style="list-style-type: none"> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers_</li> </ul>
Mitigations:	See general comments above
<b>Other groups</b> [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

At this stage it is difficult to answer this with overall clarity as we do not know which buildings we will be looking to potentially close, subsequently it is hard to articulate an appropriate response at this stage. Further work will be required as we move forward with an options analysis.

## 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:

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will work with staff-led groups and equalities stakeholders to ensure that more detailed proposals are as accessible and inclusive as possible. We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

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

There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders. The reduction of office buildings will mean reduced revenue costs from repair and maintenance, utilities and other running costs.

### 4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Engagement and co-design of detailed proposals with staff led group involvement	David Martin	Q1 2022-23 - ongoing

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

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

Annual staff satisfaction survey and pulse surveys Existing workforce KPIs
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### 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>3</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> John Walsh, Director: Workforce & Change
Date: 7/1/2022	Date: 6/1/2022

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<sup>3</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.