

# Equality Impact Assessment [version 2.9]



Title: Business Improvement Districts (BIDs)	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Jason Thorne
Service Area: Economic Development	Lead Officer role: Senior Project Manager

## 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.

BIDs are defined geographical areas where local businesses/other occupiers (including public sector bodies such as local authorities) have voted in a ballot to pay an additional levy on their business rates during the course of a fixed term (no longer than five years). The funds raised from the levy enable the BID to deliver projects that fulfil aims and objectives determined in a business plan, developed through a consultation process with potential levy payers prior to a ballot taking place. BID activities must be additional to those provided by a local authority.

There are currently 5 BIDs in Bristol. These are Bedminster, Broadmead, Bristol City Centre, Clifton Village and Redcliffe & Temple. Collectively they raise additional income of over £2,338,000 per annum and represent around 2,000 businesses/organisations.

BID Boards – oversee and monitor the strategic direction, financial management and performance a BID. The Boards are made up of representatives of levy payers and various business sectors. Council officers attend BID Board meetings as observers where invited. Some of the BIDs include ward Councillor representation.

The proposal is that The Cabinet is recommended to:

1. Agree that on receipt of the City Centre BID and Clifton Village BID proposals for the renewal of the proposed BID activity, the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance be given delegated authority to:
  - a. Consider on behalf of the council as billing authority, whether the BID proposals conflicts with any formal adopted policy of the council and if it does, give notice of this in accordance with the Business Improvement Districts England Regulations 2004 (“the BID regulations”);
  - b. Determine whether the council should support the City Centre and Clifton Village BID proposals by voting yes in the BID ballot. If a no vote is proposed, this will be referred to cabinet for further consideration;
  - c. Formally manage the ballot process in accordance with the BID regulations.
2. Delegate the responsibility of voting on behalf of the council in BID ballots to the Chief Executive.
3. Approve expenditure for City Centre BID of £1m.
4. Approve expenditure of Clifton BID of £83,000.
5. Delegate the decision for costs of collection to Revenues and Benefits Head of Service.
6. Delegate approval of the final levy rules to the Head of Revenues & Benefits before the ballot.

7. That subject to a “yes” vote at ballot:
- the council will act as the relevant billing authority and will manage the billing and collection of the levy, and its transfer to Visit West and Clifton BID Company;
  - the council meet the council’s obligations in paying the BID levy, as a non–domestic ratepayer in the BID areas, in accordance with the BID regulations over the life of the BIDs
  - the council enter into Operating Agreements with both Visit West and Clifton BID Company regarding the operation of the respective BIDs, how the levy will be collected, approach to enforcement and approach to termination of a BID. All decisions made under delegated authority will be incorporated into the Operating Agreements between the council and the BID bodies. Cabinet is asked to delegate to the Revenues and Benefits Head of Service the responsibility for signing this agreement, and for making any changes as they arise.

## 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 checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

## 1.3 Will the proposal have an equality impact?

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

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

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

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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## Step 2: What information do we have?

### 2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <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>
<a href="#">Business Improvement Districts: technical guide for local authorities</a>	Gives guidance on the core roles and responsibilities a local authority is required to undertake in relation to BIDs.
<a href="#">Business Improvement Districts – Guidance and Best Practice; Dept. For Communities and Local Government</a>	Whilst BIDs have their own governance arrangement and decision making process they should have a positive relationship with the Local Authority and identify and discuss plans with other local stakeholders.
<a href="#">Census 2011 and Census 2021</a> <a href="#">2011 Census Key Statistics About Equalities Communities</a>	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)
<a href="#">The population of Bristol</a>	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.
<a href="#">New wards: data profiles</a> <a href="#">Ward Profiles - Power BI tool</a>	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.
<a href="#">Bristol Quality of Life Survey 2021</a>	<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 QoL indicator based on people’s characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.</p>
<a href="#">Citizens' Assembly</a>	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.
<a href="#">Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk)</a> 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.
<a href="#">Nomis - Official Labour Market Statistics (nomisweb.co.uk)</a>  <a href="#">Business demography, UK - Office for National Statistics (ons.gov.uk)</a>	<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</p>

	<p>young people aged 16-24 years (17% of claimants) and 3,175 residents aged 50 years and over (19% of claimants).</p> <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.</p>
<p><u>Designing a new social reality: research on the impact of covid-19 on Bristol's VCSE sector and what the future should be (BSWN 2020)</u></p>	<p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local voluntary and community sector – in particular for black and minority ethnic led organisations. 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.</p>
<p><u>Delivering an inclusive economy post COVID-19 (Bristol Women's Commission)</u></p>	<p>Our local partners have conducted research into the impact of COVID-19 and women and have provided recommendations on what service providers can do to reduce impact further.</p>

## 2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

## 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

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. BIDs themselves do not routinely collect diversity data unless part of survey activity.

## 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.

Our engagement with BIDs is ongoing. This proposal presents an opportunity to develop our relationship further in the context of the issues discussed in this EqIA.

## 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.

As 2.4 above

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
Whilst we have not identified any significant negative impact from the proposal we are aware of existing disparities for Bristol citizens in the extent to which they access and value business districts in the city, as well as structural economic factors which led to wider inequality for minority-led businesses – see above. As an important economic development tool BIDs can play a vital role in COVID recovery and in addressing inequalities that divide communities. Although many of these factors are out of scope of the current proposal we will aim where possible to work with BIDs to fund approaches which lead to more accessible and inclusive services.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Older people in Bristol are less likely to be comfortable using digital services; more likely to be reliant on motor vehicles, public and community transport; and may experience additional barriers in accessing local businesses due to reduced mobility.
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:	All businesses have a duty under the Equality Act 2010 to make 'reasonable adjustments' for disabled staff and service users. This applies in situations where a disabled person would otherwise be placed at a substantial disadvantage compared with people who are not disabled. There are: <ul style="list-style-type: none"> <li>• changing the way things are done e.g. opening times;</li> <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> </ul> People with neurological differences including Dyspraxia, Dyslexia, ADHD, Dyscalculia, Autism, or Tourette Syndrome etc. may require adjustments such as making sure that communication is clear, concise and unambiguous; setting out timescales to give sufficient advance notice; or managing any known issues around anxiety or sensory sensitivities etc.
Mitigations:	See above – BIDs can play an important role in promoting equality which we can encourage in our role as a local authority even where we do not have direct control over decision making

<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See above evidence of economic inequality on the basis of Race. There is also evidence that increasing charges/business levies etc. may have a disproportionate impact on small businesses and the local voluntary and community sector – in particular for Black and minority ethnic led organisations, and for those who support equalities groups, unless funding from this is distributed in an equitable way that benefits diverse communities.
Mitigations:	See general comments above
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input 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:	See above regarding Race, Disability & Older People
Mitigations:	See general comments above. The council's relationship with BIDs can be said to epitomise the One City approach recognising that collaboration across sectors – in this case the city's business community – will help to reduce inequalities in society. For instance the BIDs are aware of the council's commitment to Bristol's status as a Living Wage City
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<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:	Homelessness
Mitigations:	City Centre BID works with Caring in Bristol through the Tap for Bristol initiative to help mitigate the effects of homelessness.

### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't



The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day-to-day business of public authorities. While compliance with the general equality duty is a legal obligation, we fully acknowledge it also makes good business sense which, with the information provided in section 3.1 above, will help in developing our ongoing relationships with BIDs as key actors in the city's business network/infrastructure.

## Step 4: Impact

### 4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

#### Summary of significant negative impacts and how they can be mitigated or justified:

No significant negative impacts identified. BIDs can play a vital role in addressing existing inequalities that divide communities, and we will where possible to work with BIDs to fund approaches which lead to more accessible and inclusive services.

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

Compliance with the Public Sector Equality Duty makes good business sense and provides a means by which the council can continue to positively influence our ongoing relationship with BIDs and, by extension, the businesses across the city they represent.

### 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

### 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.

See general comments above. Although many of the factors outlined in this assessment are out of scope of the current proposal we will aim where possible to work with BIDs to identify approaches and support activity that result in more accessible and inclusive 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 Director<sup>1</sup>.

**Equality and Inclusion Team Review:**

**Director Sign-Off:**

<sup>1</sup> Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

<i>Reviewed by Equality and Inclusion Team</i>	
Date: 1/6/2022	Date: 14.6.2022