



# Equality Impact Assessment [version 2.9]

Title: Procurement of household goods contract in respect of the Local Crisis and Prevention Fund (LCPF) and Temporary Accommodation Furnished Tenancies scheme.	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Matthew Kendall
Service Area: Finance/Benefits	Lead Officer role: Benefits Technical 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 \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

### 1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal is to tender for a replacement contract for essential household goods (e.g. white goods and beds) from April 2023, which will be delivered and fitted by providing a mixture of c4,000 new and reused items to c2,400 low income households per year, looking to move from temporary or supported accommodation in to more secure, but unfurnished, secure tenancies, or where they cannot afford to replace broken goods.

The mechanism will be through the council's Local Crisis and Prevention Fund and Temporary Accommodation Furnished Tenancies scheme.

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

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input 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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The procurement and therefore delivery and fitting of essential household goods, although will have a positive effect on many low-income households and therefore various equalities groups, does need to be mindful of accessibility and delivery of these goods, so as to not have any negative effects and therefore disadvantage some groups.

## 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
<a href="#">Census 2011</a> and <a href="#">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 has just become available, but detailed demographic data not being available until October 2022, so 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="#">Joint Strategic Needs Assessment (JSNA)</a>	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.

[Quality of life survey 2021/22](#)

The percentage of those who find it difficult to manage financially differs according to various demographic groups. On average 8.7% of respondents to the quality of life survey found it difficult to manage. The following groups were more likely to be struggling:

Group	% finding it difficult to manage
Black, Asian and minority ethnic	14.9
Other religion (not Christian or no religion)	18.2
Parents	12.0
Single parents	28.6
Disabled	21.6

Those who are struggling financially are more likely to be on a low income and need assistance in this area.

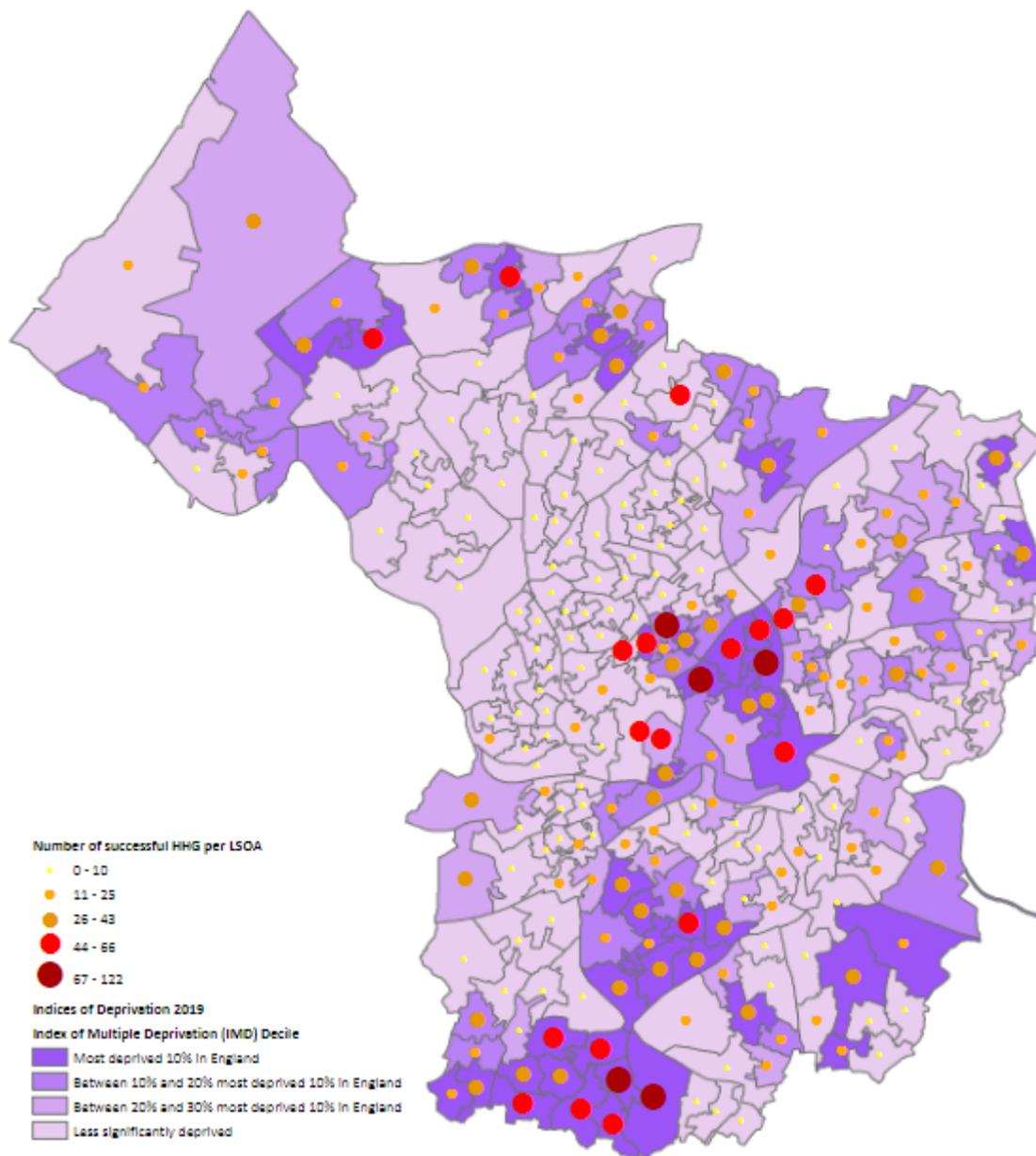
**Additional comments:**

Local Crisis Prevention Fund users data based on 1 year's data from 2020/ 2021.

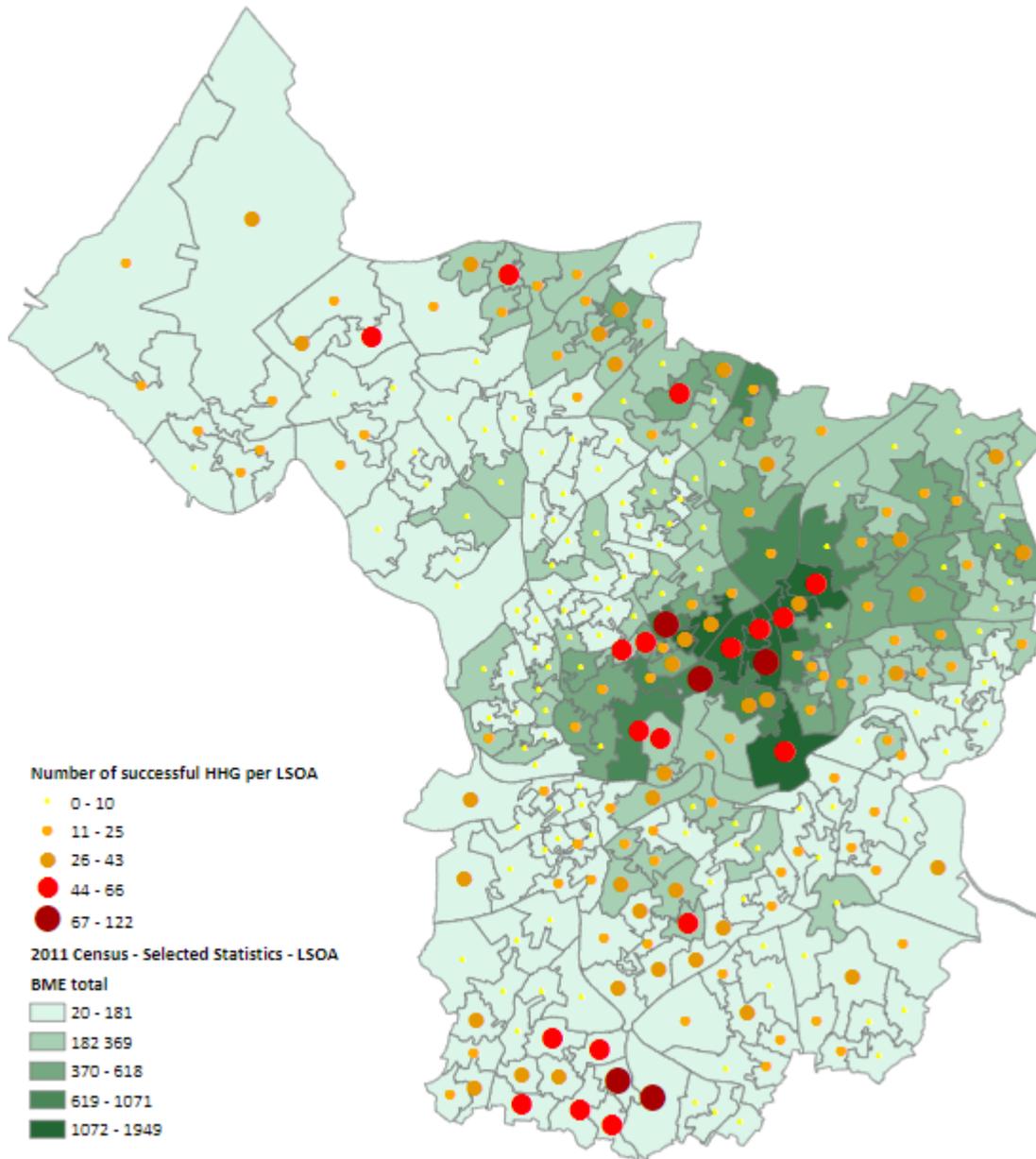
Outcome	Households	Percentage
Awarded	4726	58%
Refused	2489	31%
Withdraw/pending	926	11%
Total	8141	
<b>Family Type</b>		
Couple	208	3%
Family	620	8%
Lone Parent	2967	36%
Pensioner	321	4%
Single	4025	49%
<b>Reason for application</b>		
Benefit Delay	250	3%
COVID (UC drop in income)	399	6%
Debt	1346	19%
Domestic Violence	205	3%
Homelessness	813	11%
Other	2489	34%
Prison Leaver	297	4%
Benefit Sanction	22	0.3%
School Uniform	799	11%
Universal Credit Issues	595	8%

Area	Households	Percentage
<b>Gender</b>		
Female	5185	64%
Male	2956	36%
<b>Number of children</b>		
10	1	0.01%
9	1	0.01%
8	2	0.02%
7	7	0.09%
6	41	1%
5	113	1%
4	353	4%
3	603	7%
2	1144	14%
1	1322	16%
0	4554	56%
<b>Age</b>		
80+	16	0.20%
70-79	62	1%
60-69	345	4%
50-59	935	11%
40-49	1580	19%
30-39	3088	38%
20-29	2047	25%
-20	68	1%

# Successful LCPF Household goods applications by LSOA with Indices of Multiple Deprivation



## Successful LCPF Household goods applications by LSOA with BME population figures



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

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Age                            | <input type="checkbox"/> Disability          | <input type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race     |
| <input type="checkbox"/> Religion or Belief                        | <input checked="" 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. Information around, disability, sexual orientation, pregnancy and maternity, gender reassignment and religious/belief is not directly collected by the service.

## 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.

This is a procurement exercise, which has involved relevant stakeholders and includes knowledge gained through the delivery of the scheme since its inception in 2013.

Feedback specifically from the existing suppliers/contracts, is that households like the additional customer service requirements, especially around accessibility and meeting specific delivery and fitting requirements and range offered. This will be reinforced in any further tender specification and added to where necessary.

## 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.

Engagement will take place with all relevant/usual internal stakeholders, including Equalities, Procurement, Legal, Eco and Sustainability Scheme, as well as including existing feedback from existing and future customers, plus current suppliers themselves.

## 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)	
The supply and fitting of essential household goods, will have a positive effect on many low-income households and therefore various equalities groups, Negative impacts will only occur where the contract may not meet reasonable accessibility and delivery needs of certain equalities groups.	
This will be mitigated by specific equalities requirements within the tender specification and bid evaluation.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" 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:	Delivery and access requirements may be an issue and also fitting of appliances.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted delivery requirements with goods always fitted and ensuring fit for purpose before leaving the household.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Delivery and access requirements may be an issue and also fitting of appliances.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted delivery requirements with goods always fitted and ensuring fit for purpose before leaving the household. Alternatively a cash equivalent will be given in vouchers.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Goods may not be available that meet specific need.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted goods and if not a cash equivalent will be given in vouchers.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" 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:	Goods may not be available that meet specific cultural needs.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted goods and if not, a cash equivalent will be given in vouchers.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Goods may not be available that meet specific cultural or faith need.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted goods and if not a cash equivalent will be given in vouchers.
<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:	No negative impact on the basis of deprivation however the proposal will disproportionately impact low income households because they are the recipients of the service.

Mitigations:	
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Goods may not be available that meet specific needs of carers.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted goods and if not, a cash equivalent will be given in vouchers.
<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:	Goods may not be available that meet specific need.
Mitigations:	Tender specifications will include appropriate and reasonably adjusted goods and if not, a cash equivalent will be given in vouchers.

### 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 supply and fitting of essential household goods, will have a positive effect on c4,200 low-income households and therefore various equalities groups, in terms of their ability to have a furnished home and assist with longer term tenancy sustainment.

These households as demonstrated in the data above will disproportionately be those households who are Black Asian and minority ethnic, and/or disabled.

## 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:

Negative impacts will only occur where the contract may not meet reasonable accessibility and delivery needs of certain equalities groups. This will be mitigated by specific equalities requirements within the tender specification and bid evaluation.

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

The supply and fitting of essential household goods, will have a positive effect on c2,400 low-income households and therefore various equalities groups, in terms of their ability to have a furnished home and assist with longer term tenancy sustainment.

### 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
NA		

### 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.

Any potential impact could be measured as below;

- Additional calls/visits to the Benefits Service or Customer Service Points/Centres
- Direct complaints/feedback via BCC corporate process
- Feedback from the suppliers direct
- Indirect feedback from VCS/Charities who assist LCPF and Temporary Accommodation Furnished Tenancies scheme applications.

## 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>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> Denise Murray
Date: 15/7/2022	Date: 25/8/2022

<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.