

Equality Impact Assessment [version 2.9]



Title: Economy of Place: Implementation of Corporate Strategy	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Review and redesign of functions	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: John Smith
Service Area: Economy of Place	Lead Officer role: John Smith

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.

To note the intention, subject to consultation, to implement the Corporate Strategy within the Economy of Place Directorate by:

- simplifying and reducing scope of work and focusing on core statutory functions
- exploring the scope for the transfer of functions, activities and associated resources to the West of England Combined Authority (the Combined Authority)
- disbanding the separate City/Strategic Transport and City Design service areas
- bringing together all city planning related functions in a single City Planning Service under a new Chief Planner post
- creating a single Transport and Highways team and
- agreeing to start formal staff and union consultation on these changes

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

1.3 Will the proposal have an equality impact?

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

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

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

Yes **No** [please select]

It is anticipated that there may be significant changes including a reduction of some services and transfer of some staff to the West of England Combined Authority (WECA), which might affect access levels of representation or participation in a service.

In the light of the above, the intention is to complete the assessment at a later stage as soon as there is clarity about the precise nature of the roles and functions that may be reduced / stopped or transferred to partner or stakeholder organisations.

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
HR Analytics: Power BI reports (sharepoint.com) [internal link only]	<p>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. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS). This report The report shows that whilst the City Transport workforce of 151 employees is broadly representative of the Bristol Working Age population for some characteristics:</p> <ul style="list-style-type: none"> • Young employees (16-24) are underrepresented (as well as for BCC overall) • Disabled employees are somewhat underrepresented • Older employees are overrepresented

- Asian/Asian British and Other minoritised ethnic groups are underrepresented.

Indicator	City Transport Service	BCC headcount % (31 Oct 2022)	Bristol Working Age Population (16-64)
Age 16-29	17.9%	12.2%	39.00%
Age 30-39	19.2%	22.0%	24.00%
Age 40-49	26.5%	24.4%	16.00%
Age 50-64	36.4%	41.4%	21.00%
Age 65+	5.6%	3.4%	-
Disabled	6.6%	9.0%	12%
Asian / Asian British	3.3%	2.9%	5.80%
Black / Black British	5.3%	5.1%	5.30%
Mixed ethnicity	3.3%	3.6%	2.90%
Other ethnic groups	0.0%	0.4%	1.00%
White	77.5%	79.8%	85.00%
Female	44.4%	60.1%	49.00%
Male	53.6%	39.3%	51.00%
Use another gender term	0.0%	0.2%	-
Christian	21.2%	25.9%	43.50%
Other religion/belief	6.6%	6.6%	7.30%
No religion/belief	43.7%	41.9%	41.50%
Lesbian, Gay or Bisexual	3.3%	5.9%	9.10%
Trans	0.0%	0.1%	-

Bristol Quality of Life Survey 2021-22

The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.

The [Quality of Life 2021/22 data dashboard](#) highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.

The report shows there are significant disparities based on people's characteristics and circumstances in the extent to which they find public transport accessible:

Quality of Life Indicator	% for whom inaccessible public transport prevents them from leaving their home when they want to	% for whom transport issues stop them from getting involved in their community
Bristol Average	11.8	10.2
Most Deprived 10%	14.2	13.6
16 to 24 years	25.9	18.2
50 years and older	10.6	10.2
65 years and older	13.9	12.6
Female	13.9	12.2
Male	9.6	8.2
Disabled	24.7	24.3
Black, Asian and minority ethnic	13.9	17.7
Asian/Asian British	6.8	12.1
Black/Black British	13.8	12.8
Mixed/Multiple ethnic groups	19.8	21.8
White	11.5	9.3
White Minority Ethnic	12.1	12.7
White British	11.4	8.8
Christian	11.5	10.1
Other religion	9.2	12
No religion or faith	12	9.5
Single parent	15.7	10.8
Two parent	6.2	5.0
No qualifications	13.4	14.3
Owner Occupier	9.9	6.8
Rented from housing association	16.8	18.4
Rented from the council	12	16.7
Rented from private landlord	16.7	17.2
Non degree qualifications	10.6	9.6
Degree qualifications	12.1	9.9
Part-time carer	9.9	8.8
Full-time carer	23.8	20
Carer (All)	13.2	11.5
Parents (All)	<u>7.4</u>	<u>5.7</u>
Lesbian, Gay or Bisexual	19.6	17.5

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.

Not known at this stage. As stated above, once there is clarity about precise functions, services and affected staff, there will be a full analysis of relevant HR data.

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.

When the scope and remit of the changes is confirmed the consultation guidelines in the Council's Managing Change Policy and Procedure will be followed.

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.

Stakeholders will be engaged in accordance with the Council's Policy and Procedures.

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)	
<p>This proposal has the potential to affect Bristol City Council staff working in these functions and in the wider Planning and Transport services (approximately 270 staff). It is also likely to affect how services are delivered in future, including commissioning of services, and may involve transfer of some Bristol Council staff to City partner / Stakeholder organisations, including the West of England Combined Authority (WECA).</p> <p>As outlined above the proposal is to simplify and reduce the scope of work focusing on core statutory functions, as well as exploring the scope for the transfer of functions, activities, and associated resources to the West of England Combined Authority (the Combined Authority). As part this scoping process we will aim to minimise any potential reduction in our capacity to ensure transport infrastructure is safe and accessible, which would have a disproportionately negative impact on equalities communities.</p> <p>At this stage we have not identified any significant disproportionate impact for workforce on the basis of their protected characteristics, other than that older staff are more likely to be impacted due to their higher levels of representation. As well as identifying whether the proposal will have a disproportionate impact on particular groups because they are overrepresented, 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. We are aware of existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, highlighted below - which we will also consider as part of this process.</p> <p>As stated above, once there is clarity about precise functions and services there will be a further assessment made of any potentially adverse impacts on people based on their protected or other relevant characteristics.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> There is a disproportionately number of older employees in the cohort employees affected by the proposal Older people in Bristol are: <ul style="list-style-type: none"> less likely to be comfortable using digital services more reliant on public and community transport more likely to be an unpaid carer more likely to help out or volunteer in their community less likely to have formal qualifications
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 17% of Bristol's population are disabled. There are more disabled women than men living in Bristol. In 2021, the disability pay gap was 13.8% with disabled employees earning a median of £12.10 per hour and non-disabled employees a median of £14.03 per hour. Disabled people are less likely to be employed in a managerial or professional occupation the national disability employment rate was 52.7% in Q2 2021, compared to 81.0% for non-disabled people. Disabled workers move out of work at nearly twice the rate (8.8%) of non-disabled workers (4.9%). Workless disabled people move into work at nearly one-third of the rate (11.0%) of workless non-disabled people (26.9%)

	<ul style="list-style-type: none"> 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%. Disabled people on average have lower qualification levels than the population as a whole. 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.
Mitigations:	See general comments above
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> The average UK pay gap is 15.4% in favour of men. The South West average is 16.6% with women paid 83p for every £1 earned by male counterparts. Women still bear the majority of caring responsibilities for both children and older relatives. Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership. Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse 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. 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.
Mitigations:	See general comments above
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 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) 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
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> As sexual orientation above trans people are statistically more vulnerable to verbal and physical abuse. 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
Mitigations:	See general comments above
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 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 people². 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. Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.

	<ul style="list-style-type: none"> 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 Organisations may lack cultural competence because minoritised ethnic staff are under- represented. People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.
Mitigations:	See general comments above
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 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 & Withywood, Filwood and Lawrence Hill. 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.
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to maintaining employment We need to consider the timing/availability of work patterns to allow flexibility for carers. Studies show around 65% of adults have provided unpaid care for a loved one. Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) Young carers are often hidden and may not recognise themselves as carers_
Mitigations:	See general comments above
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

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

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

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

Not known at this stage. As stated above, once there is clarity about precise functions and services there will be an assessment made of any potential benefits for people based on their protected or other relevant characteristics.

Step 4: Impact

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

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

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

Summary of significant negative impacts and how they can be mitigated or justified:
The proposed changes involve potential significant changes to existing Council teams. There is a potential for negative adverse impacts including via any TUPE transfer arrangements. These will be carefully monitored throughout the management of change process.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Not applicable at this stage – to follow once there is more clarity / decision is taken about changes to functions and services.

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
We will consider any disproportionate impact of TUPE arrangements, where applicable	John Smith	Ongoing throughout process
We will review job paperwork including job descriptions and employee specifications to ensure they promote our corporate equality and inclusion priorities.	John Smith	Ongoing throughout process
We will update this EqIA during the process, as the proposals are confirmed.	John Smith	Ongoing throughout process

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

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

We will use existing Workforce Diversity Report data to monitor the ongoing impact of these proposals on workforce diversity.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

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

J.P. Smith

Date: 28/11/2022

Date: 28.11.2022