

# Equality Impact Assessment [version 2.10]



Title: <b>R18 Redesign Workforce and Change service</b>	
<input checked="" type="checkbox"/> Budget Proposal	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Steph Griffin
Service Area: Workforce and Change	Lead Officer role: Director: Workforce and Change

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

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

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

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

#### Budget context

Every year, the council must agree an annual budget which balances the money we spend with the money we are expecting to receive. Councils across the country are facing financial challenges and based on our current forecasts, we face a funding gap over the next five years (to 2027/28) of up to £87.6 million dependent on the severity of factors such as rising costs of fuel, energy and inflation. This is in addition to the £34.3 million of savings and efficiencies proposals for 2022-2027 outlined in the 2022/23 budget.

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.

To address these challenges we must look again across all of our services to find where we can do things differently to reduce costs, be more efficient in how we do things and, in some cases, stop doing some things entirely.

#### This proposal

Restructure the Council's HR, Change and Learning & Development functions to support a smaller organisation. This will reduce the spend by £582k and will be followed with a further redesign in 26/27 following the implementation of the council's change programme. Where colleagues are in scope of a restructure (that goes ahead following Full Council's setting of the budget), we will carry out consultation in line with our Managing Change Policy where required

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

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

## 1.3 Will the proposal have an equality impact?

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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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.

## 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: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

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. We have had initial data on the population of Bristol by age, ethnic group, national identity, language, and religion, but are still awaiting more detailed results and multivariate data, so demographic data is still largely informed by 2011 census and other population related documents (listed below)

<p><u>The population of Bristol</u></p> <p><u>Bristol Key Facts 2022</u></p>	<p>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.</p>																																										
<p><u>Ward profile data (bristol.gov.uk)</u></p>	<p>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.</p>																																										
<p><u>Bristol Quality of Life Survey 2021-22</u></p>	<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 most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The <u>Quality of Life 2021/22 data dashboard</u> highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.</p> <p>For example there are significant disparities based on people’s characteristics and circumstances in the extent to which they find it difficult to manage financially:</p> <table border="1" data-bbox="655 992 1497 2094"> <thead> <tr> <th data-bbox="655 992 975 1077">Quality of Life Indicator</th> <th data-bbox="975 992 1497 1077">% who find it difficult to manage financially</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1077 975 1128">16 to 24 years</td> <td data-bbox="975 1077 1497 1128">12.5</td> </tr> <tr> <td data-bbox="655 1128 975 1180">50 years and older</td> <td data-bbox="975 1128 1497 1180">6.7</td> </tr> <tr> <td data-bbox="655 1180 975 1232">65 years and older</td> <td data-bbox="975 1180 1497 1232">3.2</td> </tr> <tr> <td data-bbox="655 1232 975 1283">Female</td> <td data-bbox="975 1232 1497 1283">8.6</td> </tr> <tr> <td data-bbox="655 1283 975 1335">Male</td> <td data-bbox="975 1283 1497 1335">8.5</td> </tr> <tr> <td data-bbox="655 1335 975 1386">Disabled</td> <td data-bbox="975 1335 1497 1386">21.6</td> </tr> <tr> <td data-bbox="655 1386 975 1438">Asian /Asian British</td> <td data-bbox="975 1386 1497 1438">9.9</td> </tr> <tr> <td data-bbox="655 1438 975 1489">Black/Black British</td> <td data-bbox="975 1438 1497 1489">19.8</td> </tr> <tr> <td data-bbox="655 1489 975 1563">Mixed/Multiple Ethnicity</td> <td data-bbox="975 1489 1497 1563">16.3</td> </tr> <tr> <td data-bbox="655 1563 975 1615">White British</td> <td data-bbox="975 1563 1497 1615">7.8</td> </tr> <tr> <td data-bbox="655 1615 975 1666">White Minority Ethnic</td> <td data-bbox="975 1615 1497 1666">8.4</td> </tr> <tr> <td data-bbox="655 1666 975 1718">Lesbian Gay or Bisexual</td> <td data-bbox="975 1666 1497 1718">12.7</td> </tr> <tr> <td data-bbox="655 1718 975 1769">No Religion or Faith</td> <td data-bbox="975 1718 1497 1769">8.0</td> </tr> <tr> <td data-bbox="655 1769 975 1821">Christian Religion</td> <td data-bbox="975 1769 1497 1821">8.3</td> </tr> <tr> <td data-bbox="655 1821 975 1872">Other Religions</td> <td data-bbox="975 1821 1497 1872">18.2</td> </tr> <tr> <td data-bbox="655 1872 975 1924">Carer</td> <td data-bbox="975 1872 1497 1924">10.7</td> </tr> <tr> <td data-bbox="655 1924 975 1975">Full Time Carer</td> <td data-bbox="975 1924 1497 1975">14.0</td> </tr> <tr> <td data-bbox="655 1975 975 2027">Part Time Carer</td> <td data-bbox="975 1975 1497 2027">9.7</td> </tr> <tr> <td data-bbox="655 2027 975 2078">Single Parent</td> <td data-bbox="975 2027 1497 2078">28.6</td> </tr> <tr> <td data-bbox="655 2078 975 2094">Two Parent</td> <td data-bbox="975 2078 1497 2094">9.6</td> </tr> </tbody> </table>	Quality of Life Indicator	% who find it difficult to manage financially	16 to 24 years	12.5	50 years and older	6.7	65 years and older	3.2	Female	8.6	Male	8.5	Disabled	21.6	Asian /Asian British	9.9	Black/Black British	19.8	Mixed/Multiple Ethnicity	16.3	White British	7.8	White Minority Ethnic	8.4	Lesbian Gay or Bisexual	12.7	No Religion or Faith	8.0	Christian Religion	8.3	Other Religions	18.2	Carer	10.7	Full Time Carer	14.0	Part Time Carer	9.7	Single Parent	28.6	Two Parent	9.6
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Parent (all)	12.0
No Qualifications	10.0
Non-Degree Qualified	12.9
Degree Qualified	6.7
Rented (Council)	20.3
Rented (HA)	20.6
Rented (Private)	14.6
Owner Occupier	4.6
Most Deprived 10%	18.8
<b>Bristol Average</b>	<b>8.7</b>

Joint Strategic Needs Assessment (JSNA)

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); to inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; to improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and to provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.

HR Analytics: Power BI reports (sharepoint.com) [internal link only]

Equality and Inclusion annual progress report 2021-22 (bristol.gov.uk)  
Appendix – Workforce Diversity Data – summary analysis

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

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).

**Summary of Bristol City Council workforce diversity**

	BCC headcount % (31 Oct 2022)	Bristol Working Age Population (16-64)
Age 16-29	12.2%	39.0%
Age 30-39	22.0%	24.0%
Age 40-49	24.4%	16.0%
Age 50-64	41.4%	21.0%
Age 65+	3.4%	-
Disabled	9.0%	12%
Asian / Asian British	2.9%	5.8%
Black / Black British	5.1%	5.3%
Mixed ethnicity	3.6%	2.9%
Other ethnic groups	0.4%	1.0%

White	79.8%	85.0%
Female	60.1%	49.0%
Male	39.3%	51.0%
Use another gender term	0.2%	-
Christian	25.9%	43.5%
Other religion/belief	6.6%	7.3%
No religion/belief	41.9%	41.5%
Lesbian, Gay or Bisexual	5.9%	9.1%
Trans	0.1%	-

#### Workforce and Change demographics:

**Age** - Younger staff are significantly under-represented within Workforce and Change has a much older age profile compared to the Council and Bristol Working Age population:

- 9.8% of staff aged 16–29 compared with 12.4% for the Council and 39% Bristol Working Age population
- 42.9% of staff are over 50 compared with 41.2% for the Council and 21% Bristol Working Age population.

**Disability** – Workforce and Change has a good representation of disabled staff: 12.9% compared with 9.1% for the Council and 12% Bristol Working Age population.

**Ethnicity** – For workforce and change:

- Asian or Asian British 4.9%, 2.9% for the Council and 5.8% Bristol Working Age population
- Black or Black British 3.1%, 5.1% for the Council and 5.3% Bristol Working Age population
- Mixed 5.5%, 3.7% for the Council and 2.9% Bristol Working Age population
- Other Ethnic Groups 0%, 0.4% for the Council and 1% Bristol Working Age population

Minoritised ethnic staff are overrepresented in lower pay-brackets within the council as set out in our Race Pay Gap report.

**Sex** - Women are over-represented in workforce and change: 68.1% compared to 60.2% for the Council and 49% Bristol Working Age population. The council's gender pay gap analysis indicates that mean pay for men is 4.27% lower (4.16% higher for the Council) than that of women and the median pay for men is 12.19% lower (8.24% higher for the Council) than that of women. The difference between the median and the mean figures is due to the high proportion of women in the top quartile of employees. The negative gender pay gap seen in Workforce & Change is due to the higher proportion of women in senior roles within the pay structure, which means that women are more likely to be paid more than men.

**Religion/Belief** – 34.9% of Workforce & Change staff, compared to 32.6% of the Council say they have a religion/belief and 51% in the Bristol Working Age population.

	<p><b>Sexual Orientation</b> – 6.1% of Workforce &amp; Change staff, compared to 5.9% of the Council have told us they are lesbian, gay or bisexual, and 9.1% in the Bristol Working Age population.</p> <p><b>Marital Status</b> – 25.2% of Workforce &amp; Change staff, compared to 14.1% of the Council are Married, in a Declared Partnership or Civil Partnership. However, we do not have this data for 55% of staff and there is currently no comparative data for the Bristol Working Age population.</p> <p><b>Pregnancy/Maternity</b> – 6.7% of Workforce &amp; Change staff, compared to 2.5% of the Council colleagues are currently pregnant or on maternity leave.</p> <p><b>Trans</b> – 0% of Workforce &amp; Change staff, compared to 0.1% of Council colleagues have recorded they are trans, however very few employees have made a declaration on this and there is no comparative data for the Bristol Working Age population.</p> <p><b>Socio-Economic (deprivation)</b> – 0% of Workforce &amp; Change staff, compared to 5.1% of Council staff live within Bristol’s most deprived areas.</p>
<p><a href="https://nomisweb.co.uk">Nomis - Official Labour Market Statistics (nomisweb.co.uk)</a></p> <p><a href="https://ons.gov.uk">Business demography, UK - Office for National Statistics (ons.gov.uk)</a></p>	<p>84% of all people in Bristol are economically active which is higher than nationally (78.6%) and in the South West (80.7%). Of economically active people in Bristol 6.9% are self-employed, compared to 9.5% nationally. Of those who are economically inactive in Bristol, 33% are Students, 29% are ‘long-term sick’ and 16% are looking after family/home, as well as 9.2% who are retired. The percentage of ‘workless households’ in Bristol is 12.1%, compared to 13.6% nationally, and the proportion of working age people who are benefit claimants is 11.2%. Bristol has a higher proportion of people working in ‘professional occupations’ (36.2) than for the South West (24.4%) and nationally (25.8%).</p> <p>In 2020 (most recent data) the South West continued to have the highest five-year ‘survival rate’ in the UK of businesses that survived into 2020 (this has been the case since 2012). The largest proportion of these surviving businesses, 22%, was in the professional, scientific and technical industry.</p>
<p><a href="#">Bristol One City: Cost of Living Crisis – Bristol’s One City approach to supporting citizens and communities (Oct 2022)</a></p> <p><a href="https://arcgis.com">Cost of Living Risk Index (arcgis.com)</a></p>	<p>The rising cost of living is not impacting on everyone equally. People who are already experiencing inequity and poverty will be disproportionately impacted:</p> <ul style="list-style-type: none"> <li>• <b>People on the lowest incomes</b> - will have less available income but also pay more for the same services. For example, people unable to pay their bills by Direct Debit and those borrowing money are subject to higher costs and interest rates. This is what anti-poverty campaign group Fair by Design has referred to as a Poverty Premium</li> <li>• <b>Households with pre-payment energy meters</b> - households with pre-payment meters often pay above-average costs for their fuel. They will face a significant rise in their monthly bills in autumn and winter with increased energy usage as they do</li> </ul>

	<p>not benefit from the “smoothing” effect of Direct Debits, which spread usage costs evenly across the year</p> <ul style="list-style-type: none"> <li>• <b>Parents and young families</b> – parents of young children are more likely to seek credit and alternative support as they are less able, on average, to afford an unexpected expense. Single parents will be disproportionately affected; and one in four single parents find it difficult to manage financially (28.6%).</li> <li>• <b>Disabled people</b> – just under half of all people in poverty in the UK are Disabled people or someone living with a Disabled person. Disabled people have higher living costs, and tend to pay more for their heating, travel, food/diet, prescription payments, and specialist equipment. It is estimated that UK households that include Disabled children pay on average £600 more for their energy bills than an average household</li> <li>• <b>Black and Minoritised people</b> – A higher proportion of Black and minoritised ethnic groups reported finding it difficult to manage financially (14.9%) in 2021. In 2020 the Social Metrics Commission found that almost half of people living in a family in the UK where the head of the household is Black are in poverty. Age UK report that poverty among older Black and minoritised ethnic groups is twice as high as for white pensioners</li> <li>• <b>People in rented accommodation</b> – it is estimated that 69% of low-income private renters in England will be forced to go without food and heating at least one day per week to meet rising housing and living cost. Almost three in ten homes in Bristol are privately rented</li> <li>• <b>Underserved populations</b> - It is likely that populations that are not typically well represented in data and research are likely to also face increased risk from rising cost of living. For example, refugees and asylum seekers, people experiencing homelessness, and Gypsy/Roma/Traveller groups.</li> <li>• <b>Cost of Living Risk Index</b> (October 2022) identified Lawrence Hill, Hartcliffe &amp; Withywood, Filwood, Lockleaze, Ashley, Southmead, Easton, Avonmouth &amp; Lawrence Weston, Hillfields and Eastville as neighbourhoods in Bristol more at risk of the impact of the cost of living crisis.</li> </ul>
<p><u>An evaluation of the Bristol Race Equality Covid-19 Steering Group</u></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 – Black South West Network 2020</u></p> <p><u>Delivering an inclusive economy post COVID-19</u></p>	<p>Report focusing on how co-production using a One City approach has been used to respond to the disproportionate impact of the Covid-19 pandemic on our marginalized ethnic communities.</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.</p> <p>Our local partners have conducted research into the ongoing impact of COVID-19 for women and have provided recommendations on what service providers can do to reduce impact further impact.</p>

## 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.

We 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.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We launched a public consultation on our budget proposals between Friday 11 November and Friday 23 December. This consultation set out all the savings proposals we had identified to produce a balanced budget in the context of reduced available funding and increasing financial pressures.

Colleagues from Workforce and Change were briefed on the overall proposal and rationale for the savings before the public consultation went live. Engagement is underway to discuss options and ideas, and where any colleagues are in scope for a specific saving proposal (that goes ahead following Full Council's setting of the budget), we will carry out consultation in line with our Managing Change Policy where required.

## 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 the Council's Budget report that will be published on the Bristol City Council website in early 2023. We will take Budget consultation responses into account when developing this and other final proposals to put to the Cabinet and a meeting of Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February / March 2023.



Following the setting of the overall budget envelope there will be extensive engagement, consultation and co-design with affected communities on particular proposals which will inform future decision making prior to implementation. Our approach to public engagement and consultation will proactively target under-represented respondents to increase the participation of people from equality groups and their local representative organisations. This will help to ensure that our services and actions are informed by the views and needs of all our citizens.

Colleagues will be kept apprised on the outcomes of the budget consultation and will be consulted in line with the Managing Change policy. Where any jobs are subject to change we will prioritise redeployment opportunities for affected colleagues.

### Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

#### 3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

#### **GENERAL COMMENTS** (highlight any potential issues that might impact all or many groups)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact 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.

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), 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 also aware of existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, which we will take into account.

At this stage there is insufficient detailed information on who might be impacted by the proposals, however we are aware that workforce changes can disproportionately affect employees with particular protected characteristics and therefore we are seeking to mitigate impacts through holding vacancies, succession planning, voluntary redundancy -where appropriate, and a range of support for staff.

#### **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:	A reduction in staff number and less recruitment could mean it will take longer to address the under-representation of young people.
Mitigations:	At this stage, please refer to general comments above. Further mitigations will be identified during the course of consultation and implementation.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is an over-representation of over 50s in the service compared to the general population, This proposal may not negatively impact the representation of employees aged over 50 within the workforce in comparison to the general population.
Mitigations:	At this stage, please refer to general comments above. Further mitigations will be identified during the course of consultation and implementation.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The representation of disabled staff in the service could be impacted by changes – for example, if reasonable adjustments are not promptly and properly made in selection processes and redeployment situations.
Mitigations:	See general comments above
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Women are over-represented in workforce and change: 68.1% compared to 60.2% for the Council and 49% Bristol Working Age population. The negative gender pay gap seen in Workforce & Change is due to the higher proportion of women in senior roles within the pay structure, which means that women are more likely to be paid more than men.  Women could be disproportionately impacted because they are generally over-represented in the Council's workforce. This would depend on the demographics of employees affected by changes in roles or loss of jobs.
Mitigations:	See general comments above
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Representation of Lesbian, gay and bisexual people in the service could be impacted by workforce changes.
Mitigations:	See general comments above
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Colleagues on maternity leave may be less able to engage in change processes and could be overlooked.
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:	Given the comparatively small number of Trans employees it is difficult to identify what the impacts might be at this stage.
Mitigations:	See general comments above
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Under-representation of Black, Asian and Minority Ethnic staff within the service and the race pay gap could be impacted by this change.
Mitigations:	See general comments above
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	This proposal could compound under-representation within the service
Mitigations:	See general comments above
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Given the limited data available it is difficult to identify what the impacts might be.
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:	This proposal might further compound the under-representation of staff who live in the most deprived wards.
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:	Given the limited data available it is difficult to identify what the impacts might be.
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

The scale of the potential gap in our core funding means that there is very limited opportunity to bring genuine additional benefit to equalities groups in the circumstances. However we have considered as far as possible the need to: eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

Our budget savings proposals are aligned to our Corporate Strategy and although we have limited resources our future focus will be on achieving those priorities we have identified including tackling poverty and intergenerational inequality.

We are primarily focusing on mitigating the negative impacts of the proposals however we will seek opportunities for developing future leaders and address equality gaps and continue to develop a service that is representative of the city we serve.

## 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:

Please refer to 3.1 above. Change processes could have a differential impact based on age. Less recruitment could compound existing under-representations and mean it will take longer to address them.

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

Please refer to 3.2 above.

## 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
All relevant EqIAs will be published on the Council's website <a href="https://www.bristol.gov.uk/council-spending-performance/council-budgets">https://www.bristol.gov.uk/council-spending-performance/council-budgets</a> and continue to be updated as appropriate.	Steph Griffin	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.

Our Equality and Inclusion Annual Progress Reports show what we have done to achieve the aims of our Equality and Inclusion policy and strategy, and the progress we have made including reporting on all relevant KPIs and workforce diversity [Equalities policy - bristol.gov.uk](https://www.bristol.gov.uk/equalities-policy)

Representation levels across the service will be monitored via the HR Dashboard.

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> <b><i>Reviewed by Equality and Inclusion Team</i></b>	<b>Director Sign-Off:</b> Steph Griffin
Date: 13/12/2022	13/12/22

<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.