

Equality Impact Assessment [version 2.11]



Title: Information, Advice and Guidance Grant	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	
Directorate: Adult and communities	Lead Officer name: Katie Wright
Service Area: Communities and Public	Lead Officer role: Grants 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.

To approve the extension of the Information Advice and Guidance (IAG) Grant for IAG VCS organisations for two years from 1st April 2024 to 31st March 2026.

The current grant funds the following organisations who work together in the Bristol Advice Partnership (BAP):

- Citizens Advice Bristol (lead partner)
- Bristol Law Centre
- St Pauls Advice centre
- Talking Money
- WECIL (West of England Centre for Inclusive Living)
- North Bristol Advice Centre
- South Bristol Advice Services

The Cost of living crisis is presenting a significant challenge to the city, individuals, families and services. The advice sector is playing a key strategic role in supporting citizens.

Extending the grant will:

- Give stability to the sector at a time of increased demand and allow recipients of the grant to fully focus their resources on supporting citizens rather than focus on a new grant process.
- Advice agencies will be able to embed the learning from covid-19 and cost of living responses to develop a 'one front door' approach to advice provision in the city
- A condition of the grant extension will be that the BAP will produce a development plan to build a joined up 'one front door' model
- They will work with ACFA to involve other providers of advice in the city to be part of the 'one front door' advice model

- Allow Bristol City council and advice agencies to work with other funders in the city (Quartet, National Lottery, Health etc) via the Bristol Funders Network to develop a joined-up strategy for funding advice provision in the city to supports the development of a 'one front door' model

Who will the proposal have the potential to affect?

Service users, the wider community, city partners.

Aim: To ensure that citizens get the right advice at the right time.

Outcomes: The following outcomes are key for these services. They are not changing from the current outcomes; rather the way funded organisations work together and with other organisations is intended to improve delivery of these Outcomes. These outcomes are :

- Maintain tenancies in social and private housing.
- Prevent homelessness.
- Support the most vulnerable individuals and families to maintain sustainable finances and maximise their income, considering the Cost-of-Living Crisis
- The most vulnerable individuals and families achieve positive results at tribunals and appeals as a result of their access to specialist advice.

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 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"/> Yes	<input type="checkbox"/> No	[please select]
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N/A

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 \(bristol.gov.uk\)](https://www.bristol.gov.uk/how-we-measure-equality-and-diversity)

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						
<p>Bristol Advice Partnership Monitoring and KPI's 1st April 2022 to 31st March 2023: BAP reporting for 1/4/22 to 30/9/22</p> <p>Not public document – Link for BCC workers Here</p>	<p>This report details service providers have developed service provision to:</p> <ul style="list-style-type: none"> • Support most vulnerable individuals and families to maintain sustainable finances and maximise their income. Including positive results at tribunal and appeals as a result of access to specialist advice • Improving access to information, services and opportunities in the city • Maintain tenancies in social and private housing and preventing Homelessness • Reduce food and fuel poverty • Other income brought into <p>City (Leverage)</p> <ul style="list-style-type: none"> • Impact and effectiveness – mental health wellbeing 						
<p>Cost of Living Crisis Impact Assessment November 2022</p> <p>Cost of Living Crisis Bristol's One City approach to support citizens and communities – public document</p>	<p>This report outlines the communities which are most adversely effected by the COL crisis which demonstrates a link between the services this report is aiming to support and their increased need, and the benefit of the services that the most in need communities gain from them. The report estimates that the following wards are more likely to be at greatest risk to the impacts of the cost of living crisis:</p> <ul style="list-style-type: none"> • Lawrence Hill • Hartcliffe & Withywood • Filwood • Lockleaze • Ashley • Southmead • Easton • Avonmouth & Lawrence Weston • Hillfields • Eastville <p>Below you can see the data from the BAP Report of client breakdown by ward of which are also the wards at greatest impact of the COL crisis and see how the high the percentage of service users are from these wards. Of note is the fact that the wards identified of particular risk from the impact assessment are also the greatest service users.</p> <table border="0"> <thead> <tr> <th>most effected ward by COL Crisis</th> <th>Clients</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Lawrence Hill</td> <td>413</td> <td>8.97%</td> </tr> </tbody> </table>	most effected ward by COL Crisis	Clients	%	Lawrence Hill	413	8.97%
most effected ward by COL Crisis	Clients	%					
Lawrence Hill	413	8.97%					

	Hartcliffe & Withywood	390	8.47%
	Filwood	183	3.98%
	Lockleaze	159	3.46%
	Ashley	246	5.35%
	Southmead	157	3.41%
	Easton	188	4.09%
	Avonmouth & Lawrence Weston	243	5.28%
	Hillfield	143	3.11%
	Eastville	198	4.30%

Additional comments:

[Bristol Quality of Life survey 2021/22](#)

This survey demonstrates that in the most impacted wards, quality of life has remained either 'similar' or 'worse'. The services discussed are most actively used in these wards and thus positively affect the lives of those using the services.

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

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

Whilst we have comprehensive data from most of our service providers, there are some gaps in the current data set. One of the aims of this change is to ensure a more consistent and quality approach to providing services.

Currently data is not being collected on:

- Sex, Gender Re-assignment and Marriage/Civil Partnership. National statistics indicate that women are more affected by welfare reform than men.
- Pregnancy/ Maternity – Status of employment can be affected by this element and have an impact on overall household earnings, especially if this is in a single income family.
- Religion or Belief

There are gaps in overall diversity data at a local and national level for some characteristics e.g. gender reassignment – especially where this has not historically been included in statutory reporting. As council we rarely monitor marriage and civil partnership so these would be further identified gaps in the evidence base.

Although there are some gaps in the evidence base, there is enough data to use to complete this EqIA.

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.

This extension will allow the funded organisations the time to consult with and test out new approaches with the people using their support as part of planning and delivering the one city model. There will be extensive consultation during the extension of the grant and the development of the 'One Front Door' model (providing joined up services which are easily accessible and provide pathways for citizens seeking advice).

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 above
- BCC as Grant Manager will work with the BAP to design their consultation approach, ensuring that all relevant equalities communities identified as users of their support and any significant groups of interest or geography missing are consulted and are actively involved in design and assessment of their service improvements. Utilise monitoring form (the monitoring form will be used to monitor consultation process and record groups who are being engaged and the feedback they are giving); the consultation strategy to be devised as part of wider work; Black South West Network and other key equalities groups will be engaged.

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 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)

This proposal is thought not to have adverse effects however since the work started rising inflation means that whilst the funding will be the same the day to day impact this funding will have on the recipients will have reduced. It is nonetheless endeavouring to have a positive impact and we are working with other networks in order to provide this service.

The proposal may have a disproportionate positive impact on the equalities groups that have been identified as being more vulnerable to the impact of cost of living. In order to assess if any potential adverse impacts are likely

to arise from any changes in work practice, BCC Grant Management will require the Partnership to establish an on-going Equalities Impact Assessment and to report back as part of its monitoring system how they are minimising negative impacts and maximising positive impacts.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
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:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
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 specifically but it will enable groups with protected characteristics who may be further marginalised and or impacted since austerity, covid 19 and cost of living crisis to gain support as service users. The intention is to create positive impacts for all equalities groups – this will be tracked and assessed through the on-going EQIA.

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:

There are no intended negative impacts of extending the grant. Learning on improving accessibility of services to equality groups from Covid-19 and Cost of living work will all feed into the development of the grant after the extension period.

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

The Equalities Impact Assessment will feed into the outcomes of the grant funding and will help to define key areas of need in the city. Missing demographics; will write in the requirement for an ongoing EQIA to be explored as integral part of the grant management relationship.

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
Further conversations with VCSE sector	Katie Wright	ongoing
Consultation plan in developing services	Katie Wright	18 months
Monitoring of current grant	Katie Wright	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.

Periodic grant management include equalities monitoring data that will be monitored closely. The monitoring of equality data will ensure we are still reaching communities the funding is aimed at.

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: 
Date: 11.01.22	Date: 10.03.2023

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.