

Equality Impact Assessment [version 2.9]



Title: 2023/24 Corporate Business Plan and Performance Framework	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Tim Borrett
Service Area: Policy, Strategy and Digital	Lead Officer role: Director, Policy, Strategy and Digital

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.

<p>The aim of the Business Plan is to show what actions Bristol City Council will take in 2023/24 to meet the commitments that have been made in the Corporate Strategy 2022-2027.</p> <p>For each of the seven key themes in the Corporate Strategy, the Business Plan summarises high level actions and success measures that will make sure we spend our money, time and resources as effectively as possible. The Performance Framework is a more detailed set of measures used to measure, gauge, report upon, support and challenge performance from an operational managerial level up to the highest strategic levels of the council.</p> <p>The seven themes within the Business Plan/Corporate Strategy are: Children and Young People, Economy and Skills, Environment and Sustainability, Health and Wellbeing, Homes and Communities, Transport and An Effective Development Organisation.</p> <p>These actions and activities are drawn from the detailed contents of Service Plans created by every service within the council. Service Plans also incorporate their Equality Action Plans (EAP) into their planning and the final Business Plan includes specific actions informed by these EAPs.</p> <p>The Performance Framework is a more detailed set of measures used to measure, gauge, report upon, support and challenge performance from an operational managerial level up to the highest strategic levels of the council.</p>
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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	
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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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
Corporate Strategy 2022-27	The Corporate Strategy 2022-27 sets out the Council's corporate and city vision and outlines its top-level priorities and strategic themes. The vision outlined in the Corporate Strategy is equality focussed and the seven strategic themes make numerous references to delivering positive change for equalities groups.
Census 2021	As the Business Plan is a citywide document, the statistics used mostly relate to Bristol as a whole. The Census details the demographic profile of Bristol.
The Population of Bristol	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.
Wards: Data Profiles	The Ward Profiles provide a range of data-sets, including Population, Life Expectancy, Premature Mortality and Education for each of Bristol's 34 electoral wards.

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Indices of Deprivation 2019	The Indices of Deprivation measure relative levels of deprivation in 32,844 small areas or neighbourhoods across England, called Lower Layer Super Output Areas (LSOAs). LSOA's are a smaller geographical area than an electoral ward; there may be 8-10 LSOAs in an electoral ward. The indices of deprivation indicate the parts of the city where poverty and disadvantage are most acute. In brief, Bristol has 41 LSOAs in the most deprived 10% in England for Multiple Deprivation (one less than in 2015), including 3 LSOAs in the most deprived 1% in England (3 less than in 2015).
Joint Strategic Needs Assessment (data profiles)	Brings together detailed information on health and wellbeing needs within Bristol and looks ahead at emerging challenges and projected future needs. In brief, inequalities in health outcomes are clearly linked to socio-economic deprivation and the parts of the city where general health tends to be poorest are also the most socio-economically deprived parts of the city.
Quality of Life Survey	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 the 10% most deprived areas, all but 6 results for our most deprived communities are worse than those expressed by the average Bristol resident (and statistically significantly worse in 32 of the 50).
Additional comments: Individual actions within the Business Plan have been derived from Service Plans across the Council. Heads of Service may have used a variety of other data or evidence sources to inform their key actions.	

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.

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.

Whilst there has not been direct engagement or consultation about the production of the Business Plan and Performance Framework themselves, these documents detail delivery of the Corporate Strategy 2022-27 and how this is measured.

The Corporate Strategy was subject to extensive internal development, including the Mayor, Cabinet, Corporate Leadership Board, Executive Director Meetings, Directors, Heads of Service, a cross-party Elected Members working group, Young Professionals Network, Youth Council, and embRACE staff network. The Corporate Strategy was also subject to a full public consultation and received input from many individuals, interest groups and experts and organisations including from Mayoral Women's Commission and the Chair of the Bristol Disability Equality Commission.

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.

The Business Plan is a thematic summary of top-level actions and the most important measures of our success only. On this basis, Equality Impact Assessments will be carried out for specific actions and proposals on a case-by-case basis, including engagement and formal consultation where appropriate.

The actions summarised in the Business Plan touch on all aspects of council business and therefore bring all Bristol citizens in to scope, particularly vulnerable people who receive the most critical services. We will ensure that due regard is given to any potential impact of specific proposals on protected characteristics by conducting Equality Impact Assessments for specific actions and proposals as required. This process is designed to help maximise positive impacts and ensure we are thoughtful and intentional about designing inclusivity and equity in to our work. It also helps us identify potential negative impacts and how we can eliminate, minimise or mitigate these.

The final version of the Business Plan subject to scrutiny via the Council's Overview and Scrutiny Management Board and will be agreed by the Corporate Leadership Board. It will go to Cabinet for information only.

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)

The Business Plan contains a number of high-level actions and corresponding measures of success but is not intended to give detailed delivery plans for service projects. These would be contained within the plans made by each service. Individual assessments will be carried out for specific actions and proposals on a case-by-case basis.

That being said, our aim is to maximise equality and inclusion across all of the council's work, and to minimise direct and indirect adverse impacts on our communities through the successful delivery of the Business Plan. In

doing so, particular regard given to people’s protected characteristics, and also to carers and people experiencing socio-economic deprivation.

Many of the actions address intersecting issues of inequality, inclusiveness, participation and resilience, such as protecting children from violence, abuse and other adverse childhood experiences, reducing educational inequality at all stages, tackling food insecurity, tackling health inequalities and the wider determinants of health, improving city accessibility, building more affordable housing (including social housing), increasing digital inclusion in more deprived parts of the city and developing skills and routes into employment that tackle structural inequalities.

In the specific proposals or services emerging from these actions, we will highlight and mitigate particular adverse impacts on protected characteristics, and these are set out in those proposals’ own Equality Impact Assessments.

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

The Business Plan reflects five key principles, all of which are focussed on creating a fairer Bristol, where everyone can share in the city's success. Reducing inequality runs throughout the themes and key priorities for which the Business Plan is structured around. Its ambitions, therefore, are clearly aimed at creating positive outcomes and advancing opportunity for disadvantaged groups/communities and fostering good relations with people who do not share a protected characteristic.

Each of the seven themes within the Business Plan - as well as the priorities which sit underneath each theme - contain a range of Key Performance Indicators (KPIs) which are designed to help us measure our progress on delivering the city's key priorities. Directors will be required to report back on progress against these KPIs, either on a quarterly or annual basis. The delivery of many of these KPIs will bring about very specific benefits for people with protected or 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:
There are no negative impacts identified as arising from the publication of the Corporate Business Plan. Individual assessments will be carried out for specific actions and proposals on a case-by-case basis.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Tackling inequality has been a 'golden thread' running throughout the refreshed Corporate Strategy and Business Plan. As noted, many of the priorities seek to address issues of inequality and promoting inclusivity, such as protecting children from violence, abuse and other adverse childhood experiences, reducing educational inequality at all stages, tackling food insecurity, tackling health inequalities and the wider determinants of health, targeting regeneration schemes in more deprived areas, building more affordable housing (including social housing), tackling homelessness, promoting safer and accessible neighbourhoods, making more people-centred services within communities, increasing the increasing digital inclusion in more deprived parts of the city, promoting safe and active travel and developing skills and routes into employment that tackle structural inequality.

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
Each of the seven themes within the Business Plan will have Key Performance Indicators which will be measured on an annual basis	Policy, Strategy and Digital / Tim Borrett	Annual

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.

Each of the seven themes within the Business Plan will have Key Performance Indicators which will be measured on an annual basis (e.g. *Percentage of procurement spend with 'Small and Medium sized Enterprises' (SME's)*). Each priority under that theme will include a number of relevant Key Performance Indicators which will be measured on a quarterly basis (e.g. *Increase % of adults with learning difficulties known to social care who are in paid employment*). These measures will provide us with quantitative and qualitative measures of achievement, which will be used to identify whether specific initiatives or interventions are providing tangible benefits to disadvantaged groups/communities. This evidence-based approach will allow us to identify the approaches that will yield greatest benefit and to modify and/or stop initiatives that are proving less successful.

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: Tim Borrett
Date: 29/03/2023	Date:

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.