

Equality Impact Assessment [version 2.12]



Title: Property Programme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: John Smith
Service Area: Corporate Landlord	Lead Officer role: Executive Director – Growth & Regeneration

Step 1: What do we want to do?

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

Programme objectives and outcomes:

- Deliver £4m of revenue savings by the end of 2023/24
- Deliver £71m of capital receipts by the end of 2028/29
- Complete a review of the office, depot, operational, and investment estates to ensure that we are retaining the correct property assets for the correct purposes, while releasing suitable properties to the disposals process to contribute to the revenue savings and capital receipts targets. Ensuring properties that do not have an operational necessity or return a sufficient financial yield are released to help ease financial pressures
- Invest in the retained office estate to ensure it is fit for purpose for the use by BCC staff (or a commercial lease in the case of 100 Temple Street)
- Develop a Corporate Landlord function, along with the supporting technology, that centrally manages and maximises the utilisation of and income from the assets retained in the office, depot, operational, and investment estates
- Conduct a review of corporate catering and events contracts to ascertain if the organisation would be better served with a single centralised contract

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 type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

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

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

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The review of the office, depot, operational, and investment estates (to ensure that we are retaining the correct property assets for the correct purposes) will result in suitable properties being released to the disposals process. The disposal of these properties has the potential to have an equality impact to service users and the wider community, although it will vary significantly between individual properties.

Changes to the office estates could potentially have an equality impact on affected staff, as per the creation of the Corporate Landlord function and Corporate Catering Review.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																																								
<u>Census 2021</u>	The Census details the demographic profile of Bristol																																								
<u>The population of Bristol</u>	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.																																								
<u>New wards: data profiles</u>	The Ward Profiles provide a range of datasets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.																																								
<u>Quality of Life Survey</u>	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.																																								
<u>HR Analytics: Power BI Reports (sharepoint.com)</u>	<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. 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).</p> <table border="1"> <thead> <tr> <th>Sensitive Information Category</th> <th>Headcount</th> <th>BCC Headcount %</th> <th>Bristol population (16-64) %</th> </tr> </thead> <tbody> <tr> <td>16 - 29</td> <td>679</td> <td>10.9%</td> <td>39%</td> </tr> <tr> <td>30 - 39</td> <td>1310</td> <td>21.0%</td> <td>24%</td> </tr> <tr> <td>40 - 49</td> <td>1495</td> <td>24.0%</td> <td>16%</td> </tr> <tr> <td>50 - 64</td> <td>2520</td> <td>40.4%</td> <td>21%</td> </tr> <tr> <td>65 +</td> <td>218</td> <td>3.5%</td> <td>-</td> </tr> <tr> <td>Disabled</td> <td>562</td> <td>9.0%</td> <td>12%</td> </tr> <tr> <td>Not Disabled</td> <td>4287</td> <td>68.8%</td> <td>88%</td> </tr> <tr> <td>Prefer not to state Disability</td> <td>192</td> <td>3.1%</td> <td>-</td> </tr> <tr> <td>Unknown Disability</td> <td>1192</td> <td>19.1%</td> <td>-</td> </tr> </tbody> </table>	Sensitive Information Category	Headcount	BCC Headcount %	Bristol population (16-64) %	16 - 29	679	10.9%	39%	30 - 39	1310	21.0%	24%	40 - 49	1495	24.0%	16%	50 - 64	2520	40.4%	21%	65 +	218	3.5%	-	Disabled	562	9.0%	12%	Not Disabled	4287	68.8%	88%	Prefer not to state Disability	192	3.1%	-	Unknown Disability	1192	19.1%	-
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Asian or Asian British	174	2.8%	6.6%
Black or Black British	335	5.4%	5.9%
Mixed Ethnicity	219	3.5%	4.5%
Other Ethnic Groups	30	0.5%	1.9%
White	4957	79.5%	81.1%
Prefer not to state Ethnicity	95	1.5%	-
Unknown Ethnicity	423	6.8%	-
Female	3741	60.0%	49%
Male	2446	39.2%	51%
I use another term	13	0.2%	-
Prefer not to say	33	0.5%	-
Civil Partnership	17	0.3%	-
Declared Partnership	18	0.3%	-
Divorced	80	1.3%	-
Married	971	15.6%	-
Partner	383	6.1%	-
Single	720	11.6%	-
Widowed	10	0.2%	-
Prefer not to state Marital Status	116	1.9%	-
Unknown Marital Status	3918	62.9%	-
Christian	1666	26.7%	32.2%
Other religion or belief	395	6.3%	9.7%
No religion or belief	2592	41.6%	37.4%
Prefer not to state Religion	1107	17.8%	8.12%
Unknown Religion	473	7.6%	-
LGB+	377	6.0%	6.1%
Heterosexual	4381	70.3%	-
Prefer not to state Sexual Orientation	1044	16.7%	-
Unknown Sexual Orientation	431	6.9%	-
Trans Person	9	0.1%	0.83%
Not Trans Person	2525	40.5%	-
Prefer not to state Trans	64	1.0%	-
Unknown Trans	3635	58.3%	-

Staff Survey report

We run an annual employee survey to understand the organisation's culture and how our workforce feel about different aspects of their employment – including workforce environment and wellbeing.

Overall, our 2022 results show a continued trend of improvement in how colleagues experience working for Bristol City Council as 65.5% of answers were positive and 10.2% were negative.

Though the results are largely positive, we know that the challenges of Covid-19 measures and the cost of living crisis are likely to have had a significant impact on some of the results we have seen, as for many

colleagues the pandemic will have dominated their experience of the last two years.

When looking only at the answers from Disabled colleagues, across all themes there are a lower percentage of positive responses and a greater percentage of negative responses than the organisation-wide results.

Additional comments:

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.

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g., for sexual orientation. We also 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 a change process 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.

A rationalisation of the BCC estate was part of the public Budget Consultation, which ran from 11th Nov 2022 to 23rd Dec 2022.

We have undertaken engagement sessions with staff led groups to review and finalise design principles in relation to office working. We also have consulted with all directors and their management teams.

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.

We will proactively involve the Council's staff led groups, Trades Union Representatives, and key external equalities stakeholders in further development, co-production, and implementation of any specific proposals regarding changes or closures to the use of Council accommodation.

All future engagement with staff impacted by office moves will be done in line with our Management of Change policy.

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)

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will provide and support access to funding for workplace adaptations and aids to enable Disabled colleagues to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide a multi-faith space at our main working site City Hall.

Increased pressure on building spaces may have a disproportionate impact on a) employees with additional access requirements; b) the capacity of citizen/neighbourhood focused teams to host face to face meetings with community representatives; c) the capacity to host free-of-charge events on behalf of equality led community organisations. We will further consider ways to mitigate / prioritise this.

Where proposals are likely to impact on our workforce, we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g., in commissioned services, we will consider any likely disproportionate impacts of transfer arrangements etc.

Where proposals relate to changing work locations or conditions, we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

The review of corporate catering and events contracts to ascertain if the organisation would be better served with a single centralised contract will be subject to a separate equality impact assessment process to consider any specific issues and disparities for particular groups, prior to any further decision making.

Officers can confirm that any properties from the wider operational or investment estate, not subject to their own individual EQIA, have been carefully considered to ensure that there are no significant equalities impacts. Where community or vulnerable groups have been in occupation, and relevant stakeholders have been consulted to develop suitable mitigations to resolve negative impacts.

We can confirm that all of the properties names on the Planned Disposals List attached in Appendix A have been considered on an individual basis to ensure that there are no significant equalities impacts.

PROTECTED CHARACTERISTICS

Age: Young 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"> • Workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home can make it harder for younger and newer employees to be fully part of pre-existing teams. • Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.
Mitigations:	<ul style="list-style-type: none"> • We will further consider the needs of younger employees and the potential impact of reduced accommodation including liaison and co-design with the Young Professionals Network staff led group.
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"> • Workforce efficiencies and changes may have a disproportionate impact on older employees especially if they are closer to retirement age – see general comments above re. mitigating risks of discrimination. • 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
Mitigations:	<ul style="list-style-type: none"> • See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Disabled people have lower car ownership levels but those who do are likely to be dependent on having their own transport • Disabled people are less likely to find local public transport accessible or satisfactory. • As buildings become busier, they become louder which can have a disproportionate impact on people with hearing loss; wheelchair users; and people with neurodiverse conditions and sensory sensitivities. • Workforce efficiencies and changes may have a disproportionate impact on Disabled colleagues unless emerging accessibility issues are adequately mitigated through ongoing equality impact assessment and liaison with the Disabled Colleagues Network prior to implementation.
Mitigations:	<ul style="list-style-type: none"> • We will further consider the needs Disabled employees and the potential impact of reduced accommodation including liaison and co-design with Disabled Colleagues Network staff led group.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Women still bear most caring responsibilities for both children and older relatives so are likely to be disproportionately impacted by changes to travel and commuting or other working arrangements.
Mitigations:	<ul style="list-style-type: none"> • Workforce efficiencies and changes will have a disproportionate impact on women as 60% of employees, however there is wide variance in the proportion of female and male employees between teams. Female employees are much more likely to work part time which is likely to be because of unpaid caring responsibilities for children and older adults. This can be partly mitigated through the Council's Flexible Working Policy, and we are committed to helping all employees achieve a balance between their working life and other priorities such as parental and caring responsibilities etc.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • The proportion of LBG employees in the Council workforce is steadily increasing. 10% of new starters say they are lesbian, gay or bisexual in confidential diversity monitoring.

	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse
Mitigations:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input 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:	<ul style="list-style-type: none"> See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input 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. Trans people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society. 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:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Re. capacity to work from home: Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households. Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.
Mitigations:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on Black, Asian and minoritised ethnic employees who proportionally under-represented on higher salary bands, and statistically more likely to raise formal grievances and be subject to disciplinaries. This should be mitigated through engagement and codesign with the EmBRACE staff led group and consideration of specific race equality actions as part of further development of proposals
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees who are more likely to currently work in satellite locations.
Mitigations:	<ul style="list-style-type: none"> Continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc. Having a designated multi-faith room in main buildings will make workplaces more accessible and friendly for people from faith groups where regular prayer is required.
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Proposed workforce efficiencies and changes may have a disproportionate impact on lower paid employees and those on fixed term contracts (who are also more likely to be in the protected characteristic groups considered above).
Mitigations:	<ul style="list-style-type: none"> See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Whilst the increasing move towards hybrid working is beneficial for some employees with caring responsibilities, proposed workforce efficiencies and changes can have a disproportionate impact if there are significant alterations made to travel requirements or working patterns. We will promote flexible working patterns and consider the needs of those who may be more dependent on vehicle use as part of any Management of Change Process. Carers are more likely to be dependent of having their own transport, and find public transport less accessible and satisfactory
Mitigations:	<ul style="list-style-type: none"> See general comments above
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
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 disposal of property assets deemed surplus to requirements of will provide revenue savings and capital receipts, which can then be used to protect front line services supporting the more vulnerable members of our community
- There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders

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:

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will work with staff-led groups and equalities stakeholders to ensure that more detailed proposals are as accessible and inclusive as possible. We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to

maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

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

- There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders.
- The disposal of property assets deemed surplus to requirements of will provide revenue savings and capital receipts, which can then be used to protect front line services supporting the more vulnerable members of our community

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
Engagement and co-design of detailed proposals with staff led groups and equalities stakeholders	David Martin	Q1 2023-24 – Ongoing
Consider office/space layouts; hybrid meeting tech; sufficient toilets/changing rooms; disabled parking bays; multi-faith spaces etc. at sites.	David Martin	Q1 2023-24 – Ongoing
Seek individual views on impacts of changing work locations as part of Management of Change process.	David Martin	Q1 2023-24 – Ongoing
Support reasonable adjustments and access to funding for workplace adaptations and aids	David Martin	Q1 2023-24 – Ongoing
Access audits – emerging issues recorded and mitigated through ongoing EqIA	David Martin	Q1 2023-24 – Ongoing
Promote flexible working arrangements wherever possible	David Martin	Q1 2023-24 – Ongoing
Consider social-value in cost/benefit analysis	David Martin	Q1 2023-24 – 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.

- Annual staff satisfaction survey and pulse surveys
- Existing workforce KPIs

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:	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.

Reviewed by Equality and Inclusion Team



Peter Anderson
Director, Property, Assets and Infrastructure

Date: 22/5/2023

Date: 24/05/2023