

Equality Impact Assessment [version 2.9]



Title: Parks & Green Spaces and City Docks Estates Concessions Contracts	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Sharon Radnedge
Service Area: Natural & Marine Environment	Lead Officer role: Parks Commercial 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.

This proposal is seeking to gain approval to commence the procurement process for all concession pitches across parks and the city docks estates for 1st April 2024 – 31st March 2027.

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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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
Quality of life in Bristol	<p>Parks is a universal service that all citizens of Bristol have access to. We don't collect data on parks users but we do have good data about the citizens of Bristol and also about satisfaction with local parks through the QoL survey. For example we know that in 2022:</p> <ul style="list-style-type: none"> • 57.4% of respondents are satisfied with children's play areas • 41.9% of respondents are satisfied public land is kept clear of litter and refuse • 73.1% of respondents are satisfied with the quality of parks and green spaces • 56% of respondents visit Bristol's parks and green spaces at least once a week.
Bristol parks and green space strategy	<p>The Council carried out an extensive piece of work for an equalities impact assessment on its parks and green space strategy adopted in 2008. Although this is some years old the findings are still highly relevant to the service area as the motivations for using the service and its level of provision have not significantly changed.</p>
Procurement of concession pitches carried out in 2018	<p>During this tender process we used the Councils proactis system and found that some of the small business owners and start ups, especially those who hadn't worked with us before, found this difficult to use. We put in place drop in training sessions which were well received.</p>

Additional comments: The nature of these contracts mean that they appeal to start-ups, new enterprises, members of the local community and event traders looking to settle into a community. This does generally mean that it is a positive rather than a negative impact, but current traders will need to re-apply for their pitches on a competitive basis so they, and some of the parks/harbourside users, might find this difficult to accept.

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

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

There are gaps in the data in terms of understanding exactly who uses parks as we do not collect data about usage of parks by protected characteristics. However, this is information that would be useful for the potential concessionaires to identify their customer base.

Additionally although we collect data from those that apply to be concessionaires we do not have any data on those who might apply or do not complete their application. We do know however that applicants are rarely from outside Bristol and are mostly local people wanting to work in their local community.

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.

Parks Commercial Team are in constant contact with our current concessionaires and are contacted regularly by potential operators. We give consistent and concise information about how a concession pitch is allocated and operated and keep a mailing list so that we give everyone the opportunity to know when a tender is allocated.

We provide regular updates to the Parks Forum – representatives from the parks friends groups and will consult with them prior to any tender being advertised.

The tender may change the concession within the park so providing a different catering offer to the park users, but the concessions will be offered in line with our application process which looks carefully at how the concessionaire is going to serve and fit into the local community, plus how they will meet dietary needs.

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.

Throughout the period leading up to the tender we will work through the Friends groups and Parks Forum to carry out market engagement with the local communities/park users.

We will use social media to advertise the tender and our existing mailing list to maximise the number of people who feel able to apply for pitches.

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 \(EqIA\) \(sharepoint.com\)](https://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)	
<ul style="list-style-type: none"> • Applicants having difficulties navigating the procurement system in order to make an application for a pitch. • Park users having a change in concessionaire so having a different catering offer. • Current concessionaires not being successfully offered a contract. • Lack of knowledge/experience or literacy skills might make using the system and putting in an application difficult. We will put in place a User Guide and drop in sessions to mitigate this. 	
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Engagement with the community and the application process may not be accessible.
Mitigations:	Engagement with the community will be carried out through established groups within the community eg. Friends of groups. Any presentations/documentation explaining the process will be in easy read format with 1-1 verbal or email correspondence offered.
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Those who do not have English as their first language may find it difficult to understand the formal/legal documents used as part of the tender process.
Mitigations:	Translators can be booked during the drop-in sessions to talk through the process and translations can be arranged on request.
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 checked="" 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

We offer the opportunity for start ups and small businesses to work on a business model that is affordable and local. Our evaluation asks questions around – employment and local labour; local suppliers; community involvement etc. Many of our pitches are allocated to local people and are owner operated as individual entities.

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:
<ul style="list-style-type: none">Lack of knowledge or literacy to use the system – we will produce a factsheet to help users navigate the system and also provide some drop in sessions with a third party. These drop in sessions can have translators available on request.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
<ul style="list-style-type: none">Evaluation is based on quality of the product not price and actively encourages local businesses and start ups to apply

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
Communicate with parks forums/friends groups. Ensure all information is in Easy Read format	Greg Want	throughout
Communicate with current concessionaires	Greg Want	throughout
Create a 'how to' guide which will be sent to all potential applicants. Arrange for this to be translated on request	Greg Want	throughout
Put in place drop in sessions with a third party to help users navigate the system	Greg want	Throughout
Organise translators if need indicated when booking on to the drop in sessions	Greg Want	When drop in sessions are advertised

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.


Applications will be received from a variety of applicants Contact with the mailing address will be minimal and easily answered Existing concessionaires will understand the process and be able to apply

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	 Director Management of Place
Date: 22/05/2023	Date: 22/05/2023