

Equality Impact Assessment [version 2.12]



Title: Harbour Revision Order	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Tony Nichols
Service Area: Management of Place	Lead Officer role: Harbour Master

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.

1. Bristol Harbour is classified as a Statutory Harbour Authority and to ensure that it is operating to modern standards it has carried out an independent Harbour Operational Review. This will enable the Harbour Authority to be governed and managed for the benefit of all for the next 10-15 years in line with best practice and guidance.
2. It has been highlighted through the Harbour Operational Review that the existing harbour legislation is not fit for purpose and needs updating to achieve best practice in line with national government guidance for governance of Municipal Harbours. The current Harbour Revision Order ("HRO") was created 25 years ago in 1998.
3. For a new HRO to be adopted the Harbour Authority must be able to demonstrate that it is "Financially self-sustainable" for the Harbour Undertaking as this is one of the tests which will be applied through the application process. Therefore, the current HRO plan needs to be reviewed and updated if necessary and incorporate land and facilities which make up the harbour and harbour estate, please refer to Appendix A.
4. The review has outlined what operational and legislative changes are needed to help secure the long-term sustainability of Bristol Harbour.
5. To progress a new HRO an application will need to be processed through the Marine Management Organisation (MMO) who manage the application on behalf of the Department for Transport. Amongst many other things the new HRO will include:

- A financial plan to evidence a balanced budget that is intended to make the Harbour self-sufficient.
- A staffing structure that is adequate to support the Docks and Harbour Assets and Estate.
- Up to date compliant legislation dealing with operational and governance requirements for the Harbour Authority to achieve best practice
- Identify extent of Harbour Estate
- Provide the Harbour Authority with modern powers of disposal of any part of the Harbour Estate that is surplus to requirements
- Repeal all historic legislation

6. The Harbour Revision Order requires a 42-day period of public consultation.

7. The HRO will take at least 18 months to process, but this is dependent upon the capacity the MMO have to process the application.

8. The work carried out through the harbour review has also identified the need to establish assured accounts which, as identified in the Ports Good Governance Guidance, would be beneficial to the harbour for submitting annual accounts to the Department for Transport.

9. Appendix A shows the proposed extent of the boundary of the Harbour Estate to be included in the new HRO.

This Proposal

Authorises the Chief Executive to have delegated authority to submit the Harbour Revision Order to the Marine Management Organisation and the creation of assured ring-fenced accounts for the sustainable management and operation of the Harbour

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: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-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 \(sharepoint.com\)](https://www.bristol.gov.uk/data-statistics-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](https://www.bristol.gov.uk/open-data); [Joint Strategic Needs Assessment \(JSNA\)](https://www.bristol.gov.uk/joint-strategic-needs-assessment); [Ward Statistical Profiles](https://www.bristol.gov.uk/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 \(sharepoint.com\)](https://www.bristol.gov.uk/hr-analytics) 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](https://www.bristol.gov.uk/employee-survey-report) and [Stress Risk Assessment](https://www.bristol.gov.uk/stress-risk-assessment)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>Internal data on Harbour / Docks</p> <p>Bristol City Council – City Docks 2021/2022 Fees for navigation and berthing of ‘craft’ as defined in the Corporation Act 1961 https://www.bristol.gov.uk/documents/20182/34144/Navigation+and+berthing+charges</p>	<ul style="list-style-type: none"> • There are approximately 300 leisure boats in the Harbour with annual licences - These boats should only be used for “leisure” purposes and under the 1998 byelaws they are not permitted to be stayed upon for more than a 15 day period. There is no right of tenure, and they are not residential. • Approx. 8 residential boats situated within the docks either at Welsh Backs or Wapping Wharf, these have a rolling 25-year lease for the quayside and have permission to be used as a residence. • Approx. 8 Commercial Vessels (Thekla, Grain Barge, Glassboat, Spyglass, Masons Barges, Under the Stars, Tempora, Kyle Blue) that are licenced for commercial activity within the docks. • Approx. 500 visiting vessels that come to Bristol annually (depending upon weather) to staff on the visitor pontoons, the stays vary from 24 hours to 30 days maximum. These are the tourists. • Charity/organisation vessels (Pride of Bristol, Mayflower, John King, Pyronaught, Balmoral, Lord Nelson) that currently do not pay for mooring in the Harbour. <p>Approx. 70 boats (small dinghy’s and canoes) that are stored within the Dinghy Park and Dutch Barn at Underfall Yard.</p> <p>Over 300 Paddleboards that are licenced annually to use the Floating Harbour</p> <p>Over 100 power craft that are licenced to use the Harbour but are stored out of the Harbour Limits</p> <p>Canoe Club Bristol Canoe Polo Club</p>

Gig Clubs (Clevedon, Bristol, Clifton, Bristol Social Rowers)
 Charity Organisations- Tri Services, Sea Cadets, Sea Scouts, All Aboard, Young Bristol, Urban Pursuits, Adventurous Activities.
 Commercial businesses using the Docks- Channel Yacht Sales, Blueprint Marine, Bristol Stand Up Paddle Board.
 Ferries- Bristol Community Ferryboat Company and Number 7
 Trip Boats- Bristol Packet
 Boats moored in private Marinas (Bristol Marina and Pooles Wharf) approx. 50 who use the water and pay for a Navigation (only) fee
 Vessels using the Underfall Yard
 Vessels using the Drydock (Albion Shipyard)
 Commercial Barges and pontoons used by developers to carry out works/construction either in or around the Harbour. This is paid for on a time and per square meter basis

[Quality of Life 2020-21 — Open Data Bristol](#)

The Quality of Life in Bristol Survey shows there are disparities for some citizens in their satisfaction with leisure services/facilities based on their characteristics and circumstances:

Quality of Life Indicator	% satisfied with leisure facilities/services
Characteristic	% Percentage
16 to 24 years	32.8
50 years and older	36.3
65 years and older	34.7
Female	40.6
Male	40.7
Disabled	25.1
Black Asian & Minority Ethnic	39.4
White Minority Ethnic	42.7
White British	40.9
Asian/Asian British	43.4
Black/Black British	39.0
Mixed Ethnicity	35.3
White	41.1
Lesbian Gay or Bisexual	39.4
No Religion or Faith	40.4
Christian Religion	41.6
Other Religions	41.2
Carer	39.3

	Full Time Carer	26.6
	Part Time Carer	43.1
	Single Parent	31.3
	Two Parent	49.4
	Parent (all)	47.2
	No Qualifications	30.0
	Non-Degree Qualified	34.8
	Degree Qualified	43.9
	Rented (Council)	25.0
	Rented (HA)	31.6
	Rented (Private)	40.8
	Owner Occupier	42.3
	Most Deprived 10%	29.8
	Bristol Average	40.5
		<i>Source: Quality of Life in Bristol 2020-21</i>
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.

Although the service requests confidential diversity monitoring feedback from applicants, we have little reliable information about the characteristics of commercial users of the harbour, including residential users and tourists.

"There are approximately 300 leisure boats in the Harbour with annual licences - These boats should only be used for "leisure" purposes and under the 1998 byelaws they are not permitted to be stayed upon for more than a 15-day period. There is no right of tenure and they are not residential. Within engagement process it is understood

that there are many more residential vessels and therefore there is a gap in how many are used for residential purposes.

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.

At this stage engagement has been internal only, but the Harbour Service has started engagement sessions and once submitted the Harbour Revision Order will have a 42 day statutory consultation period.

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.

When we have established which recommendations are accepted and are to be implemented, we will carry out further public engagement and consultation as appropriate which may be required to inform this process prior to implementation. We will ensure that this includes local organisations to provide expertise on the specific needs of equalities communities such as older people, disabled people, carers, Black and minoritised communities and faith communities etc.

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)

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • 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. • Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol. • Young people in Bristol are more likely to: <ul style="list-style-type: none"> ○ have poor emotional health and wellbeing ○ find inaccessible public transport prevents them from leaving their home when they want to ○ 6.% of 16-17 year olds (2021/2022) were “not in education, employment or training” (NEET)
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • 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 ○ more likely to help out or volunteer in their community ○ less likely to have formal qualifications • Bristol Ageing Better says at least 11,000 older people are experiencing isolation in the city. • We must factor aging and the needs of older people into long term service design
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.
Mitigations:	See general comments above
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The Quality-of-Life survey indicates that people living in the most deprived areas of Bristol are less satisfied than average with leisure services/facilities. <ul style="list-style-type: none"> Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people. 9.8% (approximately 19,572 households) of all households in Bristol are living in fuel poverty (BEIS, 2020) 34.6% of people in Bristol are dissatisfied with the way the Council runs things, but this is 47.5% for people living in the most deprived areas of the city (QoL 2021).
Mitigations:	See general comments above
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 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 proposal will advance equality of opportunity for groups in Bristol who are less likely to be satisfied less satisfied than average with leisure services/facilities by providing improved and increased facilities, including an accessible facility where previously not present.

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:

No significant negative impact identified at this stage however we are aware of existing issues for citizens which we will consider as part of the review and recommendations. Such as families and individuals who are residing on vessels against the terms of the licence.

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

Harbour is governed and managed to national best practice and ringfenced accounts allow funds that are spent within the Harbour estate to be spent within the harbour service. With up-to-date legislation the Harbour Authority is able to direct service users using modern powers.

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
Application for the Harbour Revision Order to Marine Management organisation	Tony Nichols	September 2023


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.

Harbour Revision Order will be submitted and approved and Assured Accounts will be evident for the service

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:  Patsy Mellor, Director Management of Place
Date: 27/02/2023	Date: 20/06/2023

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.