



## Bristol City Council Equality Impact Assessment Form

Equalities impact assessments (EqIAs) are used to ensure we are considering the needs of all staff and all service users when planning or changing services, strategies, policies, procedures and/or contracting services, undertaking reviews or planning projects. The process you use to undertake equalities impact assessments enables us to evidence that we are giving **due regard** to the public sector equality duty.

It is best to start your Equality Impact Assessment (EqIA) at the beginning of any project, policy revision, strategy change etc. It will then become an integral part of the planning process, ensuring that we, as a council, "get it right first time".

We also recommend that you work through the form using the EqIA guidance and that you contact your directorate equalities officer for support. See the end of this document for a list of equalities officers.

The form can be completed electronically and the boxes to complete will have the question highlighted in bold and the space thereafter will expand as you type into it.

### **Public sector equality duty**

We carry out equalities impact assessments as part of our public sector equality duty (Equality Act 2010 section 149). The public sector equality duty requires us give **due regard** to the need to:

- a) Promote equality of opportunity
- b) Eliminate unlawful discrimination
- c) Promote good relations between people who share a 'protected characteristic' and those who do not.

The public sector equality duty requires us consider the effect our policies and practices have on people who share the following '**protected characteristics**':

- Age
- Pregnancy & maternity
- Transgender
- Sexual orientation
- Religion and belief
- Ethnicity
- Gender
- Disability

Hereafter we refer to groups of people who share a protected characteristic as 'equalities communities'.

## How the EqIA should be used as part of the decision-making process

Each decision-maker must, therefore, have due regard to the need to:

1) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.

2) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:

- Remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it. In relation to disabled people, this includes, in particular, steps to take account of disabled persons' impairments (disabilities);
- Encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

3) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --

- Tackle prejudice; and
- Promote understanding.

This EqIA form is structured to assist you to consider the above as you develop your proposal. In order to comply with the public sector equality duty you should set out how you have given due regard to the above issues in reports to decision-makers, particularly in reports to elected members. The EqIA provides evidence of compliance with the public sector equality duty.

Reports to decision-makers must include an equalities impact assessment section where you report how the public sector equality duties are relevant to the proposals and how these duties have been taken into account in developing the proposals. Step 6 of the EqIA can be replicated into the report and we suggest you provide e-link to full document, or include the EqIA as an appendix. Where no equality impact assessment has been undertaken, give reasons why not.

**Name of policy, project, service, contract, review or strategy being assessed (from now on called ‘the proposal’): Bristol Resilience Strategy**

**Directorate and Service:** Bristol Futures, Business Change

**Lead officer** (author of the proposal): Sarah Toy

**Additional people completing the form** (including job title): Anne James (Equalities Manager)

**Start date for EqIA:** 21.09.16

**Estimated completion date:** 20.10.16

**Step 1 – Use the following checklist to consider whether the proposal requires an EqIA**

1. What is the purpose of the proposal?

The Bristol Resilience Strategy has been developed as a high level strategic city framework for action to future-proof Bristol against future shocks and stresses with a 50 year time horizon.

	High	Medium	Low
2. Could this be relevant to our public sector equality duty to: a) Promote equality of opportunity b) Eliminate discrimination c) Promote good relations between different equalities communities?	H	M M	
If you have answered ‘low relevance’ to question 2, please describe your reasons			
3. Could the proposal have a positive effect on equalities communities?			

Please describe your initial thoughts as to the proposal’s positive impact

The strategy places a strong emphasis on building social cohesion across all communities in the city and proposes actions around engagement (e.g. cultural activities) as well as the Mayor’s proposed Equality Charter. It is therefore intended, and anticipated, that the strategy will have a positive impact on equalities communities. Some examples of actions that could have a positive impact include:

- Redesign of Neighbourhood Partnerships to better meet the needs of our diverse communities
- 
- Equalities Charter
- Cultural engagement to build social cohesion
- Tackling homelessness – most homeless people have a PC.

4. Could the proposal have a negative effect on equalities communities?

Please describe your initial thoughts as to the proposal’s negative impact

The strategy does not seek to specifically reference all equalities communities so it may be perceived as failing to address certain communities (e.g. disabled). However the strategy is intended to be a dynamic document that will evolve over time and the inclusive process will ensure that all equalities communities are included where there is a resilience-related issue.

If the proposal has low relevance and you do not anticipate it will have a negative impact, please sign off now. Otherwise proceed to complete the full equalities impact assessment

Service director.....Equalities officer  
Date

Step 2	Describe the Proposal
2.1	<p><b>Briefly describe the proposal and its aims?</b>  <b>What are the main activities, whose needs is it designed to meet, etc.</b></p> <p>The strategy has been developed to address long term (50 year) shocks and stresses that the city faces. It identified 40 “transformative” actions to address the five resilience challenges identified:</p> <p>i. People: Communities are diverse, but inequality</p>

	<p>compromises cohesion</p> <p>ii. Places: Built environment is “greened”, but not transformed</p> <p>iii. Organisations: Civic society is engaged, but not connected</p> <p>iv. Prosperity and worth: The city is economically successful, but not equally flourishing</p> <p>v. Region to globe: The city is focused on strengthening local self-sufficiency but continues to be dependent on national and global systems</p> <p>It is designed to meet the needs of all people living or working in Bristol but it has a strong focus on tackling inequality and building social cohesion across the city.</p>
2.2	<p><b>If there is more than one service* affected, please list these:</b></p> <p>All city services are implied, if not directly referenced, in the strategy.</p>
2.3	<p><b>Which staff or teams will carry out this proposal?</b></p> <p>The idea is that the strategy will be adopted by the city and so a wider range of stakeholders and partners will deliver elements of the strategy.</p>

Step 3	<p><b>Current position: What information and data by equalities community do you have on service uptake, service satisfaction, service outcomes, or your workforce (if relevant)?</b></p>
<p>You need to describe your current position (As Is) so you can benchmark the impact of your proposal.</p> <p>In Step 3 we are asking you to record the % of people from equalities communities who are currently benefiting from your service*. Then we will ask you to compare these figure to the % of people from equalities communities in Bristol (or in the relevant wards if it is a local service) and evaluate whether any equalities groups are under or over represented in your service user profile, employee profile, service outcomes and/or satisfaction rates</p> <p>The following information may be helpful:</p> <ul style="list-style-type: none"> <li>• Equalities data for staff by divisions <a href="http://www.bristol.gov.uk/ccm/content/Jobs-Careers/Careers-Advice/bristol-city-councils-workforce.en">http://www.bristol.gov.uk/ccm/content/Jobs-Careers/Careers-Advice/bristol-city-councils-workforce.en</a></li> <li>• Equalities data for different service areas</li> <li>• <a href="http://www.bristol.gov.uk/ccm/content/Community-Living/Equality-Diversity/data-on-uptake-of-council-services-by-equalities-communities.en">http://www.bristol.gov.uk/ccm/content/Community-Living/Equality-Diversity/data-on-uptake-of-council-services-by-equalities-communities.en</a></li> </ul> <p><a href="http://www.bristol.gov.uk/ccm/content/Community-Living/Equality-Diversity/index-pages/equalities-data-knowing-our-communities.en">http://www.bristol.gov.uk/ccm/content/Community-Living/Equality-Diversity/index-pages/equalities-data-knowing-our-communities.en</a></p> <ul style="list-style-type: none"> <li>• Comparison data – Profiles of equalities communities in Bristol <a href="http://www.bristol.gov.uk/ccm/navigation/council-and-democracy/statistics-and-census-information/">http://www.bristol.gov.uk/ccm/navigation/council-and-democracy/statistics-and-census-information/</a></li> </ul>	
3.1	<p><b>Summarise how equalities communities are currently benefiting from your service* here (&amp; add an electronic link to the information if possible).</b></p> <p>The resilience strategy is not delivering a service but is aiming to address the city-wide inequalities so will be benchmarked against the health inequality data and deprivation data as well as qualitative data from Quality of Life Survey and Happy City initiative.</p>

3.2	<p><b>Then compare to the relevant benchmark (eg. the % of people from each community who use your services* with the % of people within the relevant equalities community who live in your local area or in the city of Bristol).</b> These will be based on city-wide statistics for all equalities communities.</p>
3.3	<p><b>Evaluate what the data in 3.1 &amp; 3.2 tells you about how the current position affects people from equalities communities (see Guidance for further information and examples).</b> The resilience strategy is aiming to create a fairer and better connected city for all equalities communities that currently experience some form of disadvantage (social or economic).</p>
<p>Please note, your evaluation in 3.3 will be built upon in Step 5 where you will set out what you plan to do to address any issues for equalities communities</p>	

<b>Step 4</b>	<p><b>Ensure adequate consultation is carried out on the proposal and that all relevant information is considered and included in the EqIA</b></p>
<p>This section refers to the proposal as described in step 2. When we propose changes to services*, it is important that we consult with service users, and staff or equalities community groups where relevant. Your proposal may be based on service users suggestions that have been made in the past.</p>	
4.1	<p><b>Describe any consultations that have taken place on the proposal. Please include information on when you consulted, how many people attended, and what each equalities community had to say (&amp; provide a web link to the detailed consultation if possible).</b> The strategy has been developed with extensive input from professional bodies and third sector organisations including: Voscur; Black Network Southwest; BME Manifesto Group; and a public event was held in November 2016 which aimed to reach equalities groups through a range of channels including Disability Rights Forum, Neighbourhood Partnerships and Youth Council. Detailed comments were not documented at this event but concerns and dissatisfaction at the way the city is run were heard from many quarters and this has helped to shape the final Resilience Strategy.</p>

<b>Step 4</b>	<b>Ensure adequate consultation is carried out on the proposal and that all relevant information is considered and included in the EqIA</b>
4.2	<p><b>Please include when and how the outcome of the consultation was fed back to the people whom you consulted.</b></p> <p>A report was produced on Bristol Day and send to participants.</p>
<p>Please note details of the consultation findings in 4.1 will be built upon in Step 5 where you will set out what you plan to do to address any issues for equalities communities.</p>	

<b>Step 5</b>	<b>Giving due regard to the impact of your proposal on equalities communities</b>
<p>In this section you will consider the impact of your proposal on equalities communities, this will help you to develop a comprehensive service* which considers the needs of all communities.</p> <p>The public sector equality duty requires us give due regard to the need to promote equal opportunities (create positive impacts where possible) eliminate discrimination (mitigate negative impacts where possible) and foster good relations. The process of giving due regard means that you should include all identified impacts, whether or not you plan to take actions to address these</p> <p>Possible Impact column: Consider how the suggested changes in your proposal could affect different equalities communities, including how the proposal will meet the differing needs of equalities communities.</p> <p>Actions to be included in the Proposal column: Include what you intend to do about the impact, ideally your actions will maximise opportunities to make improvements for equalities communities and mitigations for any negative impacts.</p> <p>In this section you need to build on your data and consultation findings in steps 3 and 4. You may need also to consider people who could have high or differing needs within a wider equalities community such as children in care, carers, people who do not speak English, gypsies and travellers etc.</p>	

<b>Possible Impact on Equalities Communities, whether or not you will address the impact</b>	<b>Actions to be included in the proposal</b>
Age – positive impact	Several actions have a focus on young people and older people (votes for under 16s, family friendly city, employment for younger and older people, free bus travel for under 16s)
Disability - positive impact	The action on the Equalities Charter will include meeting the needs of the disabilities community
Ethnicity - positive impact	The action on the Equalities Charter will include meeting the needs of the black and minority ethnic communities.

<b>Possible Impact on Equalities Communities, whether or not you will address the impact</b>	<b>Actions to be included in the proposal</b>
Gender - neutral	No actions specifically focused don this group.
Pregnancy & maternity - neutral	No actions specifically focused don this group.
Religion and belief – positive	Cultural engagement to build social cohesion and Equalities Charter
Sexual orientation - positive	Cultural engagement to build social cohesion and Equalities Charter
Transgender - positive	Cultural engagement to build social cohesion and Equalities Charter
Any other relevant specific groups	No actions specifically focused don this group.

<b>5.2</b>	<b>Next Steps</b>
	<p>In the table above you have identified ‘actions to be included in the proposal’. Some of these will be in-hand (already acknowledged and mitigating actions are underway) but some may be new.</p> <p><b>So that we can more clearly demonstrate what has changed as a result of this equalities impact assessment, please list below new actions identified and say when and how you will put these new actions into practice.</b></p> <p>Most of the actions in the Strategy are already in hand whilst others have not yet been agreed. The delivery of actions will depend on the governance structure and resources that are allocated to the Resilience Strategy (possibly via the proposed City Office) going forwards.</p>

<b>Step 6</b>	<b>Meeting the aims of the public sector equality duty</b>
	In this section you should summarise the relevant equality issues (including significant adverse impacts that you are unable to mitigate) and set out how consideration of the public sector equality duty aims has been taken into account in developing the proposal.
6.1	<p><b>Describe how, in completing steps 1-5, you have given due regard to the three aims of the public sector equality duty (a-c above).</b></p> <p>A Resilience Strategy which focusses on environmental emergencies would have medium equality relevance, access arrangements are needed to ensure all communities can be kept safe. It is to the credit of BCC that the Bristol Strategy is choosing to emphasis the community cohesion aspects of resilience and this meets the requirements of the Public Sector Equality duty both in the duty to promote equal opportunities and to foster good relations</p>
This section serves as an executive summary of the proposal and can be duplicated into any reports for decision-makers with an electronic link to the full equalities impact assessment (or include full EqIA as a an appendix if needed).	

<b>Step 7</b>	<b>Monitoring arrangements</b>
7.1	<p><b>If your proposal is agreed, how do you plan to measure whether it has achieved its aims as described in 2.1. Please include how you will ensure you measure its actual impact on equalities communities?</b></p> <p>The next step will be to develop and agree a set of city metrics that can be used to benchmark progress towards a more resilient future. These metrics will include specific measurable for social cohesion and impact on different equalities communities.</p>

<b>Step 8</b>	<b>Publish your EqIA</b>
<b>8.1</b>	<p>Ensure the EqIA is signed off by a Service Director and the directorate equalities officer.</p> <p>Signed      Stephen Hilton                      Signed Wanda Knight</p> <p>Service Director Bristol Futures      Equalities officer</p> <p>Date              20<sup>th</sup> October 2016              Date 20<sup>th</sup> October 2016</p>
<b>8.2</b>	<p>Can this EqIA can be published on the web. Yes/No</p> <p>If no, please explain why the proposal is confidential and cannot be published</p>
<p>Contact Communications and Marketing Team or your directorate equalities officer to arrange to publish the equalities impact assessment on the Equality and Diversity web pages.</p>	

Thank you for completing this document. We hope you found it useful to improve the overall quality of your proposal.

If you have any feedback on this process please contact the corporate equalities team at [equalities.team@bristol.gov.uk](mailto:equalities.team@bristol.gov.uk)

### **Directorate Equalities Contacts**

Children and Young People Services – Su Coombes

City Development – Jane Hamill

Health and Social care – Jan Youngs

Human Resources – Jo McDonald

Neighbourhoods – Simon Nelson & Anneke van Eijkern

Corporate Resources – Anne James & Joanna Roberts