

# Equality Impact Assessment [version 2.12]



Title: Medium Term Financial Plan and Capital Strategy	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input 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: Cross Cutting	Lead Officer name: Denise Murray
Service Area:	Lead Officer role: Finance

## 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.

The Medium Term Financial Plan and Capital Strategy are integrated and key parts of the Council's financial planning process. They set out the Council's strategic approach to the management of its finances and provide a framework within which delivery of the Council's priorities will be progressed.

The refresh of the Medium Term Financial Plan considers the financial outlook for the Council over the next five years 2024/25 – 2028/29, taking into account national and local changes which may impact on the Council, ongoing financial uncertainty associated to cost of living crisis and local government funding, delays to funding reforms, savings measures agreed in the past year and not delivered, emerging demands, pressures and opportunities.

The Capital Strategy 2024/25 – 2033/34 details the high-level approach and framework that will underpin the development of the Capital Programme. It sets out the governance framework required to ensure that the Capital Programme can be delivered and, in a balanced way, it supports the delivery of the Council's objectives in spite of key issues and risks that may impact on the delivery of the programme. It supports the principle that capital investment remains sustainable and affordable.

The reports have been prepared in compliance with the relevant codes and in developing the financial outlook various assumptions have been made. These are modelling / planning assumptions which will be kept under constant review given the increased level of uncertainty in the financial and economic climate. At the point at which specific service or project proposals are made regarding these assumptions, a full equalities impact will be undertaken.

The Council is required by law to set a balanced budget and even before the cost of living crisis, finding solutions to balance the Council's annual budget was becoming ever more challenging, particularly while seeking to manage the impact on those with the greatest need for our support.

The Council has defined statutory responsibilities but delivers against a far broader agenda, providing universal services benefiting the whole community and targeted services aimed at individuals, communities with particular needs and businesses, which are administered by our workforce, city partners, stakeholder organisations and commissioned services.

The Medium Term Financial Plan outlook considered in this report indicates a peak budget gap of £32.1 million, with a gap of £17.8 million in 2024/25. This is over and above previously agreed savings. The financial strategy in the report to bridge the gap will focus primarily on delivering previously agreed efficiencies, on demand management and containment of growth and on Invest to Save revenue.

The wider impact of lower than required funding levels on Council activities and services will be considered in particular decisions such as the level of Council Tax funding and planned expenditure in the annual budget process. At the point at which decisions are made regarding these assumptions an equalities impact will be undertaken in relation to the specific decision(s).

## 1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

## 1.3 Will the proposal have an equality impact?

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

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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We have not identified any significant equality impact from the Medium Term Financial Plan and Capital Strategy at this stage. This is because the MTFP and Capital Strategy report is intended to provide context for activities which may be initiated in response to the indicative funding gap identified at this time. There are no final decisions at this time and any future individual proposals will be subject to their own separate Equality Impact Assessment, consultation if required at the relevant time; and because decision makers will have the ability to make changes to the individual spending plans following consultation (where necessary) and detailed evaluation of the impact of proposals.

The Medium Term Financial Plan and Capital Strategy will form the financial framework and set the parameters for the overall budget envelope (the monies available) for the Council, which will enable capital borrowing for investments and the delivery of the Council's priorities. They are set against the uncertain backdrop of local government financing, climate and ecological emergency, ongoing post-pandemic recovery, cost of living crisis, increase in demand for already hard-pressed services such as adult and children's services and High Needs. The number of vulnerable adults (for example those with learning disabilities and mental health needs) and vulnerable children (for example, those with special educational needs and disabilities) and associated cost pressures all continue to increase.

However, the impact of the Council budget proposals cannot be seen in isolation. The challenging economic climate is also likely to impact on some groups on the basis of their protected and other relevant characteristics and add to the cumulative impact of Council proposals.

The budget planning that has followed models 2024/25 to 2028/29 and incorporates assumptions regarding core funding and the following specific assumptions:

- Pay award of up to 5% (4% plus 1% contingency) for estimated pay awards for 24/25
- Inflationary increases of up to 5% in expenditure, fees and charges
  - Small corporate contingency for cost of living pressures
  - Continuation of the Council Tax Reduction Scheme at the same level of up to 100% - providing financial assistance with Council Tax bills for working age adults who are on a low income or less able to pay, and pensioners.
  - Increases in Council Tax at 1.99% (subject to public consultation and Council decisions)
  - DSG funding in line with DfE indicative funding allocations increase of 7% for High Needs Block.
  - General Fund capital affordability borrowing levels of up to 10% net revenue
  - HRA capital affordability income cover ratio not lower than 1.25 for HRA borrowing

We are conscious of the impact of price and Council Tax increases on Bristol residents and that this provides a difficult balancing act between income generation and reductions in valued services.

The final position regarding any of the above and continuation of schemes such as the Local Crisis Prevention Fund which provides support to low-income families and individuals requiring emergency financial support, will be decided at each year as part of the annual budget setting process and will be subject to a specific equalities impact assessment at that point.

These are live documents which are updated as more information becomes available from government such as the Autumn Budget and local government finance settlement and local service changes.

Previously approved savings proposals from prior budget setting decisions which include savings not delivered in 2023/24 and carried forward, ongoing savings for 2024/25 have been subject to individual equality impact assessments, with updates where appropriate. These are published on the Council's website <https://www.bristol.gov.uk/council-spending-performance/council-budgets> and will continue to be updated as appropriate.

The external consultation method for obtaining stakeholder and the public views of spending priorities, individual proposals to meet savings requirements and acceptable levels of Council Tax, will be considered as part of the preparation of the Council's budget for 2023/24. The Schools Forum are consulted on any factors impacting on the Dedicated Schools Grant with a consultation due to commence with all schools and wider stakeholders in relation to schools funding and indicative DSG mitigations, respectively.

Budget and service planning processes are entwined and will involve a wide range of staff across the Council and relevant stakeholders. The consultation results from all the above will be presented to Cabinet in advance of decisions in relation to the budget and if required managing change processes will be adhered to.

## 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/how-we-measure-equality-and-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 \(sharepoint.com\)](#). 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](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<b>Additional comments:</b>	

## 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.

## 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.

## 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.

### 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 \(EqIA\) \(sharepoint.com\)](http://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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	
Mitigations:	
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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

No
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## 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.

<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>

### 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

### 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.

## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> <b>TO BE ADDED</b>
Date: 25 September 2023	<b>Date:</b>

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<sup>1</sup> 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.