

# Equality Impact Assessment [version 2.12]



Title: WE WORK for Everyone Phase 2	
<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 checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Paul Gaunt
Service Area: Employment, Skills and Learning	Lead Officer role: Employment Support Officer

## 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 \(EqIA\) \(sharepoint.com\)](http://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 WE Work for Everyone Programme will specifically target Disabled people with a learning difficulties to support them to move closer to or achieve and maintain paid employment, supported by a Navigator on a 1 to 1 basis. People with any kind of impairment – learning difficulty, neuro diversity, mental health issue physical or sensory -are disabled not by their impairments but by cultural, economic, political, and social barriers which cause inherent and institutionalised discrimination.

WE WORK for Everyone will utilise local provision, driven by a single delivery model and underpinned by a single Menu of Opportunity. The programme is a collaborative partnership between the LA areas of Bristol, South Glocs, Bath & North East Somerset and with the West of England Combined Authority, four local colleges and the DWP.

The project will meet the objectives by improving and increasing the employment outcomes. It will promote social inclusion for people with learning difficulties through an individualised programme which will focus on their specific needs, and identify pathways (specific support, vocational and education opportunities, career planning, on the job coaching) to move them towards or into paid and sustainable employment. People with learning difficulties are far from the labour market and require more in-depth interventions to enable them to access paid employment. Through an individualised approach, this programme will increase participation in the labour market, improve social inclusion, self-esteem, social mobility, and the well-being of people with learning difficulties.

### 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 checked="" 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[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 \(bristol.gov.uk\)](http://bristol.gov.uk)

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 \(sharepoint.com\)](http://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 \(sharepoint.com\)](http://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
<ul style="list-style-type: none"> <li>• <a href="#">2021 Census</a></li> <li>• <a href="#">Housing Delivery – Equalities Digest 2015</a></li> <li>• <a href="#">Population of Bristol Analysis 2017</a></li> <li>• BCC Housing Benefit data</li> <li>• Housing Association data</li> <li>• Adult Social Care Data</li> <li>• Employment Support Team data</li> <li>• Stat Explore and Nomis data – Government statistics</li> <li>• Parent / Carer / Service User discussions</li> <li>• Employer discussions</li> </ul>	<p>The programme aims to have a positive impact on households/individuals, including those from protected characteristic groups.</p> <p>In developing an inclusive programme and its engagement strategy, quantitative data from a range of sources has been considered to help understand the issues faced by the different equalities groups</p> <p>This information provided knowledge not only where we can target our efforts across the City but of the barriers that need to be overcome to effectively support our proposed clients</p>
<b>Additional comments:</b>	

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

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input 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.

We are unable to collect data on pregnancy / maternity & gender reassignment, despite trying a number of sources. Therefore we would welcome the advice of the Equalities Team on how to gather this information. As most of the people in this demographic group will be in various stages of preparing for and taking a temporary break from the labour market and therefore will not be eligible for the programme. We will investigate ways in which we can obtain the data to enable us to target them so that when they return to the labour market, WE WORK for Everyone can support them.

## 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.

The initial proposal to use West of England UKSPF funds for this proposal was discussed and agreed with WECA and member authorities. This proposal has also been discussed and developed with lead managers and budget holders in the City Council who are currently responsible for services to improve employment outcomes for people with learning difficulties. It has been discussed with external bid partners: Bath & North East Somerset and South Gloucestershire; FE colleges; DWP; VCS providers, including specialist agencies with expertise in providing employment support to people with learning difficulties. In preparing our funding application we also talked to people with learning difficulties and their parents / carers.

## 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 the decision to progress the programme is agreed, focus will move to refining and implementing delivery plan to achieve the strategic aims of the programme. Consultation highlighted the need for better communication and ongoing community engagement with the programme. Therefore we will explore ways of making the programme more accessible through working with our stakeholders, delivery partners, employers, Adult Social care Teams & their supply chains as well as further involvement of citizens in the development of the delivery plan and monitoring of its progress.

### 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)	
We have developed a fully inclusive delivery model which underpins the WE Work for Everyone Programme which extends beyond the boundaries of this project and enables us to “plug in” this funding into a significantly wider offer which can uniquely support people with protected characteristics.	
<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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The programme is specifically designed to help people with learning difficulties and / or autism to achieve paid employment
Mitigations:	Ensure that the programme is easily accessible, from making adjustments to our communications – ( easy read), delivering locally, in accessible locations and working with local employers committed to inclusive workforces and employment practices
<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:	

OTHER RELEVANT CHARACTERISTICS	
<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

Improving the employment of people with learning difficulties contributes to the Mayor's commitment to inclusive economic growth and social mobility. It also helps reduce the reliance of people with learning difficulties on public services and promotes their economic and social independence, health and wellbeing.

By implementing these recommendations, Bristol City Council can lead the way in relation to our employment practices – we can demonstrate proactively how we are taking positive action and **not** discriminating against Disabled people, and how our workforce is reflective of the communities we serve. We can also work with other employers to improve their access to specialist support and resources so that their workforce and business can benefit from the employment of people with learning difficulties. By implementing these recommendations, Bristol City Council can lead the way in relation to our employment practices – we can demonstrate proactively how we are taking positive action and **not** discriminating against Disabled people, and how our workforce is reflective of the communities we serve. We can also work with other employers to improve their access to specialist support and resources so that their workforce and business can benefit from the employment of people with learning difficulties.

## 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:

When the decision to progress the programme is agreed, focus will move to refining and implementing delivery plan to achieve the strategic aims of the programme.

Consultation highlighted the need for better communication and ongoing community engagement with the programme. Therefore we will explore ways of making the programme more accessible through working with our stakeholders, delivery partners, employers, Adult Social Care teams / their commissioned providers the VCS and will further involve citizens in the development of the delivery plan and monitoring of its progress.

<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>
The WE WORK for Everyone programme will work with 400 unemployed individuals who have a learning difficulty and / or autism. By working with and supporting them to increase their skills and employment opportunities, it will lead to improved direct impacts of a greater quality of life and better standard of living together with the indirect outcomes of improved health and education.

## 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
The actions and outcomes identified in the WE WORK for Everyone Programme, and any actions and outcomes identified in subsequent delivery plans will be monitored by the Programme's Steering Group, the DWP and the West of England Combined Authority through an established monitoring plan.	Paul Gaunt	Ongoing
Performance targets and monitoring against Equalities groups will feed into the quarterly formal review of the delivery plan and subsequent strategies	Paul Gaunt	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.

We will know that we have been successful when the programme achieves all it's key performance indicators for helping people with a learning difficulty into paid employment. Furthermore we would have also achieved the actions and improvements outlined above.
This will be monitored regularly and scrutinised through the programme's governance process.

## 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> Aaliyah Miller  Equality Officer <b>Equality &amp; Inclusion Team</b>	<b>Director Sign-Off:</b> 
Date: 18 September 2023	Date: 30 October 2023

<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.