

# Equality Impact Assessment [version 2.9]



Title: Fire safety works Framework	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Housing Landlord Services	Lead Officer name: Phil Passmore
Service Area: Planned Programmes – Fire safety	Lead Officer role: Planned Programme Supervisor

## 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.

Set up a framework of contractors for fire safety and related works, to enable us to meet our statutory requirements in relation to fire safety. Framework to have 4 lots;  
 Lot 1 Fire compartmentation works with SORs  
 Lot 2 Fire door installations with SORs  
 Lot 3 Combined fire compartmentation and fire door installation projects using SORs from Lots 1 & 2  
 Lot 4 Mobility scooter store and other general building works related to fire safety. To cover small scale design & build type projects for standalone stores with all required trades and services covered by one contractor.

These bespoke works are required to ensure that Council housing flats comply with the Fire Safety Regulations. This is to ensure that our blocks are as safe as they can be in the event of fire, by preventing the spread of fire, smoke and noxious fumes through the building causing potential death or serious harm to residents. Failure to comply with the FSO could also lead to prosecution by the Fire Authority. In the event of deaths or serious harm, legal action up to and including imprisonment can be taken against individual Officers for failure to maintain effective health and safety measures.

Future projects that take place once a framework of contractors have commissioned will be subject to individual respective EqIA's.

### 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 type="checkbox"/> The wider community
<input 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: <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	
Profile of existing Council Tenants	Tenant profile information is held by Bristol City Council and will help to identify tenants who may require individual attention. It is only made available to contractors when the contract for each project has been awarded.	
Quality of Life in Bristol Survey	Quality of Life Indicator	% satisfied with the state of repair of their home
	<b>Characteristic</b>	<b>% Percentage</b>
	16 to 24 years	72.3
	50 years and older	80.8
	65 years and older	84.5
	Female	78.0
	Male	79.3
	Disabled	67.1
Black Asian & Minority Ethnic	66.0	

White Minority Ethnic	69.6
White British	81.6
Asian/Asian British	70.9
Black/Black British	56.9
Mixed Ethnicity	63.3
White	80.1
Lesbian Gay or Bisexual	73.4
No Religion or Faith	80.5
Christian Religion	78.7
Other Religions	57.8
Carer	69.1
Full Time Carer	60.0
Part Time Carer	72.0
Single Parent	60.3
Two Parent	81.1
Parent (all)	78.6
No Qualifications	74.5
Non-Degree Qualified	75.1
Degree Qualified	80.5
Rented (Council)	51.0
Rented (HA)	69.3
Rented (Private)	69.8
Owner Occupier	84.0
Most Deprived 10%	60.2
<b>Bristol Average</b>	<b>78.6</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 checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input 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.

Bristol City Council tenant profile information may not be reliable. A tenancy audit is completed by BCC approximated every 5 years during the life of a tenancy, however data collected is given voluntarily with a "prefer not to say" option. BCC may not be advised of changes in personal circumstance between audits, and it is not always possible to carry out a new tenancy audits immediately at the start of a new tenancy.

## 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.

As part of the quality scoring assessment for joining the Fire Safety Work Framework, providers will be required to demonstrate a good understanding of Equality Act 2010 requirements and the public sector equality duty; including that equality of opportunity is central to internal processes / workforce; and services will be regularly tailored and reviewed to meet the diverse needs of Bristol citizens.

When works are procured through this framework, we will ensure that tenants are notified of works at an early stage and communicated with throughout the life of the project.

Tenant consultation is carried out by letters being sent to advise tenants of our plans and encourage engagement with the whole process from an early stage. We ask for feedback and comments which can then be used to inform the works information.

Particular importance is given to timescales and projected start dates as well as what is to be done and what tenants can expect in terms of disruption and duration of the works.

The contractors will be required to provide a Tenant Liaison Officer or a site contact to ensure that queries and personal concerns can be responded to on a one-to-one basis.

BCC also has a Project Surveyor responsible for the works who can discuss any problems or concerns with tenants. Tenants with specific needs will be communicated with on a one-to-one basis as appropriate.

## 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.

See above.

## 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 (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)

As part of the quality scoring assessment for joining the Fire Safety Work Framework, providers will be required to demonstrate a good understanding of Equality Act 2010 requirements and the public sector equality duty; including that equality of opportunity is central to internal processes / workforce; and services will be regularly tailored and reviewed to meet the diverse needs of Bristol citizens.

We are aware that disruption during works may have a disproportionate impact on some groups which we have highlighted below.

For Lots 1, 2 & 3 there will be access required to individual flats. There may be some restrictions for a short period whilst these works are taking place, either inside a flat or to a service duct in a communal area. Where practicable mitigating actions will be taken by the contractor to minimise the impact of these works. Residents will be advised in writing of the work required and when it will be done, providing contact details so they can raise any impact concerns.

The works will be carried out by skilled Contractors, who will have substantial experience of working on properties in the social housing sector. Contractors will be expected to communicate clearly with all tenants while the works are being carried out.

Tenants will be kept fully informed about the process, and the contractors will be required to provide a Resident Liaison Officer on site throughout the works. The Major Projects team will also provide support to manage tenant communications and liaise with other Council Teams, such as Estate Management, Caretaking, etc. as appropriate.

The appointed Contractors will be given tenant profile information and as part of the contract must agree:

- Not to practice any form of discrimination
- Promote Equality of opportunity for all our tenants
- To comply with the Equalities Act 2010 throughout the life of this contract

<https://www.gov.uk/guidance/equality-act-2010-guidance>

Contractors will also be required to minimise disruption to tenants and surrounding residents whilst works are being carried out, by carrying out such measures as:

- Working set hours, avoiding Bank Holiday, Evenings and Weekends
- Taking such steps as are necessary to minimise dust, dirt and noise
- Asking operatives to park off-site to avoid unnecessary reduction to available tenant parking

This EqIA considers setting up the framework of contractors. However, future projects that take place once a framework of contractors have commissioned will be subject to individual respective EqIA's.

**PROTECTED CHARACTERISTICS**

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	See general comments above
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See above
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See above
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See above
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As 'Sex above'
Mitigations:	See above
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See above

<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As 'Sex' above
Mitigations:	See above
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See above
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See general comments above
Mitigations:	See general comments above
<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 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

This project aims to have a positive impact on all tenants, including those from protected characteristic groups. These works will improve the fire safety of these blocks providing more protection to all occupants and users of these blocks in the event of a fire.

## 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:**

Whilst the proposal does not have a significant negative impact there is a risk of disruption during works which we will mitigate by ensuring the contractor observes good practice and through communication / tenant liaison.

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

This project aims to have a positive impact on all tenants, including those from protected characteristic groups.

**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.

<b>Improvement / action required</b>	<b>Responsible Officer</b>	<b>Timescale</b>
Ongoing tenant liaison	Project Surveyor – From Fire safety team	Pre-Contract & During Works, month to month
Contract performance management	Planned Programme Supervisor – Phillip Passmore -	During & Post Works month to month

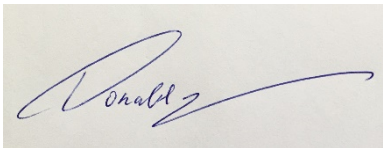
**4.3 How will the impact of your proposal and actions be measured?**

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.

Existing KPIs  
Tenant satisfaction survey

**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> <b><i>Reviewed by Equality and Inclusion Team</i></b>	<b>Director Sign-Off:</b> Donald Graham, Director Housing and Landlord Services 
Date: 30/3/2023	Date: 28/09/2023

<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.