

# Equality Impact Assessment [version 2.10]



Title: GAP32: Annual Leave Top Up Scheme	
<input checked="" type="checkbox"/> Budget Proposal	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Steph Griffin
Service Area: HR	Lead Officer role: Director Workforce & Change

## 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.

#### Budget context

Every year, the council must agree an annual budget which balances the money we spend with the money we are expecting to receive. Councils across the country are continuing to face financial challenges and based on our current forecasts, we face a funding gap over the next five years (to 2028/29) of up to £81.2 million dependent on the severity of factors such as inflation, funding changes, and unavoidable service pressures. This is in addition to the £17.7 million of savings and efficiencies proposals for 2024-2028 outlined in the 2023/24 budget and assumed delivery of 2023/24 savings in the current year.

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

To address these challenges we are looking across all of our services with a focus on:

- maximising our transformation programmes – where we are looking to improve services whilst achieving the best value for money
- income opportunities – where we are looking to improve our external income and most effectively apply that income
- targeted reviews – where we are looking at services that are comparatively high in cost compared to other councils to see where we can do things differently to reduce costs, be more efficient in how we do things and, in some cases, stop doing some things entirely.

**This proposal:**

**Annual Leave Top Up Scheme**

The council already offers its workforce to purchase additional leave on top of their annual entitlement (Annual Leave Top Up scheme) each year, to a maximum of 148 additional hours (pro-rata for part time staff). This is operated as a salary-sacrifice scheme.

In previous years, a second round of the scheme has sometimes been run within the annual maximum of 148 hours additional leave (pro-rata). This offers staff the flexibility to take up the offer at a later stage in the year, or an opportunity to purchase additional leave up to the maximum allowance if they did not purchase the maximum in the first round.

Under this proposal we propose to offer a second round every year.

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

<input checked="" type="checkbox"/> Bristol City Council workforce	<input 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?**

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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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.

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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 \(sharepoint.com\)](#) 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												
<a href="#">Census 2021</a>	The Census details the demographic profile of Bristol.												
<a href="#">The population of Bristol</a>  <a href="#">Bristol Key Facts 2022</a>	<p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p> <p>Population Profiles for Equalities Groups bring together detailed analysis looking at equalities groups and how they differ in relation to age, health, employment, education and housing, and maps the distribution of equalities groups across the city.</p>												
<a href="#">Ward profile data (bristol.gov.uk)</a>	The Ward Profiles provide a range of data-sets, including population, life expectancy, health and education disparities etc. for each of Bristol’s electoral wards.												
<a href="#">Bristol Quality of Life Survey 2021-22</a>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The <a href="#">Quality of Life 2021/22 data dashboard</a> highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.</p> <p>For example there are significant disparities based on people’s characteristics and circumstances in the extent to which they find it difficult to manage financially:</p> <table border="1" data-bbox="655 1765 1501 2094"> <thead> <tr> <th data-bbox="655 1765 975 1854">Quality of Life Indicator</th> <th data-bbox="975 1765 1501 1854">% who find it difficult to manage financially</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1854 975 1906">16 to 24 years</td> <td data-bbox="975 1854 1501 1906">12.5</td> </tr> <tr> <td data-bbox="655 1906 975 1957">50 years and older</td> <td data-bbox="975 1906 1501 1957">6.7</td> </tr> <tr> <td data-bbox="655 1957 975 2009">65 years and older</td> <td data-bbox="975 1957 1501 2009">3.2</td> </tr> <tr> <td data-bbox="655 2009 975 2060">Female</td> <td data-bbox="975 2009 1501 2060">8.6</td> </tr> <tr> <td data-bbox="655 2060 975 2094">Male</td> <td data-bbox="975 2060 1501 2094">8.5</td> </tr> </tbody> </table>	Quality of Life Indicator	% who find it difficult to manage financially	16 to 24 years	12.5	50 years and older	6.7	65 years and older	3.2	Female	8.6	Male	8.5
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<u><a href="#">Joint Strategic Needs Assessment (JSNA)</a></u>	The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); to inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; to improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and to provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.																																																		
<u><a href="#">HR Analytics: Power BI reports (sharepoint.com)</a></u> [internal link only]	The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for locally																																																		

[Equality and Inclusion annual progress report 2021-22 \(bristol.gov.uk\)](#)

Appendix – Workforce Diversity Data – summary analysis

Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#) completed by individuals and teams [internal links only]

managed schools/nurseries, councillors, casual, seasonal and external agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).

**Summary of Bristol City Council workforce diversity**

	BCC headcount % (19 Nov 2023)	Bristol Working Age Population (16-64)
Age 16-29	11.9%	39.0%
Age 30-39	21.9%	24.0%
Age 40-49	25.2%	16.0%
Age 50-64	41.2%	21.0%
Disabled	8.5%	12%
Asian / Asian British	2.9%	5.8%
Black / Black British	5.1%	5.3%
Mixed ethnicity	3.5%	2.9%
Other ethnic groups	1.7%	1.0%
White	77.2%	85.0%
Female	61.3%	49.1%
Male	38.7%	50.9%
Use another gender term	0.2%	-
Christian	25.2%	43.5%
Other religion/belief	18.2%	7.4%
No religion/belief	32.2%	41.5%
Lesbian, Gay or Bisexual	6.4%	9.1%
Trans	0.2%	-

[Nomis - Official Labour Market Statistics \(nomisweb.co.uk\)](#)

[Business demography, UK - Office for National Statistics \(ons.gov.uk\)](#)

84% of all people in Bristol are economically active which is higher than nationally (78.6%) and in the South West (80.7%). Of economically active people in Bristol 6.9% are self-employed, compared to 9.5% nationally. Of those who are economically inactive in Bristol, 33% are Students, 29% are 'long-term sick' and 16% are looking after family/home, as well as 9.2% who are retired. The percentage of 'workless households' in Bristol is 12.1%, compared to 13.6% nationally, and the proportion of working age people who are benefit claimants is 11.2%. Bristol has a higher proportion of people working in 'professional occupations' (36.2) than for the South West (24.4%) and nationally (25.8%).

In 2020 (most recent data) the South West continued to have the highest five-year 'survival rate' in the UK of businesses that survived into 2020 (this has been the case since 2012). The largest proportion of these surviving businesses, 22%, was in the professional, scientific and technical industry.

Bristol One City: Cost of Living Crisis –  
Bristol’s One City approach to  
supporting citizens and communities  
(Oct 2022)

The rising cost of living is not impacting on everyone equally. People who are already experiencing inequity and poverty will be disproportionately impacted:

- **People on the lowest incomes** - will have less available income but also pay more for the same services. For example, people unable to pay their bills by Direct Debit and those borrowing money are subject to higher costs and interest rates. This is what anti-poverty campaign group Fair by Design has referred to as a Poverty Premium
- **Households with pre-payment energy meters** - households with pre-payment meters often pay above-average costs for their fuel. They will face a significant rise in their monthly bills in autumn and winter with increased energy usage as they do not benefit from the “smoothing” effect of Direct Debits, which spread usage costs evenly across the year
- **Parents and young families** – parents of young children are more likely to seek credit and alternative support as they are less able, on average, to afford an unexpected expense. Single parents will be disproportionately affected; and one in four single parents find it difficult to manage financially (28.6%).
- **Disabled people** – just under half of all people in poverty in the UK are Disabled people or someone living with a Disabled person. Disabled people have higher living costs, and tend to pay more for their heating, travel, food/diet, prescription payments, and specialist equipment. It is estimated that UK households that include Disabled children pay on average £600 more for their energy bills than an average household
- **Black and Minoritised people** – A higher proportion of Black and minoritised ethnic groups reported finding it difficult to manage financially (14.9%) in 2021. In 2020 the Social Metrics Commission found that almost half of people living in a family in the UK where the head of the household is Black are in poverty. Age UK report that poverty among older Black and minoritised ethnic groups is twice as high as for white pensioners
- **People in rented accommodation** – it is estimated that 69% of low-income private renters in England will be forced to go without food and heating at least one day per week to meet rising housing and living cost. Almost three in ten homes in Bristol are privately rented
- **Underserved populations** - It is likely that populations that are not typically well represented in data and research are likely to also face increased risk from rising cost of living. For example, refugees and asylum seekers, people experiencing homelessness, and Gypsy/Roma/Traveller groups.

<p><a href="#"><u>An evaluation of the Bristol Race Equality Covid-19 Steering Group</u></a></p> <p><a href="#"><u>Designing a new social reality - Research on the impact of covid-19 on Bristol's VCSE sector and what the future should be – Black South West Network 2020</u></a></p> <p><a href="#"><u>Delivering an inclusive economy post COVID-19</u></a></p>	<p>Report focusing on how co-production using a One City approach has been used to respond to the disproportionate impact of the Covid-19 pandemic on our marginalized ethnic communities.</p> <p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector.</p> <p>Our local partners have conducted research into the ongoing impact of COVID-19 for women and have provided recommendations on what service providers can do to reduce impact further impact.</p>
<p><a href="#"><u>HR Analytics: Power BI reports (sharepoint.com)</u></a> [internal link only]</p> <p><a href="#"><u>Pay Gap Report</u></a> [internal link only]</p>	<p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <p><b>Age</b> 11.9% of staff aged 16–29 compared with 39% of the Bristol Working Age population.</p> <p>41.2% of staff are over 50.</p> <p><b>Disability</b> - We have an under-representation of disabled staff: 8.5% compared to the Bristol Working Age population at 12%.</p> <p><b>Ethnicity</b> - Some particular minoritised ethnic groups are underrepresented within the Council workforce compared to Bristol working age population: • Asian or Asian British 2.9% versus 5.8% • Black or Black British 5.1% versus 5.3%. There is a higher representation of Black, Asian and Minority Ethnic staff in lower pay-brackets within the council as set out in our Race Pay Gap report.</p> <p><b>Sex</b> – Women are over-represented as staff: 61.3% versus the Bristol Working Age population of 49%. The council's gender pay gap analysis indicates that mean pay for men is 3.02% higher than that of women and the median pay for men is 7.78% higher than that of women. The difference between the median and the mean figures is due to the high proportion of women in the top quartile of employees. There is a negative gender pay gap for women in senior roles within the pay structure, which means that women are more likely to be paid more than men.</p> <p><b>Religion/Belief</b> – 43.4% of our workforce say they have religion/belief compared with 51% in the Bristol Working Age population.</p>

	<p><b>Sexual Orientation-</b> 6.4% of our workforce have told us they are lesbian, gay or bisexual, which compares with 9.1% for the Bristol Working Age population.</p> <p><b>Marital Status</b> – 18.1% of our workforce are Married, in a Declared Partnership or Civil Partnership. However, we do not have this data for 58.4% of staff and there is currently no comparative data for the Bristol Working Age population.</p> <p><b>Pregnancy/Maternity</b> – 2.3% of our colleagues are currently pregnant or on maternity leave.</p> <p><b>Trans</b> – 0.2% of our colleagues have recorded they are trans, however very few employees have made a declaration on this and there is no comparative data for the Bristol Working Age population.</p> <p><b>Socio-Economic (deprivation)</b> – 8.1% of the Council’s workforce live within Bristol’s most deprived areas.</p>
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**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.

**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 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.

We launched a public consultation on our budget proposals between 09<sup>th</sup> November 2023 to the 21<sup>st</sup> December 2023. This consultation set out all the savings proposals we had identified to produce a balanced budget in the context of reduced available funding and increasing financial pressures.

The Annual Leave Top-Up (ALTU) Scheme has been running for more than a decade. In some years, one application window has been used (in the Spring); in other years, two application windows have been used (Spring and Autumn). Trade unions and the forerunners of the current staff-led groups were consulted on the proposals at the outset, and again periodically since where particular queries or concerns have been raised. Going forward we will work more closely with our Disabled Colleagues Network to ensure all communications relating to this scheme are accessible.

This proposal adds an additional application window to a pre-existing scheme; it does not alter the parameters of the scheme in any way. Since the scheme has been in place, feedback has included the potential inconstant application of scheme by managers, there hasn't been concerns raised with HR in relation to colleagues being expected to cover the work of others who are taking leave purchased through the ALTU scheme.

## 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.

All responses to the Budget Consultation will be analysed and included in the Council's Budget report that will be published on the Bristol City Council website in early 2023. We will take Budget consultation responses into account when developing this and other final proposals to put to the Cabinet and a meeting of the Full Council for approval. The final decision will be taken by Full Council at its budget setting meeting in February / March 2024.

We will continue our dialogue with trade unions and staff led groups so that we continue to assess and mitigate any impact on those from protected 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 \(EqIA\) \(sharepoint.com\)](#)

### 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)

Even when we plan to consult in more detail on specific service delivery proposals at a later time, we must ensure that any budget setting decisions that are likely to affect future services are informed by sufficient consultation and proper analysis. This is so that decision makers can have due regard to any likely disproportionate or negative impact on the basis of their protected and other relevant characteristics at the time the budget is approved – not afterwards<sup>1</sup>.

Decision makers will have the ability to make changes to the individual spending plans following further consultation as appropriate and detailed evaluation of the impact of specific proposals. Within the proposed budget envelope there will be financial mitigation put aside for any non-delivery or amendments to proposals which may occur due to future consideration of equalities issues or other factors.

As well as identifying whether budget changes will have a disproportionate impact on particular groups (e.g., because they are over-represented in a particular cohort), we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances.

We are also aware of existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, which we will take into account.

**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:	<ul style="list-style-type: none"> <li>• Younger staff are significantly under-represented within our workforce and the council has a much older age profile compared to Bristol Working Age population. In 2023/24, 7.3% of staff who purchased additional leave were aged 16-29, compared with representation in the BCC workforce at 11.7%.</li> <li>• Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things.</li> <li>• Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol.</li> <li>• Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc.</li> <li>• Young people in Bristol are more likely to: <ul style="list-style-type: none"> <li>○ have poor emotional health and wellbeing</li> <li>○ find inaccessible public transport prevents them from leaving their home when they want to</li> <li>○ 6.8% of 16-17 year olds (2020/21) were “not in education, employment or training” (NEET), worse than the national average (5.5%)</li> </ul> </li> <li>• Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis</li> </ul>
Mitigations:	Opportunities to promote this benefit to staff under the age of 40 should be explored.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• Older people are significantly over-represented in the Council’s workforce: 41.2% of BCC staff are aged 50-64 versus 20.7% in the Bristol Working Age population. In 2023/24, 46.2% of employees who purchased additional leave were aged 50-64.</li> </ul>

	<ul style="list-style-type: none"> <li>• Older people in Bristol are: <ul style="list-style-type: none"> <li>○ less likely to be comfortable using digital services</li> <li>○ more reliant on public and community transport</li> <li>○ more likely to be an unpaid carer</li> <li>○ more likely to help out or volunteer in their community</li> <li>○ less likely to have formal qualifications</li> </ul> </li> <li>• Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city.</li> <li>• We must factor aging and the needs of older people into long term budgeting and service design</li> </ul>
Mitigations:	Opportunities to promote this benefit to staff under the age of 40 should be explored.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• At 8.6%, Disabled BCC employees are under-represented in the workforce as compared with 12.4% in the Bristol Working Age population. However, in 2023/24 11.4% of Disabled staff purchased additional leave.</li> <li>• 17% of Bristol’s population are disabled. There are more disabled women than men living in Bristol.</li> <li>• In 2021, the disability pay gap was 13.8% with disabled employees earning a median of £12.10 per hour and non-disabled employees a median of £14.03 per hour.</li> <li>• Disabled people are less likely to be employed in a managerial or professional occupation</li> <li>• the national disability employment rate was 52.7% in Q2 2021, compared to 81.0% for non-disabled people.</li> <li>• Disabled workers move out of work at nearly twice the rate (8.8%) of non-disabled workers (4.9%). Workless disabled people move into work at nearly one-third of the rate (11.0%) of workless non-disabled people (26.9%)</li> <li>• Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%.</li> <li>• Disabled people on average have lower qualification levels than the population as a whole.</li> <li>• A higher proportion of disabled people rent from a social provider (local authority or housing association)</li> <li>• Disabled people have lower car ownership levels</li> <li>• Disabled people experience higher rates of hate crime and domestic abuse compared to the general population</li> <li>• Disabled people should be empowered to make independent living choices and have a say in access to service provision.</li> <li>• Budget setting needs to provide sufficient resource and flexibility to meet our legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> <li>○ changing the way things are done e.g. opening / working times;</li> <li>○ changes to overcome barriers created by the physical features of premises.</li> <li>○ providing auxiliary aids e.g. extra equipment or a different or additional service.</li> <li>○ is ‘anticipatory’ so we must think in advance and ongoing about what disabled people might reasonably need.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.</li> </ul>
Mitigations:	We will work more closely with our Disabled Colleagues Network to ensure all communications relating to this scheme are accessible.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>At 61.3%, women are over-represented amongst the BCC workforce when compared with the Bristol Working Age population of 49.1% However, in 2023/24 66.4% of staff who purchased additional leave were women.</li> <li>Data shows that women are more likely to be primary carers, whether for children or older relatives. This could be why they are opting to buy additional annual leave and therefore being paid less.</li> <li>The average UK pay gap is 15.4% in favour of men. The South West average is 16.6% with women paid 83p for every £1 earned by male counterparts.</li> <li>Women still bear the majority of caring responsibilities for both children and older relatives.</li> <li>Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership.</li> <li>Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.</li> <li>Young women between the ages of 16 and 24 have higher risk of common mental health problems and higher rates of self-harm and post-traumatic stress disorder etc.</li> <li>Bristol female preventable mortality rates are significantly higher than the England rates</li> <li>Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female.</li> <li>Men and boy's health is in general poorer than that of women and girl's</li> <li>Male life expectancy at birth in Bristol is around four years less than for females.</li> <li>On average men in Bristol live 18 years in poor health, women live 22 years in poor health</li> <li>A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.</li> <li>Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse</li> <li>There are differences between men and women in health practices and the way they use health services</li> </ul>

	<ul style="list-style-type: none"> <li>Men are three times more likely than women to take their own lives.</li> </ul>
Mitigations:	Ensuring staff are aware of our policies surrounding flexi-time / leave for caring responsibilities and do not feel obliged to purchase additional annual leave to manage caring responsibilities.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>At 6.4%, lesbian gay and bisexual (LGB) staff are under-represented in the Council's workforce – the figure for the Bristol Working Age population being 9.1%. However, in 2023/24 7.2% of colleagues who purchased additional leave were LGB.</li> <li>Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse</li> <li>1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT.</li> <li>More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.</li> <li>1 in 10 Black, Asian and Minority Ethnic LGBT staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBT staff</li> <li>One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.</li> <li>Research shows LGBT people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff</li> <li>The Stonewall <a href="#">LGBT in Britain - Health Report</a> shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks<sup>2</sup>.</li> <li>Research has shown that LGBT people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.</li> <li>Half of LGBT people experienced depression in the last year</li> <li>14% of LGBT people have avoided treatment for fear of discrimination because they are LGBT.</li> </ul>
Mitigations:	None identified at this stage as there is a positive evidence of LGB colleagues accessing the scheme.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect the rights of breastfeeding mothers.</li> <li>Around 80% of women will give birth and many women will also experience termination, miscarriage and stillbirth</li> <li>In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements</li> <li>• Women from minoritised ethnic backgrounds are more likely to experience complications at birth</li> <li>• Without comparative data it's not possible to assess impact in relation to this characteristic</li> </ul>
Mitigations:	Ensuring staff are aware of our policies surrounding flexi-time / leave for caring responsibilities.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• As sexual orientation above trans people are statistically more vulnerable to verbal and physical abuse. Trans people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.</li> <li>• 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans</li> <li>• Without comparative data it's not possible to assess impact in relation to this characteristic</li> </ul>
Mitigations:	Ensuring staff are aware of our policies surrounding Annual Leave Top Up scheme
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>• At 2.9%, Asian or Asian British colleagues are under-represented in the BCC workforce as compared with Bristol Working Age representation of 5.8%. In 2023/24, 2.1% of those who purchased additional leave were Asian or Asian British.</li> <li>• At 5.1%, Black or Black British colleagues are slightly under-represented in the BCC workforce as compared with Bristol Working Age representation of 5.3%. In 2023/24, 2.9% of those who purchased additional leave were Black or Black British.</li> <li>• At 3.5%, Mixed race colleagues are over-represented in the Council's workforce as compared with Bristol Working Age representation of 2.9%. In 2023/24, 2.7% of those who purchased additional leave were of Mixed race.</li> <li>• At 1.7%, colleagues from Other Ethnic Groups are over-represented in the Council's workforce when compared with Bristol Working Age representation of 1%. In 2023/24, 0.4% of those who purchased additional leave were from Other Ethnic Groups.</li> <li>• Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people<sup>2</sup>.</li> <li>• In the last census (2011) 16% of the population belonged to a Black, Asian or minority ethnic group and this is likely to be higher now.</li> <li>• The top three countries of birth outside UK for Bristol residents are Poland, Somalia and India.</li> <li>• Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people.</li> <li>• Bangladeshi, Pakistani, and Black ethnic groups are more likely to live in deprived neighbourhoods; and the same groups and Chinese ethnicities are</li> </ul>

	<p>about twice as likely to live on a low income and experience child poverty compared to White groups</p> <ul style="list-style-type: none"> <li>• Black, Asian and minoritised ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households.</li> <li>• Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.</li> <li>• Black, Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to</li> <li>• Black African young people are disadvantaged in education compared to their White peers<sup>8</sup>. A disproportionately high percentage of Bristol school pupils from Black, Asian and minority ethnic backgrounds are excluded from school and In Bristol pupils with the lowest 'Attainment 8' scores are from Black ethnic background (highest from Chinese ethnic background.)</li> <li>• Organisations may lack cultural competence because minoritised ethnic staff are under- represented.</li> <li>• People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.</li> <li>• Black Asian and other minoritised ethnic groups are more likely to be self-employed than the Bristol average and over-represented in low income self-employment including taxis, takeaway restaurants</li> <li>• People from minoritised ethnic backgrounds are underrepresented in political and civic leadership.</li> <li>• People who do not speak English as a main language may require information in plain English and community language translations or videos etc.</li> </ul>
Mitigations:	<p>Greater promotion of this benefit to black and racially minoritised staff. Opportunities to remove potential bias from the decision-making process should be explored.</p>
<b>Religion or Belief</b>	<p>Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Potential impacts:	<ul style="list-style-type: none"> <li>• At 25.4%, Christian colleagues are under-represented in the BCC workforce as compared with Bristol Working Age representation of 43.5%. In 2023/24, 27.7% of those who purchased additional leave were Christian.</li> <li>• At 32.1%, colleagues with no religion/belief are under-represented in the BCC workforce as compared with Bristol Working Age representation of 41.5%. In 2023/24, 42.8% of those who purchased additional leave had no religion/belief.</li> <li>• At 18%, colleagues with a religion/belief other than Christianity are over-represented in the Council's workforce as compared with Bristol Working Age representation of 7.4%. In 2023/24, 6.3% of those who purchased additional leave had a religion/belief other than Christianity.</li> <li>• There are at least 45 religions represented in Bristol. Approximately 1 in 20 people in Bristol are Muslim, and Islam is the second religion in Bristol after Christianity</li> <li>• Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays)</li> </ul>

	<ul style="list-style-type: none"> <li>Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.</li> </ul>
Mitigations:	Greater promotion of this benefit to colleagues with a religion/belief other than Christianity.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>0.4% of BCC staff are in a civil partnership. 0.5% of those who purchased additional leave in 2023/24 were in a civil partnership.</li> <li>0.3% of BCC staff are in a declared partnership. 0.1% of those who purchased additional leave in 2023/24 were in a declared partnership.</li> <li>1.6% of BCC staff are divorced. 1.7% of those who purchased additional leave in 2023/24 were divorced.</li> <li>18.1% of BCC staff are married. 19.8% of those who purchased additional leave in 2023/24 were married.</li> <li>7.6% of BCC staff have a partner. 8.2% of those who purchased additional leave in 2023/24 had a partner.</li> <li>13.5% of BCC staff are single. 10.6% of those who purchased additional leave in 2023/24 were single.</li> <li>0.2% of BCC staff are widowed. 0.9% of those who purchased additional leave in 2023/24 were widowed.</li> </ul>
Mitigations:	Greater promotion of this benefit to staff
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>8.1% of BCC staff live in the most deprived wards of Bristol. 6.3% of those who purchased additional leave in 2023/24 lived in the most deprived wards of Bristol.</li> <li>10.4% of BCC staff live in the least deprived wards of Bristol. 4.5% of those who purchased additional leave in 2023/24 lived in the least deprived wards of Bristol.</li> <li>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 &amp; Withywood, Filwood and Lawrence Hill.</li> <li>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.</li> <li>There are an estimated 29,045 households living in fuel poverty in Bristol, 14.4% of all households (BEIS, 2022)</li> <li>4.6% of households have experienced moderate to severe food insecurity, rising to 11.2% in the most deprived areas of the city (QoL 2021-22)</li> <li>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 2021-22).</li> <li>The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.9 years for men and 6.7 years for women.</li> </ul>
Mitigations:	Greater promotion of this benefit to colleagues who live in the most deprived wards of Bristol.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>Being a carer can be a huge barrier to accessing services and maintaining employment</li> </ul>



	<ul style="list-style-type: none"> <li>• We need to consider the timing/availability of services, events etc. to allow flexibility for carers.</li> <li>• As with Disability and Pregnancy and Maternity – policies which aim to restrict driving or parking can have a disproportionate impact on people who are reliant on having their own transport.</li> <li>• Studies show around 65% of adults have provided unpaid care for a loved one.</li> <li>• Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men)</li> <li>• Young carers are often hidden and may not recognise themselves as carers</li> <li>• Without comparative data it's not possible to assess impact in relation to this characteristic</li> </ul>
Mitigations:	Ensuring staff are aware of our policies surrounding flexi-time / leave for caring responsibilities.

### 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 scale of the potential gap in our core funding means that there is very limited opportunity to bring genuine additional benefit to equalities groups in the circumstances. However we have considered as far as possible the need to: eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

Our budget savings proposals are aligned to our Corporate Strategy and although we have limited resources our future focus will be on achieving those priorities we have identified including tackling poverty and intergenerational inequality.

For this proposal, there is the potential for a positive impact on staff wellbeing by enabling colleagues to purchased additional annual leave as their circumstances may have changed since the application window in the Spring.

## 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:

The impact assessment has identified areas of impacts for individuals with protected characteristics. Mitigation includes ensuring the scheme is promoted widely to all staff and that a consistent approach is

taken by managers in assessing and approving applications. Decisions will need to take account of business needs and the impact on the rest of the team.

In light of the take-up data and potential for bias by managers we will work with staff led groups and trade unions to give active consideration to additional measures to mitigate this.

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

There is the potential for a positive impact on staff wellbeing with a more flexible approach to annual leave.

## 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
All relevant EqIAs will be published on the Council's website <a href="https://www.bristol.gov.uk/council-spending-performance/council-budgets">https://www.bristol.gov.uk/council-spending-performance/council-budgets</a> and continue to be updated as appropriate.	Head of HR	Ongoing
Explore opportunities to promote the benefits of the scheme to employees who in 2023/24 were under-represented in take-up	Head of HR	By Spring 2024
Explore opportunities to remove potential bias from the decision-making process	Head of HR	By Spring 2024

## 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.

Our Equality and Inclusion Annual Progress Reports show what we have done to achieve the aims of our Equality and Inclusion policy and strategy, and the progress we have made including reporting on all relevant KPIs and workforce diversity [Equalities policy - bristol.gov.uk](https://www.bristol.gov.uk/equalities-policy)

Consultation responses

Analysis of 2024/25 scheme take-up by protected characteristic

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>.

**Equality and Inclusion Team Review:**  
***Reviewed by Equality and Inclusion Team***

**Director Sign-Off:**

<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.



Steph Griffin, Director of Workforce & Change

Date: 27/11/2023

27/11/2023