

Bristol City Council Equality Impact Relevance Check



This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required. Please read the guidance prior to completing this relevance check.

What is the proposal?	
Name of proposal	Operational savings in the delivery of Democratic, Member and Civic functions
Please outline the proposal.	To delete the following budgets, which have not been utilised in 2016/17 and 2017/18 – Democratic Services furniture budget (left over from move to Brunel House), Members Conference budget (has not been used and member development budget now in place. To cease provision of all member catering and enable members to pre-order and pay for their own refreshments at meetings. To recycle rather than order new robes for the Lord Mayor and cease provision of the clothing allowance
What savings will this proposal achieve?	In total savings of £16.5k per annum
Name of Lead Officer	Shahzia Daya

Could your proposal impact citizens with protected characteristics? (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
These are internal operational savings and as such should have no impact upon citizens.
Please outline where there may be significant negative impacts, and for whom.
These are internal operational savings and as such should have no impact upon citizens

Could your proposal impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.
This refers to the removal of tea and coffee primarily (food has all but ceased for member meetings) for democratic meetings. This will require members wanting tea and coffee to move, during a refreshment break, to the free tea and coffee points throughout the building and consume any drinks there. Water dispensers however will continue

to be available in meeting rooms. This will encourage members to move through the building which has positive health impacts.

Please outline where there may be negative impacts, and for whom.

This could present a concern for any members who have mobility needs, however City Hall is fully accessible and members can easily access the points on the UG and Second floor via use of the lifts on the first floor.

This could also create concern for members with health conditions (e.g. Diabetic) however members would be notified of the change and therefore be able to manage their own conditions via use of the council's café and/or use of the facilities for storing and heating food. The same applies to any members for religious needs may need access to food (e.g. fasting).

Is a full Equality Impact Assessment required?

Does the proposal have the potential to impact on people with protected characteristics in the following ways:

- access to or participation in a service,
- levels of representation in our workforce, or
- reducing quality of life (i.e. health, education, standard of living) ?

Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.

No, it is the view that this will not have any significant impact on service users that cannot be easily mitigated. In effect the same principles for officers are being applied to elected members in terms of usage of the building.

Service Director sign-off and date:



10 January 2018

Equalities Officer sign-off and date:

Cherene Whitfield
10 Jan 2018