

### 1. Introduction

Bolton is a diverse borough, where people from many different backgrounds and cultures live, work and play. The council and its partners have a longstanding commitment to celebrating this diversity, promoting good relations between our diverse communities, and ensuring that its services are appropriate and accessible for everyone in the Bolton Family.

We want Bolton to be a place where everyone is able to achieve their potential, regardless of their background, their circumstances, or where they live. The new vision and values for Bolton 2030 are as follows:

**Vision:** Built on our pride in our place and the aspirations of and for local people, our vision is to ensure Bolton in 2030 is **Active, Connected and Prosperous**

**Values:** Bolton will be a vibrant place built on strong cohesive communities, successful businesses and healthy engaged residents. It will be a welcoming place where people choose to study, work and put down roots. **Inclusive, distinctive, decent, warm and friendly**

This policy statement describes how the council responds to the requirements of the Equality Act 2010 as part of its core business.

### 2. The legislative context: The Equality Act 2010

The Equality Act 2010 ('the Act') sets out the law around equality matters in Great Britain. The Act provides protection against discrimination for the following range of diversity groups (or 'protected characteristics'):

- Age
- Disability
- Sex
- Gender reassignment
- Race (including ethnic or national origins; colour; nationality)
- Sexual orientation
- Religion or belief
- Pregnancy and maternity
- Marriage and civil partnership

In addition to the protected characteristics set out by the Act, Bolton Council believes it is also important to consider socio-economic conditions, caring status and gender identity as part of its work around equality.

Under the terms of the Equality Act the council has a general duty to show that it has 'due regard' to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

Public sector equality duty also states that the council should have due regard to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it

- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

In addition, as a public sector body, the council is required to meet some specific public sector equality duties. These are to:

- Publish the equality objectives which the council is seeking to deliver.
- Publish equality information to show how the council is complying with the general equality duty, in relation to its workforce and its services. Information must be published at least annually.

### **3. Bolton's response to the Equality Act 2010**

As set out in section one, the council has an integrated approach to equalities focused on improving the quality of life for everyone. Below we describe our specific response to the terms of the Act.

#### **3.1 The council's equality objectives**

Bolton Council's organisational philosophy reflects entirely the duties under the Act, of preventing discrimination; fostering good relations; and advancing equality of opportunity. This is best evidenced in the strategic equality impact assessments (EIAs) which are produced annually to support budget setting. The following guiding principles set out how we would make very difficult decisions to deliver fundamental efficiency savings and profoundly re-shape our organisation and priorities:

- Minimise the impact on our ability to achieve our main aims of ensuring greater economic prosperity for all and narrowing the gap in outcomes, particularly for those in our most deprived communities.
- Ensure we meet our statutory obligations in particular around safeguarding the welfare of vulnerable children and adults.
- Ensure that wider issues around vulnerability, disadvantage and poverty are at the heart of our decisions and that any negative impact is minimised.
- Ensure that within this very difficult context we maintain our focus on local political priorities.
- Ensure that we listen to, understand and where possible respond to the views of local people and stakeholders.

Specifically, we have articulated the following equality objectives according to the organisation's two defining roles as a community leader and employer.

#### **Objective One**

We will better understand our people and population and ensure that the way we invest our resources considers the needs of Bolton's diverse and vibrant communities, built around pride in our place and the aspirations of local people.

We will achieve this by:

- Monitoring our staff, services and interventions and collect data and use this information when assessing our performance.
- Make our data, information and our learning accessible to partners and people.
- Evaluate progress with our people, and co-create action plans for change.

#### **Objective Two**

We will create strong cohesive communities, successful businesses and healthy and engaged residents, building a welcoming place where people choose to study, work, invest and put down roots, built around pride in our place and the aspirations of local people.

We will achieve this by:

- Enabling our people to start well, live well and age well and tackling the root causes of poverty and inequality.
- Engage business and investors in our social value aims and objectives.
- Ensure that our streets and neighbourhoods are safe, cohesive and accessible, ensuring that our environment is protected and improved.

### Objective Three

We will celebrate the diversity, identity and contribution of our residents and visitors and ensure that everyone sees the positivity that exists in our neighborhoods, built around pride in our place and the aspirations of local people.

We will achieve this by:

- Celebrating the contributions and achievements of people in our community.
- Building understanding, awareness and cohesion through a calendar of events in the community.
- Through raising the profile of volunteering and community action.

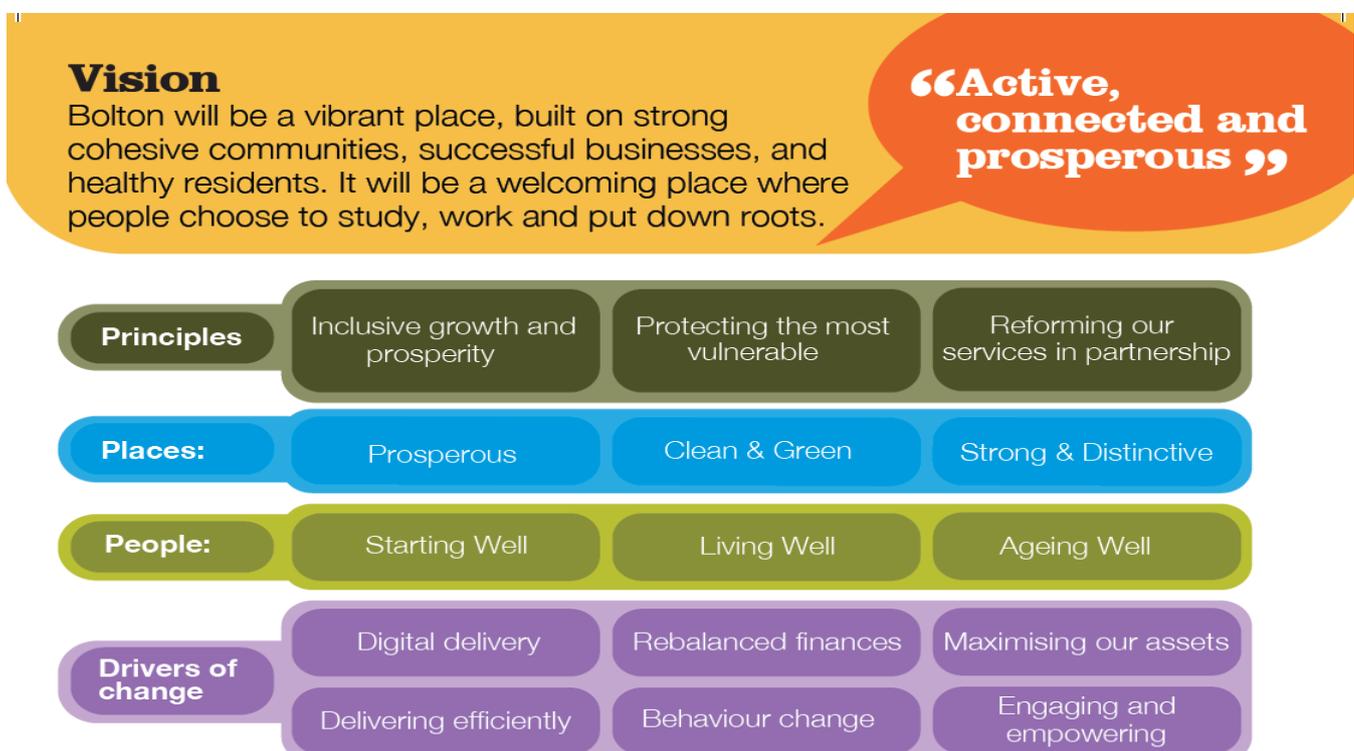
### Community leadership

The council has an important community leadership role in the borough, and working to reduce inequality is a major focus of activity for the council and its partners. The council and partners are currently engaging on the new vision for Bolton 2030 and have recently completed an 'appreciative inquiry' at the Vision Conference in January 2017 which is the start of a deep engagement on the vision for the Borough.

The key elements that have been agreed to date are as follows:

**Our vision:** Built on our pride in our place and the aspirations of and for local people, our vision is to ensure Bolton in 2030 is: **Active, Connected and Prosperous.**

**Our values:** Bolton will be a vibrant place built on strong cohesive communities, successful businesses and healthy, engaged residents. It will be a welcoming place where people choose to study, work and put down roots. **Inclusive, distinctive, decent, warm and friendly.**



## Our priorities:



The full detail and action plan that will support this will emerge as a result of the broad and deep engagement programme that was embarked on at the Vision Conference on 31 January 2017

## Our equality objectives as an employer

As an employer, we strive to create a culture where diversity is respected and celebrated. We aim to:

- Ensure that all of our policies and processes are fair and help to advance opportunity between staff from all groups
- Reaffirm that effective leadership and operational delivery on equalities is a core competency for senior managers, and ensure that all senior managers are aware of and have the training and information they need to fulfil their obligations under equality legislation
- Ensure that all staff have the appropriate training to support and respect the differing needs of our diverse communities. This is particularly important for those staff members who are working with vulnerable people, and those at risk of social exclusion, for example within social care
- Have a workforce which is broadly representative of the local population in the long-term. In the short to medium term, whilst the council's workforce contracts and recruitment is minimised as a consequence of the national economic position, this objective cannot be progressed significantly as recruitment has effectively been frozen
- Create an environment in which employees from across the range of protected characteristics feel satisfied with and supported in their work

## **3.2 The council's general equality duties**

### **3.2.1. Eliminating discrimination, harassment and victimisation**

The council seeks to eliminate discrimination through the application of a robust policy framework that underpins our roles as employer and service provider.

#### *Eliminating discrimination in the workplace*

Our Human Resources (HR) policies are clear about eliminating discrimination in the workplace by ensuring that fair and equal opportunity is afforded to staff from all groups and that individuals have recourse to an objective Panel hearing, if necessary, to test any issue of fairness in relation to conduct, treatment or behaviour at work. Further, all matters relating to employment terms and conditions are determined in consultation with the recognised Trades' Unions through a system of collective bargaining, which ensures that matters of collective equity are addressed from inception.

Those HR policies which are most pertinent to (but not limited to) equalities matters are listed below:

- Anti-harassment policy statement
- Capability management
- Code of conduct for Local Government employees
- Code of Conduct for Members
- Protocol for Member/Officer Working Arrangements
- Dismissal and disciplinary procedure
- Domestic violence policy
- Ex-offenders policy
- Flexible working; home working; and job share policies
- Grievance procedure
- Leave policy
- Managing sickness absence framework
- Managing work-related violence, threats or abuse to staff
- Maternity and paternity policies
- Recruitment and selection toolkit
- Religious observance guidance
- Restructure, redundancy and redeployment policy
- Retirement procedure
- Whistleblowing policy

In addition, the council operates an equality proofed pay and grading structure which was produced in consultation with the Trades' Unions following a fundamental pay and grading review in 2008. Under the terms of the pay policy the grade of every post is determined through an analytical job evaluation exercise and other associated terms and conditions are paid fairly and consistently across the workforce. The pay structure has also been improved with a raising of the hourly rate for the lowest paid workers via a living wage supplement.

### *Eliminating discrimination as a service provider*

Our services are based on a firm and objective understanding of customer needs and the recognition that, while we would expect our customers to receive an equitable standard of service, different customers will have differing needs and service requirements.

The Cabinet's philosophy towards the council's budget setting and business planning activity emphasises a firm focus on protecting the most vulnerable and meeting our statutory duties. The council's business planning process is designed to support this through the medium term financial strategy, divisional service plans and personal development reviews. In addition, performance management and EIAs ensure the council has an integrated approach to equalities and business planning.

In accordance with the Act, the procurement of council goods and services that interface directly with our service users and staff takes account of the compliance of the provider with the requirements of the Equality Act. In many circumstances, for example in relation to the provision of social care, the council provides training and support to the local market around matters of fairness and service accessibility.

### **3.2.2. Advancing equality of opportunity**

As a large employer in the borough, the council has a significant opportunity to advance equality of opportunity in employment, both as an individual employer and as a member of the employer community in Bolton.

Within the workplace, we believe that having an organisational culture where diversity is respected and supported is essential. To achieve this, central components to our response to the Act are:

- An ongoing commitment to constructive engagement with the Trades' Unions.
- The provision of a comprehensive package of training around equalities matters for all our managers, built into our package of essential skills and knowledge for those in management roles.
- The provision of bespoke initiatives to support diversity and advance equality of opportunity where appropriate. For example, as a council we support Bolton Employability, a partnership between business and education where the goal is to provide on-site work placements for young people with disabilities leading to competitive employment.

A key priority for the Council is promoting sustainable growth and ensuring that all residents can access the opportunities that growth brings. The Council is a key member of, and currently Chairs, the Team Bolton Partnership, a work and skills collaboration which has a membership that spans the public and voluntary sector and works to deliver Bolton's [Economic Strategy, 2030](#) and the Combined Authority's Work and Skills Strategy. The Partnership uses existing resources to provide responsive employment and skills support for residents to support inclusive growth. This is with the aim that all our residents are able to (re)connect with learning, develop skills and capitalise on local employment opportunities. There are a number of ways in which the Council through the Partnership drives equality of opportunity for our residents including:

- Team Bolton partners work closely with employers to deliver tailored training and recruitment to ensure some of our most disadvantaged residents can access quality local opportunities spanning employment sectors. Light Cinema, Keoghs and Room Four Dessert are amongst a large number of prominent local employers who have worked with the Council, Job Centre Plus and Bolton College as part of Team Bolton to put on open events, bespoke pre-employment training and work experience to guarantee interviews for residents out of work
- As part of the planning and development stages of new builds, the Council works closely with businesses such as those at Logistics North to ensure that these developments

contribute positively to our economy by creating jobs for all and supporting businesses to grow. Employers and their developers work collaboratively with the Council and the wider Team Bolton Partnership to support residents and businesses to benefit from the opportunities both during construction and subsequent occupation. This has included ring-fencing jobs at Aldi and Whistl distribution centres for unemployed residents and working with business to raise aspirations of our young people through supporting local schools.

- Supporting employers to raise the aspirations of young people in schools, including schools in disadvantaged areas, by giving them ‘hands on experience’ of what it is like to work for a particular business and sector. This also includes Council organised or supported events aimed at raising aspirations and supporting all young people to understand career pathways e.g. from school to Further Education, Higher Education and into employment and a [website](#) which links young people’s aspirations to local career opportunities.

In addition, to support the Government’s overall target of 3 million apprentice starts before 2020, Bolton Council are introducing an Employment Initiatives strategy that maintains the council’s social commitment as an exemplar employer. Bolton Council will increase the number of new apprenticeships offered and introduce apprenticeships for existing members of staff with the aim of working towards a target of 2.3% of the workforce to be in an apprenticeship. The council also aims to increase the quality and variety of apprenticeships to widen access to the professions, therefore higher and degree level apprenticeships are to be introduced. Feeder schemes into apprenticeships are to be supported to ensure apprenticeships readiness for those in need of extra support, and would build on the Council’s exemplary practice and social commitment.

As a service provider, we recognise the importance of providing our services on the basis of a firm understanding of customer need. This understanding includes recognition that not all customers have the same level or type of need.

We have extensive and well developed ways of engaging with our partners and with representatives from across our diverse communities, to ensure that we understand the needs of different groups of people within Bolton. This is led at the highest level by Bolton’s Vision Partnership, which is made up of representatives of the public, private, and voluntary, community and faith sectors. This is supported by a range of thematic partnership groups and forums through which we engage with the borough’s interest groups.

In addition to the formal partnership infrastructure, the council engages with a range of organisations and interest groups on matters of particular relevance. These groups include, but are not exclusive to, the Faith Leaders’ Forum; the Disability Partnership, Bolton LGBT Partnership, the Carers’ Impact Group and Healthwatch. This, along with work within our neighbourhoods, provides opportunities for people from across Bolton to contribute to and influence decisions which are important to them.

Appropriate and effective consultation is an important part of the work which the council is undertaking to make savings and fundamentally to reshape the organisation. Stakeholder consultations are tailored to individual reviews as they come forward, and the views gathered through the consultations inform the development of the reviews, and the associated Equality Impact Assessments.

### **3.2.3 Fostering good relations**

The council has an important community leadership role in the borough, and fostering good relations is a central part of our work to build community and social cohesion in Bolton. This work is about making sure that all groups and communities in Bolton – everyone in the Bolton Family – have a voice, and are represented in decisions which affect them.

As discussed throughout this document, Bolton benefits from strong political and community leadership, which is focused on reducing inequality through the delivery of the borough's Community Strategy. This work is led by Bolton's Elected Members, who are active advocates of the communities which they represent; and through the Bolton Vision partnership, which has leadership from the public, private, and voluntary, community and faith sectors.

We are undergoing review of our partnership governance alongside the review of the community strategy to outline our vision for Bolton 2030. Fostering good relations is a key element of our partnership approach and our community safety partnership has a lead role on community cohesion and relationships and this is supported through our well established Faith Leaders Forum. In the past year we have also recommitted to One Bolton as highlighted below:

### **Reinvigorating One Bolton**

Bolton prides itself on a long tradition of cohesive communities with a vibrant community, voluntary and faith sector, strong leadership and a commitment to positive long standing partnerships across the town. This has contributed to an important part of our work across the Bolton partnership and was articulated in the cohesion strategy that was developed back in 2010. Bolton's Partnerships are strong. Our Vision Partnership has been operating for many years and is mature in its organisation and commitment to the town. Much of our resilience is attributable to the time and effort taken by all, to nurture these relationships.

### **Bolton 2030 (active, connected, prosperous)**

One of the six priority themes in the new Bolton Vision 2030 is "Developing stronger, cohesive, more confident communities in which people feel safe, welcome and connected". It's therefore timely that we support this by making sure that our understanding and practice around cohesive communities is current and appropriate.

### **Our commitment**

Developing stronger, cohesive, more confident communities in which people feel safe, welcome and connected is something that's built into all our mainstream activity. It's part of the 'day job' across our partnerships and intrinsically runs through strategies, policies and practices.

We monitor and manage risks and threats to our town through communication, partnership working and careful planning.

Bolton 2030 has a strong focus on place and the people within them. We support local communities including through our work around Neighbourhood Management, Place Based Integration, local area activity & area working. We encourage participation and opportunities for people to come together in an active way. We help local communities to help themselves and particularly focus on those areas where need is greatest. We support the most disadvantaged people in the town, helping to build resilience and safeguarding those that are vulnerable to risk. We will promote these values through the visible use of One Bolton branding.

### **Using One Bolton to promote stronger, cohesive and more confident communities**

Our "One Bolton" approach and branding has served us well since 2010, but is being reinvigorated alongside the launch of Bolton 2030. In 2016, we are stating that we are recommitted to:

'One Bolton where our communities are active, connected and prosperous. We recognise this as the way to achieve stronger, cohesive and more confident communities in Bolton'

'One Bolton is therefore the "public facing" element of our approach to cohesion in Bolton, and our plan to reinvigorate it involves increasing its visibility in relation to planned events

within the borough where appropriate through the civic events programme’.

We asked leaders and conference attendees in January to re-commit to “One Bolton” in a number of ways including the following:

- Incorporate One Bolton into delegates existing events/ activities where it is a good fit
- Commit to inviting different sections of the community to come together to participate in activities.
- Reward and recognise voluntary groups and individuals who are making a difference in their communities, e.g. through invitations to the Mayor’s office, events that celebrate volunteering etc.
- Develop ways to share different cultural activities amongst different groups of people e.g. developing a ‘fringe’ festival that sits alongside the very successful annual Food and Drink festival.
- Use opportunities to recognise (reward) people who are making a difference – are doing things within their communities that assist in making them more active, connected and prosperous.
- Develop a call to action around the recent Faith Action Audit that will connect more people to the very broad range of works that faith groups do that support the One Bolton Values.

Engaging effectively with our communities is central to the success of this work, since this helps us to understand the issues which are of importance to our communities. This is achieved in a variety of ways, within communities themselves and through more formal consultation arrangements.

Bolton LGBT Partnership is a network of key stakeholders in the Bolton area. The partnership aims to reduce hate crime, increase LGBT inclusion; awareness, workplace equality and access to service provision in the town. A number of key stakeholders including Bolton Council, Greater Manchester Police, health services and the LGBT community came together with the aim of implementing positive change. The council also support The Proud Trust who is currently working in Bolton.

Fostering good relations with people from different ethnic backgrounds is part of the council’s day-to-day work, particularly within our UCAN centres. Examples of specific activities include; ‘Respect Me – Respect You’ multi-cultural events, Asset Based Community Development (ABCD) projects, Heritage Walk project, funding ESOL classes, supporting Caribbean elders group, ‘Knit and Natter’ sessions, Arts and Craft sessions etc.. as well as encouraging people of all ages and ethnic backgrounds to access the community facilities and services.

In addition, the Faith Leaders Forum which is very effectively led by the Vicar of Bolton and involves the Cabinets from the main faith groups – Christian, Muslim and Hindu, Bolton Interfaith Council alongside colleagues from Greater Manchester Police, focuses on the following:

- Delivering the One Bolton programme that promotes cohesion across our communities.
- Effectively dealing with cohesion issues that impact on our faith communities – providing one voice on a number of key issues.
- Addressing issues that faith communities can play an active and positive part in – for example promoting behaviour change on waste and recycling.

### **3.3 Equality information**

As part of our mainstream business, it is important that the council understands how it is progressing against its work to reduce inequality. For that reason, the assessment of equality issues is integrated with the council’s mainstream performance management arrangements, including:

- The *Medium term financial strategy* sets out the council's financial forecast, and provides financial guidance to services.
- *Equality Impact Assessments (EIAs)* are used to identify the potential impacts of a policy, budgetary, or other key decision before it is made; and therefore to support the council's decision makers in making informed choices. Relevant actions arising from completed EIAs are incorporated into service plans and monitored through departmental and corporate arrangements. This ensures that equalities are considered not only when a policy is developed and decided upon but also when it is being implemented. EIAs are integral to the council's Savings and Efficiency Programme, which is a key part of the budget process. The Strategic EIA, which accompanies the budget report, also assesses the cumulative and combined impact of changing a number of policies.

The council is required to publish information about how it is furthering the aims of the Act through its services and workforce. We therefore publish relevant information relating to our services and our workforce annually.

### **3.4 Our Achievements: making a difference**

Over the past four years progress has been made to further embed equality practice throughout the council. This section outlines some of our achievements.

#### **Eliminating discrimination, harassment and victimisation**

- Raised awareness of discrimination through a range of activity which included commemorating Holocaust Memorial Day, Genocide Memorial Day and promoting International Day against Homophobia
- Promoted Black History month which involved the community leading the development of a month of activities that increased knowledge, awareness and understanding. Events included African story telling and drumming workshops and assemblies in schools which fostered a greater understanding of Black and African communities and culture.
- Colleagues in the Bolton Interfaith Council and the main faith communities oversaw a number of faith trails within places of worship which schools and other communities accessed. This helps to foster understanding across the faiths, break down barriers and misunderstanding across communities.
- In partnership with the Office of Police and Crime Commissioner and Bolton CVS we have overseen Hate Crime awareness events and the distribution of a small grants programme that supports this.
- Bolton Council is represented at Bolton LGBT partnership meetings and actively get involved in events such as IDOHOT, Bi visibility day and Bolton Pride. The council also provide support for the Transgender day of remembrance and LGBT history month
- Worked to raise awareness of domestic violence through a developed strategy and action plan.
- Continued our well established Tension Monitoring process which allows us to scan specific cohesion and tension issues that feed our strategic and operational responses as appropriate.
- Promotion of Workers Memorial Day

#### **Advancing equality of opportunity**

The Council has responsibility for key Greater Manchester Combined Authority public service reform programmes including Complex Dependency programmes, Family First, Working Well and Place Based Integration. Bolton's delivery has a particular focus on integrated service support

with the aim that all out residents are enabled to manage their lives and to be active, connected and able to access the opportunities that economic growth brings.

The Family First (Troubled Families) and Working Well Programmes are focused on providing participants - with multiple and complex social and health needs – with access to integrated and appropriately sequenced packages of support to improve their wellbeing. This approach is aimed at supporting greater independence and resilience for some of Bolton's most vulnerable residents including improved employment outcomes and thereby reduced demand on services. Council officers work very closely with health, justice, housing and social care services across public and voluntary sectors to ensure a seamless delivery of support to individuals and families with complex needs across the borough.

The Working Well Programme works with long term unemployed who are often vulnerable and need additional support or help to address barriers to employment which can include long term health conditions or a disability. The Programme is delivered by a private provider, Ingeus, supported by a Council Local Lead who enables integration of the programme with local services. For those supported by Working Well for the longest amount of time (18 months or more) there are notable improvements in residents' mental health and skills demonstrating that the programme's personalised and sequenced approach has been successful in supporting residents with multiple barriers to employment. The programme currently works with over c1000 residents in Bolton and continues to perform well at getting local residents into sustained employment and supporting people to live stable, fulfilled lives. Bolton's Family First programme is also successful at working holistically with families to ultimately improve their outcomes and reduce demand on services. The programme works with over 1500 families using a key worker model to provide co-ordinated and person centred support for each member of a family. For those families needing mental health support a Mental Health Social Worker now works to provide specialist support to families in need. Bolton is one of the best performing Local Authorities for improving outcomes for families based on successful 'turnaround claims'.

Place based integration is a key strand of public service reform which focuses on improving residents' lives by proactively managing their needs and demands on services in a neighbourhood. Significant work has been undertaken to understand need across communities in Bolton and ensuring that the council's definition of Bolton's neighbourhoods synchronises with communities' and practitioners' notions and experience of place and space. Information on service prioritisation; need and demand data and assets including key networks, community groups and buildings was used to inform selection of a test or pilot site. The Johnson Fold Estate of Smithills Ward, where there are high levels of residents on a health or disability related benefit and poor outcomes for outcomes for children and young people, and Halliwell ward, where there are entrenched and multiple complex issues experienced by residents, have been chosen as two Neighbourhood Renewal Areas to test Bolton's approach to delivering co-ordinated multi-agency support to improve wellbeing and overall life chances for our disadvantaged residents and consequently cost to services. Delivery begins in 2017.

Since April 2013 the Council has delivered a range of initiatives as part of a 5 year £1.5M anti-poverty strategy. These initiatives include additional money skills and debt advice, additional welfare rights advocacy for customers appealing against the loss of disability benefits, the creation of the Shop on the Square to help people access affordable household goods, support for food banks, the expansion of services provided by the Credit Union and funding to help support local initiatives including the BL1 project delivered by Urban Outreach.

In addition to the work anti-poverty work we deliver through the anti-poverty strategy we also deliver a range of other services aimed at providing financial support including:

- Housing Benefit;
- Local Council Tax Support;
- Free School Meals;
- Discretionary Housing Payments;
- Local Council Tax Discretionary Payments;
- Local Welfare Provision;
- A Visiting Team helping people to access a range of welfare benefits.

### **Fostering good relations**

- Promoted community activity – in particular through our promotion of a short film '[From the grassroots up](#)' that highlights the breadth, scope and quality of community action in Bolton which has been co-designed and delivered in partnership with Bolton CVS and a range of local community groups
- £70k small grants programme (2016/17), administered by CVS, for communities to come together to get things done
- Customer care award at Bolton's Best staff awards
- Recognised talent and the support Bolton residents give to developing sports through the annual Bolton Sports awards
- Held a series of mass participation events including Ironman and Ironkids
- Managed community relations during a number of peaceful protests e.g EDL, Lee Rigby tribute walk.
- Represented at Bolton LGBT partnership meetings and involved in events such as IDOHOT, Bi visibility day and Bolton Pride
- Organise activities which support people of different ethnic backgrounds such as 'knit and natter', 'Respect Me – Respect You' and Asset Based Community Development projects
- The Mayor of Bolton recognised the value of community activity and hosted an event to recognise the work of the range of local environmental groups that make up the Green Umbrella. The first citizen awarded a range of people a certificate to reward and recognise their contribution to promoting a cleaner and greener Bolton

## 4 Further information

The following sources provide additional relevant information which managers and officers may want to refer to:

Bolton Council Intranet:

- The [policies](#) intranet page holds copies of the council's various policies and procedures
- The [training](#) section of the intranet provides information about the courses available in Bolton's training and development programme

Bolton Council website:

- The council's [equality and diversity web page](#) contains information about the council's approach to equality
- The council's [committee information system](#) holds copies of reports which have been taken to the council's Elected Members. This includes performance reports and EIAs
- The council's website contains information about [doing business with the council](#), and our policies around procurement

National sources:

- [Equality and Human Rights Commission](#)
- [The Home Office - Equalities](#)

Useful guidance documents:

- [The workplace and gender reassignment](#)
- [Gender reassignment discrimination](#)

## Equality Impact Assessment

Title of report or proposal:

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<b>Department:</b>	
<b>Section:</b>	
<b>Date:</b>	

Public sector bodies need to be able to evidence that they have given due regard to the impact and potential impact on all people with 'protected characteristics' in shaping policy, in delivering services, and in relation to their own employees.

Under the Equality Act 2010, the council has a general duty to have **due regard** to the need to:

1. **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
2. **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
3. **foster good relations** between people who share a protected characteristic and people who do not share it.

By completing the following questions the three parts of the equality duty will be consciously considered as part of the decision-making process.

Details of the outcome of the Equality Impact Assessment must also be included in the main body of the report.



**6. With regard to the stakeholders identified above and the diversity groups set out below:**

Consider:

- How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- How to **advance equality of opportunity**. This means considering the need to:
  - Remove or minimise disadvantages suffered by people with protected characteristics due to having that characteristic.
  - Take steps to meet the needs of people with protected characteristics that are different from people who do not have that characteristic
  - Encourage protected groups to participate in public life and in any other activity where participation is disproportionately low
- How to **foster good relations**. This means considering the need to:
  - Tackle prejudice; and
  - promote understanding between people who share a protected characteristic and others.

	<p><b>If you are completing this form prior to consultation: Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what?</b></p> <p><b>If you are completing this form following consultation: List any adverse impacts identified from data or engagement (Delete as appropriate)</b></p>	<p><b>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</b></p>	<p><b>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</b></p>
<p><b>Race</b> (this includes ethnic or national origins, colour or nationality, and caste, and includes refugees and migrants; and gypsies and travellers)</p>			

<p><b>Religion or belief</b> (this includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief)</p>			
<p><b>Disability</b> (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)</p>			
<p><b>Sex</b></p>			
<p><b>Gender reassignment / Gender identity</b> (a person who's deeply felt and individual experience of gender may not correspond to the sex assigned to them at birth, they may or may not propose to, start or complete a process to change their gender. A person does not need to be under medical supervision to be protected )</p>			
<p><b>Age</b> (people of all ages)</p>			

<b>Sexual orientation</b> - people who are lesbian, gay and bisexual.			
<b>Marriage and civil partnership</b> (Only in relation to due regard to the need to eliminate discrimination)			
<b>Caring status</b> (including pregnancy & maternity)			
<b>Socio-economic</b>			
<b>Other comments or issues.</b>			
<b>Please provide a list of the evidence used to inform this EIA, such as the results of consultation or other engagement, service take-up, service monitoring, surveys, stakeholder comments and complaints where appropriate.</b>			

**This EIA form and report has been checked and countersigned by the Departmental Equalities Officer before proceeding to Executive Member(s)**

Please confirm the outcome of this EIA:

No major impact identified, therefore no major changes required – proceed	<input type="checkbox"/>
Adjustments to remove barriers / promote equality (mitigate impact) have been identified – proceed	<input type="checkbox"/>
Positive impact for one or more groups justified on the grounds of promoting equality - proceed	<input type="checkbox"/>
Continue despite having identified potential for adverse impact/missed opportunities for promoting equality – this requires a strong justification	<input type="checkbox"/>
The EIA identifies actual or potential unlawful discrimination - stop and rethink	<input type="checkbox"/>

**Report Officer**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Departmental Equalities Lead Officer**

Name: \_\_\_\_\_

Date: \_\_\_\_\_