Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Risk Management Strategy
Lead Officer (SRO or Assistant Director/Director)	Louise Kirkman
Department/Team	Fraud, Audit, Insurance and Risk (FAIR)
Proposed Implementation Date	25/7/24
Author of the EqIA	Louise Kirkman
Date of the EqIA	24/5/24

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
Risk management is seen as a key element in the successful achievement of the Council's priorities and it is an essential dimension of the Council's Corporate Plan. Effective risk management has a number of benefits: • It contributes to better decision making and to the process of achieving ambitions and priorities. • It provides assurance to Members and management on the adequacy of arrangements for the conduct of business and the use of resources. • It leads to greater risk awareness and an improved control environment, which should also lead to tangible and financial benefits, enhanced reputation and better outcomes for our residents. In providing its services, the Council recognises that it has a statutory and moral duty of care towards its clients, its employees and visitors to the Borough, and for the assets that it owns. It also recognises the importance of protecting and preserving its ability to continue to provide the services.

The purpose of the Risk Management Strategy is to ensure that the Council understands that some risks will always exist, but that controls are in place to mitigate the impact that any risk will pose. This will ensure that service provision is maintained, but the possibility of injury and loss or damage is reduced, by anticipating and controlling the exposure to risk.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?
Employees: **Yes** Community/Residents: **Yes** Third parties such as suppliers, providers and voluntary organisations: **Yes** If the answer to all three questions is 'no' there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation
Documentary Evidence: N/a
Data: The report Employment Equality Report 2023 (bury.gov.uk) details our staff demographics and provides some insight into who would be using the Strategy

Stakeholder information/consultation:
Members of the AC supported the need for a new Strategy which was approved within their meeting, and members of the Executive Team have also been consulted and are in approval.

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.
• Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? • Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? • Could the proposal affect the usage or experience of a service because of a protected characteristic? • Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? • Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? • Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? • Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council?

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	Potential of reduced IT skills for staff members, in order to be able to access the Strategy and Toolkit, which could prevent the ability to engage with the Strategy and apply this within their role	N/a	The Risk Manager will deliver training sessions to fully explain the Strategy. Training and support can be provided in a	Positive

			range of formats in order to make the Strategy accessible, which include: -Paper format with speaker notes -In-person -Telephone The Risk Manager can provide advice and support on all processes of Risk Management when required, in person or over the telephone	
Disability	Potential access to building/office issues for staff members, in order to attend meetings where the Strategy or Risk Management processes are discussed. Some disabled colleagues may find engaging with the		Meetings for Risk Management processes can be carried out over MS Teams The Risk Manager will provide online bite-sized training sessions to fully explain the Strategy. The Strategy and training can be	Positive

	strategy and training challenging		available in different accessible formats, which include: -Recorded webinar -Paper format with speaker notes -In-person A Translation service is available for non-verbal translations such as braille or British Sign Language. Risk Manager will deliver training sessions and workshops when required to fully explain Risk Management processes, in person, online or over the telephone.	
	Diagram images are being used in the Strategy document that screen readers might be unable to read		Alt text has been added to the diagrams and a text description immediately before or after the diagram	
Gender Reassignment	None			

Marriage and Civil Partnership	None			
Pregnancy and Maternity	None			
Race	Difficulty in understanding the Strategy for staff members, where English isn't their first language		When required, the Strategy is able to be converted to their main language using the Council's internal or external resource, and the Risk Manager can provide training sessions and workshops with an Interpreter.	Positive
Religion and Belief	None			
Sex	None			
Sexual Orientation	None			
Carers	None			
Looked After Children and Care Leavers	None			
Socio-economically vulnerable	None			
Veterans	None			

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date
Age	Training sessions in a range of formats	Louise Kirkman	October 2024 and ongoing

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			when required for Risk Management processes
Age	Paper format with speaker notes	Louise Kirkman	October 2024
Disability	Bite-sized training sessions	Louise Kirkman	October 2024
Disability	Recorded webinar	Louise Kirkman	October 2024
	Paper format with speaker notes	Louise Kirkman	October 2024
	Training sessions in a range of formats	Louise Kirkman	October 2024 and ongoing when required for Risk Management processes

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8

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1	Low	1	2	3	4
0	Positive / No impact	0	0	0	0

Risk Level		No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16

3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	Although there's a possible impact of not understanding or being able to access the Strategy, as demonstrated within the characteristics above, the mitigating controls amends the impact to one that's positive.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	Whilst the Strategy could have an impact to those named above, the impact would be of a positive nature. It will protect the exposure of risk to both employees, and residents whom the Council provides a Service to, and provide a better understanding of Risk Management and the benefits that this will bring.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed		

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with caution and this risk recorded on the risk register, ensuring continual review	

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Louise Kirkman	06/06/2024	
Responsible Asst. Director/Director	Clare Williams	18/06/2024	
EDI	Lee Cawley	07/06/2024	

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details