

## 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)

<b>Name of Policy/Project/Decision</b>	Millwood Primary Special School – Request for approval to appoint contractor
<b>Lead Officer (SRO or Assistant Director/Director)</b>	Jeanette Richards
<b>Department/Team</b>	Children's Services
<b>Proposed Implementation Date</b>	5.6.2024-Cabinet Date/Revision Date-9 <sup>th</sup> July 2025-Cabinet Date
<b>Author of the EqlA</b>	Samantha Horrocks
<b>Date of the EqlA</b>	20.5.2024/Revised 29.4.2025

### 1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

Millwood Primary Special School is a school catering for 176 primary aged (4-11) pupils with a range of additional educational needs and disabilities.

The proposal is to extend the school building in order to provide capacity to accommodate an additional 50 children. The scheme will also address roofing remedial work and other outstanding building defects.

The original report went to Cabinet on the 5.6.2024 and was approved. The contractors started on site in July 2024 but sadly went into Administration in September 2024. The scheme was paused and, subject to Cabinet approval, is due to re-start with a new contractor during summer 2025. A report is going to Cabinet on the 9<sup>th</sup> July 2025 to seek approval to appoint a contractor to undertake this scheme.

Detailed designs for an extension of the school building have been developed by a design team working closely with the school leadership team and the school community. Those designs have then been subject to statutory consultation as part of the planning process.

The purpose of the extended capacity is to ensure that children and young people with a range of special educational needs and disabilities have access to high quality educational provision, in accommodation purposefully designed to meet their needs. The additional capacity will enable a greater number of children and young people to access specialist provision in a local setting, many of whom would otherwise have to travel significant distances to access such provision outside of Bury.

A link to the June 2024 Cabinet report is included here: [Draft Millwood Cabinet Report - Part A-June 2024.docx](#)

A link to the July 2025 Cabinet report is included here: [Millwood Primary Cabinet Report - Part A -July 2025](#)

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

<p><b>2.1 Who could the proposed policy/project/decision likely have an impact on?</b></p> <p>Employees: <b>Yes</b></p> <p>Community/Residents: <b>Yes</b></p> <p>Third parties such as suppliers, providers and voluntary organisations: <b>No – the additional accommodation is primarily for use by school pupils, and so the impact will be on pupils on roll at the school, and the staff employed in the school.</b></p> <p>If the answer to all three questions is 'no' there is no need to continue with this analysis.</p>
<p><b>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</b></p> <p>The design team has developed the scheme through each of the RIBA stages, with each stage developing the level of detail following client/service user engagement.</p> <p>The scheme now presented for approval has been developed to RIBA stage 4 which brings together the detail of the scheme, a programme for its implementation, and detailed costs. These are the culmination of the design process that has looked in detail at the needs of the children and young people attending the school, and those who will attend in the future.</p> <p>The design process has had regard to the complex needs displayed by many of the children and young people.</p> <p><b>Data:</b></p> <p>The school currently caters for 176 pupils with a range of additional educational needs and disabilities. The scheme will provide additional accommodation to serve a further 50 children and young people.</p>

The increase in capacity responds to the Specialist Sufficiency Strategy that recognises the increasing demands within the local population for special school places.

This scheme sits alongside other projects which include the provision of three new Special schools, and also additional Resourced Provision units linked to mainstream schools. All of this is designed to ensure a continuum of high quality provision to meet the needs of the local population.

**Stakeholder information/consultation:**

The scheme at Millwood Special School forms part of a wider Specialist Sufficiency Strategy that has been the subject of extensive consultation with a wide range of stakeholders.

The strategy forms part of the PSV management plan which is overseen by the PSV Board which brings together key stakeholders.

More specifically, in respect of Millwood, the input of the school leadership team and the wider school community has been an essential part of the process to inform design and delivery of the project and to ensure that the proposed building responds to the needs of its pupils.

**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? No
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? No
- Could the proposal affect the usage or experience of a service because of a protected characteristic? No
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? No
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? No
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? No
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? No

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
<b>Age</b>	There is no change to the age range of the school.	N/A	N/A	Neutral
<b>Disability</b>	Accessibility to the building to facilities, and to learning	Scheme design	During the design development of the extension scheme there has been a focus on accessibility and ensuring the space is welcoming and accessible to all.	Positive
<b>Gender Reassignment</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Marriage and Civil Partnership</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Race</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Religion and Belief</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Sex</b>	There is no change that will impact	N/A	N/A	Neutral

<b>Sexual Orientation</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Carers</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Looked After Children and Care Leavers</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Socio-economically vulnerable</b>	There is no change that will impact	N/A	N/A	Neutral
<b>Veterans</b>	There is no change that will impact	N/A	N/A	Neutral

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

<b>2.5 Characteristics</b>	<b>Action</b>	<b>Action Owner</b>	<b>Completion Date</b>
N/A			

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

<b>Risk Level</b>	<b>No Risk = 0</b>	<b>Low Risk = 1 - 4</b>	<b>Medium Risk = 5 – 7</b>	<b>High Risk = 8 - 16</b>
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<b>3.2 Level of risk identified</b>	
<b>3.3 Reasons for risk level calculation</b>	<p>Low Risk-0</p> <p>No risk as positive amendments have been made during the design stage of the build scheme.</p>

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

<b>4.1 Analysis Decision</b>	<b>X</b>	<b>Reasons for This Decision</b>
There is no negative impact therefore the activity will proceed	X	There are no negative impacts from the activity
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 with caution and this risk recorded on the risk register, ensuring continual review		
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## Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Paul Cooke	21/05/24	 
	Rachael Stirk	Revision 28/05/25	
Responsible Asst. Director/Director	Stephen Holden	21/05/24	
		Revision 02/06/25	
EDI	L. Cawley	21/05/24  Revision 29/05/25	QA: Complete, revised due to requirement to seek a new contractor. Overall impacts are not affected by this. The scheme continues to have neutral impact

## EqlA Revision Log

5.2 Revision Date	Revision By	Revision Details
29.4.2025	Samantha Horrocks	The original report went to Cabinet on the 5.6.2024 and was approved. The contractors started on site in July 2024 but sadly went into Administration in September 2024. The scheme was paused and, subject to Cabinet approval, is due to re-start with a new contractor during summer 2025. A report is going to Cabinet on the 9 <sup>th</sup> July 2025 to seek approval to appoint a new contractor to undertake this scheme.