

Equality Impact Assessment / Equality Analysis

Title of service or policy	Arts Development Business Plan 2014/15 Arts Development Business Plan 2014/15
Name of directorate and service	Tourism Leisure & Culture Division – Arts Development Place Directorate
Name and role of officers completing the EIA	Peter Salt Arts Development Officer
Date of assessment	26 June 2013 (draft) / 9 October 2013 (final)

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1. Identify the aims of the policy or service and how it is implemented.		
	Key questions	Answers / Notes
1.1	Briefly describe purpose of the service/policy including <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Arts Development team manage a budget that procures services from voluntary sector arts providers.</p> <p>The Business Plan 2014-2015 sets the service's priorities and the outcomes to be achieved, and describes the approach to procurement (commissioning and grant-funding).</p> <p>The intended outcomes are: To broaden participation and engagement by residents of the district in MOSAIC groups Q, R and V, e.g. families and socio-economically disadvantaged residents of the district</p>
1.2	Provide brief details of the scope of the policy or service being reviewed, for example: <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? 	<p>This is a review and refresh of the existing Arts Development Strategy 2011-2014</p> <p>It is not a national requirement.</p> <p>Arts Development is not a statutory service. Therefore, the scope of change is</p>

	<ul style="list-style-type: none"> ● Is it a national requirement?). ● How much room for review is there? 	determined locally. The Business Plan for 2014/15 reflects an identified need for changes in priorities and a change in the allocation of resources to different activities for the delivery of the service.
1.3	Do the aims of this policy link to or conflict with any other policies of the Council?	The Arts Development Business Plan is aligned with the aims and objectives of the Sustainable Community Strategy for Bath and North East Somerset 2009 – 2026 and the B&NES Cultural Strategy 2011 - 2026. It will inform the proposed revision of the Economic Strategy which will include arts development, events, tourism, and destination management.

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	Arts Development team staff reflects the equalities profile of BaNES as a whole. http://www.bathnes.gov.uk/services/your-council-and-democracy/equality-and-diversity/equality-mapping

		The team currently has 2.4 full-time equivalent staff - two female, one male, one current vacancy, and no disabled or BME staff.
2.2	What equalities training have staff received?	In house equalities impact awareness training during 2012 following implementation of changes in equalities legislation
2.3	What is the equalities profile of service users?	<p>Service users primarily consist of local residents plus local, regional and UK visitors or visitors to the UK.</p> <p>Voicebox data analysis shows an over/under-representation of the following MOSAIC groups:</p> <p>Over-represented Group O Wealthy people living in the most sought after neighbourhoods Group S Young, well-educated city dwellers Group U Couples and young singles in small modern starter homes</p> <p>Under-represented Group N Residents of small and mid-sized towns with strong local roots Group Q Middle income families living in moderate suburban semis Group R Couples with young children in comfortable modern housing Group V Lower income families in older or social housing</p>
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	<p>Arts Development team gathers performance indicator data from funded organisations about end users, including equalities data, customer satisfaction</p> <p>Data on arts participation is captured using the Council's 'Voicebox' consultation tools (MOSAIC).</p> <p>An ACORN market segmentation profile of arts attendance in the district was commissioned from The Audience Agency using post code data obtained via Bath Box Office</p> <p>We do not currently have sufficient resources to carry out focus groups with end users</p>
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom?	Face-to-face, group consultation sessions with voluntary arts sector, key stakeholders and internal staff December 2012 – April 2013

	What were the results?	Eight week circulation of draft document for comment/response (May/June 2013) What were the results? Consultees were in broad agreement with the proposed plan
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Yes, annually. How will we include equalities considerations? Ensure that specific consultation is undertaken with community groups and community leaders, eg. town councils, local Councillors.

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men.		Neutral – all members of the public may be end users, regardless of gender and are treated equally.
3.2	Pregnancy and maternity		Neutral – all members of the public may be end users, regardless of pregnancy or maternity and are treated equally.
3.3	Transgender – – identify the impact/potential		

	impact of the policy on transgender people		Neutral – all members of the public may be end users, regardless of gender and are treated equally.
3.4	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical and mental impairments)	Positive impact - the strategy actively allocates resources to increased access and provision for people with disabilities.	
3.5	Age – identify the impact/potential impact of the policy on different age groups	Neutral	
3.6	Race – identify the impact/potential impact on different black and minority ethnic groups	Neutral	
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people		Neutral - members of the public may be end users, regardless of sexual orientation and are treated equally.
3.7	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?		Neutral - members of the public may be end users, regardless of marital status and are treated equally.
3.8	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.		Neutral - members of the public may be end users, regardless of religion/belief and are treated equally.
3.9	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood,	Positive impact - the strategy actively allocates resources to increase provision for residents of the Council's target socio-economically disadvantaged communities	

	employment status can influence life chances		
3.10	Rural communities – identify the impact / potential impact on people living in rural communities	Positive impact - the strategy actively allocates resources to increase provision for rural communities	

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
To review the EIA on a regular basis, at least once per year	Annual review of EIA	EIA is reviewed annually	Peter Salt	July 2014

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: David Trigwell

(Divisional Director or nominated senior officer)

Date: 7.10.13