

# Equality Analysis (EA)

Financial Year  
**2016/17**

## Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose

*(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)*

Event Fund - Queen's 90<sup>th</sup> Birthday, £5000 ring fenced for community events.

See Appendix  
**A**

Current decision  
rating



### **Conclusion - To be completed at the end of the Equality Analysis process**

*(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)*

**Name:** Shazia Hussain  
(signed off by)

**Date signed off:** 15 / 03 / 16  
(approved)

Service area:  
Culture, Learning and Leisure, CLC

Team name:  
Arts, Parks and Events

Service manager:  
Stephen Murray, Head of Arts, Parks and Events

Name and role of the officer completing the EA:  
Alison Denning – Festivals and Events Officer

## Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

Through this report, the service seek permission from the Commissioners to ring fence £5000 from the Event Fund annual budget allocation for small grants of up to £250 for residents to organise community events and street parties to celebrate the Queen's 90<sup>th</sup> Birthday.

The service also seek permission for the temporary relaxing of some of the eligibility and mandatory criteria in the Event Fund, i.e. Street Parties would not necessarily have arts content. However, they do meet other Council objectives around community cohesion. In order to

support events for the Queen's 90<sup>th</sup> Birthday, the service acknowledge that some of the Event Fund Criteria will not be met in full and seek permission to waive certain criteria against this ring fenced pot of monies.

'Events fund 2016/2017: guidelines and criteria' (Appendix A) emphasises the fund's focus on equality and cohesion. For example, Section 5 of the document states that priority will be given to community arts events which tackle inequality, strengthen community cohesion and build community leadership and personal responsibility. Also, the guidelines and criteria include the following equality-related mandatory criteria for the application (Section 4):

b. Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples.

c Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.

e. Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: <http://tinyurl.com/TH-Equalities> (emphasis added).

Successful fund recipients are required to submit equalities monitoring to the service after the event, in addition to other evidence, including evaluation report, photography of the event and final budget statement (Section 7). 'Accessibility' section of the application form, in particular, prompts applicants to demonstrate the equalities consideration, such as accessibility to the event/project, commitment to equality of opportunity.

### **Section 3 – Assessing the Impacts on the 9 Groups**

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

**For the nine protected characteristics detailed in the table below please consider:-**

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Applicants are required to submit the Evaluation Form post event which lists the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups.

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available

*(include information where appropriate from other directorates, Census 2001 etc)*

- *Data trends – how does current practice ensure equality*
- *All feedback monitoring is collated on a spreadsheet when Evaluations are received and qualitative evaluation is checked. Applicants are required to submit their Evaluations directly onto*

*the Grants website and reports can be generated which will demonstrate quantitative and qualitative data as required.*

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc. Work will be done with the TH Council for Voluntary Service to engage with the community organisations, some of whom will be less familiar with the application process, or with ward areas where participation is low to encourage participation. Support and guidance with completing application forms will be provided through THCVS.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

Presentation of Event Fund procedures at the TH Arts networking evening on 23<sup>rd</sup> Feb 16 led to feedback from members of the community re. the Event Fund and potential for funding.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

**Please Note -**

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse	Reason(s)
Race	Positive	<p>The Queen’s 90<sup>th</sup> Birthday celebrations are expected to cross all communities in the borough as they are very much community led and aimed at local residents representing all groups in all wards.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Disability	Positive	<p>The Events Fund application form requires applicants to ensure accessibility for participants, including physical accessibility. the Guidance notes state that where possible the events must take place in accessible venues. With the Queen’s 90<sup>th</sup> Birthday, it is expected that some of the applications will be for street parties organised by local residents, in which case the individuals will have provision already in place for any known access requirements. (Mandatory Criteria 4.e). Events in community centres and venues will be required to demonstrate commitment to providing accessible events and remove barriers to participation.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Gender	Positive	<p>‘Events fund 2016/2017: guidelines and criteria’ requires applicants to demonstrate support for the Council’s vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including gender.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Gender	Positive	‘Events fund 2016/2017: guidelines and criteria’ requires applicants to demonstrate support for the

Reassignment		<p>Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including gender reassignment.</p> <p>'Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Sexual Orientation	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including sexual orientation.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Religion or Belief	Positive	<p>'Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including religion or belief.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Age	Positive	<p>Events fund 2016/2017 Priorities 5a and 5b, have focus on older people, young people, children and families.</p> <p>Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Marriage and Civil Partnerships.	Positive	<p>Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including marriage and civil partnership.</p> <p>'Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.</p>
Pregnancy and Maternity	Positive	<p>Events fund 2016/2017: guidelines and criteria' requires applicants to demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of the protected characteristics, including pregnancy and maternity.</p>

		Successful fund recipients will submit the results of equality monitoring after the project, which will allow the service to monitor the impact of the events/projects on this group.
Other Socio-economic Carers	Positive	Recommended applications either are free or include free activities, which are accessible to all people.

## Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

*(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)*

*Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.*

## Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

Successfully funded recipients are required to submit equality monitoring after the event completion and throughout the programme due consideration is given to the impact of the programme on the protected characteristics of the recipients. An annual equalities impact assessment is carried out to ensure the Council's equality objectives are met.

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? yes

No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

## Section 6 - Action Plan

*As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.*




<b>Recommendation</b>	<b>Key activity</b>	<b>Progress milestones including target dates for either completion or progress</b>	<b>Officer responsible</b>	<b>Progress</b>
<b>Example</b>				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

<b>Recommendation</b>	<b>Key activity</b>	<b>Progress milestones including target dates for either completion or progress</b>	<b>Officer responsible</b>	<b>Progress</b>



## Appendix A

### (Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	<b>Suspend – Further Work Required</b>	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	<b>Further (specialist) advice should be taken</b>	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	<b>Proceed pending agreement of mitigating action</b>	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	<b>Proceed with implementation</b>	Green: 