

Form A: Initial screening for equality relevance

Fill this form in online. If more space is needed, feel free to add lines.

Title of policy, service or contract: Arts, Culture and Heritage Strategy

Name and service unit/division of person completing form: Steve Whitlam, Community Development Manager

Date this form was completed: 3 August 2023

1. What is the main aim of the policy, service or contract?

There are six themes in the strategy which set out the ambitions and priorities for the Strategy and create the framework for developing new activity with partners:

- Vibrant Places - Create distinctive, sociable and attractive places to live, work and visit which foster greater civic and cultural engagement.
- Thrive - Support health and wellbeing through social creative and cultural activity and volunteering, and evidence the transformative power of culture to improve lives.
- Grow - Provide young people with a range of opportunities to develop their creativity, confidence and skills through cultural engagement.
- Create - Increase the value and impact of all parts of the cultural and creative sector including businesses, freelancers and social enterprises.
- Flow - Enhance the experience of travelling to and across the Borough by celebrating its natural and sustainable connectivity.
- Connect - Bring together a range of partners to drive change, provide cultural leadership and attract new investment and resources for culture.

2. Will the policy, service or contract help achieve equality by: (Copy this symbol for all that apply)

- | | |
|--|-------------------------------------|
| Reducing discrimination, harassment or victimisation | <input type="checkbox"/> |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> |
| Fostering good community relations | <input checked="" type="checkbox"/> |
| None of the above – not relevant | <input type="checkbox"/> |

3. Who will benefit from the policy, service or contract?

- | | |
|----------------------------|-------------------------------------|
| Everyone – it is universal | <input checked="" type="checkbox"/> |
| OR | |
| Targeted | <input type="checkbox"/> |

It is universal but some actions in the strategy will work with some groups e.g. older people, young people, unwell and socially isolated people, communities that have not traditionally engaged in the arts.

4. If it is targeted, describe who is expected to benefit.

(This may or may not be equalities groups, e.g. Hoddesdon residents, men, older people, people on low incomes, people who are physically inactive).

5. Is there reason or evidence to believe that some groups of people defined by the Equality Act 2010 could be differently affected from the whole population by the policy, service or contract, either positively or negatively?

No *NO – You have now completed this form.*
Yes *YES – Now answer the following questions.*

6. If yes, tick all groups that may be affected:

Age	<input type="checkbox"/>	Maternity/pregnancy	<input type="checkbox"/>
Race	<input type="checkbox"/>	Marriage/civil partnership	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Gender reassignment	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Religion	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>		



7. Describe how these groups could be affected differently from others, and if the impact is positive or negative.

8. What evidence do you have to back up your answer to question 7?

(Evidence may include: local service usage data, customer views, information from another local authority, feedback from stakeholders, countywide or national research.)

9. If any groups in the population are likely to face a negative impact, what is the scale of the impact? Use the matrix below to score this and put your results in the Impact Score table below. Explain the score, briefly.

Impact matrix

This matrix measures the scale of the potential impact, by relating the amount of impact on an individual to the number of people likely to be affected in a year.

IMPACT ON INDIVIDUAL

NUMBER OF PEOPLE WHO MAY BE AFFECTED	Low impact	Medium impact	High impact
>1000 people	4	8	12
151-1000 people	3	6	9
Up to 150 people	2	4	6

IMPACT ON INDIVIDUAL – An impact on an individual’s experience of Council services or their well-being that:

Low impact – Feels slightly unfair or causes some inconvenience

Medium impact – Is a significant difference from what other people receive or causes major inconvenience, or not being able to receive an elective, non-essential service

High impact – Is severe, e.g. not being able to receive an essential service, losing significant income, or for employment, being unable to access work, training or promotion with the Council.

NUMBER OF PEOPLE WHO MAY BE AFFECTED – The number of people who may be affected in a year. Use the Broxbourne population profile available [here](#) and details about the Council workforce and service usage to determine this. The population of Broxbourne is about 95,000. If 9,500 of them would potentially use a service, and the group that would experience a negative impact in that service is 5% of the Broxbourne population, then 475 people may be affected.

Impact Score Table

Group affected	Impact score	Brief explanation for this judgement
1.		
2.		
3.		
4.		

If the impact matrix score is 6 or higher, then continue to Form B, the Equality Impact Assessment and Action Plan. Send the completed form to your director or the Chief Executive to be ratified, and copy in the Corporate Policy Manager.



Form B: Equality Impact Assessment and Action Plan

This form is used in conjunction with Form A, the initial screening for equality relevance, to complete a full Equality Impact Assessment. The question numbers therefore follow on from Form A, and the two forms should be filed together as a single document.

10. Following your answer to question 8, please provide more detail about the evidence you have to back your assessment about the potential equalities impact. Give links to the information if it is available online.

Evidence source 1 description:

Location of evidence source:

What does the evidence show?

Evidence source 2 description:

Location of evidence source:

What does the evidence show?

Evidence source 3 description:

Location of evidence source:

What does the evidence show?

11. Identify any gaps in your evidence. *(These could include: who uses the service at present, what the impact will be on people from specific groups, how many people would be affected, what people from the groups likely to be negatively affected think about the proposals).*

12. Copy your answer to question 9, the negative impact analysis, here:

Group affected	Impact score	Explanation for this judgement
1.		
2.		
3.		
4.		

For each group in turn, describe in more detail which aspects of the policy, service or contract will have a negative impact and how:

Group 1:

Description of negative impact:

Group 2:

Description of negative impact:

Group 3:

Description of negative impact:

Group 4:

Description of negative impact:

13. What action needs to be taken as a result of this Equality Impact Assessment to address the negative impacts? (Select one option and justify your choice.)



No change needed – the proposed policy, service or contract is a “proportionate means of achieving a legitimate aim.”

(Explain why you think this is the case. A legitimate aim would include • Ensuring that services and benefits are targeted at those who most need them; • Ensuring the health and safety of those using the service provider’s service or others, provided risks are clearly specified; • Preventing fraud or other forms of abuse or inappropriate use of services provided by the service provider; or • Ensuring the wellbeing or dignity of those using the service.)

Modify it - The following changes or additional action will be taken that will eliminate or significantly mitigate the negative impact: *(List changes or mitigating action to be made)*

Withdraw it – The proposed policy, service or contract breaches the Council’s duty under the Equality Act 2010, and it is not possible to make enough changes to address this.
(Explain why.)

14. Action planning

An action plan is required if:

- You identified any gaps in your evidence when answering question 11, or
- In question 13, you have identified action to be taken to eliminate or substantially mitigate a negative impact.

Do you need to write an action plan?

Yes

Use the template overleaf for the action plan.

No

You have completed the EIA and should now submit it to your director or the Chief Executive for approval. Copy in the Corporate Policy Manager.

EQUALITIES IMPACT ASSESSMENT ACTION PLAN

Name of policy, service or contract:

Action	Reason for action	Officer responsible	Completion date

You have now completed the EIA. Please submit it to your director or the Chief Executive for approval. Copy in the Corporate Policy Manager.