



## Equality Impact Assessment questionnaire

*(covering race, gender, disability, sexual orientation, religion or belief and age)*

This Equality Impact Assessment (EqIA) seeks to assess the impacts of your service, function, policy or strategy on people who are legally protected from discrimination (this is people belonging to one or more of these groups: race, religion, disability, sexual orientation, religion or belief and age).

Conducting this EqIA will ensure that any positive or negative impacts on people legally protected from discrimination are highlighted and the necessary action is taken to ensure equality in our services.

**This impact assessment must be reviewed at least every three years.**

**Build the next review of this service/policy into your departments' Management Plan.**

<b>Service or Policy Area:</b>	Arts Project Support
<b>Service Unit:</b>	Community & Economic Development
<b>Officer Completing Assessment:</b>	Manda Graham
<b>Telephone:</b>	██████
<b>Date:</b>	27/04/2009

General	
Q.1	Please provide a brief description of this service/policy including its aims and objectives
	Support and guidance is provided to support the development of arts projects, creative businesses, events and festivals. The aims are to develop organisations to become self-sufficient and sustainable, to attract funding, to adopt good practice and aim to put on high quality arts activity.
Q. 2	Please list the main stakeholders/beneficiaries/ recipients of this service/policy
	Artists, creative businesses, festival organisers, council members and officers (County, District, Parish), Arts Council, Malvern Hills District residents.
Q. 3	If this service/policy is provided by another organisation behalf of the Council, please give the names of these organisations
	We work with partner organisations including Community First, Worcestershire County Council and Business Link to deliver this service.

Consultation	
Q. 4	Please list any consultation activity with internal or external customers carried out over the last year: e.g. satisfaction surveys, focus groups or citizens panel exercises etc.
	No consultation has been carried out.
Q. 5	Please list any arrangements you have made, or are planning for consulting with groups protected from legal discrimination on your service/policy
	Consultation with diverse groups is planned during the consultation period for the Worcestershire Arts Strategy which is due to have been completed by Nov 2009.
Q. 6	Please list groups protected from legal discrimination you have consulted with
	We have not consulted with any diverse groups currently.

Q. 7	Please state how you consult with members of your staff about your service/policy
	Members of the Worcestershire Arts Partnership have been involved in developing the consultation process and questionnaires.
Q. 8	Please list any changes to your service/policy that you have made, or you plan to make as a result of consultation with groups protected from legal discrimination
	The Worcestershire Arts Strategy will be developed from the findings of this consultation, the outcomes will also inform and update the Malvern Hills Arts Action Plan.

Discrimination	
Q. 9	Please list any evidence you have of this service/policy having an adverse impact on any groups (internal or external) protected from legal discrimination
	No evidence.
Q. 10	If the function or policy is discriminatory, is positive action justifiable to overcome the discrimination?
	N/A
Q. 11	Could the function or policy have an adverse impact on relations <b>between</b> groups protected from legal discrimination? If so, please describe
	Through the MHDC Arts Plan we work with a diverse cross section of the local community.

Service Delivery	
Q. 12	Please list any alternative ways to improve <b>access to your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	Develop printed guide to Arts Project Support Services.

Q. 13	Please list any alternative ways to improve <b>understanding of your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	See Q 12

Monitoring	
Q. 14	Please describe how monitor of take up of your service/policy
	No current monitoring takes place.
Q. 15	How are the results of any monitoring analysed, reported and publicised?
	See Q14
Q. 16	Does an analysis of your customer base against baseline population figures for the District show that you are reaching all groups in your area? If not, which groups are adversely affected?
	See Q14
Q. 17	Please list any performance targets relating to equality in your function
	No performance targets.
Q. 18	Please list any plans you have to introduce new targets on equality in your service/policy <i>Include this in the Action Plan attached.</i>
	Following Worcestershire Arts Strategy consultation period, design a monitoring system to analyse the use of this service by diverse groups.

Miscellaneous	
Q. 19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements <b>you have made or plan to make</b> to make sure that these organisations ensure equality.

	We will speak to Community First and Business Link to check that they have a policy on Equality and Diversity.
Q. 20	Have you received any complaints about your service/policy in respect of equality issues? If so, please give a brief description
	No
Q. 21	Please list any staff training issues on equality arising from this assessment
	None
Q. 22	Does your service/policy result in any financial support being given to people protected from legal discrimination within the voluntary and community sector. If yes, please list organisations and amounts.
	Yes, Perfect Circle Youth Theatre and occasionally other organisations who work with children and young people.
Q. 23	How do you plan to publicise the results of this assessment?
	All EqIAs for the Arts Service will be published on the Council website and intranet.

## ACTION PLAN

Please detail any action that you plan to take as a result of this impact assessment

Objective	Action/s	Lead Officer	Completed by
Partner organisations have Equality and Diversity policies.	We will speak to Community First and Business Link to check that they have a policy on Equality and Diversity.	Manda Graham	August 2009
Improve Assess and Understanding of Arts Project Support Service	Develop printed guide to Arts Project Support Services.	Manda Graham	Sept 2009
Ensuring that colleagues are aware of the issues and actions in the EqlA through Team Talk.	Publish the issues and actions in the EqlA through Team Talk.	Manda Graham	Sept 2009
Check that the Arts Project Support service is suitable for diverse groups and individuals.	Consult on Arts Support Service through the Meeting Your Needs Forums.	Manda Graham	Dec 2009
To produce the Worcestershire Arts Strategy	The Worcestershire Arts Strategy will be developed from County wide consultation, the outcomes will also inform and update the Malvern Hills Arts Action Plan.	Manda Graham	Dec 2009
Understand who uses the Arts Support Service	Following Worcestershire Arts Strategy consultation period, design a monitoring system to analyse the use of this service by diverse groups.	Manda Graham	March 2010