**Equality Impact Assessment / Equality Analysis**

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| **Title of service or policy**  | **Heritage Services Business Plan 2012-2017** |
| Name of directorate and service | **Tourism Leisure and Culture / Heritage Services** |
| **Name and role of officers completing the EIA** | **Stephen Bird, Head of Heritage Services** |
| Date of assessment  | **9 May 2012** |

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.

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| **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* How the service/policy is delivered and by whom
* If responsibility for its implementation is shared with other departments or organisations
* Intended outcomes
 | **The purpose of the business plan is to guide the Service in managing the Heritage Services business unit.****The business plan will be delivered by the business team.****Responsibility for implementation is not shared with anyone else.****The intended outcomes are a sustainable service that:*** **protects our unique heritage of monuments, buildings, and museum and archive collections;**
* **makes them accessible to the widest range of audiences; and**
* **maximises their commercial potential.**
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| **1.2** | Provide brief details of the scope of the policy or service being reviewed, for example:* Is it a new service/policy or review of an existing one?
* Is it a national requirement?).
* How much room for review is there?
 | **The business plan is revised and updated annually.****It is not a national requirement.** **The business plan is reviewed on an ongoing basis.** |
| **1.3** | Do the aims of this policy link to or conflict with any other policies of the Council? | **No** |

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| **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
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|  | **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?  | **The Heritage Services business team consists of nine people: five men and four women. All are white. One is of Jewish heritage. None are registered disabled.**  |
| **2.2** | What equalities training have staff received? | **All managers have received equalities training.** |
| **2.3** | What is the equalities profile of service users?  | **With 1.2 million service users per annum it is not possible to construct a reliable profile.** |
| **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?  | **Customer satisfaction surveys and consultations are carried out. There is a Service-wide focus group. Benchmarking on visitor satisfaction and financial performance is undertaken against other leading visitor attractions.** |
| **2.5** | What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results? | **Consultation with the Service focus group and Advisory Board. Results affirmed the direction of travel proposed.** |
| **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?  | **The EIA will be revisited every time the business plan is revised and updated.** |

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| **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
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|  |  | **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. (Are there any issues regarding pregnancy and maternity?) | **The business plan will not favour or disadvantage any group.** |  |
| **3.2** | **Transgender –** – identify the impact/potential impact of the policy on transgender people | **The business plan will not favour or disadvantage any group.** |  |
| **3.3** | **Disability** - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)  | **The business plan proposes further improvements to accessibility.** |  |
| **3.4** | **Age** – identify the impact/potential impact of the policy on different age groups | **The business plan will continue to promote child-friendly interpretation and to provide seating for elderly people where possible.** |  |
| **3.5** | **Race** – identify the impact/potential impact on different black and minority ethnic groups  | **The business plan will not favour or disadvantage any group.** |  |
| **3.6** | **Sexual orientation -** identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people | **The business plan will not favour or disadvantage any group.** |  |
| **3.7** | **Religion/belief** – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion. | **The business plan will not favour or disadvantage any group.** |  |
| **3.8** | **Socio-economically disadvantaged** – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances | **The business plan will continue to include free admission for B&NES residents and concessions for children, families, students, seniors, carers and unwaged.** |  |
| **3.9** | **Rural communities** – identify the impact / potential impact on people living in rural communities | **The business plan will not favour or disadvantage any group.** |  |

**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.

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| **Issues identified** | **Actions required** | **Progress milestones** | **Officer responsible** | **By when** |
| **No new measures are proposed in the business plan beyond those already in place** |  |  |  |  |

**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**: Stephen Bird Head of Heritage Services (nominated senior officer)

**Date:** 4 July 2012