

Appendix C – Equalities Impact Assessment

Title of policy being assessed	Events Policy 2011
Name of directorate and service	Environmental Services
Name and role of officers completing the EIA	Sue Green – Service Manager, Public Protection Joanna Gregson – Service Development Project Officer
Contact telephone number	01225 477531
Date of assessment period	18 January 2011 – 10 March 2011

1.	Identify the aims of the policy and how it is implemented.		
	Key questions	Answers / Notes	Actions required
1.1	Is this a new a new policy or a review of an existing one?	New policy.	
1.2	What is its aim?	To encourage organisers of all sizes of event to comply with regulatory requirements and best practice, by:	

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		<ul style="list-style-type: none"> • Specifying the regulatory requirements that they must meet in order to run a safe and legal event. • Defining terms of reference for the Safety Advisory Group. • Identifying Council controlled spaces and outlining the application process and criteria that will be used when determining applications for road closures / to use Council land. <p>To increase the number of events held in B&NES, especially those run by individuals and community groups, by providing a 'plain English' guide to the processes involved.</p>	
1.3	Whose needs is it designed to meet?	<p>Event organisers. Council officers. All residents and visitors who may attend an event in B&NES.</p>	
1.4	Who defines or defined the policy? (e.g. is it a national requirement?). How much room for review is there?	<p>Combination of legal requirements and Council policy. The elements based on Council policy can be reviewed once the Events Policy has 'bedded in'.</p>	Review the policy annually.
1.5	Who implements the policy?	<p>Officers within the Service Delivery directorate, e.g. Health & Safety, Licensing, Highways, Parks and</p>	

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		Open Spaces.	
1.6	Are there any areas of the policy where those carrying it out can exercise discretion? If so is there clear guidance on this?	<p>Yes.</p> <ul style="list-style-type: none"> • The Divisional Director of Environmental Services (or other authorised officer) will have the authority to revoke a land use agreement or withdraw support from a street closure in certain circumstances, as specified in the policy. This will only be done after consultation with the Cabinet Member and Director of Service Delivery. • The Safety Advisory Group will continue to exercise discretion in advising event organisers on safety matters. They will now be able to recommend to the Divisional Director of Environmental Services that permission to use the highway / Council land is withdrawn if their requirements are not met. • The Highways and Parks and Open Spaces teams will continue to exercise discretion in determining applications to use the highway / Council land. The policy sets out the criteria which must be applied in making the decision. 	

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		<ul style="list-style-type: none"> Officers advising event organisers on non-legal requirements (such as the provision of recycling facilities) will continue to exercise discretion – advice is tailored to the nature and scale of the event. 	
1.7	What could stop the policy from meeting its aims? (see 1.2)	<p>Most events are organised by people/bodies external to B&NES so compliance with regulatory requirements and best practice cannot be guaranteed.</p> <p>There could be a language barrier where an event organiser is not fluent in English, or where an event organiser has a disability which requires different means of communication, e.g. partial sightedness.</p>	
1.8	Do the aims of this policy link to or conflict with any other policies of the Council?	<p>The policy supports event organisers to run safe, legal events. This contributes to B&NES' vision of making Bath & North East Somerset an even better place to live work and visit, and its priority to build communities where people feel safe and secure.</p> <p>The policy aims to increase the number of events held in B&NES and ensure they are properly run. This fits in with the Council's Cultural Strategy which aims to</p>	

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		<p>promote events in the area and ensure those taking part have a sense of enjoyment.</p> <p>The policy also furthers the Council's priorities of addressing the causes of climate change and promoting sustainable growth, by encouraging organisers to limit their event's impact on the environment.</p>	
1.9	Is responsibility for the implementation of this policy shared with other bodies?	Yes. Where an event is sufficiently large as to require consultation with the Safety Advisory Group, other bodies (Police, Fire Brigade, Ambulance Trust etc) will take part in advising organisers on safety matters.	
2. Consideration of available data, research and information			
	Key questions	Answers / Notes	
2.1	What do you already know about people who use and deliver the policy?	<p>These are officers who already fulfil the regulatory roles set out in the policy, and who should be familiar with the Council's equalities policies.</p> <p>The external bodies involved in implementing the policy as part of the Safety Advisory Group are also likely to have their own equalities policies. The Group is led by an employee of B&NES who should</p>	

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		have received appropriate equalities training. If the Group recommends that an event should not be permitted to take place, the final decision will rest with a service director within B&NES.	
2.2	What quantitative data do you already have? (e.g census data, staff data, customer profile data etc)	There is access to the 2001 census data as needed. Customer profiles could be collected on an event by event basis if necessary.	
2.3	What qualitative data do you already have? (e.g results of customer satisfaction surveys, results of previous consultations, staff survey findings etc).	2009 satisfaction survey of customers across the whole of Public Protection and a 2008 survey of Licensing Team customers*. Both surveys give limited information on the ethnicity and disability of customers. Results show that the majority of customers are white and non-disabled. Where customers state that they are disabled, they also say that the service has met their access needs.	To devise a way of monitoring equalities information specifically for event organisers. A customer satisfaction survey which includes equalities questions could be sent to all customers who consult the Safety Advisory Group, apply for a road closure or apply to use Council land. The results can feed into any future review of the policy.
2.4	What additional information is needed to check that all equality groups' needs are met? (see section 4). Do you need to collect more data, carry out consultation at this stage?	Advice from 'in house' equalities teams and external equalities groups.	
2.5	How are you going to go about getting the extra information that is required?	Consult with equalities teams as part of general consultation process.	Consult with equalities teams and external equalities groups.

*RELEVANT RESULTS OF CUSTOMER SATISFACTION SURVEYS

Reception Survey – Whole of Public Protection Service: Throughout May and June 2009, all 958 visitors to the Public Protection reception were asked to complete a survey about the quality of service they received. 39 people responded. 1 person stated that they were disabled

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and that the service had met their access needs. 92% of respondents identified themselves as White, 5% as Asian and 1 person preferred not to say.

Licensing Team – Alcohol, Entertainment and Late Night Refreshment Licensing: During October 2008, questionnaires were sent to all 809 premises with a valid licence issued under the Licensing Act 2003 regarding the quality of services provided by the Council's Licensing Team. The premises included all those licensed under the Act, which includes, those selling alcohol, late night hot food, theatres, cinemas, clubs and entertainment centres. A total of 59 questionnaires were completed and returned (7.3%). 1 of the 58 people who answered this question considered themselves to be a disabled person. When asked if the service met their access needs, the person with a disability answered 'yes'. 52 respondents identified themselves as White, 1 as Asian and 4 as Other ethnicity.

3. Formal consultation (include within this section any consultation you are planning along with the results of any consultation you undertake)			
	Key questions	Answers/notes	Actions required
3.1	Who do you need to consult with?	<ul style="list-style-type: none"> • Council officers and managers who are involved in securing compliance with regulatory requirements and Council policy. • Partner organisations (e.g. Police, Fire Brigade). • The Council's in-house equalities groups. • External equalities groups. • Residents' associations • Councillors. • Parish councils. • Premises Licence and Club Premises Certificate holders. • Organisers of past events within B&NES. 	Establish consultation framework and timescales. Make contact with external equalities groups.
3.2	What method of consultation can be used?	Emails / letters if necessary.	

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3.3	What consultation was actually carried out as part of this EIA and with which groups?	Consultation took place with all the groups listed in 3.1 above.	
3.4	What were the main issues arising from the consultation?	See Appendix E. 'Attitude is Everything', a national body promoting access to live music for deaf and disabled people, responded that the policy provides a good signpost on the issues.	
4. Assessment of impact			
	Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the policy will or does actually work in practice for each equalities strand: 1. Consider whether the policy meets any particular needs of each of the six equalities groups. 2. Identify any differential impact (positive or adverse) for each of the six equalities groups 3. Include any examples of how the policy or service helps to promote race, disability and gender equality.		
		Impact or potential impact (negative, positive or neutral)	
4.1	Gender – identify the impact/potential impact of the policy on women, men and transgender people	Neutral. Events are usually aimed at the mass market, regardless of gender. There is nothing in the policy which impacts on one gender more than another.	
4.2	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)	Positive. The policy reinforces event organisers' obligations to make reasonable adjustments for attendees with disabilities under the Equality Act 2010. The policy can be made available in large print, Braille, on tape, electronic and accessible formats. There is a statement in the policy to this effect.	
4.3	Age – identify the impact/potential impact of	Neutral. Events are usually aimed at the mass market, regardless of age.	

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	the policy on different age groups	Nothing in the policy impacts adversely on one group on the grounds of age.	
4.4	Race – identify the impact/potential impact on different black and minority ethnic groups	Neutral. Events are usually aimed at the mass market, regardless of race.	
4.5	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people	Neutral. Events are usually aimed at the mass market, regardless of sexual orientation.	
4.6	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. Events are usually aimed at the mass market, regardless of religion or belief.	
	Key questions	Answers/notes	Actions required
4.7	Have you identified any areas in which the policy is discriminatory? If you answer yes to this please refer to legal services on whether this is justifiable within legislation.	No.	
4.8	If you have identified any adverse impact(s) can it be avoided, can we make changes, can we lessen it etc? (NB: If you have identified a differential or adverse impact that amounts to unlawful discrimination, then you are duty bound to act to ensure that the Council acts lawfully by changing the policy or proposal in question).	N/A	
4.9	Is there any additional action you can take to meet the needs of the six equalities groups above?	N/A	

5.	Internal processes for the organisation – to be explored at the end of the EIA process.		
Making a decision in the light of data, alternatives and consultations			
	Key questions	Answers/notes	Actions required
5.1	How will the organisation’s decision making process be used to take this forward?		
Monitoring for adverse impact in the future			
	Key questions	Answers/notes	Actions required
5.2	What have we found out in completing this EIA? What can we learn for the future?		
5.3	Who will carry out monitoring?		
5.4	What needs to be monitored?		
5.5	What method(s) of monitoring will be used?		
5.6	Will the monitoring information be published?		
Publication of results of the equality impact assessment			
	Key questions	Answers/notes	Actions required

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5.7	Who will write up the EIA report?	Joanna Gregson (Public Protection).	
5.8	How will the results of the EIA be published?	On the Council's 'Equality Impact Assessments' web page.	

**6. Bath and North East Somerset Council
Equality Impact Assessment Improvement Plan**

Please list actions that you plan to take as a result of this assessment (continue on separate sheets as necessary). These actions need to be built into the service planning framework and targets should be measurable, achievable, realistic and time bound.

Title of service/function or policy being assessed: Events Policy

Name and role of officers completing assessment: Joanna Gregson (Service Development Project Officer) and Sue Green (Service Manager, Public Protection)

Date assessment completed: 28 January 2011

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Need for regular reviews of the policy.	Review the policy annually.	Policy reviewed each year.	Sue Green and Joanna Gregson	Each anniversary of the policy being published.
Need to devise a way of monitoring equalities information specifically relating to impact of the policy on event organisers.	Create a customer satisfaction survey to be sent to event organisers who have consulted the SAG, or held an event on the public highway or Council land.	Obtain agreement from the departments that would be involved. Prepare survey. Send survey out annually and analyse results for opportunities to improve on equalities issues. Take steps to realise opportunities for improvement.	Joanna Gregson	By first anniversary of policy being published and annually thereafter.
Need to ensure that equalities groups' needs are met by the policy.	Identify relevant equalities groups (both internal and external) and include in the consultation process.	Relevant groups identified for consultation. Consultation completed.	Joanna Gregson	By 31 March 2011.