



## Equality Impact Assessment Template



### Simple Guide and tips

An Equality Impact Assessment (EIA) will help you analyse your policies and practices to make sure they do not discriminate or disadvantage people. However, EIAs also will help to improve or promote equality, access, participation in public life and good relations.

Your EIA should be started during the early stages of your project. Early consideration of equality matters will ensure that your policy, service or function will evolve in line with consideration of equality matters. However, not everything we do will have equality implications, only policies and practices that are relevant to equality need to be put in focus. If you decide after an initial assessment that a policy or practice is not relevant to equality then you should make a note of this. When completing a full EIA make certain the assessment is proportionate to the matters at hand. An EIA is not an end in itself – it is simply a way of ensuring and showing that due regard has been paid to our equality duty.

Where final decisions are made by councillors, in order to show that due regard has been given to the three aims of the equality duty at the time the decision is made, your assessment may need to be included within the report for Committee. The significance of your policy or practice to equality matters may help you make this decision.

All equality impact assessments are based around four core questions. There may well be others that contribute to the assessment, but the core ones remain throughout.

1. **What is the purpose of the policy?**
2. **How is it seeking to achieve this?**
3. **Who benefits and how? (and who, therefore, doesn't and why?)**
4. **What are any 'associated aims' attached to the policy?**



Sections 1 to 3 need to be completed in order to make an initial assessment

Section 4 onwards need to be completed for a full assessment

Stage 1 EIA Tracking <sup>i</sup>	
Title of EIA	<b>Arts, Culture and Heritage Strategy</b>
Lead Officer	<b>Emma Hill</b>
Division	<b>Place Development</b>
Publication Date <i>(if applicable)</i>	<b>C&amp;W Committee – 10/10/23</b>
EIA Review Date <i>(only applicable when completing the full EIA)</i>	<b>Annual, commencing 10/10/23 – subject to approval from Community and Wellbeing committee.</b>



## Stage 2 Details of Policy, Service or Function<sup>ii</sup>

Provide an overview of the policy, service or other function being introduced or reviewed.

Please include the aim or purpose of the policy, service or function etc., any context, changes proposed and the desired outcome. You will need to start to think about the equality implications and whether there is potential for impact on residents, service users and staff (as applicable) with one or more of the protected characteristics.

1<sup>st</sup> Arts, Culture and Heritage Strategy drafted by Epsom and Ewell Borough Council (EEBC)

The A, C and H strategy sits within and complements the existing council wide policy framework as well as wider research at national level to establish a clear direction for arts, culture and heritage within EEBC moving forward.

The strategy focuses on three pillars/themes. These pillars will be used to shape the Action Plan (AP) for 2023/24 and beyond

- Nurturing Talent - To strengthen the creative and cultural identity of Epsom and Ewell by championing the talent within our community.
- Inclusivity and Access for All - To create a thriving and inclusive creative and cultural outreach programme – for all to enjoy and benefit from, near and far.
- Economic Growth - To cultivate economic growth within the Borough through cultural outputs.

## Stage 3 Relevance Check<sup>iii</sup>



Indicate whether the policy, function or service change etc. outlined in Stage 2 above has the potential to impact on people with a protected characteristic (covers service users, the wider community and staff).

If yes, a full EIA needs to be completed (*please go to Stage 4*).

If no, please set out your reasoning and then secure sign-off by your Head of Service and the Inclusion and Diversity Group at Stage 8.

The AP attributed to the A,C and H Strategy will seek to positively impact the full spectrum of those living and working within our borough.

Whether consciously or unconsciously, culture is a part of each of our days. Definitions of culture vary widely and often mean something different to each of us as individuals.

Whatever 'culture' is to us as individuals, collectively it is a vivid asset to our community and a wider concern in our ongoing civic conversation. EEBC's Cultural Strategy will demonstrate the borough council's commitment to the benefits and importance of developing culture within our communities. A focus on culture can help to promote equality and inclusion and increase opportunity for all to access cultural activities, engaging diverse communities in a wider civic conversation.

Mindful of Officer knowledge in certain areas, time will be dedicated to consulting with community groups, individuals and collectives representative of those with a protected characteristic within our borough. Consultation with these parties will ensure that the strategy AP programmes, delivers and facilities outputs that are relevant, appropriate, and considerate.



## Stage 4 Data Relevant to Full EIA<sup>iv</sup>

List all data (including source) and other information relevant to the full equality impact assessment

### Epsom & Ewell Borough Council

- Four Year Plan – Culture and Creative
- Future 40
- Annual Plan
- Community Development Plan
- Health and Wellbeing Strategy

### Wider Influence

- Government commissioned report reviewing the value of museums within communities - [The Mendoza Review, 2017](#)
- NHS - [Personalised Care and Social Prescribing](#)
- Surrey County Council- [Community Vision for Surrey 2030](#)
- Surrey County Council - [Surrey Inclusion and Additional Needs and Partnership Strategy 2023 - 2026](#)
- Value of culture in terms of placemaking - [Local Government Association/Cultural Strategy in a box](#)
- Arts Council – [Great Art and Culture for Everyone – 10 Year Strategic Framework](#)

Specify all engagement activities undertaken

In preparing the strategy, Officers have:

- Conducted consultation events and meetings.
- Researched and prepared a synopsis of the current policy landscape for culture and the wider funding context.
- Begun mapping Epsom and Ewell’s existing cultural infrastructure and resources.
- Reviewed Epsom and Ewell’s adopted strategies and that of key partner organisations to identify overlapping priorities.



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|  | <ul style="list-style-type: none"><li>- Began to identify current need and future demand for cultural service provision.</li><li>- Reviewed local demographics through the <a href="#">2021 borough profile</a> and <a href="#">audience data</a> specific to cultural sector.</li><li>- Worked with colleagues to assess the sustainability of existing (Council owned) cultural infrastructure and activities to identify opportunities for enhancement and future development.</li></ul> |
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## Stage 5 Impact on Residents, Service Users and Staff with Protected Characteristics<sup>v</sup>

Undertake a full analysis which details all positive and negative impact arising from the policy, service or other function. If there will be no impact, make this clear by completing the relevant box. Please ensure that you evidence your conclusions with reference to the appropriate source.

Protected Characteristic	Potential Positive Impact	Potential Negative Impact	No Impact
<i>Age</i>	<p>The strategy will seek to engage with all ages within the borough. The AP outlines plans to work with educational institutions within the borough – nurturing the talent of the next generation of creatives.</p> <p>The Action Plan also looks to support older residents with outreach projects in collaboration with the Community Development team.</p>		
<i>Disability</i>	<p>The AP and strategy will support those with disabilities through programming which cater to their needs and capabilities – adapting working practices accordingly.</p>		
<i>Gender Reassignment</i>	<p>Research and workshops will be coordinated to ensure the strategy and attributed AP work collaboratively with this protected characteristic group – in a way which is respectful and helpful.</p>		
<i>Pregnancy and Maternity</i>			Neutral impact - No current plans to work with this protected characteristic on isolated projects.
<i>Race</i>	<p>The strategy outlines the correlation between creative practices and placemaking – therefore ongoing research will be put in place to ensure that through arts, heritage and culture, EEBC is supporting residents/staffs/service users from across the full spectrum of our community.</p>		
<i>Religion and Belief</i>	As above.		



<p>Sex</p>	<p>The strategy acknowledges the need and wish to programme with <b>and</b> for our community to its fullest.</p> <p>The historic disparity between the sexes culturally and creativity will be actively addressed through the CS and AP.</p>		
<p><i>Sexual Orientation</i></p>	<p>The strategy champions 'Inclusivity and Access for All' – therefore will seek to work collaboratively with this protected characteristic group on programming and delivery – to ensure EEBC are making considered, accurate and respectful outcomes.</p>		
<p><i>Marriage and Civil Partnerships</i></p>			<p>Neutral impact - No current plans to work with this protected characteristic on isolated projects.</p>





**Stage 6 Decision<sup>vi</sup>**

<p>Specify the full details of your decision.</p> <p>Include any changes made to the proposal, steps taken to eliminate or minimise any negative impact(s), any additional mechanisms put in place to meet the needs of particular groups or to help foster good relations etc.</p>	<p>Overall positive impact.</p> <p>The attention is to proceed with the strategy and AP with mindful and considered programming and delivery throughout.</p> <p>The strategy seeks to work with <b>and</b> for the full community and will respond accordingly to the changing climate of our borough's demographic.</p>
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**Stage 7 EIA – Action Plan<sup>vii</sup>**

Please specify any action that will be taken to support implementation of your decision

Issue Identified	Action required	Implementation Date	Responsible Officer
		10/10/23 (subject to Community & Wellbeing committee approval)	Emma Hill Lucy Buckland

**Stage 8 EIA Sign Off<sup>viii</sup>**

<b>Head of Service:</b>	<b>Date:</b>
<b>Inclusion &amp; Diversity Group:</b>	<b>Date:</b>



## Guidance on completing the Equality Impact Assessment Template

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- i **Stage 1 - EIA Tracking**  
Insert appropriate details. A review date will only be required when completing the full equality impact assessment (Stages 1 – 8).
  
  - ii **Stage 2 - Details of Service / Policy / Function to be assessed**  
In this section you will need to provide information which explains the subject matter of the work you are undertaking. If a new policy is being developed then explain what the policy covers and what it sets out to achieve. If a policy is being reviewed, then once again explain what the policy addresses and highlight any changes that are being introduced. If the work you are undertaking involves a service change, outline what the current service provides and to whom, then discuss the changes that are proposed and what the outcome of these service changes are anticipated to be. Bear in mind when drafting this section (and the rest of the document) that a lay person, unfamiliar with the subject matter should be able to read it and understand the policy, function or service and any changes that are proposed.
  
  - iii **Stage 3 – Relevance Check**  
The relevance check asks you to complete an initial assessment of whether the new / reviewed policy, service or function proposed is anticipated to impact upon residents, service users or staff with a protected characteristic. If you consider that there will be some form of impact then you must go on to complete all other stages of the form (Stages 4 – 8 inclusive). If, however, there will be no impact, provide your justification in the space provided and seek formal sign off of your assessment (Stage 8). The form should then be kept in case you need to provide evidence at a later date that you had due regard to the three aims of the equality duty during policy development / service design. If you have any uncertainty at this stage of the process, go on to complete all sections of the Equality Impact Assessment Template (Stages 1-8).
  
  - iv **Stage 4 - Data Relevant to Full EIA**  
In order to undertake a full assessment of the equality implications associated with your project/work you will need to outline the data that you possess which will help you to understand any resultant impact. If you identify any gaps in your information, and thereby have gaps in your understanding, you will need to fill these areas of uncertainty by exploring what other sources of information there are and/or by talking to different groups/bodies. It may be possible to consult with relevant groups. If you undertake any engagement activities you will need to set them out in this section. Please speak to the Consultation Team in Policy, Performance and Governance if you are considering undertaking consultation.
  
  - v **Stage 5 - Impact on Residents, Service Users and Staff with Protected Characteristics**  
Using the information that you have set out at stage 4 you now need to consider carefully whether the new or revised policy, service or other function etc. will impact upon people with a protected characteristic in a positive or negative way. You will need to consider service users, residents and staff (as appropriate). Set out your considerations for each protected characteristic in the appropriate column. If no impact will arise, please indicate this in the appropriate box to show that you have given due regard to equality. When undertaking this assessment make sure you bear in mind the different forms of discrimination, e.g. direct and indirect discrimination, discrimination by association or perception. The protected characteristic



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'marriage and civil partnership' needs only to be considered in relation to the first aim of the equality duty – the need to eliminate unlawful discrimination, harassment and victimisation...

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**Stage 6 – Decision**

This section requires you to make and evidence your decision. Use your analysis undertaken in Stage 5 together with other relevant factors such as financial implications. The importance that you give equality considerations when making your decision should be proportionate to the significance of the policy, service or function on advancing equality of opportunity and in fostering good relations. Be mindful that your decision could be challenged, the Equality Act 2010 requires you to 'give due regard' to the three aims of the public sector equality duty. A strong evidence base and transparency will lead to effective decision making.

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**Stage 7 – Action Plan**

In the Action Plan set out any actions that you plan to implement to support your policy, service delivery or change etc. You will need to set a completion date and name a responsible officer. These actions may comprise some form of positive step(s) to support the needs of a particular group or step(s) which will negate any impact on a particular group.

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**Stage 8 – EIA Sign Off**

This section must be completed by the relevant Head of Service and a copy sent to [HRAdmin@epsom-ewell.gov.uk](mailto:HRAdmin@epsom-ewell.gov.uk) when finishing your assessment at Stage 3 – Relevance Check or when completing the full equality impact assessment, Stages 1-8.

Further information is available from:

['Equality Impact Assessment Introduction and Appendices'](#) .

['Meeting the Equality Duty in Policy and Decision-Making England'](#)

If you need further assistance please speak to a member of the Inclusion and Diversity Group