

# EQUALITY IMPACT ASSESSMENT FORM

October 2018

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| • Age                            | • Race                           |
| • Disability                     | • Religion, Belief or Non-Belief |
| • Gender Re-assignment           | • Sex                            |
| • Marriage and Civil Partnership | • Sexual Orientation             |
| • Pregnancy and Maternity        | • Welsh Language*                |

- \* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of Corporate Policy Unit Portal.

## THE EQUALITY IMPACT ASSESSMENT

<b>NAME OF NEW OR REVISED PROPOSAL *</b>	Tourism Events Review – Reduce programme of events
<b>DIRECTORATE</b>	Communities
<b>SERVICE AREA</b>	Destinations and Events
<b>CONTACT OFFICER</b>	Paul Hudson - Destination & Events Manager
<b>DATE FOR NEXT REVIEW OR REVISION</b>	N/A- savings proposal

**\*Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

<b>1</b>	<p><b>What is the proposal intended to achieve?</b> <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal is to reduce the number of events that the Destination &amp; Management delivers across our principal town centres.</p> <p>The events programme consist of the following events:</p> <ul style="list-style-type: none"><li>• The Big Screen, Bargoed – April &amp; September</li><li>• Bargoed Spring Fayre</li><li>• Caerphilly Food Festival</li><li>• Blackwood Summer Festival</li><li>• Risca Summer Music in the park</li><li>• The Big Cheese</li><li>• Ystrad Mynach Christmas Market</li><li>• Bargoed Christmas Market</li><li>• Risca Parade and Christmas Market</li><li>• Blackwood Christmas Market</li><li>• Caerphilly Christmas Market</li><li>• Caerphilly Lantern Parade</li><li>• Bargoed Ice Rink (partially funded by Bargoed Town Council and Central Finance Fund)</li><li>• St David's Day events in Bargoed, Caerphilly, Ystrad Mynach, Blackwood and Risca</li></ul> <p>The lowest impact proposal will mean a removal of the funding and organisation of the following seven events:</p> <ul style="list-style-type: none"><li>• Risca Parade and Christmas Market</li><li>• The Big Screen - April</li><li>• Bargoed Spring Fayre</li><li>• Caerphilly Lantern Parade</li><li>• Blackwood Summer Festival</li><li>• The Big Screen - September</li><li>• St David's Day</li></ul> <p>Accompanied by associated reductions in the miscellaneous event budgets will contribute to an estimated £47,494 worth of savings.</p>
<b>2</b>	<p><b>Who are the service users affected by the proposal?</b> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>User information is based on footfall data as recorded by the footfall cameras located in the town centres where recorded data is reliant on additional visitors coming in near proximity to the cameras located within each town centres (Bargoed Ice Rink is based on non-school ticket sales).</p> <p>Visitor numbers tend to be highest at events based in Caerphilly.</p>

EVENTS 2017-18	EVENT FOOTFALL	NORMAL FOOTFALL	FOOTFALL IMPACT	ADDITIONAL VISITORS
The Big Screen - April	1,568	1,256	25%	313
Bargoed Spring Fayre	2,473	2,082	19%	392
Caerphilly Food Festival	11,203	4,898	129%	6,306
Blackwood Summer Festival	6,069	6,042	0%	27
Risca Summer Music in the park	1,645	1,094	50%	551
The Big Cheese	70,721	47,216	50%	23,506
The Big Screen - September	2,320	2,522	-8%	-202
Ystrad Mynach Christmas Market	3,325	1,593	109%	1,733
Bargoed Christmas Market	2,054	1,332	54%	722
Risca Parade and Christmas Market	1,398	1,097	27%	302
Blackwood Christmas Market	8,525	6,570	30%	1,955
Caerphilly Medieval Market	8,468	4,305	97%	4,163
Caerphilly Lantern Parade	4,262	3,770	13%	492
Bargoed Ice Rink (excluding school visits)	1,219			
St David's Day	NA			

The Bargoed Ice Rink attracted 46% of total admissions through school groups which in 2017/18 was an additional 1,021 to the table above.

## IMPACT ON THE PUBLIC AND STAFF

### 3 Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?

*(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)*

An analysis of social media (Facebook) data shows that visitors expressing an intention to attend the events listed above are predominately female ranging from 76% for the Caerphilly Lantern Parade to 92% for the Risca Christmas Market.

The same data shows us that the age range for attending the various events is predominately of the age range 25 – 44.

The events offer family type attractions and are expected to attract a family audience.

The proposed reduction in the number of events from the current provision will retain at least one event per year in each of the principal town centres that an event is hosted.

**4** **Is your proposal going to affect any people or groups of people with protected characteristics?**  
*(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)*

<b>Protected Characteristic</b>	<b>Positive, Negative, Neutral</b>	<b>Relevance of the Policy or Practice</b>
<b>Age</b>	<b>Negative</b>	The age range of the events programme is identified through social media is of a younger profile than the population profile of Caerphilly County Borough but is typical of facebook age user profile.
<b>Disability</b>	<b>Neutral</b>	The events take place in town centres that are unchanged through their accessibility by the deliver yof events.
<b>Gender Reassignment</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
<b>Marriage &amp; Civil Partnership</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
<b>Pregnancy and Maternity</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
<b>Race</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
<b>Religion &amp; Belief</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
<b>Sex</b>	<b>Negative</b>	The incidence of social media indicates a significantly high percentage of female interest in attending the events programme.
<b>Sexual Orientation</b>		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.

**5** **In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.**  
*(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)*

The opportunities for the public to engage with an event at a town centre is reduced in terms of the number of event opportunity but there are no specific Welsh Language events affected by this proposal.

## INFORMATION COLLECTION

**6 Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.**

*(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)*

The visitors attending the events programme are outlined below:

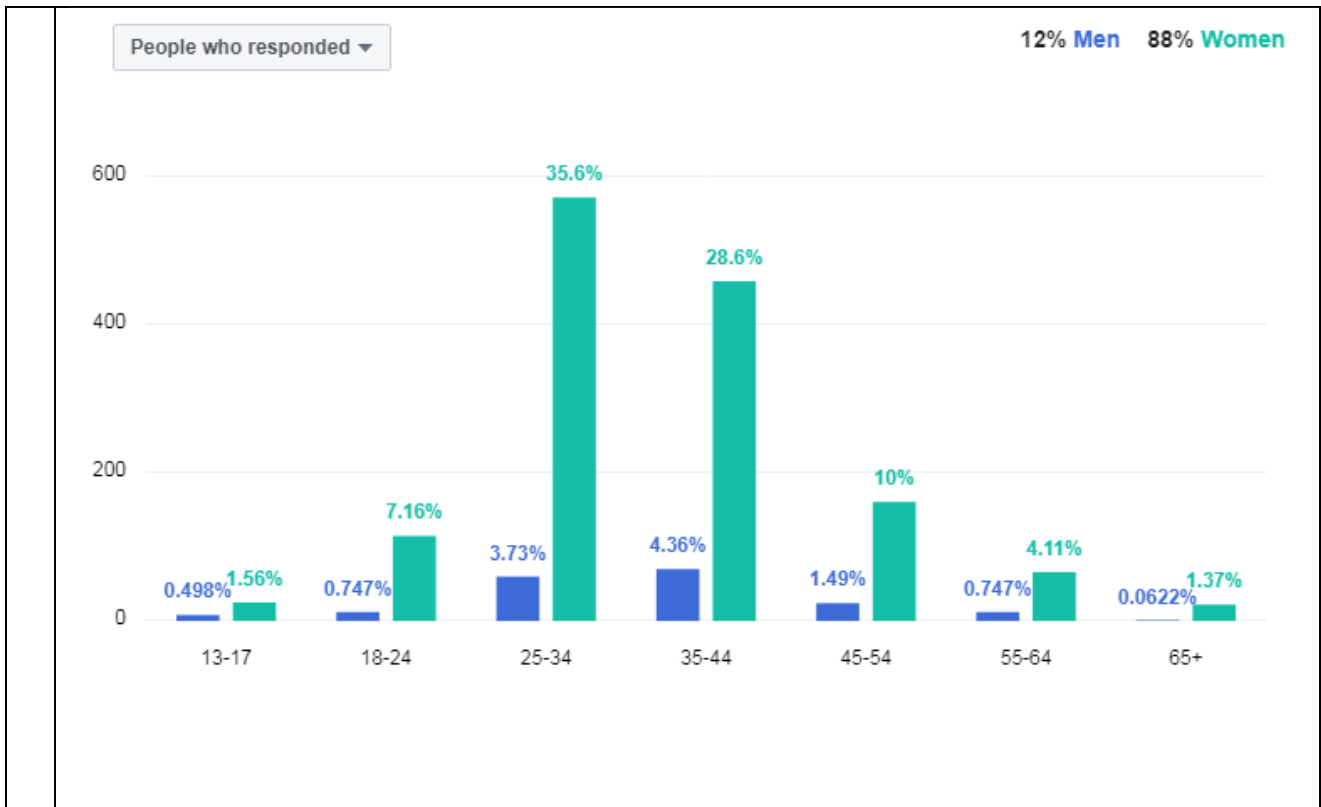
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The Bargoed Ice Rink attracted 46% of total admissions through school groups which in 2017/18 was an additional 1,021 to the table above.

The analysis of Facebook data indicates a high incidence of female attendance with the 25-34 and 35 – 44 age groups consistently higher than other age groups, a typical example for is shown below:

### Blackwood Beach Party

Most popular age & gender	36% Women aged 25 – 34
Most popular town/city	Blackwood
Reached	61,800
Attended	1,600



## CONSULTATION

### 7 Please outline the consultation / engagement process and outline any key findings.

*(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)*

The proposal to reduce the events programme is outlined in a scrutiny report that has been consulted with the Corporate Management Team, local members (Scrutiny Committee), the town community council liaison panel and it has been circulated on the Council's website.

Staff involved with delivering the events programme have also been consulted on event reduction programme.

## MONITORING AND REVIEW

<b>8</b>	<p><b>How will the proposal be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Comments and complaints from members of other interest stakeholders will be noted for future feedback.</p> <p>Footfall data will continue to be monitored across the principal town centres.</p>
<b>9</b>	<p><b>How will the monitoring be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Verbal feedback and online comments will be monitored regularly and the results discussed at staff meetings to ensure that we can respond effectively with any issues that arise during the implementation of the proposal.</p>
<b>10</b>	<p><b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>
<b>11</b>	<p><b>If any adverse impact has been identified, please outline any mitigation action.</b></p> <p>The least impact proposal will maintain an event programme that delivers at least one event in each of the principal town centres affected.</p> <p>Financial and organisational support has been requested from a number of town &amp; community councils to consider maintaining the current provision.</p>
<b>12</b>	<p><b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The process of considering these matters will feed into the the Council's 2019/20 draft budget proposals for public consultation.</p> <p>The EIA will be attached to the report proposing the change to be approved which will be published on the Council's website.</p>



<b>13</b>	<p><b>An equality impact assessment may have four possible outcomes, though more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</b></p> <p style="text-align: right;"><b>Please tick as appropriate:</b></p> <p><b>No major change</b> – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input style="float: right;" type="checkbox"/></p> <p><b>Adjust the proposal</b> – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input style="float: right;" type="checkbox"/></p> <p><b>Continue the proposal</b> – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input style="float: right;" type="checkbox"/></p> <p><b>Stop and remove the proposal</b> – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input style="float: right;" type="checkbox"/></p>
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<b>Completed by:</b>	Paul Hudson
<b>Date:</b>	16.11.2018
<b>Position:</b>	Destination and Events Manager
<b>Name of Head of Service:</b>	