

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
- Disability
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or Non-Belief
- Sex
- Sexual Orientation
- 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.

A greener place
Man gwyrddach

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.



THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Reduction in opening hours at Winding House Museum
DIRECTORATE	Communities
SERVICE AREA	Destinations and Events
CONTACT OFFICER	Paul Hudson - Destination & Events Manager
DATE FOR NEXT REVIEW OR REVISION	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 for assistance.

PURPOSE OF THE PROPOSAL

1 What is the proposal intended to achieve?

(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)

The proposal is to reduce the number of days that the Winding House Museum is open to the public from seven days to five days by closing regularly on a Sunday and Monday.

The Winding House Museum is currently open all year round, seven days a week attracting around 9,000 visitors per year.

The proposal will help maintain the sustainability of the service by reducing the operating costs of running the service whilst maintaining a comprehensive opening schedule.

Accompanied by other staff savings, this proposal will contribute towards an estimated £47,000 worth of savings.

The proposal is being piloted from September 2018 and customers and user groups will be surveyed to determine assess any equality impacts and potential mitigation considerations.

2 Who are the service users affected by the proposal?

(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?)

User information is currently limited to the number of visitors to the site and during the pilot of the proposal, further information will be gathered on users to inform a review of the proposal. Visitor numbers are lowest during the two days identified.

2017-18	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Open 10am to 5pm					Open 11am to 4pm	
April	71	137	86	62	118	121	110
May	71	181	94	87	23	69	96
June	35	104	78	120	93	89	66
July	90	111	98	65	108	142	90
August	92	265	192	208	249	117	114
September	51	108	148	198	250	80	98
October	112	141	223	113	153	99	99
November	76	157	147	224	220	74	75
December	26	45	73	147	108	60	28
January	53	102	46	42	46	73	80
February	61	107	56	107	106	63	65
March	89	161	184	201	120	67	27
DAILY AVERAGE	16	31	27	30	31	20	18

Most visitors to the site are casual. There are a small number of specifically identifiable group bookings via the Alzheimer's Society and NHS promoting Wellness classes that take place outside of the days affected by the proposal.

Similarly, school group workshop visits are normally arranged for a Thursday or Friday and are unaffected by the proposal.

IMPACT ON THE PUBLIC AND STAFF

3	<p>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? <i>(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?)</i></p> <p>The most readily identifiable groups visiting the Winding House Museum are the school groups, representing over a quarter of the visitors to the venue who will remain unaffected by the proposals.</p> <p>The reduction in the number of days will not affect any specifically identifiable groups as the Winding House Museum will still be accessible on a Saturday and during the majority of the week.</p> <p>The Winding House Engine is run by a volunteer group once a month on a Saturday and will remain unaffected both in terms of visitors attending and volunteers taking part.</p> <p>The Winding House Museum will maintain a varied programme of events throughout the year appealing to a broad audience range.</p>
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4	<p>Is your proposal going to affect any people or groups of people with protected characteristics? <i>(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?)</i></p>	
	Protected Characteristic	Positive, Negative, Neutral
	Relevance of the Policy or Practice	
	Age	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	Disability	Neutral The only regular user group are the Alzheimer's Society and NHS promoting Wellness classes take place outside of the days affected by the proposal.
	Gender Reassignment	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	Marriage & Civil Partnership	The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
	Pregnancy and	The consequences of reducing the number of opening

Maternity		days on the groups described above is unknown as no monitoring data is available.
Race		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
Religion & Belief		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
Sex		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.
Sexual Orientation		The consequences of reducing the number of opening days on the groups described above is unknown as no monitoring data is available.

5	<p>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.</p> <p><i>(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.)</i></p> <p>The opportunities for the public to engage with the Winding House in Welsh are unchanged by this proposal.</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users.</p> <p><i>(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?)</i></p> <p>The statistical collection of information shows a broad age range of visitors, outside of school visitors which are predominately primary school age.</p> <p>Our educational work during the week allow for differences in interest levels, educational attainment, intellectual differentiation and physical access. None of which are affected by the proposal.</p>
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2017/18	Adults	Children	Volunteers	Schools	Room Hire	Meeting	Other	Total
April	477	132	0	0	87	9	0	705
May	373	83	2	26	129	2	6	621
June	345	66	0	60	110	4	0	585
July	467	159	3	0	57	3	15	704
August	783	375	2	0	71	6	0	1237
September	418	74	0	317	122	2	0	933
October	420	85	2	292	137	4	0	940
November	505	115	4	227	113	9	0	973
December	162	17	0	273	33	2	0	487
January	302	58	3	0	65	14	0	442
February	262	80	3	143	75	2	0	565
March	299	61	4	410	73	2	0	849
Total	4813	1305	23	1748	1072	59	21	9041
Total %	53.24%	14.43%	0.25%	19.33%	11.86%	0.65%	0.23%	100%

A comments book is also maintained at the museum and a user survey is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period.

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?)

Staff at the Winding House museum have been consulted to identifying specific groups potentially affected by the proposal. So far, no discernible group of users have been identified for further consultation of those that hire the facility for regular bookings.

The Council's Equalities team have been consulted and recommend undertaking a survey of visitors to the site to ensure an accurate current visitor profile can be used to identify any user groups affected by the proposal.

A survey has been produced and is being carried out at the site during the pilot period. The survey includes monitoring information to identify any protected groups that will be fed back into the review of the pilot period

MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <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>Due to the low number of visitors (an average of 16 visitor on Monday and 18 on a Sunday) this is a low impact proposal.</p> <p>Visitor numbers and a breakdown of visitors by type will continue to be monitored to assess the impact upon the public.</p> <p>Data from the survey will be used to analyse the potential impact on protected users following a review of the pilot and to identify any mitigation measures required to reduce / remove the effect of any such impacts.</p>
9	<p>How will the monitoring be evaluated? <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 on site comments book 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>
10	<p>Have any support / guidance / training requirements been identified? <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>
11	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>We will maintain our varied visitor programme and maintain opening through the week / weekend from Tuesdays to Saturdays.</p>
12	<p>What wider use will you make of this Equality Impact Assessment? <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 our event plans and promotion of the museum's opening hours.</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>

13	<p>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.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – 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>Adjust the proposal – 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>Continue the proposal – 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>Stop and remove the proposal – 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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Completed by:	
Date:	
Position:	
Name of Head of Service:	