Aberdeenshire COUNCIL

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions).	
Service	ELL
Section	Cultural Services
Title of the activity etc.	Cultural Services
Aims of the activity	To support the of use Aberdeenshire's cultural resources (arts, heritage and libraries) to promote local economies, social cohesion and learning.
Author(s) & Title(s)	Cultural Services Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Annual performance data, Statutory Performance Indicators benchmarking data

Feedback from activities, events and holiday programmes.

Data is collected monthly and reported quarterly |
| Internal consultation with staff and other services affected. | Staff contribute to equalities discussion through monthly management meetings. There is also a series of service wide meetings of the Lifelong Learning forum.

Links to Area Community Planning Groups and Area Management Teams.

Specific survey work.

Staff survey |
| External consultation (partner organisations, community groups, and councils. | Large-scale stakeholder engagement exercise in 2012 to develop a new Cultural Strategy.
Budget simulator online tool
Senior officers participate in project groups (for example regional health forum).
Consultation with voluntary organisations.
Consultation with national development agencies. |

External data (census, available statistics).	SIMD information HMIe Reports (which are now starting to include Culture and Sport) Benchmarking with other authorities. CiPFA national data. SOLACE/COSLA data.
Other (general information as appropriate).	National cultural organisation, VOCAL, organises annual conference and regular meetings to share information.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Data on levels of need for specific groups ie groups of social and economic disadvantage which do not currently access services but would benefit from doing so. Eg people experiencing mental health difficulties who express a need for access to cultural activities for therapeutic purposes Consistent data on social and geographic background of activity users.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Liaison with Corporate Equalities team	January 2014
	Making best use of available data, such as SIMD	April 2014
	As part of the development process for specific policies under the new cultural strategy, a programme of detailed engagement is being put in place, during which specific consultation will be undertaken.	June 2014

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			

Disability	Yes			
Race – (includes Gypsy Travellers)	Yes			
Religion or Belief	Yes			
Gender – male/female	Yes			
Pregnancy and maternity			yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)	Yes			
Gender reassignment – (includes Transgender)	Yes			
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Culture is a flexible tool which can be used to help protected groups explore and celebrate their diverse contribution, and to promote understanding across society.	
	Age – Younger –Learning skills, self expression and achievement – book bug reading activities in libraries develop cognitive abilities and enhance family relationships	
	Age – Older – learning new skills such as painting, sculpture, sharing inspiration and information eg book groups increases social cohesion and inclusion, develops relationships and reduces isolation	
	Disability - learning new skills such as painting, sculpture, sharing inspiration and information eg book groups increases social cohesion and inclusion, develops relationships and reduces isolation	

	Race – (includes Gypsy Travellers) Celebration of minority cultures through writing, art, photography, enhances understanding and supports respectful relationships in communities	.
	Religion or Belief – Celebrations of traditions and beliefs through cultural events, music, dance etc increases understanding and social cohesion reducing isolation and prejudice	
	Gender – male/female Expression of specific issues through writing drama, film etc increases understanding engenders positive behaviours and supports social cohesion	
	Sexual orientation – (includes Lesbian/ Gay/Bisexual) Expression of specific issues through writing drama, film etc increases understanding engenders positive behaviours and supports social cohesion	
	Gender reassignment – (includes Transgender)) Expression of specific issues through writing drama, film etc increases understanding engenders positive behaviours and supports social cohesion	

Stage 7: Have any of the affected groups been consulted?

If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	During the development of the new cultural strategy some of the protected groups were specifically consulted as part of the engagement process. In other instances, professional staff with experience of positive work with protected groups feed their knowledge in to the policy process. As detailed policy development work is undertaken, specific consultation will be put in place.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	In general terms cultural services is a positive resource for promoting equalities. In each instance of policy development under the new strategy, specific consultation will be undertaken.	

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Use existing consultation mechanisms – community councils, ward forums. Undertake major engagement exercise to identify how our services can be as accessible as possible to our population (inclusive of protected groups).

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The development of policies under the new strategy provides opportunities for more effective dialogue with protected groups and development of specific activities to advancing equality.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	The services are developing qualitative measurement activities, and will undertake meaningful engagement in developing policies. How Good is our Culture and Sport self evaluation framework will be used to monitor the equalities impacts of activities and projects. Illuminating practice planning and evaluation will be used to inform the monitoring process to illustrate impacts specifically and inform self evaluation processes.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	In general terms cultural services is a positive resource for promoting equalities. In each instance of policy development under the new strategy, specific consultation will be undertaken.	
	2	Negative Impacts have been identified, these can be mitigated – please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Education, Learning and Leisure		
	2) Title of Policy/Activity	Cultural Services		
	3) **Authors:** I/We have completed the equality impact assessment for this policy/ activity.	Name: ▓▓▓▓ Position: Service Manager, Cultural Services Date: Nov 2013 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: ▓▓▓▓ Position: Head of Service Date: Nov 2013	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO				Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Liaison with Corporate Equalities team		January 2014	Cultural Services Management Team	Better understanding of the needs of the community and protected groups.	Within staff costs
Making best use of available data, such as SIMD		April 2014	Cultural Services Management Team	Better understanding of the needs of the community and protected groups.	Within staff costs
Undertake major engagement exercise with protected groups as part of the policy development process	Jan 2014	June 2014	Cultural Services Management Team	Better understanding of the needs of the community and protected groups.	Within staff costs
Use existing consultation mechanisms – community councils, ward forums.	Ongoing		Cultural Services Management Team	Better understanding of the needs of the community and protected groups.	Within staff costs
Agree new access and programming policies	April 2013	June 2013	Cultural Services Management Team	Programming and access policies that maximise access for community and protected groups.	Within staff costs