

Equality (Impact) Assessment Form



Organisation or Department	Wigan Leisure and Culture Trust
Service Area / Section	Arts and Festivals

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Chris Wyatt	Arts and Festivals Manager	January 2008
		Others on the review team	Rosanne Patterson	Equality and Diversity Officer	
Part B		Lead officer(s)			
		Others on the review team			
Part C		Lead officer(s)			
		Others on the review team			
Part D		Lead officer(s)			
		Others on the review team			
Part E		Lead officer(s)			
		Others on the review team			

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Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply? 1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
The Arts Strategy (See previous assessment)	1,2,3	1,2,3	1,2,3	Age, class, faith, sexuality	high
The Arts and Festivals Delivery and Improvement Plan	1,2,3	1,2,3	1,2,3	Age, class, faith, sexuality	high

Go to part B

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Part B: Assessment of services and policies

How is your service organised?

	Answer and evidence to show this	Action Points
<p>1. Purpose of the service</p>	<p>The purpose of the Arts and Festivals Section is to develop community engagement based arts projects and festivals. This is done through working in partnership both internally, with other Trust departments and Wigan Council, and externally, with the voluntary, community and professional sectors. The primary roles are to support, co-ordinate, monitor and enable a variety of arts activity opportunities throughout the Borough. And in particular enable work in the Borough's most disadvantaged areas.</p> <p>The strategic framework of arts development and the managing of community festivals in Wigan Borough, is a balance between using the arts as a vehicle to address corporate themes and promote positive change, and celebrating the arts as intrinsic and diverse cultural expressions.</p>	
<p>2. List policies included in this assessment</p>	<p>Child protection policy Youth participation strategy Health and safety policy Equal opportunities policy Exhibition policy Consultation policy for Arts Exchange Networks – terms of reference</p>	

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<p>3. Please list your stakeholders and customers</p>	<p>Trust Arts based networks 8 funded organisations CYPs Adult Services Wigan Townships Age Concern Tenants and residents associations Arts Council England AGMA Greater Manchester Arts Officers Network Greater Manchester Arts and Health Network AWL PCT</p>	
<p>4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.</p> <p>You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.</p>	<p>Inclusive arts sessions with children and adults using visual communication through artists Arts functions accessible Offer options for print promotional material – large print, audio Communicate with established groups and work through CVS – Rafiki Literature in plain English following staff training Continuing development of the process</p> <p>Other appropriate formats of publicity available, if and when required.</p>	

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Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	All delivered with external partners	
6. Has the procurement equality procedure been followed in each case?	Fair tendering process Ask to see equal opportunities policies for tenders Good practice in professional tenders: Suitable cover etc.	
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Not provided	
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	No	
9. Has the procurement equality procedure been followed for items your service procures?	Yes – produce business cases	

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Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Action Plan Development Plan Tri – partite agreement between Council, the Trust and the Arts Council. The strategic delivery is set in equality criteria</p> <p>Diversity is a large chunk of the partnership agreement negotiation.</p>	

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Part B: Assessment of services and policies

Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	Not specifically target under 12's Some work done with older people. Intergenerational projects and sustainability through Over 50s Forum	
	Promote equality and address unmet need	Youth Arts Challenge is about unmet needs Projects explore unmet needs including age range and issues pertinent to young people and their sense of identity and place.	
	Contribute to inequality	Do not presently work with children apart from Turnpike Gallery's educational and family visits programme Current capacity does not allow this..	
	Encourage participation, positive attitudes and relations between groups	Done within projects	
12. Classes	Affect some groups differently	Positive bias towards working in top 10 super output areas.75% +	Refine monitoring methods
	Promote equality and address unmet need	Opportunities are accessible. Doorstep product / no cost to materials + access	

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	Contribute to inequality	Other less deprived super output areas	
	Encourage participation, positive attitudes and relations between groups	Work in partnership with agencies – Tenants associations, community forums, detached youth activity	

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Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13. Disability	Affect some groups differently	No	
	Promote equality and address unmet need	Established Disability Arts Network through Disability Forum – includes adults, students.	Work with college and Adult Services to develop work, through Perceptions project
	Contribute to inequality	No	
	Encourage participation positive attitudes and relations between groups	Yes – Networks, especially dance create a positive collaboration. Konnect 2 integrated dance.	
14. Ethnicity	Affect some groups differently	Proactive effort to look at new composition of communities particularly Leigh Widen opportunities – some groups may not wish to participate	
	Promote equality and address unmet need	WOW Festival / Leigh Mela	Continue with Staff training and awareness
	Contribute to inequality	Possible language / interpretation issues	
	Encourage participation, positive attitudes and relations between groups	Pilot scheme with BME community – platform to show people about different cultures.	

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Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	No	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	No	
	Encourage participation, positive attitudes and relations between groups	Yes	
16. Religion	Affect some groups differently	No – community festivals have no religious bias	Promote greater awareness and have better information
	Promote equality and address unmet need	Hindley ‘Churches together’ project promoting togetherness	
	Contribute to inequality	No – consider religious days / appropriate food etc	
	Encourage participation, positive attitudes and relations between groups	Yes	

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17. Sexuality	Affect some groups differently	Possibly older people	Training on working with older people
	Promote equality and address unmet need	Work with BYou by supporting Youth Arts Challenge bids	
	Contribute to inequality	No	
	Encourage participation positive attitudes and relations between groups	Yes	
18. Other Groups e.g. carers, homeless	Affect some groups differently	No	Identify key people and start to encourage participation
	Promote equality and address unmet need	Inclusive work with parents/carers Participation by homeless in festivals	Link into Children with complex needs project
	Contribute to inequality	No specific plans	
	Encourage participation positive attitudes and relations between groups	Future consideration	

Go to part C

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Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Arts organisations and agencies Participants around projects	Consult with ongoing networks and Trust Consultation panel
2. What consultation method/s will you use?	Existing networks WLCT Consultation Panel Arts Exchange	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Non users / participants Use Citizens panel	
4. Are there effective mechanisms to record and analyse the consultation responses?	SNAP software Collate own or external evaluators	
5. Date (and place if applicable) of consultation	March 2008	
6. Can you prove who you consulted with?	Documented minutes, reports, surveys	
7. Summary of consultation findings		
8. Where can full details of the consultation findings be found?	Will be published on Trust website	

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Part D: Action Plan

Organisation/ Department	Wigan Leisure and Culture Trust
Service Area	<i>Arts and Festivals</i>
Responsible Officer	Chris Wyatt

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Further work with older people and young people to be considered (age)	high	CW	April 2008 – March 2009	WLCT budget External funding	Number participating	250

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Refine monitoring methods (class)	Med	Team	As above	Core and external	Sample number of monitored information	
Work with college and Adult Services to develop work (disability)	High	Vicky Fletcher	As above	External Through Perceptions	No of participants /audience	1000+
Continue with Staff training and awareness (ethnicity)	Med	Team	As above	Core	No of training days	2
Promote greater awareness and have better information (religion)	Low	Team	As above	Core and external	No of opportunities	2
Training on working with older people (sexuality)	Low	Team	As above	External	No of training	1

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Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target

Completed by	Chris Wyatt	Date	March 2008
Has the action plan been ratified? E.g. Cabinet, DMT	EMT	Date	
Have the actions been mainstreamed into the service plan?	Yes	Date	
Who will the results of the Equality (Impact) Assessment be shared with?	WLCT Executive Management Council Equality and Diversity Policy Officer	Date	
How will the Equality (Impact) Assessment be published?	On website	Date	
How and when will the action plan be monitored?	Six monthly		

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Date of the next assessment	April 2009
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Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

Part E: How do changes or new policies affect different groups?

	Answer and evidence to show this	Action Points
1. Function/policy		
2. Have you reviewed Parts A & B		
3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		

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5. Who is better off because of these changes		
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Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
6. Who is worse off because of these changes?		
7. Who else do the changes affect?		
8. Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		

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9. Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10. What is the potential effect on community cohesion?		

Go to part C, then update part D.