

## COMBINED EQUALITY ANALYSIS TEMPLATE AND GUIDANCE

### Overview

This document contains both the [Equality Analysis Template](#) (section A) and accompanying [Equality Analysis Guidance](#) (section B).

All of our work decisions, policies and service delivery should be informed by Equality Analysis (EA) in order to comply with the [Equality Act 2010](#) and [Public Sector Equality Duty](#). Begin this during the early stages of your work to allow considerations to inform the work, revise options and ensure decisions are taken with the full understanding of the potential impacts.

Use the EA to think about how your work can be used to reduce discrimination, promote equal opportunities and foster good relations across all sections of the city's communities. The circumstances may be challenging, but your EA won't stop your work. It can however minimise negative impacts and maximise positive impacts.

The quality of [the data and intelligence informing your work is crucial](#) to being able to produce a robust EA. This information should show how people will be affected by your work and, wherever possible, be broken down according to the [nine protected characteristics](#). Where you don't have any or much intelligence and data, part of the EA process is to gather it.

Although the EA template focuses on the protected characteristics, you also need to think about other groups that could be affected, for instance people in deprived neighbourhoods, people that are socially isolated etc.

### Equality Analysis Template

Part 1: Explain the decision, policy or change to service you are making, as well as what prompted it, who'll be affected by it etc. List the data and intelligence you're using to inform your decision and, importantly, explain how this information influenced your decision making. Essentially you're setting out what you're going to do, any changes, the rationale for it and supporting evidence.

Part 2: Summarise your analysis and interpretation of the data and intelligence according to the protected characteristics. What will the impact be on the people of Sunderland based on their, disability, gender etc.? Will there be a positive or negative impact or perhaps a neutral impact with no apparent harmful or less favourable effects. You must explain in each box the impact and what has caused it.

Part 3: Describe your next steps. Are you going to proceed with your intended course of action? You have four options:

- 1) Proceed with no major changes, with any small changes explained in the action plan at the end of the template
- 2) Continue despite negative implications - because these are proportionate and cannot be avoided or mitigated, with the overall outcome important and overwhelmingly positive
- 3) Adjust the proposal – there are some negative outcomes but you've identified actions to mitigate these - explain these in the action plan; or
- 4) Do not proceed – you've identified major problems with serious impacts that cannot be avoided.

Finally, prepare your action plan outlining any changes and mitigating actions you're taking to ensure maximum positive equality impact and minimum negative impact. You may need to review the impact of any changes in the future. If you're preparing a first draft of your EA you can use this section to list what needs to be done to take the EA forward e.g. gather further data, undertake consultations etc.

## Section A - EQUALITY ANALYSIS TEMPLATE

You must complete this in conjunction with reading Equality Analysis Guidance

**Name of Policy/Decision/Project/Activity:** Reduction of £300,000 from Events Delivery Budget

**Date:** 18/1/22

**Version Number:**

**Equality Analysis completed by:**

**Name:** Jill Rose

**Job title:** Events and Active Sunderland Service Manager

**Responsible Officer or Group:**

**Name:** Victoria French

**Is the Activity:**

**New/Proposed** ( x )

**Changing/Being Reviewed** ( )

**Other** ( )

## Part 1. Purpose and Scope

### Purpose

In this section outline briefly:

- what the policy, decision or activity is and what the intended outcomes/benefits are (linked to the Corporate Outcomes Framework)
- over what period of time the outcomes will be achieved
- why it needs to be implemented or revised
- what populations are affected by the proposal
- who is expected to benefit and how, i.e. young people, older people, carers, BME groups, ward areas/communities, etc
- whether there are any overlaps with regional, sub-regional, national priorities.

### [Further Guidance](#)

Following a decision to not deliver Sunderland Airshow in 2022, the events budget has been reduced by £300k. A review of the events programme has taken place and a number of new and different events will take place in 2022, providing residents with a range of events and activities at which they can visit, spectate and participate, and it has been determined that they can be delivered from the remaining budget available.

### Intelligence and Analysis

Please describe:

- What sources of information have been used to inform this assessment/analysis (this should include but is not limited to consultations, resident/service user feedback and statistical data and intelligence)
- **What the information is telling you** – this should be broken down by each of the protected characteristics or other identified groups which could be disadvantaged. Each of the aims of the equality act should be considered in relation to each of the protected characteristics.

### [Further Guidance](#)

Let's Talk Events was carried out in July 2021 with residents and visitors asked to identify the types of events they would like to see in Sunderland. The current programme delivers events in the Top 10 headings identified in the survey results.

High level results from Lets Talk Events are

- We received 1119 responses. 62% female, 37% male, 1% prefer not to say
- Ethnic group responses, 83% identifying as White, 5% identifying as Asian/Asian British, 8.5% identifying as Black/African/Black British, 2% identifying as Mixed Ethnicity 1.5% identifying as other ethnicities
- Age of respondents 3% 16-24, 31% 25-34, 28% 35 – 44, 18% 45 – 54, 13% 55 – 64, 6% 65 – 74, 1% 75+
- Top 10 event categories that respondents told us they would like to see in the city
  - Sporting/Fitness, Music, Food and Drink, Family/Children, Market, Historical, Christmas, Theatre, Lighting, Art
- Majority of respondents were happy to pay entry fees to events, as long as they were proportionate to the event on offer

Feedback from residents will continue to be used to shape and develop the ongoing events programme, ensuring equality is considered through planning and continuous review. Events and Active Sunderland will continue to work with communities to meet different needs to help reduce inequalities and they are committed to providing opportunities within their Events and Active Sunderland programmes.

### **Gaps in intelligence and information**

Having analysed the information available to you:

- are there any gaps in intelligence or areas where understanding needs to be improved? Please describe what these are and what actions you intend to take to obtain/improve the information. These actions should be covered in the action plan.
- are there any groups who should be expected to benefit who do not? Please describe why not and whether you will amend the decision to change this outcome. This should also be covered in the action plan.

#### [Further Guidance](#)

At this time there are no known gaps in intelligence given our events programme is open and accessible to all. The Team will ensure they continue to engage regularly with user and non user groups around their events and programmes.

### **Additional Impacts**

The policy or action may also have an impact on other groups or individuals which are not covered by statutory requirements. Please outline any additional individuals or groups which have not already been covered. This could include socio-economic groups, voluntary and community sector, carers or specific communities which face additional challenges (such as former coal mining areas or areas of high deprivation)

#### [Further Guidance](#)

## Part 2. Analysis of Impact on People

In this section you must **review the intelligence described above and summarise the intended and potential impact of the policy, decision or activity** on the people of Sunderland. This includes specific consideration of the impact on individuals, groups with protected characteristics and communities of interest within the city. Please briefly outline any positive, neutral or negative impacts on the specific groups below. Please note that any negative impacts should have a corresponding action in the action plan in the page below.

In this assessment it is important to remember the **Council is required to give due regard to:**

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

**Each of these aims must be summarised in turn in relation to the groups outlined below.**

### [Further Guidance](#)

Characteristic	List of Impacts		
	Positive	Neutral	Negative
Age		X	
Disability		X	
Sex/Gender		X	
Marriage & Civil Partnership		X	
Pregnancy and maternity		X	
Race/Ethnicity		X	
Religion/belief		X	
Sexual Orientation		X	
Gender identity		X	

**Please add any additional groups mentioned in the “additional impacts” section above.**

### Part 3. Response to Analysis, Action Plan and Monitoring

In this section please outline what actions you propose to take to minimise the negative, and maximise the positive, impacts that have been identified through the analysis. By considering and implementing these actions the policy or action can be refined to make sure that the greatest benefits are achieved for the people of Sunderland. The performance monitoring process should also be set out to explain how ongoing progress is going to be followed to make sure that the aims are met.

From the analysis four broad approaches can be taken, (No major change; continue with the policy/action despite negative implications; adjust the policy/decision/action; or stop the policy/action). Please indicate, using the list below, which is proposed.

No Major Change ( **X** )

Continue Despite Negative Implications ( )

Adjust the Policy/Decision/Project/Activity ( )

Stop ( )

#### Action Plan

[Further Guidance](#)

ACTION	WHO	WHEN	MONITORING ARRANGEMENTS

**PLEASE ENSURE THAT THIS TEMPLATE IS PRESENTED AT ANY DECISION POINT AND PUBLISHED WITH CABINET PAPERS.**