

## Thanet District Council (TDC) Equality Impact Assessment

### Step one: test for relevance

## 1 Person responsible for this assessment

Name:	Penny Button		
Job title:	Director of Neighbourhoods		
Phone:	07899 680844		
Service area:	Operational Services	Date of assessment:	30/09/2021

## 2 Others involved in carrying out the analysis

Name:	Elle Sutton (Community Officer)
Name:	Jo-Anna Taylor (Community Services Manager)
Name:	

## 3. Description of strategy, policy, service, project, activity or decision

Title:	Events Policy and Suitability of Events Document
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Is it new?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A review of existing?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

### 3.1 Aims and objectives

**Consider:** **what** you are doing? **why** you are doing it? **who** will benefit?

The event policy and suitability of events documents has been updated to reflect the current needs of event organisers by simplifying the process. The documents have been produced to make the criteria and expectations of the council clear along with a charging schedule that is fair for events of different sizes and types. The aim is to benefit those involved in the events process e.g Staff, Internal departments, Event Organisers, Safety Advisory Group(SAG) members, Parish Councils, Town Councils, Town Teams, Businesses, Community Groups, Members and external agencies.

### 3.2 What outcomes are expected? Who is expected to benefit?

The Events Policy and suitability of events documents have been produced to make the processes of TDC clearer introducing a charging scale that is fair based on the size and type of the events. The reason for this is so that event organisers are able to understand clearly what is required to hold events on Thanet District Council land and the costs associated. The aim is to encourage people in Thanet to hold events in Thanet helping to benefit the local economy.

## 4 Who is affected?

- 4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, wider community, others.

Staff, Internal departments, Event Organisers, Safety Advisory Group(SAG) members, Parish Councils, Town Councils, Town Teams, Businesses, Community Groups, Members and external agencies.

- 4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

The policy is inclusive for everyone. The aim is to give everyone the opportunity to apply to hold an event on Thanet District Council Land. The events process will soon be able accessed online which means that there are many forms of assisted technology that can help those with disabilities to use the service.

## 5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

**Eliminate unlawful discrimination** (including harassment, victimisation and other prohibited conduct)

The Events Policy furthers this aim by ensuring the opportunity for inclusiveness for all stakeholders.

**Advance equality of opportunity** (between people who share a protected characteristic and people who do not share it)

The Events policy and suitability of events document aims to remove or minimise disadvantages suffered by people due to their protected characteristics. The policy ensures that it meets the needs of people from protected groups where these are different from the needs of other people.

The amended documents aim to encourage people with protected characteristics to participate and organise events in Thanet with a clearer understanding of the council's processes. Both documents support a wide range of events and activities throughout the District encouraging community cohesion.

**Foster good relations** (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

The Events Policy and Suitability of Events document gives an equal opportunity for everyone to hold or attend an event on Thanet District Council land. The Suitability of Events document states 'one of the criteria to be assessed by the council is that an organiser will need to ensure the creation of opportunities for local participation.' It would be the responsibility of the Event Organiser that in

relation to protected characteristic inclusion issues there is accessibility to anyone attending their event.

## 6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

**Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.**

Questions	Yes	No
1. Are there any particular groups who may have trouble accessing the 'service'?		X
<p><b>Comments:</b></p> <p>The Events Policy and Suitability of Events document will be displayed on the TDC website for the organiser to access. The process will be online using the system Event App which is used by many councils in Kent and the rest of the UK. The new system will give event organisers the opportunity to access this service freely enabling them to access it at their leisure. If any organisers do not feel confident in accessing the online services the communities team can offer support along with, workshops, support guides and the technical support of the Event App team. In the event application pack, it supplies guidance and templates that can assist with filling in paperwork. The communities team has access to relevant websites and information that can support organisers when planning an event.</p>		
2. Does your information suggest that some groups of people are less satisfied than others with this 'service'?		X
<p><b>Comments:</b></p> <p>The events policy recognises the diversity of the Thanet district and all events work to ensure that everyone has the same opportunities and they are inclusive.</p>		
3. Will this service have a significant impact on any of our residents?	X	
<p><b>Comments:</b></p> <p>The events policy will provide equal opportunities for people within the Thanet District to organise events. A new process along with a clearly simplified policy it will help to promote hosting events on public land and encourage new community groups and other event organisers to use our open spaces. This will contribute to community cohesion as well as bring an economic benefit to the area, which could increase tourism and create jobs and benefit Thanet residents.</p>		
4. Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		X
<p><b>Comments:</b></p> <p>The event policy is inclusive for all.</p>		
5. Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		X
<p><b>Comments:</b></p> <p>The new process will improve relationships and increase the effectiveness of the process. The communication lines between the SAG, event organisers and council staff will be streamlined with the new Event App system.</p>		

6. Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?		X
<b>Comments:</b> The use of the online service should assist those with additional needs as through using technology there is accessibility support available. The new online Event App system will calculate the correct fees and any additional services they require for their event. So organisers do not have to add up the costs of their event as the Event App System will support them along with a clear charging schedule for different sizes and types of events. There is support for literacy when using technology e.g text to speech readers. The Event Policy and Events of Suitability document have been simplified and reduced in size to ensure transparency with TDC and event organisers.		
7. Does consultation need to be carried out?	X	
<b>Comments:</b> A consultation was carried out with event organisers please see <a href="#">here</a> .		

In order to assess the priority of your 'service' please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2	2	Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

**If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.**

**Step two: full equality impact assessment**

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

**Consider:**

**What** you are doing?

**Why** you are doing it?

**How** you are doing it?

**Who** can access the service easily and who may not be able to access the service and **why**?

**The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.**

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning (Consider any barriers which will have negative impact and/or good practices giving positive impact)
<p><b>Age</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The way younger and older people access services may be different</li> <li>• Use of technology</li> <li>• Child care/care of other dependant</li> <li>• Timings/flexibility, such as work patterns</li> <li>• Transport arrangements</li> <li>• Venue location</li> </ul>		X		<p><b>Recommendations:</b></p>
<p><b>Disability (Includes:</b> physical, learning, sensory (deaf/blind), mental health)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Communication methods</li> <li>• Accessibility – venue, location, transport</li> <li>• Range of support needed to participate</li> <li>• Hearing Loops/Interpreters</li> <li>• Disability awareness training for employees</li> </ul>		X		<p><b>Recommendations:</b></p>
<p><b>Race (Includes;</b> gypsy, travelling, refugee and migrant communities)</p> <p><b>Consider:</b></p>		X		<p><b>Recommendations:</b></p>

<ul style="list-style-type: none"> <li>• The size of the BME communities that your service/project affects.</li> <li>• Language(s) spoken/understood.</li> <li>• Culture, such as hygiene, clothing, physical activities, mixed gender activities.</li> <li>• What access support can you offer?</li> </ul>				
<p><b>Religion, faith or belief</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The diversity within the communities that your service/project affect</li> <li>• Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan</li> <li>• Awareness training for employees</li> </ul>		X		<p><b>Recommendations:</b></p>
<p><b>Pregnancy and maternity</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Flexible hours of the service/project</li> <li>• Is there access to private area for breastfeeding mothers?</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Gender</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The impact on men and women</li> <li>• Child care/care of other dependant</li> <li>• Mixed/single gender groups/activities</li> <li>• Timing of services/projects</li> </ul>				<p><b>Recommendations:</b></p>
<p><b>Sexual orientation (Includes: lesbian, gay, bisexual)</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• LGB people should feel safe to disclose their sexual orientation without fear of prejudice</li> <li>• Make it clear you recognised civil</li> </ul>				<p><b>Recommendations:</b></p>

marriage and partnerships <ul style="list-style-type: none"> <li>Awareness training for employees</li> </ul>			
<b>Transgender</b> <b>Consider:</b> <ul style="list-style-type: none"> <li>Trans people should be able to disclose their gender identity without fear of prejudice</li> <li>Making it clear you have a Trans policy and process</li> <li>Awareness training for employees</li> </ul>		X	<b>Recommendations:</b>
<b>Marriage and civil marriage/partnership</b> <b>Consider:</b> <ul style="list-style-type: none"> <li>All couples or partners, regardless of gender, should be able to access services</li> </ul>		X	<b>Recommendations:</b>

<b>Outsourced services</b>	
If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan	N/A
<b>Relations between different equality groups</b>	
Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue	The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
<b>Consultation responses</b>	
Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process	See here

<b>Summary of recommendations</b>		
<b>Actions</b>	<b>By Who</b>	<b>By When</b>



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**Declaration**

I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes  No

If you do not think that a full Equality Impact Assessment is required – please give your reasons:

The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.

I confirm that a full Equality Impact Assessment has been completed.

Yes  No

Signature of Head of Service:	Date:

Recommendations agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Signed: (Director):	EIA date: