

Arts Council of Wales

A Step by Step Guide to Equality Impact Assessment

Arts Council of Wales internal document

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Arts Council of Wales is committed to making information available in large print, braille, audio and British Sign Language and will endeavor to provide information in languages other than Welsh or English on request.

Arts Council of Wales operates an equal opportunities policy.

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Arts Council of Wales has a duty to assess and consult on the impact its policies could have on equality. Equality Impact Assessments are one tool to help us do this. They prompt us to systematically assess the impact of policies on different people through the analysis of policy, strategy, project, programme or scheme. They include all the 'protected characteristics' covered by the Equality Act 2010 (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage and civil partnership (but only in respect of the requirement to have due regard to the need to eliminate discrimination)) and the Welsh language.

This guide is part of a package of policy development guides. Any individual with responsibility for developing or taking the lead on an Arts Council of Wales policy, strategy, project, programme or scheme will need to carry out an Equality Impact Assessment. This lead will need to take ownership of the assessment and be responsible for the implementation of any identified actions. It's important that any actions identified in the assessment are considered within the overall context of Arts Council of Wales' corporate and strategic operation, and that human resources and financial costs required are justified and available.

You should start the assessment at the beginning of the policy making process to make sure it can help shape the final policy. This will also give you time to consult with external partners, if you identify the policy might be highly relevant to equality groups. The assessment should not be viewed as a separate piece of work, but something which is being developed in line with the policy.

The Engagement and Participation team will be available to offer support and guidance throughout the process.

When you have completed your Equality Impact Assessment, send it to the Engagement and Participation team. It should be available for consideration alongside the policy when any decisions on that policy are being made. If the policy is a public document, the assessment will be available on our website. Copies of assessments carried out on internal documents will be available on request.

To help you construct an Equality Impact Assessment, using the [Equality Impact Assessment Template](#) a step by step guide is outlined below.

Section One: Six steps for Developing an Equality Impact Assessment

Step One: Having created policy objectives which are clear, can be measured and will produce specific outcomes (see the Evaluation Plan guide), identify who is intended to benefit from it

- Is a formal consultation planned? If so, how will you make sure people with protected characteristics are included in the consultation?
- Might the strategy, policy, project or procedure be highly relevant to people with 'protected characteristics'? If so, you need to plan how will you gather the views of these people to inform the policy's development. If you're unsure whether the policy might be highly relevant, consider the following questions:
 - Is there evidence that people with protected characteristics could be differently affected by the policy?
 - Is there any relevant public concern about the policy or have concerns been raised about the potential impact of the policy on specific groups?
 - Is the policy relevant to our general or specific duties under the Equalities Act 2010?
 - Are there opportunities to promote equality?

The Engagement and Participation team can provide advice on this and help you identify relevant equality groups.

Step Two: Identify how the strategy, policy, project or procedure will be delivered

- Who will have responsibility for implementing it?
- How will it be put into practice?
- How will it be shared with those it will affect?
- If it is a public document how will people find out about it?
- In addition to our usual policy of producing documents in Welsh and English and making other formats available on request, if it is a key document will an Easy Read version also be published?

Step Three: With reference to equalities data, consider how the policy may impact differently on people with different protected characteristics

It is really important that you make use of equalities data when carrying out your assessment. Say what data you've used when giving reasons/justifications. Our Annual Equality Reports give an overview of equalities data we collect. If you can't find any relevant data, you should discuss this with the Engagement

and Participation team. It may be that there is a lack of data available. This may lead you to include an 'action' to gather this data in future.

Some questions you might want to consider are:

- Has consideration been given to the timing of events/launches in relation to different communities' religious or cultural festivals or prayer times?
- Will the policy be applicable to people of all ages including younger and older people?
- Does the policy affect one gender more positively than another and, if so, is this justifiable?
- If the policy relates to the distribution of funding or resources, have people with different protected characteristics benefited equally from those resources in the past?
- If the policy relates to the recruitment of staff or advisors, are people with a range of protected characteristics represented currently?

These questions are not exhaustive; you will be able to think of others that are relevant to specific policies.

Step Four: Identify any actions that need to be taken to address any potential differential impacts and fill in the Actions/Tasks form at the end of the Equality Impact Assessment Template.

When you create an action you need to be clear about:

- Who is responsible for carrying out the action? If it is not you, you must make sure the person you name knows they are responsible, is happy that the timescale is realistic and has the resources to carry it out. Talk to your colleague/s before allocating them actions.
- If you are responsible for an action make sure you have identified the resources you need to carry it out.
- What is the timescale? Be as precise as you can, avoiding using 'ongoing' and don't use 'as soon as possible'.
- How will you identify that action has been completed?
- Remember that if you create an action our auditors will expect us to be able to demonstrate that it's been delivered or give good reasons why it hasn't.

Step Five: Make sure the assessment is available to those who may want to see it (e.g. colleagues, people making decisions on the policy, the public)

- Make a copy of the assessment available to any group making decisions on the policy document. Any policy document presented to Council for a decision must be accompanied by an Equality Impact Assessment.
- E-mail a copy of the final document to the Engagement and Participation team.
- If it's a public policy, send a copy of the assessment to the Communications Team to be translated, formatted and made available alongside the policy document on our website

Step six: Make sure any actions identified are carried out, provide quarterly updates and be ready to consider and respond to any feedback received on the assessment

The individual with responsibility for developing or taking the lead on the policy:

- is responsible for making sure any actions identified are carried out. This is essential to comply with audit requirements.
- must report on the progress of the actions alongside reporting on the delivery of the policy itself.
- must provide updates on the progress of actions to inform the Arts Council's Annual Equality Report. This report is published on our website.
- will be asked to consider and respond to any feedback received in respect of the assessment. This may be feedback from people who've looked at the assessment on our website. In addition, the Internal Equalities Monitoring Group will identify when we will actively seek feedback from equalities groups to inform the development of our Equality Impact Assessment Process. You may need to revise the policy or action plan to address any newly identified differential impacts.