

PART B – Equality Analysis Form

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Town Centre Event Grants Programme – Summer 2024	
Date of Equality Analysis (EA): 20/01/2025	
Directorate: Regeneration & Environment	Service area: Culture, Sport & Tourism
Lead Manager: Amy Lilley, Creative Programming & Event Manager	Contact number: 01709 916071
Is this a: <input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other	
If other, please specify:	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Leanne Buchan	RMBC – Creative Programming & Engagement	Head of Creative Programming & Engagement
Amy Lilley	RMBC – Events	Creative Programming & Events Manager
Sara Hudson	RMBC – Events	Events Operations Manager

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

The Town Centre Event Grants Programme is open to all residents in all wards.

The programme was widely advertised via Neighbourhood Coordinators, Parish Councils, Community Newsletters and Noticeboards and both the Council corporate social media channels and the Events Team social media channels. The grants programme received:

- Seven applications in total
- Six applications met the eligibility criteria
- Four are recommended for approval

What equality information is available? (Include any engagement undertaken)

Whilst equalities data relating to applicants was not collected all applicants were asked to provide equalities data regarding who they felt their intended audience would be.

Protected Characteristic	Total Eligible Applications	Recommended Applicants
Ethnicity of intended audience		
All groups	6	4
White British		
Asian Pakistani		
Arab		
Black		
Chinese		
Indian		
Gender Diversity		
All groups	6	4
LGBTQI+		
Did not disclose		
Age		
All ages	6	4
18-25		
26-35		

36-45		
46-55		
55+		

Note: The numbers are higher than the total as some applicants support multiple groups.

Are there any gaps in the information that you are aware of?

The service does not hold data relating to gender or disability.

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

For this final round of Town centre event grants we will be commissioning Kada Research, a company who we work with to create the majority of our Town centre event audience surveys through undertaking on-the-day interviews with audiences. A Kada member of staff will attend each of the events to collect key demographic data from audiences as well as more qualitative feedback, which will help us to monitor who attended the events.

Engagement undertaken with customers. (date and group(s) consulted and key findings)	The Town Centre Event Grants Programme was widely advertised via Neighbourhood Coordinators, Parish Councils, Community Newsletters and Noticeboards and both the Council corporate social media channels and the Events Team social media channels.
Engagement undertaken with staff (date and group(s) consulted and key findings)	The Town Centre Event Grants Programme was widely circulated among colleagues within Culture, Sport & Tourism, Neighbourhoods, and Communications.

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The programme of grants support is a universal programme. Whilst support is available for communities who do not have English as a first language or require larger font version of guidance to support visual impairments, this is tailored and provided upon request and does not affect the support as a whole.

Does your Policy/Service present any problems or barriers to communities or Groups?

It is not envisaged that the programme presents any barriers or problems to communities or specific groups with efforts been made to remove barriers, particularly economic barriers.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

Other than removing financial barriers to participation and providing tailored support upon request there are no additional positive impacts to the programme.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

The intention of the Town Centre Event Grants Programme is to ensure that all communities, who wish to do so, can participate in activities in the Town Centre.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Town Centre Event Grants Spring Programme
Directorate and service area: Events; Creative Programming & Engagement; Culture Sport & Tourism; Regeneration & Environment
Lead Manager: Amy Lilley, Creative Programming & Event Manager
Summary of findings:
The Events Team has taken measures to ensure that the programme of community support is inclusive and accessible to all. Attempts have been made to capture demographic and equalities data relating to audience which will help to inform targeting of future community support programmes.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
<ul style="list-style-type: none"> • Implementation of community grants programme across three applications 	All	March 2025

***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Leanne Buchan	Head of Creative Programming & Engagement	20 th January 2025
Andrew Bramidge	Strategic Director for Regeneration & Environment	27 th January 2025
Cllr Dave Sheppard	Cabinet Member for Social Inclusion	27 th January 2025

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	20 th January 2025
Report title and date	Town Centre Event Grants Programme
Date report sent for publication	3 rd February 2025
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	20 th January 2025