

## Civic

### Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The purpose of the analysis is to increase participation and inclusion in the civic function across all of Cheshire West and Chester and to ensure accessibility to civic activities promoting of equality and fairness.

Lead officer: Penny Housley

Stakeholders: Civic support team, civic roles, local organisations/groups, Charter Trustees (Chester) and Lord Lieutenant's Office

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes.

Lack of evidence of discrimination is not evidence of a lack of discrimination.

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas overleaf, an assessment needs to be made on whether the policy has a **positive, negative or neutral impact**, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a **high, medium or low assessment**. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

**High impact** – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

**Medium impact** – some potential impact exists, some mitigating measures are in place, poor evidence

**Low impact** – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little

discretion			
<b>Target group / area</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>
<b>Race and ethnicity</b> (including Gypsy and Travellers; migrant workers, asylum seekers etc.)		Translation service available for school appeals and for documents on web site, agendas minutes etc. Attendance at organised community race/ethnicity group meetings/activities and events	Language difficulties, inability to participate. Lack of awareness of the civic role
<b>Disability</b> (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)		When organising events ensure wherever possible that wheelchair access available and hearing loop in place. Mobile hearing loop acquired. All documents on web site and people able to submit questions in advance of meetings and written response given.	By not doing so leads to lack of inclusion, and can rule out full participation for those with physical / mental disability. Note: mitigating actions taken wherever possible.
<b>Gender/gender reassignment</b>		Attendance at gender specific events – all groups treated the same.	
<b>Religion and belief</b>		Civic support of religious holidays. Dietary requirements, dress etc covered on civic booking forms. Calendar is checked against religious holidays e.g. meetings avoided on Friday evenings. Meetings on Saturdays carefully considered to balance the needs of the community affected.	Civic Service is Christian, but open to all, and mitigated by involvement in a wide variety of faith events

<b>Sexual orientation</b> (including heterosexual, lesbian, gay, bisexual)		Attendance at gender specific events – all groups treated the same.	
<b>Age</b> (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration only as overriding consideration should be given to needs).		All positives – civic function covers young to old – and age targeted approach to events.	
<b>Rural communities</b>		A ‘go anywhere approach’ Many community events attended. Local issue meetings held at a local venue if possible.	Key ceremonial events generally held in Chester Town Hall.
<b>Areas of deprivation</b>		Encourage use of plain English in bookings. Meetings held in comfortable surroundings. Visitors welcomed, procedures explained and helped to feel at ease.	Key ceremonial events generally held in Chester Town Hall.
<b>Human rights</b>	Basic human rights which must be upheld. Human rights are about ensuring Fairness, Respect, Equality, Dignity and Autonomy (FREDA) for everyone.	Promotion of human rights by virtue of holding events across communities. Figurehead role – used to promote all equality and diversity issues.	

<p><b>Health and wellbeing</b> (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)</p>		<p>Role used to promote health inequalities – e.g. cancer, attendance at and promotion of hospice facilities. Promotion of health events e.g. cycling.</p>	
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**Evidence**

- Regalia tour and talks, approximately 12 undertaken per year (varied groups including disabled people, education groups, scouts, brownies, faith groups / church representatives, older people groups) all-inclusive opportunity.
- Lord Mayor or Deputy attendance at Citizenship Ceremonies (final stage of foreign nationals taking up British citizenship).
- Booking forms simple to complete - team assistance if required
- Wide variety and number of external events attended – as mentioned above.

**Action plan:**

<b>Actions required / Key activity</b>	<b>Priority</b>	<b>Outcomes required</b>	<b>Officer responsible</b>	<b>Review date</b>
<p>Publicity of all events organised on behalf of the Lord Mayor of Chester and Sheriff– utilising web, email, press releases and personal invitations.</p>	<p>Medium</p>	<p>Improved public awareness in matters of equality and diversity through civic attendance and organisation of faith / gender / age related events.</p>	<p>Penny Housley and civic support team</p>	<p>February 2015</p>

Using civic functions and the profile / position of the Lord Mayor of Chester and Sheriff to inform residents of the borough on matter relating to equality and diversity – faith, gender, age. Enabling groups and organisations to promote objectives through the mayoral function	Medium	General awareness of hard to reach groups.	Penny Housley and civic support team	February 2015
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<b>Sign off</b>	
Lead Officer:	Penny Housley
Approved by Head of Service:	Simon Goacher 14 January 2013
<b>Moderation and/or Scrutiny</b>	
Date:	Moderated at directorate equality group on 23 July 2013
<b>Date analysis to be reviewed based on rating</b> (high impact – review in one year, medium impact - review in two years, low impact in three years)	

**Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website**