

Winchester City Council

Data and Equality Impact Assessment

When undertaking your Equality Impact Assessment for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed against the statutory public sector equality duty.

The checklist below is to help you sense check your policy or project before you move to Section 2. The public sector duty is inclusive and not exclusive if there are any other relevant matters please insert a row.

Section 1 - Data Checklist

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	No formal complaints have been received. To note, the building has been closed since May and a number of enquiries regarding provisional bookings have been received.
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	A meeting was held at the Guildhall on 26/8/20 with all staff affected and they are currently being consulted on this review of operating proposals
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	No
4	Do you have any concerns regarding the implementation of this policy or project? <i>(i.e. Have you completed a self-assessment and</i>	No	All wider community impacts have been reviewed. A self-assessment and action plan for the implementation of this policy has been undertaken.

	<i>action plan for the implementation of your policy or project?)</i>		
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact on your policy or project?	No	None that I am aware off.
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an data protection and equality impact point of view?	Yes	The Guildhall has operated as an events venue for many years with well established operations and regular hirers. All usual hirers have either not held events or made other arrangements for their activities since May 2020
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your Equality Impact Assessment form

Directorate:	Your Service Area: Guildhall Services	Team: Engagement	Officer responsible for this assessment: Chris Smith	Date of assessment: 23/8/2020
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Guildhall – amended operation
2	Is this a new or existing policy?	New policy
3	Briefly describe the aim and purpose of this work.	The events hire bookings previously taken often required a significant team to facilitate them. With reduced demand as a result of the Govt guidance on events in multi purpose community buildings, it will not be possible to generate sufficient income to cover facilitation of these events and the costs of such hires. Therefore, the building will be used for activities which are self-sustaining, require less facilitation or for longer term business leasing.
4	What are the associated objectives of this work?	To mitigate against increased operating costs and yet enable retention of the Guildhall's use as a civic building.
5	Who is intended to benefit from this work and in what way?	Reopening the building with an ability to accommodate uses as above in para 3 may result in an estimated £250k of additional costs to be met by the Winchester tax payer. The proposals mitigate against this whilst maintaining some use of the building.

6	What are the outcomes sought from this work?	Operating costs reduced – the benefit from proposed sustainable and/ or longer term letting arrangements will be to the wider Winchester community as the Guildhall is able to open, used and an income generated able to be put towards the upkeep of the building.
7	What factors/forces could contribute or detract from the outcomes?	The main factor which could contribute or detract from the outcome is prolonged or additional Government COVID guidance on the nature of events that can that further restrict the anticipated hires and leases. Therefore it is optimal to lease to medium to long term hire/lease to agencies that can facilitate their own operation. Event hire to groups that are able to provide their own support can still be facilitated, with the Council team responsible for “keyholding/liaison” only.
8	Who are the key individuals and organisations responsible for the implementation of this work?	The Council has a directly employed team which manages the facility
9	Who implements the policy or project and who or what is responsible for it?	The Council is responsible for the implementation of the policy and will continue to manage the building.

		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently?	Y	N	The policy does not affect individuals or communities on the basis of race. Everyone is treated equally.
10b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with a review of existing hirers shows no treatment of individuals or communities on the basis of race in a different way.		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex?	Y	N	The policy does not have the potential to affect individuals or communities on the basis of sex .
11b	What existing evidence (either presumed or otherwise) do	A review of existing hirers shows no treatment of individuals		

	you have for this?	or communities on the basis of sex in a different way.	
12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>(you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> • <i>Content of interview)</i> 	Y	<p>N</p> <p>Building has good access for wide community use and support through loops, opening times etc.</p> <p>Each individual use will be assessed to ensure that no individual or community is disadvantaged on the basis of disability.</p>
12b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers	
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation?	Y	<p>N</p> <p>can write as above because they are all different</p> <p>The policy does not have the potential to affect individuals or communities on the basis of sexual orientation.</p>
13b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers	
14a	Could the policy or project have the potential to affect individuals or group of community on the basis of age?	Y	<p>N</p> <p>The policy will not have an effect on an individual or group of the community on the basis of age.</p>
14b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers	
15a	Could the policy or project have the potential to affect		Small number of religious hires currently occur

	individuals or communities on the basis of religious belief?	Y	N	within the Guildhall. Every effort will be made to maintain the offer to this group or discuss alternative options.
15b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment?	Y	N	The policy does not have the potential to affect the individuals on the basis of gender reassignment
16b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership?	Y	N	Unfortunately it is unlikely that weddings both civil and religious will continue under the revised arrangements. There is no discrimination on individuals due to this policy.
17b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity?	Y	N	One regular hire related to maternity and to parents with small children. However, this group has yet to recommence their gathering and future intentions not yet clear. Every effort will to engage with this group and to facilitate suitable alternative space is available
18b	What existing evidence (either presumed or otherwise) do you have for this?	Community impact assessment completed along with review of existing hirers		

19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	None identified.
20	Can this negative impact be justified on the grounds of			Race: n/a

	<p>promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.</p>	<p>Y</p>	<p>N</p>	<p>Sex: n/a</p>		
				<p>Disability: n/a</p>		
				<p>Sexual orientation: n/a</p>		
				<p>Age: n/a</p>		
				<p>Gender reassignment: n/a</p>		
				<p>Pregnancy and maternity: Bookings can be maintained if desired. Alternative suitable options available.</p>		
				<p>Marriage and civil partnership: n/a</p>		
				<p>Religious belief: Bookings can be maintained if desired. Alternative options being discussed with relevant groups</p>		
<p>21</p>	<p>How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?</p>	<p>None identified. Whilst the availability of hire space for the community is reduced as part of this policy, alternative space is available in the city for events. Protected individuals and groups and community access to the building will be maintained where possible and alternative options discussed where possible.</p>				
<p>22</p>	<p>Do any negative impacts that you have identified above impact on your service plan?</p>	<p>Y</p>	<p>N</p>			