

APPENDIX 3

Equality Impact Assessment Form



Directorate: People and Places		Service: Community Services	
Completed by: John Nelson		Date: 10th February 2016	
Subject Title: Chapel Gallery access improvements and grant funding			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No*	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No*		
Is a commissioning plan or contract specification being developed:	No*		
Is a budget being set or funding allocated:	Yes		
Is a programme or project being planned:	Yes		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	Capital allocation of £25,000 to support and secure external grant funding of £60,000 from the Arts Council England. Providing sanitary services to 1st floor, improve a stairwell, move and extend café. Installation of digital equipment and extend artistic programme at the Chapel Gallery.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No*	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Current and future visitors to the Chapel Gallery, event organisers and exhibitors.		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The proposed works are a 2 nd phase development. It includes improving access to the first floor event/exhibition space, development of sanitary services. Moving and extending the café facility. These		

	<p>improvements will benefit those who have difficulty using stairs, e.g. wheelchair users, visitors with pushchairs or who have difficulty walking and using stairs.</p> <p>It also includes the installation of digital equipment and development of the artistic programme. This will increase service provision across West Lancashire and have great impact regionally.</p>
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	<p><i>*delete as appropriate</i></p> <p>Yes* No* Yes No* No* No* No* No* No*</p>
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Universal service.
What will the impact of the work being carried out be on usage/the stakeholders?	Improved service provision in terms of access and quality, throughout the facility and in particular to the first floor.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Consultation for the grant funding application, provided information that individuals with mobility issues, including those with prams and young children would benefit from improved access to the 1 st floor.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Consultation with exhibitors and the Arts Council on improving access to events and exhibitions.
If any further data/consultation is needed and is to be gathered, please specify:	None
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The Capital allocation is required to secure the external grant funding. The funding will secure a second phase of development, include provision of sanitary services, improve a stair well, move and extend the café. Extend and improve the artistic programme. This phase that will increase the quality of the service provision for all users but in particular those with disabilities.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case	Planning considerations on the visual impact of the works. Work with planners and conservation officer to agree works.

(e.g. legislative or financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017 John Nelson