

## Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

### **How should you assess impact?**

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

**It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.**

The form should be completed electronically and returned to the Equalities Section :

[LJBrown@valeofglamorgan.gov.uk](mailto:LJBrown@valeofglamorgan.gov.uk)

If you have any queries, telephone: 01446 709362

**Policy/practice title: Cosmeston Medieval Village, changes to operation**

**Who is responsible for developing and implementing the policy/practice?**

Name: Bob Guy

Job Title: Operational Manager

Directorate: DEER

Division: Countryside and Economic Projects

Assessment Date: June 2011

## 1. Objectives

**What are the objectives of the policy/practice being developed or reviewed?**

**Proposed changes to management  
of Cosmeston Medieval Village – March 2011**

Operational changes are proposed in respect of the Medieval Village at Cosmeston Lakes Country Park as set out below:

### **Current operation**

- Charged entry/tours
- Regular Programme of Events funded by the Council, marketed by the Council and all financial risks sitting with the Council
- Costumed staff/animals on site for visitor experience
- Ongoing archaeological investigation in partnership with Cardiff University
- Tours provided by guide or audio wand
- Museum/interpretation materials on site
- Educational visits facilitated by guides, with extra activities such as bread making, at a charge.
- Buildings offered for private bookings
- Site/buildings offered for filming
- Toilet facilities on site

### **Proposed operation**

- Free entry
- Charged for audio wand tours
- No costumed staff/animals/activities on site
- Ongoing archaeological investigation
- Museum/interpretation materials on site
- Educational tours via worksheets (charge for worksheets)
- Caretaker staff managed by Country Park Manager to protect/maintain the buildings
- Site/buildings offered for private bookings
- Site/buildings offered for filming
- Site offered to specialist third parties for Medieval Events (closed to free public during these)
- Third parties will pay the Council a fee, keep all income and will carry all financial risk

### Staff implications

- Two full time posts would be lost, the Village Manager and Assistant Manager. In addition some 12 casual posts, employed for interpretation and other activities would be lost. Some of these casual employees are engaged very infrequently.
- In order to maintain the fabric of the Village there would be need to employed 1.5 FTE caretaking staff. Consideration would need to be given to whether existing casual staff are suitable/should be engaged to carry out this role.
- Existing Country Park Visitor Centre staff will administer audio tours, etc, as is currently the case, and oversee site bookings. The Country Parks Manager, supported by the Ranger staff, will oversee filming and third party delivered events.

## 2. Background data:

<b>Who is intended to benefit from this policy/practice?</b>	<b>Please</b> ✓
All residents of the Vale of Glamorgan	✓
Internal departments (please state):	
Customers/residents in a specific geographical location	
Specific customers (age, gender, etc.) Please identify: People over 65 dementia related illnesses and resultant residential needs.	
Other Please specify: Tourism in the Vale of Glamorgan	✓
<b>What research or baseline information do you have about how your service is used by various groups of people?</b>	
Visitor statistics are monitored by the department, visitor survey in place and co-ordinated by the SNAP system	

## 3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

<b>Please</b> ✓	<b>Yes</b>	<b>No</b>
Women		✓
Men		✓

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

<b>Please</b> ✓	<b>Yes</b>	<b>No</b>
Women		✓
Men		✓

<b>Please give details of the negative impact?</b> N/A
<b>Please give details of the positive impact?</b> N/A

<b>What action(s) can you take to mitigate the negative impact? N/A</b>
<b>What action(s) can you take to have a more positive impact? N/A</b>
<b>What supporting evidence do you have?</b>
No evidence is available on gender of users.
Almost 50% gender split between staff.
No gender issues have been identified in this process.

#### 4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Will the policy/practice have a **positive impact** on the following groups?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

<b>Please give details of the negative impact? N/A</b>
<b>Please give details of the positive impact? N/A</b>
<b>What action(s) can you take to mitigate the negative impact? N/A</b>
<b>What action(s) can you take to have a more positive impact? N/A</b>
<b>What supporting evidence do you have?</b>
No evidence is available on the ethnic identities of the village users, Bilingual, Welsh, German and French audio tours have been introduced

#### 5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

<b>Disability: please ✓</b>	<b>Yes</b>	<b>No</b>
Visually impaired		✓

Hearing impairment		✓
Physically disabled		✓
Learning disability		✓
Mental health problem		✓
Other:		

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

<b>Disability: please ✓</b>	<b>Yes</b>	<b>No</b>
Visually impaired		✓
Hearing impairment		✓
Physically disabled		✓
Learning disability		✓
Mental health problem		✓
Other:		

<b>Please give details of the negative impact?</b>	<b>N/A</b>
<b>Please give details of the positive impact?</b>	<b>N/A</b>
<b>What action(s) can you take to mitigate the negative impact?</b>	<b>N/A</b>
<b>What action(s) can you take to have a more positive impact?</b>	<b>N/A</b>
<b>What supporting evidence do you have?</b>	

## 6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
		✓

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
		✓

<b>Please give details of the negative impact?</b>	<b>N/A</b>
<b>Please give details of the positive impact?</b>	<b>N/A</b>
<b>What action(s) can you take to mitigate the negative impact?</b>	<b>N/A</b>
<b>What action(s) can you take to have a more positive impact?</b>	<b>N/A</b>

<b>What supporting evidence do you have?</b>
Welsh audio tours have already been introduced and all information, leaflets are published in Welsh in strict accordance with the council's bilingual policy. The proposed changes will not affect this.

**7. Age**

Will the policy/practice have a **negative impact** for younger/older people?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
Under 25 years	✓	
Over 50 years		✓

Will the policy/practice provide a **positive impact** for younger/older people?

<b>Please ✓</b>	<b>Yes</b>	<b>No</b>
Under 25 years	✓	
Over 50 years		✓

<b>Please give details of the negative impact?</b>
Schools usually take guided tours, at an agreed charge, these will not be available
<b>Please give details of the positive impact?</b>
Future School visits will be free of charge
<b>What action(s) can you take to mitigate the negative impact?</b>
Schools work pack to allow teachers to tailor their visit to fit in with lessons and the national curriculum within the classroom. Flexible visiting hours, the village will be able to offer shared time slots, guided tours only allow for one class at a time. Free of charge.
<b>What action(s) can you take to have a more positive impact?</b>
As above
<b>What supporting evidence do you have?</b>
Consulting schools at this stage, comments will be considered in the process

**8. Religion and belief**

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

<b>Religion/belief: please ✓</b>	<b>Yes</b>	<b>No</b>
		✓

Will the policy provide a **positive impact** for people with different religions or beliefs?

<b>Religion/belief: please</b> ✓	<b>Yes</b>	<b>No</b>
		✓

<b>Please give details of the negative impact?</b>	<b>N/A</b>
<b>Please give details of the positive impact?</b>	<b>N/A</b>
<b>What action(s) can you take to mitigate the negative impact?</b>	<b>N/A</b>
<b>What action(s) can you take to have a more positive impact?</b>	<b>N/A</b>
<b>What supporting evidence do you have?</b>	
No evidence of any disproportionate profile in the village	

### 9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals?

<b>Sexual orientation: please</b> ✓	<b>Yes</b>	<b>No</b>
Gay men/lesbians/bisexuals		✓

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

<b>Sexual orientation: please</b> ✓	<b>Yes</b>	<b>No</b>
Gay men/lesbians/bisexuals		✓

<b>Please give details of the negative impact?</b>	<b>N/A</b>
<b>Please give details of the positive impact?</b>	<b>N/A</b>
<b>What action(s) can you take to mitigate the negative impact?</b>	<b>N/A</b>
<b>What action(s) can you take to have a more positive impact?</b>	<b>N/A</b>
<b>What supporting evidence do you have?</b>	
No evidence available to date.	

### 10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

**Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)**

The following groups were contacted on relevant equalities issues via a consultation draft document .

**Who was consulted?**

Cardiff University School of Archaeology  
Ashgrove School;  
Stanwell Comprehensive School  
Albert Road Primary School  
Victoria Primary School  
Race Equalities First  
Cardiff & Vale Coalition of Disabled People  
Stonewall Cymru  
LGBT Excellence Centre Wales  
Age Concern  
Wales Assembly of Women  
Muslim Welfare Association  
Welsh Language Board

**How have the results of the consultation been implemented?**

No comments on equalities matters were received in response to the consultation.

**11. Monitoring**

**How will you monitor the impact of this policy on service users?**

Questionnaire surveys are regularly carried out at the village and this will continue.

**What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?**

Surveys are regularly carried out at the venue, additional data will be gathered via this route to allow monitoring of equalities

**Publication of policy**

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

Details:

Information will be published via the Council's web site and on request by other means.



**12. Further action**

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

**13. Completed Impact Assessments:**

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

**14. Authorisation**

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name):	Date:
Designation:	