

Service being assessed	Civic Events / Service
Who will be involved in completing this assessment?	Laura Goodman, Mayoral & Civic Events Officer
Date of Review	10 June 2011
Date of Next Review	14 June 2012
What is the purpose of the service?	To provide events that are recognised nationally (for example Remembrance Day, Armed Forces Day, royal visits, anniversaries, festivals, twinning events, affiliations and freedoms)  To promote and encourage civic pride and traditions.
Is this assessment being undertaken because of changes to the service? If so what are they?	Assessment being undertaken as part of Council's annual review of equalities information, not because of change to service/policy.
The purpose of this review is to understand how services can help the Council to meet its duties under Equalities legislation. The duties can be summarised as  1. Eliminate discrimination 2. Advance equality of opportunity	To be as inclusive as possible across the whole of the Borough and all of its communities.  Events are advertised by personal invitation, posters, website and in local media.  Translation and alternative format information is provided upon request. A signer has been provided at certain events by Deaf Connections to provide translations during a civic event.

<p>3. Foster good relations between different parts of the community</p> <p>How does this service help the Council to do this, in particular in relation to the categories specifically mentioned in legislation - Race, Gender/Sex, Disability, Age, Religion/Belief, Gender Reassignment, Sexual Orientation, Pregnancy &amp; Maternity and in respect of Duty 1 only – Marriage and Civil Partnerships?</p>	<p>Venues are pre-checked for wheelchair access, public transport availability, or any other special requirement any attendees may have.</p> <p>For example, the Civic Service, held to welcome the new Mayor each year is a multi-denomination service to encourage and welcome all to the service. The Mayor is welcome to appoint their own religious representative each year or can be a person of non-faith/belief.</p> <p>Attendance lists / representative groups and bodies in the Borough are held by the Civic Events officer and members are invited to each event. The list is reviewed from event to event to try and keep it up-to-date to reflect the demographics of the Borough.</p> <p>The Mayor shapes the discretionary civic services that are run each year and these are shaped around the charities selected / their personal interests. Past civic events have centred around the needs around disabilities, youth, emergency service workers and older people.</p> <p>For example, there is a new initiative this year to encourage businesses to place a “heroes welcome” sticker in their premises. This sticker will show serving members of the forces (including the police and Coastguard) that they will receive a discount by using their services. This is a joint initiative between the Council, Town Centre Partnership, Tourism and local newspaper, The Mercury.</p>
<p>How will you know that service is working as it should?</p>	<p>Public comments, press stories</p>
<p>What data have you used to help you make this assessment?</p>	<p>Events booking forms, annual events feedback, invitation lists / community group information</p>

<p>Is there any additional data that you need to collect to help in continuous improvement?</p>	<p>Could work with the neighbourhood management team to try and keep list of community groups/ partnerships more up-to-date to ensure invitations to civic events reach all parts of the community and to welcome more ideas on which events should be run.</p>
<p>How have you ensured that this service has been designed from a customer's perspective and how have you involved customers in that process?</p>	<p>The Civic Service is all centred on the public, the community and providing events which bring people together to celebrate particular events and the history of the town.</p>
<p>Has any other consultation been carried out, including to ensure that we have taken into consideration the needs of those not currently using the service?</p>	<p>No.</p>
<p>What is, or what do you expect to be the impact of the way you work on different parts of the community, including those covered by equality legislation?</p>	<p><b>Who benefits?</b> The people who live in the Borough, who visit the Borough and who work in the Borough.</p> <p><b>Who should be expected to benefit but don't – Why not?</b> Not applicable.</p>
<p>On the basis of what you have found out, which of these options will you now follow</p>	<ul style="list-style-type: none"> <li>• <b>No major changes</b></li> <li>• Adjust the policy</li> <li>• Continue the policy</li> <li>• Stop and remove the policy</li> </ul> <p>This is a review – not a new policy or service. As and when it is proposed to change the service or policies, new assessments will be completed.</p>

What now needs to be done and by who?	If or when the Civic Service is changed or the selection process modified, an equality impact assessment will be undertaken.
Signed off by	Laura Goodman, Mayoral & Civic Events Officer