

Equality Impact Assessment (EQIA) Screening Form – V2 Template – November 2024

A successful EQIA screening will look at 5 key areas:

1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.

A clear definition of what is being screened and its aims.

2. Gathering Evidence and Stakeholder Engagement

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

3. Assessment and Differential Impacts

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

4. Outcomes, Action and Public Reporting

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

5. Monitoring, Evaluation and Review

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

Section 1: Identify the Policy, Project, Service Reform or Budget Option

Name of the Policy, Project, Service Reform or Budget Option to be screened	Markets and Events
Reason for change in Policy or Policy Development	Update in template
List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option	Four Seasons annual community events in each of the Market towns in Fenland. The nature of the event is outlined in the event control document. Each event is organised in consultation with a committee of local residents who have volunteered their time and ideas to contribute to improving the event each year.

	Weekly markets at March, Chatteris and Whittlesey to maintain Market town status, for all of our towns and visiting seasonal fairs are permitted to uphold a long tradition dating back to the 1600's. We will apply the Market Byelaw and regulations made under S75 of the Public Health Act 1961.
Name of officer completing assessment (signed and date)	Isabel Edgington January 2025
Assessment verified by (signed and date)	Annabel Tighe January 2025

If applicable, please provide further details about the name and description of policy being analysed
The events control documents are primarily documents pertaining to planning for all aspects and large public safety.

Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Reminder – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.

<p>Feedback is gathered during the events through public consultation of c200 surveys annually.</p> <p>The Council also collates and responds to feedback received through its 3Cs process.</p> <p>The events have been running for over 15 years and experiences gained from officers working at the events is also recorded and acted upon to improve the customer experience.</p>	<p>N/A</p>	<p>N/A</p>
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If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis

Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

All four events are delivered in consultation with lay volunteer committees. Membership is open to members of the public who may wish to contribute to organising the event.

Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group

- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability			X	Open air events. Uneven terrain
	Sensory Impairment (e.g. sight, hearing)			X	High footfall, increased stimulus i.e. music, smells, visual
	Mental health	X			Reduces social isolation, opportunities to participate
	Learning disability		X		
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Age	Older people (60+)	X			Reduces social isolation, opportunities to participate
	Younger people (18-25)	X			Opportunities for skills development
	Children (0-16)	X			Free children's activities
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women			X	Open air crowded events predominantly standing. Increased risk from outdoor catering and livestock
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	<ul style="list-style-type: none"> The events are held in public open spaces and in town centres making them accessible to all members of the public, regardless of age, sex, beliefs, marital status or sexual orientation. The events create an opportunity for cohesion, as visitors of different races, faiths and beliefs are invited to attend and also contribute to the planning of the event. Businesses of all nationalities take part in these events.
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	<ul style="list-style-type: none"> • The events can attract large crowds, which could pose risk to those who are vulnerable to this environment; at the four season events stewards are available to assist people. Enough warning is in place for these events to allow people that need to avoid them, to do so. • The events are wheelchair accessible. • Public events can be crowded which could be uncomfortable for a pregnant visitor or visitors with additional needs. • Toilet facilities are provided for all users. Toilets are single cubicles allowing privacy and choice to use male/ female/disabled toilets. Radar locks for disabled users allowing those that qualify have access. • Private changing facilities are made available to all performers. • The Christmas markets are a local tradition, however, there is no exclusions to other beliefs to attend. There are none-Christian merchandise and food and drink available to enjoy by all. A church service is held in March market on good Friday to allow all Christian religions to celebrate together. Other religions/ beliefs can book the market places for similar events if they wish free of charge. • Stallholders are advised that whilst information can be provided upon request of visitors. Touting or accosting is not permitted to protect vulnerable visitors and protect the enjoyment of customers. • Stall holder compliance to equality act is highlighted in the Markets code of conduct. • Showman’s guild is responsible for ensuring their own Equality Assessments and FDC allow them to use their land as part of maintaining tradition.
<p>Summary of Socio-Economic impacts</p>	<ul style="list-style-type: none"> • Each event draws several thousand visitors to the town centres. Local businesses and traders continue to support and benefit from increased custom. • Entertainment is provided free of charge. • Parking is free of charge. • Catering tenders are in place to ensure fair trading these are judged by the events committees. Based on the service being provided and the prices. • For the weekly Market there is an introductory offer to encourage new stall holders - 321 offer. First 3 weeks half price, 4 &5 week £10 reduced rate and 6 week free. • We have continued to keep market stall pitches at a low rate to encourage new business to come and maintain good customer service to our current businesses.

	<ul style="list-style-type: none"> • For the larger markets we offer a competitive price and free advertisement. Markets and events are advertised on social media and the FDC website. It is the responsibility of stallholders to advertise their own businesses.
Summary of Human Rights impacts	<ul style="list-style-type: none"> • Businesses must have appropriate insurance and risk assessments in place and if serving food a Food Hygiene rating of at least level 3 is required. • Animal displays to be fully licenced, insured and risk assessment in place. Signage to warn participants vulnerable to diseases.
Summary Explanation of the scoring against the protected characteristics	The events are open to all and provide a positive impact for communities.

Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

<p>If applicable, please state the overall outcome of the assessment, impacts and customer analysis</p> <p>Visual imagery To be used in marketing to appeal to those who may not speak English or can read very well. Advertising in local free magazines that are delivered to everyone.</p> <p>Facebook means of communication with translation facility built into it.</p> <p>Language line for non-English speaking participants wishing to discuss the event in person.</p> <p>Designated disabled parking is available. Ramps are introduced to ensure drop curbs are maintained for wheelchairs, mobility scooters and buggies during large events, if the usual ones have been otherwise obstructed.</p> <p>A lost child procedure is in place along with safeguarding procedure.</p> <p>All residents receive advance warning of closures via letter if closure affects access to their property and signs on car parks. Emergency services, in an emergency have access during closures.</p> <p>Continue to check businesses are maintaining standards for the protection of visitors rights to live safely.</p> <p>The committees of the four season events endeavour to offer a variety of attractions within the event including free of charge activities to ensure that the event offers something for all income levels. Payment options for pitches are free for those providing</p>

information services and not making money. Allowing Charities and groups to promote themselves and services available in the community. How traders accept payment from their customers is the responsibility of the individual traders.

Payment options cash, cheque, card payments over the phone and BACs are available when booking a pitch at FDC led events.

Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	Review at service planning.
Timing of the current review	2025
Next scheduled review	2026

If applicable, please provide details of the arrangements for future monitoring:

Note when analysis will be reviewed; include any equality indicators and performance against those indicators

Customer feedback is gathered during the event to ensure facilities and entertainment meets the needs of visitors, staff and performers. Visitors and businesses coming to all our events can feedback via the 3C's process. All correspondents, data retention and feedback are in line with the GDPR policy.
Each committee have a wrap up meeting annually.

If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):

Legislation

Equality Act (2010) – the Equality Act 2010 (Specific Duties)

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.