

**Scottish Borders Council  
Equality and Diversity Impact Assessment Guidance**

**Part 1 Initial Assessment  
Step 1 – Preparation**

Lead Officer:	Jean Robertson
Directorate:	Chief Executive's
Service:	Strategy and Policy – Strategic Policy Unit
Name of Policy, Strategy or Service:	Local Festivals Grant Scheme
Is this a new or existing Policy/Strategy or Service New <input type="radio"/> Existing <input checked="" type="radio"/>	Existing grant scheme – existing service
Members of EIA Group (Name and Title):	
Name: Shona Smith	Job Title: Communities and Partnership Manager
_____	_____
Jean Robertson	Funding and Project Officer
_____	_____
David Cressey	Service Head Strategy and Policy
_____	_____
Rosie Kennedy	Corporate Equality and Diversity Officer
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_____	_____

<b>Dates of assessment</b>  Start date: End date:	<b>21<sup>st</sup> November 2014</b>  <b>By June 2015</b>
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**Part 1 initial assessment  
Step 2 Screening**

**Policy Details**

**Title:** *Local Festival Grant Scheme*

**Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

**Communities affected:** Appendix 1 lists the 28 communities potentially affected. Although not all will be, anecdotal evidence at this stage suggests the majority will be affected by the in-depth review but not necessarily by the influence of the Equality Act 2010.

**Thematic groups affected:** The 28 voluntary organisations concerned with the delivery of a local festival - commonly referred to as the 'local festivals' – the 28 historic, 'common riding type' annual calendar of local festivals as set by Executive in 2005.

**Groups of people:** Local community volunteers, the wider geographical community which participates in the festivals and the wider community of interest who may attend the festivals from further afield.

**All the protected groups of the Equality Act 2010**

**Note:** This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equality Act 2010 and the Act's Public Sector General Equality Duty.

**As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage.** As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.

**All the protected characteristics** of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.

**1. Who does the proposed piece of work/policy/proposal affect?**

**Staff**

**Service Users/Carers**

**Communities/Voluntary Groups**

**Public**

**Tick all that apply. Note that a policy might be aimed at one particular group but still affect others**

2	<p><b>What are the aims and objectives of the policy being assessed?</b></p> <p>No defined aims and objectives of the original 2005 Scheme were set. The purpose behind the creation of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the larger (population) festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p><i>As part of the proposed review, a range of options for the future of the Local Festival Grant Scheme will be developed, including proposals for clear aims and objectives of any new Scheme.</i></p>
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		Yes	No
3.	<b>Will the proposal have any impact (either positive or negative) on equality of opportunity, discrimination between groups or relations between groups?</b>	Yes	
4.	<b>Is the proposal controversial in any way in terms of equality and diversity (including media, academic, voluntary or sector specific interest)?</b>	Yes	
5.	<b>Does the policy relate to our equality outcomes?</b>	Yes	
6	<b>Does the policy relate to functions that previous involvement activities have identified as being important to a particular protected group?</b>	Yes	
7.	<b>Does the policy relate to an area where there are known inequalities? (eg disabled peoples access to public transport services or premises)</b>	Yes	
8	<p><b>Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?</b></p> <p><i>If you are unsure of any of the answers tick yes and do a full impact assessment.</i></p>	Yes	

**If the answer to any of the above questions is yes or you are unsure of your answers to any of the above a full impact assessment is recommended.**

9.	<b>Given the above statement, do you recommend a full impact assessment is completed?</b>	Yes	
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10.	<b>If a full impact assessment is not required briefly explain why and provide evidence for the decision.</b> n/a
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Completed By

Name	Jean Robertson	Dept.	Strategy and Policy
Post	Funding and Projects Officer	Date	31 <sup>st</sup> October 2014

For your records, keep one copy of this Equality Scoping Assessment form and send an electronic copy plus any supporting documentation to evidence your decision to [rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk)

## Part 2 Undertaking the Equality Impact Assessment

### Step 1 Aims and Purpose

Details of Service	
<b>2.1</b>	<p><b>Name and brief description of the service, policy or function:</b> Local Festival Grant Scheme – an allocation based grant Scheme set up in 2005 to provide grants to a pre-determined list of local festival organisations.</p>
<b>2.2</b>	<p><b>What are the aims and purpose of the service, policy or function? (<i>consider explicit and implicit aims and outcomes</i>) and how does this relate to equality?</b></p> <p>No defined aims and objectives of the original 2005 Scheme were set.</p> <p>The purpose of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the a larger festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p>The Scheme is ‘allocation’ based as opposed to ‘application’ based.</p> <p>It has no eligibility criteria beyond Executive agreement of the:</p> <ol style="list-style-type: none"> <li>(1) various festivals included in the Scheme,</li> <li>(2) groupings of the various festivals based on population,</li> <li>(3) groupings with/without horse cavalcades and</li> <li>(4) grant levels set for each of the groupings.</li> </ol> <p>The Scheme is approved by Executive 3 yearly and grants are released annually on that basis. No checks are made on governance of the Festival Committees, equalities, financial need for the grant or what the grant is spent on.</p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Scheme does not appear to comply with the Equality Act 2010 Public Sector General Equality Duty.</p> <p>The Council’s Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process. The Policy requires grant monitoring and evidence of spend to be provided.</p>
<b>2.3</b>	<p><b>Which aspects of the policy are particularly relevant to each element of the general duty?</b></p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Council’s Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process.</p> <p>The operation of the Scheme in its current shape does not provide the Council with any assurances in relation to the Act’s Public Sector General Equality Duty as, at this point, the</p>

	<p>Council neither holds nor requests any information on grant scheme recipients, the purpose of the grant and the final details of how it is actually spent.</p> <p>In delivering the Scheme and the related grant decisions the Council cannot demonstrate, at this stage, how it has paid due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between the protected groups and others as it is currently making grants without any stated criteria, assessment of grant recipients or grant spend processes.</p> <p><i><b>Note:</b> This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to understand and mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</i></p> <p><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></p>
<p><b>2.4</b></p>	<p><b>Which equality groups and communities might be helpful to involve in the development of the policy? Consider the policy relevance to the Protected Characteristics (as defined by the Equality Act 2010)</b></p> <ul style="list-style-type: none"> <li>• 28 local festival organisations (listed in Appendix 1)</li> <li>• Third Sector Interface</li> <li>• Elected Members</li> <li>• Safety Advisory Group</li> </ul>

**Part 2 Undertaking the Equality Impact Assessment  
Step 2 Information and Data**

**What qualitative/quantitative data has been considered in the development/review of the policy? Are there any gaps?**

**Data held:**

- As the Scheme has no set criteria, application mechanism, assessment requirement or grant monitoring, little useful evidence is held.
- Annual accounts are requested annually as the means of tracking the grant previously paid only.
- Constitutions are held, in some cases. Some are out of date as we know, anecdotally, that some festivals have amended their governance. From this out of date information we know that:

- 27 constitutions are held
  - 1 festival appears to be operating without a constitution
  - 13 appear to be operating in a 'restricted' manner
  - 4 require small, technical changes to the constitution that can be easily fixed
  - 10 appear to be eligible fully eligible
  - All 28 appear to require information and advice on the recent changes to Charity Law in Scotland, the Equality Act 2010 and the benefits of working with the Safety Advisory Group, particularly in light of the recent Jim Clark Rally tragedy.
- The Council's Grant Policy and Guidelines is explicit in relation to the Council's commitment to equality legislation and advises that all grant applicants will be asked, as part of the application process, to consider their commitment to equalities.
  - The Local Festival Grant Scheme however, is not an application based scheme and therefore no requests have ever been made to any of the Festival Committees to provide an Equalities Policy or Statement.

This EIA is being prepared to support the recommendation for an in-depth review of the Local Festival Grant Scheme.

**Gaps:**

The Scheme in its current shape does not provide the Council with any assurances in relation to the Act's Public Sector General Equality Duty as, at this point, the Council neither holds nor requests any useful information on grant scheme recipients.

The Scheme does not align with Following the Public Pound or the Councils Grants Policy.

In delivering the Scheme and the related grant decisions the Council cannot demonstrate, at this stage, how it has paid due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between the protected and groups and others as it is currently making grants without any stated criteria or grant monitoring.

The scope of the in-depth review has yet to be defined but it will include:

- **Equality Act 2010** – the review will mitigate any risks to the Council in relation to the Act's Public Sector General Equality Duty. The review will also seek to advise Scheme festivals of the changes, how they may be affected by them and how they may wish to mitigate any of their own risks.
- **Change to Charity Law in Scotland** – the review will seek to advise Scheme festivals of the changes and the new governance options now available to them.
- **Annual Accounts** – the review will seek to advise festival committees on the effects of the Charity Law changes in Scotland and how these may affect the preparation of annual accounts.
- **Safety Advisory Group (SAG)** – SAG for the Scottish Borders is co-ordinated by the Council and is made up of representatives from SBC, the emergency services and other relevant organisations. They meet to review events, co-ordinated services and advise on public safety. The review will seek to inform Scheme festivals of SAG and how its support can contribute to festival co-ordination and risk management in relation to public safety.
- **Financial Sustainability of some festivals** – All of the Scheme festivals have worked hard over the last 10 years to build financial sustainability. Para 4 provides some limited information based purely on income, expenditure and savings extracted from annual accounts. The review will seek to understand more about the financial position of the Scheme festivals and arrive at a more realistic overview of actual financial positions.



**Future of the Scheme:** The review will:

- build the capacity of Festival committees by advising them of the governance options available to them and supporting them to amend governance as appropriate (including annual accounts).
- build the capacity of festival organisations by advising them of their responsibilities under the Equality Act 2010 and supporting them to develop relevant Equalities Policies.
- build the capacity of festival organisations by supporting them more through participation in the SAG.
- allow the Council to understand more about how each local festival organisation actually operates and assess more accurately their commitment to equalities based on the facts.
- allow the Council to understand more about the financial position of each festival organisation, arrive at a more realistic overview of the actual financial position and assess the financial need for a grant to be made.
- assure the Council that the reviewed Scheme (if approved) will, through a range of mitigating actions, comply as far as possible with the Act's Public Sector General Equality Duty.
- Provide a range of options on the future shape of the Scheme.

**Part 2 Undertaking the Equality Impact Assessment  
Step 3 – Conduct consultation**

<b>Who was consulted</b>	<b>How many people were involved</b>	<b>Main issues raised</b>	<b>Protected Characteristic</b>
Service Head Strategy and Policy	3	The Scheme's apparent lack of fit with the Act's Public Sector General Equality Duty – support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Communities and	2	The Scheme's lack	<b>All</b>

**Item No 8 Appendix 3**

Partnership Manager		of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	
Leader's Group	<b>n/k</b>	The Scheme's apparent lack of fit with the Act's Public Sector General Equality Duty – support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Equalities Officer	<b>3</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Events Officer	<b>1</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme from 2016/17	<b>All</b>
Emergency Planning Officer	<b>1</b>	The Scheme's lack of fit with Act's Public Sector General Equality Duty - support to review the Scheme and bring forward factual evidence to underpin a revised Festival Scheme	<b>All</b>

		from 2016/17	
<b>Future review consultees:</b> <ul style="list-style-type: none"><li>• As above</li><li>• 28 x Festival Organisations</li><li>• Third Sector Interface</li><li>• Elected Members</li><li>• SAG</li><li>• Relevant equalities groups as identified as the review progresses</li></ul>			



Please use the table below to assess the impact of the policy on different equality groups. Please mark negative or positive impacts for each equality group.

Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative
	Negative		Positive	
<b>Age: Effects on children, young people and older people</b>	low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<b>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or</b>	Low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is</p>

recurring					<p>being been met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<p><b>Gender: Effects on Male, Female, Transgender and Transsexual people</b></p>	low	med	High X		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being been met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>

Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative
	Negative		Positive	
Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	low	med	High  X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	Low	med	High  X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>

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<b>Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</b>	Low	med	High  x		<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
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Equality Groups	Nature of Impact			Please set out details of impact whether it is positive or negative
	Negative		Positive	
<p><b>Effects on Poverty Groups: (including impacts on communities in rural areas, people on low wages, who have literacy and other difficulties etc.)</b></p>	Low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>
<p><b>Effects on people with health problems/issues or needs (including those with recognised medical and mental health conditions). The effects on public health and the general health of the population caused by the service change should also be</b></p>	Low	med	High X	<p>This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage. As the Scheme has no control measures, no evidence is therefore held to assure the Council that its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups and others is being met.</p> <p><b><i>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</i></b></p>

assessed here.							
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**Part 3 Improvement Plan**

Where negative impacts have been identified, complete Part 4. If no impacts have been identified please go to Part 5.

**Recommendations and actions for the Local Festival Grant Scheme**

<b>Protected Characteristic</b>	<b>Actions(s)</b>	<b>Lead Staff Member</b>	<b>Completion Date</b>
All	Recommendation to Executive to review the Scheme.	David Cressey	Executive January 2015
	If review approved, set up Working Group and notify Festival Committees		February 2015
	If review approved, and for grant continuity purposes, develop an interim proposal for 2015/16 to mitigate risks to the Council until the review is complete		February/March 2015 (for grant release April 2015)
	Review the Scheme.		February to June 2015 (dates to be confirmed once review is agreed and scoped)
	Bring forward options for its future from 2016/17 based on factual findings.		Executive August 2015
	Develop grant mechanism for chosen option, if approved.		September to December 2015
	New Scheme in place, if approved.		April 2016

***These actions should either be completed before the policy sign off, or be ongoing actions/part of the policy.***

**Part 4: Summary and signing off the Equality Impact Assessment**

4.1	<p><b>Please summarise the general impact of the service, policy or function and its impact on the equality groups:</b></p> <p>The Council has, since 2005, delivered a Local Festival Grant Scheme, which provides a differing range of grants to an agreed list of 28 local festival committees.</p> <p>The Scheme is an allocation based grant scheme with no criteria in relation to grant recipient's governance, equalities or financial need.</p> <p>Grants have been approved three yearly since 2005 and issued annually.</p> <p>As there is no application mechanism, assessment or monitoring processes, only anecdotal evidence is known about the grant recipients, how they govern themselves, how they comply with their equalities commitments and how they spend the grant.</p> <p>The Scheme in its current shape does not provide the Council with any assurances in relation to the Equality Act's Public Sector General Equality Duty based on the Council neither holding nor requesting any useful information on grant scheme recipients.</p> <p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy</p> <p><b>NOTE:</b> This EIA is at its very initial stages and has been developed to support an Executive request for approval to review the Local Festival Grant Scheme only at this stage. The review, if approved and undertaken, will include the gathering of all relevant information to mitigate any risks to the Council in relation to the Equalities Act 2010 and the Act's Public Sector General Equality Duty.</p> <p>As the Local Festival Grant Scheme has no control measures this, in itself, represents the risk to the Council at this early stage</p> <p>All the protected characteristics of the Equality Act 2010 are therefore categorised as 'HIGH' at this initial stage due to the lack of control measures and lack of available evidence.</p>
4.2	<p><b>Please summarise mitigation actions to deal with negative impacts of the service, policy or function:</b></p> <p>To mitigate the risks presented by the Scheme in its current shape, is it recommended that an in-depth review of the Scheme be carried out and factual findings be presented to Members with a range of options to consider the future shape of a Scheme that complies with the Equality Act's Public Sector General Equality Duty.</p> <p>For grant continuity purposes in 2015/16, it is also recommended that an interim grant scheme mechanism be developed to mitigate the risks to the Council in 2015/16, while the review is undertaken. This interim mechanism will include a short claim form, grant assessment, grant contract specifying spend purpose and reporting on spend.</p>

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**Step 1 Summary**

**Part 4  
Step 2 Sign off**

<b>Agreed by Manager or Head of Service</b>	<b>Name/Job Title:</b>  <b>Date:</b>
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Part 5 Publishing the Equality Impact Assessment

<b>Equality Impact Assessment (EIA)</b> <b>SUMMARY (Publishing Form)</b>	
<b>Title of Policy/Function/Service:</b>	<b>Local Festival Grant Scheme</b>
<b>Directorate/Department:</b>	Chief Executive's Department
<b>Head of Service:</b>	David Cressey, Service Head Strategy and Policy
<b>Telephone No:</b>	<a href="mailto:dcressey@scotborders.gov.uk">dcressey@scotborders.gov.uk</a>
<b>Email Address:</b>	01835825082
<b>Names/ Job titles of Assessors</b>	
<b>Summary of Policy / Service /Function aims:</b>	<p>No defined aims and objectives of the original 2005 Scheme were set. The purpose behind the creation of the 2005 Scheme was to:</p> <ul style="list-style-type: none"> <li>• provide grants to support the Local (historic) Festivals organisations</li> <li>• set grant levels to reflect population</li> <li>• set grant levels to reflect the inclusion of horse cavalcades for the larger (population) festivals</li> <li>• reflect the increased cost of public liability insurance</li> <li>• reflect the increased costs of public protection measures</li> </ul> <p><i>As part of the proposed review, a range of options for the future of the Local Festival Grant Scheme will be developed, including proposals for clear aims and objectives of any new Scheme.</i></p>
<b>Strands Impacted:</b>  <b>Please note:</b> If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular strand.	<p>Age x    Disability X    Gender x    Race x    Religion or Belief x</p> <p>Sexual Orientation x    Poverty/Social Exclusion x    Health x</p> <p><i>(all strands at this stage, in the absence of evidence)</i></p>
<b>Summary of key issues arising and decisions made</b>	<p>No defined aims and objectives of the original 2005 Scheme were set.</p> <p>The Scheme is 'allocation' based as opposed to 'application' based.</p> <p>It has no eligibility criteria beyond Executive agreement of (1) the various festivals included in the Scheme, (2) the groupings of the various festivals based on population, (3) the groupings with/without horse cavalcades and (4) the grant levels set for each of the groupings.</p> <p>The Scheme is agreed by Executive 3 yearly and grants are released annually on that basis. No checks are made on governance of the Festival Committees, equalities, financial need for the grant or what the grant is spent on.</p>

	<p>The Scheme does not align with Following the Public Pound or the Councils Grants Policy.</p> <p>The Scheme does not appear to comply with the Equality Act 2010 Public Sector General Equality Duty.</p> <p>The Council's Grant Policy stipulates that governance, a commitment to equalities and financial need should all be assessed as part of the grant decision making process. The Policy requires grant monitoring and evidence of spend to be provided.</p>
<p><b>Summary of key recommendations</b></p>	<ol style="list-style-type: none"> <li>1) Undertake an in-depth review and bring forward options for the future of the Scheme form 2016/17</li> <li>2) Develop an interim grant process for 2015/16 to allow for grant continuity until the review is complete</li> </ol>

Agreed by Head of  Name:

Date:



**We are required by law to publish our EIA findings. Fill out this section and published on the website under EIA downloads (If you require help please contact Corporate Communications).**

**If you would like a copy of the full EIA please contact the Council's equality officer: [rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk) who will arrange this for you.**

## **Part 6 Follow Up Actions**

### **Step 1 Monitoring and Review**

*Please detail the arrangements for review and monitoring of the Policy*

How will the PFS be monitored? What equalities monitoring will be put in place?	
When will the PFS be reviewed?	
Is there any procurement involved in this PFS? If yes confirm that you have read the Equality & Diversity Guidelines on procurement.	

### **Part 6 Step 2 – Publishing**

Signature:	Date:
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### **Part 6 Step 3 – Service planning**

*Link to service planning/covalent – update service plan/covalent actions accordingly. Give details, insert name, and number of covalent action and or related Performance Indicator (PI)*

PI/Covalent Name and Number	
Signature:	Date:

### **Part 6 Step 4 – Committee Reporting**

*Complete relevant paragraph on committee report and provide further information as necessary.*

Signature:	Date:
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### **Part 6 Step 5 Completed form**

*All parts of the completed forms should be retained within department with copies passed to the Corporate Equality & Diversity Officer within the Strategic Policy Unit.  
[rosie.kennedy@scotborders.gov.uk](mailto:rosie.kennedy@scotborders.gov.uk).*

Signature:	Date:
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