

Equality Impact Assessment [version 2.9]



Title: Arts Council England NPO funding for Bristol	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Management of Place	Lead Officer name: Patsy Mellor
Service Area: Museums	Lead Officer role: Director Management of Place

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To accept external National Portfolio Organisation funding from Arts Council England to invest in both Bristol City Council's five Accredited Museums and delivery of the regional South West Museum Development sector support service.

The Arts Council England NPO application process and funding levels follow a process of negotiation which includes a guide for the funding amount requested. The Bristol Museums NPO application seeks to secure £1,364,024 in each of the three years 2023-24, 2024-25 and 2025-26, totalling £4,092,072. Bristol Museums has been a beneficiary of NPO (previously Major Partner Museum) national government funding since 2006.

South West Museum Development, one of nine regional sector support services, is undertaking a two-stage funding application process, requesting £540,000 in 2023-3024 and c.£700,000 in each of the two years 2024-25 and 2025-26. Bristol Museums as the regional lead for museum sector development has operated South West Museum Development since 2009.

The national public funding for National Portfolio Organisations (Bristol Museums and Museum Development) is directed at ensuring that the museum sector is dynamic and resilient, ensuring that the workforce (paid and volunteer) reflect the diversity of England and that the museum sector is integral in enabling a creative and cultural country. Both Bristol Museums and South West Museum Development are focused on maximising the unique opportunities that museums and their collections can bring to improving lives, regenerating neighbourhoods, supporting local economies, attracting visitors, and bringing communities together.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The programme of activity funded by Arts Council England will directly enhance both Bristol Museums and South West Museum Development's ability to diversify the workforce and the audiences engaging in museums, collections and the stories and histories they represent. Both funding applications are framed around *Let's Create* – the 20-year strategy for Arts Council England. Inclusivity and Relevance (of the sector, its workforce and audiences) is the primary strategic aim that all funded organisations are required to address. Therefore, the programme of activity made possible through this funding is directly relevant to Bristol City Council's five key principles.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Workforce Diversity - Power BI	The Growth and Regeneration, Economy of Place and Culture dashboard (link included) identifies diversity data across the service's workforce of 91 (Headcount) staff. The workforce is underrepresented in the following areas: Ages 16-19, Disabled people, Ethnicity (Black, Asian) and Gender – Male.
The C&CI Service's Audience Development Plan	The Plan outlines our priority audiences i.e. those we want to attract to use our services in greater numbers, using the Acorn methodology . Through use of this tool, we know that our priority audiences (striving families, young hardship, struggling estates) align with protected characteristics. Our audiences is currently overrepresented by City Sophisticates and Executive Wealth audience segments.
We undertake events and activities aimed at priority audiences to target underrepresented groups.	We collect audience data via self-completion and online visitor surveys. These tell us that we are underrepresented across ethnicity; only 8.2% of our audiences are from minority ethnic groups compared to 22% of Bristol's population in 2011. <ul style="list-style-type: none"> • We are committed to Inclusion and Diversity with a priority on recruitment, transparency and commissioning as outlined in our Equality Action Plan • The future service delivered via the proposed transformation programme and senior leadership team will support and build on this work • We have a number of steering groups to support us to make our service more accessible – Bristol Disability Equality Forum on Museums for Everyone, Black History steering group, the Young Collective and the decolonisation working group (supported by Black South West Network), • We support the We Are Bristol History Commission and the Council's Legacy Steering Group • We are working to increase access through our programmes, collections and digital content e.g. blogs and stories.
NPO diversity data 2020-21 Diversity data Arts Council England	Workforce across NPOs: <ul style="list-style-type: none"> • 14% were Black, Asian, and Ethnically Diverse • 10% were LGBTQ+ • 9% were women • 7% were disabled.
Additional comments: The service's Equalities Action Plan focuses on improving our engagement with the following priority groups: <ul style="list-style-type: none"> • Disabled people • Lower socio-economic groups • Black and Minority Ethnic communities especially African and African-Caribbean people. 	

We will deliver on our Audience Development Plan that focusses on greater engagement with the following groups (taken from the Acorn audience segmentation model, 'group level'):

- **Striving Families** (Group M, Bristol population = 10% / BMGA¹ population = 3.2%)
- **Struggling Estates** (Group P, Bristol population = 8% / BMGA population = 3.1%)
- **Young Hardship** (Group O, Bristol population = 5.7% / BMGA population = 4.2%)

These audiences have been selected because they are underrepresented in our current audience profile and have been identified as facing especial social disadvantages that prevent them from engaging with museums and the opportunities they afford.

2.2 Do you currently monitor relevant activity by the following protected characteristics?

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race |
| <input type="checkbox"/> Religion or Belief | <input checked="" type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

The service does not currently capture visitor data for pregnancy and maternity, or marriage and civil partnerships; this is a gap in data we could monitor in the future. The service does not currently collect data about non users.

As the Museum service is currently a National Portfolio Organisation, it is a requirement of the funding that the service engages in a national cultural sector audience evaluation programme called 'Audience Finder'. Collecting and submitting audience data to the national 'Audience Finder' platform enables Bristol Museums to better understand its own audiences and to access insights and comparisons with other museum services across England, with comparable cities, and with the wider cultural sector.

As the Museum service is currently a National Portfolio Organisation, it is a requirement of the funding that the service engage in the annual NPO survey. This collects and analyses data on workforce diversity across the NPO portfolio [Diversity data | Arts Council England](#) and enables Bristol Museums to compare the diversity of its workforce and access insights on workforce diversity with other museum services across England, with comparable cities, and the wider the cultural sector.

User researchers are constantly reviewing our methodologies to identify way we can improve our audience data, particularly online feedback forms. We are working in partnership with Bristol University to review data collection methodologies regarding bias.

¹ Bristol Museums Galleries and Archives

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

As included above, we will be undertaking consultation with key partners to ensure that our business plan for 2023-26 will not adversely impact on equalities groups. The partners we have identified are:

- Disabled action groups; WECIL & Museums for Everyone
- Bristol Museums Young Collective group for people under age 25
- Bristol Museums Black History Group
- SW Museum Development Strategic Advisory Group.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

As included above, we will be undertaking consultation with key partners to ensure that our business plan for 2023-26 will not adversely impact on equalities groups. The partners we have identified are:

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- Bristol Museums Young Collective group for people under age 25
- Bristol Museums Black History Group
- SW Museum Development Strategic Advisory Group.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Further detail is provided in 3.2, however, two key planning activities will enable the programme of work funded through the NPO programme to engage with people with protected and other characteristic to inform, influence and ensure relevance of the work undertaken:

- Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning
- Establish a framework for Equality, Diversity and Inclusion group to monitor progress against our Equalities Action Plan.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	People with disabilities are disadvantaged from engaging and narratives for disability are not reflected in our programming and therefore our services is less relevant.
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Mitigations:	Delivery of disability-led Curating for Change project integrated with wider teams: leading to accessible narratives disabled, neurodivergent, deaf within our collections.
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Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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OTHER RELEVANT CHARACTERISTICS

Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

In the first year of funding, 2023-24, the service will work with external, internal and wider council teams to audit and benchmark where the service currently is, identify the structures and/or processes required to effect change, develop and implement a staff development programme, and revisit the draft organisational development plan to ensure it aligns with this work.

Actions: Skills Development

- Analyse staff skills and gaps through audit and develop training action plan integrated with BCC current offers
- Developing in-house accessibility training for staff through the work of the Curating for Change curatorial traineeship
- Identify support training i.e. interpretive conversation, difficult conversations, etc.

Actions: People and Representation

- Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning
- Establish clear methodologies for working with representatives and advisory groups
- Deliver a disability-led Curating for Change project integrated with wider teams: leading to accessible opportunities for disabled, neurodivergent and deaf within our collections.

Actions: Planning

- Review and update our Equalities Action Plan and linked community-led reports and recommendations (Museums for All Action Plans and Be It)
- Create an annual plan with targets and measures
- Agree metrics and audit current activity and partnerships.

Actions: Tools and Monitoring

- Establish a framework to monitor progress against our Equalities Action Plan
- All staff complete BCC equalities training as required and embed new processes to complete Equalities Impact Assessment in advance of each exhibition, public programme, strategy
- Review and mainstream commitments in the Equality Action Plan within a 3-year delivery plan.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
This funding will increase internal capacity and the development of workforce skills and capabilities to both improve understanding of the diversity of our audiences, as well as provide investment in actions that will proactively encourage more diverse audiences to engage in Bristol Museums, either through engagement or through employment.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Analyse staff skills and gaps through audit and develop training action plan integrated with current BCC offers	Patsy Mellor	April 23-March 24
Developing in house accessibility training package for staff through the work of the Curating for Change curatorial traineeship	Patsy Mellor	April 23-March 24
Establish clear methodologies for working with representatives and advisory groups	Patsy Mellor	April 23-March 24
Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning	Patsy Mellor	April 23-March 24
Deliver a disability-led Curating for Change project integrated with wider teams, leading to accessible opportunities for disabled, neurodivergent and deaf within our collections	Patsy Mellor	April 23-March 24
Review and update our Equalities Action Plan and linked reports and recommendations (Museums for All Action Plans and Be It)	Patsy Mellor	April 23-March 24
Agree metrics and audit current activity and partnerships addressing 3 inclusion priorities, for example, social exclusion, inequality, disability, people of colour, etc.	Patsy Mellor	April 23-March 24

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The above Action Plan is an excerpt of a larger Action Plan required to be developed as part of the formal funding agreement with Arts Council England. Therefore, there is a formal and rigorous requirement to evidence progress against the developed action plan. (For the purposes of the funder this action plan is titled The Investment Principles Plan.)

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director².

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Patsy Mellor, Director Management of Place
Date: 28/09/2022	Date: 28/09/2022

² Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.