

## Equality impact assessment form for quick COVID 19 decisions only

Directorate	<b>Communities and Place</b>
Service area	<b>Regeneration &amp; Projects - Markets</b>
Proposal	<b>Reopen Derby Market Hall with COVID-19 restrictions in place</b>
Reason for proposal	<b>To contribute to unlocking the city centre and support traders</b>
Sign off (Director/Head of Service)	
Date of assessment	<b>29/06/2020</b>

***Please read the support notes before completing your assessment that are set out in Appendix 1.***

### The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

#### The assessment team or name of individual completing this form

Team leader's name and job title –

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
<b>Gary Marshall</b>	<b>Reopening the Market Project Manager</b>	<b>DCC</b>	<b>Project Management</b>
<b>Joseph Hall</b>	<b>Markets Operations Manager</b>	<b>DCC</b>	<b>Markets Management</b>
<b>Sid Holland</b>	<b>Markets Finance and Administration Manager</b>	<b>DCC</b>	<b>Markets Management</b>
<b>Sharon Tunnicliffe</b>	<b>Markets Finance and Administration Assistant</b>	<b>DCC</b>	<b>Markets Management</b>

### Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

1. What are the main aims, objectives and purpose of the decision you want to make?	<b>To enable the Market Hall to safely reopen on 07/07/2020</b>
2. Why do you need to make this decision?	<b>To contribute to regeneration of the city centre post COVID-19</b>
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	<b>Markets Management</b>
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	<b>Market Traders, Customers, Contractors and Stakeholders</b>

### Step 2 – collecting information and assessing impact

5. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.	<b>Market Traders</b> <b>Contractors</b> <b>Stakeholders</b> <b>Health &amp; Safety Advisors</b>
	<b>Circulation and consultation with all parties on the COVID-19 Risk Assessment and the Unlocking the Lockdown</b>

6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<b>Age</b> – older and younger people	<p>The market is mainly visited by older shoppers although some of the specialist stalls on the Balcony Floor are aimed at younger niche customers, who tend to congregate on the Balcony and can cause problems that are dealt with by Markets Officers.</p> <p>Opening the market will have a positive impact socially and on the wider city centre community.</p>	✓		<p>Review all emergency procedures to make sure older and disabled people can get out safely in an emergency</p>
<b>Disability</b> – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	<p>The ground floor is level access however some stalls are not accessible as there is a step to get in. There is lift access to Balcony Floor with Evac Chair available.</p> <p>Due to the scaffolding in place it may be more challenging for visually impaired customers to navigate around the market, particularly the one-way system.</p> <p>The disabled people's toilet will be open and subject to enhanced cleaning.</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓	✓	<p>Security Officers to inform Markets Officers of customers with a visual impairment arriving and offer help in moving around the market safely.</p> <p>Review all emergency procedures to make sure older and disabled people can get out safely in an emergency</p> <p>We will look a ramped access to the seating area</p> <p>If traders wear voluntary masks then we will ask them to remove them if they have any Deaf customers</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
<b>Gender identity</b> - trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity.	<p>Although there are no gender specific issues reopening the market will have a positive impact generally.</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		
<b>Marriage and Civil Partnership</b>	<p>Although there are no issues reopening the market will have a positive impact generally.</p>	✓		
<b>Pregnancy and maternity</b> - women who are pregnant or who have recently had a baby, including breast feeding mothers	<p>Baby changing facilities are available in the disabled people's toilets and will be subject to enhanced cleaning regimes.</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		
<b>Race</b> - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	<p>We know that our BAME communities are vulnerable to COVID 19 and so we want to make the Market Hall is as safe as we can, with enhanced cleaning regimes and hand sanitiser stations as well as hand-washing facilities.</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		
<b>Religion or belief or none</b> - the effects on religious and cultural communities, customers and colleagues	<p>Alternative use of the Market Hall is encouraged throughout the year, particularly around seasonal religious and cultural event.</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		
<b>Sex</b> - the effects on both men and women and boys and girls	<p>Although there are no issues reopening the market will have a positive impact generally</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		
<b>Sexual orientation</b> - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	<p>Although there are no issues reopening the market will have a positive impact generally</p> <p>There are also clear one- way signs and reminders to social distance.</p>	✓		

**Important** - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

### Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

<b>Outcome 1</b>	✓	<b>No major change needed</b> – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
<b>Outcome 2</b>		<b>Adjust the proposal</b> to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
<b>Outcome 3</b>		<b>Continue the proposal</b> despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> <li>• sufficient plans to stop or minimise the negative impact</li> <li>• mitigating actions for any remaining negative impacts</li> <li>• plans to monitor the actual impact.</li> </ul>
<b>Outcome 4</b>		<b>Stop and rethink</b> the proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

The EIA Assessment did not reveal anything that should prevent the Market Hall from opening.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

## Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

### Contact for help

Ann Webster – Lead on Equality and Diversity  
[ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk) Tel 01332 643722 Mobile 07812301144

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

#### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: Tel. tekstowy: 01332 640666

#### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ ਮਿਲੀਕਮ 01332 640666 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

#### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

#### Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم مٹی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

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