

# EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

## 1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

Tramway – COVID 19 Recovery Plans

b) Reason for Change in Policy or Policy Development

Tramway closed in March 2020 as a result of the COVID 19 pandemic and in line with Scottish Government direction. During this time Tramway has:

- Continued to develop Making the Change plans, including recruiting for a freelance producer
- Developed an online service: Tramway TV
- Developed plans and funding bids to present work out with the building to engage audiences in safer environments until the building reopens and to compliment future plans and targeting.
- Developed a phased reopening approach to reopen the building in line with demand and safety.

In line with recent and evolving government guidelines, (Phase 3 of Scottish Government Route Map) Tramway is preparing to re-open to staff and to the public.

This phased approach will also include a temporary reduction in opening hours. The volume of activity and number of events will be significantly reduced because they will not be financially viable. A booking system will be implemented in line with track and trace.

In line with COVID19 Risk Assessments Tramway will gradually reintroduce programme and services initially focusing on the following:

- Accommodate and facilitate tenant activity
- Accommodate and facilitate artists rehearsals

- Install an exhibition and de-install previous exhibitions
- Acts as a base for off-site work

Activities involving members of the public will only take place once Government Guidelines allow and suitable operational measures have been put in place. It is therefore anticipated that there will be limited opening of the building for small public events and exhibitions with minimum audiences from September/October 2020.

Tramway will continue to

- Continued to deliver the Making the Change strategy  
(Making the Change strategy Tramway has been developing work focused on artists of colour as either producers or artists of a programmed body of ongoing plans.)
- Continue to deliver Tramway TV  
(Tramway TV is a developing digital offer to support artists and audiences to remain connected to contemporary art during lockdown. Tramway TV removes many barriers to access and gives some access to cultural activities.)
- Developed plans and funding bids to present work out with the building to engage audiences in safer environments until the building reopens and to compliment future plans and targeting.

**Please note:** This assessment may change over time in direct response to future Scottish Government directives relating to the phasing of lifting or re-imposing of lockdown regulations.

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

Tramway provides services to tenants, artists, the sector, local communities and programmed content as agreed with Creative Scotland in a funding agreement.

The primary focus for Tramway is to carefully scale up activity delivered focusing on artists, tenants and the sector.

In line with the COVID19 Risk Assessment operational adjustments are being undertaken to adapt the building in terms of opening hours and access as well as implementing safety systems and procedures including staff training.

Scaling up of activity gradually will impact on everyone in some way as there will be less cultural activity and some adjustments to access.

Throughout lockdown Tramway has continued to develop programme themes including the Making the Change strategy and has adapted resource to create an online programme called Tramway TV and to develop plans for off-site work in local communities, using the venue as a future base for this work.

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d) Name of officer completing assessment (signed and date)

Janie Hopkins 03/08/2020
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e) Assessment Verified by (signed and date)

Helen Maclean 08/09/2020
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## 2. GATHERING EVIDENCE & 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.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to one or more of the protected characteristics: <ul style="list-style-type: none"> <li><input type="checkbox"/> age</li> <li><input type="checkbox"/> disability,</li> <li><input type="checkbox"/> race and/or ethnicity,</li> <li><input type="checkbox"/> religion or belief (including lack of belief),</li> <li><input type="checkbox"/> gender,</li> <li><input type="checkbox"/> gender reassignment,</li> <li><input type="checkbox"/> sexual orientation</li> <li><input type="checkbox"/> marriage and civil partnership,</li> <li><input type="checkbox"/> pregnancy and maternity,</li> </ul>	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.
<input type="checkbox"/> Cushman and Wakefield's "Recovery Readiness: A How-To Guide for Reopening Your Workplace" <input type="checkbox"/> Knight Frank's "COVID-19 Office Re-Occupancy Roadmap" <input type="checkbox"/> BOMA International's Guidance Document "Getting Back to Work: Preparing Buildings for Re-Entry amid Covid-19" <input type="checkbox"/> Scottish Governments 5 phase roadmap out of lockdown <input type="checkbox"/> The World Health Organization (WHO), national health organisations, and UK and Scottish Governments are the primary sources for guidance on COVID-19 and other health-related issues and	All Protected Characteristic groups	No

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will act as the central point of guidance out with this document.		
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### 3. ASSESSMENT & 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.

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
SEX/ GENDER	Women	<p>Opening for artists, tenants, off-site and small scale work will allow all artists and tenants to regain their own services and activity and for audiences to begin to re-engaged in cultural activity.</p> <p>Tramway TV, Off-site work and Making the Change will continue to benefit a number of equality groups.</p>	<p>Reduced capacities will hinder some people from being able to attend/participate if demand is high.</p>	<p>In relation to UN Declaration of Human Rights <b>Article 27</b> (1) Everyone has the right freely to participate in the cultural life of the community – a limited programme for the public will commence in the near future but a full normal cultural offer will not be available for some time to come and is dependent upon forthcoming Scottish Government guidelines.</p> <p>Access to internet and IT may be an issues for those affected by poverty.</p> <p>On line booking is encouraged to control numbers and this may also disadvantage people who do not have access to IT and internet- we will try to minimise and mitigate this by offering some tickets that can be booked on site on the day.</p> <p>Contact tracing protocols will be in place and some people may feel uncomfortable with this.</p>

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	Men	As above	As above	As above
	Transgender	As above	As above	As above
<b>RACE*</b>				
	White	As above	As above	As above
<i>Further information on the breakdown below each of these headings, as per census, is available <a href="#">here</a>.  For example Asian includes Chinese, Pakistani and Indian etc.</i>	Mixed or Multiple Ethnic Groups	As above	As above	As above
	Asian	As above	As above	As above
	African	As above	As above	As above
	Caribbean or Black	As above	As above	As above
	Other Ethnic Group	As above	As above	As above
<b>DISABILITY</b>	Physical disability	<p>A above</p> <p>All aspects of access and wheelchair spaces will be considered individually on a show-by show basis and will not be negatively affected.</p> <p>Exhibitions will have accessible information displayed on screens on entry to replace paper hand-outs/guides and widen accessible formats.</p>	<p>As above</p> <p>Customers will be advised to arrive early to avoid queues, to access toilets and to ensure there is adequate time to enter and exit the building. This may prove problematic for those with mobility issues or difficulty in standing.</p> <p>Customers will be required to wear masks but for those with certain conditions who are exempt from this, access without wearing a mask will be permitted.</p>	As above
		<p>A definition of</p>	<p>Sensory Impairment</p> <p>Opening for artists,</p> <p>Reduced capacities will hinder</p>	

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<p><i>disability under the Equality Act 2010 is available <a href="#">here</a>.</i></p>	<p>(sight, hearing, )</p>	<p>tenants, off-site and small scale work will allow all artists and tenants to regain their own services and activity and for audiences to begin to re-engaged in cultural activity.</p> <p>Accessible formats, aids and resources will be provided on a show-by show basis as part of the programming focus.</p> <p>Tramway TV, Off-site work and Making the Change will continue to benefit a number of equality groups.</p> <p>Tramway are planning to present a physically distanced performance over a week for and by Deaf performers (Solar Bear).</p> <p>BSL and audio captioning remains in place for most other performances.</p>	<p>some people from being able to attend/participate if demand is high.</p> <p>Perspex screen at reception/box office and use of visors for public facing staff will reduce all barriers for those who lip read.</p> <p>Customers will be required to wear masks but for those with certain conditions who are exempt from this, access without wearing a mask will be permitted.</p>	<p>As above</p>
	<p>Mental Health</p>	<p>Opening for artists, tenants, off-site and small scale work will allow all artists and tenants to regain their</p>	<p>Reduced capacities will hinder some people from being able to attend/participate if demand is high.</p>	



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		own services and activity and for audiences to begin to re-engaged in cultural activity.	Customers will be required to wear masks but for those with certain conditions who are exempt from this, access without wearing a mask will be permitted.	
	Learning Disability	As above	<p>Reduced capacities will hinder some people from being able to attend/participate if demand is high.</p> <p>Neuro diverse or people with learning disabilities may need additional support to orientate within the new venue signage and one way system.</p> <p>Customers will be required to wear masks but for those with certain conditions who are exempt from this, access without wearing a mask will be permitted.</p>	As above
<b>LGBT</b>	Lesbians	As above	Reduced capacities will hinder some people from being able to attend/participate if demand is high.	As above
	Gay Men	As above	As above	As above
	Bisexual	As above	As above	As above
<b>AGE</b>	Older People (60 +)	<p>As above</p> <p>Access to local or online programme will remove barriers to access some older people may have.</p>	<p>As above</p> <p>Longer times to access and leave the building may be more difficult for older people who are infirm or require use</p>	As above

## EQIA Screening Form

			of toilet facilities.	
	Younger People (16-25)	<p>Opening for artists, tenants, off-site and small scale work will allow all artists and tenants to regain their own services and activity and for audiences to begin to re-engaged in cultural activity.</p> <p>Tramway TV, Off-site work and Making the Change will continue to benefit a number of equality groups.</p>	Reduced capacities will hinder some people from being able to attend/participate if demand is high	As above
	Children (0-16)	<p>Access to local or online programme will remove barriers to access some children may have.</p> <p>Tramway TV, Off-site work and Making the Change will continue to benefit a number of equality groups.</p>	<p>As above</p> <p>Young children often need to use the toilet regularly and the removal of interval times from shows and the longer entry and exit times due to the proposed entry/exit system may be problematic.</p>	As above
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	None	None	N/A
	Men	None	None	N/A
	Lesbians	None	None	N/A

## EQIA Screening Form

	Gay Men	None	None	N/A
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a> . <u>See note</u>		None	Reduced capacities will hinder some people from being able to attend/participate if demand is high	<p>In relation to UN Declaration of Human Rights <b>Article 27</b>            (1) Everyone has the right freely to participate in the cultural life of the community – a limited programme for the public will commence in the near future but a full normal cultural offer will not be available for some time to come and is dependent upon forthcoming Scottish Government guidelines.</p> <p>Access to internet and IT may be an issues for those affected by poverty. On line booking is encouraged to control numbers and this may also disadvantage people who do not have access to IT and internet- we will try to minimise and mitigate this by offering some tickets that can be booked on site on the day.</p> <p>Contact tracing protocols will be in place and some people may feel uncomfortable with this.</p>

## EQIA Screening Form

\* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

\*\* 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. A list of religions used in the census is available [here](#).

## Summary of Protected Characteristics Most Impacted

**Age** – queues, reduced capacity and reduced facilities may negatively impact however new online programme can be accessed.

**Disability** – the new signage and one way system may be difficult for neuro diverse people or those with learning disabilities, however the new online programme can be accessed.

## Summary of Socio Economic Impacts

While most activity will be free it will need prior booking and much activity can be accessed online, however this impacts on those who cannot access internet or do not have IT devices.

## Summary of Human Rights Impacts

UN Declaration of Human Rights **Article 27**

(1) Everyone has the right freely to participate in the cultural life of the community – not all our opportunities for engaging in culture will re-commence at this stage.

Contact tracing protocols will be in place and some people may feel uncomfortable with this.

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## 4. OUTCOMES, ACTION & 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?	<b>Not at this stage</b> We will however, review customer feedback for any unforeseen negative impacts once operational.
Does the project, policy or strategy require to be amended to have a positive impact?	<b>Not at this sage</b> We are constrained by Scottish Government Guidelines in relation to safe operation of indoor cultural venues.
Does a Full Impact Assessment need to be undertaken?	<b>Not at this stage</b> See above

## Actions: Next Steps

(i.e. is there a strategic group that can monitor any future actions)

Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)
Review of ongoing public health guidance and Scottish Government guidelines and route map in relation to the COVID 19 pandemic.	Glasgow Life's :  Venue Recovery Planning Group  Infrastructure Support Team  Building Transitions Group  HR and Health and Safety teams to be involved in a working group that reviews and adapts the workplace arrangements regularly	Ongoing