BRITISH COUNCIL

Diversity Unit

—

Equality Screening and Impact Assessment

June 2021

Contents

Equality Screening and Impact Assessment

Introductory Guidance

What is it?

Equality screening and impact assessment (ESIA) helps us consider the effect of our policies and practices[1] on different people. It helps us minimise negative impact and potential discrimination and promote opportunities to advance equality, inclusion and good relations between different groups of people.

It is deliberately a time and resource intensive process because it encourages us to slow down and build in perspectives from a range of different people.

There are **two** main parts to equality screening and impact assessment.

- **Part 1 (Equality Screening):** The first part of the form presents a set of equality screening questions. These questions help determine whether the policy is relevant to equality and whether it needs to go through an equality impact assessment.

- **Part 2 (Equality Impact Assessment)**: The second part of the form, is the equality impact assessment. This is where a panel of people review the proposed policy, particularly thinking about its impact on different groups of people, trying to identify and counter any potential negative impact and promote any opportunities to enhance equality. The panel suggests actions for the policy owner to adopt.

Why do we do it?

The process helps us improve our policies and build equality into our work. Equality screening and impact assessment (ESIA) helps us consider the potential impact of what we do on different groups who are susceptible to unjustified discrimination, some of whom are legally protected against this, whether by UK or other law. It helps us demonstrate that we have proactively considered equality when developing our policies.

When should we do it?

Assessing the impact on equality should start early in the development of a new policy or review of an existing policy. Assessing the impact on equality should be ongoing rather than a one-off exercise because circumstances change over time, so equality considerations should be taken into account both as the policy is developed and also as it is implemented. The guidance here is to help assess the impact on equality before the policy is implemented.

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[1] Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

It takes some time to properly set up an equality impact assessment meeting if one is needed, so the equality screening questions should be considered as early as possible once the policy is drafted. If an equality impact assessment is required it will take a little time to identify a chair, a note-taker, a diverse panel and to set up the meeting arrangements.

In addition once the meeting has taken place there are likely to be actions to be implemented before the policy is launched. All this needs to be considered when determining the best time to address equality screening and impact assessment.

When we are implementing a policy that has been developed elsewhere, for example by a government department, or by a partner organisation we also need to assess the impact on equality. Although responsibility for the policy itself rests with the organisation that developed it, we may have choices in how it is implemented that can help eliminate potential discrimination and promote equality, inclusion and good relations.

How do we do it?

Consider the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it. Reflect on its potential impact on people with different equality categories and think about which aspects of the policy, if any, are most relevant to equality. Answer the equality screening questions to determine whether an equality impact assessment meeting is necessary.

If an equality impact assessment panel meeting is necessary, identify someone to chair the meeting, and someone to take the notes. The chair and note-taker play a crucial role and specific guidance has been developed to support them:

A diverse panel should be approached, including a range of colleagues from different teams / departments / countries / regions as appropriate, some of whom should be directly involved in or impacted by the policy.

Panel members should be sent the part-completed ESIA form (i.e. Part 1 and Section 1 of Part 2) and the policy documents, giving them at least a full week to read them and prepare for the meeting.

We particularly focus on the following equality categories (many of which are protected by equality legislation in the UK and beyond):

- Age
- Dependant responsibilities (with or without)
- Disability
- Gender including transgender
- Marital status / civil partnership
- Political opinion

- Pregnancy and maternity

- Race or ethnic origin

- Religion or belief, and

- Sexual identity / orientation.

Invariably there are other areas to consider including socio-economic background, full-time / part-time working, geographical location, tribe / caste / clan or language, dependent on the country.

We also encourage consideration in support of our commitments towards decolonisation, particularly thinking about tone and positioning of the UK and other countries, especially but not only when policies are being developed from the corporate centre. The aim here is to raise awareness of colonial privilege so it can be avoided.

There should be reflection on what is being proposed against the organisation's values (open and committed; expert and inclusive; optimistic and bold).

After the meeting the action points identified by the panel are reviewed by the policy owner and implemented as appropriate. The policy owner confirms implementation of the action points or provides a planned date for implementation (and outlines a justification for any action points that won't be taken forward) and then signs off and sends the completed form to the ESIA inbox for audit by the Diversity Unit.

Northern Ireland

There is specific legislation in Northern Ireland which requires a more detailed process of equality screening and impact assessment for policies that are deemed to have high relevance to equality. This includes external consultation with relevant contacts and organisations. Given this, there is a need to confirm whether the proposed policy affects anyone in Northern Ireland. **If it does, all parts of the form need to be completed and the guidance at Annex A must be read and followed.**

Wales

As a public body operating in Wales there is a legal requirement for us to produce any information intended for the general public in Wales in the Welsh language. Therefore there is a section in the form seeking confirmation of whether the Welsh public will be affected by the proposed policy.

Procedural notes

Please note, the document will be considered invalid for audit if not correctly completed.

- Complete Part 1 (Equality Screening) ensuring the Record of Decision is signed and dated by the policy owner (a digital signature including typed name is acceptable)

- If Part 2 (Equality Impact Assessment) is required progress to Part 2

- If Part 2 (Equality Impact Assessment) is **not** required, submit the Part 1 (Equality Screening) form to the ESIA inbox for audit by the Diversity Unit.

Submitted tools which pass the audit are uploaded to SharePoint and form part of a database of examples accessible by colleagues.

The audit process informs Diversity Assessment Framework moderation in relation to the use of EDI planning tools.

Part 1: Equality Screening

Policy Details[2]

Title of policy	Accessible Events and Visits Toolkit
Name of policy owner	Kate Dempster
Planned implementation date	15 January 2022

Background

Provide brief background information about the policy or change to it. Include rationale, intended beneficiaries and expected outcomes. Use as much space as you wish, the table below will expand as you enter information.

The Accessible Events and Visits Toolkit aims to assist British Council staff in Cultural Engagement globally with planning, managing and evaluating visits and events with a focus on making them more accessible and inclusive for disabled people. The guidance and accompanying templates were created in consultation with Birds of Paradise Theatre Company, which is a disability-led company based in Scotland.

The rationale for the creation of this tool was to review and consolidate the various resources the British Council teams globally produced and to scale up our approach to working with disabled people by producing a one go-to resource - this toolkit - for teams who organise major global events, visits and exchanges, or who have visits and events taking place within wider programmes. However, for smaller events, we expect teams to scale up and down the principles for inclusion of disabled people outlined in the guidance.

A considerable amount of consultation has been done in the development of this toolkit over a period of 15 months; including colleagues in Diversity Unit, Digital team, the Global Disability Summit Working Group and Cultural Engagement teams working with disabled audiences. A considerable amount of existing documentation from British Council was reviewed, including the previous guide to planning accessible visits and events used by Cultural Engagement's Visits and Events team from 2015 to 2019. External documentation produced by Birds of Paradise, Unlimited, Shape Arts, Attitude is Everything and other disabled led organisations was also reviewed.

The intended outcome is that this toolkit will be piloted in Cultural Engagement with a view to supporting teams to baseline disabled people's participation in our visits and events,

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[2] Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

improve the customer service we provide to disabled people and mainstream disability inclusion into the visits and events project cycle in Cultural Engagement's large scale visits and events.

Equality Screening Questions

To determine if an EIA is necessary, please answer the following by ticking yes, no or not sure:

Question	Yes	No	Not sure
Is the policy potentially significant in terms of its anticipated impact on employees, or customers / clients / audiences, or the wider community?	X		
Is it a major policy, significantly affecting how programmes / services / functions are delivered?		X	
Might the policy affect people in particular equality categories in a different way?	X		
Are the potential equality impacts unknown?		X	
Does the policy have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	X		
Will the policy have an impact on anyone in Northern Ireland?	X		
Will the policy need to be communicated externally in Wales and therefore translated into Welsh?		X	
Total responses Yes / No / Not sure	**4**	**3**	

Deciding if an Equality Impact Assessment is necessary

If all the answers to the questions above are 'no' then an equality impact assessment is not needed. Please move to the '**Record of decision'** section below and record confirmation of this by indicating "is not required".

If you answered 'yes' to any of the questions, then an equality impact assessment is necessary. Please move to the '**Record of decision'** section below and record confirmation of this by indicating "is required" **then progress to Part 2.**

If you did not answer 'yes' to any of the questions but there are any 'not sure' responses then please discuss next steps further with the Regional EDI Lead or with the Diversity Unit, who will help you decide if an equality impact assessment is necessary.

Record of Decision

I confirm an equality impact assessment **is required** (delete as relevant).
Policy Owner (Name): Kate Dempster
Policy Owner (Role): Principal Consultant
Policy Owner (Signature): Kate Dempster
Country / Business Area and Region: UK/ Cultural Engagement
Date: 1 July 2021

Procedural notes

Note 1: If an equality impact assessment **is required**, please complete Part 2, Section 1 and send this part-completed form to the panel along with any relevant background documentation about the policy **at least one full week** prior to the EIA meeting. This should include the draft policy and any supporting data or relevant papers.

Note 2: If an equality impact assessment **is not required**, please send this screening section (i.e. Part 1) of the form to the ESIA inbox.

Part 2: Equality Impact Assessment (EIA)

Section 1

This section is to be completed before the EIA panel meeting and sent at least **one week** in advance to the panel along with the policy and other relevant documents.

Title of Policy	Accessible Events and Visits Toolkit

1. Please summarise the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it.

The main purpose of the Accessible Events and Visits toolkit is to improve the accessibility of Cultural Engagement's events and visits and the experience of disabled people participating in our visits and events. It is also a resource to assist project teams who design, deliver and evaluate digital or face to face visits and events in Cultural Engagement to develop their understanding and skills in mainstreaming disabled people's inclusion and to improve our understanding of whether disabled people participate in and consider their needs to be met in visits and events we organise.

Some principles in the toolkit may help to mitigate legal and reputational risks regarding compliance with the UK Equality Act 2010.

The Toolkit is designed for British Council colleagues in Cultural Engagement who organise large scale events worldwide that are longer than one day. For smaller scale events (e.g. shorter than one day), colleagues should scale up and down the principles outlined in the guidance.

As the toolkit was designed reflecting the way in which we think about disability in the United Kingdom, colleagues may need to adapt it to suit their local and national context in compliance with applicable laws and regulations. The improvements made in terms of accessibility and inclusion for disabled people will benefit everyone taking part in our events and communicate our commitment to inclusion and access through our actions and the trust it will build in participants.

2. Please explain any aspects of the policy you've been able to identify that are relevant to equality. This will contribute to the equality-focused discussion the panel will have.

The toolkit is designed specifically to support British Council Cultural Engagement staff to improve our services for disabled people. In line with the Diversity Unit's Guide to Promoting Disability Equality and the UN Definition of disability, the toolkit is underpinned by an understanding that disability is a broad concept.

As such, it would be helpful if the ESIA panel members could consider the extent to which the toolkit provides opportunities to promote equality or conversely be discriminatory for disabled people with diverse impairments and potential access requirements. For example how might this toolkit lead to positive impact, or negative impact from a neurodiversity perspective, for people with mental health considerations, as well as physical health considerations.

It would also be helpful if the ESIA panel members could consider any potential positive or negative considerations with regard to different local/ national laws and regulations on access and disability.

The toolkit is intended to reflect the social model of disability principles. It would be helpful if the ESIA panel members could consider any positive, or potentially negative and counter- productive impacts from a social model perspective.

And, it is designed on the assumption that the toolkit would support greater customer service for anyone considering attending or participating in a Cultural Engagement large scale visit or event. So, if would be helpful if the ESIA panel could consider whether a deliberate focus on disabled people might lead to other potential positive or negative impacts for other equality groups- and intersecting equality areas.

Finally, whilst this is not a specific area of focus in an ESIA we would welcome feedback on whether the toolkit might inadvertently lead to inequitable customer service delivery in Cultural Engagement- what the barriers to be able to apply this toolkit might be based on practical considerations in different countries and contexts (e.g. time, budget, availability of technology/ venues).

Suggested solutions to potential negative impacts would be extremely welcome.

3.   Please outline any equality-related supporting data that has been considered. This could include consultation with Trades Union Side or staff associations, equality monitoring data, responses from staff surveys or client feedback exercises, external demographic and benchmarking data or other relevant internal or external material.

We have benchmarked the toolkit against other organisations' inclusive events guidance such as the Eventbrite Accessibility Guide, the Equality and Human Rights Commission's Access Guide, Respect Ability's Guidance and Birds of Paradise's resources. Through the events management team, we were also aware about complaints regarding the lack of accessibility in some of our events (for example, a speaker expressed his disappointment at a digital event not having sing language interpreters, which he pointed out it was a breach of the law), and the event managers themselves mentioned that the platforms that we are required to use for digital events do not provide the appropriate functions to provide live captions or sign language interpretation.

We have reviewed a number of other British Council guides and conducted focus groups in February- March 2020 with British Council teams with experience of designing and running inclusive visits and events.

The toolkit has been reviewed by colleagues with experience in digital visits and events, although we understand that this is an emerging and evolving area for British Council and the pilot of the toolkit would help us to determine any potential negative impacts or barriers to delivering Cultural Engagement large scale events that are more accessible and more inclusive for disabled people.

Section 2

This section captures the notes of the Equality Impact Assessment panel meeting.

Title of Policy[3]:	Accessible Events and Visits Toolkit
Date of EIA Panel Meeting:	15 July 2021
Name of Panel Chair:	Hafiz Furqan Bashir

1. Please list the names, roles / business areas and geographical location of the panel members. If contributions have been received in writing by people who could not attend please list their details too and note 'input in writing' by their name.

1. Christine Fraser, Head Workplace Performance and member of Disability Working Group, Financial Services and Global Estates, Scotland, In her daily work she does data analytics, also involved in designing premises and worked on disability at the BC, done quite a few of ESIAs based on UK projects,

2. Thomas Dearing, Senior Consultant Language Assistants programme, Cultural Engagement, Manchester, LA large mobility programme send people abroad and run various small events)one day), he used to work on the Going Global conference for many years, and has been a n Union rep for 10 years, this is his 5th ESIA.

3. Lyndsey Halliday, Consultant Diversity Unit, Corporate Affairs, Cardiff. Worked in UK region Wales and have experience in organising events, co0founded the Wales EDI team, 3 ESIA as panel members

4. Catherine Gater, EDI programme manager, E&E, London, EDI lead for E&E exams and teaching side, 2 or 3 ESIAs, experienced on neurodiversity and general EDI.

5. Aghazada, Sevinj, Education programme coordinator, Cultural Engagement, Azerbaijan, coordinated and managed projects related to disability and inclusion – including the project IDEA, participated in 3 ESIAs.

6. Martina Volker, Consultant Going Global conference, Cultural Engagement, Manchester. Works on the Going Global Conference advise speakers, managers digital platforms, and before worked on LA programme, this is her first ESIA.

7. Maya Darchia, Arts Project Management, Cultural Engagement, Georgia, Managed various projects including Unlimited project in Georgia focused in raising awareness and disability and arts, interested in the toolkit as she is interested in sharing it with colleagues, no experience in ESIA

8. Basma Aftab, Venue and Staff Pool Manager, English and Exams, Pakistan, EDI coordinator, anti-racism work, participated in 5 ESIAs.

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[3] Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

9. Kate Dempster, co-leads in EDI, worked in disability related areas since 2009 and helped designed the Unlimited Programme, chaired a couple ESIAs and participated in 8 ESIAs.

2. Summarise the main points made in the discussion, noting which documents were reviewed. Note any points relating to clarity / quality assurance as well as points relating to equality issues.

Kate – intro: The British Council has several resources in terms of accessibility and disability. This toolkit will be a compilation of such resources for staff globally to ensure: (i) best customer service for disabled people; (ii) inclusion of disabled people in our events and visits; and (iii) issues related to disability themes would be embedded in the events.

Once the Toolkit is ready, we will pilot it at some of our events and test it with teams who regularly organise visits and events. This guidance is specifically designed to support disability inclusion.

We consulted with Birds of Paradise, a disabled-led organisation, for this Guide. Background information about them: https://www.boptheatre.co.uk/about-us/

Discussion on the Accessible Events and Visits Toolkit:

The guidance will be available for staff on a SharePoint site and users will be able to click on different stages and access the relevant session. There will not be a checklist to ensure user completed all stages.

Currently, we don't have a standardise way to collect information about disabled people participation in our events and teams don't do it systematically. We included guidance for colleagues about this in the Toolkit to try to make sur this is done systematically by project teams in Cultural Engagement ('CE'), so we can try to work to address barriers.

Panel Member ('PM'): mentioned personal experience of not feeling included in certain events. Proposed to ask participants about their experience and what can be improved.

We will start to map out how a small number of teams are using the guide and how the guide is being applied in practice.

Chair - **Timelines:** Even though the guide and timelines were designed for large events, we expect the guide to also be used for medium/small events, but timelines should be adapted and flexible. Some teams run various events and the guidance would help them in the long term to implement the guidance in their event model.

Minimum standards: It might help to include an essential requirement for each Principle no matter the size of the event, and mention the other requirements are desirable.

Working with disability organisations in local countries: good event planning and delivery involves reaching out to disability organisations in the community. We are not able to vet disability organisations. We can provide support to what a disability organisation mean so that country teams can identify local organisations. The principle is to get to know the disability sector in your country.

Countries' perspectives: In Georgia and Azerbaijan, there are more barriers than accessibility tools. British Council Georgia and Azerbaijan have database and contacts locally and can support other countries. The toolkit is very advanced in terms of what is available in Georgia and Azerbaijan. In Pakistan, have a database and they are trying to engage with the disability sector in activities, but it is difficult to find disability organisations.

This toolkit could be useful as a way of helping other organisations we work with to think beyond physical / environmental considerations. Important to make the decision makers to back up its implementation. Much of the guidance used is mostly focused on wheelchair users, but not pay too much attention to other impairments.

Action to Christine: good practice to show what accessibility tools are available on British Council premises where we also host events. This is what is on the Wales website about the Cardiff office accessibility information https://wales.britishcouncil.org/en/visiting-our-cardiff-office. Ariana will send Christine the Premises Accessibility Statement Template.

Georgia office is not accessible, as other British Council offices are not as well. In offices we are having security issues, we can't have this information on our offices' websites.

Digital Platform providers – where platforms can't provide accessibility features, it precludes us from contracting that provider. It would be hard to find a provider that deliver on all the requirements outlined in the guidance.

Suggestion: If one project team uses the guidance for a large event, they could promote it on the SharePoint page hosting the guidance to share their experience. This will make it easier to other teams, so they don't have to start from scratch. It would be helpful to have a depository of case studies. Perhaps on the SP page where the guidance will be stored, as we can build on the guidance and include links.

Disability etiquette and disability awareness – Furqan to share module he created. We will create new modules and Furqan agreed to support this work.

British Council shared example of where they have put together a project board for a project and have included disabled people and people from other equality backgrounds- ensuring they have a diverse project board. This kind of example was welcomed by the ESIA panel.

3. **Capturing information about the protected groups / characteristics:** Based on the notes of the discussion (section above), record here any potential for negative impact identified and any opportunity to promote equality, inclusion and good relations.

Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
Different **ages** (older, middle-aged, young adult, teenage, children; authority generation; vulnerable adults)	Due to the nature of the toolkit which is disability focused, other protected characteristics might be overlooked (this applies to all the other equality categories).	Having a physical accessible environment, you make positive impact for all. Inclusion for disabled people is inclusion for all. Also, when we talk about disabled people there is usually intersection with other equality groups.
Different **dependant responsibilities** (childcare, eldercare, care for disabled and/or extended family)	Timing of the event could impact accessibility for some people (start and finish times) if they can't participate, are there other opportunities for them to participate. Avoid schools' holidays.	**Include consideration for the timing of the events in relation to dependant responsibilities to avoid school runs; different ways of participant,**
Disabled people (physical, sensory, learning, hidden, mental health, HIV/AIDS, other)		Accessible performance arts – We will include specific artforms access guides in the SharePoint page for consultation. Address in the guide discussion about different models of disability. Screening content of panellists presentations might not be inclusive. Action: Lyndsey to check with her team about approach to different models. Linked principle of person-centred approach to working with Individuals with requirements

Different **ethnic** and **cultural groups** (majority and minority, including Roma people, people from different tribes/ castes/clans)		In planning there is reference to do analysis of disability in the context you are working.
Different **genders** (men, women, transgender, intersex, other)	Accidently misgender panellists or participants.	It is important (not essential) to have gender neutral toilets. There is an item on the venue checklist about gender neutral toilets. Important to ask (optional) how participants and contributors want to be identified at registration in terms of gender. To explore: how to ask about gender during discussions.
Different **languages** (Welsh and/or other UK languages, local languages, sign language/s)	Some partners and governments will not be able to read the guidance in English. There can be limitations with digital platforms in terms of translation – need to request access to Zoom, which can be lengthy. It is a challenge topic for international conferences to be able to translate into different languages. Also, speakers must send proposals in English only, which might exclude others that don't speak English. Important to consider the quality of deliver of the translator.	Need to plan for translation of the guide into local languages – which will be an option to country teams to identify the need. This is a British Council area of expertise which would greatly benefit other countries Challenge: language and terminology vary. Translate a short version of the guidance into different languages. Captioning would be more audience friendly than translations.
Different **marital status** (single, married, civil partnership, other)		

Different **political views** or **community backgrounds** (particularly relevant to Northern Ireland)	Different terms are politicised sometimes, including in the disability sector.	Brief your panel in advance how certain political sensitivities should be approached.

Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
Pregnancy, **maternity**, **paternity** and **adoption** (before / during / after)		If possible, provide a physical space for people to express milk.
Different or no **religious** or philosophical **beliefs** (majority/ minority/ none)	There might be negative opinions about religion voiced during a conference. Suggestion: brief panellists of negative opinions around disability.	In terms of language, in the toolkit, we are signposting staff to the Brand teams' Inclusive Language Guide.
Different **sexual orientations** (gay, lesbian, bisexual, heterosexual)		
Additional equality grounds (such as **socio-economic background**, full-time / part-time working, geographical location, other[4])		
British Council **values** (open and committed; expert and inclusive; optimistic and bold)		Opportunity to promote inclusion against our values.
Alignment with our commitments to **decolonise** our work (positioning of UK and other countries, power, status and privilege)		Encouraging and appreciating that there are other terminology and other ways of doing things.

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[4] Any other categories people share that might impact on how the policy affects them.

		Ensure disabled people are represented with dignity in any communications.

4. **Agreed actions:** Insert additional rows for more action points and number each individual action point.

Action identified by Panel	Agreed by Policy Owner (Yes / No)	If not agreed, please provide justification	Has action been completed? (Yes / No)	If not, indicate planned date to complete
Action 1: Include guidance on what are British Council minimum standards for each principle, with a caveat that where the local law requires more to be done, that would be the minimum standard.	Yes		Yes	
Action 2: There are too many links in the toolkit. Summarise top 5 external links and prioritise links to British Council internal guidance.	Yes		Yes	
Action 3: Produce guidance with top tips about how to identify and work with disability organisations/ and develop relationships with different disability organisations and networks, and understand your local disability sector. This could be produced in conjunction with some British Council global country teams. This would be an appendix to the guidance.	No	This is a separate piece of work. will require ample consultation with different stakeholders globally.		
Action 4: Each country office to decide on, manage and cover costs in relation to translation to local language of a summary of the toolkit to be adapted to local context in consultation with country EDI lead to shared with external partners and government agencies. For the sake of clarity,	Yes		This action is for each country	

this entire process would be managed by individual country offices without the involvement of the Policy Owner.			office to decide on.	
Action 5: Include under stage 1 Plan: besides involving disabled people, we should include guidance on working with different stakeholders such as governments, civil society organisations and HE institutions, to support project teams and to tap into their disability and other equality categories networks.	Yes		Yes	
Action 7: have a flowchart/decision tree to show the difference amongst face-to-face, digital and blended events, linked to which points of the guidance the user would have to consult.	Yes		Yes	
Action 8: Many neurodivergent people would not describe themselves as disabled. Include more practical advice in the guidance that would benefit neurodivergent people, which could be complemented with case studies. Include reference of the Inclusive teaching Policy.	Yes		Yes	
Action 9: Include guidance to project teams in the toolkit that they can reach out to organisations/providers that offer accessibility support for free, in the event they don't have a budget to implement adjustments.	Yes		Yes	
Action 10: Gather existing training resources on disability awareness and disability etiquette from Furqan and arts teams in order to design the training sessions for the roll out of the toolkit.	Yes		Yes	
Action 11: Check with the Digital Team, Andrew Skinner and Damian Ross about guidance on the accessibility features of different event platforms, or a way to share experiences of using different platforms, particularly if not using Teams or Zoom.	Yes		Yes – included a link to the CE Digital Technology lab	

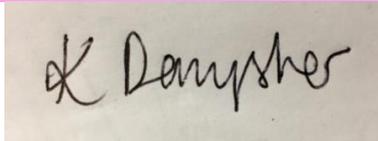|				
Action 12: In the introduction, expand the definition of disability to include examples and explain what neurodiverse means. Include reference of international and UK definitions of disability.	Yes		Yes	
Action 13: Include guidance on agreeing/discussing early on during planning about budgeting for costs covering personal assistants, nursing mothers, accompanying for women or men.	Yes		Yes	
Action 14: Explain in the introduction that this guide should be used in conjunction with other guides such as the British Council anti-racism and gender equality guides.			Yes	
Action 15: Include case studies to accompany the toolkit of occasions when project teams have implemented different minimum standards.	Yes		Yes	
Action 16: Include in the toolkit guidance around consideration for the timing of the events in relation to dependant responsibilities to avoid school runs; religious dates, or to provide alternative ways for people to participate.	Yes		Yes	
Action 17: include in the guidance Importance to schedule in breaks and to have quiet spaces.	Yes		Yes	
Action 18: Be clear about the British Council's approach to disability and highlight our equality policy, and prompt project teams to think how they are going to support disabled people.	Yes		Yes	
Action 19: Immersive readers can be helpful as well and it should be mentioned in the Toolkit.	Yes		Yes	

Sign-off by Policy owner

I confirm that the policy has been amended as identified in the **Agreed actions** table above. Any actions planned but not yet completed will be implemented before the policy is introduced. If the policy has an impact on people or functions in Northern Ireland, I confirm Annex A has also been completed.

Policy Owner (Name): Kate Dempster
Policy Owner (Role): Principal Consultant Cultural Engagement
Policy Owner (Signature):
Country / Business Area and Region: Cultural Engagement
Date: 15/12/21

Procedure Note

The Policy Owner (or someone acting on their behalf) **must email** the completed ESIA form to the ESIA inbox for audit by the Diversity Unit once the action table is fully completed.

Annex A: Policies with an impact in Northern Ireland

In accordance with the Guide for Public Authorities, policies which have a **major** impact on equality will share some of the following factors:

- they are deemed to be significant in terms of strategic importance;

- the potential equality impacts are unknown;

- the potential equality and/or good relations impacts are likely to be adverse or experienced disproportionately by groups who are marginalised or disadvantaged;

- the policy is likely to be challenged by a judicial review;

- the policy is significant in terms of expenditure.

Policies which have a **minor** impact on equality will share some of the following factors:

- they are not unlawfully discriminatory and any residual potential differential impact is judged to be negligible;

- aspects of the policy are potentially unlawfully discriminatory but this possibility can readily and easily be eliminated by making the changes identified in the action points at Section 4;

- any differential equality impact is intentional because the policy has been designed specifically to promote equality for particular groups of disadvantaged people;

- by amending the policy there are opportunities to better promote equality, inclusion and/or good relations.

Policies which have **no** impact on equality will share some of the following factors:

- they have no relevance to equality, inclusion or good relations;

- they are purely technical in nature and have no bearing in terms of the impact on equality, inclusion or good relations for people in different equality groups.

For policies impacting on people or functions in Northern Ireland, you must identify whether any of the issues identified by the EIA panel in the table at Section 2, Point 3 above are likely to have a **major**, **minor** or **no** impact on equality.

This consideration must be given to all the items listed in the table at section 2, Point 3 whether they have potential for negative impact or the opportunity to promote equality, inclusion and good relations.

Equality categories	Negative / Positive impact on equality, inclusion or good relations

	No	Minor	Major
Age		X	
Dependants	X		
Disability		X	
Ethnicity		X	
Gender		X	
Marital status	X		
Political opinion	X		
Religious belief		X	
Sexual orientation	X		

If the answer to the above questions is NO, no further action is needed.

If **minor** impact is identified and the actions listed at Section 4 will address this, no further action is needed. Where the actions listed at point 4 will not sufficiently address the impact, additional measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations should be considered.

If mitigating measures and/or an alternative approach cannot be taken then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

If a **major** impact is identified in any of the answers above, then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

For guidance on completing full EQIA aligned to Northern Ireland's equality legislation, see http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf.

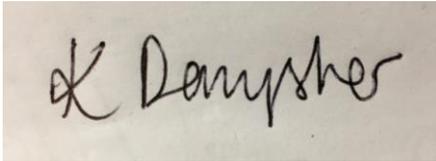A member of the Diversity Unit should be involved in any EQIAs that take place.

Record of Decision and Sign-off by Policy Owner

I confirm that a full EQIA is not needed, providing all the Agreed actions at point 4 and / or other noted mitigating actions are carried out.

Note other mitigating actions that are not listed at Section 4 here:

None

Signed by:

Kate Dempster (Name) Principal Consultant, CE　　(Role) 21/12/21 (Date)

Procedure Note: The Policy owner (or someone acting on their behalf) **must** email the completed ESIA form for audit by the Diversity Unit.

Prepared by the Diversity Unit
Version: 1 July 2021