

Equality Impact Assessment (EqIA)

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	Future of Hertfordshire Music Service	Head of Service or Business Manager	James Dickinson
Names of those involved in completing the EqIA:	Vicki Roberts James Dickinson	Lead officer contact details:	James Dickinson
Date completed:	December 2017	Review date:	Early 2018

STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p>Proposal objectives:</p> <ul style="list-style-type: none"> – what you want to achieve – intended outcomes – purpose and need 	<p>Hertfordshire Music Service (HMS) is one of the largest and most successful music services in the Country with a national reputation for excellence and opportunity. HMS has a presence in most major Hertfordshire towns, in the form of both school based tuition and music centres.</p> <p>The Council provides circa £2m of support to the service, funded from the Educational Services Grant (ESG), which was withdrawn by the Government in September 2017.</p> <p>It is clear that reducing HMS to 'nil cost' to the Council over a short period of time to replace all lost grant would have an adverse impact on the service and therefore a reduced level of support has been retained in the Integrated Plan in 2018/19. HMS will however need to further scale down the level of Council support given withdrawal of ESG.</p> <p>To this end, Officers have been working alongside HMS and other Music Services who have sought to operate at zero cost to their Council to understand lessons learnt and frame thinking.</p> <p>This assessment considers the Equalities Impact Assessments ("EQiAs") undertaken to seek to identify whether any equalities issues can be identified as a consequence of the proposal before Cabinet that Officers should produce a detailed financial plan and business case, to be developed together with a transition plan and presented to Cabinet for consideration in 2018</p> <p>It is acknowledged that as part of the detailed financial modelling a workforce review is likely to be undertaken to ensure an adequately resourced yet efficient workforces in place to meet the funding challenges ahead.</p>
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	All	Primary	Primary Special	Secondary	Secondary Special	ESC	Pupil Referral Unit
Number of Students	182348	99180	950	80850	1212	122	34
% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	29%	30%	34%	27%	25%	22%	15%
% EAL (English as an alternative Language) (First language Not English or believed not to be English)	49%	17%	18%	88%	88%	96%	94%
% with Statement (s) OR Education & Health Care Plan (e)	2%	1%	100%	1%	99%	6%	100%
% SEN Support (K)	12%	12%	0%	12%	1%	78%	0%
% Total SEN Provision (E,S,K)	14%	13%	100%	13%	100%	84%	100%
% FSM (Free School Meals) (at date of Census)	8%	9%	23%	6%	27%	27%	21%
% of Male Students	51%	51%	72%	50%	70%	73%	79%
% of Female Students	49%	49%	28%	50%	30%	27%	21%

The Hertfordshire School Census data above indicates that there is a higher % of FSM pupils attending Hertfordshire primary or secondary special schools compared to mainstream schools. However, it is unknown if there is any correlation between entitlement of FSM pupils and ethnicity and sex.

HMS Pupil Participation In Individual Singing/Instrumental Lessons - Academic Year 2016/17

Individual	Boys	Girls	Total	If fees	If known,	If known,	Both
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Singing/ Instrumental Lesson				were charged, number of pupils receiving individual subsidy/ fee remission	number of pupils eligible for Pupil Premium	number of pupils who had special education needs (Statement of SEN/EHC)	(Pupil Premium/ Subsidy/ Remission and Special Education Needs)
Key Stage 1	93	153	246	2	82	32	13
Key Stage 2	2459	4021	6480	266	557	165	270
Key Stage 3	1969	3214	5183	488	242	152	76
Key Stage 4	1091	1780	2871	273	103	85	34
Key Stage 5	842	1373	2215	112	15	32	5
Total	6454	10541	16995	1141	999	466	398

Students in Year 3 or above receiving Free School Meals and/or other benefits while living in and attending school in Hertfordshire may be able to receive financial support for instrumental or vocal lessons with HMS.

Currently there are two levels of eligibility for music remission for students in Year 3 or above:

- Level 1 - 100% remission (based on customer being entitled to Free School Meals).
- Level 2 - 50% music remissions – This is currently provided to those who are in receipt of the following:
 - a) Child Tax Credit, payable at a higher rate than the family element (more than £547.50)
 - b) Working Tax Credit
 - c) Housing Benefit
 - d) Council Tax Support (not including second adult rebate).

HMS also support children in the care of Hertfordshire County Council, known as Children Looked After (CLA) and musically gifted and talented pupils. However, the application process is separate to the above, known as the Manual Remission of Fees (RMF) Application Process. All year 3 and above children that are looked after are eligible for remission of fees, whereas musically gifted and talent pupils are assessed on a case by case basis.

HMS Remission of Fees Applications for Academic Year 2016/17

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Music Tuition Remission of Fees Applications	Number
Awaiting Consideration	785*
Rejected/Withdrawn	305
Confirmed by HMS	1125
Awaiting Proof of Benefit	187
Total	2402

**This includes a mixture of pupils that have been made pre-eligible for Remission of Fees following a previous year's successful application but no longer wish to continue with lessons, are on a waiting list for individual or group tuition, expired applications that need to be removed from the system, pupils that have moved school (location or from primary to secondary) but have submitted a new application, duplicate applications or pupils that have completed the application but are yet to request a lesson.*

Music Tuition Manual Remission of Fees Applications (included in 1125 confirmed by HMS above)	Number
CLAs	55
Gifted & Talented	4
SEN/Disabled	11
Compassionate	8
Other	1
Centre Recommendation	1
Out of County	4
Adopted	4
Late applications	6
Dacorum Education Support Centre	4
Total	98

Remissions Music Tuition Confirmed	1125
Remissions Music Therapy Confirmed	16
Total Remissions Confirmed	1141

HMS also works closely with special schools across Hertfordshire offering Music Therapy Lessons, a traded service, mainly delivered within schools. For Academic Year 2016/17, there were 46 Music Therapy pupils of which 16 were funded from remission of fees following professional referral from a music therapist. Of those 16 pupils funded 7 were CLA, 2 receiving Level 2 Support, 1 receiving FSM, 4 SEN pupils and 2 compassionate support.

It should be noted that even if a pupil is eligible for funding the support is dependent on availability of funding and availability of the service. In the last 3 years there has been sufficient funding to support eligible applicants but in some cases pupils have been placed on a waiting list for individual or group tuition.

It should also be noted that pupil data on ethnicity, English as an additional language and SEN is not collected by HMS as part of the remission of fees application process. However, the manual application process collects some SEN data, which is shown in the table above.

In addition the service delivers MusicNet East, a three-year project funded by national children's charity Youth Music which will increase access to music-making for children

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in challenging circumstances in Hertfordshire, Cambridgeshire and Essex (April 2015-March 2018). Through this programme the service work with SENCOs in schools to identify students for whom music can be a route to improve social outcomes. This a different way of identifying needs where music is a facilitator of outcomes rather than it being a music led project but the outcomes can be very powerful.

It is clear from the above information that the service reaches a wide range of pupils, particularly through its whole class teaching and work with SENCOs. It's remission of fess scheme also supports children at financial disadvantage. This would therefore indicate that any reduction in service could have a negative equalities impact on service users.

However, this EqIA has been carried out on the basis that should the above recommendations be approved by Cabinet then a detailed financial plan and business case will be developed and presented back to Cabinet for consideration. At this stage, until the detail has been worked up, it is difficult to determine what, if any, positive and/or negative equalities implications would be. Therefore, an EqIA will be carried out and accompany the detailed business case, which will presented back to Cabinet.

STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of age.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of HMS to provide the current services or similar to those with this particular protected characteristic</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.</p>
Disability Including Learning Disability	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.</p>

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	HMS to provide the current services or similar to those with this particular protected characteristic	
Race	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of race.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of HMS to provide the current services or similar to those with this particular protected characteristic</p>	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Gender reassignment	It is not anticipated that the proposal will affect people disproportionately because of the issue of gender reassignment but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Pregnancy and maternity	It is not anticipated that the proposal will affect people disproportionately because of the issues around pregnancy and maternity but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly
Religion or belief	It is not anticipated that the proposal will affect people disproportionately because of issues around religion or belief but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Sex	It is not anticipated that the proposal will affect people disproportionately because of issues around sex but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Sexual orientation	It is not anticipated that the proposal will affect people disproportionately because of	The position will continue to be monitored and if any issues in respect of the protected

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	issues around sexual orientation but the position will be monitored if the proposal proceeds.	characteristic are identified then the Action will be amended accordingly.
Marriage & civil partnership	It is not anticipated that the proposal will affect people disproportionately because of issues around marriage and civil partnership but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Carers (by association with any of the above)	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Carers and CARE ACT 2014	From April 2015, carers will be entitled to an assessment of their own needs in the same way as those they care for. If the focus of your EqIA relates to care and support, consider carers' new rights and see the Care Act pages on Compass for more guidance.	
	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Opportunity to advance equality of opportunity and/or foster good relations		
<p>A decision to support the principle of HMS being provided by way of an alternative model of provision could enable the infrastructure and activity of the service to be preserved following Central Government's withdrawal of ESG and allow it provide access to music tuition and service such as music therapy to those with protected characteristics</p> <p>In addition it is acknowledged in the accompanying Cabinet report that any proposal will need to ensure that the Service's status as Lead Partner for The Music Education Hub is not put at risk as this will significantly affect access and eligibility to the ACE Music Education Grant. The ACE Music Education Grant enables key strategic priorities to be fulfilled such as the remission of fees for disadvantaged children, thus enabling it to continue to being an accessible service and provide equal opportunity.</p>		

STEP 4a: Impact Assessment – Staff (where relevant)

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Age	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Disability Including Learning Disability	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Race	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of race.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Gender reassignment	It is not anticipated that the proposal will affect people disproportionately because of the issue of gender reassignment but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Pregnancy and maternity	It is not anticipated that the proposal will affect people disproportionately because of the issues around pregnancy and maternity but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Religion or belief	It is not anticipated that the proposal will affect people disproportionately because of issues around religion or belief but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Sex	It is not anticipated that the proposal will affect people disproportionately because of issues around sex but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Sexual orientation	It is not anticipated that the proposal will affect people disproportionately because of issues around sexual orientation but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.

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Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Marriage & civil partnership	It is not anticipated that the proposal will affect people disproportionately because of issues around marriage and civil partnership but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Carers (by association with any of the above)	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
Opportunity to advance equality of opportunity and/or foster good relations		
<p>As above, a decision to support the principle of HMS being provided by way of an alternate method of provision could enable the infrastructure and activity of the service to be preserved following Central Government's withdrawal of ESG.</p> <p>As such, HMS could continue to employ staff to deliver the current level service. However, it is acknowledged that as part of the detailed financial modelling a workforce review is likely to be undertaken to ensure an adequately resourced yet efficient workforces in place to meet the funding challenges ahead.</p>		

STEP 5: Gaps identified

<p>Gaps identified Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>Research if data on National Averages for the following can be accessed to enable a comparison against Hertfordshire School Census Data:</p> <ul style="list-style-type: none"> • % Minority Ethnic Students (not White British and excluding Refused and Not Obtained) • % EAL (English as an alternative Language) (First language Not English or believed not to be English) • % with Statement (s) OR Education & Health Care Plan ('e) • % SEN Support (K) • % Total SEN Provision (E,S,K) • % FSM (Free School Meals) (at date of Census) • % of Male Students • % of Female Students <p>Research data sets around socio economic issues to better understand the profile of the County.</p>
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	<p>Research if data exists to understand if there is a correlation between entitlement of FSM pupils against ethnicity and sex in Hertfordshire.</p>
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STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> No equality impacts identified – No change required to proposal.	
<input type="checkbox"/> Minimal equality impacts identified – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input checked="" type="checkbox"/> Potential equality impacts identified – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	<p>At this stage, until the detail has been worked up, it is difficult to determine what, if any, positive and/or negative equalities implications would be.</p> <p>It is also acknowledged that there is a lack of data collected by HMS for some of the protected groups. Therefore, actions are proposed in Step 8 to collect further data.</p>
<input type="checkbox"/> Major equality impacts identified – Stop and remove the policy – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

STEP 8: Action plan

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Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Further research	Research if data identified in step 5 exists so that a more informed equalities impact assessment can be carried out as part of the development of the detailed financial plan and business case.	James Dickinson and Vicki Roberts March 2018
Monitor and review	To carry out an equalities impact assessment as part of the development of the detailed financial plan and business case and then update the EqIA accordingly.	James Dickinson and Vicki Roberts 2018
Consultation	As part of the Workforce Review, in line with HCC policies, carry out an equalities impact assessment and if required, a staff consultation.	James Dickinson and Vicki Roberts As part of Workforce Review and prior to staff consultation, if required

This EqIA has been reviewed and signed off by:

Head of Service or Business Manager: James Dickinson Date:

HCC's Diversity Board has asked the Equality team to compile a central list of EqIAs so a random sample can be quality assured. **Please email a copy of this EqIA to the Equality team at equalities@hertfordshire.gov.uk**

Thank you.