

### Screening/Scoping Pro Forma

<b>Section</b>	Cultural Services Electric Theatre		<b>Officer responsible for the screening/scoping</b>	Mike Beckwith Sue Barnard	
<b>Name of Policy to be assessed</b>	Bookings Policy	<b>Date of Assessment</b>	29/04/08	<b>Is this a proposed new or existing policy/procedure/practice?</b>	existing
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To enable those wishing to go to an event, to purchase tickets for the Electric Theatre and certain other venues.				
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	To sell tickets to fill the theatre, provide entertainment and provide a financial return				
<b>3. Who is intended to benefit from this policy and in what way?</b>	General public through ease of buying tickets, the Theatre/Council and the event promoter through maximising use of the building and income from ticket sales and secondary spend.				
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	To produce 100% ticket sales easily and conveniently to the general public				
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	ICT Systems / Staffing levels / Marketing / Popularity of Production / Company or Playwright's Reputation / Seasonal Factors / Weather Conditions / Convenience / Affordability				
<b>6. Who are the main stakeholders in relation to the policy?</b>	Promoter / Theatre / Potential Audience / Council		<b>7. Who implements the policy, and who is responsible for the policy?</b>	Theatre General Manager	
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>		<b>N</b>	<b>Please explain:</b> Bookings open to everybody on an equal basis		
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	Wide spread of communities purchase tickets and attend performances. No adverse comments have been received from any group concerning booking tickets				
<b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b>		<b>N</b>	Bookings open to everybody on an equal basis		
<b>What existing evidence (either presumed or</b>	Booking staff trained for customer care				

otherwise) do you have for this?	No adverse comments have been received from any group concerning booking tickets	
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	Relevant issues known and currently being addressed are:
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> <li>- internet ticket sales difficult for wheelchair users as 2 seat spaces are required</li> <li>- investigating possible need of a minicom</li> <li>- large print text produced</li> <li>- ticket pricing to allow a carer to attend free of charge</li> </ul>	
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	N	As Q9,
What existing evidence (either presumed or otherwise) do you have for this?	<p>Certain shows are however categorised eg Man in the Moon shows for age 6+ and Comedy Club for adults/over 16</p> <p>Ticket pricing adjusted to provide concessions for certain age groups eg senior citizens, under 16s, full time students, unemployed and disabled people. Plus family tickets for appropriate shows.</p>	
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?	Ticket pricing adjusted to provide concessions for certain groups see Q12	

otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?		N	As Q9 No personal details requested
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	As Q15
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		N	<b>Please explain</b> New services for ticket sales are offered as widely as possible initially and areas of potential impact are mitigated as technology allows eg online bookings for wheelchair users
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<b>Please explain for each heading (questions 8-16) on a separate piece of paper.</b>
<b>Business improvement</b> 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y		<b>Please explain</b> See answer to Q10
			<b>Please explain</b>

<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>		<p><b>N</b></p>	
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p><b>Y</b></p>	<p><b>N</b></p>	<p><b>Please explain</b></p>
<p><b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b></p>			<p>No missed opportunity</p>

			Yes	No
		<p><b>24. If No, are there any changes required to the policy to improve it around the equality agenda?</b>  Only those identified in Q10 which are currently being addressed</p>		

**Signed**  
**(completing officer)** ..... **Date** .....

**Signed**  
**(Head of Section)** ..... **Date** .....

**Countersigned**  
**(Corporate Diversity/Diversity/Policy Team)** ..... **Date** .....