

# Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

(Form updated October 2025)

## STUDIO 2 PROJECT: HARROGATE CONVENTION CENTRE

An Equality Impact Assessment (EIA) form is a document that proves paying due regard by considering protected characteristics. EIAs that accompany reports presented to Councillors for decision-making are published with the committee papers on our website and are also available in hard copy at the relevant meetings.

### Section 1: Initial Equality Impact Assessment Screening

This section documents the equality screening process of actual or potential impacts of the proposed activity on a specific protected characteristic, along with NYC's additional agreed-upon characteristics, to determine whether a full Equality Impact Assessment (EIA) is necessary or appropriate.

#### Basic Details

<b>Directorate</b>	Community Development
<b>Service area</b>	Harrogate Convention Centre
<b>Proposal being screened</b>	Studio 2 net income growth
<b>Officer(s) carrying out screening</b>	Community Development Finance Team
<b>Lead Officer and contact details</b>	Paula Lorimer Paula.lorimer@harrogateconventioncentre.co.uk
<b>Date of the assessment</b>	17/02/26
<b>Please describe briefly what this EIA is about.</b> (e.g. are you starting a new service, changing how you do something, or stopping doing something?)	HCC is building a new conference breakout area within the venue that is currently out for procurement. Works are due to begin in April 26 and complete December 26. The new scheme will add circa 1,200 delegate spaces to the venue offer.
<b>What does the authority hope to achieve by it?</b> (E.g. to save money, meet increased demand, do things in a better way.)	At maturity, HCC is expected to increase annual lettings by £1m annually.

#### Further Details

<b>1.1 How have stakeholders been involved in this policy/ decision/ proposal?</b> (e.g. a consultation exercise)	Wide consultation has taken place with officers, members and local hotels.
<b>1.2 Will the proposal have a significant effect on how other organisations operate?</b> (e.g. partners, funding criteria, etc.). Please explain briefly	The new development should bring more of the larger conferences to Harrogate and surrounding area, enhancing the business performance of hoteliers and restaurants.
<b>1.3 Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics</b>	
As part of this assessment, please consider the following questions:	
<ul style="list-style-type: none"> <li>To what extent is this service used by particular groups of people with protected characteristics?</li> <li>Does the proposal relate to functions that previous consultation has identified as important?</li> </ul>	

- Do different groups have different needs or experiences in the area the proposal relates to?

If for any characteristic, it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.

**Tick and indicate which protected characteristics are identified as relevant to the proposal (positive, negative, neutral or don't know).**

Protected characteristic	Impact				Comments
	Positive	Negative	Neutral	Don't know	
Age			x		
Disability	x				<b>The area will become more accessible via an escalator.</b>
Sex			x		
Race (including GRTS)			x		
Gender reassignment			x		
Sexual orientation			x		
Religion or belief			x		
Pregnancy or maternity			x		
Marriage or civil partnership			x		

**NYC's additional characteristics**

People in rural areas			x		
People on a low income			x		
Carer (unpaid family or friend)			x		
Are from the Armed Forces Community (including veterans)			x		

**1.4 To which Part(s) of the Public Sector Equality Duties is the Policy/decision/proposal relevant? Tick and briefly describe.**

General Duties	Yes	No	Details
Eliminate unlawful discrimination, harassment and victimisation	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Advance equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Foster good relations between different groups	<input type="checkbox"/>	<input type="checkbox"/>	N/A

**1.5 Decision (Please tick one option)**

**Decision to recommend this policy/ decision for an Equality Impact Assessment?** Yes  No  X

If the answer is "Yes", or you indicate a negative impact on any of the characteristics mentioned in the table above, please continue to Section 2 and complete the full Equality Impact Assessment. If the answer is "No", please give a brief reason here.

<b>Signed</b> (Assistant Director or equivalent)	PAULA LORIMER
<b>Date</b>	17/02/26

## Section 2: Equality Impact Assessment

This section aims to provide a full assessment of the actual or potential impacts on specific protected characteristics, along with NYC's additional characteristics. It will also identify the proper actions to mitigate these impacts, if needed.

**2.1 Evidence, Consultation and Data: What data or evidence source(s) has/ have been used to inform this assessment? Select the relevant source (s):**

- Demographic data
- Service usage data (Yes)
- Consultation feedback
- National/local research and report (Yes)
- Expert opinion (Yes)
- Others (Yes)

**2.2 Stakeholder Engagement: What engagement has been done regarding the proposal and what are the results?**

- Who has been consulted? Clients, Hoteliers, Members, NYC Officers
- How were they consulted? Presentations and council meetings
- What feedback was received?

**2.3 What positive impact will this proposal have on the council budget, people, community, economic growth and environment, etc? Please explain briefly**

**2.4 Please briefly describe how will this proposal affect people with protected characteristics? Only those who are identified as relevant to the proposal in section 1.**

protected characteristics	Negative	Don't know	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information, etc.
Age			
Disability			
Sex			
Race (including GRTS)			
Gender reassignment			
Sexual orientation			
Religion or belief			
Pregnancy or maternity			

Marriage or civil partnership			
<b>NYC's additional characteristics</b>			
People in rural areas			
People on a low income			
Carer (unpaid family or friend)			
Are from the Armed Forces Community (including veterans)			

**2.5 Geographic impact: Please detail where the impact will be** (please tick all that apply)

North Yorkshire wide	
Craven	
Hambleton	
Harrogate	
Richmondshire	
Ryedale	
Scarborough	
Selby	

If you have ticked one or more areas, will specific town(s)/ village(s) be particularly impacted? If so, please specify below.

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**2.6 Will the proposal affect anyone more because of a combination of protected characteristics?** (e.g. older women or young gay men) State what you think the effect may be and why, citing evidence from Q2.1 & Q2.2, e.g. engagement, consultation and/or service user data or demographic information, etc.

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**2.7 Mitigation and Actions: List the actions that will be taken to reduce or eliminate any negative impact identified above and how positive impacts will be enhanced.** Briefly describe the action you defined.

Actions	Lead	By when

**2.8 Monitoring and Review: If the proposal is to be implemented, how will the impact be monitored?**

Briefly describe the monitoring arrangements/systems that will be put in place to find out how the expected outcomes have been achieved in practice.

**2.9 Conclusion: Please summarise the findings of your EIA, including impacts, recommendations in relation to addressing impacts, including any legal advice, and next steps.** This summary should be used as part of the report to the decision maker.

**2.10 Sign off section**

**This full EIA was completed by:**

Name:

Job title:

Directorate:

Signature:

Completion date:

**Authorised by relevant Assistant Director (signature):**

**Date:**

*Once this has been signed off, please send it to [webteam@northyorks.gov.uk](mailto:webteam@northyorks.gov.uk) for publication on the appropriate webpage.*

**Publication:**

To help people find completed EIAs, we publish them in the Equality and Diversity section of the NY Council [website](#).

**Contact details**

If you need further support and guidance about carrying out EIA, please contact your directorate equality representative as listed in Stage 4 on our Intranet: [Paying due regard to equality using equality impact assessments](#)

Or contact North Yorkshire Council's equality team on email [Equality@northyorks.gov.uk](mailto:Equality@northyorks.gov.uk)