

## Equality (Impact) Assessment Form



<b>Organisation or Department</b>	<b>Wigan Leisure and Culture Trust</b>
<b>Service Area / Section</b>	Grounds Maintenance

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
<b>Part A</b>	<b>24/09/07</b>	<b>Lead officer(s)</b>	P Barton	Greenspaces manager	25/0907
		<b>Others on the review team</b>	I Sayer	Area Manager	
<b>Part B</b>		<b>Lead officer(s)</b>	"	"	February 2008
		<b>Others on the review team</b>	"	"	
<b>Part C</b>		<b>Lead officer(s)</b>	"	"	
		<b>Others on the review team</b>	"	"	
<b>Part D</b>		<b>Lead officer(s)</b>	"	"	
		<b>Others on the review team</b>	"	"	
<b>Part E</b>		<b>Lead officer(s)</b>			
		<b>Others on the review team</b>			

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### Part A: Assessing Relevance and Prioritising Areas

List functions and policies	For which of the following parts of the general duty, in the areas of gender, disability and race does it apply?			Are there other groups that need to be considered Age, class, faith, sexuality	Priority 1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race		
Customer Support	1.2	1.2	1.2	Age	medium
Purchasing	1.2	1.2	1.2		medium
Health & Safety Policy	1.2	1.2	1.2	Age	medium
Maintenance Activities	1.2.3	1.2.3	1.2.3	Age	high
Environmental Policy	1.2	1.2	1.2		medium
Quality Policy	1.2	1.2	1.2		medium
Recruitment & Selection	1.2	1.2	1.2	Age, Faith	medium
Work Scheduling	1.2	1.2	1.2		medium
ISO 9001:2000 Procedures	1.2	1.2	1.2		medium
ISO 14001:2004 Procedures	1.2	1.2	1.2		medium
OHSAS 18001 Procedures	1.2	1.2	1.2		medium
Schools Service Level Agreements	1.2	1.2	1.2		medium
Tree Inspection Service Level Agreements	1.2	1.2	1.2		medium

Go to part B

## Equality (Impact) Assessment Form



### Part B: Assessment of services and policies

#### How is your service organised?

	Answer and evidence to show this	Action Points
1. Purpose of the service	To ensure that the borough's parks & green spaces are safe, well maintained and fit for purpose.	
2. List policies included in this assessment	Health & Safety Policy – Environmental Policy, Quality Policy, Recruitment & Selection	
3. Please list your stakeholders and customers	Staff, Wigan Council, Public, Ward Councillors, WLCT, Local Residents, Private Sector Customers & Schools	
4. Considering the type of service you provide and who your customers are, please outline how your service intends to communicate with different groups of people e.g. pictorial representations, tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.  You should consider issues such as literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.	Verbal, Customer Satisfaction Survey, Internet Site, Brochures & Leaflets, Help Desk, Customer Forums.	Try to incorporate issues such as literacy, language and disability & the Trust's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy into day to day customer communications.

### Part B: Assessment of services and policies

#### Working in partnership working, procurement and commissioning

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5. Please list any aspects of your functions or policies that are delivered externally or with external partners	Services delivered internally & externally e.g. to other Councils and maybe delivered with other contractors	
6. Has the procurement equality procedure been followed in each case?	Yes	Raise staff awareness of WLCT Policy
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Grounds Maintenance & Tree Services	
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Yes, part of tendering process	
9. Has the procurement equality procedure been followed for items your service procures?	Yes	Raise staff awareness of WLCT Policy

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### Part B: Assessment of services and policies

#### Evidence to show whether the service is provided and accessed fairly

	<b>Answer and evidence to show this</b>	<b>Action Points</b>
<p>10. Please list all the information gathered that might help you decide whether or not the service is being applied fairly to all social identity groups</p> <p>If you do not have sufficient data or are not confident making decisions using the existing data please see the Equality Monitoring Guidance</p>	<p>Customer Satisfaction Survey's and our Recruitment &amp; Selection Procedure</p>	

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### Part B: Assessment of services and policies

#### Is your service provided and accessed fairly?

Consider each equality group in turn and state which aspects of your work:

- Affect some groups differently, state how and why
- Promote equality and address unmet need
- Contribute to inequality
- Encouraging participation, and positive attitudes and relations between groups

		Answer and evidence to show this	Action Points
11. Age	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation, positive attitudes and relations between groups	Not Aware	
12. Class	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation, positive attitudes and relations between groups	Not Aware	

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### Part B: Assessment of services and policies

Is your service provided and accessed fairly? Continued...

		Answer and evidence to show this	Action Points
13. Disability	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation positive attitudes and relations between groups	Not Aware	
14. Ethnicity	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation, positive attitudes and relations between groups	Not Aware	

### Part B: Assessment of services and policies

## Equality (Impact) Assessment Form



### Is your service provided and accessed fairly? Continued...

15. Gender	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation, positive attitudes and relations between groups	Not Aware	
16. Religion	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation, positive attitudes and relations between groups	Not Aware	

17. Sexuality	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure

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	Contribute to inequality	Not Aware	
	Encourage participation positive attitudes and relations between groups	Not Aware	
18. Other Groups e.g. carers, homeless	Affect some groups differently	Not Aware	
	Promote equality and address unmet need	Recruitment & Selection of Staff	Raise staff awareness of procedure
	Contribute to inequality	Not Aware	
	Encourage participation positive attitudes and relations between groups	Not Aware	

Go to part C

## Equality (Impact) Assessment Form



### Part C: Consultation

Please see the Plain English Guidance and Consultation Toolkit for advice. Please try to organise your consultation in partnership with other departments/sections and remember to feedback afterwards.

	<b>Answer and evidence to show this</b>	<b>Action Points</b>
1. Who will you consult with?	All customers & Stakeholders	
2. What consultation method/s will you use?	Verbal, written, e.g. customer satisfaction survey's & citizens panel	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Not Aware	
4. Are there effective mechanisms to record and analyse the consultation responses?	Customer Satisfaction Survey	
5. Date (and place if applicable) of consultation	October 2007	
6. Can you prove who you consulted with?	Yes	
7. Summary of consultation findings	Report produced and can be made available	
8. Where can full details of the consultation findings be found?	Electronic & Hard Copy are available	

Go to part D

## Equality (Impact) Assessment Form



### Part D: Action Plan

Organisation/ Department	Wigan Leisure & Culture Trust
Service Area	Greenspace Services
Responsible Officer	Ian Sayer

Transfer the action points identified whilst completing the previous sections, from the consultation and any rolled over from the previous Equality (Impact) Assessment into the first column. Using the test for relevance in part A indicate a level of importance for each action point in the second column. Complete the rest of the columns outlining who will complete the task and when and how this will be measured.

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Raise Staff Awareness through Diversity Training	High	I Sayer	Ongoing	Within budget and staff time	No. of staff receiving training	100% of staff
Implement Recruitment & Selection Training for all relevant Managers	High	I Sayer	Ongoing	Within budget and staff time	No. of staff receiving training	100% of staff

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### Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target

Completed by	Ian Sayer	Date	28/02/2008
Has the action plan been ratified? E.g. Cabinet, DMT	EMT	Date	
Have the actions been mainstreamed into the service plan?	Yes	Date	28/02/2008
Who will the results of the Equality (Impact) Assessment be shared with?	Team	Date	
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?	Quarterly Management Review Meetings		
Date of the next assessment			

Please email your completed Equality (Impact) Assessment to the Equality Policy Officer.

### Part E: How do changes or new policies affect different groups?

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	<b>Answer and evidence to show this</b>	<b>Action Points</b>
1. Function/policy		
2. Have you reviewed Parts A & B		
3. Outline any proposed changes to the policy or service		
4. How will service users be affected by these changes		
5. Who is better off because of these changes		

**Part E: How do changes or new policies affect different groups? Continued...**

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	<b>Answer and evidence to show this</b>	<b>Action Points</b>
6. Who is worse off because of these changes?		
7. Who else do the changes affect?		
8. Will these changes affect the social identity groups differently? If yes please explain how and why this is appropriate.		
9. Can any adverse impact be justified in relation to the wider aims of policy? If so explain why.		
10. What is the potential effect on community cohesion?		

Go to part C, then update part D.