

Equality (Impact) Assessment Form



Organisation or Department	Wigan Leisure and Culture Trust
Service Area / Section	Haigh Enterprise

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Claire Duffy	Enterprise Manager	May 2008
		Others on the review team	Rosanne Patterson	Equality and Diversity Officer	
Part B		Lead officer(s)	"	"	"
		Others on the review team	"	"	"
Part C		Lead officer(s)	"	"	"
		Others on the review team	"	"	"
Part D		Lead officer(s)	"	"	"
		Others on the review team	"	"	"
Part E		Lead officer(s)			
		Others on the review team			

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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		
				Please state which groups below:	
Catering Service	1 2 3	1 2 3	1.2.3	all	high
Conference Facilities	1 2 3	1 2 3	1 2 3	all	high
Events Programme	1 2 3	1 2 3	1 2 3	all	high
Customer Services	1 2 3	1 2 3	1 2 3	all	high
Charging Policy	1 2 3	1 2 3	1 2 3	all	high

Go to part B

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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	<p>To provide high quality catering venues for functions, events and a wide range of customer visits to the hall and Estate in general.</p> <p>Primarily to develop a contemporary wedding and functions venue in the Hall, generating significant financial profit for WLCEL business.</p> <p>Also to provide an increasingly set of catering venues, open to a wider range of visitors to the estate, enabling them to enjoy access to a unique and historic facility in the borough.</p> <p>Finally to ensure catering support is provided wherever required for events and functions planned by the Trust side of the estate or other Trust / Council operations.</p>	
2. List policies included in this assessment	As part A	
3. Please list your stakeholders and customers	Internal customers External customers Council External caterers	
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,	Internal signage includes Braille and pictorial Website includes translation, Browsealoud and varying font sizes	Signage project

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<p>tapes etc. Please ensure that priority is given to making services accessible rather than making information about services accessible.</p> <p>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.</p>		
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Part B: Assessment of services and policies

Working in partnership working, procurement and commissioning

5. Please list any aspects of your functions or policies that are delivered externally or with external partners	Events - Haigh Festival / outdoor theatre	
6. Has the procurement equality procedure been followed in each case?	yes	
7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners		
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	no	

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9. Has the procurement equality procedure been followed for items your service procures?	yes	
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Part B: Assessment of services and policies

Evidence to show whether the service is provided and accessed fairly

	Answer and evidence to show this	Action Points
<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>Establish customer service questionnaires and monthly reports</p> <p>Using Artifax for postcode analysis to clarify if service is covering social identity groups</p>	<p>Implement and review</p> <p>Implement and review</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	No restrictions	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Yes – events / functions for all ages	
12. Class	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Yes – use of fair-trade products	Continual review of Fairtrade products
	Contribute to inequality	Not aware – but may be issues relating to travel across the borough	
	Encourage participation, positive attitudes and relations between groups	Yes – particularly with events	

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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	Parking restrictions can restrict some groups during certain events	Maintain DDA compliance and consider special requests
	Promote equality and address unmet need	Yes – all entrance areas accessible	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Yes – lift to 1 st floor	
14. Ethnicity	Affect some groups differently	Not aware – catering functions to meet customer needs	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Weddings / functions / conferences all special dietary requests accommodated	

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Part B: Assessment of services and policies

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

15. Gender	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Yes – all events open to both genders	
16. Religion	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	All events open to all religious / belief groups Events are organised on request for specific beliefs / faiths	

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17. Sexuality	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Yes – civil partnerships ceremonies held	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Haigh Festival has an information stand providing sexual education facility	
18. Other Groups e.g. carers, homeless	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Special discounts for charitable organisations	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Yes – single mother hostel event Charity ball and fundraisers	

Go to part C

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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.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Existing customers Trust Consultation Panel	
2. What consultation method/s will you use?	Customer comments cards	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Non users	
4. Are there effective mechanisms to record and analyse the consultation responses?	Customer comment analysis Postcode analysis	Analysis results
5. Date (and place if applicable) of consultation	April 2008 and quarterly	
6. Can you prove who you consulted with?	Yes documentation- monthly reports / quarterly reports	
7. Summary of consultation findings		
8. Where can full details of the consultation findings be found?	On site	

Go to part D

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Part D: Action Plan

Organisation/ Department	Wigan Leisure and Culture Trust
Service Area	<i>Haigh Enterprise</i>
Responsible Officer	Claire Duffy

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
Analysis of customers by postcodes	High	Jill Smith	April 08	Within budget	Use by SOA's	Base line identified
Continual review of Fairtrade products	High	Executive Chef	August 08	Within budget	Range & quantity of products	Base line identified

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Maintain DDA compliance / taking into account specific requests	High	Enterprise Manager	Ongoing	Compliance fund	Full compliance	Full compliance and address specific needs
Implementation of customer survey	High	Food and Beverage Manager	Ongoing	Within budget	Customer satisfaction	100%

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Part D: Action Plan Continued...

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

Completed by	Claire Duffy and Rosanne Patterson	Date	May 2008
Has the action plan been ratified? E.g. Cabinet, DMT	To be ratified by EMT	Date	
Have the actions been mainstreamed into the service plan?	Yes	Date	
Who will the results of the Equality (Impact) Assessment be shared with?	Service area staff	Date	
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?	In line with delivery plan		
Date of the next assessment			

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

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

	Answer and evidence to show this	Action Points
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		

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5. Who is better off because of these changes		
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Part E: How do changes or new policies affect different groups? Continued...

	Answer and evidence to show this	Action Points
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.		

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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.