

Equality (Impact) Assessment Form



Organisation or Department	
Service Area / Section	Parks Regeneration

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Andrew Bond	Parks Regeneration Manager	8 th October 2007
		Others on the review team			
Part B		Lead officer(s)	Andrew Bond	Parks Regeneration Manager	29 th January 2008
		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? 1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			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:	
Park Strategy	1, 2, 3	1, 2, 3	1,2,3	Age, class, faith, sexuality	High
Park Developments design	1, 3	1, 3	1,3	Age, class, faith, sexuality	Medium
Consultancy Work	1, 2, 3	1,2,3	1,2,3	Age, class, faith, sexuality	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	To provide strategic direction on the development of parks and recreational grass pitch facilities. Provide design resource to capture community aspirations and develop Park Master Plans. Cost through the impact of the developed master plans and identify and seek potential external funding to deliver the park projects.	
2. List policies included in this assessment	Grass playing Pitch Strategy. Draft Parks Strategy	
3. Please list your stakeholders and customers	Township Forums Specific Park Friends of and focus groups. Soccer & Rugby Forums Individual Members of the Public	
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	Focus group meetings. Township presentations. Friends of Group Meetings. Specific Stakeholder Meetings. Website Leaflets. Publications are controlled through a central marketing function to ensure all literacy, language and disability issues are identified and addressed.	

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literacy, language and disability. Please refer to the Council's guidance on Plain English, Corporate standards and the Council's Translation and interpretation policy.		
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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	Specialised works e.g feasibilities, technical assessments, funding applications.	
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	NONE	
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	No we insist that our partners adopt our policy unless theirs is more robust.	
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>Equality (Impact) Assessment guidance</p> <p>Consultation toolkit</p> <p>Equality monitoring guidance</p> <p>Service plan</p> <p>Policy documents relating to service</p> <p>Performance data of the service</p> <p>Consultation data</p> <p>External validation data e.g. best value review, inspection, or other accreditation</p> <p>Equality monitoring of service provision</p> <p>Research from your professional body, central government etc.</p> <p>We have element of all these but would need time to pull together.</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	No we strive to engage with all age groups when consulting and developing the park and open recreation offer.	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	
	Contribute to inequality	Pricing structure for pitches reflect encouragement of access to pitch facilities. Parks are developed to meet the need of all social agendas.	
	Encourage participation, positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages inter generational participation.	
12. Class	Affect some groups differently	No we strive to engage with all social identities when consulting and developing the park and open recreation offer.	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	

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	Contribute to inequality	Pricing structure for pitches reflect encouragement of access to pitch facilities. Parks are developed to meet the need of all social agendas.	
	Encourage participation, positive attitudes and relations between groups	Immediate neighbours of parks tend to be affluent and try to defend parks as a playground for the wealthy, consultation and the forming of user groups help to break down the barriers between class.	

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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	No we strive to engage with all age groups when consulting and developing the park and open recreation offer to develop appropriate facilities	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	
	Contribute to inequality	Access and support on events and activities is available to ensure that services are provided for all. Quality forward planning remove barriers to access.	
	Encourage participation positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages positive attitudes between these social identities.	
14. Ethnicity	Affect some groups differently	No we strive to engage with all age groups when consulting and developing the park and open recreation offer to develop appropriate facilities	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	
	Contribute to inequality	Multi cultural festivals are the catalyst for raising awareness of positive differences.	
	Encourage participation, positive attitudes and relations between groups	Multi cultural festivals are the catalyst for raising awareness of positive differences. Local user group are open to all to share need and experiences.	

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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	No we strive to engage with all groups when consulting and developing the park and open recreation offer to develop appropriate facilities	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	
	Contribute to inequality	Access and support on events and activities is available to ensure that services are provided for all. Quality forward planning remove barriers to access.	
	Encourage participation, positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages positive attitudes between these social identities.	
16. Religion	Affect some groups differently	No we strive to engage with all groups when consulting and developing the park and open recreation offer to develop appropriate facilities	
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.	
	Contribute to inequality	Access and support on events and activities is available to ensure that services are provided for all. Quality forward planning remove barriers to access.	

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	Encourage participation, positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages positive attitudes between these social identities.
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17. Sexuality	Affect some groups differently	No we strive to engage with all groups when consulting and developing the park and open recreation offer to develop appropriate facilities
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.
	Contribute to inequality	Access and support on events and activities is available to ensure that services are provided for all. Quality forward planning remove barriers to access.
	Encourage participation positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages positive attitudes between these social identities.
18. Other Groups e.g. carers,	Affect some groups differently	No we strive to engage with all groups when consulting and developing the park and open recreation offer to develop appropriate facilities
	Promote equality and address unmet need	Assessment of need is carried out through consultation through specific projects for parks and annually for the allocation and use of grass pitches.
	Contribute to inequality	Access and support on events and activities is available to ensure that services are provided for all. Quality forward planning remove barriers to access.

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	Encourage participation positive attitudes and relations between groups	In addition to infrastructure changes user groups are being developed that represent as many social identities as possible to develop facilities, this encourages positive attitudes between these social identities.	
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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?	Township Forums – Minutes of meetings Specific Park Friends of and focus groups. - minutes Soccer & Rugby Forums - Minutes Individual Members of the Public – consultation results. Focus Groups - minutes	Collate all minutes and results in one central place that streamlines their accessibility and usefulness.
2. What consultation method/s will you use?	Focus group meetings. Township presentations. Friends of Group Meetings. Specific Stakeholder Meetings. Website Leaflets. Consultation panels. Publications are controlled through a central marketing function to ensure all literacy, language and disability issues are identified and addressed.	Assist the development of park user groups that promote inclusivity. Produce effective information and communication aimed at specific audiences.
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	No as far as I am aware.	Develop awareness of those who could be missed when consulting.
4. Are there effective mechanisms to record and analyse the consultation responses?	Yes through our Performance Manager Bernard Turczynski.	Raise the level of understanding of results so that all team members understand and can impact on progress.
5. Date (and place if applicable) of consultation	Various date for specific projects.	Compile a list of historical and developing consultation.

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6. Can you prove who you consulted with?	Yes, through attendance lists and consultation returns.	Improve the capture of this data.
7. Summary of consultation findings	General support for park developments that meet the need of the local community.	
8. Where can full details of the consultation findings be found?	Bernard Turczynski – Performance Manager.	Better promote Bernard role in information provision.

Go to part D

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Part D: Action Plan

Organisation/ Department	Parks Regeneration
Service Area	<i>Environmental Management & Sustainability</i>
Responsible Officer	Andrew Bond

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
Collate all minutes and results in one central place that streamlines their accessibility and usefulness.	medium	Bernard Turczynski	April 08 April 09	Core resource	Developed list	

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Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
Assist the development of park user groups that promote inclusivity. Produce effective information and communication aimed at specific audiences.	High High	Andrew Bond for both	Jan 08 continual	Core Resource	Development of user groups & increased understanding.	
Develop awareness of those who could be missed when consulting.	Medium	Andrew Bond	April 08 continual	Core Resource	Identification of missing groups	
Raise the level of understanding of results so that all team members understand and can impact on progress.	High	Andrew Bond	Jan 08	Core resource	Improved schemes	
Compile a list of historical and developing consultation.	Medium	Bernard Turczynski	April 08 September 08	Core Resource	Completed list	

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Part D: Action Plan Continued...

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

Completed by	Andrew Bond	Date	4/4/08
Has the action plan been ratified? E.g. Cabinet, DMT	EMT	Date	
Have the actions been mainstreamed into the service plan?	Will be	Date	
Who will the results of the Equality (Impact) Assessment be shared with?	All the team	Date	
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?	Self monitor		
Date of the next assessment			

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

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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		
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.		
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.