

Equality (Impact) Assessment Form



Organisation or Department	WIGAN LEISURE AND CULTURE TRUST
Service Area / Section	EM&S PLAY AND EARLY YEARS

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	PHILLIP BLACKWELL	SENIOR PLAY DEV OFFICER	18 TH SEPT 2007
		Others on the review team	DIANE WINNARD CHRISTOPHER HAYES	PLAY DEVELOPMENT OFFICER	February 2008
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			

Equality (Impact) Assessment Form



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	Priority
	1. Promoting equality of opportunity 2. Eliminating discrimination 3. Encouraging participation and positive attitudes and relations between groups			Age, class, faith, sexuality	1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
EQUAL OPPORTUNITIES POLICY	123	123	123	CLASS, FAITH, SEXUALITY	high
MEDICINE POLICY	123	123	123	AS ABOVE	high
MISSING CHILDREN POLICY	123	123	123	AS ABOVE	high
PROMOTING POSITIVE BEHAVIOUR	123	123	123	AS ABOVE	high
OUTINGS & PLAY VISITS	123	123	123	AS ABOVE	high
PLAYWORKER CODE OF PRATICE	123	123	123	AS ABOVE	high

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	Play Section. To deliver programmes of play activities and to develop and maintain the Borough's play areas.	
2. List policies included in this assessment	EQUAL OPPORTUNITIES POLICY MEDICINE POLICY MISSING CHILDREN POLICY PROMOTING POSITIVE BEHAVIOUR OUTINGS AND PLAY VISITS PLAYWORKER CODE OF PRACTICE	Inclusion policy to be introduced by the section.
3. Please list your stakeholders and customers	All children, Adults, Play based community groups, Play based voluntary groups (Wigan Play Association), Wigan Council	
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.	Working with the marketing section in order to ensure that the widest range of people and communities are informed of the choice and range of services offered by the section are available Contributing to strategy and partnerships to share information (EG. Leisure activities for all, SHAPE, Play strategy) By meeting community and voluntary groups to consult and report developments	Identification of specific funding budget for marketing

Equality (Impact) Assessment Form



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	A service level agreement has been drafted with Wigan Play Association to deliver and facilitate the Borough's voluntary playschemes	
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	Individual funding streams are accessed for a number of play services. In particular the development and maintenance of play areas. 106 monies are procured together with funding made available from township forums.	
8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	YES	
9. Has the procurement equality procedure been followed for items your service procures?	YES	

Equality (Impact) Assessment Form



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>Consultation exercises carried out with children, adults and community groups</p> <p>Contribution to WLCT's inclusive activities group</p> <p>Representation from the section on the Trust's diversity champions group</p> <p>Links made by the outreach play team in delivering play activities in diverse locations (travellers sites)</p> <p>Facilitation by the outreach team of the regional travellers and gypsy conference</p> <p>Working alongside Sure Start to deliver play activities in Hindley / Hindley Green</p> <p>Development and delivery of the Borough's only staffed adventure play facility</p> <p>Support of voluntary and community groups to secure funding for local areas of play</p>	<p>Continued representation at the Diversity and Equality meetings</p> <p>Continued consultation with children and the community</p>

Equality (Impact) Assessment Form



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	The services developed and delivered by the section are for children aged 0-11 years. We do however work alongside youth services to deliver activities to young people. (11+)	
	Promote equality and address unmet need	Activities provided are age appropriate and are inclusive	
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups	The section acts as an advocate for the child's right to play and whenever possible encourages children and young people to contribute to the development of the service	
12. Class	Affect some groups differently	The development and delivery of services and activities is often done by working with both individuals and groups in a sensitive and receptive manner.	
	Promote equality and address unmet need	The outreach play team aims to deliver activities in areas that may not have access to staffed play provision. In many cases this is in the Borough's SOAs	
	Contribute to inequality		

Equality (Impact) Assessment Form



	Encourage participation, positive attitudes and relations between groups	The outreach play team have developed a number of play sessions with the Bickershaw travellers site. A number of off site trips have been facilitated to Norley Hall Adventure Playground	
--	--------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Equality (Impact) Assessment Form



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	Delivery of play training to professionals and others working with children with specific support and complex needs	
	Promote equality and address unmet need	Contribution to the Trust's inclusive activities meetings. Working alongside both EMBRACE and the complex needs team. Number of play areas that are DDA assessed. Changes made to Norley Hall Adventure Playground after consultation	Continued presence in the inclusive activities meetings
	Contribute to inequality		
	Encourage participation positive attitudes and relations between groups	Ensuring that play sessions are integrated and not ability specific	
14. Ethnicity	Affect some groups differently	Support of RAFIKKI community groups in the direct delivery of play sessions by the outreach team	
	Promote equality and address unmet need	Attendance at specific training opportunities by play staff. Contribution to the Wigan One World festival	
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups	Integrated sessions held at Norley Hall Adventure Playground and the open invitation to groups to use the playground	

Equality (Impact) Assessment Form



Part B: Assessment of services and policies

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

15. Gender	Affect some groups differently		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups		
16. Religion	Affect some groups differently		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups		

Equality (Impact) Assessment Form



17. Sexuality	Affect some groups differently		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation positive attitudes and relations between groups		
18. Other Groups e.g. carers, homeless	Affect some groups differently		
	Promote equality and address unmet need	Delivery of play sessions and working alongside social services to work with the young carers group(s) in the Borough	Consultation exercise carried out
	Contribute to inequality		
	Encourage participation positive attitudes and relations between groups		

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.

	Answer and evidence to show this	Action Points
1. Who will you consult with?	Children, young people, Adults/carers, Community groups, voluntary groups.	
2. What consultation method/s will you use?	Formal questionnaires, Informal discussions, Focus groups for both children and adults, Contribution to partnership working	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?		
4. Are there effective mechanisms to record and analyse the consultation responses?	All consultation exercises are followed up with a report and the information received is then shared appropriately	
5. Date (and place if applicable) of consultation	Several consultation events throughout the year on numerous activities and services in particular the National Play Day event.	Consultation exercise to be carried out at 2008 National Playday
6. Can you prove who you consulted with?	Photographs, copies of completed questionnaires, reports, use of external consultation providers	
7. Summary of consultation findings	Can be provided in a report format specific to the consultations carried out.	
8. Where can full details of the consultation findings be found?	By contacting the Play Section directly (Diane Winnard, Phil Blackwell, Deb Freeman)	

Go to part D

Equality (Impact) Assessment Form



Part D: Action Plan

Organisation/ Department	WIGAN LEISURE AND CULTURAL SERVICES (EM&S)
Service Area	<i>PLAY AND EARLY YEARS</i>
Responsible Officer	DEBORAH FREEMAN / PHILLIP BLACKWELL

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
INTRODUCTION OF AN INCLUSION POLICY	HIGH	PB	2008			
REVIEW OF EXISITING POLICIES AND PROCEDURES	MED	PB	2008			
IDENTIFICATION OF A SPECIFIC MARKETING BUDGET	LOW	ALL	2008			
PRESENCE AND CONTRIBUTION AT THE EQUALITY AND DIVERISTY CHAMPIONS GROUP	HIGH	PB	2008			
PRESENCE AND CONTRIBUTION AT THE INCLUSIVE ACTIVITIES MEETINGS	HIGH	DW	2008			

Equality (Impact) Assessment Form



Part D: Action Plan Continued...

Action Points	Importance	Person responsible	Start and end date	Resources (approved?)	Measure	Target
DELIVERY OF A DIVERSE RANGE OF PLAY ACTIVITIES IN THE BOROUGH BY THE OUTREACH PLAY TEAMS	HIGH	DW PB JD	2008			
SUPPORT OF THE VOLUNTARY PLAY SECTOR	MED	PB	2008			
CHILDREN'S PLAY CONSULTATION AT NATIONAL PLAY DAY	MED	PB	2008			
DEVELOPMENT AND MAINTAINENCE OF THE BOROUGH'S AREAS FOR PLAY	MED	DF	2008			

Completed by	PHILLIP BLACKWELL	Date	29/02/08
Has the action plan been ratified? E.g. Cabinet, DMT	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?	SECTION	Date	
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?	As delivery plan		
Date of the next assessment	2009		

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

Equality (Impact) Assessment Form



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		

Equality (Impact) Assessment Form



5. Who is better off because of these changes		
-----------------------------------------------	--	--

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.		

Equality (Impact) Assessment Form



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.