

Equality (Impact) Assessment Form



Organisation or Department	Sport and Healthy Living
Service Area / Section	Active Living

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Carol Southern	Principal Manager Active Living Team	12/12/07
		Others on the review team			
Part B		Lead officer(s)	Zoe Denton	Active Living Officer (Mental Health)	20/1/08
		Others on the review team	Carol Southern ALT Management Team	Principal Manager Active Living Team	
Part C		Lead officer(s)	Zoe Denton	Active Living Officer (Mental Health)	26/2/08
		Others on the review team	ALT Management Team		
Part D		Lead officer(s)	Zoe Denton	Active Living Officer (Mental Health)	27/2/08
		Others on the review team	ALT Management Team		
Part E		Lead officer(s)	Zoe Denton	Active Living Officer (Mental Health)	4/3/08

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		Others on the review team	ALT Management 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		
SHAPE policy	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Well at Work	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Next Steps	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Steps to Health	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Al Fresco	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
POPPS, (Stepping Out)	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Food & Physical Activity project	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Bridge Builders	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Lets Get Active	1.2.3	1.2.3	1.2.3	Faith, Age, Class	high
Cycling Projects	1.2.3	1.2.3	1.2.3	Faith, Age, Class	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 programmes to support people in becoming more physically active to improve their health and quality of life. To maintain and increase the numbers of people involved in health and physical activity programmes across the Wigan borough.	No action required
2. List policies included in this assessment	SHAPE policy	No action required
3. Please list your stakeholders and customers	Stakeholders – Wigan Council – NRF, POPPs Ashton, Leigh and Wigan Primary Care Trust Heinz Hindley Prison Surestart Wrightington, Wigan and Leigh NHS Trust Salford University Customers - Residents of Wigan Borough, and their parents/carers	No action required
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,	Leaflets – appropriate photos depending on target group, minimum fonts size, simple text Active Living DVD Information packs, leaflets and Posters in waiting rooms.	No action required

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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>	<p>Active Living website Well at work – kiosks, all user email, canteen table talkers, login reminders Telephone helpline Interpretation service accessed when needed Talks and taster sessions for target groups Accessible (wherever possible) venues Transport provided for certain activity sessions.</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	All of our services and policies are delivered with the partners listed above. Activity sessions and projects take place at community and health centres, as well as Leisure Trust facilities.
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	All of our programmes are provided under service level agreements with our funders.
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Not aware of any procurement equality policies

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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>	<ul style="list-style-type: none"> • Ethnic origin data collected for all new participants • Disability data and work status collected for all new participants. • Date of birth and gender collected for all new participants. • Postcode data collected and analysed for all new participants • Development of the new active living database will make analysis of this data much easier. • ALT customer satisfaction surveys • Comments, compliments and complaints 	<ul style="list-style-type: none"> • Consider what data needs to be collected and analysed by the new database.

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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	Food and physical activity project is targeted at parents and carers, and 0-5yr olds. Some of our projects are targeted at over 50's eg. Al Fresco, POPP's.	No action required. New projects will focus on other age groups eg. Find & Treat 50-74yrs, Your Choice 16-60yrs. Ensure relevant images are used on promotional literature, to target the desired age group
	Promote equality and address unmet need	All of our other activity sessions are open to over 16's	No action required
	Contribute to inequality	No	No action required
	Encourage participation, positive attitudes and relations between groups	Senior Peer Mentor project encourages older people to be positive role models and support people of all ages.	Investigate recruitment of younger volunteers
12. Class	Affect some groups differently	Many of our projects target the most deprived areas in the borough (highest 10% deprivation), and sessions are delivered in community settings within these areas.	Continue to target these SOA as uptake is still low.
	Promote equality and address unmet need	Sessions are low cost or free of charge to encourage people to participate regardless of their income.	Ensure prices remain low for all ALT sessions

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	Contribute to inequality	No, all sessions can be accessed by any resident of Wigan borough.	No action required
	Encourage participation, positive attitudes and relations between groups	Marketing campaigns target residents from super output areas.	Ask marketing for advice on how to better target the most deprived areas.

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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	Lets Get Active project targets individuals with learning disabilities. Community falls prevention service provides activity sessions for older adults with mobility problems	Continue to develop and expand the Let's Get Active project and Falls prevention project.
	Promote equality and address unmet need	Wheels for all provides cycling opportunities for the physically disabled. Steps to Health scheme helps people with physical disabilities to access physical activity, classes are adapted wherever possible. Specific sessions have been developed for those recovering from strokes and cardiac conditions. Chair based taster sessions have been provided for visually impaired individuals.	Continue to develop specialised STH sessions including hydrotherapy and renal dialysis. Improve provision further for the physical disabled.
	Contribute to inequality	No, all most sessions can be adapted to meet individuals needs	No action required
	Encourage participation positive attitudes and relations between groups	Training for day centre and care home staff to promote physical activity.	Continue to provide MMO and LGA training on a regular basis.
14. Ethnicity	Affect some groups differently	Women only Aqua and swimming at Leigh Sports Centre, due to service user demand.	BME worker to start in April 08, funded for 1 year to encourage participation in sport and physical activity.

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	Promote equality and address unmet need	Translation services have been used in the past to improve access to non-English speaking participants.	Further training to be undertaken about use of translators. BME worker to set up steering group and consult with service users to develop the project.
	Contribute to inequality	All sessions are open to people from all ethnic groups.	No action required.
	Encourage participation, positive attitudes and relations between groups	Everyone welcome to all sessions	No action required

Part B: Assessment of services and policies

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

15. Gender	Affect some groups differently	Men only aqua and circuit sessions, women only aqua and swimming. These were set up due to demand from the public. There are a high percentage of female employees within active living, This is possibly due to the nature of the work and the client groups that we work with	Continue to provide mixed and single sex sessions. We may specify male instructors required for future projects that are aiming to attract male participants.
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	Promote equality and address unmet need	Most sessions are open to both sexes. Certain activity sessions designed to attract more male participants to improve participation rates among this group e.g Golf, bowls, dark horse. Targeted work with the RAF association to engage ex servicemen in physical activity.	New projects to continue to increase participation rate amongst men and also working age women.
	Contribute to inequality	no	No action required
	Encourage participation, positive attitudes and relations between groups	All sessions and opportunities are open to both sexes	No action required.
16. Religion	Affect some groups differently	No, all religions welcome to all sessions. We are flexible to peoples need, women only sessions were set up to meet the requirements of specific religious groups.	Continue to consult with service users to develop sessions to meet peoples needs
	Promote equality and address unmet need	Talks and tasters at church halls, as requested.	BME worker to do some targeted work with certain religious groups who don't currently access our services.
	Contribute to inequality	no	No action required
	Encourage participation, positive attitudes and relations between groups	We do not collect data about religious beliefs.	No action required

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17. Sexuality	Affect some groups differently	No	No action required
	Promote equality and address unmet need	All sessions are open to people regardless of sexuality	No action required
	Contribute to inequality	No	No action required
	Encourage participation positive attitudes and relations between groups	We do not collect details regarding sexuality of our participants	No action required
18. Other Groups e.g. carers, homeless	Affect some groups differently	No	No Action required
	Promote equality and address unmet need	We regularly promote our services during carers events and carers week. The Bridge Builders project has done some targeted work with a homeless and vulnerable group in Wigan. The AI Fresco project has done some targeted work with the long term unemployed.	Continue to target these deprived groups and make links with appropriate agencies.
	Contribute to inequality	No	No action required
	Encourage participation positive attitudes and relations between groups	Everyone welcome to all sessions	No action required

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?	Partners, volunteers, participants, non-user, workplaces, colleges and community groups.	Project managers to ensure consultation is carried out before new projects are set up
2. What consultation method/s will you use?	Focus groups, steering groups, questionnaires	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Possibly none users.	Do more outreach work with township groups
4. Are there effective mechanisms to record and analyse the consultation responses?	Admin staff will record minutes and input questionnaire results, this will be acted upon by ALT management team.	Admin team to put a system in place for logging consultation questionnaires and result
5. Date (and place if applicable) of consultation	Process or Care POPP's evaluation carried out by Keele university April 07-08 Al Fresco steering group April 07-08 STH non-user questionnaires implemented Dec 2007 SHAPE citizen panels Feb 2008 Your Choice consultation April/June 2008 BME & Bridge Builders consultations and steering groups Summer 2008. Sure Start consultation ongoing within local community	ALT management team to ensure that consultation feedback is received and acted upon
6. Can you prove who you consulted with?	Yes a list of contributors, and locations for consultation will be compiled and saved	

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7. Summary of consultation findings	Ongoing	
8. Where can full details of the consultation findings be found?	Once compiled results will be saved centrally on G drive	

Go to part D

Equality (Impact) Assessment Form



Part D: Action Plan

Organisation/ Department	Sport and Healthy Living
Service Area	Active Living
Responsible Officer	Zoe Denton

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
Consider what data needs to be collected and analysed by the new database.	High	CS	Jan-Mar 08	Yes	Database complete	Completed by Mar 08

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Ensure relevant images are used on promotional literature, to target the desired age group for new projects	High	All ALO's, Claire M	Ongoing	Yes	Correct participants attending	75% participants from target age group
Investigate recruitment of younger volunteers	Mod	TBC	TBC	?	Successful recruitment of volunteers	TBC
Continue to target SOA as uptake is still low, improve marketing strategies	High	GH & Claire M	ongoing	Yes	Increase participation	20% participants from SOA's
Ensure prices remain low for all ALT sessions	High	CS	Annual review	Yes	Customer Satisfaction questionnaire	90% satisfied with cost
Continue to develop and expand the Let's Get Active project and Falls prevention project.	High	LD and Falls officers & ALO's	Ongoing	Yes	No. of participants	Achieve SLA targets

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Continue to develop specialised STH sessions including hydrotherapy and renal dialysis.	High	ALO for STH & ARO's	Ongoing	Yes	No. of sessions	Increase no. of sessions
Improve provision for those with physical, behavioural and sensory disabilities	Low	TBC	TBC	No		
Continue to provide LGA training on a regular basis.	High	LD Officer	Ongoing	Yes	Delivery of sessions	2 training sessions per year
Set up steering group and consult with service users to develop the projects. (BME, Bridge Builders)	High	BME worker ZD	April-Sept 08	Yes	Groups set up	Steering group for each project
Continue to increase participation rate amongst men of all ages and working age women – Find and Treat, Your Choice, Well at Work	High	ALO Your Choice DM, AGilf	ongoing	Yes	Increase participation	Meet SLA targets
Ensure consultations take place before new projects are set up	High	All ALO's	March-June 08	Yes	Successful consultations	Consultations completed for all new projects

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Targeted work with certain religious groups who don't currently access our services.	High	BME worker	March-June 08	Yes	Increased participation	Increased referrals from BME communities
Put a system in place where consultation questions and responses are logged and saved centrally	High	AMol	By April 08	Yes	System set up	Successful system implemented
Continue to do outreach work with Township groups	High	JK, GH, AGr	Ongoing	Yes	Attendance at meetings	Quarterly attendance
Ensure consultation feedback is received by team and acted upon	High	All ALT management Team	Ongoing	Yes	Feedback received	Staff informed

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Part D: Action Plan Continued...

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

Completed by	Zoe Denton	Date	5/3/08
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?	With Active Living section	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			

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.