

Equality (Impact) Assessment Form



Organisation or Department	Wigan Leisure & Culture Trust
Service Area / Section	Corporate Support - Finance

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Dawn Heaton	Financial Controller	
		Others on the review team	Rosanne Patterson	Equality and Diversity Officer	
Part B		Lead officer(s)	"	"	February 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?			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:	
Procurement Strategy	1.2.	1.2.	1.2.	All	Medium
Purchasing Policy	1.2.	1.2.	1.2.	All	Medium
Financial Regulations	1.2.	1.2.	1.2.	All	Medium
Delegations	1.2.	1.2.	1.2.	All	Medium
Internal Audit Plan	1.2.	1.2.	1.2.	All	Medium
Financial Manual	1.2.	1.2.	1.2.	All	Medium
External Audit	1.2.	1.2.	1.2.	All	Medium
CIPFA Returns	1.2.	1.2.	1.2.	All	Medium
National Statistic Returns	1.2.	1.2.	1.2.	All	Medium
Link to IT Policy	1.2.	1.2.	1.2.	All	Medium

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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	Within the resources available to Finance Services section it is committed to providing quality accountancy services, which continually improve for the benefit of the Trust, its external customers and its partners.	
2. List policies included in this assessment	As Part A	
3. Please list your stakeholders and customers	Customers & suppliers. Accountancy service to internal budget holders, external clients through ProCo & voluntary organisations. Manage services on behalf of Wigan Council and services on behalf of the Board and EMT.	
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	Support and advisory services through financial reporting, full suite of monthly financial performance reports. Provide support network for budget holders – e mail, 1 to 1's. External customers receive advice service and monthly reports. Finance Director attends Board of Trustees and reports at highest level. Awareness training at appropriate level of delivery.	

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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	External Audit. Internal Audit. Payroll Function. Limited financial services re SLA's with Council. Banking services with Coop Bank.	
6.	Has the procurement equality procedure been followed in each case?	External Audit – out to tender. Tender banking services. Challenge SLA's on appropriate agency to deliver.	Implementation of WLCT Procurement Strategy
7.	Please list any aspects of your functions or policies that are provided under contract for external organisations or partners	Banking Services. Internal & External Audit. Payroll. Other ancillary provided by Council.	
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	Yes – aware.	
9.	Has the procurement equality	Where applicable. Where SLA's are within our own	

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procedure been followed for items your service procures?	framework.	
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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>Funding Officer deals with voluntary groups including the 'hard to reach' groups. Asked to look at the financial accounts and advice and guidance is given.</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 evidence to support all below.	
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups		
12. Class	Affect some groups differently		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups		

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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		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation positive attitudes and relations between groups		
14. Ethnicity	Affect some groups differently		
	Promote equality and address unmet need		
	Contribute to inequality		
	Encourage participation, positive attitudes and relations between groups		

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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		
	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		

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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		
	Contribute to inequality		
	Encourage participation positive attitudes and relations between groups		

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?	Support front line services to provide services.	Ongoing support.
2. What consultation method/s will you use?		
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?		
5. Date (and place if applicable) of consultation		
6. Can you prove who you consulted with?		
7. Summary of consultation findings		
8. Where can full details of the consultation findings be found?		

Go to part D

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Part D: Action Plan

Organisation/ Department	Wigan Leisure and Culture Trust
Service Area	<i>Corporate Services - Finance</i>
Responsible Officer	Dawn Heaton

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
WLCT Procurement Strategy to be endorsed by Executive Management Team.	High	Finance Director	February / March 2008.	N/A	Equality Process	Implementation
Identify links to Council Procurement Procedure	High	Procurement Officer	February / July 2008	Staff time	Equality Process	Clarification

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Part D: Action Plan Continued...

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

Completed by	Dawn Heaton, Financial Controller	Date	February 2008
Has the action plan been ratified? E.g. Cabinet, DMT	Procurement Strategy to be endorsed by EMT	Date	February 2008
Have the actions been mainstreamed into the service plan?	To be mainstreamed once endorsed.	Date	March 2008 onwards.
Who will the results of the Equality (Impact) Assessment be shared with?	Finance Director /Executive Director	Date	February 2008
How will the Equality (Impact) Assessment be published?	website	Date	
How and when will the action plan be monitored?			

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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.