

Equality (Impact) Assessment Form



Organisation or Department	Business Change Division, Wigan Leisure & Culture Trust
Service Area / Section	Community Development

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A	25 th September 2007	Lead officer(s)	John Hesketh	Community Regeneration Manager (Youth & Community Development)	25 th September 2007 (reviewed and revised 22 nd February 2008)
		Others on the review team			
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	Priority
				Age, class, faith, sexuality	1, 2 and 3 = high Any 2 = medium Any 1 = low
	Disability	Gender	Race	Please state which groups below:	
To advise and guide, facilitate and support Leisure & Culture Trust colleagues across the piece in progressing key elements of the corporate Business Strategy	1 and 2	1 and 2	1 and 2	Age, class, faith and sexuality	High
To lead a Trust-wide Service Development Group concerned with increasing the organisation's positive impact on Borough-wide priorities and the lives of local people	1, 2 and 3	1, 2 and 3	1, 2 and 3	Age, class, faith and sexuality	High
To work-up and embed new Geographical Working policy and procedure across the Trust	1, 2 and 3	1, 2 and 3	1, 2 and 3	Age, class, faith and sexuality	High
To guide and enable the Trust's consistent engagement of and communication with local people across the Borough	1, 2 and 3	1, 2 and 3	1, 2 and 3	Age, class, faith and sexuality	High

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To lead discrete, multi-disciplinary, area-based and time-limited project work responsive to need	1, 2 and 3	1, 2 and 3	1, 2 and 3	Age, class, faith and sexuality	Medium
To provide strategic support for the Cultural Partnership	1 and 2	1 and 2	1 and 2	Age, class, faith and sexuality	High
To develop and re-focus the Cultural Voluntary Sector Funding Project in order that return is generated for the Trust as well as community groups and voluntary organisations across the Borough	1 and 2	1 and 2	1 and 2	Age, class, faith and sexuality	High
To support development of and delivery on a new Cultural Olympiad programme for the Borough	1, 2 and 3	1, 2 and 3	1, 2 and 3	Age, class, faith and 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
<p>1. Purpose of the service</p> <p>The community development team works with partners across the Trust and wider cultural spectrum in Wigan Borough to deliver inclusive opportunities for participation in leisure and cultural activity that reflect and respond to need, interest, aspiration and take-up on strategic opportunity through the LAA – impacting significantly in a social sense and helping change people’s life experiences for the better</p>	<ul style="list-style-type: none"> • Service Development Group Projects overseen – Commissioning, CYPF, Geographical Working/Co-ordinating Local Intelligence, Health, Lifelong Learning and Volunteering • Lead on Consultation Framework and Standards, Link Representatives’ work with Township Fora, TCSGs and Youth Practitioners’ Fora • Concentrated effort towards needs-led interventions and inter-cultural activity in particular • Roll-out and development of the Cultural Manifesto Project with strategic players across the piece (Image Bank present priority), and broader work through Audit Commission recommendations on improving effectiveness and impact with LSP Board members among the audience • Mainstreaming of Cultural Voluntary Sector Funding Project post-NRF/job description review/forward work planning committed to • Emerging Business Plan for multi-agency Olympiad Programme grounded in strong partnership (internal and external) 	<p>Start collecting ‘social profile data’ and reaching out to consult with/involve under-represented groups in improvement planning – independently/with internal and external partners as appropriate</p> <p>Ensure Equality Impact Assessment undertaken on new Image Bank project plan and detailed Olympiad Business Plan at the earliest opportunity</p>
<p>2. List policies included in this assessment</p>		

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<p>3. Please list your stakeholders and customers</p>	<p>Trust colleagues, Cultural Partnership members, other 6 thematic Partnerships, and local people in all their diversity – ethnic and otherwise across the seven social identity model</p>	<p>Better understand the community voluntary sector's profile to inform communication, engagement, capacity-building needs and collaborative development work</p>
<p>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.</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>Through plain English literature – electronic and in hard copy; representative umbrella groups, community and voluntary organisations; and through centrally organised front line officers in the context of new geographical working arrangements</p>	<p>Work on Cultural Partnership Communications Strategy</p> <p>Development of new Geographical Working Policy and Procedure for the Trust</p> <p>Review and refreshment of the Consultation Framework and Standards once the corporate Routes2Involvement Project is complete</p>

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		<p>relationships can be grown and the Borough's 'cultural offer' can reach and touch all</p> <p>Broker links with new partners and ensure equality impact assessments undertaken on all protocols/SLAs worked-up</p> <p>Ensure that opportunity of broad community involvement in Image Bank development and roll-out is extended</p>
<p>6. Has the procurement equality procedure been followed in each case?</p>	<p>Yes</p>	
<p>7. Please list any aspects of your functions or policies that are provided under contract for external organisations or partners</p>	<p>Not applicable</p>	
<p>8. Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?</p>	<p>No</p>	
<p>9. Has the procurement equality procedure been followed for items your service procures?</p>	<p>Yes</p>	

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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"> • Correspondence – electronic and in hard copy • Meeting notes – internal and external • Project-specific evaluation reports reflecting participants' considered feedback • Cultural Manifesto Consultation – workshop notes and Township questionnaires/emerging plans • Emerging Image Bank project plan and Olympiad Business Plan 	<p>On the part of the Service Development Group there is an acknowledged need for more systematic and consistent qualitative and quantitative data collection across the Trust and Partnership; and its effective use in forward business planning. The Geographical Working Project and actions agreed through Improvement Model self-assessments/IT-orientated discussions with the Council will see provision made. Likewise the Improvement Group's CPA, Organisational Improvement and Performance Improvement Projects</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 substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation, positive attitudes and relations between groups	No substantive evidence at present	
12. Class	Affect some groups differently	No substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation, positive attitudes and relations between groups	No substantive evidence at present	

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		Answer and evidence to show this	Action Points
13.	Disability	Affect some groups differently	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
		Promote equality and address unmet need	
		Contribute to inequality	
		Encourage participation positive attitudes and relations between groups	
14.	Ethnicity	Affect some groups differently	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
		Promote equality and address unmet need	

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	Contribute to inequality	No substantive evidence at present – concerted efforts were made last year to address constructive feedback from 2006 on lacking opportunity for female only participation in view of cultural sensitivities	
	Encourage participation, positive attitudes and relations between groups	No substantive evidence at present - the Friends Together Project in Leigh did help foster positive inter-cultural relations in 2008 though and our hope is that the cohesion programme emerging from the <i>Using Culture</i> work will do likewise	
15. Gender	Affect some groups differently	No substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation, positive attitudes and relations between groups	No substantive evidence at present	
16. Religion	Affect some groups differently	No substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation, positive attitudes and relations between groups	No substantive evidence at present	

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17. Sexuality	Affect some groups differently	No substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation positive attitudes and relations between groups	No substantive evidence at present	
18. Other Groups e.g. carers, homeless	Affect some groups differently	No substantive evidence at present	First detailed Business Change Delivery Plan for 2008/9; Improvement Model Self-Assessment mid-year; Development and application of Impact Measurement Framework; Roll-out of new data collection arrangements once in place and review of information gathered in forward Delivery Planning
	Promote equality and address unmet need	No substantive evidence at present	
	Contribute to inequality	No substantive evidence at present	
	Encourage participation positive attitudes and relations between groups	No substantive evidence at present	

The action points proposed aside it is quite possible that through shared works on growth of the Trust's Consultation Panel membership the Equality & Diversity Officer and Community Regeneration Manager (Youth & Community Development) can together involve a range of new representative groups - comprising current and prospective service users – in equality impact assessment work – almost as the Community Regeneration Quality Standard (now overtaken by the Improvement Model) had aspired to. With a qualitative, human and live perspective in mind this might be helpful.

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?	The Trust's Executive Director for Business Change, Head of Development and colleagues from the Youth & Community Development sections of the Division will be guided and supported in work through critical review of this assessment – next month (March 2008) on the occasion of their half away day. The Trust's Consultation Panel and broader Cultural Partnership will also be given opportunity of critical review and constructive input – particularly on the forward action points proposed	The Consultation Framework and Standards adopted by Trustees last year will be used as the lead point of reference in planning effective and inclusive consultation projects fit for purpose going forward With external consultation works in mind a business case will be worked-up for Trust purchase of SNAP software so as to reduce reliance on the good will of Council colleagues allowing access to/use of their resources
2. What consultation method/s will you use?	Workshop	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Of course there is always a danger of exclusion on account of difficulty in engaging people but the Consultation Panel's involvement will hopefully ensure that each social identity group's perspective is reflected	
4. Are there effective mechanisms to record and analyse the consultation responses?	Detailed notes will be kept on the occasion of each workshop – with the Community Development Support Officer and Community Regeneration Manager (Youth & Community Development) drawing-out key messages/working –up proposed additions to/amendments on the actions for which this assessment makes provision	
5. Date (and place if applicable) of consultation	Tbc	

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6. Can you prove who you consulted with?	A list of consulted people will be maintained and spreadsheets developed carrying contact details of those interested in on-going development for each project (colleagues and Panel members)	
7. Summary of consultation findings		
8. Where can full details of the consultation findings be found?	The Council's Policy & Research Officer is currently leading on a review of the Consultation Database/Toolkit effectiveness as part of the wider <i>Routes to Involvement</i> project. However it's evolved and improved this will provide one access point for consultation data in future. Once the Trust's new data collection and management arrangements are in place though it is likely that a more comprehensive response to this question will be possible	

Go to part D

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Part D: Action Plan

Organisation/ Department	Business Change Division, Wigan Leisure & Culture Trust
Service Area	Community Development
Responsible Officer	John Hesketh

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
Begin collection of social profile data on participants' engagement, and work towards more systematic outreach to and connection with under-represented groups in improvement planning	High	Performance Management/ CRM (Y&CD)	April 2008ff	These will be identified in the course of detailed development work and collaborative forward-planning – just starting		
Ensure Equality Impact Assessment undertaken on new Image Bank project plan and detailed Olympiad Business Plan at the earliest opportunity	High	CRM (Y&CD)	Summer 2008			

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Audit active cultural community and voluntary organisations – to whom communications can be extended and with which working relationships can be developed in the interests of their mobilisation behind the Cultural Policy that will link the Manifesto vision and Trust’s Business Strategy, and new Partnership work plan	High	CRM (Y&CD)	October 2007 Completed Jan 2008	Staff time - yes	New cultural voluntary sector database	
Work-up Cultural Partnership Communications Strategy	High	CRM (Y&CD)	Summer 2008	Staff time - yes	Final document	
Development of new Geographical Working/Local Intelligence Policy and Procedure for the Trust	High	CRM (Y&CD) ICT Manager and Performance Manager (EMS)	Summer 2008	Staff time - yes	Final doc’s	
Review and refreshment of the Consultation Framework and Standards once the corporate Routes2Involvement Project is complete	Medium	CRM (Y&CD)	Autumn 2008	Staff time - yes	Revised document finding application	
Mainstream area-based work	High	CRM (Y&CD)	Summer 2008ff	Staff time - yes	Broader and more accessible ‘cultural offer’	
Grow new, anti-racist/inclusion programme with partners to succeed Kick Racism and respond to challenges put by the Borough Partnership Board’s Community Cohesion Commission – <i>Using Culture</i>	High	CRM (Y&CD)	Autumn 2008 pilot	Staff time - yes	To be defined in the course of detailed development work and collaborative forward-planning	

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Negotiate (for the Cultural Partnership) new complementary working arrangements with other thematic partnerships and develop reflective protocols/SLAs	High	CRM (Y&CD)	Summer 2008	Staff time - yes	To be agreed	
Improvement Model Self-Assessment	High	CRM (Y&CD)	October 2007	Staff time - yes	Improvement Plan completed Jan 2008. Self-Assessment to be re-visited late Summer 2008	
Development and application of new Impact Measurement Framework	High	Improvement Group, CRM (Y&CD) and Service Managers	Winter 2007/ Spring 2008ff	Staff time – yes Professional fees for external consultants - yes	To be agreed	
Roll-out of the Consultation Framework and Standards	High	CRM (Y&CD) and Improvement Group	Winter 2007/ Spring 2008ff	Staff time - yes		
Ensure that opportunity of broad community /third sector involvement in Image Bank development and roll-out is extended	Medium	CRM (Y&CD)	Summer 2008ff	Staff time - yes		
First detailed Delivery Plan for Business Change, 2008/9	High	Head of Development	March 2008	Staff time - yes		

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Completed by	John Hesketh	Date	25/09/07 (reviewed and revised 22/02/08)
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?	Executive Director – Business Change and Head of Development in the first instance	Date	March 2008
How will the Equality (Impact) Assessment be published?	website	Date	March 2008
How and when will the action plan be monitored?	Through narrative report to the Business Change Senior Management Team each month – with their brief being to fulfil the role of critical friends		
Date of the next assessment	August/September 2008		

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? ? – Advice needed here

	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.