

Equality (Impact) Assessment Form



Organisation or Department	Wigan Leisure and Culture Trust
Service Area / Section	Active Life

Section	Date Started	Reviewing officers:	Name (alphabetic order)	Job Title	Date Completed
Part A		Lead officer(s)	Albino Ferro	Community Sports Manager	September 2007
		Others on the review team			
Part B		Lead officer(s)	Albino Ferro	"	May 2008
		Others on the review team	Rosanne Patterson	Equality and Diversity Officer	
Part C		Lead officer(s)			
		Others on the review team	As above		
Part D		Lead officer(s)			
		Others on the review team	As above		
Part E		Lead officer(s)			
		Others on the review team	As above		

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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:	
To increase participation in Sports & Healthy Living activities by increased usage of Active Life centre	1,2,3	1,2,3	1,2,3	All	High
To improve the business performance of Active life centres by increasing income generation	1,2,3	1,2,3	1,2,3	All	High
To secure internal & external funding to improve the range and quality of Active Life centre facilities	1,2,3	1,2,3	1,2,3	All	Medium
To enhance existing and develop new working partnerships, which serve to improve the quality & increase the number of Sports & Healthy Living services in the Borough	1,2,3	1,2,3	1,2,3	All	Medium-High

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To ensure that customer satisfaction rating for all Active Life centres are maintained to a high level, reflective of a good/excellent customer-orientated service	1,2,3	1,2,3	1,2,3	All	High
Ensure that Active Life centres quality assurance accreditation in the delivery of Sport & Healthy Living services	1,2,3	1,2,3	1,2,3	All	High
To encourage and facilitate increased participation in Sport & Healthy Living activities by key target groups	1,2,3	1,2,3	1,2,3	All	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 increase participation in sport and physical activity to enrich lives, build stronger communities and enable people to reach their full potential To actively promote the Trust's vision 'Getting Wigan Active'	
2. List policies included in this assessment	See part A	
3. Please list your stakeholders and customers	WLCT internal customers – Sports Development Unit;Active Living. Council Customers Schools / clubs /sports associations National promoters – darts,gymnastics etc	
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	Number of sites IFI (Inclusive fitness initiative) accredited. Braille signs on doors at some sites. Pictorial signage Large signes highlighting pool temperatures Information available on request in audio format.	

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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	Service Level Agreements with schools and clubs – swimming, football.	
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	Schools swimming lessons for Education Dept.	
8.	Are you aware of the other organisation's/ partner's Procurement Equality Policy and how this differs from our own policy?	No	
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>Letters of comments / complaints Annual customer survey – details of age,gender and access times. Customer profile through TLMS system. External ‘ Quest’ assessments of sites</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	Programmed swimming for specific ages / times	
	Promote equality and address unmet need	Free swimming for under 16's	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Free swimming for under 16's	
12. Class	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Lifestyle charging policy – people with lower incomes have lower entrance fees	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Yes	

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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	Geographically as Hindley Leisure Centre and Leigh Sports Village have better facilities	
	Promote equality and address unmet need	Continual programme of improvement to facilities	
	Contribute to inequality	Some people may need to travel	
	Encourage participation positive attitudes and relations between groups	Yes – disabled swimming lessons at a number of sites	
14. Ethnicity	Affect some groups differently	No single sex swimming at the moment	
	Promote equality and address unmet need		
	Contribute to inequality	As above	
	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	Not aware – programmed facilities have 50 / 50 split	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Equipment user friendly Gym's are staffed Welcoming environment for all	
16. Religion	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Hire of venues by religious groups	
	Contribute to inequality	Not aware	
	Encourage participation, positive attitudes and relations between groups	Hire of Robin Park Indoor sports facilities in May for religious event attracted 800+ people	

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17. Sexuality	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Yes	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Single sex changing rooms except Leigh Sports Village	
18. Other Groups e.g. carers, homeless	Affect some groups differently	Not aware	
	Promote equality and address unmet need	Carers have free entrance to facilities accompanying the person cared for	
	Contribute to inequality	Not aware	
	Encourage participation positive attitudes and relations between groups	Yes	

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?	Internal customers – Active Life; Sports Development Unit External Customers Results of questionnaires shared with customers	
2. What consultation method/s will you use?	Questionnaire Internal meetings Non user surveys via marketing Sector	
3. Are any groups of people likely to be missed out of the consultation? What can we do to prevent this happening?	Possibly those who are non English speaking although access to National Interpretation Service	
4. Are there effective mechanisms to record and analyse the consultation responses?	Marketing Sector deals with collation etc	
5. Date (and place if applicable) of consultation	September / October 2008 next questionnaire	
6. Can you prove who you consulted with?	Yes information collected	
7. Summary of consultation findings		
8. Where can full details of the consultation findings be found?	Website Each Sports Centre has details posted up of responses	

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	relating to that site	
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Part D: Action Plan

Organisation/ Department	Wigan Leisure and Culture trust
Service Area	<i>Active Life</i>
Responsible Officer	Albino Ferro

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
Continued review and development of programmed swimming	Medium	AF		Within budget	No. programmed activities	
Ongoing meetings of Lifestyle Group to assess services	Medium	AF		"	No. of participants	

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Programme of 'Quest' Accreditation	Medium	AF		"	No. sites accredite d	
Pricing policy reviewed annually	Medium	AF		"		
Continual attendance of staff at diversity training	High	Af		"	No. of attendees	

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Part D: Action Plan Continued...

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

Completed by	Albino Ferro & Rosanne Patterson	Date	May 2008
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?	team	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.