

Equality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet or by contacting the Corporate Support Team ext. 2607.

1. Persons responsible for this assessment:

Name: Andy Barge, Group Manager – Customer Services	
Date of assessment: 15 July 2015	Telephone: 01594 812383 Email: andy.barge@fdean.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Leisure management strategy – appointment of a delivery partner
Proposal to deliver an existing service in a different way, by appointing an external delivery partner

3. Briefly describe it aims and objectives

<ul style="list-style-type: none"> • Management, operation and maintenance of the Council’s leisure centres in accordance with current best practice in the industry • Access to high quality community leisure provision across the District • Risk transfer and a cost effective solution in line with our Medium Term Financial Strategy targets • To safeguard the employment of the staff currently employed at each centre • Investment to update and modernise the dual use facilities and equipment at each centre. • A surplus share mechanism which allows the Council to benefit from any improved financial performance beyond the agreed management fee • Provision of innovative and on-going improvements in the delivery of services provided by the leisure centres to the public. • Provision of affordable and modern dual use facilities and equipment to the residents of and visitors to the Forest of Dean leading to increased participation levels

4. Are there any external considerations? (e.g. Legislation/government directives)

No legislation or directives. A soft market test, experience of other Councils and our Medium Term Financial Strategy has been used to inform the proposed service delivery model.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓	In submitting their proposals, the preferred delivery partner has made reference to current and projected demographics, particularly age, gender and disability. In addition, market segmentation statistics have been used to inform an indoor built facilities strategy by identifying the types of activity certain groups of people are most likely to take part in. This combination of demographics and market segmentation has helped to shape the proposed services the delivery partner would offer over the ten year contract
Recent research findings including studies of deprivation	⊗	
Results of recent consultations and surveys	⊗	No public consultation was carried out
Results of ethnic monitoring data and any equalities data	✓	See point above
Anecdotal information from groups and agencies within Gloucestershire	✓	Discussions with carers forums to explore whether people with caring responsibilities could be included as a new category of discount eligibility
Comparisons between similar functions / policies elsewhere	✓	Comparisons with most other Gloucestershire authorities; HALO leisure trust (Herefordshire) and with other similarly sized rural authorities.
Analysis of audit reports and reviews	✓	Recommendations from the independent leisure options appraisal conducted by Knight, Kavanagh & Page (published April 2012). Soft market test. Ongoing Cabinet and Strategic Overview and Scrutiny committee input
Other:	✓	Submissions made by three potential providers when an Invitation to Submit Detailed Solutions was issued

6. Please specify how intend to gather evidence to fill any gaps identified above:

A robust performance monitoring system, with a focus on outputs and outcomes, will be used to assess the ongoing impact of service delivery on the community. The specification expressly asks for participation levels to be measured for:

Group	Profile	Measured By
General Throughput	<ul style="list-style-type: none"> Total visits 	Front of house income receipting
Membership Card	<ul style="list-style-type: none"> Resident/ non resident Male/ Female Age Group Ethnic Group Concessions/Low Income Disabled 	Membership / Leisure Card Database
Concession Usage by Category	<ul style="list-style-type: none"> Resident/ non resident Male/ Female Age Group Ethnic Group Concessions/Low Income Disabled 	Membership / Leisure Card Database
Young People	<ul style="list-style-type: none"> Resident/ non resident Male/ Female Ethnic Group Pre-school 5-11 years and 11-18 years Disabled Looked after Children 	Membership / Leisure Card Database
Over 60s	<ul style="list-style-type: none"> Resident/ non resident Male/ Female Ethnic Group Low Income Disabled 	Membership / Leisure Card Database
Black and Minority Ethnic (BAME)	<ul style="list-style-type: none"> Male/ Female 	Through the till From pre-registered sessions Membership / Leisure Card Database

Annual satisfaction surveys and external benchmarking will also be a requirement for the delivery partner. In the first year of the contract the Council and preferred delivery partner will agree a final outcomes 'scorecard' covering user perspective, continuous improvement and financial performance. This will detail the required outcomes, performance standard, measurement and reporting.

7. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	
LOW – Few members of the general public/staff will be affected by this proposal	
MEDIUM – A large group of the general public/staff will be affected by this proposal	✓
HIGH – The proposal will have an impact upon the whole community/all staff	
<ul style="list-style-type: none"> • The proposed change will directly impact all Council staff employed in our leisure service, which is approximately 90 people equating to just over 34 FTE. All of these people will TUPE transfer on their existing terms and conditions of employment, along with continuity of service. In addition there will be an impact on the casual staff who due to the nature of their employment will not TUPE transfer. However, it is proposed that the new contractor will offer a large proportion of the casual staff continued work opportunities. • All existing service users may be impacted by this proposal. The services specification issued though provides service assurance on a whole range of areas and requires the delivery partner to ensure its programming, pricing, policies, marketing and training are focused to support the Council in achieving its desired outcomes, which are broadly summarised as: <ul style="list-style-type: none"> ▪ A more active district ▪ Promoting community cohesion, whilst accepting the limits that will apply due to the number of sites ▪ Improving health and wellbeing ▪ Partner engagement, including local schools and sports clubs ▪ Providing local economic benefit ▪ Sustainability/ Environmental improvements ▪ Value for money ▪ Improving participation • The Council has set specific maximum prices for certain activities, such as swimming and fitness suite entry, which can only increase as a maximum at the rate of CPI for the contract period. Any variations to these core prices can only change with specific consent from the Council’s Authorised Officer. The preferred delivery partner may set its own prices for other activities and their pricing shall promote the principles of equality and sustainability while meeting agreed participation targets. 	

- The preferred delivery partner has acknowledged the need to make sure price is not a barrier to Forest of Dean residents who use the facilities infrequently or not at all and will be required to continue with concession pricing, in line with some of the pricing principles agreed by Cabinet in October 2012:
 - Affordability for those most in need
 - Encouraging more physical activity as part of a healthier lifestyle, especially in recognised target groups
 - Flexibility to respond to market demand and market trends
- Existing programmes of use have been identified in the specification and the requirement for the preferred delivery partner to accommodate existing clubs and groups hiring the facilities
- The provider will be required to ensure compliance with Equalities legislation, including an ongoing programme of training for staff

8. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People		✓		The preferred delivery partner intends to offer free swimming for resident under 8s (swimming pool admissions policy applies) Proposals for Coleford will offer enhanced provision which will attract new users	Service specification and contract monitoring
Age – Old People		✓		The preferred delivery partner intends to offer free swimming for resident over 75s	
Disability		✓		Neutral impact at this point in time.	
Sex – Male			✓	Proposed facility enhancements at Lydney and Coleford will further improve physical access for disabled people. There is a legal requirement for all sites to be DDA compliant. As described at section 5, demographics and market segmentation data will be used to inform activities and programming, so a positive impact may result for some protected characteristics.	
Sex – Female			✓		
Race including Gypsy and Travellers			✓		
Religion or Belief			✓		
Sexual Orientation			✓		
Gender Reassignment			✓		
Pregnancy/maternity			✓		
Geographical impacts on one area			✓		
Low income		✓			

9. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Appoint an operational client role to monitor day to day performance	Group Manager – Customer Services	Within agreed budget	October 2015
In the first year of the contract the Council and preferred delivery partner will agree a final outcomes ‘scorecard’ covering user perspective, continuous improvement and financial performance. This will detail the required outcomes, performance standard, measurement and reporting.	Group Manager – Customer Services	Within current resource	October 2016

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Andy Barge	Role:	Group Manager – Customer Services	Date:	
Line Managers signature:				Date:	
Reviewed by Corporate Equality Officer Group:				Date:	

Please forward an electronic copy to the Corporate Support Team – corporatesupport@fdean.gov.uk.