



## Stage 1: Scope of the Equality Assessment

**\*\* NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process. \*\***

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed.

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab).

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

QEII playing field (formerly Shelley Road recreation ground) community room project. This is a Community Services managed project funded from the HWTC CIL allocation. The project arose from a request from the Ward Member, supported by the Poets' Corner Residents' Association (PCRA), which was considered and supported by the HWTC CIL Working Group, endorsed by HWTC, receiving Cabinet agreement on 7 March 2016.

2. What is the purpose? (A short statement about its aim or objectives)

Construction of a small community building for use by the local community surrounding the QEII playing field. The community room will be managed by the PCRA. Once built the community room will be available for use/hire by community groups.

3. Who is affected? (The people it covers)

The room will primarily serve community needs in the immediate residential area surrounding the QEII Playing Field, located off Shelley Road and formerly called Shelley Recreation Ground. It is not specifically tailored for one section of society, its purpose is to provide a general community facility and it will be fully accessible.

4. Are there any other organisations involved in delivery? (Other agencies, voluntary sector) If so, please list them.

The Poets Corner Residents' Association for future management of the community facility.

5. What are the external drivers for change? (i.e. Legal, national policy, partnership, etc.)

WDC Community Facilities Strategy; High Wycombe Town Committee priorities and their CIL allocation for local community infrastructure.



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people ● place ● pounds

6. Does/could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

Yes

7. Does/will it affect how other services are provided?

No

8. Is there information e.g. survey data or complaints that suggest that it will/is affecting particular groups of people who share a protected characteristic? If so, how?

A public consultation was undertaken but no specific needs were identified that needed to be addressed

9. Does it have employment implications? (e.g. recruitment policy)

No

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

Yes

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Vickie McSwiggan, Policy Officer for discussion and possible further explanation at [Vickie.mcswiggan@wycombe.gov.uk](mailto:Vickie.mcswiggan@wycombe.gov.uk). Then, if following the challenge process:

- a) it is agreed with the Policy Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy to the Policy Officer for publication.



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people ● place ● pounds

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OR

- b) it is agreed with the Policy Officer that Stages 2-4 need to be completed there is no need for Head of Service to sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Policy Officer for publication.

12. Who undertook this assessment?

Name: Richard Marks

Job Title: Community Facilities Project Manager

Phone: ex 3413

Email: Richard\_marks @ Wycombe.go.uk

This impact assessment was approved by the following Head of Service:

Name: Elaine Jewell

Service: Community Services

Date: 17 June 2016

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.



**Stage 2: Information Gathering**

1. Under the Equality Act we need to comply with certain general duties, These ask: **What will the review or change to the Service/policy etc. currently being assessed do to:**

Eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics. (See Appendix 2 of the <a href="#">Equality Framework</a> ). Also bear in mind the impact on the needs of refugees and migrants where relevant.	N/A
Advance equality of opportunity for any / all of the protected characteristics	At the moment there is no type of community hall facility in the Poets' Corner area, therefore the projects improves opportunities for people with protected characteristics within the area to meet locally, thus enhancing community cohesion.
Foster good relations for any / all of the protected characteristics	The building of the community hall will create a meeting place for local residents. The building will be available for use by all local residents and may improve community cohesion.

2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them.)

Yes, public consultation undertaken and findings reported on.

3. Please describe the groups and/or mechanisms you use to engage with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4).)

A consultation was held to understand the use of the playing field and the need for a community hall would be useful, its potential size and range of uses.



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3a. Is this on-going? (If not please give reasons why.)

Yes, while a report on the consultation findings was produced the planning process also includes a public consultation element, which enables residents to comment on the detailed proposals.

4. Have you done any work to understand the impacts of your service/policy/review on these user groups? This may include any consultation/research/studies you have used.  
(If 'yes' what has this told you?)

See above consultation

5. Is there any further consultation or research planned?

Yes X No As part of the planning process

**If 'yes', remember to include this as an action in Stage 4.**

6. If there are gaps in your knowledge are there any experts/relevant groups that can be contacted to get further views or evidence on these issues?

Yes No X

6a. If Yes, please list them and explain how you will obtain their views:

**Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4.**

7. Do you need to carry out further research?

Yes No X

7a. If yes give details (remembering to include this as an action in Stage 4)



**Stage 3: Making a Judgement (Analysis)**

1. Please state what you have done **to date** to take into account the needs / promote service for each of the relevant protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefited specific groups. E.g. in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable.)

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, Marriage / Civil partnership, Pregnancy / Maternity (See Appendix 2 of the [Equality Framework](#))

Demographic data and anecdotal evidence indicates that local residents include a proportion of older people who will benefit from the provision of a local community meeting place. The building will also be suitable for use by pre school children as there are a number of young families within the area who responded to the consultation to express a need for a playgroup type provision.

2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the **proposal currently being assessed.**)

Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may well have a lower income than the middle aged population, and people with disabilities are more likely to be out of work or paid less than the general population, as are those from an ethnic minority background. Additionally, there are currently more single mothers than single fathers and this may mean a lower income.

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, Marriage / Civil partnership, Pregnancy / Maternity (see Appendix 2 of the [Equality Framework](#))

Positive impact for older people and for young children and their families has been identified. The building will be fully accessible for people with disabilities. No other specific protected characteristics have been revealed by public consultation.

**Again remember to include any actions in Stage 4 as necessary.**

3. Which negative impacts are:

a) Unavoidable? Please explain your answers and ensure an action is included in Stage 4 to mitigate these wherever possible.

The building phase may cause some local disturbance but will not affect any one particular group with protected characteristics.



### Stage 4: Monitoring (Publication and Review)

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above:

#### Equality Improvement Plan (EIP)

Equality Target (see note below)	Equality Action (see note below)	Intended outcome (see note below)	Deadline for completion this MUST be included – on-going is not acceptable	WDC officer responsible	Job Title	Review date (see note below)
Foster good relations by providing a facility where currently, one does not exist.	Construct the community Hall	Available space for hire \ use for local residents of the area in which the community hall lies.	Easter 2017	Richard Marks	Community facilities project manager	9 months.
Planning consultation stage	Keep the PCRA involved and informed	Good awareness of the detailed proposals	TBA	Richard Marks	Community facilities project manager	3 Months



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### **Equality Target**

Intended outcome relates to how the results of the action will be used. (For e.g. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

### **Equality Action**

Many actions may work towards one target (e.g. i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations).

What actions are you taking towards this target and how will success against the action be monitored?

### **Intended outcome**

Relates to how the results of the action will be used (e.g. for an action to consult provide an intended outcome showing what you will use info. for and how this will make a real-life equality improvement for people.

This should link to:

- any information you still need to obtain - Stage 2
- any impacts you are attempting to mitigate, or achieve - Stage 3
- how it contributes to the Equality Act General Duties - Stage 3

### **Review date**

Date when we can review expected progress as a result of changes made (e.g., dependant on the nature of the action this may be 3 ,6 , 9 or even 12 months after the action has been completed).

NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.



I have read the Equality Assessment and am satisfied all available evidence has been accurately assessed for its impact on the protected characteristics. Mitigations, where appropriate, have been identified and actioned accordingly. I confirm all actions are agreed and this is EA approved for publication.

Head of Service signature: Elaine Jewell .....

Service Area: Community

Date: 20-6-2016

An **electronic Word version** should now be sent to the Policy Officer for publication.

Date received by Policy Officer: .....

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.