



WDC Equality Assessment form

people ● place ● pounds

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?

A review of sports development and health services, arts development and Wycombe Resource Zone, corporate equalities advice, young people services and the management of grants to voluntary and community sector organisations

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

To make savings on end service budgets

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

A range of options have been explored and the following groups could potentially be affected depending on the options selected by the Council's senior officers and Members. Groups are: young people, sports club members, nurseries and playgroups, older people, people with disabilities and possibly people with other protected characteristics though services are not targeted towards them, (excepting equality advice which is targeted towards all Protected Characteristic groups)

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

Not on a formal basis.

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

Local government budget cuts



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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](#).

This cannot be determined until specific options are selected. Some options include ceasing services, which may impact on people with protected characteristics

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?

Survey data is not available for different user groups

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

Potentially - redundancies of Arts Dev Officer, Health Improvement Officer and Equality Officer. Amalgamation of some of the work of the Young People's Officer into a new policy post.. Externalisation of Sports Dev work and associated officer.

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.



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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 Claire Hook, Equality Officer for discussion and possible further explanation at claire_hook@wycombe.gov.uk. Then, if following the challenge process

a) it is agreed with the Equality 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 it to the Equality Officer for publication.

OR

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

12. Who undertook this assessment?

Name: Elaine Jewell Job Title: Head of Community Services Phone: 01494 421800 Email: Elaine_jewell@wycombe.gov.uk
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This impact assessment was approved by the following Head of Service:

Name: Elaine Jewell

Service: Community Services

Date:

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 Equality Framework) Also bear in mind the impact on the	It will have no impact. Provision of corporate equalities advice and guidance has been maintained and other services do not actively work in this area



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needs of refugees and migrants where relevant.	
advance equality of opportunity for any / all of the protected characteristics	<p>While the arts development service has been ceased there is significant potential for the sports development service to have far greater reach outside of the Council. As the latter has a particular focus on children and young people and people with disabilities the changes should be beneficial overall. Grant funding for arts projects has been maintained so that community projects, such as the hugely successful Swan youth drama and dance projects, will continue. The provision of Workplace Health will now be undertaken by HR and external health work will be continued by the County Council's public health function.</p> <p>Wycombe Resource Zone will continue unaffected and core young people's work has been amalgamated into a new Policy Officer role.</p>
foster good relations for any / all of the protected characteristics	<p>The change for the sports development service is likely to bring together larger numbers of children and young people from diverse backgrounds. The change should therefore be positive</p>
<p>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).</p> <p>External data is available on sports participation as well as inspection data as part of the Quest scheme. Results have been fed into the development of Wycombe Sports and Physical Activity Network's Sports Development Strategy, which has foc used attention on opportunities for children and young people and people with disabilities in particular</p>	
<p>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)).</p> <p>As above plus customer feedback forms</p> <p>3a. Is this on-going? (if not please give reasons why)</p> <p>Yes</p>	
<p>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.</p> <p>(If 'yes' what has this told you)?</p>	
<p>Yes, in the main we have worked to maintain services that are delivered to groups with protected characteristics</p>	
<p>5. Is there any further consultation or research planned?</p> <p>No</p> <p>If 'yes', remember to include this as an action in Stage 4</p>	



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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?

Not applicable

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?

No

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 benefitted 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](#))

We have continued services targeted towards groups with protected characteristics. We have achieved this by maintaining the programmes of grants for arts projects and for venue hire and by continuing the sports development service within an externalised arrangement

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. And, currently, there are more single mothers than single fathers and this may mean a lower income.

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual

For both children and young people and people with disabilities the impact is anticipated to be positive as an externalised sports development service will be able to



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orientation, marriage / civil partnership, Pregnancy / maternity (see Appendix 2 of the [Equality Framework](#))

attract in funding from a wider variety of sources

Arts organisations may include or target projects towards people with protected characteristics – this was provided by the Arts Development Service, which has been ceased. However the Wycombe Heritage and Arts Trust has established a new Arts Forum, which could develop into an effective self help group for local arts organisations. Support can also be sourced from the Arts4Every1 network that runs the St John's Centre for Creativity.

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

None



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)
Ensure protected characteristic groups area aware of changes where necessary	Affected Officers to ensure work is handed over effectively	Smooth transition	Sept 2015	Elaine Jewell	Head of Community	

Equality Target



WDC Disability Guidance Equality Assessment form

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July 2013

Intended outcome relates to how the results of the action will be used. (for eg. 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.



**WDC Disability Guidance
Equality Assessment form**

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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: 08/06/15

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

Date received by Equalities Officer: 09/06/15

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