

## Stage 1: Scope of the Equality Impact Assessment

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

EIAs are designed to be proportionate and relevant and thus the time spent completing the EIA 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 EIA if necessary, or guidance can be found in the Documents section of the Equality and Young People 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?

Wycombe Sports and Leisure Centre

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

Replace Wycombe Sports Centre with a new sports & leisure centre as the current facility has reached the end of its life and the current management contract expires on 31 March 2015. The aim is for the current centre to remain open until the new centre is available for use.

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

All leisure centre users, local sport clubs & user groups. Local residents. Members of the public and current non users.

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

Mace Group Ltd Lead consultant and Sport England. Local sports clubs and current users will also be involved throughout the process.

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

The existing leisure centre is life expired and the operators current contract ends in March 2015.

6. Does the service, or the way you implement it, affect the public, Members or staff directly?

Yes the new sports and leisure centre will affect the public. The facility mix and future programming will need to be seriously considered during the design and operation stages.

7. Does it affect how other services are provided?

The potential impact of the new facility on the Council's other leisure centres is currently being investigated and HXH does not affect the other leisure services provided as the new leisure centre replaces the old leisure centre currently on the site.

8. Is there information e.g. survey data or complaints that suggest that it is affecting particular groups of people? If so, how?

Public consultation has been carried with further sessions planned in February 2012. The consultation includes both the general public and the user/sports groups. Consultation will be ongoing through out the development of the project. A wide public consultation exercise was undertaken as part of the planning application which included agreeing the new sports facility mix in the new leisure centre. The consultation was done via a number of methods including an exhibition with public survey, regular meetings with local sports clubs and representatives from the national governing bodies of sport, specific meetings with local representatives for People with Disabilities, and Sport England. All this has feed into the final design of the new facility.

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

Not to WDC directly employed staff, but it will potentially impact on the leisure management contractor's staff.

*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 Impact 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. eg 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 EIA **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 Claire Hook, Equality Officer for discussion and possible further explanation at [claire\\_hook@wycombe.gov.uk](mailto: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: Richard Smith

Job Title: Project Manager

Phone: 077786266375

Email: Richard.smith@macegroup.com

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

Name:

Service:

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

<p>1. Under the Equality Act we need to comply with certain General duties, These ask; <b>What will the review or <u>change to the Service / policy etc. currently being assessed do to:</u></b></p>	
<p>eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics? (These are age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, marriage or civil p'ship, and pregnancy or maternity). Also bear in mind the impact on the needs of refugees and migrants where relevant.</p>	<p>N/A</p>
<p>advance equality of opportunity for any / all of the protected characteristics (as listed above)</p>	<p>Specification of new sports centre better for disabled access Viewing gallery to swimming pool screened depending on usage. Unisex toilets for use by all.</p>
<p>foster good relations for any / all of the protected characteristics (as listed above)</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>The design has incorporated the needs of the protected characteristics to allow for future use of all.</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage / consult 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>Users and sports clubs have been consulted on an ongoing basis throughout the project.</p>	
<p>3a. Is this ongoing? (if not please give reasons why)</p> <p>Yes during the build project as appropriate.</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. (If 'yes' what has this told you)?</p>	
<p>The impact of the build project has taken into account the needs of the users and protected groups.</p>	
<p>5. Is there any further consultation or research planned?</p>	

Yes

*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?

No

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:

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

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

<p>1. Please state what you have done <b>to date</b> to take into account the needs / promote service for each of the protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. Eg 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).</p>	
Age	N/A
Disability	N/A
Gender	N/A
Gender reassignment	N/A
Race	N/A
Religion / belief	N/A
Sexual orientation	N/A
Marriage / civil partnership	N/A
Pregnancy / maternity	N/A
<p>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 <b>proposal currently being assessed</b>)</p> <p>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.</p>	
Age	Improved transport links to sport centre will help people of all ages get to and from it. Child specific pool.
Disability	Improved access, Changing Places changing room, two lifts, pool hoists, fully accessible changing rooms, wheelchair positions in viewing balcony,
Gender	Family changing rooms
Gender reassignment	Unisex changing rooms
Race	N/A
Religion / belief	Women only swimming sessions/Screened viewing gallery

Sexual orientation	N/A
Marriage / civil partnership	N/A
Pregnancy / Maternity	Baby changing facilities which are located in the unisex areas, Buggy Park, Lifts
<i>Again remember to include any actions in Stage 4 as necessary.</i>	
<p>3. Which negative impacts are:</p> <p>a) Unavoidable? Please explain your answers and ensure an <i>action is included in Stage 4</i> to mitigate these wherever possible. The noise and disruption of building works to local residents but this won't affect any one protected characteristic more than any other.</p>	

## 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  (eg Improved evaluation by school children attending formal sessions)	Equality Action (many actions may work towards one target) (eg i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)	Intended outcome * this should link to any information you still need to obtain (Stage 2), any impacts you are attempting to mitigate, or achieve (Stage 3), or how it contributes to the Equality Act General Duties (Stage 3)	Deadline for completion this MUST be included <b>(ongoing is not acceptable)</b>	WDC officer responsible	Job Title	Email address	Phone number
Carry out investigation on effect on other leisure services	HXH does not affect the other leisure services provided as the new leisure centre replaces the old leisure centre currently on the site.	No outcome as no impact on other services	Completed	Sarah Randall	Community Commissioning Manager	Sarah.randall@wycombe.gov.uk	01494 421888
Improved physical access	Done as Part three above	Improved access	Completed in design of building	Charles Brocklehurst	Major projects & Estates Executive	charles.brocklehurst@wycombe.gov.uk	01494 421280
Keep to a minimum noise and disruption of building works to local residents.	Following building regulations including Noise and dust monitors to ensure work is well within acceptable level.	Trying to mitigate congestion on carriageway by doing works out of peak hours and keep lanes	November 16 <sup>th</sup> 2015	Charles Brocklehurst	Major projects & Estates Executive	charles.brocklehurst@wycombe.gov.uk	01494 421280

	Works in carriage way to only take place during non peak hours	open. Newsletter/Emails to local residents to advise of works and progress					
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- 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).

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

Confirmation that actions are agreed and EIA approved for publication:

Head of Service signature... ..

Service Area

Date

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

Date received by Equalities Officer... ..

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