

EQUALITY IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Leisure Services; proposed alternative business model
Lead Department & other departments/ partners involved:	HEED, Education
Responsible Officer	Ronald M. Dinnie
Impact Assessment Team	Allan Moyes, Ricardo Rea. Fiona McGuigan; Anne Marie Cosh, Alan Crawford, Andrew McKay
Is this a new or existing PFD?	New
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): 28/09/2011	
End date (this should allow for the assessment to inform decision-making): 09 12 2011	
What are the main aims of the PFD?	<p>Main aim is to create a new leisure trust as an alternative business model for the delivery of leisure services throughout West Dunbartonshire and which will achieve the following:</p> <ul style="list-style-type: none"> • Access to grant funding previously unavailable to the Council. • Significantly increase investment levels in leisure facilities and associated operations. • Financial savings to the Council. • Improved all round leisure services to residents of West Dunbartonshire. • Improvements to health and well-being of the West Dunbartonshire community.

	Potential for increased economic and social activity throughout West Dunbartonshire.
Who are the main target groups/ who will be affected by the PFD ?	West Dunbartonshire citizens, West Dunbartonshire Council employees
Relevance (of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Yes	
	The primary aim of the PFD is provide sustainable services and to secure savings for the council. Yes - relevant as this function is about public service delivery, and relevant because the proposal affects a group of WDC employees and citizens.
n/a	If yes, complete all sections, 2-9
n/a	If no, complete only sections 8-9
	If don't know, complete sections 2& 3 to help assess relevance

Section 2: Evidence

Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

Available evidence:

Consultation/ Involvement with community, including individuals or groups or staff as relevant

There has been extensive consultation with employees, Councillors and the public.

- HEED Committee report 03 March 2010
- A joint working group was formed involving senior staff from all the work areas anticipated to be affected. This group met for facilitated workshops to consider future options for trust on 25 May 2010 and 10 June 2010
- Elected members briefing session 18 August 2010
- Staff briefing sessions 01,07,08,14,15 September 2010
- HEED Committee report 06 October 2010
- Core brief item September 2010, November 2010, July 2011, September 2011, November 2011.
- JCC agenda item, March 2010, September 2010, November 2010, February 2011, April 2011, July 2011, September 2011
- Consultation with other directorates within the Council including, Education, Social Work & Health.
- Consultation with Head Teachers in Education
- Q&A information sheet gathered and disseminated through core brief November 2010
- Agenda item on Leisure Management meeting , August 2010, October 2010, December 2010, January 2011, April 2011, June 2011, July 2011, August 2011, September 2011.
- Information re Trust posted on intranet pages September 2011
- Staff information Road Shows 04 October x 2, 05 October x2, 06 October x2.
- Information re Trust posted on WDC website November 2011.
- Information item within council wide staff newsletter October 2011.
- Item on agenda for Customer Forum meetings November/December 2011

	<ul style="list-style-type: none"> • Interactive Q&A portal established on the intranet October 2011 • Public information posters with contact for any queries displayed in all sites October/November 2011 • Friday afternoons drop in sessions for employees scheduled over a five week period across various sites where employees could raise concerns/queries on an individual basis with Manager/ Trust Lead Officer November/December 2011
Research and relevant information	Of the thirty two Scottish Councils, twenty one have established similar alternative business models over the past twenty years or so, the most recent being East Dunbartonshire Council which transferred its Leisure and Culture Services to a new Trust on 1 April 2011. Despite reductions in local government funding in recent years all trusts have continued to be sustainable, to grow, the reinforce/enhance service delivery to the public and to maintain full employment for all their staff.
Officer knowledge	<p><u>National Agencies:</u> Information from sportscotland suggests that there isn't a different approach to the forms of support that they can provide to trusts as opposed to Local Authorities. They and other National Sports Governing Bodies work with both Trusts and Local Authorities across Scotland to develop sport and facilities.</p> <p>There is a wide range of knowledge and skills from within the Council and these have been harnessed within the Project Board formed to implement a Leisure Trust. This is supplemented by external advisors/consultants who specialise and have the additional skills required to progress this initiative.</p>
Equality Monitoring information – including service and employee monitoring	Equality monitoring is in place and will continue post transfer.
Feedback from service users, partner or other organisation as relevant	Service User feedback, suggestion boxes, customer forums, customer feedback questionnaires.

Other	<p>Advantages</p> <ul style="list-style-type: none"> • Rates/VAT Savings • Reinvestment options • New income - more investment • Potential to attract new funds • Renewed vision and focus • Ability to borrow • Potential to protect services • Simpler committee structure • Direct control of all aspects of Management 	<p>Disadvantages</p> <ul style="list-style-type: none"> • Concerns about jobs/conditions of service • Preconceptions based on other trusts • Loss of access to Council expertise • Financial risk • Attitudes of staff and elected members • Perception of too much focus on bottom line
Are there any gaps in evidence? Please indicate how these will be addressed		
Gaps identified	<p>To date there has been no consultation with:</p> <p>Equality Liaison Group.</p> <p>Citizen Panel.</p> <p>Volunteers.</p>	
Measure to address these	<p>Will arrange to communicate with these groups in the near future.</p>	
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>		

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
See detailed consultation (Section 2).		No negative impact identified which would have an impact on these characteristics.	Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
Pregnancy/ Maternity			

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
<p>The following applies to all Protected Characteristics listed below: Race, Sex, Gender re-assignment, Disability, Age, Religion and belief, Sexual orientation, Civil Partnership/ Marriage,</p>			
<p>Positive Impact:</p> <ul style="list-style-type: none"> • More main stream funding available for Leisure Services. • Opportunities to provide improved services and facilities. • Scope to amend or increase range of services tailored to the needs of all equalities groups. • Efficiencies achieved by integration of current dispirit services. • Potential to secure funding from sources unavailable to the Council. 	<p>Negative Impact:</p> <ul style="list-style-type: none"> • Potential for marginal pricing adjustments which will not affect vulnerable or disadvantaged groups. • Possibility of minor changes to opening hours at a few facilities which will be designed to avoid impact on vulnerable or disadvantaged groups. • Possible reduction in range of present free concession swimming, targeted only at those with ability to contribute very modest amounts, excluding vulnerable or disadvantaged groups (do we have a definition of who falls into this category?). 		
<p><i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i></p>			

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	No evidence identified which would have a negative impact on service delivery.
3. Adjust the PFD	n/a
4. Stop and remove the PFD	n/a
Give reasons: n/a	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
Introduce tool to facilitate and measure the use of services from an equality perspective.	R Dinnie	Help ensure use of facilities across all groups in WDC by analysis of data that will feedback into service provision and planning		All relevant PCs
Actively examine ways of expanding equality data measure.	R Dinnie	Help ensure use of facilities across all groups in WDC by analysis of data that will feedback into service provision and planning		All relevant PCs

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD

No, other than those mentioned which relate to potential changes to charges which are specifically due to economic factors and not equalities.

Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored? What equalities monitoring will be put in place?	Monitoring in place will continue and any subsequent proposed changes to service delivery will take cognisance of equalities.
When will the policy be reviewed?	n/a – not related to a change to policy.
Is there any procurement involved in this PFD? Yes/No	No.

Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature:	Date:
EIA Trained Officer:	Signature:	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: