

*Buckinghamshire County Council
Equalities Impact Assessment Proforma*

Title of strategy / policy / service being assessed:	Bucks Sports and Social Club
Contact Name and Telephone Number:	Deb Clarke
Date assessment completed:	14 November 2017
Signature and name of Head of Service signing off this impact assessment and equalities improvement plan.	Name: Deb Clarke
	Signature:
	Service: Director of HR and OD
<p>Good impact assessment can help us manage demand and be a more successful, efficient organisation.</p> <ul style="list-style-type: none"> • Understanding the impact of our actions will help us to deliver services fairly, target resources where they are most needed and avoid unintended negative impacts for residents, other parts of the council or other service providers. • Communities with wide inequalities are less likely to self-help and more likely to be higher users of public sector services. • Cohesive, resilient and integrated communities are able to cope better with economic and environmental crisis and more likely to be able to provide services, take over community assets or volunteer. <p>Impact assessment also helps us meet our legal duties under the Equality Act 2010, including the Public Sector Equality Duty. The Act says people should not be discriminated against because of one or more relevant protected characteristic(s), when using, or seeking to use, any service provided publicly or privately, whether that service is paid for or not. Neither should they be discriminated against in employment, when seeking employment, or when engaged in occupations or activities related to work because of the relevant protected characteristic(s):</p> <ul style="list-style-type: none"> <li style="width: 33%;">• Age (18+) <li style="width: 33%;">• Disability <li style="width: 33%;">• Gender Reassignment <li style="width: 33%;">• Pregnancy & maternity status <li style="width: 33%;">• Race <li style="width: 33%;">• Religion or belief <li style="width: 33%;">• Sex <li style="width: 33%;">• Sexual orientation <li style="width: 33%;">• Marriage and civil partnership (employment related only) 	
More detailed guidance has been produced to accompany this proforma see intranet under A to Z>Community Cohesion and Equalities.	

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Section A. To Assess or Not to Assess

To determine whether an EIA is required, please read the questions below and indicate your answer by putting an X in the box to the right of the “Yes” or “No” at the end of each question.

Does the service affect the public or staff directly?	Yes	X	No	
Does it affect how other services are provided?	Yes		No	X
Is there information e.g. survey data or complaints that suggests that it is affecting particular groups of people?	Yes		No	X
Does it have employment implications?	Yes	x	No	

If you have answered “Yes” to one or more of the questions listed above, you will need to continue with a full equalities impact assessment (EIA).

However, if you have carried out an assessment of this strategy/policy or service in the past two years, for example, as part of the transformation programme, or there has been an external audit of the service, which has resulted in explicitly stated equalities outcomes, you will not need to continue with an in depth EIA. You will, instead, need to consider any gaps in relation to the groups identified under “Purpose” and agree actions/targets.

If you have answered “No” to all of the above the statements, you will not need to continue with a full EIA because it is not relevant to the strategy/policy or service.

Please send this document to Angie Sarchet, Manager, Community Engagement & Development Team, New County Offices or via email to asarchet@buckscc.gov.uk. Ensure you do this prior to final sign off by the Head of Service to enable the challenge process to be applied effectively.

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Section B. Reviewing the design	
Questions to consider	The Findings
<p>1. Why is the strategy/policy or service necessary? What are the key aims and objectives? What outcomes is it designed to achieve and for whom?</p>	<p>The reasons for reviewing the current Bucks Sports and Social Club provision are the following:</p> <ul style="list-style-type: none"> • Substantial budget pressure. • Insufficient income generation. • High level of management overheads. <p>Objectives:</p> <ul style="list-style-type: none"> • To remove the significant cost pressures that has arisen in the running costs of the premises. • Reduce additional pressures caused by allocating management time in operational input to the Bucks Sports and Social Club. • To allow exploration of potential alternative uses in the future. <p>The Bucks Sports and Social Club provides the community of Stoke Mandeville and the wider Aylesbury Vale community with facilities including; bar, hall hire and field usage however the financials indicate that it is making a significant loss which is subsumed into the council budget.</p>

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	<p>The provision of community leisure facilities is not a County Council duty or policy, and its closure is being considered in the context of significant financial pressures on core statutory council services.</p>
<p>2. Consider your answers at question 1. How have the needs of different groups of people, where relevant/appropriate, been taken into account? What does needs assessment data tell you about who should be benefitting from the strategy/policy or using the service? What else do you know about people’s needs or views? What information do you have from consultations/focus groups, national or local published research reports, satisfaction surveys, service monitoring data, benchmarking with other providers, demographic data or other information that has been used to formulate the design and delivery of the strategy/policy/ or service. Also refer to the council’s “Research” information on the website.</p> <p>If you identify a gap in information, for example, about the needs of a particular group of people, include this as an action point in the equalities improvement plan.</p>	<p>A consultation has taken place with the key stakeholders and interested parties including: the 41 Bucks Sports and Social Club Members; suppliers; the Greater Aylesbury Local Area Forums; Stoke Mandeville Parish Council, Aylesbury Football Club; Booker Park School and regular clients.</p> <p>Due to very low demand and usage, the club is not providing the income required to cover costs and break even. In fact the club is operating at a significant loss and therefore is not sustainable in the longer term.</p> <p>We do not anticipate that closing the club would discriminate against any of the 9 protected characteristics: age (18+), disability, gender reassignment, pregnancy & maternity status, sex, race, religion or belief, sexual orientation, marriage and civil partnership (employment related only)</p> <p>The clients using the facility have been informed of alternative locations available to them if the decision is made to close the club, including:</p> <ul style="list-style-type: none"> • Grange School • Aylesbury High School • Sir Henry Floyd Grammar School • Bedgrove Park • Meadowcroft Open Space Park

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- Edinburgh Playing Field Park
- Walton Court Community Centre
- Aylesbury Multicultural Centre.

A communications plan will be developed to ensure that users of the club are aware of similar facilities nearby.

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Questions to consider	The Findings
<p>3. Are other organisations responsible for delivering the strategy/policy or service? If yes, how have you incorporated the council's cohesion and equalities priorities into the procurement process or contractual arrangements? How is compliance monitored? What steps have you taken to reduce the council's legal liability where services are being delivered on our behalf? If not relevant, go on to question 4.</p>	<p>No.</p>
<p>Section C. Reviewing the implementation/delivery</p>	
<p>4. Does the strategy/policy need to be communicated to the public/our employees or does accessing the service depend on information being communicated to the public? If yes, how will this be achieved? Consider the information we already have about how our residents prefer us to communicate with them and consider the ways that different groups of people generally find out information. How do you or how will you ensure that communication is appropriate to meet the different communication needs of different groups of people? If not relevant, go to question 5.</p>	<p>The Council will ensure that the public, key stakeholders and other interested parties are informed accordingly in their preferred method.</p> <p>If there are any ongoing questions, these can be emailed to candlminorworks@bucksc.gov.uk or alternatively residents can call Facilities on 01296 382310</p>
<p>5. Is delivery of the strategy/policy or service dependent upon particular buildings, open space or mode of transport being used by the public? If yes, what facilities and transport access arrangements have been put in place to ensure that the needs of different groups of people have been addressed? See the EIA guidance notes for suggested issues that you need to think about. If not relevant, go to question 6.</p>	<p>Alternative facilities are already available to residents.</p>

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Questions to consider	The Findings
<p>6. Review any processes people need to go through to be able to use the service or to benefit from the strategy/policy. For example criteria that are applied to determine eligibility for receiving the service and the completion of forms. Do these processes/criteria effectively prevent groups of people of people from using the service or benefiting from the strategy/policy?</p> <p>(Ideally you should be aiming to only keep those processes and criteria that are essential to implementation/delivery, for example, because they are a legal requirement.)</p>	N/A
<p>7. What particular skills and knowledge will relevant staff need to ensure that the strategy/policy is properly implemented or that the service is delivered appropriately to meet people’s individual needs?</p>	N/A
<p>Section D. Assessing for differential impact and discrimination</p>	
<p>Consider the answers given in questions 1 through to 7 and assess whether the strategy/policy or service results, or could result, in differential impacts on particular groups of people. Essentially you are looking to identify and deal with any actual or potential unfairness, disadvantage or discrimination. (See the guidance notes for a more detailed explanation.)</p> <p>If you consider that there is a differential impact, or the potential for a differential impact, you will need to assess whether this constitutes discrimination (i.e. detrimental to a group or particular groups of people) and whether the impact is justifiable as a proportionate means of</p>	<p>On reviewing the questions above, it is anticipated that there will be no differential impacts on the 9 protected characteristics.</p>

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<p>achieving a legitimate business aim. You are required to give your reasons for this.</p>	
<p>If you have identified a differential impact that constitutes illegal discrimination, you are required to take action to remedy this immediately.</p> <p>If you have identified a differential impact that is justifiable or legitimate, you may need to consider what actions are necessary to mitigate its affect on particular groups of people. This arises out of the duty to promote good relations between people of different groups and is in keeping with the Council’s approach to “Strong & Cohesive Communities in Bucks”.</p> <p>Ensure that these actions are listed in the attached equalities improvement plan.</p> <p>If you do not have the authority to take the action required, you will need to alert the relevant service manager to your findings.</p>	
<p>Section E. Ensuring continuous improvement</p>	
<p style="text-align: center;">Questions to consider</p>	<p style="text-align: center;">The Findings</p>
<p>9. What measures will you be using to monitor the impact of the strategy/policy or service over the next three years?</p> <p>The council is committed to mainstreaming equalities, ensuring that it is integrated into our performance management frameworks and subject to continuous improvement through performance monitoring. We also have legal duties to ensure we are not discriminating against groups of people in the provision of goods, services and facilities or in our role as an employer.</p> <p>You should only expect to carry out an equalities impact assessment every three years (unless you are introducing a significant change in the interim). You will, therefore, need to have information systems in place that will enable you to analyse and interpret information to:</p>	<p>There will be a project closure plan in place which will identify all the key activities and next steps required including a review period.</p> <p>The project closure will form part of a project tracker so that it can be reviewed to ensure that this area is monitored.</p>

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- Show the numbers of particular groups using the services and what outcomes they experience
- Show under-use of a service by an equalities group
- Show over-use by an equalities group
- Reveal discrimination
- Demonstrate that services are not discriminatory
- Measure the effectiveness of service changes
- Identify the need for new or changed services

Please refer to the council's equalities monitoring guidance (see intranet) or contact the Research Team to decide what type of monitoring is appropriate and what information you will need to gather.

Also consider whether you need have some targeted actions with particular groups of people to address the issues identified above.

Please ensure that these are listed in the attached equalities improvement plan.

Section F. Opportunities for community cohesion or promoting good relations between different groups of people

Community cohesion and equalities are priorities for Buckinghamshire County Council.

Community cohesion is the outcome of understanding and respect between different communities and a sense of identification with a wider community. In essence it's about promoting a sense of connection, trust and belonging both within geographical communities and across groups of people. It is at risk where illegal discrimination exists, or is perceived to exist, when stereotypes and disinformation go unchallenged and where lack of knowledge about, or experience of, different groups of people leads to fearfulness and segregation.

Equalities in Buckinghamshire are at risk when we fail in our duty to provide an appropriate and professional service that takes account of the different needs of groups of people as a consequence of their colour, culture and ethnic origin, gender, disability, age, religion/belief or sexual orientation or as a result of living in a rural community, lower socio economic group or being a new group to this country and/or county (migrant worker, refugee or asylum seeker).

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Questions to consider	The Findings
<p>10. Consider what opportunities and risks to the Council's community cohesion and equalities priorities could arise, for example:</p> <p>(a) Are there ways in which your service could bring different groups of people together, for example to develop future provision through consultation exercises?</p> <p>(b) Are there ways in which existing groups could interact with the service, for example, as part of ongoing monitoring of service provision?</p> <p>(c) Could the way you provide the service bring different groups of people together to use the service?</p> <p>(d) Does the way in which your service is provided have the potential to lead to resentment between different groups of people? How can you compensate for perceptions of preferential or differential treatment? Consider the role, or potential role, of the media and extremist groups when formulating your communication actions.</p> <p>(e) If the improvement plan identifies addressing a gap in the service for a particular group of people, have you also addressed the potential for perceptions of preferential treatment for the group? How will you ensure that people will understand the need for the actions proposed as a result of this impact assessment?</p> <p>Ensure that the actions you identify are put into the attached equalities improvement plan.</p>	<p>N/A</p>

EQUALITIES IMPROVEMENT PLAN

Please list all the equalities actions and targets that result from the Equalities Impact Assessment (continue on separate sheets as necessary). These also need to be integrated into the relevant service plan for mainstreaming and performance management purposes.

Equalities Targets/Actions	Officer responsible	By when
Ensure that the communication of the decision at Select Committee is timely and appropriate to key stakeholders and interested parties	Deb Clarke / Gill Smith	19 December 2017
Ensure that there is a clear closure project plan in place and communicate effectively and appropriately to the public by agreed methods liaising with BCC Communications Team.	Gill Smith	31 March 2018

Once the challenge process has been completed, please return the agreed Equalities Impact Assessment Form (signed by your Head of Service) and equalities improvement plan, to Angie Sarchet, Manager, Community Engagement & Development Team via email to asarchet@buckscc.gov.uk.