



Equality Impact Assessment – Form Template (September 2010)

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, Assessments should take into consideration each of the so-called “protected characteristics” listed in the Equality Act 2010. As such, each of these – race, age, gender etc – are listed in the below questions (Q9 – Q17).

Don't be put off by the apparent length of this form. Many of the questions will not require a specific response, other than “no impact” – to help you complete the form, please refer to the advice note which will answer most queries.

Service Area Streetscene & CL&L	Head of Service: Andrew Morris & Ffion Lloyd	Person responsible for the assessment: Jodie Cain	Date of Assessment December 2012	This is an existing service that is under review as part of the Business Improvement Programme
Name of the function to be assessed: Outdoor Bowling Provision				

<p>3. Who are the main stakeholders in relation to the function</p>	<ul style="list-style-type: none"> • Citizens of Newport generally –Streetscene and Continuing Learning & Leisure will serve all individuals and communities in the city • Visitors to the city for work or pleasure • Employees within the function • Managers within the function • Customers of the services provided • Elected Members • Bowling Clubs
<p>4. Who performs the service?</p>	<p>At the start of the project the Streetscene Grounds Maintenance service that will be affected by the recommendations consisted of 105 employees of whom:</p> <ul style="list-style-type: none"> • 90%, men • 98%, ethnicity white • 1%, registered DDA employees • 38% aged between 50-65 • 57% were aged between 30-49 • 5% were aged between 21-29
<p>5. What outcomes are wanted from this function?</p>	<p>To enable the continued provision of municipal bowling across the City.</p> <p>The review is concerned with subsidy provided by the Council for outdoor bowling across the city.</p>

<p>8. What consultation has taken place?</p> <p>Please include future consultation in your Equalities Action Plan</p>	<ul style="list-style-type: none"> • Head of Continuing Learning & Leisure • Head of Streetscene • Business Improvement Team • Streetscene Programme Board • Sport & Leisure Services Manager • Property Services • Grounds Maintenance Review Project Team • Parks & Outdoor Recreation Team • Accountancy (Continuing Learning & Leisure) • Accountancy (Streetscene) • Cabinet Member for Leisure and Culture • Cabinet Member for Infrastructure • Cabinet Member for Human Resources and Assets • Bowling Clubs (TBC – See equalities Action Plan)
<p>9. Are there concerns that the function <u>could</u> have a differential impact due to age?</p> <p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No – the recommended option enables a continued provision of outdoor bowling for service users.</p> <p>A Voluntary redundancy scheme is in operation and enhancement to the package is available for staff at all levels of the age profile; for younger employees this takes the form of a multiplier to redundancy pay, for older staff this equates to early release of pension.</p>
<p>10. Are there concerns that the function <u>could</u> have a differential impact due to disability (including learning disabilities, mental health issues, mobility or sensory impairments)?</p>	<p>No</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No/ issues have been raised through working groups that have an impact on race. See approach to implementing the findings of the review outlined above.</p>
<p>14. Are there concerns that the function <u>could</u> have a differential impact on people due to religion or belief (or absence of either)?</p>	<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No/ issues have been raised through working groups that have an impact on religion or belief. See approach to implementing the findings of the review outlined above.</p>
<p>15. Are there concerns that the function <u>could</u> have a differential impact on people due to sex (gender)?</p>	<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No/ issues have been raised through consultations that have an impact on the grounds of gender.</p>
<p>16. Are there concerns that the function <u>could</u> have a differential impact on people due to sexual orientation?</p>	<p>No</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No/issues have been raised through consultations that have an impact on the grounds of sexual orientation. See approach to implementing the findings of the review outlined above.</p>

Equality Action Plan			
Key Actions	Milestones (with dates)	Any associated Performance targets	Lead Officer(s)
Actions to eliminate discrimination and promote equality on the grounds of :-			
Age Maintain personnel information on the HR/Payroll system	On-going	Sickness absence Employee turnover PDRs undertaken	Project Manager Business Improvement Streetscene/CL&L (Managers)
Disability Maintain personnel information on the HR/Payroll system	On-going	Sickness absence Employee turnover PDRs undertaken	Project Manager Business Improvement Streetscene/CL&L (Managers)
Gender reassignment Capture and maintain information on the HR/Payroll system	On going	Sickness absence Employee turnover PDRs undertaken	Project Manager Business Improvement Streetscene/CL&L (Managers)
Marriage and civil partnership Maintain personnel information on the HR/Payroll system	On going	Sickness absence Employee turnover PDRs undertaken	Project Manager Business Improvement Streetscene/CL&L (Managers)
Race Maintain personnel information on the HR/Payroll system	On going	Sickness absence Employee turnover PDRs undertaken	Project Manager Business Improvement Streetscene/CL&L (Managers)

	<p>place.</p> <p>On-going customer satisfaction surveys and employee development reviews will be important sources of information.</p>		
<p>What consultation will take place?</p>	<p>See section above re: on-going consultation that is taking place as part of the review.</p> <p>Consultation will be undertaken with affected employees and Trade Unions and a further report detailing those discussions will be required.</p> <p>Consultation will be undertaken with the affected bowling clubs.</p>	<p>Customer satisfaction survey PDRs undertaken</p>	<p>Project Manager Business Improvement Streetscene/CL&L (Managers)</p>
<p>How will the policy be monitored, evaluated and reported?</p>	<p>Cabinet members have previously requested progress reports about improvements to the service. OSF will continue to be updated on the Improvement Programme</p>	<p>National and NCC PI's Customer Feedback</p>	<p>Project Manager Business Improvement Streetscene/CL&L (Managers)</p>