

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education & Children’s Services
Section	Sport and Physical Activity
Title of the activity etc.	Removal of non recurring 17/18 sports increase
Aims of the activity	In 17/18 funds were identified to ensure a number of facilities (Porthlethen, Banff, Aboyne and Huntly) were open for a full seven day service as opposed to being closed for a half day a week (as agreed back in 2011/12)
Author(s) & Title(s)	Kay Morrison, Service Manager, Sport and Physical Activity

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Existing usage trends in each facility , monitored monthly Feedback from facility managers Bookings registers. Income records Property asset registers
Internal consultation with staff and other services affected.	Discussion with Facilities and Funding team Discussions with Community Leisure team
External consultation (partner organisations, community groups, and councils.	No direct consultation, other than with local councillors in some areas
External data (census, available statistics).	

Other (general information as appropriate).	
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	N/A

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger		Yes		
Age – Older		Yes		
Disability			Yes	
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female		Yes		
Pregnancy and maternity		Yes		
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	

Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		<p>Re-closure of a number of facilities will directly impact on local communities.</p> <p>Although the reduction in hours is typically only half a day – this will have a slight impact on the following</p> <p>Young people / less access to facilities for primary PE</p> <p>Older people / less off peak time to access facilities</p> <p>Families / less access for parent / child sessions</p>

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	No direct consultation has taken place – however consultation did originally happen when the closures were originally implemented.

These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	Identify the half day which will have least impact on users – ideally identifying alternative times for users who previously used that time.	March 2018

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Highlighting the rationale for the changes, stressing the need to run services as efficiently as possible. Working with groups to identify solutions to those displaced by closures.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?	
N/A	

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Ongoing usage monitoring

Stage 12: What is the outcome of the Assessment?	
Please complete the appropriate box/boxes	1 No negative impacts have been identified –please explain.
	2 Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3 The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
Although every effort will be made to mitigate the impact of the proposals, primarily by ensuring users can be accommodated at other times - there are likely to be a small number of users (who may only be able to access facilities at a specific time) for whom this measure will restrict access to sport facilities.	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

The justification for this activity is that it will assist the Culture and Sport service to remain within budget rather than be in an overspend position.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Culture and Sport Team	
	2) Title of Policy/Activity	Reduction in opening hours of major sports facilities.	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Kay Morrison Position: SM Sport and Physical Activity Date: 25/01/18 Signature:	Name: Position: Date: Signature:
		Name: Tim Stephen Position: SM Facilities and Funding Date: 25/02/18 Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name Position: Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:	
7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date:		
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

