

Impact Needs/Requirement Assessment Completion Form

Department: Environment & Neighbourhood Services	Person Responsible: Neil Davies
Service Area: Libraries and Leisure Services	Timescale for Equality Impact Assessment Preliminary EIA – December 2011 Revised EIA – May 2012
Date: 30 December 2011	Completion date: May 2012
Name of service/policy/procedure/project etc: Cross-borough procurement of Cultural Services	Is the service/policy/procedure/project etc: <input checked="" type="checkbox"/> New
<input checked="" type="checkbox"/> Predictive	Adverse impact <input checked="" type="checkbox"/> Not found Service/policy/procedure/project etc, amended to stop or reduce adverse impact <input checked="" type="checkbox"/> No
Is there likely to be a differential impact on any group? <input checked="" type="checkbox"/> No	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers <input checked="" type="checkbox"/> No	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities <input checked="" type="checkbox"/> No
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability <input checked="" type="checkbox"/> No	4. Grounds of faith or belief: Religion/faith including people who do not have a religion <input checked="" type="checkbox"/> No
5. Grounds of sexual orientation: Lesbian, Gay and bisexual <input checked="" type="checkbox"/> No	6. Grounds of age: Older people, children and young people <input checked="" type="checkbox"/> No
Consultation conducted <input checked="" type="checkbox"/> No	
Person responsible for arranging the review: Neil Davies	Person responsible for publishing results of Equality Impact Assessment: Neil Davies
Person responsible for monitoring: Neil Davies	Date results due to be published and where:
Signed:	Date: 3 December 2011

Impact Needs/Requirement Assessment Completion Form

1. What is the service/policy/procedure/project etc to be assessed?

A proposal to undertake a shared procurement exercise with Harrow and Ealing for leisure services at Vale Farm Sports Centre.

2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

This is a shared procurement exercise with Harrow and Ealing, aiming to maintain current service standards whilst delivering a cash saving.

The specification for leisure services is likely to be similar to the specification for services currently provided.

3. Are the aims consistent with the council's Comprehensive Equality Policy?

Yes.

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

Not at the current time. The full specification for the service will be completed early in 2012. At that time the specification will be analysed in detail for any potential adverse impacts. If there are any, these will be subject to a further EIA and public consultation. It is predicted that the contracting out of services will enable the council to make savings and protect customer services from further cuts. With regard to staff, the impact is predicted to be neutral as a TUPE transfer would ensure that terms and conditions and employer's responsibilities towards staff are protected.

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make you judgement separately (by race, gender and disability etc).

There is no change in service standards, so no predicted impact on residents.

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

None.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

If required, consultation will be undertaken in early 2012. Any consultation plan and all relevant documentation would be made available on the council website.

8. Have you published the results of the consultation, if so where?

N/A – all consultation results will be published on the council website

Impact Needs/Requirement Assessment Completion Form

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No.

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

Not applicable at the current time.

11. If the impact cannot be justified, how do you intend to deal with it?

Not applicable at the current time.

12. What can be done to improve access to/take up of services?

Not applicable at the current time.

13. What is the justification for taking these measures?

Not applicable at the current time.

14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

The contract will specify that providers will be required to continue and improve provision for targeted Equalities groups.
Performance will be monitored to ensure that the needs of different groups are met.
Any provider will be required to have an Equalities policy and a robust monitoring and complaint process.

15. What are your recommendations based on the conclusions and comments of this assessment?

Review the EIA once the specification is developed to identify and consider any potential impacts.

Should you:

1. Take any immediate action? No.
2. Develop equality objectives and targets based on the conclusions? No.
3. Carry out further research? Yes, once the specification is delivered.

16. If equality objectives and targets need to be developed, please list them here.

Impact Needs/Requirement Assessment Completion Form

17. What will your resource allocation for action comprise of?

Signed by the manager undertaking the assessment:

Full name (in capitals please):

Date:

Service Area and position in the council:

Details of others involved in the assessment - auditing team/peer review:

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**