

1 Identify the aims of the policy/service/function and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	Is this an existing or a new policy function?	<p>The Council's leisure service manages the contract with the leisure provider for our two leisure centres and three joint use pools.</p> <p>In our corporate strategic plan we commit ourselves to producing a leisure strategy that would determine the future direction of travel for our two leisure centres and the three joint use pools owned by two local schools and the County.</p> <p>The work undertaken is part of the Council's preparation to retender the leisure contract which is due to end in December 2018. The report that went to full Council 18 July 2017 was in relation to where we propose to allocate capital investment for significant development and the potential to explore all avenues for the joint use facilities with Schools.</p>	
1.2	What is the aim, objective or purpose of the policy/service/function?	<p>The aim of this work was to produce a report and business case that addresses the following key issues:</p> <ul style="list-style-type: none"> a. Ageing facilities b. Deteriorating facilities and capital investment requirements c. Increased population particularly in Bishop's Stortford d. Changing leisure trends resulting in demand for different activities and higher customer expectations e. Demand for existing activities to be delivered in different 	

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		<p>ways for example the increasing popularity of all-weather floodlit pitches</p> <p>f. Increased revenue support for ageing facilities and</p> <p>g. Joint Use facilities are subject to significant financial risk arising from the potential loss of Education Funding Agency (EFA) contribution</p> <p>The aims of the proposals are to:</p> <ul style="list-style-type: none"> • Reduce the revenue costs of operating the leisure facilities • Increase participation • Contribute meaningfully to the Council's Health and Wellbeing agenda 	
1.3	What outcomes do you want to achieve with this policy and for whom?	<ul style="list-style-type: none"> • Reduce the revenue costs of operating the leisure facilities • Increase participation • Contribute meaningfully to the Council's Health and Wellbeing agenda 	
1.4	Who is the policy/function being aimed at?	East Herts residents but the catchment population of facilities often reaches across district and county boundaries.	
1.5	Who defines or defined the policy/function?	Members – Council	
1.6	Who implements the policy/function?	The Operations Service will have responsibility for delivering the outcomes of recommendation. The function operational management of the facilities is primarily delivered through a fully devolved leisure management contract. Contract currently held by Sports and Leisure	

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		<p>Management Ltd (to 31st Dec 2018)</p> <p>A leisure project board has been formed including Exec members and officers to ensure progress is monitored and the outcomes are delivered.</p>	
1.7	How do these outcomes meet or hinder other policies, values or objectives of the public authority	<p>The Council's corporate strategic plan includes an action to 'Produce a leisure strategy to determine future direction and planning for the Council's two leisure centres and the three joint use swimming pools'. This sits within the core priority to: 'Improve the Health and Wellbeing of our communities'</p> <p>The outcomes aim to support the Council medium term financial plan (MTFP) targets. There is a risk that some facilities may continue to require revenue cost to operate the facilities which may impact the (MTFP).</p>	
1.8	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	<p>Tender submissions from bids may not provide financially viable options.</p> <p>Variants bids may not be acceptable to the Schools or Council</p> <p>Priorities for Chauncy School and Leventhorpe School in their asset and land. Also conditions for a new agreement may not be mutually agreeable.</p> <p>A business sponsorship may not be found.</p> <p>The community may not come forward with proposals to develop a community trust/body.</p>	

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1.9	Taking the six strands of equalities is there anything in the function that could discriminate or disadvantage any of these groups?	<p>The purpose of this work is to improve access and inclusion across all community segments and sectors. The leisure centres in their current state are not fit for future purpose.</p> <p>On average 12 out of 1580 people a month at Fanshawe Pool and Gym have self-declared that they are disabled. At Leventhorpe it is an average of 2 out of 620 per month. It is important to note that a number of people including those that 'Pay as you Go' may not declare their disability and therefore the number could be greater. If a solution, through the Council, market, community and school could not be found to maintain the operation of these facilities they could be at risk of closing if the Schools are not able to maintain their operation.</p> <p>There is insufficient data to determine whether the following characteristics may be disadvantaged: - Gender reassignment, however non-gendered toilet facilities are and will continue to be available.</p> <p>As part of the services specification we would be asking bidders to demonstrate how they will proactively promote activities including their marketing and communications for 'hard to reach' groups in leisure and sport of which some of the protected are included i.e. disabled people.</p>	<p>The Council will include specific requirements in the new specification to ensure facilities are accessible and a marketing and communications plan to help residents find alternatives. Further work will need to be carried out before the decision is addressed post tender evaluation.</p>
1.10	From your perspective, how are the functions actually working in practice for each equalities group?	<p>As far as we aware, we are meeting the needs of the groups</p> <ul style="list-style-type: none"> • Concessionary charges for income related benefits: - Income Support 	<p>Further corporate work needs to be undertaken in relation to the needs of specific groups</p>

		<ul style="list-style-type: none"> - Pension Credit - Income based jobseekers allowance - Housing benefit - Council Tax benefit <p>Sessions for people with disabilities and access equipment available.</p> <ul style="list-style-type: none"> • Payments options consider age groups who may not have credit/debit cards 	
1.11	How does the local authority interface with other bodies in relation to the implementation of these functions?	<ul style="list-style-type: none"> • Regular contact maintained through the LSP to ensure a joined up approach. • Advice and guidance from Sports England • Working in partnership with County Sports Partnership 	
2	Consideration of available data, research and information		
	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who users of the services?	<p>There is good range information available from our contractors about who uses the leisure centres. This is supplemented by:</p> <ul style="list-style-type: none"> • Feedback from corporate residents surveys. • analysis of service customer enquiries and complaints system • Feedback from a variety or regular customer surveys • Feedback from Active East Herts Forum • Health and Wellbeing indices • Customer profiling using mosaic data. 	

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2.2	What additional information is needed to ensure that all equality groups' needs are taken into account?	Further corporate analysis of further customer service data and residents survey data and Non-user surveys is required to identify specific needs of non-user groups.	East Herts may need to assess more detailed demographic information to ensure that all equalities groups' needs are taken into account. This work will be developed as part the tender documentation.
2.3	How are you going to go about getting the extra information that is required	Specialist assistance from Community Services: Community Projects Officer. Non user survey currently being commissioned Club Survey commissioned through Active East Herts	
3	Formal consultation		
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?	Those already consulted are: The public through consultation survey. Sport England ASA Leisure market providers Current provider Herts Disability Sports Hub Two Schools County Council Leisure task and finish group Further discussions with the school's/County	

		<p>and users of the facilities will continue to take place</p> <p>The Council received two petitions regarding the leisure proposals for Leventhorpe and Fanshawe Pools and Gyms. The Council invited lead petitioners to come in for a meeting to discuss their concerns. To date we have had an acknowledgement of this invitation but no further indication of meeting dates. The Council remains open to a meeting if requested.</p>	
3.2	What method/form of consultation can be used?	<ul style="list-style-type: none"> • Survey and meetings. 	
4	Assessment of impact		
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any groups in the community?	<p>As suggested previously the aim of this work is to improve access and inclusion. There are disabled users in all centres however the centres are not equipped to cater for a wide range of disabilities, significant investment into leisure centres will allow greater access and inclusion. Advice from the Herts Disability Sports Hub has been and will continue to be taken for the tender specification stages.</p> <p>Should a viable option not materialise for the Schools and the Council there may be a concern with some of the protected characteristics groups travelling to alternative sites, the Sport England recommendation of drive times of up to 20mins will apply in the</p>	

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		<p>scenario. Residents receiving free travel may be able to make provision to use alternative sites. A train and bus service is available from Ware (Fanshawe Pool and gym) to Hartham Leisure centre and a bus service is available from Sawbridgeworth (Leventhorpe) to Grange Paddocks.</p> <p>The Council will endeavour to manage any concerns through a strong communications plan.</p>	
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	This project will benefit from the sustainable travel recommendations approved by Executive. In terms of travel, we would insist that facilities provided additional parking as well secure cycle storage.	
4.3	If there is nothing you can do, can the reasons be fairly justified?	The Council is committed to working with the Schools, market and community to ensure operations of the facilities could continue in a viable way.	
5	Consideration of the effect of proposed changes on other groups.		
	Key questions	Answers / Notes	Actions required
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	Carers of disabled people and the elderly could be impacted. The Council will continue to understand these concerns further before a decision is made post tender evaluation.	

INTERNAL PROCESSES FOR THE ORGANISATION			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Answers / Notes	Actions required
6.1	The organisations decision making process	Leisure Task and Finish group July 2016 to May 2017 Overview and Scrutiny June 2017 Executive June 2017 Council July 2017 Council October 2017	
7	Monitor in the future and publication of results of such monitoring		
	Key questions	Answers / Notes	Actions required
7.1	What have we found out in completing this EqIA? What can we learn for the future?	Ensure that another EQIA is completed as part of the tender evaluation process for the leisure contract when we have a clearer steer on the bids and the outcome of discussions with the schools, businesses and community.	
7.2	Who will carry out monitoring?	Leisure Services	
7.3	What needs to be monitored?	Impact on protected groups of tender submissions	
7.4	What method(s) of monitoring?	Further EQIA	
7.5	How will the monitoring information be published?	In Executive and Council Reports online.	
8	Publication of results of the impact assessment		