

Equality Impact Assessment Process

Step 1

Identify the strategy, policy, procedure, or service plan, etc, that you would like to impact assess, e.g. it could be;

- Community Safety Strategy
- A Recruitment Policy
- Operational Policing Procedure
- Department Service Plan

Name of the Strategy, Policy, Procedure, or Service Plan	Coaching Strategy
Date Impact Assessment Completed:	26 May 2006

Question	Answer
1) What are the main aims & objectives of the Strategy, Policy, Procedure, or Service Plan?	To ensure that coaches are appropriately qualified, supported and valued to enable them to fulfil their full potential in addition to the potential of those whom they coach.
2) Who implements the Strategy, Policy, Procedure, or Service Plan? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Staff</i> ▪ <i>Managers</i> ▪ <i>Contractors</i> 	The Coaching Development Officer has overall responsibility for the delivery of the strategy, however, key partners will also contribute to the delivery.
3) Who will be (is) affected by the Strategy, Policy, Procedure, or Service Plan and the way it is delivered? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Staff</i> ▪ <i>Service Users/ Carers</i> ▪ <i>Partner Agencies (e.g. Health, other Local Authorities, Probation, Community & Voluntary groups, etc)</i> 	Existing coaches and people resident in Hampshire & IOW who wish to become a coach.

Question	Answer
<p>4) Are there other organisations involved in delivering the Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Others council departments</i> ▪ <i>External Organisations</i> ▪ <i>Contractors</i> ▪ <i>Partner Agencies (as above)</i> 	<p>LA's NGB's SSP's sportscoachUK</p>
<p>5) What are the key performance indicators/ measures for this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g. are there any;</i></p> <ul style="list-style-type: none"> ▪ <i>BVPI's,</i> ▪ <i>National targets</i> ▪ <i>Locally agreed targets</i> ▪ <i>Statutory requirements</i> ▪ <i>Service standards, etc.</i> 	<p>KPI Coach: Total number of qualified coaches</p>

Step 2

Collecting and Analysing Data

What information do you already collect, or can easily be obtained, to help you with this assessment?

Question	Answer
<p>1) What evidence do you already have about the equality impact of this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Do you collect information about the gender, ethnicity, etc, of your service users?</i> ▪ <i>Do you have records of compliments/complaints from service users?</i> ▪ <i>Do user satisfaction surveys give any evidence of higher or lower take-up by particular groups?</i> ▪ <i>Is there any indication that this policy/ service creates problems for specific groups?</i> ▪ <i>Do other departments hold</i> 	<p>Research has recently been undertaken across the South East region. The data has yet to be provided on a county basis but this will help inform future strategy developments.</p> <p>The strategy consultation involved all key partners.</p> <p>Gender and age information is collected for coaches which are employed on a casual contract.</p> <p>Coach recruitment which takes place under the Community Sports Coach Scheme involves collecting equality data on interview candidates.</p>

Question	Answer
<p><i>evidence that could be useful to you?</i></p> <ul style="list-style-type: none"> ▪ <i>What other evidence have you got that could be useful?</i> 	
<p>2) Where can this evidence be found?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Is it on a data base (e.g. SAP) or in a paper format?</i> ▪ <i>Is it readily available or do you need to request a report?</i> ▪ <i>Can you obtain it from national sources (e.g. Census 2001)?</i> 	<ol style="list-style-type: none"> 1. Regional Baseline Research is contained in a report published by sportscoachUK. 2. Information on coaches employed by Sport Hampshire & IOW is held on a database 3. Information on coaches employed through the Community Sports Coach Scheme is held on a database
<p>3) How frequently is this data collected?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>On an annual basis – or ongoing?</i> ▪ <i>Is it accurate or out-of-date?</i> ▪ <i>Does further data collection need to be carried out as part of this process?</i> 	<ol style="list-style-type: none"> 1. One off report to ascertain baseline data 2. As and when coaches are employed 3. As and when coaches are employed
<p>4) Have there been any (internal or external) demographic changes or trends locally which need to be taken in to account?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Has there been an influx of people from a particular ethnic group into your service area? (e.g. travellers/ asylum seekers/ armed forces personnel from abroad)</i> ▪ <i>Do you have national/ local data which could affect the future of your service? (e.g. ageing population statistics)</i> ▪ <i>Have you relocated/ or has the area your service covers changed its boundaries? (e.g. this could affect the ethnic composition of the population you are serving)</i> 	<p>Demographic changes include an aging population. This coincides with more targeted work at getting adults more physically active. Therefore we need to ensure that we have coaches from this target group who can also be role models for the participants.</p>

Question	Answer
<p>5) Is there enough data from recent consultation to give you the information you require?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Do you carry out user satisfaction surveys?</i> ▪ <i>Do you send out consultation questionnaires?</i> ▪ <i>Do you interview any of your service users face-to-face, or over the telephone?</i> ▪ <i>Do you collect equalities monitoring data as part of any of these processes? (e.g. gender, ethnicity, disability, etc)</i> <p><i>(If no consultation is taking place please see Appendix 1)</i></p>	<p>User surveys are carried out post event (eg coaches conference evaluation questionnaires)</p>
<p>6) Does the service have on-going dialogue with relevant interest or user groups?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Are there any user forums?</i> ▪ <i>Do you hold any focus groups?</i> ▪ <i>Are there any annual meetings/ newsletters?</i> ▪ <i>Do you hold any community workshops/ or surgeries/</i> ▪ <i>Do you hold any service open days/ exhibitions/ or promotional events?</i> ▪ <i>Are there any other things that you do to keep in touch with user groups?</i> <p><i>(If there is no ongoing dialogue with service users taking place please see Appendix 1)</i></p>	<p>The coaching and volunteer development group includes representatives from key partners.</p> <p>Sportstalk newsletter is received by all end users and contains updates for coaches.</p> <p>Community Sports Coach quarterly meetings take place to support professional development.</p>

Step 3

Assessing the Likely Impact on Equalities

Based on the data that you have collected and analysed in stage 2 you are now able to ask the 3 impact assessment questions.

- If your answer is “**yes**” please provide evidence – and then complete the action plan below.
- if your answer if “**no**” please provide evidence – and complete the final summary report form on page 9.
- If your answer is “**don’t know**” please go back to stage 2. You will need to collect further evidence. Once you have more data you will be in a position to answer the 3 questions below.

(Remember - if you have completed steps 1 and 2 prior to step 3 it will save you time in the longer term.)

Question	Answer	
	Yes No Don't Know	Provide Evidence (quantitative or qualitative)
<p>1) Is it likely that the Strategy, Policy, Procedure, or Service Plan will discriminate unlawfully?</p> <p><i>(If you are unfamiliar with the legal framework for equalities please follow the link below which will take you to the equality and diversity website: http://hantsnet2000.hants.gov.uk/TC/equalities/internallaw.html)</i></p>	No	<p>No-one is excluded from applying to become a coach, however in most cases, coaches need to have a good level of spoken English.</p> <p>Physically disabled people can use alternatives to demonstration to convey specific coaching points.</p>

Question	Answer	
	Yes No Don't Know	Provide Evidence (quantitative or qualitative)
<p>2) Are some groups likely to be excluded from the benefits of the Strategy, Policy, Procedure, or Service Plan?</p> <p><i>Things that may exclude people are:</i></p> <ul style="list-style-type: none"> ▪ Physical access ▪ Transport links ▪ Language difficulties, etc. <p><i>Refer to the data that you collected in stage 2 to provide evidence for your answer.</i></p> <p><i>Example: A new “Asian Women’s” session was set up at a local swimming pool – as there was evidence of low take-up from this group at general swimming sessions. All other groups of people are excluded from these special sessions – so the answer to this questions is “yes”.</i></p>	Don't know	There is currently insufficient evidence to make a judgement about whether any particular groups are being excluded from coaching opportunities.
<p>3) Will any group be denied fair and equal access as a result of this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>Think about whether your Policy/ Strategy/ Service/ or Plan contains any criteria that could deny fair and equal access to certain groups - consider age, race, gender, religious observance, disability, sexual orientation etc.</i></p> <p><i>Example: A new “Asian Women’s” swimming session has been introduced – however, because the swimming pool is open to the general public at all other times then no group will be denied fair and equal access as a result of this new service. So the answer to this questions is “no”.</i></p>	Don't know	There is currently insufficient evidence to make a judgement about whether any particular groups are being excluded from coaching opportunities.

If you have answered “**yes**” to any of these questions please complete the action plan below

Action Plan - Steps 4-7

Step 4 - Consider alternatives way to deliver the policy, strategy or service

Step 5 - Consult with relevant user groups

Step 6 - Make a decision on what should be done

Step 7 - Arrange a review date – to monitor the effectiveness of the actions taken

Question	Answer
<p>1) What action/s needs to be taken?</p> <p>If no action is to be taken please state the case and provide evidence for why exclusion is acceptable in this circumstance and then move on to number 7).</p> <p><i>(For example; with the case of the Asian Women's swimming sessions, there was evidence to show that these women were not accessing mainstream sessions so positive action was taken to address the needs of this particular group. However other people still had access to the overall swimming service – so this is acceptable).</i></p>	<p>Need to collect information on ethnicity and disability to ensure that coaches we employ are representative of the community. This will be done by a new monitoring package due to be piloted in Sept 06.</p> <p>Use county breakdown of regional baseline data to inform future action planning.</p>
<p>2) What is the proposed timescale for the above action?</p>	<p>Date: Sept 06</p>
<p>3a) Who needs to be involved?</p>	<p>Names: Sophie Barratt and Coach & Volunteer Development Group</p>
<p>3b) Which senior staff member is signing off this action?</p>	<p>Name: Julie Amies</p>
<p>4) Who needs to be consulted? <i>(e.g. service users/ stakeholders)</i></p>	
<p>5) How will this consultation take place?</p>	
<p>6) When will this consultation take place?</p>	<p>Date:</p>

7) Has the outcome of the consultation affected your original action/s (see 1) above)? <i>(If yes please state how your action/s will now differ)</i>	
8) What is the review date? <i>(a review is needed to check that the new arrangements are working and the policy, strategy, service or plan is no longer discriminating)</i>	Date:

Now please complete the final summary report below (Stage 8).

Race and Equality Impact Assessment

Summary Report – Stage 8

Department:	Date:
Completing Officer's Name:	
Signature:	
Policy, Strategy, Service or Plan that was Impact Assessed:	
Summary of findings: (Full report attached)	
Summary of Recommendations: (Action plan/s attached)	

The completed impact assessment needs to be published.
Please send this to the relevant person in your department to ensure that it is up-loaded onto your departmental website.

Appendix 1- Guidance on Consultation

If no recent and reliable consultation results exist you will need to ask these questions

Question	Answer
a. Who do you need to speak with to obtain this data?	
b. Which groups or individuals have legitimate interests? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Service Users</i> ▪ <i>Key Stakeholders</i> ▪ <i>Members of the community</i> ▪ <i>Partner Agencies</i> 	
c. How do you ensure these groups/individuals are included in the consultation?	
d. Which type of methods should you use to consult? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Questionnaires</i> ▪ <i>Internet polling</i> ▪ <i>Focus Groups</i> ▪ <i>Telephone interviews</i> ▪ <i>Face-to-face interviews</i> ▪ <i>Public Workshops</i> ▪ <i>Public Meetings</i> ▪ <i>Drop-in sessions/ surgeries</i> ▪ <i>Text messaging</i> ▪ <i>Compliments/ Complaints forms</i> 	
e. How do you ensure that the consultation process is accessible? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Think about consultation venues, are they approachable and accessible?</i> ▪ <i>Think about the timing of consultation events – will they be excluding certain groups?</i> ▪ <i>Are questionnaires available in alternative formats? (large print, Braille, audio-tape)</i> 	
f. What resources are available to support this process? <i>E.g. Staff time/ financial resources.</i>	

