

equality impact assessment

stage 1 quick check

questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

Your name:	Lesley Bovington
Your service area:	Old Mining College Centre (OMCC)
Your director/line manager:	Helen Spearey
Your cabinet member:	Councillor Colin Greatorex

Section 2: About your plans

Name of service/policy you are assessing:	A proposal to reduce the management costs of OMCC which may result in reduced public access to this community building.
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It is

- A change to an existing service

Who are the main users of your service/policy? (please delete any that are not appropriate)

- All local residents who drop into the OMCC for information, advice and guidance
- Tenants of the business units located at OMCC
- Users of the Old Mining College Centre (who book rooms for social events, meetings etc)
- Older people

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):

The District Council has a budget deficit of £1.7m forecast for 2014/15 in the Medium Term Financial Plan and a further shortfall of at least £300k is forecast for 2014/15. A savings programme (Fit for the Future, F4F) has been launched and Cabinet Members have led on Phase 1 of this programme to identify areas of service delivery considered to be non core; this includes OMCC.

A set of proposals (F4F Phase 1) have been developed which will be considered by Strategic Overview and Scrutiny Committee on 20th June, Cabinet on 2nd July and Full Council on 9th July

Section 3: Will your plans impact on any particular groups?

3a: ☒ Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

Impact of plans	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? ☒ If there is a negative impact on any group(s), please complete section 4 for each group.
Groups of users		
Age ranges (indicate range/ranges)		Opening hours of the OMCC are likely to decrease, at least in the short term. This may delay physical access to the building for some service users who are attending scheduled activities and also reduce the opportunity for local people to drop in for information, advice and guidance. Although the building's amenities are available to all, service users and ad hoc callers are more likely to be older residents (including the frail elderly)
Disability (physical, sensory or learning)		
Gender/sex		Women live longer than men so more women than men take part in the activities which are delivered at OMCC
Carers or the people cared for (dependants)		Recreational and social activities / groups plus "Live At Home" services are delivered at OMCC which provide respite for carers.

3b: Further details

Please use this space to provide further details if necessary

The proposal to reduce management costs means that there will be reduced LDC officer time to staff the 'front of house' service at OMCC and therefore opening hours are likely to reduce from 40 to about 22 hours per week.

Section 4: Can you justify and evidence, or lessen any impact?

4a: ☒ If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/less able people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

Actions you need to take	We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? ☒ Use section 4b below if you want to give more details.	We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. ☒ Use section 4c below if you want to give more details.	There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. ☒ You will need complete a full equality impact assessment. See the help notes for more details.
Groups of users			
Age ranges (indicate range/ranges)			
Disability (physical, sensory or learning)	The Centre Administrator post (part-time) will be retained to provide some front of house cover.		
Gender / sex			
Transgender / gender reassignment			
Race (includes ethnic or national origins, colour or nationality)	The possibility of acquiring an intercom system is being investigated so that OMCC tenants can receive and admit their own visitors.		
Gypsies and travellers			
Refugees / asylum seekers			
Sexual orientation	The notice boards on the exterior of the building will be reviewed to ensure that any useful signposting information is covered.		
Religion or belief (includes lack of belief)			
Pregnancy and maternity			
Carers or the people cared for (dependants)			
Other (please specify)			

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

In the medium term, consideration will be given to the future management of the OMCC (leased by LDC from the County Council) including a possible transfer of the asset to a third party.

4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

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Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

Task	Key Dates
Letter to tenants and service users groups to explain F4F proposals	Mid June
Identify options going forward for arranging room bookings and associated administrative tasks assuming that officer resource has been reduced	Mid June
Cost out an intercom system	Mid June
Review notices / information boards on the exterior of the OMCC	Mid June
Letter to tenants and service users setting out decisions made and arrangements for future sustainability	Mid July

Section 6: Record your actions (delete as appropriate)

I have sent this to the equality officer for publication on the intranet and on www.lichfielddc.gov.uk	No	Yes
Date completed:		