

Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: City Development	Service area: Parks and Countryside
Lead person: Shaun Gregory	Contact number: 0113 2145721
Date of the equality, diversity, cohesion and integration impact assessment: 10th August 2011. Updated 15 March 2012	

1. Title: Roundhay Park Estate
Is this a:
<input type="checkbox"/> Strategy <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Service <input type="checkbox"/> Function <input type="checkbox"/> Other
Is this:
<input type="checkbox"/> New/ proposed <input checked="" type="checkbox"/> Already exists and is being reviewed <input type="checkbox"/> Is changing
(Please tick one of the above)

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Shaun Gregory	Leeds City Council	Manager of Service
John Roebuck	Leeds City Council	Estate Officer
Dave Morgan	Leeds City Council	Senior Area Estate Manager
Peter Quince	Leeds City Council	Zoo Manager
Judith Layzell	Leeds City Council	Head Animal Keeper
Steven Dickie	Leeds City Council	Deputy Animal Keeper
David Binns	Friends of Roundhay Park	Service User
Julia Wilson	Friends of Roundhay Park	Service User
Robert Henderson	Leeds City Council	Performance and Improvement Manager

3. Summary of strategy, policy, service or function that was assessed:
<p>Review of facilities and infrastructure at Roundhay Park, as detailed below:-</p> <ul style="list-style-type: none"> • Landscape improvements, including pathways, access, furniture, planting and bedding • Maintenance of public facilities – Tropical World, Explorers Café and Visitor Centre • Provision of information – Park signage, notice boards, leaflets, LCC intranet • Provision at events held in the Park • Exhibition gardens

4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail: N/A	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>

Please provide detail:
<ul style="list-style-type: none"> • Roundhay Park is the largest Park in Leeds and attracts over nine million visitors each year. The Park has played a major role in local peoples lives and has an extensive history. • Roundhay Park underwent a Heritage Lottery Fund project, from 2004 until 2007. The project sympathetically restored the Park to its original plan, whilst encapsulating the needs of the modern Park user.

- Refurbishment of the access paths, roads and signage within the Park were a major consideration, as well as visitor facilities; two education rooms were built and a visitor centre was created, by refurbishment of the old conservatory, attached to The Mansion.
- The specialist gardens exhibits provide visitors to the park with an opportunity to experience a range of garden styles. There are existing exhibits recreating gardens in the style of Monet's romantic planting, an interpretation of the gardens from the Alhambra Palace in Spain and a number of the medal winning gardens shown by the city at the RHS Chelsea Flower Show. It is hoped to expand these exhibits over time to enhance the attraction of the area. Where new gardens (or areas) are added visitor access will be considered and appropriate levels designed in with due regard to safety around water etc.
- Acting as the focal point for visitors to the Estate, the Visitor Centre engages with users in a dynamic and interactive way, with provision of Park maps, leaflets and information, as well as providing public toilet and baby changing facilities for significant periods of the day. Explorers Café was refurbished in 2008, with new toilets, a DDA toilet and baby changing facilities and work was also carried out of the café decking and approach ramp.
- Tropical World is part of the Roundhay Estate and is classed a small zoo/visitor attraction. It was built in 1984 and has become a favourite place to visit, due to its affordability, facilities and accessibility, for all members of the community.
- The Park hosts events throughout the year. Most of the large scale events are run by Leeds City Council, such as Bonfire Night, but the Park is also used by commercial organisations, schools and charities for promotional events, fun runs and walks.

5. Fact finding – what do we already know

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

- As part of the Heritage Lottery Fund (HLF) bid process, extensive consultations were undertaken with a number of user groups and representatives and local ward councillors, as well as the local community and wider general public. This informative data, which showed positive and negatives about the Park, assisted in the process of how we could make visits more enjoyable, the provision of a better service for all users and how we could encourage more visitors, volunteers and community groups to be involved in the project and have a sense of ownership. The data collected was then used to inform a number of comprehensive reports such as a volunteer action plan, management and maintenance plans and also a business development plan.
- The park also provides a “home” for the medal winning gardens entered at RHS Chelsea Flower Show by Leeds City Council.

- Tropical World is in need of refurbishment or a complete rebuild. The attraction is mostly compliant with DDA regulations and meets all the requirements of BIAZA (British and Irish Association of Zoos and Aquariums) and has regular visits from Leeds City Council's Environment Section and local vets, to ensure standards are met. Improvements to the visitor experience are constantly reviewed and updated.
- For large scale events, the Area Estate Manager and Estate Manager are closely involved in the planning and production of event safety management plans and on-site provision for attendees. The Estate Manager also offers support to the various charity and school groups, advising on all aspects of provision for people attending their events.

Data collection methods used:-

- Face to face on-site consultations
- Public meetings and exhibitions of the proposed works
- Greenstat style residents surveys including equality monitoring questions
- Telephone interviews with hard to reach groups
- Research undertaken by Park staff and consultants

The table below lists all the stakeholders and community groups who were contacted during consultation.

Organisation	Contact
Friends of Roundhay Park	David Binns and Julia Wilson
Leeds City Council	Rt. Hon George Mudie (Leeds East MP and Treasurer of HM Household and Deputy Chief Whip)
	Rt. Hon Hilary Benn (Leeds Central MP and the Secretary of State for Environment, Food and Rural)
	Cllr. Matthew Lobley (Roundhay)
	Cllr. Valerie Kendal (Roundhay)
	Cllr. Paul Wadsworth (Roundhay)
Roundhay Grass Track Cycling Club	Mandy Parker
West Yorkshire Police	Community Constable
Venture Event Medical Management	Dennis Holmes and Carol Taylor

Organisation	Organisation
11th North Vale Venture Scout Unit	Leeds Birdwatchers Club
Allerton Grange High School	Leeds Boat Club
Bohemians Bowling Club	Leeds Naturalists Union
Braimwood School	Leeds Urban Wildlife Group
British Cycling Federation	Moor Allerton Hall Primary School
British Trust for Conservation Volunteers	Roundhay Allotment Association
Elmete Avenue Residents Group	Roundhay Bowling Club
Elmete Drive Residents Association	Roundhay Conservation Society
Eye on the Aire	Roundhay Cricket Club
Gledhow Primary School	Roundhay School
Lakeview Court Residents Association	Talbot Primary School
Leeds & District Anglers	West Court Residents Association
Leeds & District Football Association	Yorkshire Wildlife Trust

Are there any gaps in equality and diversity information
Please provide detail:

- Tropical World is DDA compliant but there are still a number of issues to address such as accessible entrance and exit doors and also the toilet facilities.

Action required:

- Replacement of manual entrance and exit doors, to be replaced with a push pad system and automatic doors. Replacement of toilets. These actions are dependant on funding becoming available.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes **No**

Please provide detail:

- General Park users and local community groups were consulted, along with community groups, partners and hard to reach groups, including:-
 - Clubs:- Shadwell FC, Leeds Anglers, Friends of Roundhay Park Archaeology Group, West Riding Track League
 - Disability Groups:- Yorkshire Cancer Research, Alzheimer’s Society, Take Heart Charity Foundation, Yorkshire Teenage Cancer Trust, Martin House, Prostate UK, Walk For Skin, Yorkshire Cancer Centre, PHAB, Scope, MENCAP
 - Older & Younger People:- Over 55’s Club, Friends of Roundhay Park, Age Concern and various local schools, toddler groups, colleges and Education Leeds

Action required:

- Continuation of involvement and closer working with all is an on-going process.

7. Who may be affected by this activity?
 please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or Belief
<input checked="" type="checkbox"/> Sex (male or female)	<input checked="" type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other (for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)		

Please specify:

- The visitor centre and education room facilities, along with on –going improvements within the Park’s infrastructure, benefits the community as a whole

Stakeholders

<input checked="" type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input checked="" type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers

<input checked="" type="checkbox"/> Built environment	<input checked="" type="checkbox"/> Location of premises and services
<input checked="" type="checkbox"/> Information and communication	<input checked="" type="checkbox"/> Customer care
<input checked="" type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input checked="" type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> specific barriers to the strategy, policy, services or function	

Please specify

- Due to the economic downturn and reduced budgets available, getting service provision correct is crucial, if we are to continue providing an adequate service to the community

8. Positive and negative impact
 Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

Built Environment

- The HLF restoration project improved access around the Park and also money was made available for four mobility scooters for the public to access all the Estate.
- Improved signage and interpretation around the Park, which improved the level of information about the Park’s access and features for visitors.
- New Health Walks – an initiative developed by LCC’s former Learning and Leisure Department. The walks range from 0.7km to 2.7km and cover the whole of the Estate, taking in the formal gardens, the main Park area and its woodlands.
- Maps detailing the Estate and its facilities are available from the Visitor Centre. Staff are briefed to offer assistance in describing the estate and what it can offer, regardless of disabilities, religion, orientation etc.

- Improvements to infrastructure, including a network of fully accessible pathways and tarmac roads, new seating, vandal resistant gates and barriers at all entrances and exits, which still retain access for scooters, wheelchairs, buggies etc.
- Installation of CCTV for safety and to act as a deterrent against anti social behaviour and prevent crime and disorder. The Park also has a number of rangers who patrol the Park and repair/report any sign of damage/vandalism to the Estate Manager. They are also briefed on customer care and dealing with any issues that may arise.
- Installation of the specialist gardens exhibits. It is hoped to expand these exhibits over time to enhance the attraction of the area.
- As mentioned, Tropical World is a major visitor attraction, with over half a million visitors each year. Although not ideal, the infrastructure has lasted well since it's build in 1984 and it is mostly DDA compliant.
- Events in Roundhay Park are held with due concern for both the Park and also those attending events. None of the infrastructure used for events is permanent and everything is hired in. The events are promoted as accessible for all attendees, regardless of any disabilities, with appropriate signage and facilities being offered for all.

Location of Premises

- Roundhay Park is a focal point for many of the surrounding districts of Leeds, ranging from Moortown to Seacroft. The Visitor Centre was sited at The Mansion, as there was no room to expand the Tropical World site. The Estate has four car parks, all within easy access of the Park's facilities.
- Mobility scooters and wheelchairs are available at both the Visitor Centre and Tropical World.

Information and Communication

- Educational visits, outdoor classrooms, guided tours and history walks and talks (the last two given by the Friends of Roundhay Park).
- School holiday activities such as Mini Breeze and sporting events organised by Leeds City Council's Sport Development Unit.
- Activities by volunteers and community groups such as litter picking, bulb planting, hedge trimming and low impact work which does not require use of heavy machinery.
- Activities and events by the Friends of Roundhay Park, REAP (Roundhay Environmental Action Group) and Friends of Gledhow Valley Woods. These groups include gardening, transport, energy usage and education.
- Increased community involvement, providing opportunities for people to volunteer, giving a sense of ownership and in turn, helping community cohesion and integration.
- An annual promotion plan has been formulated, to work with Leeds City Council's Visit Leeds Team. This promotes Roundhay Park, Tropical World and the Visitor Centre, giving details of Park facilities and the prices and opening times for Tropical World. Roundhay Park and Tropical World both have their own pages on the Council's intranet and a map of the Park is available to download or print. News and offers are added and updated frequently.

Customer Care and Staff/Volunteer Training

- All staff are trained in hosting events and activities
- Service Level Agreement (SLA) in place for FoRP activities, to ensure compliance with LCC policies

- Volunteering agreements undertaken to ensure compliance with LCC policies

Action required:

- Ensuring essential training is in place for both staff and volunteers, such as health & safety, first aid and customer care. Continuation of implementing SLA's with friends of groups and volunteering agreements with volunteers/community groups. Continued vigilance on equality and diversity aspirations and undertaking any training required.
- Ensuring all signage and interpretation continues to be clear, concise, visible and up to date.
- Ensuring all plants and shrubs do not hinder visibility of signage or cause obstructions to Park users with visual impairments.
- Ensuring all publications/internet details are accurate and that regular updates are carried out. These include news, offers, events, activities, walks and tours for Roundhay Park, Tropical World and the Visitor Centre.

8b. Negative impact:

Built Environment

- As mentioned, the HLF grant restored the Park to its original plans, but with the addition of improved paths and signage. The Park does have some vandalism but this is dealt with immediately.
- Note was made by the 2010 Green Flag judges of the abundance of water safety signage around the Upper Lake and Waterloo Lake. The signage was installed on the recommendations of ROSPA, after two drownings in 2006. Although the signage is only in English, vigilance from our rangers and parks staff ensures that Park users do not enter the water.
- Creating additional entrances to the Park would have a significant cost implication.
- The Visitor Centre is open from 10am to 4pm in winter hours, whilst summer opening hours are 10am to 5pm. Customers wanting toilet facilities outside of these hours must go to Lakeside Café. In their contract with Leeds City Council (the landlord), it stipulates that the toilets must remain open as long as the Café is open (usually 7pm).

Location of Premises

- There have been comments from schools and disabled groups that the Education Rooms are too far away from Tropical World. The HLF funding arrangement meant that the Education Rooms had to be part of the build for The Mansion. In addition, there is no where else to build in the area that Tropical World occupies.
- There are always complaints about the distances involved in visiting all areas of the Park. Unfortunately, there is little that can be done to improve on this, given that the Park occupies over 700 acres. The Park is well serviced with bus routes and there are four car parks that visitors can utilise.

Action required:

- Consider flexible working arrangements with regards to opening hours
- Ensure Water Safety procedures are adhered to and continuation of daily life line checks on both lakes
- Ensure all entrances are fully accessible, but exclude nuisance motorbikes and quad bikes
- Ensure pathways around the Estate (and those near car parks) are fully accessible

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

- Community and voluntary groups involvement in assisting the management of the Estate is of major importance, given the reduction in budgets. Giving the groups a sense of ownership/partnership with Roundhay Park helps to bring the local community together and also relieves some of the stress on the Estate's workers and resources.

Action required:

- Continuation of community and voluntary groups assistance, with relevant training.
- Ensuring events and activities in the Park continue to cater for the whole community.

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?

Yes

No

Please provide detail:

- The Visitor Centre is a focal point for the Park, with information, maps and toilet facilities available for visitors. The range of events the Park promotes does provide real community cohesion.

Action required:

N/A

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail:

- The Estate is active in the promotion of the Park and all its facilities, which benefits the whole community regardless of background.

Action required:

N/A

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Ensuring Tropical World meets DDA requirements	On-going (as of 05/09/11, funding will be available)	Replacement of entrance and exit doors with push pad/automatic doors Installation of new toilet block including DDA toilet	S Gregory – Estate Manager
Ensuring activities and events cater for the whole community	On-going	Work with Bookings and Licensing for annual events and ones new to the Park	S Gregory – Estate Manager
Implementation of SLA's with FoRP and volunteering agreements with volunteering/community groups	On-going	Proposals to be in line with LCC policies and Park Management Plan	J Roebuck – Estate Officer S Gregory – Estate Manager D Morgan – Area Estates Manager
Ensuring training is undertaken for staff and volunteers (H&S, first aid, customer care)	On-going	Training records and certificates, refresher courses	J Roebuck – Estate Officer
Ensuring compliance with equality and diversity aspirations, and provide relevant training	On-going	In line with LCC policies and adherence to instructions given	J Roebuck – Estate Officer M Glover – Organisational Development Manager
Ensuring all signage and interpretation is clear, visible and accessible	On-going – new signage is planned but is dependant upon the location of the new playground being decided	Inspection regime in place, as per Park Management Plan	S Gregory – Estate Manager J Roebuck – Estate Officer
Ensuring all entrances/pathways from car parks are fully accessible	On-going	Daily monitoring by staff and repair/removal where necessary	J Roebuck – Estate Officer

Action	Timescale	Measure	Lead person
Ensuring publications are correct; regular updates to websites, including news, offers, events, activities, walks and tours and also links to partner sites	On-going	Published programme of events and activities. Links with FoRP (who distribute a monthly events listing). Updating links and information to websites	S Gregory – Estate Manager Parks web publishers
Ensuring water safety procedures, signage and equipment are in place, coupled with a robust inspection and maintenance regime.	On-going	Completion of water safety inspection records. Daily check on lifeline provision and signage.	S Gregory – Estate Manager J Roebuck – Estate Officer

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Shaun Gregory	Manager of Service	7 October 2011
Simon Frosdick	Business Development Manager	15 March 2012

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

As part of Service Planning performance monitoring

As part of Project monitoring

Update report will be agreed and provided to the appropriate board
Please specify which board

Other (please specify)

15. Publishing

Date sent to Equality Team	31 October 2011 15 March 2012
Date published	20 March 2012