

## Equality, Diversity,

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

<b>Directorate: City Development</b>	<b>Service area: Sport</b>
<b>Lead person: Caroline Semple</b>	<b>Contact number: 3780346</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment:</b>	

**1. Title:** The approval to call off from the ESPO framework 345 to award a contract for the supply, installation and maintenance of cardio vascular equipment for LCC Leisure Centres for the period from 1/6/2018 to 31/1/2019

Is this a:

**Strategy /Policy**

**Service / Function**

**Other**

**If other, please specify**

### 2. Members of the assessment team:

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Caroline Semple	Sport and Active Lifestyles	Sport Programme Manager
Richard Jones	Sport and Active Lifestyles	Service Improvement Manager

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
The awarding of a contract for the supply, installation and maintenance of cardio vascular equipment for LCC Leisure Centres for the period from 1/6/2018 to 31/1/2019

<b>4. Scope of the equality, diversity, cohesion and integration impact assessment</b> (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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<b>4a. Strategy, policy or plan</b> (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 checked="" type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<b>Please provide detail:</b>	

<b>4b. Service, function, event</b> 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)	<input type="checkbox"/>
<b>Please provide detail:</b> To award a contract for the supply, installation and maintenance of cardio vascular equipment for LCC Leisure Centres for	

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**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)

To ensure we are able to compete with the demands of the fitness industry we need to have in place a framework to replace existing stock of gym equipment. The new equipment purchased needs to be at forefront of developments to ensure we keep pace with the ever changing developments and trends of the industry. It needs to be of good quality to match the pricing policy of our membership packages, it also needs to be durable due to limitations of our replacement programme. We gain feedback constantly on our equipment on an ongoing informal basis through social media routes, verbal comments to staff as examples, we also undertake customer satisfaction surveys annually as well as NPS scoring. All if this feedback is taken on board when selecting the right equipment for our gyms. We also consider the requirements of disabled customers and their access to the machines, therefore the supplier must be able to provide IFI equipment when required.

**Are there any gaps in equality and diversity information**  
**Please provide detail: No**

**Action required: N/A**

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

Yes

No

**Please provide detail:**  
**Informal feedback**  
**Customer Satisfaction Surveys**

<b>NPS scoring</b>
<b>Action required:</b>

<b>7. Who may be affected by this activity?</b> please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function		
<b>Equality characteristics</b>		
<input checked="" type="checkbox"/> <b>Age</b>	<input checked="" type="checkbox"/> <b>Carers</b>	<input checked="" type="checkbox"/> <b>Disability</b>
<input type="checkbox"/> <b>Gender reassignment</b>	<input type="checkbox"/> <b>Race</b>	<input type="checkbox"/> <b>Religion or Belief</b>
<input type="checkbox"/> <b>Sex (male or female)</b>	<input type="checkbox"/> <b>Sexual orientation</b>	
<input type="checkbox"/> <b>Other</b>	( <b>Other</b> can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being) <b>Please specify:</b>	
<b>Stakeholders</b>		
<input checked="" type="checkbox"/> <b>Services users</b>	<input checked="" type="checkbox"/> <b>Employees</b>	<input type="checkbox"/> <b>Trade Unions</b>
<input checked="" type="checkbox"/> <b>Partners</b>	<input checked="" type="checkbox"/> <b>Members</b>	<input checked="" type="checkbox"/> <b>Suppliers</b>
<input type="checkbox"/> <b>Other please specify</b>		
<b>Potential barriers.</b>		

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

**Please specify**

**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

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**8a. Positive impact:**

We can keep pace with new trends and developments in the industry.  
 We can cater for a wide range of customers.  
 We can have a replacement programme plan which is effective.  
 Staff training costs can be managed effectively.  
 Our equipment breakdowns can be limited.  
 There will be greater opportunities to sell memberships.  
 We can develop technology opportunities to a greater degree through having more modern equipment.  
 Costs of replacement equipment will be value for money.

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**Action required:**

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<b>8b. Negative impact:</b>
The timeframe of the ESPO framework is limiting.
<b>Action required:</b>
To work with ESPO to understand their timeframes for the new framework currently being developed.

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Please provide detail:</b>
The inclusion of various groups and communities in our leisure and wellbeing centres will encourage: <ul style="list-style-type: none"><li>• Physical health outcomes: improvements in physical activity levels, balance, mobility and reduction in falls.</li><li>• Mental health outcomes: improvements in mood and mental wellbeing and reduction in social isolation.</li></ul>
<b>Action required:</b>
None

<b>10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)</b>
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**Please provide detail:**

Groups will mix with different groups and individuals that also use our facilities. This will increase social inclusion.

**Action required: None**

**11. Could this activity be perceived as benefiting one group at the expense of another?** (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes

No

**Please provide detail:**

**Action required:**

**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)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
DDN to complete.	March 2018	Submitted.	M.Rowan
DDN to be signed.	April 2018	Signed	M. Rowan
Meeting with supplier to discuss the framework.	April 2018	Completed	C Semple
Replacement equipment plan to be reviewed.	April 2018	Completed.	C Semple/H Evans/S Baker
Ongoing discussions with ESPO re new framework.	From April 2018	Ongoing meetings/discussions	M Rowan



<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>

**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
<b>Date impact assessment completed</b>		

**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**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: