

Equality Impact Assessment – Executive / Decision being Recommended

Stage	Title	Purpose
1	Preliminary Assessment	Initial assessment of possible impact.
2	Equality Risk Assessment	Scoring to assess the level of risk.
3	Equality Impact Assessment – Addressing Impact	Level of detail depends on risk assessment scoring but any removal or reduction in service must go through Stage 3.
4	Sign Off	Approval and decision making details.
5	Implementation	Action Plan to implement and minimise impact.

Stage 1 – Preliminary Assessment

Question	Response/Consideration
1.1 Decision being assessed	<p>That, following consultation with the Portfolio Holder for Community and the Portfolio Holder for Finance, the preferred option set out below for the reopening of leisure facilities within the district be approved.</p> <p>That additional budget of up to £429,500 be approved to enable the preferred option to be implemented to the end of the financial year 2020/21, subject to agreement by Fusion Lifestyle</p>

Question	Response/Consideration
	<p>to the proposed letter of variation to the current contract. The Council would seek to fund the additional costs through application of general COVID-19 grant funding, subject to there being sufficient to meet the Council's total financial pressures in 2020/21. Any balance of funding required would need to be drawn from the Council's reserves.</p> <p>That, in consultation with the Portfolio Holder for Community and Portfolio Holder for Finance, the Assistant Director (Commercial & Assets) initiates negotiations with Fusion Lifestyle to agree a new commercial arrangement for the operation of the facilities beyond the 2020/21 financial year, and brings a report to Executive in December 2020 setting out the terms of the proposed agreement.</p> <p>That a draw-down from reserves of up to £25,000 be approved for external legal, financial and technical advice to support contract negotiations and the financial scrutiny of Fusion Lifestyle's accounts during 2020/21, to ensure that longer term value for money is achieved for the Council.</p> <p>The preferred option is that Clements Hall Leisure Centre and Rayleigh Leisure Centre will reopen in a COVID-19 secure phased approach by late August 2020 and The Mill Arts and Events Centre and Castle Hall will reopen in a COVID-19 secure phased approach by late October 2020.</p>

Question	Response/Consideration
1.2 Lead Officer	Matt Harwood-White – Assistant Director, Assets & Commercial
1.3 What are the aims or function of the decision being recommended?	The report sets out the process undertaken by the Council's leisure operator, Fusion Lifestyle, to enable a phased, suitably adjusted, COVID-19 secure reopening and the proposed revised commercial terms with the Council that will be required as a result of the impact of COVID-19 during the transition period to March 2021.
1.4 Which policies relate to the delivery of this decision?	Leisure & Cultural Services Strategy Castle Point & Rochford Health & Wellbeing Strategy https://www.rochford.gov.uk/community-and-people/health-and-wellbeing
1.5 Who are the main audience, users or customers who will be affected?	All residents
1.6 As a result of this decision being implemented will members of the community be treated less favourably and so contribute to inequality?	No but there will be reduced access to leisure sites

Equality Aims – consider how the decision meets the three Equality Aims listed in the Equality Act.

Aim	How does the decision meet the equality aim?
To eliminate unlawful discrimination, harassment and	n/a

victimisation	
To advance equality of opportunity between people who share a protected characteristic and those who do not	Phased reopening of leisure sites Improving access to all
To foster good relations between those who share a protected characteristic and those who do not	As above

Stage 2 – Equality Risk Assessment - Protected Characteristic Groups

Place an 'X' in against either 'positive impact', 'negative impact', 'no impact' for each protected characteristic group

2.1 Assess the Equality Risk

	Age	Disability	Gender	Race	Sexual Orientation	Religion	Gender Reassignment	Marriage/Civil Partnerships	Pregnancy/Maternity
Positive impact									
Negative impact	x	x	x	x		x			
No impact					x		x	x	x

2.2 Conclusion – if there is 'No Impact' for all of the protected characteristics then stages 3 – 5 do not have to be completed

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Stage 3 – Equality Impact Assessment – Addressing Impact

Question	Response/Consideration
<p>3.1 What is the reason for the proposed decision?</p>	<p>The COVID-19 pandemic has created a significant economic impact within the leisure sector in the UK, both public and private. The period of enforced closure has resulted in revenue lines collapsing and, while the industry has placed staff on furlough to reduce staffing costs, many of the fixed costs to maintain facilities have remained.</p> <p>The pandemic is also projected to have a longer-term impact on the industry due to the requirements necessary to ensure facilities are made COVID-19 secure and because of demand issues arising from site users having confidence in returning to use them.</p> <p>The preferred option does not include reopening the Freight House since this is one of the buildings proposed for early redevelopment as a new Community and Civic Space within the Council's Asset Delivery Programme.</p>
<p>3.2 What consultation activity has been undertaken or is planned?</p>	<p>Fusion Lifestyle will contact all affected user groups.</p> <p>These are unprecedented COVID-19 related arrangements and therefore consultation will be post decision</p>
<p>3.3 Service Users – What methods are used to monitor the characteristics of service-users with protected characteristics?</p>	<p>With reference to Freight House, The Mill Arts & Events Centre and Castle Hall very little monitoring takes place with exception of details of which organisations use the sites.</p> <p>Site usage figures are supplied as part of contract monitoring.</p> <p>More detailed information is available regarding users of Clements Hall Leisure Centre and Rayleigh Leisure Centre also supplied as part of contract monitoring.</p>

<p>3.4 Referring to Stage 2, which 'protected characteristic' group(s) are most likely to be affected by this decision? Describe any negative impacts identified in more detail.</p> <p>Outline ways in which negative or positive impacts will be addressed?</p>	<p>All ages affected.</p> <p>Loss of community resource.</p> <p>As Freight House will not reopen users of the site will be unable to hold their meetings, events or functions there and will need to find an alternative venue.</p> <p>Fusion Lifestyle will contact all affected user groups to identify whether they can be relocated to either of the other two leisure sites they operate in the District on behalf of the Council, The Mill Arts & Events Centre and Castle Hall (both based in Rayleigh).</p> <p>In the event they can't be relocated to either of those venues Fusion will advise them that Council officers are available to support them in identifying an alternative venue.</p>
<p>3.5 If the decision involves a service/policy being reduced/removed, will this lead to missed opportunities to promote equality of opportunity?</p>	<p>No</p>

3.6 What outcome does this assessment suggest we take? Select one option and action to be taken			
Option	Outcome	Tick Selected Option	Explanation
<p>1</p>	<p>Continue with proposed decision No discrimination or adverse impact identified</p>	<p><input type="checkbox"/></p>	<p>"[Enter text]"</p>
<p>2</p>	<p>Continue with proposed decision Suitable adjustments to lessen the impact identified</p>	<p><input checked="" type="checkbox"/></p>	<p>Phased reopening of leisure sites. Fusion Lifestyle and officers to support affected groups</p>
<p>3</p>		<p><input type="checkbox"/></p>	<p>"[Enter text]"</p>

	Continue despite adverse impact or missed opportunities to promote equality		Justification must be included and consideration of the plans in place to reduce the impact
4	Stop and rethink Actual or potential discrimination identified	<input type="checkbox"/>	"[Enter text]"

What plans are in place to monitor the actual impact of the proposal?	<p>Monitoring of the impact will form part of the existing contract monitoring that the Council carry out with regard to the leisure contract.</p> <p>Officers will liaise with Fusion Lifestyle to ensure user groups and bookings are contacted and follow up with support where needed.</p> <p>Fusion will record whether users relocated or requested additional support and will report this to the Council as part of the monthly monitoring meetings.</p> <p>Officers will keep a record of all groups and bookings they support and are able to help find an alternative venue.</p> <p>Complaints, comments and compliments are recorded by Fusion Lifestyle and will also be reported to the Council.</p>
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Stage 4 – Sign-off

	Details
Director/Assistant Director approved by:	Matt Harwood-White
Date:	31 July 2020
Member Approval (Date and Title of Committee):	Executive 11 August 2020
Committee Decision:	"[Executive/Council/PFH decision/resolution wording]"

Stage 5 – Implementation

5.1 Referring to **Stages 1 (preliminary assessment), Stage 2 (equality risk assessment) and Stage 3 (equality impact assessment)** please list what tasks/actions you will take to minimise the impact of this change.

Task	Outcome	Lead	Resources	Deadline
Fusion Lifestyle to contact all user groups	To identify whether they can be accommodated within The Mill Arts & Events Centre or Castle Hall	Fusion Lifestyle	Fusion Lifestyle	30 September 2020
Council officers to work with user groups to identify alternative facilities if unable to be accommodated as above	User groups supported to find alternative venues	Rochford District Council Leisure & Cultural Services Team	Officer time	Ongoing as required
"[Enter text]"	"[Enter text]"	"[Enter text]"	"[Enter text]"	"[Enter text]"
"[Enter text]"	"[Enter text]"	"[Enter text]"	"[Enter text]"	"[Enter text]"