

Screening/Scoping Pro Forma

Section	Leisure Services		Officer responsible for the screening/scoping	Gary Swann/Emma Hutchison		
Name of Policy to be assessed	Programming for activities and events.		Date of Assessment	24/10/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide and manage a comprehensive range of quality sport, leisure and entertainment programme activities, which maximise profitability or reduce the subsidy.					
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	To link in with our Mission, vision and values. Top line Objective, the annual Service Plan Objectives & Council Objectives. Provide a range of activities, programmes and special events. Encourage participation from a wide range of individuals, groups, clubs from local community from within the Borough and act as a regional tourist attraction.					
3. Who is intended to benefit from this policy and in what way?	Customers (Individuals, Groups & Clubs) & Council.					
4. What outcomes are wanted from this policy/procedures/practice?	To ensure the programmes of activities and events are accessible and represent value for money for local people and other potential customers therefore, maximising profitability or reducing the subsidy, whilst contributing positively to the health of the community and caring for the environment.					
5. What factors/forces could contribute/detract from the outcomes?	Marketing, staffing, allocation space, competing priorities, lifestyle & costs.					
6. Who are the main stakeholders in relation to the policy?	GBC, Heat Basketball Club, Flames Ice Hockey Club, Guildford City, Guildford & Godalming Athletics Club, Compass Catering, SLS and the community.			7. Who implements the policy, and who is responsible for the policy?	LS staff, 3 rd party contractors on site & hirers.	
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	Y	N	Please explain.			
What existing evidence (either presumed or otherwise) do you have for this?	No, but in programming of all special events for we would review the appropriateness of the event.					
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N				

What existing evidence (either presumed or otherwise) do you have for this?	In timetables we state that activities are for men & women. We don't have anything that is directly aimed at just men or just women apart from changing facilities which is a requirement.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	In our programmes there is detailed information on our disability access for activities, programmes and special events.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	None.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	There are no concerns but we do have particular special events & programming which relates to certain age groups i.e 50+ Swim & Toddler Splash.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	There are no concerns but we may need to clarify the criteria for programming & special events.		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	We do allow carers but it is not advertised in official brochures/website, but staff are aware that we do allow individuals and their carers onto specific sessions in specific service areas and allow concessionary pricing.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending	Y	N	If an individual has an offending record that bans them from entering our premises.

past?				
What existing evidence (either presumed or otherwise) do you have for this?		We receive information from the police regarding the above and act on the information appropriately.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		Y	N	
What existing evidence (either presumed or otherwise) do you have for this?		None		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain All the above would have a positive impact on the programming of activities and special events.	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper. As above.	
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	Please explain We have an extensive booking system which includes programming of activities and special events. We have identified a lack of promoting and communication for disabled individuals and their carers for activities and special events.	
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	Please explain See Q19.	
21. If yes, should the full EIA be			Please explain See Q19.	

conducted jointly with another service area/contractor/partner/agency?	Y	N			
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?	Y	N	Possibly, due to Q19.		
				Yes	No
			24. If No, are there any changes required to the policy to improve it around the equality agenda? See Q19.		

Signed
(completing officer)

Date October 2008

Signed
(Head of Section) Date

Countersigned
(HR Representative)

Date November 2008