

Development Service Transformation Integrated Impact Assessment Form (IIA) June 2012

APPENDIX A



This form replaces the previous Equality Impact Assessment form used by LBC.
The key aim of an impact assessment is to ensure that all Council policies, plans and strategies support the corporate mission statement that

‘The needs of Luton’s people will be first in everything we do’.

The aim of this impact assessment process is to:

- Embed Social Justice principles and practice into the Council’s decision making process
- Ensure adherence to the Equality Act 2010 and associated Public Sector Duty
- Minimise duplication of initial impact assessments with regards to Environment and Health
- Ensure Officers have access to the necessary specialist support with regards to all of the above

The table on the first page of this form will enable you to make early consideration of the potential impacts of your proposal with regards to individuals, areas, cohesion, inclusion, the environment and health. You will need to review the impact table once you have completed your assessment to ensure that all impacts are clearly highlighted in the final document.

Once you have completed the table the form will guide you to explain your judgements and then, as appropriate, identify in the action plan how you will be able to enhance and maintain any positive, and mitigate any negative, impacts of your proposal in line with the council’s mission and values.

This form will also help you to identify if you need further specialist advice or whether a more detailed Environmental or Health Impact Assessment may be required.

For your convenience, please see links to key Corporate and Partnership documents that may help you as you complete this IIA.

Corporate Plan

<http://intranet/SupportServices/Document%20library/Corporate%20plan%2011th%20July%202011.doc>

Equality Charter

<http://intranet/SupportServices/socialjustice/Document%20library/Equality%20charter.pdf>

Social Justice Framework

http://www.luton.gov.uk/Community_and_living/Lists/LutonDocuments/PDF/Social%20Justice/Social%20Justice%20Framework%202012%20-2026.pdf

Family Poverty Strategy

http://www.lutonforum.org/Forum/Documents/Family-Poverty-Strategy-Final-October2011_001.pdf

Joint Strategic Needs Assessment (JSNA)

http://www.luton.gov.uk/Council_government_and_democracy/Lists/LutonDocuments/PDF/Consultation/Reports/Final%20JSNA%202011.pdf

Community Involvement Strategy

<http://www.lutonforum.org/Forum/Documents/CISfinaljune2010.pdf>

Proposal Title: Community Development Service Transformation

Lead Officer Name: Sandra Hayes

Date of IIA: 6th November 2012

Seen By: Sandra Legate, Equality & Diversity Policy Manager, 8th March 2013
SJU (Name/Date)

Signed Off By: Michael McMahon
Bundle Lead/Head of Service
(Name/Date)

Please provide an outline description of your proposal:

The community development service currently operates out of 12 community centres, with an average yearly footfall of more than 395,000, which vary in terms of size, scope of service, partnership delivery arrangements and programmes on offer, and act as hubs to provide essential access to services, support for community groups and networks, emergency centre back up and a platform for promoting and enabling community development and cohesion

The community development service also provides leadership and co-ordination of the Neighbourhood Governance Programme, the Council's corporate and partnership community involvement and empowerment programme centered on greater community involvement in influencing decisions and agreeing local priorities, support for the community leadership role of councillors, development of community led projects at neighbourhood level, and management /co-ordination of area work programmes to address agreed priorities

The proposal contains 2 key elements and 63 members of staff are potentially affected:

- 1) to transfer the management and operation of the 12 community centres, in the first instance to LBC's ALMO, to comply with procurements rules, with the possibility of further transfers to one or more suitable local third sector partner organisations would be selected by a process of comprehensive vetting and would need to present robust business plans that compliment the goals and objectives above. Front line and operational management staff would transfer to the partner organisations under TUPE arrangements and the terms of a funding management agreement focussed on centre service provision and community development outcomes.
- 2) The balance of the community development management roles and responsibilities would be rationalised to reflect the move from an in-house provided service to an external service, as well as maintaining the leadership on NG, Volunteering Scheme, and supporting other community based projects.

CDS presently runs 11 Community Centres on behalf of Luton Borough Council, they are:

Bury Park
Bushmead
Chaul End
Farley
Hockwell Ring
Futures
Lewsey
Limbury
Park Town
Raynham Way
Saints
Sundon Park

The services and support provided includes:

- management and operation of Community facilities;
- front line Community Development support including delivery of the NG programme and volunteering
- response support for community cohesion and resilience

Support is provided to a wide range of community groups using community centre facilities and working in local neighbourhoods e.g. junior and senior youth clubs, older peoples' social and well-being clubs and activities, carers' support groups, sports and martial arts groups including boxing, dance etc.

The service presently has a footfall of 420,000 plus people per year (estimated to March 2013 based on current returns), and the people who visit can be seen in the following table (see Appendix)

Partners delivering services from community centres to improve local access and thereby improve equality of access and inclusion in provision include: Luton Adult Learning, NHS, Faith Groups, VCS groups etc.

The NG programme offers a range of opportunities and interventions for local residents to get involved in influencing decision making, address local issues through community led projects and take part in CDS run or supported community events which actively promote social inclusion and community cohesion. In the last year (Oct 2011 -12) more than 10K residents took part in neighbourhood community festivals alone, with many more participating in other centre based community events.

The NG programme has been designed and developed to match the profile of neighbourhood populations, and ensure greater inclusion and representation in the decision making process. In this way it improves on many other public sector involvement programmes locally and nationally, since sample assessments of participation at NG events have shown consistently over several years even participation increasingly reflects population profiles. In addition, the service specifically focuses on encouraging and enabling more marginalised groups and individuals to take part in the NG programme and centre activities so that social inclusion is continually improved and reinforced. Last year (Oct 2011- 12) a series of community decision days in 10 wards involved over 600 people from 8 – 80 years old, over 1500 people across these neighbourhoods contributes to local community consultation through face to face surveys and neighbourhood mapping. Recent decision day events have seen 160 mostly young people of Asian background attend in Biscot, more than 200 from a wide range of backgrounds and ages in Area North, and similarly more than 80 in Saints ward which has had low levels of public participation in the past.

The Participatory Budgeting element of the NG programme, led by CDS, develops, commissions, supports, monitors and evaluates c.100 + community led and community based neighbourhood projects p.a.. These projects encourage and enable local groups to develop their openness and responsiveness to equalities issues, and produce a wide range of social benefits and impacts including widening inclusion and strengthening cohesion. The list is too long to detail, but specific examples include projects to: support for fathers from deprived areas in parenting skills and assisting with their childrens education, providing accessible culturally sensitive IAG in community languages for Asian communities particularly women, a neighbourhood mural project involving a network of primary schools across a neighbourhood to promote community values, neighbourhood celebrations for cultural events such as the diamond jubilee involving diverse communities, carer's support and development projects for parents with children with physical and learning disabilities, and a community led signposting and support project for mental health service users and carers led by Afro Caribbean volunteers and reaching out to other communities particularly Asian in key neighbourhoods.

The programme currently levers resources from a range of partners for investment in community led and based projects, and in future financial years it is anticipated that over £200K of external funding will be secured and made available through the NG programme to help generate the kinds of equalities, social inclusion and community cohesion outcomes outlined above.

Finally, by co-ordinating and focussing local partnership working within the Council and across partners agencies on evidence based community priorities, which are informed directly by local community consultation, agreed with local residents at decision days, and then signed off and monitored by Councillors at Area Boards, the NG programme promotes social inclusion across the Borough by improving the effectiveness, transparency and accountability of local governance. This has resulted directly in practical local initiatives for example such as upgrading local greenspace, targeting community safety resources, improving local access to local health services, and increased public information and accountability around parking and traffic management issues.

The LBC Volunteer Scheme was launched in 2011 with the broad aims of: identifying the existing levels of volunteering and volunteering opportunities available across LBC; and to shift the focus of

LBC volunteering to a model that was mutually beneficial to both Council and Volunteer alike. This included promoting volunteering within LBC as a platform to help people back into training and employment. Headline community impacts include:

- The creation of a database responsive to council/ residents needs that contains over 400 new volunteers, completing roughly 1500 hours per month and over 25 opportunities
- The identification of over 300 existing volunteers from a range of diverse backgrounds relating to protected characteristics within Council activities (excluding volunteering in Schools and Children's Centres)
- Over 350 volunteers used for local events i.e. *2012 Love Luton Festival* Carnival, St Patricks Day and the Peace Walk
- The Volunteering Programme, also ensures that volunteers, many of whom are unemployed at the point of entry, use the scheme as a platform into employment via assessment of their training and development needs, appropriate experience and mentoring as well as a customised accredited qualification, which provides a tangible record of achievement
- Finally, the volunteer scheme also has a bespoke Corporate Social Responsibility offer to businesses looking to invest their time in volunteering in council-led community activities with McDonalds, Thomsons and LBC recently completing volunteer challenges

Please include the names of all other contributors and stakeholders involved in the preparing of this proposal who have been consulted and agreed this assessment:

**Veronia Charles
Marek Lubelski
Sandra Hayes
Sandra Legate**

If there is any potential impact on staffing please include the name/s of the trade union representative/s involved in the preparation of this assessment:

Circulated to Unions for comment (N/A)

IMPACT TABLE

The purpose of this table is to consider the potential impact of your proposal against the Equality Act 2010 'protected characteristics' and other key priorities of Community Cohesion, Social Inclusion, Health and Environment. We also ask you to consider potential outcomes against the key priorities of our Corporate Plan (see link).

Once you have completed this process you should have a clearer picture of any potential significant impacts*, **positive**, **negative** or **neutral**, on People or Places as a result of your proposal. The rest of the questions on this form will help you clarify impacts and identify an appropriate action plan.

("Significant impact" means that the proposal is likely to have a noticeable effect on specific section(s) of the community greater than on the general community at large).

In relation to the protected characteristics below, will the proposal have an impact in relation to the outcomes below?

Please fill out this table as much as you can initially. Once you have completed the rest of the form, come back and complete as appropriate	Impact Identified	Outcomes Having identified the impact will it contribute to any of the following Council priorities below?		
		Empower, support & protect the vulnerable (Equality)	Improve life & learning opportunities for all (Inclusion)	Improve health & reduce health inequalities (Health)
PEOPLE	delete as applicable from the selection below <input checked="" type="checkbox"/> = Positive <input type="checkbox"/> = Negative <input type="checkbox"/> = Neutral			
Race	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Gender	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Disability	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Sexual Orientation	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Age	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Religion/Belief	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Gender Reassignment	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Pregnancy/Maternity	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Marriage/Civil Partnership (HR issues only)	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Care Responsibilities ¹ (HR issues only)	<input checked="" type="checkbox"/>	Yes	Yes	Yes
PLACE	<input checked="" type="checkbox"/>			
Strengthen community cohesion	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Tackling poverty/ promoting social inclusion	<input checked="" type="checkbox"/>	Yes	Yes	Yes
Area/Wards affected All Wards	<input checked="" type="checkbox"/>	Yes	Yes	Yes
ENVIRONMENT				

¹ This is a Luton specific priority added to the 9 protected characteristics covered under the Equality Act and takes into account discrimination by association.

Protect and enhance the quality of the natural and built environment	<input checked="" type="checkbox"/>	Yes	Yes	Yes
HEALTH				
Promoting health and wellbeing	<input checked="" type="checkbox"/>	Yes	Yes	Yes

Please answer the following questions to help you identify any actions you may need to take with regards to impacts of this proposal

1. Consultation

1.1 Have you made use of existing recent research, evidence and/or consultation to inform your proposal?
Please insert links to documents as appropriate.

If you would like to know of any potentially relevant research already carried out, please click on the following link below to ***LBC Consultation Portal***

For other local statistics and information, click on the following below link for ***Luton Observatory***

Guidance Notes:

If no use has been made of research, please contact the Consultation and Engagement Team
At Communitycon@luton.gov.uk and/or the Research & Intelligence Team at
research.intelligence@luton.gov.uk

[Click here for LBC Consultation Portal](#)

[Click here Luton Observatory](#)

**Insert any links to reference websites below.
One per space only**

“Your Say” consultation 3rd Dec 2012 – 22nd Feb 2013

CDS consultation - Appendices

**Insert any relevant files in the spaces below.
One per space only**

[For advice and support from Consultation Team click here](#)

[Dates here](#)

1.2 Have you carried out any specific consultation with people likely to be affected by the proposal? (if yes, please insert details, links to documents as appropriate).

Guidance Notes: If no, please explain why this has not been done - you may wish to speak to the Consultation Team first as a lack of sufficient consultation could render this IIA invalid and place the Council at risk of Judicial Review.

The stakeholder consultation ran from the 3rd December 2012 until the 22nd February 2013. (A detailed summary of the responses are set out at Appendix A of the Executive Report.)

It used a combination of encouraging people to complete questionnaires, both electronically via the Council website and in paper form available from community centres. In addition there have been staff meetings and briefings at all the User /Management Committee meetings and any major events – Christmas Fayres etc. held within Community Centres during the period.. Community Development Service officers have been in attendance at all scheduled events during the consultation. A number of interested VCS groups were consulted individually.

Respondents were asked to identify concerns around impacts of Council proposals under consideration

32 individual and 3 organisational responses were received to the surveys. Monitoring showed that BME groups and other protected characteristic groups were underrepresented. Due to the small sample size, the findings and comments should be interpreted as indicative only as they may not be representative of the population of Luton.

The main concerns were general relating to potential closure of centres and increases in charges, neither of which are matters pertaining to the proposals under consideration. Specific issues relating to EIC were raised regarding support, activities and opportunities for vulnerable young people and affordability of room hire.

User Committees feedback in particular showed that a transfer to a 3rd sector organisation has been favourably received as a reasonable option during the consultation.

[For advice & support from the Social Justice Unit click here](#)

2. Impacts on People

2.1 Where you have identified a **positive*** impact please explain the nature of this impact.

Guidance Notes:

If you identify positive impacts with regards to one or more groups listed above please outline how these

can be enhanced and maintained against each group identified. Specific actions to be detailed in action plan below.

**By positive impact we mean, is there likely to be a noticeable improvement experienced by people sharing a characteristic?*

This is a positive outcome for the communities of Luton as, if agreed by Executive on 25th March 2013, there should be no immediate change to service delivery within community centres, local people will still have access to the same groups and support as prior to transfer and there is also the potential for continuing service improvements in this area across the Town.

2.2 Where you have identified a **negative*** impact please explain the nature of this impact.

Guidance Notes:

Please use this box to explain why you feel the proposal may be negative and outline what the consequences will be against each group identified. You will need to identify whether mitigation is available, what it is and how it could be implemented. Specific actions to be detailed in action plan below.

**By negative impact we mean is there likely to be a noticeable detrimental effect on people sharing a characteristic?*

If you can identify no mitigation with regards to negative impacts on one or more of the protected groups you must contact the Social Justice Unit – Click the email link box above.

There has been no negative impact identified during the analysis of this IIA.

2.3 Where you have identified a **neutral*** impact for any group, please explain why you have made this judgement.

Guidance Notes:

You need to be confident that you have provided a sufficient explanation to justify this judgement.

**By neutral impact we mean that there will be no noticeable impact on people sharing a characteristic*

The outcome remains positive for the communities and organisations who use the CDS.

[For advice & support from the Social Justice Unit click here](#)

3. Impacts on Cohesion

If you have identified an impact on community cohesion, please describe here what this may be and who or where you believe could be affected.

Guidance Notes:

By 'impact on community cohesion' we mean - is the proposal likely to have a noticeable effect on relations within and between specific section(s) of the community, neighbourhoods or areas.

You will need to consider here actions to enhance and maintain positive impacts and how to mitigate negative impacts.

Specific actions to be detailed in action plan below.

If you can identify no mitigation with regards to negative impacts on community cohesion you must contact the Social Justice Unit – Click email link box above

The range and scope of community activities supported by CDS described above, and their direct impact on developing, promoting and nurturing positive communication and cooperation within and across the communities and diverse populations in the Borough, mean that the proposal will have a positive impact on community cohesion to the extent that current service levels will be maintained, and potential for improvement and development enabled through it.

In addition, future partnership working with a third sector organisation on the delivery of community centre and frontline community development services will ensure that the capacity, responsiveness and involvement of CDS frontline services in maintaining community cohesion during periods of increased risk and social tension will be preserved.

[For advice & support from the Social Justice Unit click here](#)

4. Impacts on Poverty & Inclusion

If you have identified an impact on tackling poverty/promoting social inclusion, please describe here what you believe this would be and who you believe would be affected.

Guidance Notes:

By poverty and inclusion we mean - is the proposal likely to have a noticeable effect on households that are vulnerable to exclusion, e.g. due to poverty, low income and/or in areas of high deprivation.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

Specific actions to be detailed in action plan below

If you can identify no mitigation to negative impacts on tackling poverty or promoting social inclusion you must contact the Social Justice Unit for advice - Click email link box above

Council community centres and frontline community development services, as the description of community impacts above demonstrates, enable and provide a wide range of essential public and community led services and opportunities to be accessed by local people across the Borough. The majority of centres and staff capacity are located in areas of higher deprivation.

The NG programme particularly focuses on involving and empowering communities in neighbourhoods experiencing higher levels of social exclusion and deprivation in the West, South and Central areas of the Borough, as well as key wards and neighbourhoods in the North and East.

5. Health & Wellbeing

If you have identified an impact with regards to promoting Health and Wellbeing please consider the questions below in more detail.

5.1 Please describe what this impact is and who may be specifically affected by the proposal.

Guidance Notes:

By impact on health and wellbeing we mean - is there the potential for a positive or negative impact on the physical, mental or social well-being of an individual / group. You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts.

Specific actions to be detailed in action plan below

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

Much of the community impact described above has a positive effect on Health and Wellbeing in the Borough at a local level.

The NG programme specifically enables partnership working with NHS and public health services to address local H&WB issues at a community level, focussing on opportunities for promotion, prevention and early intervention

5.2 Will the proposal impact positively or negatively on access to, and /or quality of, health and wellbeing services?

Guidance Notes:

By Health and Wellbeing services we mean clinical services as well as, for example, health improvement services such as Stop Smoking, weight management, alcohol and drug services, exercise programmes, affordable warmth, falls prevention etc.

You need to consider here actions to enhance and maintain positive impacts or mitigate negative impacts

Specific actions to be detailed in action plan below.

If you are unable to identify mitigation to questions 5.1 and 5.2 then you must contact the Public Health Team for advice. - Click email link box above

Much of the community impact described above has a positive effect on Health and Wellbeing in the Borough at a local level.

The NG programme specifically enables partnership working with NHS and public health services to address local H&WB issues at a community level, focussing on opportunities for promotion, prevention and early intervention

6. Impacts on the natural & built environment

If you have identified an impact on the natural and built environment please consider the questions below.

Are there aspects of this proposal that may:

- a)** help in reduction of greenhouse gas emissions, produced by the burning of fossil fuels (i.e. coal, oil), which is likely to add to the effects of climate change
- b)** have an effect on conservation of energy, water, minerals and materials
- c)** have an impact on the amount of waste that could be generated through the implementation of the proposal
- d)** impact positively or negatively on access to and the quality of the natural environment (eg parks, play areas, green spaces, conservation areas)
- e)** improve people's or infrastructure's resilience towards extreme weather conditions
- f)** affect amount of car journeys to/from a particular site

Guidance Notes:

If you identify positive impacts with regards to questions please outline how these can be enhanced and maintained. If you identify negative impacts in response to questions then you will need to explain any actions that you intend to take to mitigate these impacts.

Specific actions to be detailed in action plan below

If you are unable to identify mitigation with regards to questions 6.a-f then you must contact the Strategy and Sustainability Team at myclimate@luton.gov.uk as a more detailed specialist consideration of this proposal will be necessary. Click email link box above

a)

b)

c)

d) The NG and volunteering programmes produce significant improvement to local greenspace as well as enabling considerable levels of community involvement in identifying and practically developing them.

e)

f) The NG programme supports the sustainable travel agenda providing opportunities for promotion and raising awareness of community responsibility for key community priorities such as parking, traffic management and congestion

Please detail all actions that will be taken to enhance and maintain positive impacts and to mitigate any negative impacts relating to this proposal in the table below:

Action	Deadline	Responsible Officer	Intended Outcome	Date Completed/ Ongoing
Review and Update IIA following Exec Report	4th December 2012	SH	Take account of Exec recommendations	Completed
Review and Update IIA following consultation feedback	4th March 2013	SH	Take account of staff stakeholder feedback	Completed
Continued user group consultation and stakeholder involvement	On - going	SH/ML		

A review of the action plan will be prompted 6 months after the date of completion of this IIA

Key Contacts: Sandra Hayes – Community Development Service Manager
As above

Summary of Findings and Actions (for publication and to be written by the author)

This IIA has examined the community impacts of the current service provision. Given that the proposal is to maintain current provisions through new partnership delivery arrangements, positive impacts are envisaged.

Next Steps

- All Executive Reports must have an IIA attached (where relevant)
- All report authors must complete the IIA section of Executive Reports (equalities, cohesion, inclusion, health, environment)
- All reports are to be forwarded to the Social Justice Unit, Public Health and Strategy & Sustainability Unit for sign off in time for Executive deadline
- Social Justice Unit, Public Health and Strategy & Sustainability Unit to highlight key points of concern from IIA in their sign off comments
- On the rare occasion that the Social Justice Unit are unable to sign off the report, e.g. recommendations are in breach of legislation, a statement will be submitted by Social Justice Unit Manager or Equality and Diversity Policy Manager
- Completed and signed IIA's will be published on the internet once the democratic process is complete