

Screening/Scoping Pro Forma

Section	Cultural Services Strategy & Development		Officer responsible for the screening/scoping	Mike Beckwith		
Name of Policy to be assessed	Bookings for activities, programmes and events	Date of Assessment	7/8/08	Is this a proposed new or existing policy/procedure/practice?		existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?		Facilitate customers in booking a range of activities provided and/or booked through the arts, sports and play/youth development service.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.		Provide a range of options for booking activities and programmes. Encourage participation from a wide range of individuals often from areas of deprivation and target groups from within the Borough.				
3. Who is intended to benefit from this policy and in what way?		Public, staff, participants and Council. By having easy access to book a range of activities benefiting the individual and the community through personal development, health and wellbeing.				
4. What outcomes are wanted from this policy/procedures/practice?		Ease of access for bookings and a high participation rate				
5. What factors/forces could contribute/detract from the outcomes?		Resources and marketing				
6. Who are the main stakeholders in relation to the policy?	See Q3		7. Who implements the policy, and who is responsible for the policy?	Development Officers		
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		N	Please explain Access to bookings available to all racial groups. Even when activities are targeted participants would not be segregated by race			
What existing evidence (either presumed or otherwise) do you have for this?		Telephone and written bookings are always available, internet bookings are desirable but not always possible currently due to lack of resources in ICT to install a system.				
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?		N	Bookings are generally open to all, however on certain occasion e.g. sports events the event/activity may be restricted to certain participants			
What existing evidence (either presumed or						

otherwise) do you have for this?		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	N	As Q9 – appropriate support is available for those who are blind/partially sighted
What existing evidence (either presumed or otherwise) do you have for this?		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	N	As Q8
What existing evidence (either presumed or otherwise) do you have for this?		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?		
15. Are there concerns that the policy <u>could</u> have a	N	No knowledge of offences would be known

differential impact due to them have an offending past?			
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		N	As Q9
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?		N	Please explain Booking systems available to cater for needs without an adverse impact on any group.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N	Please explain for each heading (questions 8-16) on a separate piece of paper. Not a concern for the booking procedure. Some of the events/activities need to be group specific.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?		N	Please explain Internet booking would be an advantage and will be introduced when possible, but there is no concern from the point of excluding any groups due to this unavailability.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?		N	Please explain

<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain N/A</p>
<p>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?</p>			<p>Not as far as bookings are concerned</p>

			Yes	No
		<p>24. If No, are there any changes required to the policy to improve it around the equality agenda? Ensuring that the booking processes do not present barriers for disabled people.</p>		

Signed
(completing officer) **Date** August 2008

Signed
(Head of Section) **Date**

Countersigned
(Corporate Diversity/Diversity/Policy Team) **Date** September 2008