Non-protected

Equality impact assessment



# Name of programme: Planning for sport

## Introduction

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| Lead officer |  |
| Others involved in the assessment | Shirley Campbell, Chris Robison, Penelope Peacock, Michelle Borland, Patricia Horton |
| Date(s) of assessment | 25/10/2016 |

## Description of policy

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| Background | For four years, **sport**scotland has been providing local and national partners, mainly local authorities, leisure trusts and Scottish governing bodies of sport (SGBs), with support with their strategic planning processes. The support generally includes the design and development of strategic planning processes as well as facilitation through these processes. |
| Purpose and outcomes | This programme is designed to improve the provision of planning services from **sport**scotland to the wider sports sector and add value to local and national partners’ outcomes and priorities for sport. It aims to enable and encourage people across sport to use information and data to help them plan more effectively.  It includes the following key areas:   * **Identify which partners require support and when:** Look at the timelines of strategic planning cycles for local partners and SGBs, establish which partners might require strategic planning support and negotiate the provision of support. * **Political context and engagement:** Provide support, advice and guidance in relation to engagement with local politicians and the impact of local and national politics on sport-related strategies. * **Planning tools - Develop, disseminate and train:** MySport has been developed to store data on programmes across **sport**scotland including club data, information on facilities and funding applications.  It links with the ‘Pathway’ business intelligence tool which is an interactive map designed to support operational planning, presenting information on a school, club and facility level. The strategic planning toolkit and guidance will provide staff leading the development of strategic plans for sport with partners with tools and clear guidance to ensure a consistent approach to the application of the strategic planning framework. * **Staff training for strategic planning support:** Identify the needs of staff in relation to strategic planning support and provide necessary training. * **Delivery of strategic planning support to partners:** Identified staff to lead the delivery of strategic planning services to local and national partners, applying the strategic planning toolkit and guidance as well as the business intelligence tools available. * **Evaluate process and impact of strategic planning support to partners:** Develop an evaluation process that draws from the feedback of local partners, SGBs and the partnership managers. Use the feedback to evaluate the programme and make improvements. |
| How it links to **sport**scotland corporate and business plans | ***sport****scotland core functions:* This programme contributes to **sport**scotland’s core function of leading, supporting and coordinating the key providers involved in Scottish sport. Indirectly, if key providers involved in Scottish sport have good strategic plans and make good business decisions they are more likely to deliver and have an impact on the outcomes for people in Scotland.  *Maximising and aligning resources:* This programme will develop the expertise of **sport**scotland staff in relation to the provision of strategic planning services. It will also provide information to the system to support improved decision-making and continuous improvement.  *Priorities for improvement:*   * *Collaboration and impact:* This programme will improve the quality of our collaboration with partners on strategic planning for sport. It will also support our partners to acknowledge the existence of a wider system for sport, using business intelligence from schools, clubs and community environments. This should support the impact measure: *We will have partners reporting positively that* ***sport****scotland has helped them understand the sporting system and work together to enhance it.* * *People development:* This programme will develop the skills, knowledge and behaviours of **sport**scotland staff and of staff working in planning and decision making roles within local partners and SGBs. * *Equalities and Inclusion:* This programme will improve planning and the use of business intelligence, which will lead to greater opportunities to analyse under representation and to focus and prioritise resources to where the needs are greatest.   This programme sits within the partnerships portfolio within the 2015-17 business plan. |
| How we intend to implement the policy | This programme will be delivered by supporting and up-skilling **sport**scotland staff so they can support local and national partners with the design and development of their strategic planning processes. We are delivering research workshops to develop the knowledge, skills and confidence of staff and partners to use data and **sport**scotland’s business intelligence tool *Pathway* to plan effectively and encourage continuous improvement. |

## Who policy is likely to impact on and how

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| Who will the policy benefit (i.e. who is the customer?) If applicable, you should consider how **sport**scotland’s investment is spent in the context of this policy. | The key customers of the programme are:   * **sport**scotland staff – As recipients of learning and development opportunities. * Staff within local and national partners – As recipients of **sport**scotland’s strategic planning services and users of the business intelligence tool *Pathway*. |
| Is it designed to impact on one/some/all people who share a protected characteristic? How? | This programme is not targeted to impact on any particular protected characteristic. |
| How will customers be involved in the development and roll out of the policy? If no involvement mechanism, how will customer needs be identified and addressed? | Customers will be involved in the development and roll out of the programme through the evaluation process. As the provision of strategic planning services has been underway for some years, the evaluation of services provided to date can begin immediately. The evaluation will seek input from customers on the following areas:   * Feedback on past planning services received from **sport**scotland * A review of what partners need from **sport**scotland's planning service, with a particular focus on improving the quality of plans * A review of how the data, information and tools we provide are helping planning (i.e. how the planning tools are being used) * Feedback from partners that did not use **sport**scotland's service (i.e. what and who did they use to plan, was it successful and what did they learn?) * Feedback from staff who have provided strategic planning services (i.e. what did they learn and what support do they need?)   Information learned through the evaluation process will be used to develop and shape the programme on an on-going basis.  The business intelligence tools were designed and developed initially following consultation workshops with the expected end users. Designs were tested with partners at regional events, SGB heads of development sessions, research workshops and through one to one feedback. The tools continue to be developed integrating feedback from stakeholders. |
| Which partners will be involved in the development and roll out of the policy and how? | Local partners and SGBs will be involved in the development and roll out of the strategic planning programme through the evaluation process and through ongoing consultation to establish which partners require support for strategic planning and when. |

## Think about the impact the policy/practice will have on eliminating discrimination, promoting equality of opportunity and fostering good relations between different groups. Also consider whether there is potential for discrimination.

**What is the overall equalities implication for this area of the business plan?**

The strategic planning service should provide good quality equalities information, tools and data, to ensure that partners’ planning processes are inclusive and strategic plans and business decisions take equalities considerations into account.

**Overview of potential impact**

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| **Key business plan actions for Planning for Sport** | **Potential impact on people who share protected characteristics** |
| Identify which partners require support and when | No potential impact for this area of the programme. |
| Political context and engagement | No potential impact for this area of the programme. |
| Planning tools – develop, disseminate and train | Are My Sport and Pathway accessible for both those entering data and those retrieving data for planning purposes?  Does the strategic planning toolkit and guidance include equalities considerations? |
| Staff training for strategic planning support | Do staff have a strong understanding of equalities to ensure the support they provide considers equalities responsibilities (relevant to the partner)?  Is the training accessible? |
| Delivery of strategic planning support to partners | Do staff have a strong understanding of equalities to ensure the support they provide considers equalities responsibilities (relevant to the partner)? |
| Evaluate process and impact of strategic planning support to partners | Are partners being signposted to helpful equalities information?  Are partners being encouraged to review their own data and wider plans (particularly for SGBs who may have a separate equalities action plan) as part of the planning process? |

| **Protected characteristic** | **What do we know about this group in the context of this policy?[[1]](#footnote-1)** | **What is the potential impact (positive, neutral and negative) on people who share the characteristic?** | **What could we do to reduce any negative impacts, maximise positive impacts and ensure quality information?**  **What further evidence should we collect?** |
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| **All** | **Research reports**  There are two key research reports that partners can use to support their planning –  Active Scotland Outcomes: Indicator Equality Analysis, Scottish Government Social Research, 2015  Equality and Sport Research – Research Scotland, 2016  These are comprehensive reports that cover all protected characteristics with regards to participation in sport and physical activity.  **sportscotland staff training**  Do staff have a strong understanding of equalities when supporting partners with planning? | **Potential Positive Impact**  **Research reports**  The detailed reports should help partners include equalities considerations in their planning phase which will ultimately lead to more inclusive programmes.  **sportscotland staff training**  The equalities training available to all staff provides an overview of equalities, if the training is not completed or not sufficient there is a risk the staff member delivering planning support is unable to ensure that inclusion is considered at the planning stage. | **Research reports**  Staff working with partners need to be aware of and share these tools.  Use of these tools will be reviewed as part of the evaluation.  **sportscotland staff training**  Current training provided to staff needs to be reviewed to ensure it is sufficient for the purposes of providing planning support. It will need to cover: the requirements of our partners and how these differ, access to resources and an overview of current participation data. |
| **Age** | **Accessibility**  Older users are not ‘digital natives’ so are less likely to be completely comfortable with technology and digital communications. Complex user interfaces that assume a reasonable level of understanding of technology are likely to cause issues.  Older users may also be using older technology e.g. slower devices, lower resolution displays, older versions of browsers and slower internet connections. Therefore they may find it difficult to interact digitally. An example is where older users may prefer to fill out and post paper based forms rather than completing a submission online.  PRENSKY, M (2001a), *Digital Immigrants, Digital Natives)* | **Potential Negative Impact**  **Accessibility**  Are the My Sport and Pathway systems accessible for those inputting data and those retrieving the data for planning purposes? Some people may not be accessing the data or may have difficulties inputting data. | **Accessibility**  Keep up to date with developments in user centred and accessible design and ensure that this is considered alongside aesthetic design for My Sport and Pathway. Regularly test the system to see if there are possible changes to improve the accessibility of My Sport and Pathway.  Test My Sport and Pathway systems regularly with users.  Each member of the IT development team will attend internal equalities training. |
| **Disability** | **Accessibility**  Disability and age are strongly linked. An aging population means disability is likely to increase.  Some of the disabilities most relevant to consider for our business intelligence tools include:   * Visual impairments (Blind, short sighted, colour blindness) * Hearing problems (Deaf, Deafened, Deafblind and Hard of Hearing) * Motor problems * Learning disabilities |
| **Race** | **Accessibility**  **English language proficiency**  Language – just over one per cent (73,000) of people aged 3 and over in Scotland were reported as being unable to speak English well or at all.  There was generally little variation in these proportions by council area; the highest figures were reported in Glasgow City where 2.2 per cent of the population aged 3 and over were reported as not being able to speak English well and 0.5 per cent as not being able to speak English at all.  (National Records of Scotland, 2011 Census) |
| **Gender reassignment** | Nothing specific to this characteristic. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |
| **Religion or belief** | Nothing specific to this characteristic. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |
| **Sex** | Nothing specific to this characteristic. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |
| **Sexual orientation** | There is limited data with regards to sexual orientation. The Equality and Sport Research does summarise the qualitative data that exists. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |
| **Pregnancy and maternity\*** |  | Neutral Impact |  |
| **Marriage/civil partnerships\*** |  | Neutral Impact |  |
| **Socio-economic disadvantage** | Nothing specific to this characteristic. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |
| **Looked after children** | Nothing specific to this characteristic. | Nothing specific to this characteristic. | Nothing specific to this characteristic. |

\*where policy is HR related

## Who will be consulted internally on this EQIA?

In planning internal consultation please consider anyone internally who may have an interest in this EQIA, additional knowledge in the policy area, or be impacted by the actions you have identified.

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| The assessment team will consult with the team heads with overall responsibility for this programme: Jacqueline Lynn, John Lunn and David Williamson. We will ask them to review the actions and consider the implications for their teams. |

## Who will be consulted externally on this EQIA?

In planning external consultation please refer to the guidance on page five and speak to the strategic planning team for advice and support. It may be that there are several EQIAs that require external consultation at the same time and it is important this is coordinated.

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| Given the potential equalities impacts identified, the assessment team has decided that external consultation is not required on this EQIA. |

## What recommended steps should we take to improve the policy and monitor its equality impact?

In developing an action plan, project leads should balance how to maximise the positive impact of the policy or practice on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy/practice (i.e. recommendations should be proportional and relevant.) The assessment should take steps to embed ways of monitoring the ongoing impact of the policy and practice.

| Action | Responsibility | Timeline |
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| Provide an outline of what the equalities training will need to cover for those partnership managers providing planning support to partners.  **Note:** Staff training on strategic planning processes needs to ensure:   * A solid understanding of the General Equality Duty and the Public Sector Equality Duty and the responsibilities of partners within these legislative frameworks. * A strong understanding of the Equality Standard for Sport and the need to integrate equality action plans within wider strategic planning processes. | Penelope Peacock | 31/01/2017 |
| Ensure staff training for strategic planning support is designed with accessibility in mind and includes additional equalities training requirements identified. | Chris Robison, Shirley Campbell, Stan Holden | 31/03/2017 |
| Review the strategic planning toolkit and guidance to ensure it includes equalities considerations. | Shirley Campbell, Chris Robison, Michelle Borland | 31/03/2017 |
| Ensure the evaluation of planning support to partners reviews their use of equality support, including whether our staff are:   * signposting them to equality resources. * encouraging and supporting them to use equalities data in the planning process. * Supporting then to integrate their wider plans (e.g. equalities action plans / equality outcomes) into their planning processes. | Shirley Campbell, Chris Robison, Patricia Horton | 31/03/2018 |
| The strategic planning team is working on Learning Notes (linked to the Research Scotland report). These learning notes should also form part of the planning tools when they are completed. | Nicola McKeand | 31/12/2017 |
| Test My Sport and Pathway against industry standard best practices in system accessibility for both design and outputs. | Patricia Horton, Paul Kidd | 31/03/2017 |
| Each member of the IT development team to attend the ‘Introduction to equalities’ one day training session and explore what further technical accessibility training the team should undertake. | Paul Kidd | 31/03/2017 |

## Sign off

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| Assessment signed off by: | Senior management team |
| Sign off date: | 28th February 2017 |

1. Best practice would involve gathering evidence through internal and external consultation. [↑](#footnote-ref-1)