



BACKGROUND PAPERS

Cabinet

Tuesday, 14 February 2017

Agenda Item Number	Page	Title	Reason for Late Report	Officer Responsible For Late Report
10	1 - 65	BUDGET AND POLICY FRAMEWORK UPDATE 2017-21		
		(Cabinet Member with Special Responsibility Councillor Whitehead) Report of Chief Officer (Resources)		

Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Environmental Services
Title and brief description (if required)	Street Cleansing Overtime
New or existing	New
Author/officer lead	Will Griffith
Date	30/11/2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

Street Cleaning overtime - the working pattern of the current workforce is Monday to Friday and weekend schedules are supplemented through overtime. The proposal is to change the existing employee's contracts to working 5 days out 7 day thus giving the flexibility to utilise the workforce at the weekend at no extra cost.

Who is intended to benefit and how?

The authority will benefit through a financial saving to the running costs of the department. Management will benefit from having a more flexible workforce to draw upon in line with public and seasonal demands.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

If yes, please provide more detail of potential impact and evidence including:

- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?
- What does this tell you ie negative or positive affect?

Age including older and younger people and children	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Consultation will effective staff will take place in partnership with service HR Partner

How have you taken/will you take the potential impact and evidence into account?

Consideration will be taken into account as to effected staff being financially reliant on the overtime offered. This will be managed through consultation, HR support and lead in time to allow staff time to plan.

How do you plan to monitor the impact and effectiveness of this change or decision?

Expenditure costs and monitoring of daily deliver of service.

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Section 1: Details

Service	Environmental Services
Title and brief description (if required)	Car Parking – To introduce formal management of the former Kingsway Overspill Car Park
New or existing	New
Author/officer lead	David Hopwood
Date	30/11/16

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary

What is the purpose, aims and objectives? To formalise the management of the Kingsway Overspill Car Park in Lancaster by implementing parking charges, carrying out enforcement and preventing unauthorised use of the parking area.

Who is intended to benefit and how?

All customers using the car park including shoppers and visitors and those using nearby leisure facilities such as the cycleway and the Millennium Park.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:			
• Affect people from any protected group differently to others?		Yes	No
• Discriminate unlawfully against any protected group?		Yes	No
• Affect the relations between protected groups and others?		Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		Yes	No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you i.e. negative or positive affect? 	
Age including older and younger people and children	No impact identified
Disability	No impact identified
Faith, religion or belief	No impact identified
Gender including marriage, pregnancy and maternity	No impact identified
Gender reassignment	No impact identified
Race	No impact identified
Sexual orientation Including Civic Partnership	No impact identified

Rural communities	No impact identified
People on low incomes	No impact identified

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Specific proposals would be included in the consultation on the Review of Parking Fees and Charges 2017/18.

How have you taken/will you take the potential impact and evidence into account?

The views of the stakeholders consulted would be taken into account.

How do you plan to monitor the impact and effectiveness of this change or decision?

Usage and enforcement of the car park would be monitored to assess the effectiveness of the introduction of formal management.

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Section 1: Details

Service	Environmental Services
Title and brief description (if required)	External Health & Safety Training
New or existing	New
Author/officer lead	Kevin McKay
Date	30/11/2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

Offering external Health & Safety training to other local authorities and the private sector. Thus generating income and offering a high standard of training.

Who is intended to benefit and how?

Lancaster City Council would benefit from income generation by setting competitive Health & Safety training fees.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this? Training information fees would be needed and some consultation may be required in offering the service.

How have you taken/will you take the potential impact and evidence into account? Yes, the impact to service can be justified in terms of time and effort. Depending on demand, this would have to be taken into consideration of the impact on the service.

How do you plan to monitor the impact and effectiveness of this change or decision? Continuously monitoring service areas and working practices will determine the impact and effectiveness of any change/decision going forward.

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Section 1: Details

Service	Health and Housing
Title and brief description (if required)	Deaths of persons residing out of area – increase interment fees
New or existing	Existing
Author/officer lead	Michael Dagger
Date	3 November 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council's general fund and protect services.

Who is intended to benefit and how?

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

N/a

How have you taken/will you take the potential impact and evidence into account?

N/a

How do you plan to monitor the impact and effectiveness of this change or decision?

The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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Section 1: Details

Service	Health & Housing
Title and brief description (if required)	Ashes Interments – Increase fees
New or existing	Existing
Author/officer lead	Michael Dagger
Date	3 November 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council's general fund and protect services.

Who is intended to benefit and how?

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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Sexual orientation Including Civic Partnership	

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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?
N/a.

How have you taken/will you take the potential impact and evidence into account?
N/a

How do you plan to monitor the impact and effectiveness of this change or decision?
The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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Section 1: Details

Service	Health & Housing
Title and brief description (if required)	Increase all Cemetery fees by 3% above annual inflationary increase
New or existing	Existing
Author/officer lead	Michael Dagger
Date	3 November 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To raise additional income in order to boost the council's general fund and protect services.

Who is intended to benefit and how?

The district as a whole, as additional income will help the council to balance its annual budget which in turn will help prevent any potential cuts in service delivery.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?
N/a

How have you taken/will you take the potential impact and evidence into account?
N/a

How do you plan to monitor the impact and effectiveness of this change or decision?
The amount of additional income raised will be monitored quarterly on the council's corporate performance monitoring system, Info.

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Section 1: Details

Service	Health & Housing (Environmental Health)
Title and brief description (if required)	‘Safer Food Direct’ : Delivering income-generating business support and advice to local food businesses
New or existing	New
Author/officer lead	Nick Howard, Public Protection Group Manager
Date	30.11.2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To deliver innovative, income generating services offering discretionary support and advice to food businesses over and above what could be offered in our normal regulatory role inspecting those businesses.

Who is intended to benefit and how?

Equally, the food businesses taking up these new business support and advice services and the consumers using those businesses (in terms of improved food safety compliance over and above that provided in our conventional role and regulators).

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?
No

How have you taken/will you take the potential impact and evidence into account?
N/A

How do you plan to monitor the impact and effectiveness of this change or decision?
N/A

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Section 1: Details

Service	Regen + Planning
Title and brief description (if required)	Pre-Application Advice and Post-Application Advice
New or existing	Amendments to existing
Author/officer lead	Mark Cassidy
Date	12.01.17

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

What is the purpose, aims and objectives? To encourage developers to share their development proposals with the Council at the pre-application stage, so that we can work together to achieve and deliver developments that will provide benefits to the community and the local economy.

Who is intended to benefit and how?

As above.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

No further formal consultation or statistics. The amended policy is due to be introduced in April 2017 and we aim to liaise with developers and with Elected Members closer to the implementation date.

How have you taken/will you take the potential impact and evidence into account?

The process is one that is expected by Central Government as part of our planning functions; welcomed by developers as providing certainty for their proposals; and welcomed by third parties as providing the opportunity to shape proposals as they evolve through the planning process.

How do you plan to monitor the impact and effectiveness of this change or decision?

All pre-application submissions are monitored and data is reported to planning committee. Data is also produced for the Portfolio Holder (via Inflo System).

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Section 1: Details

Service	Resources - Property Group
Title and brief description (if required)	Revisions to room booking pricing policy
New or existing	Existing
Author/officer lead	Gary Watson
Date	30/11/2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

Update the pricing structure to bring it into line with competition in the private sector

Who is intended to benefit and how?

The City Council and council tax payers are intended to benefit in both organisational and financial terms.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

[Not applicable](#)

How have you taken/will you take the potential impact and evidence into account?

[Not applicable](#)

How do you plan to monitor the impact and effectiveness of this change or decision?

[Not applicable](#)

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Section 1: Details

Service	Governance
Title and brief description (if required)	Budget growth request for to carry out a Community Governance Review
New or existing	New
Author/officer lead	Debbie Chambers and Lisa Vines
Date	10 January 2017

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To review the community governance (arrangement of Parish and Town Councils) in the whole district to make sure they are delivering effective and convenient local government. (Basis for this is in statute; Local Government and Public Involvement in Health Act 2007. Statutory guidance indicates that a review should be carried out every 10-15 years).

Who is intended to benefit and how?

Residents in the district; with the provision of effective and convenient local government in the form of parish and town councils where they exist and the creation of new parish or town councils where appropriate.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

How have you taken/will you take the potential impact and evidence into account?

How do you plan to monitor the impact and effectiveness of this change or decision?

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Section 1: Details

Service	Regeneration and Planning
Title and brief description (if required)	Growth proposal to create new temporary post of Conservation Assistant (Standards and Compliance)
New or existing	New post
Author/officer lead	Maurice Brophy (Planning and Housing Policy Manager)
Date	29 November 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To create a new temporary post of Conservation Assistant (Standards, Compliance and Enforcement). The post would be for 2 years and would permit a qualified but probably fairly experienced conservation graduate to support the work of the conservation officers.

Who is intended to benefit and how?

Conservation officers – it would allow them to focus their time on addressing the substantive challenges and processes including deadlines associated with the delivery of the local plan.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?	Yes	No
• Discriminate unlawfully against any protected group?	Yes	No
• Affect the relations between protected groups and others?	Yes	No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?	Yes	No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
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Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?
N/A

How have you taken/will you take the potential impact and evidence into account?
N/A

How do you plan to monitor the impact and effectiveness of this change or decision?
N/A

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Section 1: Details

Service	Resources (Financial Services)
Title and brief description (if required)	Accountancy Capacity – creation of a new Accountancy Manager post.
New or existing	New
Author/officer lead	Andrew Clarke
Date	14 December 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To provide more capacity within the accountancy section, to ensure key projects can be supported with the appropriate level of financial advice and support, and that the accountancy section can successfully adapt to future changes in accounting requirements and early closure timescales, as well as resourcing the implementation of replacement financial and non-financial IT systems.

Who is intended to benefit and how?

All services and Members within the Council. It will ensure the Council has sufficient resources to meet its statutory requirements in terms of the production of final accounts, provide sufficient financial support capacity for all services to draw on as and when needed, and provide capacity to ensure reports and information are provided to Members in a timely manner.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

N/A

How have you taken/will you take the potential impact and evidence into account?

N/A

How do you plan to monitor the impact and effectiveness of this change or decision?

N/A

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Equality impact assessment form

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Please also remember that this will be a public document – do not use jargon or abbreviations.

Section 1: Details

Service	Health & Housing (Environmental Health)
Title and brief description (if required)	Establishment of an additional post of Assistant Pest Control Operative
New or existing	New
Author/officer lead	Nick Howard, Public Protection Group Manager
Date	30.11.2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To create additional staffing capacity for income generation.

Who is intended to benefit and how?

The council's revenue income by virtue to offering commercial pest control services more widely to businesses.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?
No

How have you taken/will you take the potential impact and evidence into account?
N/A

How do you plan to monitor the impact and effectiveness of this change or decision?
N/A

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Section 1: Details

Service	Health & Housing (Environmental Health)
Title and brief description (if required)	Proposed establishment of a dedicated Anti-Social Behaviour service unit
New or existing	New
Author/officer lead	Nick Howard, Public Protection Group Manager
Date	30.11.2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To tackle anti-social behaviour more effectively as a local authority forge stronger inter-organisational working.

Who is intended to benefit and how?

Direct victims of anti-social behaviour and the wider affected communities.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?	Yes	
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	
Faith, religion or belief	Discrimination on grounds of religion is a reasonably well understood source of anti-social behaviour. Whilst the proposed unit would primarily address individual cases and targeting of anti-social behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	Discrimination on grounds of ethnicity is a reasonably well understood source of anti-social behaviour. Anecdotally, there is evidence of rising racially aggravated anti-social behaviour within the Lancaster district. Whilst the proposed unit would primarily address individual cases and targeting of anti-social behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Sexual orientation	Discrimination on grounds of sexual orientation is a reasonably well understood source of anti-social behaviour. Whilst the proposed unit would primarily address individual cases and targeting of anti-social

Including Civic Partnership	behaviour, it would work where possible within prevailing demands to engage more widely in promoting community resilience and reassurance.
Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

How have you taken/will you take the potential impact and evidence into account?

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

How do you plan to monitor the impact and effectiveness of this change or decision?

The impacts of this proposal are all favourable to promote equality and diversity. No further evidence is deemed needed to support it.

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Section 1: Details

Service	Regeneration and Planning
Title and brief description (if required)	Appointment of Canal Corridor North Project Officer
New or existing	New
Author/officer lead	Chief Officer (Regeneration and Planning)
Date	17 th October 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To provide capacity within the service to handle the additional workload associated with the delivery of the Canal Corridor North Project.

Who is intended to benefit and how?

Existing Senior Officers by providing sufficient staff capacity and expertise to handle the additional workload. Elected Members by providing the capacity and expertise to deliver this high priority corporate project on time. The wider community in Lancaster District and its wider hinterland by providing the capacity and expertise to deliver this highly beneficial project affecting quality of life and access to services, on time.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	<p>The development will provide improved retail, leisure and cultural facilities enabling age groups with less opportunity to travel to access a better quality of services than they can in the district at present.</p> <p>The development of these improved facilities has the potential to address the demographic challenges facing the district which need to attract a sustainable workforces and encourage young people to make choices to stay in the area after education.</p>
Disability	The development will provide improved retail, leisure and cultural facilities enabling people with disabilities with less opportunity to travel to access a better quality of services than they can in the district at present.
Faith, religion or belief	The provision of a larger cultural arts venue could give a variety of faith groups more opportunity to engage in the arts.
Gender including marriage, pregnancy and maternity	Non specifically apparent
Gender reassignment	Non specifically apparent
Race	Non specifically apparent
Sexual orientation Including Civic Partnership	Non specifically apparent

Rural communities	The development of these facilities will enable those in the rural hinterland of Lancaster and South Lakeland to access higher levels of services locally rather than having to travel to larger conurbations for higher order services.
People on low incomes	This group typically has less ability to travel to higher order centres. The development will provide higher order services without the need to incur travel costs to access them.

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Not at this stage.

How have you taken/will you take the potential impact and evidence into account?

As a material part of the Planning Decision

How do you plan to monitor the impact and effectiveness of this change or decision?

Patronisation of the arts hub. Retail clawback evidence.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

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Section 1: Details

Service	Regeneration and Planning
Title and brief description (if required)	Making Empty Homes Officer post permanent
New or existing	Existing
Author/officer lead	Chief Officer (Regeneration and Planning)
Date	22 nd December 2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

To make the current post of Empty Homes Officer permanent (current post expires 31st March 2017).

Who is intended to benefit and how?

The wider community in Lancaster District by providing a long term resource to help bring empty homes back into use. Empty Homes are a wasted resource especially in times of housing shortage, Bringing them back into beneficial use provides economic and community benefits to the areas within which they are located. The Council can benefit financially e.g. from New Homes Bonus and by reducing money spent addressing impacts of empty homes.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?	Yes	
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including:	
<ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	Re-occupying empty homes provides opportunities to house all sectors of the community. Empty properties are often at the lower end of the price bracket and could be accessible by young people new to the property market. Empty homes are often owned by elderly people and helping them realise the value of these assets is also of benefit.
Disability	Opportunities are taken when possible to improve disabled facilities within properties benefiting from grant aid.
Faith, religion or belief	N/A
Gender including marriage, pregnancy and maternity	Non specifically apparent
Gender reassignment	Non specifically apparent
Race	Non specifically apparent
Sexual orientation Including Civic Partnership	Non specifically apparent

Rural communities	Empty properties are less prevalent in rural areas but are targeted in the same way as urban properties.
People on low incomes	See comments above in relation to young people.

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

Not at this stage.

How have you taken/will you take the potential impact and evidence into account?

When deciding the appropriate course of action for each property.

How do you plan to monitor the impact and effectiveness of this change or decision?

By maintaining database of properties brought back into use.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

Equality impact assessment form

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Section 1: Details

Service	Resources / Property Group
Title and brief description (if required)	Property Group Growth Budget Proposal
New or existing	Existing
Author/officer lead	Gary Watson
Date	30/11/2016

Does this affect staff, customers or other members of the public?

Yes Please complete the rest of the equality form.

Section 2: Summary**What is the purpose, aims and objectives?**

Build capacity within Property Group to deliver:

- Strategic property management and ensure the City Council obtains value for money from its property holdings.
- Increased focus on and financial return from room bookings and events.
- Improved staff flexibility and a reduction in staff overtime payments.

Who is intended to benefit and how?

The City Council and council tax payers are intended to benefit in both organisational and financial terms.

Section 3: Assessing impact

Is there any potential or evidence that this will or could:		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

If yes, please provide more detail of potential impact and evidence including: <ul style="list-style-type: none"> - A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results? - What does this tell you ie negative or positive affect? 	
Age including older and younger people and children	
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation Including Civic Partnership	

Rural communities	
People on low incomes	

Section 4: Next steps

Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?

[Not applicable](#)

How have you taken/will you take the potential impact and evidence into account?

[Not applicable](#)

How do you plan to monitor the impact and effectiveness of this change or decision?

[Not applicable](#)

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).



LANCASTER COMMUNITY POOLS

Initial Report
January 2017

Remit and Activity

This work has been commissioned by Lancaster City Council through a grant from Sport England. It was initiated at a meeting on 29 November 2016 between the three schools involved, Lancaster City Council and Lancashire County Council. This initial work included:

- meetings with the three schools and community pools
- discussions with Lancaster City Council
- discussions with Amateur Swimming Association
- identification and gathering information on similar facilities.

The initial remit was to assess whether there was the potential viability of the community pools if they were transferred to and run by the schools. This included a desk-top review of finances. In practice the focus of the financial work has been around income projections.

Overview of the current situation

County Council

- The County Council has fulfilled the role of a landlord covering the costs of major repairs for all three pools. The County Council is not in the business of running swimming pools and now wishes to discharge itself of this responsibility through a transfer of these assets.
- The County Council is not looking to raise revenue from the transfer and sees these assets as fitting into the £1.00 transfer category.
- The County Council would probably agree to transfer the assets on the basis of a 125 year leases.
- The County Council does not see itself as having any post-transfer responsibility for costs.
- The County Council could probably continue to provide support during any agreed extension period of the pool being run by the City Council.

City Council

- The City Council has invested £5 million in bringing state of the art leisure facilities to its Salt Ayre complex in Lancaster. The complex includes indoor play area, climbing wall, refurbished café and reception, expanded gym, spa, outdoor flight tower and swimming pool.
- The City Council has served notice that it will cease to operate the facilities at the three Community Pools at Carnforth, Heysham and Hornby from 1 April 2017.
- The City Council has agreed to extend funding for a period of up to six months if there is a likelihood that this will facilitate a successful transfer of the assets.

Sport England

- Would like to see the community pools continue meeting the demand from the local community and would consider putting in capital investment to support this later in the process.

Amateur Swimming Association

The Amateur Swimming Association (ASA) has worked with all three community pools and has carried out assessments of the general conditions of the facilities. Their knowledge of the pools combined with their experience in supporting swimming pools through similar transfer processes makes them a strong potential partner. The ASA team includes an area Swim Manager and an area Learn to Swim Manager.

Potential areas of ASA support would include:

- Working with the new management team to assess the customer friendliness of the environment.
- Working with the new management to map the customer journey.
- Helping the pools develop strategies to achieve their goals.
- Working with the pools on usage and timetabling.
- Supporting outreach work from the pools.
- Supporting the business planning process.
- Provision of a learn-to-swim framework.

Overview of Individual Pools

Hornby Pool

City Council figures the year 2015/16

- Running costs: £147,814
- Income: £73,192
- Deficit: £74.622

These figures exclude any expenditure on major repairs carried out by the County Council as part of their responsibilities as the landlord.

Lancashire County Council conducted a condition survey in September 2014 and identified as a high priority work with a total cost of **£149,139**. It is unclear how much of this work has been carried out.

<h3>Critical factors</h3>

- A small stand-alone single use facility offers limited opportunities to make significant cost savings on staffing.
- The lack of dry-side facilities limits the opportunities to expand on the range of services.
- The maximum capacity of 30 swimmers limits the opportunities to grow the existing business activities.
- Hornby Focus School is not prepared to take responsibility for the pool. There is, therefore, no host organisation available to step in and provide the essential structures for governance and management.
- The school would support any community initiative to take on the pool but would not be in a position to support it financially.

School's Expectations

- If the pool were to be closed the school would expect action to be taken in terms of removing or repurposing the building and would be a key stakeholder around determining the future use of the building or land as it is surrounded by school land.

Carnforth Pool

City Council figures the year 2015/16

- Running costs: £175,899
- Income: £124,132
- Deficit: £51,766

These figures exclude any expenditure on major repairs carried out by the County Council as part of their responsibilities as the landlord.

Lancashire County Council conducted a condition survey in February 2015 and identified £90143.00 in outstanding works. It is unclear how much of this work has been carried out.

Carnforth Income Projections	
Swimming lessons	41400
Gym & Swim	54000
Casual swim	2000
Aquafit	2000
Private hire	45000
Educational hire	27000
Holiday activities	5000
Vending and sales	2000

Total	178400
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These income projections assume:

- Increasing the number of one to many swimming lessons and assuming an average of 12 per 10 week course.
- Gym n swim membership of 150 per month - this will probably entail increasing provision of gym equipment
- An increase in private hire based on increasing the number of pool parties and retaining current hires
- Maintaining the existing level of educational hire
- A modest increase in income from holiday activities.

Achieving these income levels would remove the deficit based on current spend levels. There is potential to reduce expenditure as discussed below.

Critical factors

- Carnforth High School is due to become an academy in April or September 2017 - pools are viewed as high risk assets so would need to demonstrate that pool would not be a drain on educational funding.
- Swimming is not a key element of the offer of the school to their students, but they are enthusiastic about adopting the pool as an integrated part of its leisure facilities.
- The school would provide a sound governance and management structure for the pool to operate within.
- The merging of the swimming pool into the school's existing leisure facilities opens the door to expanding the range of services on offer to the public, for example Gym & Swim.
- Integrating the pool into the school's leisure facilities opens up the opportunity for savings on staffing costs by replacing the two reception areas with a shared facility.

School's Expectations

- The pool must generate sufficient surplus to cover running and maintenance costs.
- That a way can be found to link the pool to the school leisure facilities including the development of a shared reception function.
- Confirmation that the access road would continue to be maintained by the City Council.
- A commitment from the County Council to bring the building up to standard before it is transferred. The school will need to be satisfied about the structural condition of the building before transfer - this may link to wider assessment of buildings on the site in relation to agreeing the lease as part of

the process of becoming an academy.

- Consideration of the impact of TUPE in relation to the school becoming an academy.
- If the pool were to be closed the school would expect action to be taken in terms of removing or repurposing the building.

Heysham Pool

City Council figures the year 2015/16

- Running costs: £235,606
- Income: £174,095
- Deficit: £61,511

These figures exclude any expenditure on major repairs carried out by the County Council as part of their responsibilities as the landlord.

Lancashire County Council conducted a condition survey in March 2013 and identified as a high priority work with a total cost of **£136,633**. It is unclear how much of this work has been carried out.

Heysham Income Projections	
Swimming lessons	41400
Gym & Swim	72000
Casual swim	2000
AquaFit	7000
Private hire	40000
Educational hire	48000
Holiday activities	5000
Vending and sales	5000
Total	220400

These income projections assume:

- Increasing the number of one to many swimming lessons achieving an average of 12 per 10 week course - this will entail losing some public swim sessions so income for casual swims has been reduced.
- Gym & Swim membership of 200 per month - this may entail increasing provision of gym equipment. This is similar to levels achieved by Bramley Baths which may be ambitious given the differences in catchment area but Heysham School is already achieving 90 monthly gym memberships per month.
- An increase in private hire based on increasing the number of pool parties and retaining current hires.
- Maintaining the existing level of educational hires.
- A modest increase in income from holiday activities.

These income projections substantially reduce the deficit though they do not eliminate it totally. There are potential savings in expenditure which are discussed below.

Critical factors

- Heysham School is due to become an academy within the next few months.
- Running a pool is not part of the school's offer to its pupils but it is enthusiastic about adopting the pool as an integrated part of its leisure facilities.
- The school would provide a sound governance and management structure for the pool to operate within.
- The merging of the swimming pool into the school's existing leisure facilities opens the door to expanding the range of services on offer to the public. For example Gym & Swim.
- Integrating the pool into the school's leisure facilities opens up the opportunity for savings on staffing costs. For example replacing the two reception areas with a shared facility.
- The school has a vacant post for a Leisure Centre Manager and is holding off on recruitment until the future of the pool is finalised.

School's Expectations

- The business must generate sufficient surplus to cover running and maintenance costs.
- That a way can be found to develop a shared reception function.
- A commitment from the County Council to bring the building up to standard before it is transferred. The school will need to be satisfied about the structural condition of the building before transfer - this may link to wider assessment of buildings on the site in relation to agreeing the lease as part of the process of becoming an academy.
- Consideration of the impact of TUPE in relation to the school becoming an academy.
- If the pool were to be closed the school would expect action to be taken in terms of removing or repurposing the building.
- That business from local schools would not be drawn to the centre by the Salt Ayre facility.

Carnforth and Heysham Pools

Governance and Management Issues

Integration with other sports facilities

An advantage for both schools is that they already run a range of sporting facilities and the pools could be integrated into this offer. This has a number of

implications around extended opening hours, staff cover on site and administration systems.

Taking on the pools will require the schools to develop their expertise in the management of swimming pools, particularly around risk assessment and setting staffing levels. Whilst there is extensive guidance on safe staffing levels for pools, each school would need to carry out a risk assessment and set staffing levels accordingly.

There may be training requirements for existing staff in relation to meeting health and safety requirements in relation to the pool.

TUPE

Expert advice will be needed on the implications of TUPE. In the case of both pools it is likely that acquisition by the schools will entail restructuring the staff team. A key element of viability is minimising costs around management, administration and reception. It is essential to ensure that the process meets legal requirements and protects the employment rights of City Council employees. TUPE transfers which require restructuring of staff teams are always complex and expert advice is essential.

Marketing issues

An essential element of making the pools viable will be effective marketing. This could be linked to the marketing of the sports offers at each of the schools. This will be a key element of preparation work for the schools.

Marketing to the general public is not a core element of current work so it would be necessary for schools to build expertise around marketing sports facilities - this would link to the wider sports offer at both of the school sites.

Revenue issues

We have analysed the income and expenditure budgets for the two pools and identified areas where income could be increased.

Gym & Swim

Both schools are interested in offering a Gym & Swim deal. Both already have gym facilities on the premises though these may need to be expanded.

Bramley Baths has a 22 station gym and offers gym and swim memberships. They also offer fitness classes and a steam room. For £28.50 per month, members can choose any two activities - so that could be gym and swim, gym and fitness classes etc. They have between 200 and 250 members each month - clearly not all of these will opt for swimming. The cost of £28.50 per month is not linked to any kind of contract.

The cost is less than Salt Ayre membership prices which are £45 for monthly membership and £34 per month based on an 8 month contract. This will be revised to a standard fee of £34 per month to take account of increased competition.

So gym and swim memberships could generate:

Number of members	Price per month	Monthly total	Annual total
50 members	£30	£1500	£18000
100 members	£30	£3000	£36000
150 members	£30	£4500	£54000
200 members	£30	£6000	£72000

Heysham gym already has 90 members paying £22 per month for gym only, so a target of 150 to 200 members does not seem unrealistic.

The charge per month is indicative. Further work would be needed to assess the market potential. The sum of £30 is based on the facilities in comparison to Salt Ayre and the fact that Heysham have 90 gym only members at £22 per month. Given the changes to pricing at Salt Ayre, a lower monthly charge may need to be considered.

There are some caveats related to this income:

- The impact on income for the school sports facilities would need to be taken into account (i.e. income already earned through use of gym facilities).
- The access to gym facilities may need to be considered - at Bramley and Salt Ayre these are available throughout the day though access to swimming is not.
- The number of gym stations is likely to be of more importance to members than the size of the pool. If the gym is crowded then people may not be willing to renew their membership.
- Income from public swim sessions will fall if a key part of the schedule is given over to gym and swim.

Pool parties

Pool parties can be booked at the pools but it is unclear what proportion of private hires relates to pool parties. Bramley Baths has 6-8 pool parties per month priced at £160 per party. Parties use inflatables and have access to the recreation room. The pools at Carnforth and Heysham have a real advantage in terms of pool parties in that customers would in effect take over the whole pool building for the party. If 4 parties per month could be achieved, the gross income would be £7680 per annum.

Swimming lessons

Swimming lessons at Salt Ayre are charged at £5, Bramley Baths charge £4.50. There may be some potential to increase income from swimming lessons and this has been included in the projections. In particular an increase in provision of swimming lessons at Heysham has been assumed. This will be dependent on demand.

Holiday Activities

It is likely that there will be an emphasis on term-time activity if the pools are run by the schools. Currently specific holiday activities earn relatively small amounts - though some of the income from casual swimming may relate to increased hours during school holidays.

Ceiling prices

A key issue in pricing is that the facility at Salt Ayre effectively sets a ceiling price. Salt Ayre is new and combines a range of sporting activities. The community pools have not been modernised and whilst the pools themselves are pleasant, the changing facilities and reception areas are dated. It is likely that customers will choose to use the community pools because they are local and possibly less busy. An important element of marketing will be to build up loyalty in customers, whether through promoting the social value of community pools linked to schools which are at the heart of their communities or through more commercial loyalty schemes.

Expenditure

Salary costs

Reducing staffing costs will be a key element of viability, however as stand-alone facilities these pools show limited options for reduction in staffing levels. However both schools are keen to integrate the pools with their wider sports offer, so management and staffing which should lead to savings. Community managed pools like Bramley Baths operate with one lifeguard when there are 30 or fewer swimmers. They would also have another person on site in case of emergency. Options like gym and swim sessions may offer the opportunity to work in this way.

Assessing the exact staffing requirements will only be possible once the schools have had the opportunity to consider the programme they wish to run and the staffing requirements of each element of this. We recommend that this is a key element of the next phase of work.

Analysis of the current staffing costs is difficult as staff perform different roles - for example pool management and swimming teacher. We would recommend that staffing and direct costs for specific activities - swimming lessons, aquafit, pool parties are separately identified so that they can be directly compared with the income achieved.

Potential expenditure savings

We have assumed that the basic running costs of the pools - gas, electricity, water services, etc. - cannot be changed in the short or medium term. We have therefore looked at areas of potential short-term savings:

- Whether inclusion as part of an academy will reduce the rate bill - academies can secure 80% mandatory rate relief.
- Removal of City Council recharges amounting to £8,000-£9,000 per year. However each school would need to consider whether they would require a recharge to cover their central management costs.
- Both pools have significant sums in their budgets for central transport. This is related to the schools use of the pools. Clarity is required around income from schools and the related costs around instructor and lifeguard provision, transport costs and other direct costs.

There are minimal amounts for day to day repair and maintenance within the budgets, so this would be a significantly larger sum in future budgets.

Capital

There is an essential element of capital works involved in any transfer of the swimming pools to the schools. Both schools would require access arrangements to the pool to be changed so that there is a shared reception area with the other sport and leisure facilities. The schools have clear ideas about how this could happen and discussions with the County Council on how this could be achieved are essential as a matter of urgency in order to progress the proposed transfers.

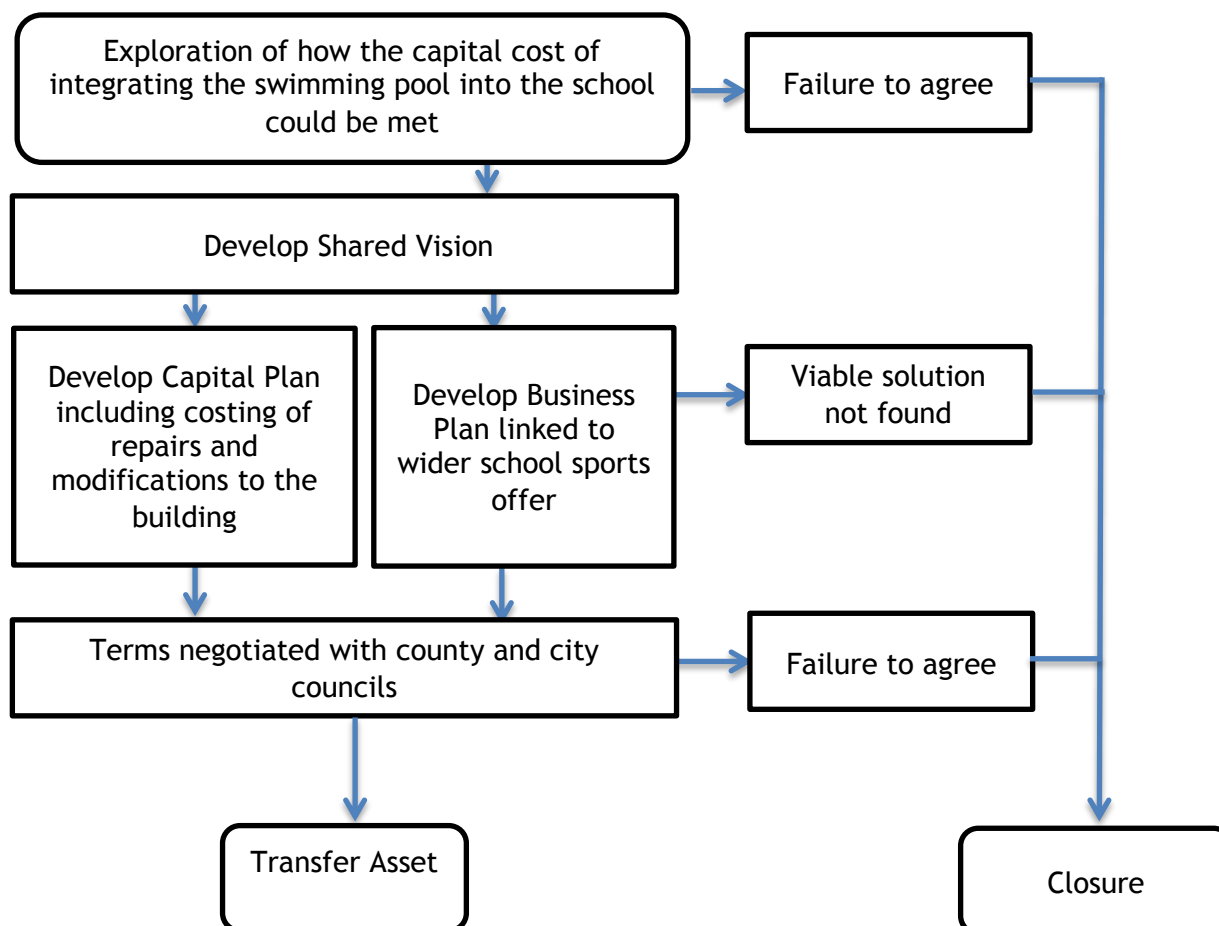
The future success of the Heysham and Carnforth Community Pools is dependent on some capital investment to cover the cost of integrating the pools into the facilities of the two schools. It is at this stage unclear how this need for capital investment can be met, however in exploring this, consideration should be given to the cost of closure. If the pools closed, there would be the cost of demolishing the buildings and making the sites safe.

Timescale issues

As noted previously, timescales are tight. The City Council has agreement to continue to manage the pools for a further six months if there is the potential for the schools to take over the management by September 2017. Both schools are in the process of becoming academies so decision-making on the pools will be complicated by this process. There are several partners in the process - schools, City and County Councils so a next stage of work will involve identifying the timeline for key decision-making processes.

Action Plan

For both the Carnforth and the Heysham pools key stages in the process would be:



Hornby Pool

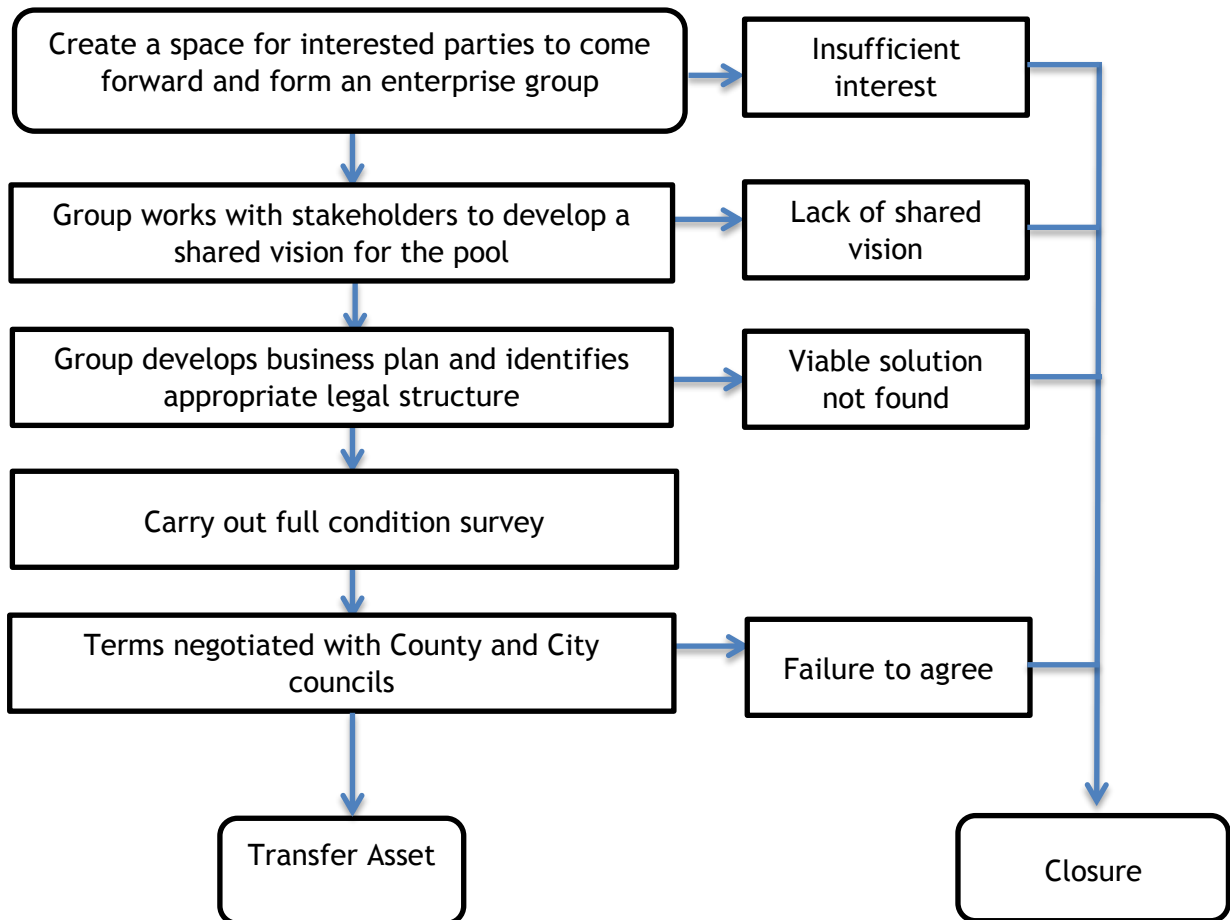
The transfer of Hornby Community Pool to Hornby Focus School is not an option. Unlike the pools at Heysham and Carnforth schools both of which have leisure facilities that could easily be integrated with the pool, Hornby Focus School is separated from the pool by its own playing fields and lacks the kind of leisure facilities that would make this a viable proposition. The school has supported the pool and used it on a regular basis to teach its own pupils to swim.

The pool has always had support from within the local community and in 2010 when the pool was under threat of closure actively lobbied the council to keep it open. There is a possibility that interested parties from within the local community could work together to establish a social enterprise capable of running

the pool, however it should be stressed that creating a viable enterprise from a stand-alone swimming facility with a maximum capacity of 30 swimmers would be a challenge.

Action Plan

For a Social Enterprise to emerge the key stages would be:



Conclusions and Priorities from meeting on 5 December

Hornby

An initial Expression of interest was received from Hornby Focus School, however they have recognised that they are not in a position to take on the running of the pool and will not be taking their Expression of Interest any further.

We understand that other interested parties in the local community were given the opportunity to express an interest in running Hornby Community Pool and that no expressions of interest were received.

It has not been possible to identify a viable way forward to the community pool at Hornby.

Heysham and Carnforth

Heysham and Carnforth schools confirmed an in-principle interest in taking an asset transfer of the pools subject to the following key issues being resolved:

- Further guidance on TUPE as the transfer of staff would entail a restructuring of the staff team, changes to job descriptions, etc. Simon Kirby to explore further with HR at City Council.
- County Council to complete priority 1 and 2 repairs and maintenance and bring buildings up to standard before transfer. Gary Watson to raise this with County Council.
- Assessment of the capital required at Carnforth and Heysham schools to create a physical link between the school and the other sports facilities so that all sports facilities can be operated through one reception. It is estimated that £250k-£500k will cover the total cost of the works needed at both of the schools. Gary Watson to request the County Council to arrange for a surveyor to visit each school as a matter of urgency to firm up the estimated cost for these works.
- Sources of funding for the capital works were identified as the County Council or Sport England. It was noted that the County Council will incur costs if the pools are not transferred in mothballing, security and demolition. Having a redundant and boarded up building on site is unlikely to be acceptable to the schools. Gary Watson to start discussions with the County Council. Debbie Lamb to discuss with John Berry from Sport England.
- The schools are happy to prepare business plans and would appreciate further support from Debbie Lamb and David Harries as part of the work funded by Sport England. It was not felt to be appropriate to begin the business planning process until there is clarity about capital works to link the pools to the schools.

There was considerable discussion about timescales. This is complicated by both schools being in the process of becoming academies. Making rapid progress on this issue is important as the City Council is unlikely to be able to continue to operate the pools beyond September 2017. Estimating the capital requirements associated with the asset transfer was felt to have the highest priority at this stage.