

EIA Action Plan : Leisure Section

What	How?	For Whom	Lead	Training needs	By When?
Issue	Action to achieve the objective	Who is intended to benefit?	Who will be responsible for leading and achieving this action	What skills, knowledge or aptitudes will be required?	When are they expected to complete the action?
Monitoring special sessions	Collect data from Centres logs	All Bracknell Forest Residents	Leisure Development Manager	General awareness of issues relating to community cohesion, diversity and equality.	12 months
Include E&D issues in annual monitoring of Sports Development Strategy	Leisure Development Manager to implement	Bracknell Forest Residents / Young People	Leisure Development Manager	Diversity / Equality Awareness	12 months
Consider adopting Sport England's Equality Standard for Sports	Consideration given by Leisure Development manager in consultation with Lead Officer on Community Cohesion Working Group	All Bracknell Forest Residents	Leisure Development Manager	Diversity / Equality Awareness	12 months
Add E&D dimensions to Mystery Shopping e.g. cover disability; languages other than English etc	Leisure Development Manager to ensure inclusion of equality and diversity audit in contract specification for 2006 Customer Service Audits. Work to be performed by external consultancy.	Facility Users, Bracknell Forest Residents	Leisure Development Manager		Feb/March 2006 audits to be completed.
Specific questions on the accessibility and suitability of Leisure services to be included in the Council's Residents Panel	Residents Panel Survey / questionnaire	All Bracknell Forest Residents	Lead Officer on Community Cohesion Working Group with input from SLM.		Incorporate leisure questions on next residents panel survey to enable and facilitate future comparison, improvement and performance measurement. First questions raised following analysis will provide the original Bracknell Forest benchmark.

What	Monitoring mechanism?	What will success look like?	How are you doing so far?		Cross reference	Other information which impacts on any of the previous columns
Issue	How will success be measured?	Target (Tangible) Outputs and (Intangible) Outcomes 04/05	Outputs 04/05	Outcomes 04/05	Strategies, plans, other performance mechanisms which relate to the action and outcome	Comments Notes
Monitoring special sessions	Year on Year statistical comparison and analysis. Benchmarking Groups?					
Work to create a borough wide consultation group to share good practice between centres and interested stakeholders e.g. education	Forum itself.					
Include E&D issues in annual monitoring of Sports Development Strategy	Responses received from public feedback from events / young people. Response analysis.					
Consider adopting Sport England's Equality Standard for Sports	Responses received from public feedback from events / young people. Response analysis.					
Add E&D dimensions to Mystery Shopping e.g. cover disability; languages other than English etc	National Comparison / Benchmarking data. Use of national benchmarking service?					
Specific questions on the accessibility and suitability of Leisure services to be included in the Council's Residents Panel	Survey analysis reported through to Community Cohesion Forum Group and issues discussed. Action plan development. Statistical comparison and analysis.					

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Map LS users by postcode to Census wards/GIS profiles etc to identify any under-representation	Information gained from Leisure facilities.	All Bracknell Forest Residents	Leisure Development Manager in Liaison with Corporate Services in order to perform the mapping exercise.		12 months
Include collection of E&D data in new contracts when let	Contract reviews / extensions. New contract – clauses included regarding collection of relevant management information.	All Bracknell Forest Residents	Leisure Development Manager		Ongoing
Include E&D related questions in Opinion - meter	Question(s) programmed onto “Opinion Meter” appropriately	All Bracknell Forest Residents	Leisure Development Manager		Ongoing
Analyse employees including part – time staff to ensure reflect composition of working age population in area	Env. & Leisure Personnel in liaison with Leisure Development Manager				
Discuss with Corporate Services the information CS collects about residents’ satisfaction with the Leisure services provided to see if CS collects information about respondents’ age, gender etc.	Leisure Development Manager to liaise with Corporate Service representative.	Bracknell Forest Residents	Leisure Development Manager		

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Map LS users by postcode to Census wards/GIS profiles etc to identify any under-representation	Ongoing mapping exercise.					
Include collection of E&D data in new contracts when let						
Include E&D related questions in Opinion - meter	Statistical results analysed and cross referenced with other mapping exercises and management information					
Analyse employees including part – time staff to ensure reflect composition of working age population in area						
Discuss with Corporate Services the information CS collects about residents' satisfaction with the Leisure services provided to see if CS collects information about respondents' age, gender etc.						