

Equality Impact and Outcome Assessment (EIA) Template

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups²

They help us make good decisions and evidence how we have reached these decisions.³

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴

Title⁵	Rickmansworth Sports Club / Rickmansworth Cricket Club Infrastructure Enhancements	ID No⁶	-
Team/Service⁷	-	-	-
Focus of EIA⁸	<p>Rickmansworth Sports Club oversees all sporting activities at Park Road, Rickmansworth and is responsible for the upkeep of both the grounds and the large Georgian pavilion on the site.</p> <p>Cricket is the predominant sport played in the summer months, however the Sports Club is used over the winter by various youth teams from Croxley Green Football Club (a significant proportion of which are girls teams). The pavilion's main hall is used year round by a local yoga and pilates company.</p> <p>Rickmansworth Cricket Club is one of the oldest clubs in the world and was founded the same year as the Marylebone Cricket Club (MCC) and also the same year as the founding of Australia as a nation – 1787. The club runs 5 adult Saturday league teams (for the first time in the club's history), 1 Sunday team, 9 boys teams and 3 girls teams. In all, it has in excess of 200 playing members on the books. It should be noted that 65% of the club membership are from ethnic minority groups which rises to 75% in the boys youth section.</p> <p>As a “Community First” Club we have always maintained a policy of keeping the cost of participation down to encourage those people who are less well off to take part. These are generally those disadvantaged such as people from different ethnic backgrounds, the unemployed, the young and the old and those living in poverty. We have a grant process whereby we give partial or full memberships to participants who can prove they face financial hardship, but still want to take part. Our membership fees are around 60% of those of other private clubs in the area and we maintain this to enable sport for all.</p> <p>We are working with the Hertfordshire Disability Cricket Manager, Luke Heskett, to determine what changes we need to make to enable more opportunities for those with disabilities. The current state of the ground, with flooding, means we were unable to offer a safe environment for those with a disability, especially wheelchairs in 2024. This request for funding assistance will mean we can hopefully offer something for 2025 and certainly from 2026 onwards.</p> <p>There is no bar to participants based on sexual orientation or gender assignment. Although our governing body, the ECB, has banned transgender women from playing at the elite level of women's domestic cricket from 2025, there is no such bar at local Cricket, so everyone is welcome.</p> <p>Rickmansworth Cricket Club has been classified as a Community Amateur Sports Club in January 2025. This means that the club must:</p>		

	<ol style="list-style-type: none"> 1. Be open to the whole community without any form of discrimination. 2. Be organised on an amateur basis. 3. Be non-profit making and provide nothing more than 'ordinary' benefits to the members of the club. <p>As part of this process the club has formally adopted the English Cricket Board (ECB) Anti-Discrimination code into its constitution.</p> <p>As part of the annual membership process each member must formally declare that “As a member of Rickmansworth Cricket Club both I and all members linked to my membership, will follow the club's codes of conduct and accept that if behaviour falls short of these standards the club's Management Committee has the power to take appropriate disciplinary action, including the termination of membership.” This declaration ensures that the membership must abide to the highest standards of behaviour – these standards are set out in accordance with ECB best practice guidelines.</p> <p>The above outlines the approach the clubs take to equality and inclusion, however the existing facilities limit the ability to offer an equivalent experience to all participants i.e.</p> <p>Female Changing Facilities</p> <p>The cricket club would like to grow its female section substantially. It currently runs three girls teams (oldest being U15). The club would like to begin an adult women's teams but is currently losing older players to more established clubs as far afield as St Albans.</p> <p>The configuration of the existing pavilion does not allow for separate changing areas for the female teams and the existing net facilities are inadequate to support the demand for all junior sections to train concurrently.</p> <p>To enable both male and female teams to play at the same time on the site, the Clubs are requesting a new changing facility at the top end of the ground to replace the existing dilapidated wooden structure. The proposed “drying room” is a shipping container which has been converted into changing facilities by a specialist firm. The solution is fully approved by Sports England and the ECB and would therefore represent a high-quality solution without the need for extensive re-modelling of the existing pavilion.</p> <p>Addition of 2 new net lanes to the site will double the capacity for high quality cricket practice on the site. At present it is not possible to provide the training we would like to both the girls and boys sections if they train together. Ideally, we would like to bring the two sections much closer together to generate a more inclusive feel to the club. At present the facilities set-up mean the two sections are largely separate entities when it comes to training / matches etc.</p> <p>Disabled Access</p> <p>The club would like to provide more offerings to disabled participants / patrons. At present the wheelchair access to the pavilion is substandard. The sports club would like to make improvements to address the following:</p> <ul style="list-style-type: none"> • The paving to the front of the building is uneven and does not extend the full width of the premises. Additionally, it is not wide enough for a wheelchair to pass comfortably. <p style="padding-left: 40px;">To remedy this issue the Sports Club has engaged with a local contractor to extend the patio area and also ensure it is of one level i.e. make it wide and long enough for wheelchairs to pass comfortably.</p> <ul style="list-style-type: none"> • There is no step-free access to the pavilion <p style="padding-left: 40px;">The Sports Club would like to purchase a movable ramp to facilitate access into the pavilion for wheelchair users when required. A more permanent solution will involve extensive remodeling of the existing exterior to the building.</p>
Assessment of overall impacts and any further recommendations ⁹	

The proposed infrastructure enhancements will go a significant way to addressing existing deficiencies which limit participation. Whilst it is accepted that re-configuration of the pavilion would be the optimum solution, this would represent a figure far in excess of the requested number in this application.

By having a range of changing rooms and facilities available, the club feels confident in being able to offer privacy to anyone with a protected characteristic. One of the main challenges has been that the pavilion is over 100 years old, and therefore not designed with wheelchairs or disabled access in mind. Hence the moves the club is making to enable access for all and facilities that can cater for anyone regardless of disability, race, religion or sexual orientation.

Making the pavilion more accessible for disabled users and having additional changing facilities will provide far more flexibility in terms of the provision of sport for all. By not making these enhancements we will continue to be prevented from affording disadvantaged groups access to the facilities and also continue to lose talented players to other clubs outside of the area with more appropriate facilities.

Potential Issues	Mitigating Actions
<p>Disabled changing facilities in the pavilion will remain below what we would like. Without reconfiguration at significant expense this will remain challenging without separate funding,</p> <p>There will not be female specific changing areas i.e. the increased capacity will ensure that there will be sufficient privacy for both male and female teams to use the sports club changing facilities concurrently</p>	<p>The sports club is in the process of formulating a long-term plan to address remaining deficiencies and apply for funding as appropriate. This plan will take into account feedback from the Hertfordshire Disability Cricket Manager, Luke Heskett, to determine what changes are needed to facilitate more opportunities for those with disabilities.</p>
Actions Planned ¹⁰	
<p>The Club Chairman and Secretary met with the ECB in March 2024 to review the current facilities the club could offer with regards to becoming more welcoming to Ladies and Girls. The club had already established a ladies only changing room with private showering facility. This was deemed adequate, however the ECB wanted us to consider further improvements, which the club have now made, re-purposing a room that was effectively a junk room and turning it into a 4th changing room which the ladies could then use. A room elsewhere in the pavilion was then altered to be a storage room for equipment. The extra changing room has been redecorated and coat hooks put up, as well as bench seating. We are now waiting for the ECB to come back and give us further guidance.</p> <p>The cricket club has implemented a process whereby the ECB Anti-Discrimination code will be reviewed for updates on an annual basis and the latest version will be published to the club website and any necessary actions will be adopted as required. It is part of the constitution of the club that this is formally adopted. The code has been published to the club website and can be viewed via this link.</p> <p>Additionally, the club has formally adopted ECB recommended codes of conduct for Adults, Young People, Parents and Coaches. The following policies over and above the anti-discrimination policy are also in place:</p> <p>Herts Cricket Vulnerable Adults Policy, ECB Anti-Bullying Policy ECB Social Media and Online Safety Guidance ECB Safe Hands Safeguarding Policy</p> <p>As part of a new annual registration process for the season 2025, all members of the club will be required to formally attest that they will abide by the codes of conduct and policies and understand the implications of not respecting all individuals etc. This process will be reviewed on an annual basis to ensure that all members continue to attest to the highest levels of respect and therefore ensure the club can be seen to be providing the safest environments in terms of welfare / safeguarding for all individuals.</p>	

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Club Welfare Officer: Paul Blackwell

Date: 06/07/2025

ClubMark Officer: Andrew Dalgliesh

Date: 06/07/2025

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process.
- Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

-
- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
 - promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
 - foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (e.g.: a change in population), or at a national level (e.g.: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

⁷ **Team/Service:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - e.g.: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
- What outcomes do you want to achieve, why and for whom? e.g.: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

-
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
 - Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

¹⁰ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.