



North West Leicestershire District Council

One Off Grants & Coalville Special Expenses Procedure Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed: 'One Off' Grants and Coalville Special Expenses Procedure

Service Area: Neighbourhoods and Community

Date Impact Assessment completed: 22nd September 2008

Is this a policy or service? Policy Service Procedure

Is this a new or existing policy or function? New Existing

Names and roles of the people carrying out the Impact Assessment:

1. Helene Brown, Neighbourhoods Manager
2. Angie Johnson, Grants and Community Development Officer

Head of Service: Auzra Flynn

Signature



Date: September 2008

PART 1

AIMS AND IMPLEMENTATION OF THE POLICY

Identifying the aims of the policy

What is the policy? What is the aim, objective, or purpose of the policy?

One off grants – *to ensure that the grants help NWLDC meet its Corporate Aims and that the scheme benefits the people of the District.*

Rationale behind the policy and its delivery

To enable community and voluntary organisations in the District to apply for financial assistance for projects that meet the Council's Strategic Aims.

Policy Priorities:

(How does the policy fit in with the council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the council?

There is currently no grant aid policy in place, but grants will be given to groups/projects that fulfil any of the Council's Corporate Aims.

What factors/forces could contribute/detract from the outcomes?

Unclear whether budget available for one off grants will be sufficient as demand grows.

Regularly funded organisations still have expectations relating to council funding of their running costs. Some nominated officers may not fully take account of the new criteria in assessing grants leading to conflicting info/recommendations going to the GRWP.

How the policy is implemented

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?

If external partners are involved - what are the measures in place to ensure that they comply with the Council's Equal Opportunities

policy?

Service of grant allocation is coordinated through Neighbourhoods and Communities and delivered in partnership with other service areas in NWLDC.

Funded organisations are required to have equal opportunities and vulnerable adults' policy. Support to develop such policies is being offered by NWLCVS and NWLDC.

Nominated officer will monitor outputs and that policies and procedures are in place and being adhered to.

Users and beneficiaries are:

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to reflect the Community).

Groups servicing population of District. Groups in priority neighbourhoods and priority target groups.

Action needed:

(Include short-term measures to be taken to provide a baseline where no or little information is available)

Introduction of system, for groups to report on ethnic , gender , disability and age of their members

Summary of ethnicity, gender, disability, and age distribution of District as a comparator.

PART 2			
ASSESSMENT OF IMPACT			
	From the evidence available Identify how the groups are reflected in the take up of the service	From the evidence does the policy have an actual or potential negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity
Race	No applications from BME led groups although there may be individuals within groups that are grant aided	Potential to exclude people who have difficulty in reading/writing or speaking English. E.g. Migrant families	No
Gender	No information available at present	More information needed	No justification for adverse impact more info needed on impact.
Disability	More information needed	More information needed	No justification for adverse impact more info needed on impact.
Age	Prior to the creation of the centralised one off grant pot there were separate grants budgets for children and young people and older people. The combined grant pot may create a change in the distribution of funding across the age range	The new grant pot does have the potential to create reduced demand from older groups and a reduction in applications from children's play schemes.	Possible adverse effect can't be justified
Religion/Belief	No monitoring information collected at the moment.	Needs research	

Sexual Orientation	No groups specifically for the above funded so far although groups funded may include people from the above groups	Nothing in grants criteria excludes funding of the this group	No info but can't be justified
Other groups		The following may also be excluded:- Gypsies and travellers Children and young people in low income families Lone parent families People living in larger families Long term unemployed Carers	

PART 3: PROCESS OF POLICY OR SERVICE DELIVERY AND MONITORING

The Process of Service Delivery (In particular look at the arrangements for the service being provided).

Operation Times

When is the service provided - are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

Anticipated extra demand for grants for summer play schemes. Therefore extra deadlines have been introduced to accommodate this.

Methods of communication to the public (external) and internally

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community

Externally:

Vision, launch of printed publicity materials and insertion on internet. Posters and leaflets at community venues. Different formats are offered but no take up so far.

Internally:

N & C bulletin, nominated officers' events, N & C Open day.

Future Monitoring and Consultation

How and when will the policy be monitored?

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

A monitoring form could be introduced for groups to help identify excluded groups that may be not applying for grant aid. The problem is that the very groups who may be excluded by virtue of their low levels literacy may be further put off applying by the monitoring system.

Specific consultation could take place with youth council, elderly interest group and opportunities for disabled working group to identify access issues.

PART 4

MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

RACE:

Look at publicity in relation to use of plain English. Some printed material in polish. Offer support to people in completion of forms. Need to ensure that access to interpretation and translation services

GENDER:

Access for this group needs monitoring

DISABILITY:

Need to monitor re access for groups. Need to develop accessible comms. Large print etc.

AGE:

Run support workshops for older groups

RELIGION/BELIEF:

Monitor take up

SEXUAL ORIENTATION:

Take up needs monitoring

PART 5 – ACTION PLAN

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Monitor take up of grants	Review grants applied for and granted to assess target groups	Grants and Community Development Officer	08/09 Q4	The monitoring form that is now in place will help us to assess who is accessing our grant scheme	
	Compile simple monitoring form	Grants and Community Development Officer	08/09 Q2	A monitoring form has been developed that is sent out to all applicants to assess how easily accessible they have found the scheme to be, and also how easy the forms have been to complete. The form also includes equality monitoring information to complete.	July 2008

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
	Review and target groups that are not accessing the grant schemes	Grants and Community Development Officer	09/10 Q1	A review of the take up for grants during the scheme in 08/09 will be conducted to determine the groups that will need to be targeted for 09/10	
	Identify low take up from groups	Grants and Community Development Officer	08/09 Q4	The monitoring form that is now in place will help us to assess who is accessing our grant scheme	
Investigate accessible formats for grant info and application forms	Check plain English for leaflets and forms	Grants and Community Development Officer	09/10 Q1		
	Pilot leaflets and application forms in Polish if resulting applications can be translated	Grants and Community Development Officer	09/10 Q1		

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Updating of the Councils Strategic Aims	To update the application form and guidance notes in accordance with the new strategic aims (there are now 5 instead of 7)	Grants and Community Development Officer	08/09 Q2	The application forms and guidance notes have now been amended to reflect this. However, we have been unable to re-issue new publicity material that has already been distributed due to cost implications	July 2008
Adapt the application forms and publicity material to highlight that forms are accessible via our website	To update our publicity material with our website address and details	Grants and Community Development Officer	09/10 Q1	Our grant scheme applications are available on our website and also Leicestershire Villages, and when applicants enquire about our scheme we always ensure that they are made aware of this. We will ensure that our new publicity material for 09/10 is amended to highlight this	

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Signatories for the application forms	Our present scheme allows anyone within an organisation to sign the application form – update the guidance notes to specify that the Chairperson is required to be the signatory	Grants and Community Development Officer	09/10 Q1	This will be amended for the schemes in 09/10. We only provide funding to constituted groups, therefore this will not create a barrier or exclude any group from applying	
To have in place an appeals process	An appeals procedure is already in place, but is not formally publicised. This needs to be reflected and highlighted in our guidance notes	Grants and Community Development Officer	09/10 Q1	Application packs will be amended for 09/10 funding	