



EQUALITY IMPACT ASSESSMENT

DATA CHECKLIST

When undertaking an Equality Impact and Needs Assessment (EINA) it is important that you bring into the equation everything which is associated with the policy or function that is being assessed.

The checklist below will help you ascertain what information is available and accessible for the EINA.

GRANTS COMMISSIONING PROGRAMME

		Yes/No	Please give details
1	Has there been any complaints data about the policy or service function	NO	No complaints have been received.
2	Have officers raised concerns about the way the policy or function has been implemented?	NO	No concerns have been raised.
3	Have previous consultation highlighted any concerns about the policy or function?	NO	Consultation was undertaken in 2008-09 on the grants prospectus programme. Returned questionnaires gave good feedback and no concerns were raised. Some quotes "The prospectus this year is very clear and very simple,

			<p>thank you.</p> <p>“This is helpful in ensuring we fit with your priorities”.</p> <p>“A concise and clear prospectus”.</p>
4	From implementation of the policy do you have any concerns about how the policy or function is implemented?	NO	<p>On the 10th September 2007 the Executive Board agreed a new process for delivering the grants programme.</p> <p>From the 01.04.08 part of the new process included a commissioning process for the majority of the community grants budget. Organisations commissioned with are specialist in their area of work, for example those people who go to advice centres for advise with a problem or issue can be sign posted or helped with their problem if necessary, they can help them to reduce their debt and improve money management. The arts organisations will develop projects that can be delivered on local estates taking art directly to local people. These and all of the other commissioned organisations are selected on their proven track record to deliver a quality service. They are also selected on the basis that they help deliver against strategic goals and are value for money.</p> <p>Continued funding is dependent upon annual reviews and performance against agreed targets.</p> <p>An annual grants report is circulated to all Area Committees and the Community & Partnership Scrutiny Committee for comment before going to the City Executive Board for approval. An appendix to this report includes details of organisations being commissioned and the amount of funding allocated to each.</p>

5	Does any accessible data, identify any areas of concerns or gaps?	NO	No concerns have been raised.
6	Are there any other issues that you think will be relevant?	YES	2010/11 is the final year of a 3 year commissioning cycle. Currently a review of the programme is underway. A report will be going to the City Executive Board in October with details of the new commissioning cycle and the organisations officers recommend commissioning from 1 st April 2011.



Form to be used for the Initial Impact Assessment

Service Area: Community Housing & Community Development	Section: Communities & Neighbourhoods	Key person responsible for the assessment: Julia Tomkins	Date of Assessment:	
Is this assessment in the Corporate Equality Impact assessment Timetable for 2008-11?			Yes	No
Name of the Policy to be assessed: Grants Prospectus Programme - commissioning			Is this a new or existing policy	Existing

<p>1. Briefly describe the aims, objectives and purpose of the policy</p>	<p>Historically the value of the grants budget is £1.6m. There have been 3 main elements to the community grants budget. About 85% would go to support strategic priorities (projects & services core to the Councils business but not statutory work). Approximately 13% goes to support initiatives put forward by the community and voluntary sector and about 2% goes to organisations facing unforeseen problems / emergencies. All would apply on an annual basis.</p> <p>To improve the process in 2006 the Executive Board accepted recommendations of a review of the grants process, designed to make it more open, be seen to be fair, deliver strategic goals and value for money.</p> <p>The recommendation was to separate the decision making on supporting the strategic priorities from decision making on which organisations to fund. The Executive Board agreed this recommendation in 2007.</p> <p>From 2008/09 a 3 year period began where 36 organisations have been commissioned with the objective and purpose to support the Councils strategic priorities.</p>
<p>2. Are there any associated objectives of the policy, please explain</p>	<p>The objective of this policy is to fund those community and voluntary organisations that will support Oxford City Council aim to increase social inclusion.</p>
<p>3. Who is intended to benefit from the policy and in what way</p>	<p>The beneficiaries are the community of Oxford City through organisations commissioned to provide a service that supports the Council strategic priorities.</p>

<p>4. What outcomes are wanted from this policy? By supporting community & voluntary organisations through grant funding they support Oxford City Council to deliver on their Corporate Priorities, in particular;</p> <p>Stronger and More Inclusive Communities Improving the Local Environment, Economy and Quality of Life More Housing & Better Housing for All Reduce Crime & Anti – Social Behaviour</p>			
<p>5. What factors/forces could contribute/detract from the outcomes?</p>		<p>Reduction or loss of budget Change of policy Community & voluntary organisations not delivering.</p>	
<p>6. Who are the key people in relation to the policy?</p>	<p>Councillors, Officers Community & voluntary organisations</p>	<p>7. Who implements the policy and who is responsible for the policy?</p>	<p>The policy is implemented by Oxford City Council officers and Head of Service for Community Housing & Community Development</p> <p>Responsibility for the policy is: - City Executive Board Board Member for Social Inclusion & Young People Head of Service for Community Housing & Community Development.</p>
<p>8 Could the policy have a differential impact on racial groups?</p>	<p>Y</p>	<p>N</p>	<p>NO</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>		<p>Oxford City Council commission with community & voluntary organisations that target their project or work with the communities of Oxford City, aiming to increase social inclusion in areas of need. They agree to and sign a contract, which requires them to make themselves aware and comply to the Human Rights Act 1998, Race Discrimination Act 1976 and / or any other relevant legislation as it may apply to the organisation or its services.</p>	

9. Could the policy have a differential impact due to gender?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Oxford City Council commission with community & voluntary organisations that have policies in place to ensure employees or volunteers comply with current legislation. They agree to and sign a contract, which requires them to make themselves aware and comply to the Human Rights Act 1998, Sex Discrimination Act 1975 and / or any other relevant legislation as it may apply. Any project or work will target the communities of Oxford City, aiming to increase social inclusion		
10. Could the policy have a differential impact due to disability	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Oxford City Council commission with community & voluntary organisations that have policies in place to ensure employees or volunteers comply with current legislation. They agree to and sign a contract that requires them to make themselves aware and comply to the Human Rights Act 1998, Disability Discrimination Act 1995 and / or any other relevant legislation is it may apply. Any project or work will target the communities of Oxford City, aiming to increase social inclusion.		
11. Could the policy have a differential impact on people due to sexual orientation?	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	Oxford City Council commission with community & voluntary organisations that have policies in place to ensure employees or volunteers comply with current legislation. They agree to and sign a contract that requires them to make themselves aware and comply to the Human Rights Act 1998, Sex Discrimination Act 1975 and / or any other relevant legislation as it may apply. Any project or work will target the communities of Oxford City, aiming to increase social inclusion		
12. Could the policy have a differential impact on people due to their age	Y	N	NO

What existing evidence (either presumed or otherwise) do you have for this?		Oxford City Council commission with community & voluntary organisations that target their project or work with the communities of Oxford City, aiming to increase social inclusion. They agree to and sign a contract that requires them to make themselves aware and comply with any relevant legislation as it may apply to the organisation and/or the services they deliver. They also agree to comply to the Human Rights Act 1988, Sex Discrimination Act 1975, Disability Discrimination Action 1995 and the Crime And Disorder Act 1998.			
13. Could the policy have a differential impact on people due to their religious belief?		Y	N	NO	
What existing evidence (either presumed or otherwise) do you have for this?		Oxford City Council commission with community & voluntary organisations that target their project or work with the communities of Oxford City, aiming to increase social inclusion. They agree to and sign a contract that requires them to make themselves aware and comply with any relevant legislation as it may apply to the organisation and/or the services they deliver. They also agree to comply to the Human Rights Act 1988, Sex Discrimination Act 1975, Disability Discrimination Action 1995 and the Crime And Disorder Act 1998.			
14. Could the negative impact identified in 8-13 create the potential for the policy to discriminate against certain groups?	Y	N	Please explain N/A		
15. Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	Y	N	Please explain for each equality heading (question 8-13) on a separate piece of paper N/A		
16. Should the policy proceed to a partial impact assessment	Y	N	If Yes, is there enough evidence to proceed to a full EIA	Y	N
			Date on which Partial or Full impact assessment to be completed by		

17. Are there implications for the Service Plans?	YES	NO	18. Date the Service Plan will be updated		19. Date copy sent to Equalities Officer in Policy, Performance and Communication
20. Date reported to Equalities Board:			21. Date to Scrutiny and EB		22. Date published

Signed (completing officer) _____

Signed (Lead Officer) _____

Please list the team members and service areas that were involved in this process:

Internal

Angela Cristofoli, Communities & Neighbourhoods Manager, Community Housing & Community Development
 Laura Worsfold, Arts Officer (Strategic Development), Policy, Performance & Communications
 Colin Reid, Cultural Development Manager, Policy, Performance & Communications
 Neil Holman, Active Communities Partnership Manager, Community Safety, Community Housing & Community Development
 Liz Jones, Domestic Violence Co-ordinator, Community Safety, Community Housing & Community Development
 Nerys Parry, Rough Sleeping & Single Homeless Manager, Single Homelessness Team, Community Housing & Community Development
 Melanie Faulkner-Barrett, Equalities Projects Officer, Policy, Performance & Communications
 Nicky Atkin, Corporate Procurement Manager, Corporate Procurement & Shared Services.

External

Nisha Prakash, Oxfordshire Primary Care Trust
 Gwen Davies, Oxfordshire County Council
 Hilary Burr, Oxfordshire Community & Voluntary Action

