



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 OPEN BIDDING 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	.
3	Have previous consultation highlighted any concerns about the policy or function?	NO	Consultation under taken in 2008-09 on the grants programme prospectus. Returned questionnaires gave good feedback and no concerns were raised
4	From implementation of the policy do you have any concerns about how the policy or function is implemented?	NO	The grants process is open and transparent. At the beginning of the annual grants round, application packs are posted to all community and voluntary groups held on the grants data base. To reach new groups and those

		<p>who have not applied before we advertise through Oxfordshire Community & Voluntary Action (OCVA), the City Council's web site, community centres and word of mouth.</p> <p>Each pack includes:-</p> <ul style="list-style-type: none">• A covering letter, which informs the applicant when the closing date is, the evaluation and approval process, whom to contact if they require help or advice to complete the application form.• an application form,• guidance notes for completion,• map of the City showing ward areas,• grants programme prospectus.• Evaluation framework <p>We work with OCVA to ensure groups are aware of deadlines. OCVA provide workshops to inform and help groups understand the process, how to apply for a grant and complete application forms. They can also provide 1 to 1 support for those groups who require intensive support.</p> <p>Application forms and the prospectus are available on our website in two formats (PDF or as a word document).</p> <p>Each application is assessed and evaluated by the Officer Grants Panel using an evaluation and scoring process. This panel consists of a cross section of officers each with specialist knowledge of community and voluntary groups.</p> <p>Once the evaluation process has been completed, initial recommendations from the Officer Grants Panel are then collated into a report and circulated to the Board Member who has responsibility for Social Inclusion & Young People plus the Members Grant Panel for consideration.</p>
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5	Does any accessible data, identify any areas of concerns or gaps?	YES	<p>It has become evident that BME groups are rarely successful when applying for a grant through the annual grants process. The following has been collected to evidence this:-</p> <table border="1" data-bbox="954 1098 1776 1289"> <thead> <tr> <th></th> <th>2006/07</th> <th>2007/08</th> <th>2008/09</th> </tr> </thead> <tbody> <tr> <td>Total received</td> <td>9</td> <td>9</td> <td>9</td> </tr> <tr> <td>Successful</td> <td>6</td> <td>3</td> <td>2</td> </tr> <tr> <td>Less successful</td> <td>3</td> <td>6</td> <td>7</td> </tr> </tbody> </table> <p>This is usually due to a lack of skills and/or interpretation of what and how much they can apply for. This has been addressed by</p>		2006/07	2007/08	2008/09	Total received	9	9	9	Successful	6	3	2	Less successful	3	6	7
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			<p>1. Commissioning OCVA to run workshops on 'How to apply for grant funding from Oxford City Council'.</p> <p>2. Suggesting applicants contact OCVA, who are commissioned to provide help and support to community and voluntary groups. During 2008-09 OCVA worked with 77 community & voluntary groups of which 15 were from the BME community.</p> <p>We also suggested that the smaller BME groups could apply to the small grants budget. Community & voluntary groups can apply for a small grant of up to £750 throughout the year. Last year 9 BME groups applied for a small grant of which 8 were successful.</p> <p>This year OCVA are planning 2 further grant workshops, one will be held during the day at the Town Hall, the other is being planned for the evening and will be held at Restore on the Cowley Road.</p>
6	Are there any other issues that you think will be relevant?	NO	We have no other issues with the grants open bidding process for community & voluntary organisations.



Form to be used for the Initial Impact Assessment

Service Area: City Regeneration	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	
Name of the Policy to be assessed: Grants Prospectus Programme			Is this a new or existing policy	Existing
1. Briefly describe the aims, objectives and purpose of the policy		Oxford City Council has traditionally funded voluntary and community groups, as part of building stronger and more inclusive communities in the City. The Council wish to prioritise funding for those projects, which target the most disadvantaged community in the city. The grants programme prospectus sets out which activities Oxford City Council will fund..		

<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's 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 and groups who are awarded grants to provide a service or targeted piece of work.</p>
<p>4. What outcomes are wanted from this policy?</p> <p>By supporting Community & Voluntary Organisations/groups through grant funding they assist Oxford City Council to deliver on their Corporate Policies, in particular:- Stronger and More Inclusive Communities. Improving the Local Environment, Economy & Quality of Life More Housing & Better Housing for All Reduce Crime and 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/groups not delivering</p>

<p>6. Who are the key people in relation to the policy?</p>	<p>Councillors, Officers Community & Voluntary Organisations /Groups</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 of 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>Commissioning OCVA to run workshops on 'How to apply for grant funding from Oxford City Council'.</p> <p>Suggesting applicants contact OCVA, who are commissioned to provide help and support to community and voluntary groups. During 2008-09 OCVA worked with 77 community & voluntary groups of which 15 were from the BME community.</p> <p>Unsuccessful Community & Voluntary groups are encouraged to apply to the small grants budget. Community & voluntary groups can apply for a small grant of up to £750 through out the year. Last year 9 BME groups applied for a small grant of which 8 were successful.</p> <p>This year OCVA are planning 2 further grant workshops, one will be held during the day at the Town Hall, the other is being planned for the evening and will be held at Restore on the Cowley Road.</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?	Grant funding from Oxford City Council is open to all Community & Voluntary Organisations/Groups that target their project or work with the most disadvantaged communities in the City, aiming to increase social inclusion.		
10. Could the policy have a differential impact due disability	Y	N	NO
What existing evidence (either presumed or otherwise) do you have for this?	No requests have been received asking for the policy in a different format or language. Hard copies go out with every grant application pack. The policy can also be found on the City Councils website		
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?	Grant funding from Oxford City Council is open to all Community & Voluntary Organisations/Groups that target their project or work with the most disadvantaged communities in the 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?	Grant funding from Oxford City Council is open to all Community & Voluntary Organisations/Groups that target their project or work with the most disadvantaged communities in the City, aiming to increase social inclusion. Help is available for those groups that are unable to complete application forms – particularly older people groups.		

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 will not fund religious activities/projects that promote a religious view point.				
14. Could the negative impact identified in 8-13 create the potential for the policy to discriminate against certain groups?		NO	<p>Please explain</p> <p>The Grants Programme Prospectus explains what Oxford City Council will fund and those activities it will not fund. Grant funding is available to all community and voluntary organisations and groups who are constituted and have the necessary procedures in place to manage and evidence how they spend funding.</p> <p>For those groups who may require help or advice in finding funding or completing a funding application, the necessary support is in place through our commissioning process with Oxfordshire Community & Voluntary Action (OCVA).</p>		
15. Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	Y	N	<p>Please explain for each equality heading (question 8-13) on a separate piece of paper</p> <p>N/A</p>		
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:

Angela Cristofoli, Community Housing & Community Development
 Julia Tomkins, Community Housing & Community Development
 Pamela Roberts, Policy, Performance & Communications
 Melanie Faulkner-Barrett, Policy, Performance & Communications
 Rachel Greenham, Business Transformation Core Team

