



APPENDIX 4

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, thank you.

			"This is helpful in ensuring we fit with your priorities". "A concise and clear prospectus".
4	From implementation of the policy do you have any concerns about how the policy or function is implemented?	NO	 On the 10th September 2007 the Executive Board agreed a new process for delivering the grants programme. 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. They 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. Continued funding is dependent upon annual reviews and performance against agreed targets. 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.
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. The commissioning programme has been reviewed, and in light of the decision of the government to confirm a two year local government settlement, has been revised to a two year funding programme from 2011/12.





Form to be used for the Initial Impact Assessment

Service Area: Community Housing & Community Development	Section: Communities & Neighbourhoods	Date of Assessment:		
Is this assessment in the C	Yes	No		
Name of the Policy to be as Grants Prospectus Program	Is this a new or existing policy	Existing		

1. Briefly describe the aims, objectives and purpose of the policy	 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. 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. 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. 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.
2. Are there any associated objectives of the policy, please explain	The objective of this policy is to fund those community and voluntary organisations that will support Oxford City Council aim to increase social inclusion.
3. Who is intended to benefit from the policy and in what way	The beneficiaries are the community of Oxford City through organisations commissioned to provide a service that supports the Council strategic priorities.

 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; 						
Stronger and More Incl Improving the Local En More Housing & Better Reduce Crime & Anti –	vironment, Economy and Qua Housing for All	ality c	of Life			
5. What factors/forces from the outcomes?	s could contribute/detract	Cha	ange o	n or loss of budget of policy ity & voluntary organisations no	t delivering.	
6. Who are the key people in relation to the policy?	Councillors, Officers Community & voluntary orga	nisat	ions	7. Who implements the policy and who is responsible for the policy?	The policy is implemented by Oxford City Council officers and Head of Service for Community Housing & Community Development Responsibility for the policy is: - City Executive Board Board Member for Regeneration and Community Development Head of Service for Housing & Communities.	
8 Could the policy have a differential impact on racial groups?			N	Substantially no, with some ris Chinese Community & Advice	sk around the reduction in grant to the Centre.	

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 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.
	Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the ethnicity of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate)
	One decision does raise some cause for concern. There may be a limited negative impact on equality for people of Chinese ethnicity caused by the decision to reduce funding for the Chinese Community & Advice Centre. However there were concerns about the value for money and accessibility of this service, so the decision to reduce funding was appropriate. Any negative impact will be mitigated by the following actions: the rent for premises will continue to be grant funded, to enable the organisation to seek funds elsewhere; other advice agencies in the city will be specifically requested to increase their work targeting the Chinese and other BME communities
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 Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the ethnicity of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate) The funding recommendations will ensure that services for survivors of rape, sexual abuse and domestic violence who are disproportionately although not exclusively female are sustained.			
10. Could the policy have a differential impact due to disability	Y	Ν	NO	
What existing evidence (either presumed or otherwise) do you have for this?	polic They comp any comp	ties in agre ply to other munit	ty Council commission with community & voluntary organisations that have place to ensure employees or volunteers comply with current legislation. We to and sign a contract that requires them to make themselves aware and the Human Rights Act 1998, Disability Discrimination Act 1995 and / or relevant legislation is it may apply. Any project or work will target the ies of Oxford City, aiming to increase social inclusion.	
11. Could the policy have a differential impact on people due to sexual orientation?	Y	Ν	NO	

What existing evidence (either presumed or otherwise) do you have for this?	polic They com othe com Thro to m and read	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 Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the ethnicity of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate)			
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.Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the ethnicity of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate)				

13. Could the policy have a differential impact on people due to their religious belief?What existing evidence (either presumed or otherwise) do you have for this?			Y	Ν	NO
			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.		
			fund they	er ar are i	r the faith status of their service users, in order that both the Council as ad commissioner and the organisations themselves may be assured that reaching those with a need for their services / those who may be under ted amongst the users of their services (as appropriate)
14. Could the negative impact identified in 8-13 create the potential for the policy to discriminate against certain groups?	Y		The	re m sed b	xplain ay be a limited negative impact on equality for people of Chinese ethnicity y the decision to reduce funding for the Chinese Community & Advice
15. Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	Y	N	Re r cond to re follo the d spec	er educ cerns educe wing orgar	xplain for each equality heading (question 8-13) on a separate piece of ing funding to the Chinese Community & Advice Centre; there were about the value for money and accessibility of this service so the decision funding was appropriate. Any negative impact will be mitigated by the actions; the rent for premises will continue to be grant funded, to enable isation to seek funds elsewhere; other advice agencies in the city wil be ly requested to increase their work targeting the Chinese and other BME ties.

		If Yes, is there enough evidence to a full EIA	proceed to	Ν
16. Should the policy proceed to a partial impact assessment	N	Date on which Partial or Full impac completed by		
17. Are there implications for the Service Plans?	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.

Cllr Antonia Bance, lead member for regeneration and community development

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





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	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

the policy or function is implemented?	 groups held on the grants data base. To reach new groups and those 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. Each pack includes:- 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
	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.
	Application forms and the prospectus are available on our website in two formats (PDF or as a word document).
	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.
	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 Regeneration and Community Development.
	After consideration by the Board Member a report is circulated to each Area Committee and Community & Partnership Committee for consideration. Any

			Board for final a Once the call in along with all s Successful app monthly basis; officer grant pa Information gat	approval of t n period has uccessful ap olications are monitoring nel.	the recommen ended unsucco plications. e required to pr visits are carrie	cessful applicati rovide monitorir ed out by the gr	ons are notified ng feedback, on a 6 rants officer and ported annually to
5	Does any accessible data, identify any areas of concerns or gaps?	YES	It has become of for a grant through the collected to evident to evident to evident to evident to evident to evident the set of the	evident that ugh the ann dence this:- 2006/07 9 6 3 due to a lack apply for. T	BME groups a ual grants proc 2007/08 9 3 6 6 k of skills and/o his has been a	are rarely succe cess. The follow 2008/09 9 2 7 or interpretation	ssful when applying wing has been
			 funding from Oxford City Council'. 2. Suggesting applicants contact OCVA, who are commissioned help and support to community and voluntary groups. During OCVA worked with 77 community & voluntary groups of which the BME community. We also suggested that the smaller BME groups could apply to grants budget. Community & voluntary groups can apply for a 				

			up to £750 through out the year. Last year 9 BME groups applied for a small grant of which 8 were successful.
			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.
6	Are there any other issues that you think will be relevant?	NO	





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 Co	rporate Equality Imp	oact asse	essment Timetable for 2008-11?	Yes		
Name of the Policy to be ass Grants Prospectus Programme				Is this a new or existing policy	Existing	
1. Briefly describe the aims, purpose of the policy	voluntary and commu communities in the C se projects, which tar which activities Oxfor	ity. get the most				

2. Are there any associated objectives of the policy, please explain	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.					
3. Who is intended to benefit from the policy and in what way	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.					
4. What outcomes are wanted from this policy?						
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						
5. What factors/forces could contribute/detract from the outcomes?	Reduction or loss of budget Change of policy Community & Voluntary Organisations/groups not delivering					

6. Who are the key people in relation to the policy?	Councillors, Officers Community & Voluntary Organisations Groups		7. Who implements the policy and who is responsible for the policy?	The policy is implemented by Oxford City Council Officers and Head of Service for Community Housing & Community Development Responsibility for the policy is :- City Executive Board Board Member for Regeneration & Community Development Head of Service for Housing & Communities.		
8 Could the policy have a differential impact on racial groups?			N	NO		
What existing evidence (either presumed or otherwise) do you have for this?			ling, bughc ionito comr ching	but the deliver of services to the r the ethnicity of their service us missioner and the organisations	nave a lower rate of success in applying for e citizens of Oxford, organisations are asked sers, in order that both the Council as funder s themselves may be assured that they are ices / those who may be under represented appropriate)	
9. Could the policy have a differential impact due to gender?			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. Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the gender of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate) 				
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 Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the disability status of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services (as appropriate) 				
11. Could the policy have a differential impact on people due to sexual orientation?	pact Y N NO		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. Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the sexual orientation of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services / those who may be under represented amongst the users of their services (as appropriate) The funding recommendations will ensure that LGBT members of the Oxford community have an accessible source of help and advice through Oxford Friend.			
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. Throughout the deliver of services to the citizens of Oxford, organisations are asked to monitor the age make up of their service users, in order that both the Council as funder and commissioner and the organisations themselves may be assured that they are reaching those with a need for their services (as appropriate) 			
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?		 Please explain 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. 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). 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 throughout the year. In 2009/10 nine (9) BME groups applied for a small grant of which eight (8) were successful. 					
15. Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	Ν	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	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 Image: Completed by Image: 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		21. Date to Scrutiny	22. Date	
Equalities Board:		and EB	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 Cllr Antonia Bance, lead member for Regeneration and Community Development