

# Appendix 1



## Form to be used for the Full Equalities Impact Assessment

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| <b>Service Area:</b><br>Community Services  |  | <b>Section:</b><br>Grant Review | <b>Date of Initial assessment:</b><br>11 June 2021  | <b>Key Person responsible for assessment:</b><br>Paula Redway | <b>Date assessment commenced:</b><br>11 June 2021         |  |  |
| <b>Name of Policy to be assessed:</b>   |  |                                 | Communities Grants Strategic review   |   |   |  |  |
| <b>1. In what area are there concerns that the policy could have a differential impact</b>  |  |                                 | <b>Race</b> ✓   |   | <b>Disability</b> ✓                                       |  | <b>Age</b> ✓                                   |
|   |  |                                 | <b>Gender reassignment</b> ✓  |   | <b>Religion or Belief</b> ✓                               |  | <b>Sexual Orientation</b> ✓                    |
|   |  |                                 | <b>Sex</b> ✓  |   | <b>Pregnancy and Maternity</b> ✓                          |  | <b>Marriage &amp; Civil Partnership</b>        |
| <b>Other strategic/ equalities considerations</b>   |  |                                 | <b>Safeguarding/Welfare of Children and vulnerable adults</b> ✓<br><b>Housing and Homelessness Strategy</b>   |   | <b>Anti-Racism Charter Oxford City Council Strategy</b> ✓ |  | <b>Mental Wellbeing/Community Resilience</b> ✓ |
| <b>2. Background:</b><br><br>Give the background information to the review and the perceived problems with the review which are the reason for the Impact |  |                                 | The purpose of the Communities Grants Strategic Review 2021 is to establish objectives to improve the efficiency, effectiveness, reach and impact of grants, while making savings of £200k. Given the impacts of the pandemic which are exacerbating inequalities in the city and the opportunity for grants to make a positive difference, there is a strong equalities focus within the review. In essence, the review itself was an in depth Equalities Impact Assessment of the current grant management system. This equalities impact assessment was therefore undertaken in two stages – firstly to inform |   |   |  |  |

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| <p>Assessment.</p>   | <p>the design of the review and secondly to provide an EIA on the recommendations in the final draft report.</p>  |
| <p><b>3. Methodology and Sources of Data:</b></p> <p>The methods used to collect data and what sources of data</p> | <p>The initial impact assessment was undertaken by officers with lived experience of intersectional protected characteristics (in bold in the list below). This informed the consultation plan including the consultation questions and the initial draft list of consultees and scoped a range of available data and the methodology used to analyse it including live case studies as well as statistical information:</p> <ul style="list-style-type: none"> <li>• Analysis of Oxford’s demographic statistics including relating to protected characteristics, where available</li> <li>• Analysis of Information coming into the Business Intelligence Unit, the Customer Services team and Asana system including referrals and case studies for support throughout the pandemic as well as information from the Office for National Statistics, Public Health England, Joint Strategic Needs Assessment etc.</li> <li>• Internal individual consultations with over 50 diverse staff members across the Council and a cross party Member advisory group of 7 Members (listed below)</li> <li>• Outreach to over 50 third sector organisations including equalities-focused organisations, Oxford City Council grantees and unsuccessful grant applicants</li> <li>• 10 group discussions attended by people with lived experience of different protected characteristics, homelessness and intersectionality as well as 10 open group sessions</li> <li>• Evaluation of best practice in other councils including Bath and North Somerset, Bristol, Preston, Wigan, Plymouth and York</li> <li>• Public consultation via OCC public consultation portal with 35 responses</li> <li>• Discussions with local and national funders with a focus on funding equalities related work</li> </ul> <p>Staff consultations took account of other cross-Council work including the City Council Strategy, Anti-Racism Charter, Housing and Homelessness Strategy, Wealth Creation project, Community Impact Zone (CIZ), the development of the Locality Hubs as key service integration delivery points and work toward the Thriving Communities and Equalities Strategies.</p> |
| <p><b>4. Consultation</b></p> <p>This section should outline all the</p>   | <p>The consultations were carried out to inform the Communities Grants Strategic Review report recommendations but consultees also inputted into the consultation plan itself. As a result, more consultations were held than were initially planned as consultees made suggestions for additional</p>  |

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consultation that has taken place on the EIA. It should include the following.

- Why you carried out the consultation.
- Details about how you went about it.
- A summary of the replies you received from people you consulted.
- An assessment of your proposed policy (or policy options) in the light of the responses you received.
- A statement of what you plan to do next

people and organisations for the Project Manager to meet with.

Details of how each element of the consultation was delivered are as follows:

- **Analysis of data**

Undertaken as a desk top exercise linking in with Sally Hicks, Data Analyst and Mark Chandler, Performance and Resources Manager, to access information held by/accessible to OCC (e.g. referrals to Customer and Community Services) as well as publicly available census demographic information, Office for National Statistics data, data from Local Insight and referral case studies etc.

- **Internal individual consultations with over 50 staff and a cross party Member advisory group of 7 Members**

Adrian Green, Project Manager, held 121 meetings with each staff member. Two group meetings were held with the Cross-party Member advisory group led by Ian Brooke, Head of Community Services, Adrian Green Project Manager and Paula Redway, Culture and Community Development Manager. Members were selected by each of the party leaders – see the list below.

- **Outreach to over 50 third sector organisations including equalities-focused organisations, Oxford City Council grantees and unsuccessful grant applicants**

Consultations were held with over 50 organisations. Consultations were led by Adrian Green, Project Manager supported by a relevant officer with knowledge of the organisation and their work. Notes were taken of the key points raised and are included in Annex 3 of the Cabinet report.

- **9 group consultations focussing on lived experience of different protected characteristics, 1 focussed on homelessness and a further 10 open group consultations**

Consultations were led by Adrian Green, Project Manager supported by an officer with relevant lived experience. Notes were taken of the key points raised and are included in

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Annex 3 of the Cabinet report.

- **Evaluation of best practice in other councils including Bath and North Somerset, Bristol, Preston, Wigan, Plymouth and York**

Consultations were held by Project Manager, Adrian Green, with local authorities where good practice is recognised. The list of consultees and consolidated Best Practice learning summaries are included in Annex 3 of the Cabinet report.

- **Public consultation**

A public consultation was run via Oxford City Council public consultation portal with 35 responses. Feedback given is listed in Annex 3 of the Cabinet report.

- **Discussions with local and national funders**

A virtual roundtable discussion was held by the Chief Cultural and Leisure Officers Association (CLOA) with a selected group of National Funders (Lankelly Chase, Lloyds Bank Foundation, Salix Finance, Sport England, The Good Exchange and ArtsWork) and CLOA Local Authority members. Notes of the meeting are included in Annex 3 of the Cabinet report.

The consultations led to the report recommending the following criteria for assessing grant applications for delivery from April 2022-March 2025:

- Reducing Inequalities
- Meeting the needs of those most affected by COVID-19
- Activity with people living in regeneration areas
- Accessibility
- Activity for underrepresented/excluded groups including BAME, Disabled, LGBTQIA+, young people living in challenging circumstances
- Activity leveraging in additional funding
- Job creation/protection
- Partnership bids e.g. to share resources, reduce duplication and increase reach
- Coaching (particularly for emerging organisations and organisations targeting excluded

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groups)

Those award grants over £5K would need to participate in sessions to share learning with others.

**Here is the summary table of the key equalities related points raised during consultation responses/inputs and the suggested mitigations:**

| Equalities Impact                               | Mitigation   |
|---|--|
| Less grant money available for project delivery | <ul style="list-style-type: none"> <li>• Continue commissioning services contracts with organisations who work directly with those most in need (advice centres etc.) updating SLAs to meet the review criteria including focus on inequalities</li> <li>• Grant criteria prioritise work to reduce inequalities</li> <li>• Grant criteria add weight to applications that lever in additional funding</li> <li>• Grant criteria and expression of interest stage in the process encourage partnership bids to share resources, reduce duplication and increase reach</li> <li>• Applications to be run through the Good Exchange and other platforms to attract additional funding</li> <li>• Change the policy on subsidising rentals of commercial premises</li> <li>• Review fees and charges for using OCC owned outdoor spaces</li> <li>• Participation in sessions to share learning for those awarded over £5K</li> <li>• Application process to take reserves into</li> </ul> |

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|  |   | <p>consideration</p> <ul style="list-style-type: none"> <li>• Work with other funders to match/combine funds</li> </ul>   |
|  | <p>Application and monitoring processes have been a barrier to access for some groups including those for whom English isn't their first language</p> | <ul style="list-style-type: none"> <li>• Streamline paperwork for application and monitoring</li> <li>• Use plain English and avoid jargon</li> <li>• Allow applications and monitoring information to be made in different ways including different languages and different formats e.g. video submissions</li> <li>• Develop online grant application and management system with support prompts</li> <li>• Provide more coaching and support for CVS including equalities led groups to build capacity/skills via funding surgeries and learning sessions</li> </ul> |
|  | <p>Some groups are unaware of the funding available</p>   | <ul style="list-style-type: none"> <li>• Promote funding calls more widely targeting underrepresented groups</li> <li>• Run regular funding surgeries – moving around the locality areas – to help promote and support</li> <li>• Actively promote the grants programme and its benefits at diverse events in the city e.g. Cowley Road Carnival, Pride etc.</li> <li>• Identify community based equalities champions to help promote</li> </ul>  |
|  | <p>Some groups and individuals deliver excellent work but are not officially constituted</p>  | <ul style="list-style-type: none"> <li>• Accept applications for small grants from groups without an official constitution as long as they have a bank account with 2 signatories</li> <li>• Continue to accept small grant applications</li> </ul>   |

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|   |  | <p>from individual artists from diverse backgrounds to enable them to lever in funding from Arts Council England to support their creative development</p> <ul style="list-style-type: none"><li>• Run regular funding surgeries to support groups to become constituted where this will increase their ability to raise funding etc.</li></ul> |
| <p>Having been considered by CMT on 11 October 2021, and the Leaders' Meeting on 13 October 2021, further work is being done on the report before the recommendations are shared with consultees for their response as per the report milestone plan.</p> |  |   |

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| <p><b>5. Assessment of Impact:</b><br/>Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p> |   |   |  |
|  | <b>Race</b><br>Positive impact  | <b>Disability</b><br>Positive impact              | <b>Age</b><br>Positive impact                      |
|  | <b>Gender reassignment</b><br>Positive impact   | <b>Religion or Belief</b><br>Positive impact      | <b>Sexual Orientation</b><br>Positive impact       |
|  | <b>Sex</b><br>Positive impact   | <b>Pregnancy and Maternity</b><br>Positive impact | <b>Marriage &amp; Civil Partnership</b><br>Neutral |
|  | <p>The actions and mitigations detailed above have been designed to have a positive aspect those most in need including those with protected characteristics who have been most impacted by the pandemic.</p> |   |  |
| <p><b>6. Consideration of Measures:</b></p>  | <p>The recommendations seek to address all the key equalities related issues picked up in the report with two exceptions. These were a request by a number of diverse community groups to provide</p>         |   |  |



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| <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>  | <p>additional venue space for their use subsidised by Oxford City Council and some consultees suggesting that no cuts should be made to the overall funding available. These options could not be afforded within the budget. However, the groups will be supported to look at alternative solutions via external funding, signposting and partnership working.</p>   |  |           |   |           |
| <p><b>6a. Monitoring Arrangements:</b></p> <p>Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p> | <p>The impact of the grants will be monitored via qualitative and quantitative monitoring including:</p> <ul style="list-style-type: none"> <li>• Statistical information relating to beneficiaries</li> <li>• Learning sessions to share best practice, identify and mitigate gaps</li> <li>• Impact monitoring over a longer period of time including case studies, photos, videos etc.</li> <li>• Criteria and weighting will be reviewed annually to ensure the programme remains fully transparent, inclusive and aligned with the Council's strategic priorities. An annual report will come to cabinet reviewing the previous year and proposing any changes to the criteria.</li> </ul> |  |           |   |           |
| <p><b>7. Date reported and signed off by Corporate Management Team:</b></p>  | <p># October 2021</p>   |  |           |   |           |
| <p><b>8. Conclusions:</b></p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>  | <p>The conclusion is to adopt the report recommendations in order to mitigate the impact of Covid on Oxford's diverse communities.</p>  |  |           |   |           |
| <p><b>9. Are there implications for the Service Plans?</b></p>   | <p>NO – the actions above are embedded within service plans</p>   | <p><b>10. Date the Service Plans will be updated</b></p> | <p>NA</p> | <p><b>11. Date copy sent to Equalities Lead Officer</b></p> | <p>NA</p> |

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| <b>.13. Date reported to Scrutiny and Executive Board:</b> | <b>NA</b> | <b>14. Date reported to CMT:</b> | 11 October 2021 | <b>12. The date the report on EqIA will be published</b> | NA |
|--|-----------|----------------------------------|-----------------|--|----|

Signed (completing officer)



Signed (Lead Officer)

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

Assessing equalities impacts was done at every stage of the grant review process including at review board meetings and in consultation meetings externally and internally with the officers listed below. The officers in bold were specifically involved in inputting into the Equalities Impact Assessment paperwork but everyone contributed throughout:

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Nadeem Murtuja – Interim Director of Communities and Customers  
Ian Brooke – Head of Community Services  
Claire Freeman – Transformation Lead  
**Paula Redway – Culture and Community Development Manager**  
**Adrian Green – Grant Review Project Manager**  
James Pickering Communities Manager (Advice centres)  
**Jubeen Ashraf – Locality Coordinator**  
Joseph Barrett Youth – Ambition Manager  
Paul Backman – Sports Development Officer  
James Baughan – Communities Service Development Officer  
Helen Bishop – Head of Business Improvement  
Emma Burson – Finance Manager  
Chris Cameron – Data Analyst  
Maddy Cameron – Equalities officer  
Jasmin Carne – Communities Support Officer  
Julia Castle – Property Manager

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Mark Chandler – Performance and Resource officer  
Caroline Chanides – Green Space Development Officer  
Val Churchill – Locality Support Officer  
Alan Foulkes – Localities Officer  
Lorraine Freeman – Development Funding Officer  
Vicki Galvin – Sport and Physical Activity Manager  
Dani Granito – Policy and Partnerships Team Manager  
Larissa Griffin – Senior Estates Surveyor  
Simon Grove-White – Principal Economic Development Officer  
Emma Gubbins – Asset Manager  
Sally Hicks – Data Analyst  
**Wendy Hind – Tenant Involvement officer**  
Elizabeth Hunston – Digital Communications Officer  
Rocco Labellarte – Chief Technology and Information  
Sarah Levete – Museum Engagement officer  
Hagan Lewisman – Active Communities Manager  
Liz Jones – ASBIT Manager & DA Lead  
Clare Keen – Communications officer  
Tim Martin – Transformation Manager  
David Morrell – Locality Coordinator  
**Calum Murdoch – Fundraising Officer**  
Steph Nichols – HR Business Partner  
Iona O’Carroll – Community Health Development Officer  
Nerys Parry – Housing Strategy and Needs Manager  
Matt Peachey – Economic Development Officer  
Carolyn Ploszynski – Head of Regeneration and Economy  
Hamera Plume – Consultation and Engagement Officer  
Carly Roalf – Hub Coordinator  
Will Side – Programme Coordinator for Refugees, Asylum Seekers and Migrant workers  
Barbara Smolonska – Business Partner  
Kate Toomey – Museum and Community Heritage Learning Manager  
Claire Thompson – Arts Development Officer

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Hollie Tuckwell – Hub Coordinator

**Leonard Sackey – Deputy Hub Coordinator**

Azul Strong-Corcoran – Hub Coordinator

Michael Woods – Green Space Development Officer

Several OCC Staff were in addition consulted in two group meetings

**Member Consultation (in advisory meetings)**

Councillor Shaista AZIZ

Councillor Diko BLACKINGS

Councillor Paula DUNNE

Councillor Chris JARVIS

Councillor Katherine MILES

Councillor Ajaz REHMAN

Councillor Christopher SMOWTON