

Equality Impact Assessment Form

Revised June 2009



(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(please refer to the guidance for additional information)*

1.1 What is being assessed

This is a general assessment of the impact of the Prospectus process used to allocate grant funding that will deliver public services. The process invites eligible organizations to bid for grant funding that will enable them to help deliver a number of service outcomes designed to improve the lives of people and communities []. The process may have the effect of changing the current allocation of grants and contracts, and therefore services to service users. People from the six equality strands might be affected by the grant-making process or by the commissioning decisions made at the end of the grant-making process.

1.2 Officer(s) and section or service responsible for completing the assessment

The Commissioner of the service subject to possible grant funding [].

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

To commission services that will lead to better outcomes for people served by public services [].

1.4 Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

The grant-making process is intended to allocate grant funding fairly and at the same time provide an opportunity for provider organizations to be innovative and creative without the constraints of a grant that clearly specifies how services should be provided.

The process of inviting bids and making decisions on who should receive funding may have an impact on the final grant-making decisions. As this may affect the services that will be provided to people, this Impact Assessment is intended to ensure that any potential inequalities in the grant-making Prospectus process have been considered and where necessary responded to.

1.5 Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

The grant-making process is set out in full in a Prospectus, with advice on who to contact for more information about applying for grants and the outcomes that are sought by the commissioner. The process has been widely consulted on but it is possible that some existing and potential service users, who will include people from the six equality strands, or their representatives, will not have not been directly involved in the process. Therefore it is appropriate

to consult with a representative voice on their views on how well the Prospectus grant-making process will serve people [].

1.6 How does the service, policy, procedure, practice or project contribute to better community cohesion?

The Prospectus process is designed to invite innovation and creativity in providing services. It is particularly designed to give access to new providers, partnerships and consortia. It may also have the effect of de-commissioning existing service providers, re-providing or re-allocating the commissioners resources to other priorities. Sustainable public services that promote community co-hesion must also be seen to be fair and transparent if communities are to get the very best of outcomes; the Prospectus approach aims to ensure fairness and transparency.

1.7 How does the service, policy, procedure, practice or project fit in with the council's wider aims?

The Prospectus grant-making process ensures a fair and transparent growth in the proportion of public services provided by a range of eligible organisations. Commissioning must also deliver the Council's corporate priorities within the resources that are available. [].

1.8 What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

Public services often serve the needs of the most vulnerable and powerless in society, with people affected by inequalities frequently in the most excluded position. Commissioners must ensure that grants are awarded in a way that ensures that services will not directly or indirectly lead to discrimination, and that successful service providers contribute to equality of opportunity. Commissioners will also be mindful that they should not impose constraints or award grants that may inadvertently create inequalities of opportunity and service.

1.9 How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?

The commissioning of services through a grant-making process is led by the appointed Commissioner []. The appraisal of bids for grant funding will be undertaken by a panel which will include representatives from the equality strands most affected by the award of grants for services. The management of grant awards following a grant-making Prospectus will be led on the Commissioners behalf by an officer appointed to manage the grant-making and monitoring process []. Successful applicant organisations will use the awarded grants to provide services that will meet the planned commissioning outcomes.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken.

Commissioners will arrive at a set of Commissioning outcomes that will reflect a number of evidence based sources and drivers:

1. The Council has a number of high level corporate priorities that drive all public and local commissioning. These are choices based on evidence of need, strategic needs and political choice. Added to these choices are a number of statutory responsibilities that take priority over discretionary activities. [].
2. Commissioners will collate information and data that provides evidence of the scale and scope of need for public services. There is also a known limit to the resources available to meet any planned commissioning outcomes [].
3. Commissioners consult with and give regard to what people and communities say about what represents the best possible commissioning outcomes and how to reach them; taking into account information about the issues involved, the priority given to meeting particular needs and the resources available [].

2.2 Equalities profile of users and beneficiaries

Public services often, but not always, are provided for people who have particular social, physical and economic needs. They are often, but not always, likely to be in the 'equality strands' that require assessment of the impact of change on equality and discriminations. The grant-making process will consider the profile of likely service users and any resistance by people and communities to regarding themselves as the likely beneficiaries of public services. [].

Commissioners will consider common issues that may directly or indirectly lead to discrimination or inequalities in any decisions taken as part of the grant-making process. [].

People and groups that may not be easily associated with the commissioning process, or who may be affected by the process may need help to be better informed about the opportunity to provide a service or to help ensure that equalities issues are considered. [].

2.3 Evidence of complaints against the service, policy, procedure, practice or project on the grounds of discrimination

Commissioners will consider any evidence of complaints about existing services, with regard to the services that may be de-commissioned, re-commissioned or newly commissioned by this grant-making process.

There have been no complaints about the Prospectus grant-making process in any of its uses since 2009.

2.4 What does the consultation, research and/or data indicate about the negative impact on

the service, policy, procedure, practice or project

See 2.1 and 2.3 above.

2.5 What does the consultation, research and/or data indicate about the positive impact on the service, policy, procedure, practice or project

Grant-making Prospectuses provide an opportunity for service providers to work together in the interests of equality of access and service. Commissioners will ensure that providers are clearly aware of the needs of the often socially excluded or marginalised people they serve, and will provide a sound approach to equality of access that meets commissioning objectives without inadvertently creating new barriers to equality.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority's single equality scheme.

3.1 Complete this section with the following information – relating to all of the identified groups: *(please refer to the guidance for additional information)*

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact	Possible changes in the way services are provided. Explanation and awareness of the personal impact of changes and new services on individual service users will be needed.	See box to the left				
Neutral impact	Information about the process and services should be available in formats and locations that will reach current and potential providers and service users	See box to the left				
Positive impact	The Prospectus process will enable a service that will lead to information, advice and support for unpaid carers.	See box to the left				

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts:

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

Grants may lead to changes in the way services are delivered; this may include new or different services, or withdrawal of some services. Commissioning outcomes should be legally and transparently derived and the process of allocating grants to meet these outcomes should not inadvertently create inequalities or barriers to equality.

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future. And Question 4.6 – Training Requirements

In these cases, an assessment of the impact on those affected will be needed. The Commissioner and those assisting with the grant-making process will consider this when making their decision. Panel members should be helped to understand their role in making decisions, and ensuring that the grant making process is fair and will not lead to discrimination.

Decision makers should be aware of the process they are involved in, the importance of anti-discriminatory practice and an awareness of the particular equality issues faced by the people who will benefit from any grants.

Equality and discrimination issues raised during the process, at the award of grants and during the review of outcomes, should be considered for personal impact, impact on communities and impact on the grant-making process.

4.3 If there is no evidence that the service, policy, procedure, practice or project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

The Commissioner will ensure that the grant-making panel has a membership that ensures a voice for those affected by the service and those that will provide services.

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

Information about the services funded by grants and what benefits they can offer should be promoted by all stakeholders. Service providers will be asked for evidence that they are able to meet the outcomes set by the commissioner and agreed to as part of the grant-making process.

4.5 How will any service, policy, procedure, practice or project be implemented?

Successful bids will be offered a funding agreement that will offer a grant in return for providing a number of services to an agreed standard.

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality.

5.1 Does the service, policy, procedure, practice or project comply with equalities legislation?

Yes.

5.2 What are the main areas requiring further attention?

Every grant-making panel should include informed representatives, independent of the Commissioner, who understand and can express the opinions of service providers and users. Equality and discrimination issues should be considered when grants are made and reviewed

5.3 Summary of recommendations for improvement

Continuous review of the grant-making process, information about the grants and the outcomes of grants made.

Adequate preparation and training of grant-making panels.

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

Where equality and discrimination issues are identified, the commissioner will monitor outcomes and practice. Intelligent reporting of how grants are used will also contribute to regular and proportionate monitoring.

5.5 When will the amended service, policy, procedure, practice or project be reviewed?

See 5.4 above.

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above	Preparation of panels and training where needed.	Martin Johnson	Prior to the grant-making panel	Officer and panel member time.	

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary and the publish your report using the Equality and Diversity pages of the Intranet. Your summary information and a copy of your completed report will then be made available to the public on the Council's website.

Date of assessment

Officer's name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Race	<input type="checkbox"/>	Gender	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	Age	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Religion or belief	<input type="checkbox"/>
Other	<input type="checkbox"/>	All	<input checked="" type="checkbox"/>