



Derby City Council

Equality impact assessment form

Directorate: Adults Health and Housing

Service area: Business Intelligence and Sector Development

Name of policy, strategy, review or function being assessed: Proposed Reduction in Voluntary, Community and Faith Sector Grant Aid Funding

Date of assessment: April-May 2013

Signed off by: Ian Chennery

Cabinet or Personnel Committee's decision

Date published on website

Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees
- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

Contacts for help

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The form

1 What's the name of the policy you are assessing?

Voluntary, Community and Faith Sector Grant Aid Funding

2 The assessment team

Team leader's name and job title

Ian Chennery, Voluntary and Community Partnership Manager

Other team members

Name	Job title	Organisation	Area of expertise
Vivene McCalla	Voluntary Sector Co-ordinator	DCC	Knowledge of VCS, CGB processes and CGB funded organisations and Diversity Issues
Andrew Findlay	Volunteer Community Representative	Diversity Forum Member	Assessing the impact of strategies, policies and initiatives on disabled people and making recommendations to improve services for disabled people.
Moira Findlay	Volunteer Community Representative	Diversity Forum Member and Carers Ambassador	Assessing the impact of strategies, policies and initiatives on disabled people and carers and making recommendations to improve services.
Abdulla Shahjan	Volunteer Community Representative	Diversity Forum Member and	Experience of issues in relation to grant aid and equalities

	from the Butterfly Project		
Simon Keeling	Service Manager	CamTAD	Experience of issues relating to support for people with hearing impairments, and older people. Experience of working within the voluntary sector organisations and working with health and social care statutory agencies.
Ann Webster	Lead on Equality and Diversity	DCC	Experience (22yrs) of working with equality and diversity issues.
Matt Allbones	Operations Director	CAD	Experience of working with a wide number of voluntary sector groups that provide services to people with a range of diversity issues. Strategic and local partnership working across the voluntary sector.
Janet Warner	Volunteer Community Representative	Diversity Forum Member	Experience of working with all forms of disability, including access issues.

3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.

This Equality Impact Assessment (EIA) is part of the decision making process for the proposed implementation of a reduction in funding for organisations that are supported through the Voluntary Sector Grant budget. Appendix A has a list of the organisations who may be affected that are being considered in this EIA, a brief description of the service provided, and their current funding.

The majority of the services that will potentially be affected by the budget savings are funded jointly by the Council and Health. Health commissioning representatives have indicated that there will be no changes to their current funding levels for individual organisations. However, they may need to review that position dependent upon Council funding recommendations.

The decision on future grant funding from 2014 onward for these organisations will be informed by:

- A 12 week consultation process, ending on the 27th May 2013, which seeks the views of the funded organisations, people who use their services, the public, Diversity Forums and other stakeholders who may be affected by changes in services these organisations provide.
- Information provided by the funded organisations as part of the monitoring and annual review of the services they are grant funded to deliver.

The decision to explore the impact of a possible reduction in the Voluntary Sector Grant Aid funding is part of a range of measures to implement the budget savings required in 2013/14 – 2015/16 as set out in the Council's General Fund Revenue Report to the 30th January 2013 Council meeting.

Separate EIA's are being carried out to explore the impact of changes in funding for organisations that support Carers and organisations that provide support to people with Mental Health issues.

The organisations outlined in Appendix A that are being considered as part of this EIA were funded through the Voluntary, Community and Faith Sector Grant Aid Strategy 2011-2015. They provide a range of early intervention and prevention and voluntary sector infrastructure services funded through Adult Health and Housing Department. The services were commissioned to support key social care outcomes of the Derby Plan.

Early intervention and prevention services are an important element of the implementation of the personalisation agenda – where people eligible for social care allocated a budget to support them to plan and control the services that they receive.

The early intervention and prevention services support people who are not eligible for social care services to support them to remain independent in the community.

4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?

The funding for the organisations listed in Appendix A was allocated through a joint process and many projects receive both Health and Council funding. The management of the funding agreements involves Council officers from the Voluntary Sector Team in Adults Health and Housing and officers from the Greater East Midlands Commissioning Support Unit on behalf of Southern Derbyshire Clinical Commissioning Group (SDCCG). One Project (Padley homeless day centre) is managed by officers from the Voluntary Sector Team and from Public Health.

Commissioners from SDCCG will be involved in the decision making process alongside commissioners from within Adults Health and Housing and Public Health although there are no planned changes to the level of funding provided by SDCCG.

5 Who are the main customers, users, partners, employees or groups affected by this proposal?

Appendix A provides a list of the organisations, the services that they provide and their main customer group. The customers and staff of these organisations may be affected by the proposal to reduce funding these organisations. Other organisations that work with these organisations or provide support to their customers may be affected by changes in these services.

Together the services affected by this proposal provide services for the adult population of Derby, Appendix B provides a summary of equality issues in the local community.

6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups

The consultation process has sought comments from service users, the organisations affected, the public and stakeholders (other organisations and people who may be affected by the proposals). The consultation has involved:

- A mail out to all affected organisations with an overview, and questionnaires for the organisation, service users and public/stakeholders. This included links to the online information and questionnaires and hard copy information and questionnaires.
- Visits to all affected organisations to support them to provide a response, where requested additional meetings have been held with service users, public and stakeholder to support them to respond the consultation.
- Where requested consultation meetings have included interpretation and independent facilitation to support access to the consultation process, for example; to support people with Learning Disabilities to take part and support older people from BME communities to respond
- Documentation has been translated, as requested by the organisations involved, into Urdu, Punjabi, Hindi, Cantonese and Easy Read versions.
- The consultation has been promoted on the Council's website, through the Council's diversity forums, through the media, Community Action Derby and through other forums and networks.

7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Appendix C highlights which Equality Groups are supported by the organisations whose funding may be reduced and these have been identified by their equality protected characteristics.

8 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

To mitigate the impact on people from the Equality Groups arising from the final decision of the Council it is recommended that:

The Council supports affected organisations to limit the impact of any reduction in funding. This would include:

- a. Support to explore alternative ways of meeting the needs of their service users
- b. Support to identify other ways of funding the services, fundraising, charging for services, working with other organisations to share buildings, staff and other costs
- c. Require groups to consult with their customers and stakeholders to identify priorities for a reduced level of service
- d. Ensure that the remaining grant aid funding provides value for money in the support it purchases for the Equality Groups
- e. Develop an action plan to support organisations to adapt to any reductions in funding in consultation with the organisations concerned and Community Action Derby
- f. Offer groups advice on how to support service users to adapt to any changes in services.

9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3	x	Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
Outcome 4		Stop and rethink the policy when the EIA shows

		actual or potential unlawful discrimination
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Outcome number 3 is the appropriate outcome for this EIA providing that the Council considers the negative impact on the Equality Groups of the final decision on the funding level for the organisations and services they provide and that the final decision does not adversely impact upon any one Equality Group.

Why did you come to this decision?

It has been recognised that there will be a negative impact on Equality Groups; however this negative impact will be across all the equality areas. The negative impact would be expected given that the aim of the policy was to reduce the level of funding allocated to the voluntary sector services to meet the Council’s budget commitments.

Mitigating actions have been recommended to minimise the negative impact of the changes and ensure these changes do not have an excessive impact on any particular Equality Group.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.

10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?

The negotiation of updated grant agreements will provide information on the planned impact of any changes on future services and the impact of these changes on the annual action plans agreed with grant aided organisations. This will be fed back to the Diversity Forums for consideration alongside current arrangements to report on the equality impact of grant aided services.

The impact of any changes will be assessed through the monitoring arrangements already in place to assess the outputs and outcomes delivered by grant funded organisations. These arrangements include:

- a) A requirement to provide data on the equalities groups organisations provide a service for
- b) A requirement for groups to annually review their equality performance and to agree an actions plan to improve their performance.

Monitoring information and feedback from the equality action plan will be gathered as part of the annual review of the grant funded organisations. This information is collated and fed back to the Council’s Diversity Forums for comment and recommendations for future action.

Equality action plan – setting targets and monitoring

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Minimise the impact of changes on Equality Groups by supporting Organisations to manage reduction in funding	As part of the negotiation to update grant agreements to reflect new funding levels we will require organisations to consider recommendations in 8 (a) above.	By April 2014	<ul style="list-style-type: none"> • Services may be delivered in new ways • Additional funding sources and reduced costs explored • Services prioritize support to their user group to maximise impact from reduced funding • Services maximise value for money 	Grant officers and voluntary sector organisation managers	Existing Grant Aid Monitoring and equality review arrangements Feedback to Diversity Forums
Minimise the impact of changes on Equality Groups by supporting Organisations to develop alternative sources of funding	Explore potential for a “fundraising ideas sharing day” and other support for affected organisations with Community Action Derby (CAD)	By April 2014	Organizations get new ideas for funding their services and how to develop new sources of income	Grant officers, voluntary sector organisation managers and CAD	Feedback from voluntary sector organizations to Voluntary Sector Team
Support organisations that target Equality Groups to access future grant aid and other funding	Consult with voluntary sector organisations on a simpler grant application process for future grant aid programmes	By May 2013	The time spent by organizations in applying for funding is appropriate to the level of funding sought and the grant aid application process is accessible to organizations that support all Diversity Groups	Grant officers and voluntary sector organisation representatives	Feedback to Diversity Forums

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Maximise the benefit that people in the Equality Groups receive from funded services	<p>Review the assessment process used for grant applications to ensure that value of money is a high priority.</p> <p>Consult with voluntary sector groups on how value for money is explained in grant funding information</p>	By May 2013	Services will only be funded if they can demonstrate that their service users from Equality Groups will receive quantity and quality of services.	<p>Grant officers</p> <p>Grant officers and voluntary sector representatives</p>	Feedback to Diversity Forums

Make sure you include these actions in your service business plans