

**ESSENTIAL REFERENCE PAPER ‘C’**

| <b>1 Identify the aims of the policy/service/function and how it is implemented.</b> |  |   |   |
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|  | <b>Key questions</b>   | <b>Answers / Notes</b>  | <b>Actions required</b>                 |
| 1.1  | What is the aim, objective or purpose of the policy/service/function?                | To administer the <b>discretionary community grants programme</b> in a fair, consistent and transparent manner to help take forward the Council’s priorities in improving the health and wellbeing of residents and supporting those suffering from income deprivation  | New policy to be agreed at Full Council |
| 1.2  | What outcomes do you want to achieve with this policy/service/function and for whom? | <p><b>Health</b> - physical activity and healthy nutrition, preventing and delaying the onset of illness, reducing obesity and keeping people healthy and active through:</p> <ul style="list-style-type: none"> <li>• Tackling social isolation – supporting those suffering from loneliness or social exclusion or those who find it difficult to interact with the community</li> <li>• Supporting people who are tackling addictions</li> <li>• Enabling healthier lifestyles</li> </ul> <p><b>Income deprivation</b> <i>(but not at the exclusion of supporting work that meets the other priorities in areas that do not suffer from Indices of Multiple Deprivation (IMD)):</i></p> <ul style="list-style-type: none"> <li>• Galvanising activities in areas with high levels of deprivation (capacity building)</li> <li>• Encouraging existing community groups and activities to deliver in disadvantaged areas of East Herts</li> <li>• <b>Infrastructure</b> – <i>Improving or maintaining community buildings and assets to ensure that communities have the infrastructure to support their residents, to galvanise community activities and to drive community cohesion</i> Creating safer and resilient neighbourhoods</li> </ul> <p><b>Excellence in sports:</b> The Performance to Excellence</p> |   |

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|     |  | programme for young people has been retained as a theme for 17/18.   |  |
| 1.3 | Who defines or defined the policy/service/function?  | The existing policy has been drafted by a group of Members with the support of officers and considered by the Member's Community Wellbeing Forum. The Community Grants Policy is part of the council's Policy Framework and is determined by full Council.   | Report to be presented to full Council on 18 July 2017   |
| 1.4 | Who implements the policy/service/function?  | Officers within the Housing and Health service, including Business Support Unit  |  |
| 1.5 | What factors or forces are at play that could contribute <b>or</b> detract from the outcomes identified earlier? | <p>Grants are allocated according to agreed policy but there is the perception by some organisations that the required information/paperwork is bureaucratic, resulting in reduced take up. The new grants process has amalgamated the original four separate grants (and 4 separate application forms) into one unified application process and form, which may possibly place additional burden on those applying for the smaller amounts of funding. To counteract this there have been improvements to the application form to make it as clear and as simple as possible and an intelligent e form has been created to help aid the application process for those applying online. A separate Performance to Excellence application form has been retained for young people applying to this specially themed fund.</p> <p>Other external factors that come into play include: lack of capacity among voluntary organisations to complete applications correctly, disinterest and perception that effort required to be awarded a grant is too much, lack of confidence in ability to be successful. There are a number of support mechanisms in place to help people struggling with the</p> | Drop in sessions will be set up during the first funding round. A consultation workshop with stakeholders will be held during the second funding tranche. This will be to share EHC research, identify potential projects and applicants and to offer support through the process. |

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|     |  | <p>process and these have been clearly signposted on the new application form and the guidance notes.</p> <p>In the new process there will be a more proactive approach to identifying potential projects in areas suffering from high levels of income deprivation. This will involve research into those areas most in need and a collaborative approach to working with stakeholders in these areas.</p> <p>Opening up the programme to not-for-profit groups has a positive impact on amateur community sport groups as these tend to be run by young people who were previously excluded (due to not having the organisational acumen/available income to incorporate properly at that age) so it has an additional positive impact.</p> <p>Additional conditions may now be attached to the approval of grants funding in some instances to encourage applicants to share best practice, to learn from best practice and to expand activities into deprived areas where applicable and appropriate.</p> |  |
| 1.6 | <p>Taking protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation), is there anything in the policy/service/function that could discriminate or disadvantage any of these groups?</p> | <p>The grants process has been designed to be fully inclusive and one of the eligibility criteria for grants funding is that the applicant / organisation must embrace equal opportunities and be open to all.</p> <p>Application forms are accepted on-line and through the post. Advice and guidance on completing the forms are available from Council officers, Councillors and the Broxbourne and East Herts Councils for Voluntary Service free of charge.</p>  | <p>Information to be available on council's website, via email, East Herts Connect and Member's Information Bulletin</p> |

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|  |  | <p>Applications from church halls or religious organisations may only be made where the halls are used for physical recreation, cultural, social and community benefit and where the project is to benefit the wider community with a secular aim.</p> <p>Information about grants is available through the Council’s website, Link magazine, through occasional newspaper adverts, in flyers distributed to Members, libraries, leisure centres and village halls and parish/town councils, plus social media</p> <p>Announcement about deadlines is done via emails to Members, external partners and database of known community and voluntary organisation. Members are asked to refer eligible organisations to the scheme and raise awareness at any town or parish council meetings they attend.</p> | <p>A new flyer to be created and distributed to libraries and leisure centres</p> |
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| <b>2 Consideration of available data, research and information</b> |   |   |  |
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|  | <b>Key questions</b>  | <b>Answers / Notes</b>  | <b>Actions required</b>  |
| 2.1  | What do you already know about who uses this policy/service/function?   | <p>We know that many successful applicants are groups that are in the Council's system and are repeat applicants. Most are established charities, town and parish councils, sports clubs and village halls. A considerable piece of research was carried out into the distribution of grants funding in 2015/16 to understand in detail both the nature and distribution of grants funding. This report highlighted that a number of the areas in the East Herts District that suffer from high levels of income deprivation were not getting a proportionate share of the grants funding.</p> <p>The new policy has been amended based on this research. We are committed to taking a more proactive approach to identifying and supporting applications from organisations and geographic areas that have been under-represented previously to ensure that we get a greater number of applications from all wards, including those with high levels of income deprivation. These will be assessed in a fair and transparent manner against the same criteria.</p> |  |
| 2.2  | What additional information is needed to ensure that all protected characteristic groups' needs are taken into account? | <p>We have examined the pattern of previous applications although we have not recorded full details of grant recipients and participants on all the protected characteristics, so we cannot be certain that all groups have been fully able to access grants in the past.</p> <p>The implementation of the new policy will include making greater efforts to promote community grants among a wider range of groups and we will include monitoring and/or evaluation that asks about a wider range of protected</p>   | Drop in sessions to help potential applicants complete forms will be arranged. These will be held in areas of deprivation if possible. |

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|          |  | <p>characteristics so as to enhance our approach in the future.</p> <p>We recognise that some groups, for example older people, may have lesser access to the Internet-based grant application process and so we will make paper copies of application forms available as necessary.</p> |  |
| <b>3</b> | <b>Formal consultation</b>   |  |  |
|          | <b>Key questions</b>   | <b>Answers / Notes</b>   | <b>Actions required</b>  |
| 3.1      | Who do we need to consult with?  | We have consulted with Councillors on the Community Wellbeing Forum and will continue to consult with stakeholders across the community including parish and town councils to ensure the successful roll out of the new grants programme.  | Set up a meeting with town and parish councillors  |
| 3.2      | What method/form of consultation can be used?  | Surveys and face to face workshops / meetings  |  |
| <b>4</b> | <b>Assessment of impact</b>  |  |  |
|          | <b>Key questions</b>   | <b>Answers / Notes</b>   | <b>Actions required</b>  |
| 4.1      | Have you identified any differential impact and does this adversely affect any protected characteristic groups in the community? | <p>Older applicants and those who are less IT literate may require more support than others.</p> <p>There is no evidence to suggest that the needs of any other particular group are not being taken into account. See 1.6</p>   | <p>Paper copies of application forms will be made available if requested</p> <p>Drop in sessions to help potential applicants complete forms will be arranged.</p> |

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|          |  |  | All councillors will be encouraged to raise awareness about the opportunity for financial support through their informal networks in order to reach those who do not normally engage with the process |
| 4.2      | If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?  | N/A  |   |
| 4.3      | If there is nothing you can do, can the reasons be fairly justified?   | N/A  |   |
| <b>5</b> | <b>Consideration of the effect of proposed changes on other groups.</b>  |  |   |
|          | <b>Key questions</b>   | <b>Answers / Notes</b>   | <b>Actions required</b>   |
| 5.1      | Do any of the changes in relation to the adverse impact have a further adverse affect on any other protected characteristic group? | There is no evidence to suggest that the needs of any particular group are not being taken into account. See 1.6 |   |

| <b>INTERNAL PROCESSES FOR THE ORGANISATION</b> |  |  |  |
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| <b>6</b>                                       | <b>Making a decision in the light of data, alternatives and consultations</b>        |  |  |
|  | <b>Key questions</b>   | <b>Answers / Notes</b>   | <b>Actions required</b>  |
| 6.1  | The organisation's decision making process   | We looked at grants allocations from 15/16 and socio demographic trends. We explored alternative solutions with councillors and consulted with the Community Wellbeing Forum and external bodies. See 1.6 and results of grants audit.   |  |
| <b>7</b>                                       | <b>Monitor in the future and publication of results of such monitoring</b>           |  |  |
|  | <b>Key questions</b>   | <b>Answers / Notes</b>   | <b>Actions required</b>  |
| 7.1  | What have we found out in completing this EqIA?<br>What can we learn for the future? | <p>We have identified some issues with the previous policy that may have impacted on the types of organisations that applied in the past. These were:</p> <ul style="list-style-type: none"> <li>• Requirement for match funding meant only those organisations with financial surplus or capable of raising money were typically applying</li> <li>• Perception of bureaucracy meant that applications mainly came from organisations that were already engaged with the Council or its officers</li> </ul> <p>The new grants policy and programme has now taken into account aspects of the previous policy that may have discouraged organisations from applying and has taken all reasonable and practical steps to ensure the service is accessible to individuals and groups from different educational backgrounds and experiences. Officers are confident that the</p> | Officers will monitor the equalities impact of implementation of the new policy, specifically tracking feedback regarding the single application form and take up from areas of deprivation and vulnerable communities |



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|          |  | new policy is fair and equitable has been designed in a fair and equitable way. |  |
| <b>8</b> | <b>Publication of results of the impact assessment</b><br><b>Date</b><br><b>Lead Officer</b> |   |  |