Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?
1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section :
LJBrown@valeofglamorgan.gov.uk
If you have any queries, telephone: 01446 709362

Policy/practice title: Grants to Voluntary Bodies

Who is responsible for developing and implementing the policy/practice?	
Name: Alan Jenkins	Job Title: Head of Accountancy & RM
Directorate: Finance, ICT & Property	Division: Accountancy
Assessment Date: 10th February 2010	

1. Objectives

What are the objectives of the policy/practice being developed or reviewed?
To provide, clear consistent and fair guidelines for the awarding of grants

2. Background data:

Who is intended to benefit from this policy/practice?	Please ✔
All residents of the Vale of Glamorgan	
Internal departments (please state):	
Customers/residents in a specific geographical location	
Specific customers (age, gender, etc.) Please identify: People over 65 dementia related illnesses and resultant residential needs.	
Other Please specify: **Community/ Voluntary Organisations**	✔
What research or baseline information do you have about how your service is used by various groups of people?	
N/A This is not a service	

3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

Please ✔	Yes	No
Women		✔
Men		✔

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

Please ✔	Yes	No
Women	✔	
Men	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A

What supporting evidence do you have? N/A
Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's gender.

4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

Please ✔	Yes	No
Black and minority ethnic population		✔
Economic migrants		✔
Asylum seekers and refugees		✔

Will the policy/practice have a **positive impact** on the following groups?

Please ✔	Yes	No
Black and minority ethnic population	✔	
Economic migrants	✔	
Asylum seekers and refugees	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A
What supporting evidence do you have? N/A
Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's ethnic or national origin.

5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

Disability: please ✔	Yes	No
Visually impaired		✔
Hearing impairment		✔
Physically disabled		✔
Learning disability		✔
Mental health problem		✔
Other:		✔

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

Disability: please ✔	Yes	No
Visually impaired	✔	
Hearing impairment	✔	
Physically disabled	✔	
Learning disability	✔	
Mental health problem	✔	
Other:	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A
What supporting evidence do you have? N/A
Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's disability.

6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

Please ✔	Yes	No
		✔

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

Please ✔	Yes	No
	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact? Welsh language application form - enabling community/voluntary organisations to apply for grants through the medium of Welsh and offering the choice of language.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A

What supporting evidence do you have? Welsh language application form

7. Age
Will the policy/practice have a **negative impact** for younger/older people?

Please ✔	Yes	No
Under 25 years		✔
Over 50 years		✔

Will the policy/practice provide a **positive impact** for younger/older people?

Please ✔	Yes	No
Under 25 years	✔	
Over 50 years	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A
What supporting evidence do you have? N/A
Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's age.

8. Religion and belief
Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

Religion/belief: please ✔	Yes	No
		✔

Will the policy provide a **positive impact** for people with different religions or beliefs?

Religion/belief: please ✔	Yes	No
	✔	

Please give details of the negative impact? N/A
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A
What supporting evidence do you have? N/A

Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's religious and or political beliefs.

9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals

Sexual orientation: please ✔	Yes	No
Gay men/lesbians/bisexuals		✔

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

Sexual orientation: please ✔	Yes	No
Gay men/lesbians/bisexuals	✔	

Please give details of the negative impact?
Please give details of the positive impact?
Voluntary organisations representing the various equality strands are provided with funding, though this is dependant on applications being received from those organisations.
What action(s) can you take to mitigate the negative impact? N/A
What action(s) can you take to have a more positive impact? N/A
What supporting evidence do you have? N/A
Decisions on whether to award a grant will not be influenced by any personal views and / or prejudice on someone's sexual orientation.

10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)
No consultation activities have taken place
Who was consulted? N/A
How have the results of the consultation been implemented?
N/A

11. Monitoring

How will you monitor the impact of this policy on service users?

A spreadsheet of all grants awarded

What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?

Analysing the spreadsheet of grants awarded

Publication of policy

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

Details:
Annual Press Advertisement

12. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

13. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

14. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name): Alan Jenkins	Date: 15/02/2010
Designation: Head of Accountancy & Resource Management	