

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- Whether or not it is necessary to carry out an impact assessment.

Directorate: Adult Social Care	Service area: Commissioning
Lead person: Trudie Canavan	Contact number: 0113 3783922

1. Title: Luncheon Club Annual Small Grant Scheme
Is this a:
<input type="checkbox"/> Strategy / Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
<p>The process through which a grant is distributed as a small annual grant to a number of community organisations which operate luncheon clubs supporting older people within the city.</p>

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	Yes	
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	Yes	
Could the proposal affect our workforce or employment practices?		No
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations	Yes	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity; cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

• **How have you considered equality, diversity, cohesion and integration?**
(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

Grant Administration.

- Luncheon clubs are frequently well placed to support their local or cultural communities. The grant scheme is specifically designed to be easily accessible to user led community and voluntary groups. It is recognised that group co-ordinators may have differing levels of confidence and skills regarding grant application processes, the management requirements of small groups and the reporting requirements of public funders and this has been taken into account in the design of the process with support being available through the fund holder to support applicants. The grant is specifically targeted to benefit older people in Leeds with written guidance, telephone help line and guidance meetings available to applicants.
- Whilst the clubs are not bound by any age limit for the grant, the commonly accepted membership is older people. Some clubs do have people under 60 attending due to individual frailty or social needs. Whilst there is a need amongst older people for easy to access social groups to relieve isolation and provide healthy nutritious food, which offers a legitimate reason to focus specific resources onto this age group, this should not exclude younger people who are happy to participate in such activities. The guidance and application forms were reviewed prior to the 2015/16 grant round to ensure that clubs are not encouraged to exclude younger members whilst ensuring that older members continue to enjoy the support and social interaction which form the foundation of the luncheon club offer. The new grant fund manager will also use the same grant application form.
- Each year the grant process is internally reviewed to identify areas of difficulty for luncheon clubs so that the process can be improved. Each year successful and unsuccessful applicants are asked for their views. This has resulted in guidance being rewritten, consultation meetings being coordinated and a telephone help line being offered. Prior to the application process commencing each year luncheon club groups have been provided with information, templates, telephone advice, signposting, meetings and upon request visits. All of these measures are aimed to assist groups to operate safe, inclusive, financially and organisationally well managed luncheon clubs and put into place the good practice, finance and governance processes (evidenced by documentation) which will be required from funders..
- The grant is advertised through Voluntary Action Leeds Website and will also be widely advertised through the new grant fund holder Leeds Community Foundation (LCF) who are a well-known small grant distributor in Leeds. LCF will also provide support to applicants.
- Group coordinators are also themselves representatives of the communities they are seeking to support through the Luncheon Club activity. Some support BME

communities, others have indicated during consultation meetings that they operate as part of their response to their principles of their faith or community values. Luncheon clubs meet within community centres, churches, temples and other community buildings and are open to older people across the city. It is not unusual for the volunteers and the committee members to be part of the communities they serve and may be older and sometimes more frail than the people they seek to support.

- The continued success of clubs also depends heavily upon the availability of volunteers, the supporting/additional activities within luncheon clubs, physical access and transport to clubs, the food supplied, the community utilising the club and the atmosphere and ambience created by all who attend and support. Since 2013-14 an increased involvement from Neighbourhood Networks has been noted regarding the support for smaller or isolated luncheon clubs. This offers considerable opportunities for greater coordination of local responses such as catering, transport and volunteer recruitment and management. This will have a significant benefit in ensuring the sustainability of luncheon clubs supported by neighbourhood networks. It is also recognised the valuable role local elected members have played to encourage and support that local coordination role.

Under the Equality Act 2010, direct discrimination because of age can be justified if it is objectively justifiable – that is, ‘a proportionate means of achieving a legitimate aim.’ The grant scheme is specifically designed to provide a contribution to the running costs of luncheon clubs operated by user led community and voluntary groups. The grant fund is specifically targeted to benefit older people in Leeds. The grant documentation did not specifically set an age criteria, but does repeatedly use the phrase “older people”, however monitoring categories previously commenced at 60. From 2014/15 the grant application forms were updated to include all age groups.

Whilst it is suggested that to offer such support to older frail members of society is such a legitimate aim, it is proposed to adjust the monitoring of users of luncheon clubs to capture data regarding all service users of the luncheon clubs no matter what their age. It is already known that within some communities the definition of “older person” brings in adults under 60. The new equality monitoring should offer us information as to how many people fall within each age group and what level of change in process may be required. The equality monitoring form also captures information regarding ethnic origin.

- **Key findings**

(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

- ASC recognises that the current grant scheme is an administrative process which uses English as its medium and which requires a level of financial and organisational ability. This in itself can act as a barrier to accessing a grant. In addition the process must meet corporate audit requirements regarding financial management, grant/activity governance and activity management. Therefore whilst this necessitates the process retaining certain minimum requirements for financial structure, governance structure, monitoring of activity and insurance cover ASC has explored initiatives to increase the accessibility of the process through measures such as:

- the retention of some application evidence to reduce the need for resubmission,
- the reduction of monitoring frequency from twice to once a year,
- the sending out of contact details of support organisations within local communities with the application pack.
- whether the central administration of the grant can be made more accessible and responsive to local issues.

This support will be maintained as part of the transfer of the management of the fund to an external third sector organisation.

- The evaluation panel have also put in place an approach which should ensure those communities with less familiarity with the required processes are still able to access the grant. The grant process adopted does not place an arbitrary limit upon the number of applicants accepted each calendar year. A “first come, first served” or “top percentage of quality of applications are funded” approaches were explored, but were felt to disadvantage smaller or newer clubs or those who for a number of reasons may be less skilled at making applications. There was a concern that such an approach may disproportionately impact upon and disadvantage Black and Minority Ethnic (BME) user groups seeking funding and contradict the ambition of adult social care to make the application process more responsive to local issues and needs. This approach will be replicated by LCF when they take over the management of the fund for 2016/17.
- The advantage of the current open ended approach is that applicants are successful providing they can meet a minimum requirement felt necessary to show that their Luncheon Club has good governance of luncheon club finance, safe activities, and service user involvement. Providing clubs maintain their governance structures, records of financial and activity, and accessibility they have increased confidence of satisfying the criteria in subsequent years.
- The consequence is that in some years applicants may receive a lower apportionment in years where there are substantial levels of applications submitted.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

- Maintaining the inclusive approach.
- Improving the information made available to potential applicants regarding local support organisations who may assist with their application and also advertise the support available through LCF who will take on management of the fund in 2016/17.
- LCF as a third sector fund holder will bring the advantage of being able to signpost groups more effectively to the support appropriate to their management and organisational requirements, as well as other complementary funding opportunities.
- Continuing with the engagement of Luncheon clubs in the reviews of the overall application process.
- Continue with the work to improve the understanding of the user and coordinator perspectives of luncheon clubs.
- Continue with a criteria led application process.

- Continue with the initiative to improve the grant process so as to develop its accessibility and monitoring to ensure that eligible individuals are not discriminated against when accessing the clubs.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:

Date to complete your impact assessment

Lead person for your impact assessment
(Include name and job title)

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Emma Carter	Commissioning Manager	07/01/16

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed

06 January 2016

Date sent to Equality Team

Date published

(To be completed by the Equality Team)