

# 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.

<b>Directorate:</b> <b>Public Health</b>	<b>Service area:</b> <b>Older People , Public Health</b>
<b>Lead person:</b> <b>Richard Porter</b>	<b>Contact number:</b> <b>0113 2478339</b>

## 1. Title:

To enter into a contract with Leeds Community Foundation to administer the Leeds Lunch Club Grant commencing 1<sup>st</sup> April 2018 for 12 months

Is this a:

**Strategy / Policy**

**Service / Function**

**Other**

**If other, please specify**

## 2. Please provide a brief description of what you are screening

The process through which a grant is distributed as a small annual grant to a number of community organisations which operate lunch clubs supporting older people within the city.

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### 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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>	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.

- Lunch clubs are frequently well placed to support their local or cultural communities. The grant scheme administered by a third sector organisation is specifically designed to be easily accessible to user led community and voluntary groups. Public Health and ASC officers were conscious 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. The grant is specifically targeted to benefit older people in Leeds with written guidance, telephone help line and guidance meetings available to applicants provided by a third sector organisation.
- 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 2014-15 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. This will be continued from a third sector organisation who would be awarded the management and administration of the luncheon club annual grant.
- 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. Comments received from applicants to the 2013-14 grant round have suggested a revisit to the ethnicity

monitoring for the clubs. This has contributed to the decision to revise the equality monitoring for all future grant rounds. The completion of an Equality and Inclusion Monitoring Sheet forms part of the grant application process and will be a continued requirement of the third sector organisation that manages and administrates the annual lunch club.

- The grant will continue to be advertised through the website of the third sector organisation who manages and administrates the lunch club grant with the addition, as well as in Voluntary Action Leeds E-newsletter and their Website. Additionally support will be provided to community groups who may need further guidance with their application.
  
- 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.
  
- There was a recognition by Public Health and ASC that their knowledge of lunch clubs focussed upon the financial, location and governance areas, whereas 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. In 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. The valuable role local elected members have played to encourage and support the local coordination role has also been recognised.
  
- ASC recognised that although these issues do not feature within the current evaluation of grant applications, there would be an advantage in understanding a number of broader issues. ASC and NHS Leeds (Public Health) therefore held a series of engagement meetings in 2011-12 to ask the views and opinions of lunch club coordinators and lunch club users to learn first hand from their experience. The discussions focussed on issues such as:
  - where clubs source volunteers and other help
  - why people volunteer or attend
  - the age and perceived health of people attending
  - what issues are of most concern to LC coordinators
  - the meeting frequency and duration of clubs
  - what people get out of attending or volunteering at a club

- distance and method people use to get to the clubs
- how important the provision of food is to attendance
- how clubs and individuals link into local community support networks
- barriers to participation, the motivation of volunteers and committee members

Through this, Officers managing the grant process gained a better understanding which is used to look at whether there are ways to improve the management of the luncheon club grant.

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 does not specifically set an age criteria, but does repeatedly use the phrase “older people”, however monitoring categories previously commenced at 60. For the 2014/15 grant process forms were updated to commence at 50 and under and has continued to do so.

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 continues to offer us information as to how many people fall within each age group and what level of change in process may be required.

- **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)

- Public Health and 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 Public Health and ASC has explored initiatives to increase the accessibility of the process through measures such as:
  - Completing an appraisal to transfer management and administration to community committees or a third sector organisation
  - Decision to award third sector organisation to manage and administer the 2016 -17 luncheon club grant
  - the retention of some application evidence to reduce the need for resubmission, the reduction of monitoring frequency from twice to once a year,
  - the third sector organisation using their existing knowledge to support

organisations within local communities to connect to neighbouring organisations.

- The evaluation panel have therefore recommended the approach to transfer management and administration to a third sector organisation 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.

It was considered appropriate to ensure that applications to the grant need to remain a community led need and therefore not excluding applications from disadvantaged clubs. Therefore the awarded third sector organisation who would administer the grant will take into consideration the information from community applicants on usage, frequency of provision and where appropriate priorities those who are supporting our most deprived and isolated older people.

- 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.
- The consequence is that in some years applicants may receive a lower apportionment in years where there are substantial levels of applications submitted. However, where appropriate, clubs who are supporting our most deprived and isolated older people will be sheltered from substantial levels of applications by the panel exercising agreed indicators.

After an exercise new indicators has been agreed which under substantial levels of applications submitted would allow the panel to target people living in poverty, BME communities, and those social isolated older people. Lunch club applicants will continue to receive grant towards meals, rent, volunteer expenses and supporting training, insurance etc.

- **Actions**

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

- Continue to transfer management and administration to a recognised independent third sector organisation who are experienced in small grant awards
- Maintaining the inclusive approach.
- Improving the accessibility and quality of lunch club information made available to potential applicants regarding local support organisations who may assist with their application.

- Continue to engage with the Voluntary Sector Infrastructure organisations to signpost groups to support appropriate to their management and organisational requirements.
- Continuing with the engagement of Lunch clubs in the reviews of the overall application process.
- Continuing with the engagement of Lunch clubs in the reviews of their individual application where appropriate.
- Continue with the work to improve the understanding of the user and coordinator perspectives of lunch clubs.
- Continue with a criteria led application process- the review of the criteria has led to a revised criteria to target people living in poverty, BME communities, and those social isolated older people.
- 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.
- Continue where appropriate to priorities organisations who work with older people within the most deprived and isolated wards upon times of substantial levels of application
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**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:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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### **6. Governance, ownership and approval**

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Richard Porter	Health Improvement Specialist	11-12-17

### **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

<b>Date screening completed</b>	11 December 2017
<b>Date sent to Equality Team</b>	
<b>Date published</b> (To be completed by the Equality Team)	