

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Adults and Health	Service area: Public Health Older People
Lead person: Hannah McGurk	Contact number: 0113 378 6055

1. Title: Annual Lunch Club Grant Administration – Contract Extension

Is this a:

- Strategy / Policy
 Service / Function
 Other

If other, please specify

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

The decision to extend the contract with Leeds Community Foundation (LCF) to administer the annual lunch club grants programme. LCF will provide third sector organisations the opportunity to apply for and receive a contribution towards their running costs of delivering a lunch club with the majority of clubs aiming to offer 20+ older people a hot and nutritious meal in a social environment for approximately 40 weeks of the year.

Grant values awarded are weighted depending on delivery areas (using the index of multiple deprivation), groups that support those from culturally diverse backgrounds and those living with social isolation.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or 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. Also, those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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).

- 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. Previously, Public Health and Adult Social Care 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 administrators have been able to support smaller groups and those with less confidence in applying by providing written guidance, telephone help, and support guidance meetings available upon request and by continuing to accept paper copy applications.
- Whilst the clubs are not bound by any age limit for the grant, the commonly accepted membership is older people. Some lunch 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 on this age group, this should not exclude younger people who are happy to participate in such activities. The guidance and application forms have previously been reviewed to ensure that all ages are welcome but maintain a focus on older members to ensure they can enjoy the support and social interaction that forms the foundation of the lunch club offer.
- 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 telephone support being made available. 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. These measures aim 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. Feedback from applicants in previous grant rounds suggested a review of the ethnicity monitoring for clubs, which resulted in a revision of the equality monitoring for all future grant rounds. The completion of an Equality and Inclusion Monitoring Sheet now 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 grants.

- The grant will continue to be advertised through the website of the third sector organisation who manages and administrates the lunch club grant with promotion through voluntary sector connections and social media. 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 frailer than the people they seek to support.

- **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 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 and extend for subsequent years
- 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.

LCF (being a third sector organisation themselves) administering the grants 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 several 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 making 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 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.

COVID and changing government advice and restrictions has seen some lunch clubs close and highlighted the need to be flexible in terms of delivery models used. Some clubs temporarily closed, some had to return unused funds, and some amended to deliver food to the houses of their members whilst providing a “check in” conversation where safe and legal. To ensure this work continues to meet the needs of older people, the contract and grant weighting process used to award grants will need to ensure flexibility in delivery requirements.

- **Actions**

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

Only the number of beneficiaries, number of weeks per year and those delivering in 10% most deprived areas were used to scale the amount of funding awarded during the pandemic. In previous years, other elements such as transport provided, rent costs, IMD quintiles and social isolation index scores were used to further scale grant amounts.

The last two years and moving forwards, we can expect to see ongoing complexity in terms of what may or may not be safe and deliverable by the time applications are assessed therefore this should remain with the acknowledgement this shall be flexible at the time applications are assessed. This shall be done to ensure the needs of those most isolated and at risk are supported with Lunch clubs being briefed and supported on other welfare, food access and training opportunities to reach their members through their existing trusted relationships and connections in the community.

Lunch Club outcomes will focus to improve the health of the poorest fastest by supporting vulnerable older people to live healthier lives and independent lives with a focus on addressing malnutrition and social inclusion. The activity will support the Public Health

Outcome Framework domains focusing on healthy ageing which are health improvement and addressing the wider determinants of ill health, and the Making Leeds the Best City to Grow old in.

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
Date screening completed		

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

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