

## **HDC Due Regard (Equality Analysis) Template**

Due Regard (Equality Analysis) is an on-going proactive process which requires us to consider the effect our decisions are likely to have on local communities, service users and employees, particularly those most vulnerable and at risk of disadvantage.

This template has been designed to assist in the collation of information and evidence required to support the 'Due Regard' process when introducing new policies/procedures/functions and services or reviewing existing ones.

For help with this template please view the guidance document, which contains advice to assist you when you are considering the impact (both positive and negative) of the proposed actions on each of the protected equality characteristics.

**Name of policy/procedure/function/service being analysed:** Voluntary & Community Sector Policy

**Department and section:** Community Partnerships

**Name of lead officer:** Tom Day, Community Partnerships Manager

**Other people involved (assisting or reviewing – including any service users or stakeholder groups etc.):**

**Date assessment completed:** August 2015

### **Step 1: Defining the policy/procedure/function/service**

Is this a new, amended or reviewed policy? What are the aims, objectives and purpose and how will they be achieved? What are the main activities and which communities are likely to be affected by these activities? What are the expected outcomes?

- The aim of this new policy is to guide and prioritise Council support to the voluntary and community sector from 2015 until 2020. The VCS is a key partner to the Council and plays a vital role in supporting and enriching local communities.
- The purpose is to ensure the council remains effective in enabling local voluntary and community organisations to thrive and also achieve value for money at a time of sustained funding pressure.
- This will be achieved through ensuring the financial and non-financial support provided by the council to the sector and individual organisations is clear, consistent and transparent and part of a joined up approach.
- Those most affected will be voluntary and community sector organisations that;
  - Apply for funding from the councils grants schemes
  - Receive core funding due to their strategic value
  - Lease or hire council premises
- The outcome is a strong voluntary and community sector that is enabled to support residents and communities.

**Step 2: Data collection & evidence**

What relevant evidence, research, data and other information do you have and is there any further research, data or evidence you need to fill any gaps in your understanding of the potential or known affects of the policy on different communities? Include quantitative data as well as qualitative intelligence such as community input and advice.

**Those applying for Community Grants will be impacted by these proposals: There were 19 successful projects in 2014/15**

- Increase community capacity, capability and communication, and improve sustainability – 8 projects
- Supporting the vulnerable in the communities where they live – 2 projects
- Encourage young persons to achieve and integrate with their community – 2 projects
- Improve community health and well being, through improved access to sport and recreation, and asset provision – 7 projects

**There are 5 organisations that receive core funding on an annual basis and will be impacted by these proposals**

<b>Organisation</b>	<b>Work area/ customers</b>
Leicestershire Citizens Advice Bureau	Free, independent and impartial advice and support for all residents, especially most vulnerable due to physical or mental health.
Voluntary Action Leicestershire (VAL)	To promote and increase volunteering, provide training and support to VCS groups and advocate the sector to public sector policy makers and commissioners.
Voluntary Action South Leicestershire (VASL)	Services for young people, and support and services for older people including befriending, carers support and community transport.
Lutterworth Volunteer Centre	To support community transport in the west region of the district particularly older people.
Lutterworth One Stop Shop	To support the organisation as the local voluntary sector hub in the west of the district. Services based at the One Stop Shop include the Lutterworth Volunteer Centre, Citizens Advice and free computer access including those seeking work.

**There are 20 organisations that lease/hire premises and may be affected depending on their rent/ lease arrangements. If they currently pay a reduced rent they will be impacted, if they already pay a market rent they will not.**

<b>Organisation</b>	<b>Work area/ Customers</b>	<b>Currently pay reduced amount?</b>	<b>Impacted by proposals?</b>
Citizens Advice	Free, independent and impartial advice and support for all residents, especially most vulnerable due to physical or mental health	Yes	Yes
Harborough CYP Charity	Services for young people	No	No
Swanswell	Support for substance misuse in adults	No	No
British Royal Legion	Advice and support for older people and families of servicemen	No	No
Voluntary Action South Leicestershire	Services for young people, and support and services for older people including befriending, carers support and community transport	Yes	Yes
Shop Mobility	Services for disabled and/or older people	Yes	Yes
Home Farm Trust	Services for adults with a learning disability	No	No
CUBE	Services for young people	Yes	Yes
Harborough in Bloom	Enhancing and maintaining the environment	Yes	Yes
Lutterworth Town Football Club	Sport and leisure activities for young people and adults	Yes	Yes
Great Bowden Parish Council	Parish Council	Yes	Yes
Symington Sports Association	Sport and leisure activities for young people and adults	Yes	Yes
Manor Field Association	Sport and leisure activities for young people and adults	Yes	Yes
Thurnby & Bushby Sports & Social Assoc.	Sport and leisure activities for young people and adults	Yes	Yes
Welland Park Bowling Club	Sport and leisure activities for young people and adults	Yes	Yes
Girl Guide Association	Sport and leisure activities for young people and adults	Yes	Yes
Air Training Corps	Sport and leisure activities for young people and adults	Yes	Yes
Northampton Road – Football club	Sport and leisure activities for young people and adults	Yes	Yes
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**Communities with available s106 funding for community infrastructure projects may be affected by these proposals. Below is an example of projects supported and enable through Council resources. Below is an example of projects funded in 2014/15.**

<b>Organisation</b>	<b>Project</b>	<b>Customers</b>
Fleckney Sports Centre	Provision of two multi sports pitches on newly acquired land	Sport and leisure activities for young people and adults
Swinford School	Outdoor Classroom and Play Equipment	Children and young people
Scraptoft Church	Provide Disabled Access	Residents with mobility problems
Thurnby Memorial Hall	The installation of a production/ commercial kitchen and refurbishment of the existing gallery kitchen	All local residents
RFM Studios	Construction of a purpose built rehearsal room and recording studio facility	Young people and adults
Broughton Astley Parish Council	Provision of a toilet block at the Parish Allotments	All local residents
Kibworth Joint Recreation Committee	To Purchase 11.6 acres of Recreational land from LCC	All local residents
Kibworth Village Hall	Restoration of village hall facilities	All local residents
Great Glen Parish Council	Provide play equipment	Children and families
Thurnby and Bushby Parish Council	Provide additional benches	All local residents

### **Step 3: Consultation and involvement**

Have you consulted and if so outline what you did and who you consulted with and why.

The Council undertook a six week consultation on proposed changes in the draft policy framework between 13 July and 24 August 2015.

- This was an online survey with paper copies available on request as this offered the best value for money.
- The consultation was publicised through local press and voluntary sector networks. For example, Voluntary Action Leicestershire have a weekly e-newsletter which is emailed to 500 local organisations.
- Organisations leasing/ renting council premises were contacted individually and offered 1-1 meetings. 3 organisations took up this offer and their comments fed into the consultation results.

**Step 4: Potential impact**

Considering the evidence from the data collection and feedback from consultation, which communities will be affected and what barriers may these individuals or groups face in relation to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities and also the potential impact on Community Cohesion. Remember people have multiple characteristics so the impact of a policy on a particular community may impact people within the community differently. Where possible include numbers likely to be affected.

The communities likely to be most affected by policy changes are those that are customers of the voluntary organisations set out in this assessment. These include;

- Older people at risk of social and rural isolation who receive carers support, befriending services and/or community transport (Voluntary Action South Leicestershire, Lutterworth Volunteer Centre).
- Older people in need of free, impartial and confidential support (Citizens Advice helped 561 older people in 2014/15).
- Adults with a physical disability or frail elderly who need support to visit/ shop in Market Harborough Town Centre (Shop Mobility).
- Adults in a vulnerable position seeking free, impartial and confidential support (Citizens Advice).
- In 2014/15 Disability – Lutterworth Volunteer Centre receive a core grant to provide Community Transport to residents at risk of rural isolation.

**Step 5: Mitigating and assessing the impact**

If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. Consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs have identified can be addressed.

It is a statutory duty that the Council safeguards protected groups from discrimination. This includes situations where the Council procures services – by awarding a grant, agreeing a lease or hire agreement or provides core funding. For a third party including the voluntary and community sector to receive financial or non financial support there must be a valid agreement in place which requires evidence that the third party has considered equality and diversity.

A community may be adversely impacted through changes in funding or support to organisations as a result of this policy. In this instance the Council has built in mechanisms to ensure these issues can be considered on a case by case basis. For example it is proposed that voluntary sector groups pay a market rent for council premises. If the group can demonstrate that they cannot afford this then discussions will take place on a case by case basis.

**Step 6: Making a decision**

Summarise your findings and give an overview of whether the policy will meet Harborough District Council's responsibilities in relation to equality, diversity and human rights. Does it contribute to the achievement of the three aims of the Public Sector Equality Duty – eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations?

In summary this new policy will meet Harborough District Council's responsibilities in relation to equality, diversity and human rights in awarding funding and support to the voluntary and community sector.

**Step 7: Monitoring, evaluation & review of your policy/procedure/service change**

What monitoring systems will you put in place to promote equality of opportunity, monitor impact and effectiveness and make positive improvements? How frequently will monitoring take place and who will be responsible?

Officers will carry out review within two years of adoption of this policy to ensure compliance with Equality and Diversity requirements.

**Equality Improvement Plan****Equality Objective :**

**Action:** To review policy and implementation to ensure compliance. **Officer Responsible: Community Partnerships Manager**

**By when: October 2017**

**Signed off by: Community Partnerships Manager**

**Date: 01 October 2015**

Once signed off, please forward a copy for publication to Julie Clarke, Equality and Diversity Officer  
e-mail: [j.clarke@harborough.gov.uk](mailto:j.clarke@harborough.gov.uk) , telephone: 01858 821070.