



Equality Screening Template

Centralisation of Relevant Grants in Belfast City Council

Belfast City Council -Equality Screening Template

The Council has a statutory duty to screen all policies. Please note a policy can be written or unwritten, formal or informal. This includes our strategies, plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. Please note a policy can be written or unwritten, formal or informal.

This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors. Before carrying out an equality screening exercise it is important that you have received the necessary training. To find out about the training contact – gilmartins@belfastcity.gov.uk or dennisl@belfastcity.gov.uk

The accompanying [Screening Guidance](#) note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties¹ and what they mean in practice is available on the Equality Commission's website.

The screening template has 4 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

¹ ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. www.equalityni.org

Section A

Details about the policy / decision to be screened

Title of policy / decision to be screened:-

Centralisation of relevant grants in Belfast City Council

Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

In December 2008, an independent review of grants within the Development Department highlighted a number of issues with the current grant process and its management:

- Poor customer service
- Inefficiency and risks to Council through lack of sharing of information
- Inefficiency of human resources
- Lack of robust monitoring and accountability

To address these issues the establishment of a Central Grants Unit (CGU) was identified which would aim to:

- Improve governance and accountability
- Provide greater consistency in systems, processes and decision making
- Ensure separation between application, assessment and award, and monitoring and evaluation
- Enhance co-ordination, management and ongoing review of the grant making process to in turn minimise grants processing timescales and make the process more customer focused

As an initial pilot, the CGU currently administrates five grants across two departments, the Development Department and Health & Environmental Services. Following a successful pilot for 2013/14, both Good Relations (within the Chief Executives department) and the Parks & Leisure department decided to include their small grants under the administration of the CGU.

The amount of grant aid available remains the same as previously available.

Aims and objectives of the policy / decision to be screened:-

(What is the policy trying to achieve?)

The CGU currently administrates the following grants:

Grant Name	Unit	Department	Large or Small grant
Core Multi-annual Funding	Tourism Culture & Arts	Development	Large
Creative & Cultural Belfast Fund	Tourism Culture & Arts	Development	Large
Arts & Heritage Project Grant	Tourism Culture & Arts	Development	Small
Community Festivals Fund	Tourism Culture & Arts	Development	Small
Policing & Community Safety	Community Safety	Health & Environmental Services	Small

In addition to these the following grants will also be administrated by the CGU:

Good Relations Grant	Good Relations	Chief Executives	Small
Summer Intervention Grant	Good Relations	Chief Executives	Small
St Patrick's Day Celebration Grant	Good Relations	Chief Executives	Small
Parks Events Grant	Open Spaces and Active Living	Parks & Leisure	Small
S4S: Large Development Grant	Leisure Development	Parks & Leisure	Small
S4S: Small Development Grant	Leisure Development	Parks & Leisure	Small
S4S: Elite Individuals	Leisure Development	Parks & Leisure	Small
S4S: Hospitality	Leisure Development	Parks & Leisure	Small
S4S: Events	City Events	Development	Small

Zero Waste Community Grant	Waste Management	Health & Environmental Services	Small
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*Small grants are up to a maximum £10k award and awarded twice a year

The transfer of administration will include:

- promotion & advertising of grants
- distribution & receipt of application forms & guidance notes
- eligibility checks and preparation of applications for scoring
- preparation of applications for assessment & facilitation of assessment panels
- distribution of Letters of Offer & Funding agreements
- grant payments
- project monitoring & evaluation
- maintenance of centralised electronic grant management system

The Central Grants Unit will bring together all of the small grants into two calls a year. This will result in more coherent and efficiency rather than current processes i.e. released as multiple 'stand alone' grants at numerous varying times a year. It will also support the 'One Council' approach to grants and support organisations to achieve better forward planning and consider the sustainability of activities by ensuring that all of the grants are opened, promoted and consistently processed together. Currently, unless an organisation is in regular contact with the individual grant awarding BCC Units (some calls are only circulated to contact lists) they would not be aware of the range of grants that BCC offers and apply multiple times throughout the year employing a varying range of applications and grant processes.

The transfer of these activities to the Central Grants Unit will also allow project officers to spend more of their time working with the projects that the Council is supporting rather than on the administration of the grants, which currently takes up a such a considerable amount of officers time that officers are only able to maintain minimum contact with groups.

This will result in better relations with funded organisations, allow officers to support the groups in other ways i.e. advice, signposting, identifying needs and supports the role of the CGU with informal monitoring of the group through more regular contact.

In bringing the applications together into one form we are also connecting the application forms and questions to be more clearly linked to the grant criteria and scoring processes as well as providing clear and consistent guidance notes for each part of the application.

The matrix below summarises each grant along with its aims and target applicant groups. The purpose of this particular screening is for the centralisation of the administration and management of the grants and not the aims or target groups of each grant. It is also worth noting that this new approach and centralisation of the named grants is not the only mechanism for Belfast City Council grants as other grants are currently available from other sections such as Community Services, Peace and Reconciliation, and so on.

Aims and objectives of the policy / decision to be screened (contd):-

Grant name	Funding Source	Aims of Grant	Target Applicant Group/s	How Grant is normally advertised	Usual amount of grant calls a year	CGU amount of grant calls a year
Core Multi-annual Funding	Belfast City Council	To provide arts and heritage organisations with longer-term funding to support their core programme of activities	Not for profit Arts & Heritage organisations who have a year round programme of activities	Citywide papers	Every three years	Every three years
Creative & Cultural Belfast Fund	Belfast City Council & Arts Council NI	To challenge social exclusion by providing everyone in Belfast with the opportunity to experience high-quality culture, arts and heritage	Not for profit Arts & Heritage organisations and constituted community groups	n/a	None	2 tranches over 3 years
Arts & Heritage Project Grant	Belfast City Council	To support one-off arts and heritage projects that are innovative (new or unique to Belfast) or support organisational development (or both). Projects	Not for profit Arts & Heritage organisations and constituted community groups	n/a	None	2

		must support the Cultural Framework for Belfast's 'Distinctly Belfast' theme and one other theme (Inspiring communities; Attracting audiences; or Strengthening the sector).	delivering heritage projects			
Community Festivals Fund	Belfast City Council & Dept of Culture, Arts & Leisure	<p>1. To deliver community festivals that focus on:</p> <ul style="list-style-type: none"> • arts and heritage activities; and • other cultural events that contribute to the cultural identity of an area or group and celebrate the uniqueness of that area or group. <p>2. To improve the capacity of the community festival.</p>	Not for profit organisations and constituted community groups		2	2
Policing & Community Safety	Policing & Community Safety Partnerships through the Joint	To prevent reduce or address anti-social behaviour and crime, and to help people feel safer	Not for profit organisations and constituted community groups experiencing poor		2	2

	Committee (Dept of Justice & Policing Board)		levels of community safety			
Good Relations Fund	Belfast City Council & OFMDFM	To tackle sectarianism and racism and promote cultural diversity	Not for profit organisations and constituted community groups		3	2
Summer Intervention Grant	OFMDFM	To support intervention and diversionary activities for young people at risk of becoming involved in interface trouble during times of heightened tension	Not for profit organisations and constituted community groups working at interface areas		1	1
St Patrick's Day Celebration Grant	Belfast City Council & OFMDFM	To support local community groups in the delivery of events to mark St. Patrick's Day	Not for profit organisations and constituted community groups		1	1
Parks Events Grants	Belfast City Council	Encouraging more people to get involved in parks throughout Belfast, to help create a sense of ownership and improve the				

		quality of life for people living in the city.				
S4S: Large Development Grant	Belfast City Council	To support Belfast based sports clubs who wish to develop by undertaking new initiatives	Belfast based sports clubs		1	1
S4S: Small Development Grant	Belfast City Council	To support Belfast based sports clubs and community organisations in a range of activities including club development, training, equipment and small events	Belfast based sports clubs and constituted community groups that participate in sport and physical activity		Open all year	2
S4S: Elite Individuals	Belfast City Council	To financially assist talented athletes striving for success on the international stage	Belfast based sports clubs and constituted community groups that participate in sport and physical activity		1	1
S4S: Hospitality	Belfast City Council	To provide hospitality for events hosted in Belfast that will bring visitors to the city	Belfast based sports clubs and constituted community groups that participate in		???	2

			sport and physical activity			
S4S: Events	Belfast City Council	To attract major sporting events to Belfast and assist organisations in the delivery of these events	Belfast based sports clubs or an organisation affiliated to a governing body		1	2
Zero Waste Community Grant	Belfast City Council	To highlight the importance of waste management at a local level, encourage behavioural change and increase our local recycling targets	Not for profit organisations and constituted community groups		None	2

On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential)

- Staff - allow officers to spend more time work in their developmental roles working with groups and providing better support i.e. advice, signposting, identifying needs and supports the role of the CGU with informal monitoring of the group through more regular contact.
- Service users – a more coherent, efficient and transparent application process which will also allow organisations to apply for a range of grants through one application
- Other public sector organisations – a more coherent and robust application process that will allow greater transparency of awarded funding
- Voluntary / community groups / trade unions - a more coherent, efficient and transparent application process which will also allow organisations to apply for a range of grants through one application
- Others, please specify: Funders – greater audit compliance, prevent and discourage irregularities and other related issues

Are there linkages to other Agencies/ Departments?

Yes.

The grants that will be administrated by the Central Grants Unit come from the following

Council Departments:

- Development
- Health & Environmental
- Chief Executives
- Parks and Leisure

We have already been in consultation with each of the relevant Units and Officers on the practicalities of the transfer of functions to the CGU.

Other linkages include:

- Policing and Community Safety Partnerships and Joint Committee (Policing Boards and Departments of Justice) - as funders of the Policing and Community Safety Small Grant
- Office of the First Minister and Deputy First Minister (OFMDFM) and Good Relations Partnerships – as funders of the Good Relations Grants, Summer Intervention Grant and St Patrick’s Day Celebration Grant
- Department of Culture Arts and Leisure – as match funders of the Community Festivals Fund
- Arts Council of NI – as match funders of the Creative and Cultural Belfast Fund

We also already been in contact with the Policing and Community Safety Partnership’s as we have administrated the Policing and Community Safety Small Grant during 2013/14.

As a joint funder of the Creative and Cultural Belfast Fund we have been consulting with the Arts Council for NI and currently drafting a joint protocol on the administration and practicalities of the processes.

Section B

1. Outline consultation process achieved or planned

To date an extensive amount of time and research including but not limited to, the following have informed and have help shape the grant processes and documentation in order to bring together the administration and management of the 14 grants:

- Audit Reports
- Consultation with grant awarding units across council
- Feedback from current grant recipient and potential applicant organisations
- External Grant Consultants
- European and other funders practice
- Research with groups who applied during 2013/14
- Current best practice
- Current internal processes
- Desk research on systems and processes
- Plain English Campaign
- Presentation at the BCC 'Policies for Consultative Forum'

2. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment. Please note: It is important to record information gathered from a variety of sources such as:

- *Monitoring information*
- *Complaints*
- *Research /surveys*
- *Consultation exercise and other public authorities*

- Lack of clarity both internally and externally of existing processes across multiple grants including:
 - varying for opening/closing calls
 - inconsistency in processes and levels of paperwork/information required, eligibility of spend and processes used

- project officers role in supporting organisations and sectors as a whole, including officers capacity to give support
- The need for robust, consistent approach and one main contact point for all organisations, including clear, relevant applications and supporting guidance
- Clear recording and analysis of the grants including the recording of standardised data across the grant streams to allow BCC as an organisation to identify the outputs and outcomes achieved through grants as well as recording equality information to ensure that applications are available for all organisations across the district who wish to apply.

Section 75 category	Details of evidence / information and engagement
Religious belief	n/a – specific outputs of each individual grant stream remains as a departmental responsibility
Political opinion	n/a
Racial group	In line with the Council equality scheme, all documentation will be made available in all formats, including minority languages, upon request, where practicable
Age	In line with the Council equality scheme, all documentation will be made available in all formats, including minority languages, upon request, where practicable
Marital status	n/a
Sexual orientation	n/a
Men & women	n/a

generally	
Disability	In line with the Council equality scheme, all documentation will be made available in all formats, including minority languages, upon request, where practicable
Dependants	n/a

3. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

The purpose of this screening is not on individual grant aims, including targeted groups however, through the new centralized approach we will collect completely anonymous statistical monitoring information at application and project reporting stages for statistical analysis.

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief		None
Political opinion		None
Racial group	The likely impact currently, may be that groups are not aware of the available of the grants and not understand the information	
Age	The likely impact currently, may be that groups are not aware of the available of the grants and not understand the information	
Marital status	none	

Sexual orientation	none	
Men and women generally	none	
Disability	The likely impact currently, may be that groups are not aware of the available of the grants and not understand the information	
Dependants	none	

4. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	n/a	
Political opinion	n/a	
Racial group	<p>The new approach will provide more opportunities to receive information on the grants available including:</p> <ul style="list-style-type: none"> - wider promotion, both on the Council website and citywide roadshows - 1-2-1 meetings with officers to discuss project ideas - Clearer, standardised guidance and other documentation available in all formats, including minority languages, upon request, where practicable 	

Age	<p>The new approach will provide more opportunities to receive information on the grants available including:</p> <ul style="list-style-type: none"> - wider promotion, both on the Council website and citywide roadshows - 1-2-1 meetings with officers to discuss project ideas - Clearer, standardised guidance and other documentation available in all formats, including minority languages, upon request, where practicable 	
Marital status	n/a	
Sexual orientation	n/a	
Men and women generally	n/a	
Disability	<p>The new approach will provide more opportunities to receive information on the grants available including:</p> <ul style="list-style-type: none"> - wider promotion, both on the Council website and citywide roadshows - 1-2-1 meetings with officers to discuss project ideas - Clearer, standardised guidance and other documentation available in all formats, including minority languages, upon request, where practicable 	
Dependants	n/a	

5. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	n/a	
Political opinion	n/a	
Racial group	n/a	

6. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	n/a	
Political opinion	n/a	
Racial group	n/a	

7. Multiple Identities

Provide details of data on the impact of the policy on people with multiple identities.

Specify relevant Section 75 categories concerned.

N/a

Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

Consideration of Disability Duties

8. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?

Explain your assessment in full

N/a

9. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

Explain your assessment in full

The new approach will provide more opportunities to receive information on the grants available including:

- wider promotion, both on the Council website and citywide roadshows
- 1-2-1 meetings with officers to discuss project ideas
- Clearer, standardised guidance and other documentation available in all formats, including minority languages, upon request, where practicable

Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
Number of groups applying – to ensure the uptake of grant applications remains	Number of complaints	Number of complaints
Areas of Belfast groups are applying from		
Attendance at roadshows		
Telephone surveys		

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Centralisation of relevant grants in Belfast City Council

I can confirm that the proposed policy / decision has been screened for –

<input checked="" type="checkbox"/>	equality of opportunity and good relations
<input checked="" type="checkbox"/>	disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is –

****place an X in the appropriate box below***

<input type="checkbox"/>	*Screened In – Necessary to conduct a full EQIA
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<input checked="" type="checkbox"/>	*Screened Out – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached: Specific outputs of each individual grant stream remains as a departmental responsibility. In line with the Council equality scheme, all documentation will be made available in all formats, including minority languages, upon request, where practicable.
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<input type="checkbox"/>	* Screened Out - Mitigating Actions (minor impacts) <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached:• Explain what mitigating actions and / or policy changes will now be introduced:
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Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: Jacqui White

Date: 8/5/14

Department: Development

Signature: please insert a scanned image of your signature below

Screening decision approved by -

Name: John McGrillen

Date: 8.5.14

Department / Job Title Director, Development Department

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – gilmartins@belfastcity.gov.uk / dennisl@belfastcity.gov.uk . The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact:

Stella Gilmartin / Lorraine Dennis

Equality & Diversity Officer (*job-share*)

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