

Colchester Borough Council

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: Initial Equality Impact Assessment

Name of policy to be assessed:

- Enterprise Skills and Employment Grant Process

1. What is the main purpose of the policy?

- To allocate funding via the Enterprise Skills and Employment Grant to help Colchester Borough Council to achieve its strategic objectives relating to job creation, business growth and increase of skills.
- To allocate funding to 'not for profit' organisations that assist with meeting objectives relating to skills, training and job creation as set out in the Economic Development Strategy 2010-2015. (A new Economic Development Strategy will apply from July 2015-2021.)

2. What main areas or activities does it cover?

The allocation of the Enterprise Skills and Employment Grant is carried out subject to the procedure as outlined in the Enterprise Procedure Manual which is updated on an annual basis. This involves:

- annually amending the grant criteria if appropriate, before the opening of the application period
- issuing a press release to go to the local press and also to go on the CBC website to advertise the opening of the application period
- After application period closes, Funding Panel meet to decide on allocation of the grant.

- Portfolio holder reports written and approved
- Grant Agreements written and agreed with successful applicants
- Initial funding paid
- Six month and end of year visits carried out and any targets achieved are evidenced and paid out where achieved

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

- The grant is to be combined with another income stream in 2015, so it will be a greater amount available than previous years.

4. Who are the main audience, users or customers who will be affected by the policy?

- Not for profit organisations that assist the local community/business community in meeting the strategic objectives as laid out in the Colchester Borough Council Strategic Plan 2015-2018 www.colchester.gov.uk/strategicplan in particular in relation to supporting people to develop skills for better employment opportunities under the strand of 'Prosperous' and encouraging business start-ups under 'Welcoming'
- Not for profit organisations that assist with meeting the objectives of the Economic Development Strategy 2010-15 www.colchester.gov.uk/article/11571/Colchester-Economic-Development-Strategy-2010---2015 relating to job creation and the improvement of skills and increasing business start ups

5. What outcomes do you want to achieve from the policy?

- The organisations that are funded from the Enterprise, Skills and Employment Grant assist the Council in meeting its strategic aims and help local people and businesses within the Colchester Borough to access training, advice and opportunities.

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- Delivery of the Enterprise Grant is carried out by the organisations that receive the grant funding and as part of the application process they have to submit an Equal Opportunities Policy or Statement to evidence that they are committed to promoting equal opportunities and equal access to all via the services that they offer.

7. Are you aware of any relevant information, data, surveys or consultations¹ which help us to assess the likely or actual impact of the policy upon customers or staff?

The Enterprise Team makes appropriate use of the Council's webpages at <http://www.colchester.gov.uk/insight>. It also uses the Council's [Quarterly Economic report](#) and [Nomis](#) – for labour market data

8. The 'general duty' states that we must have "due regard" to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation
- (b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not³
- (c) foster good relations between people who share a protected characteristic and those who do not⁴

Not all policies help us to meet the 'general duty', but most do.

Where applicable, explain how this policy helps us to meet the 'general duty':

¹Click on [surveys or consultations](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is. Local Data on the Protected Characteristics is available [on this page](#) of the Hub.

² The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

³ This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

⁴ This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

The policy helps us to eliminate 'unlawful discrimination, harassment and victimisation' in the following way(s):

- All applicants are required to submit a policy or statement to evidence that within their organisation they do not discriminate in any way

The policy helps us to 'advance equality of opportunity' in the following way(s):

- None specifically identified

The policy helps us to 'foster good relations' in the following way(s):

- None specifically identified

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the 'protected characteristics'.

Remember to include reference to any relevant consultation, data or information.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)	Yes	<p>The Council welcomes applications from organisations supporting the protected characteristics where they can fulfil the grant criteria. A local press release is issued about the grant, which also goes on the Council website, in order to advertise the opening of the application period in order to reach as many organisations as possible.</p> <p>The application process is accessible, fair and open to any 'not for profit' organisations to apply. The grant criteria by which awards are made is provided with the application form and the services that applicants deliver have to achieve targets within the Economic Development Strategy as previously listed.</p> <p>Organisations have to submit their Equal Opportunities Policy as part of the application process. This helps to eliminate unlawful discrimination.</p>		None identified
	Younger people (17-25) and children (0-16)	Yes	As above		None identified

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Disability	Physical	Yes	The Council welcomes applications from organisations supporting the protected characteristics where they can fulfil the grant criteria		None identified
	Sensory	Yes	As above		None identified
	Learning	Yes	As above		None identified
	Mental health issues	Yes	As above		None identified
	Other – <i>specify</i>				
Ethnicity ⁵	White	Yes	The Council welcomes applications from organisations supporting the protected characteristics where they can fulfil the grant criteria		None identified
	Black	Yes	As above		None identified
	Chinese	Yes	As above		None identified
	Mixed Ethnic Origin	Yes	As above		None identified
	Gypsies/ Travellers	Yes	As above		None identified
	Other – <i>please state</i>				
Language	English not first language	Yes	The Council welcomes applications from organisations supporting the protected characteristics where they can fulfil the grant criteria		None identified
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	Yes	As above		None identified
Religion or Belief	People with a religious belief (or none)	Yes	As above		None identified
Sex	Men	Yes	As above		None identified
	Women	Yes	As above		None identified

⁵ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Gender Reassignment ⁶	Transgender/ Transsexual	Yes	As above		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	Yes	As above		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership	Yes	As above		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

- Not Applicable

11. Could the policy discriminate⁷ against any 'protected characteristic', either directly or indirectly⁸?

- No

⁶ The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to. NB: It is generally held that transgender people disguise their features or clothing to resemble their preferred sex, whereas transsexual people wish to change their body to completely resemble their preferred sex.

⁷ The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

⁸ If you answer 'yes' to question 11 (above) you will need to complete this section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.

Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No negative impacts have been identified X	Sign off screening and finish.
Negative impacts have been identified but have been minimised or removed <input type="checkbox"/>	Sign off screening and finish.
Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form:

- Jan Warren

14. Date of completion:

- April 2015

15. Date for update or review of this screening:

- April 2018