



SHEFFIELD CITY COUNCIL Cabinet Report

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Report of: Deputy Chief Executive

Date: 28th September 2011

Subject: Revenue Grant funding for the Voluntary and Community Sector
2012 onwards

Author of Report: James Henderson

Summary:

This report sets out proposals for the introduction of a new Council Grant Aid Fund that will provide funding opportunities for local voluntary and community sector (VCS) organisations delivering activities and services for local people in line with Council priorities. This Fund will replace the existing Revenue Grants Fund.

Reasons for Recommendations:

The reasons for recommending the setting up of a new Council grant aid fund are

- to ensure that grant funding is available to support services and activities provided by the local voluntary sector.
- to deal with criticism of the current arrangements and to ensure that the opportunity to apply for grant funding is open to any local VCS organisations that meet the standard criteria.

Recommendations:

Cabinet is recommended:-

to confirm its view that the implementation of the proposals in this report is likely to promote variously the social, environmental and /or economic well-being of Sheffield and Sheffielders and therefore to agree generally the proposals set out above in this report;

in particular to agree the proposals at paragraph 5 to establish and manage a new Sheffield Voluntary Sector Grants Fund;

Cabinet is also recommended to agree the following delegations to the Director of Policy, Partnership and Research in consultation with the Cabinet member for Communities:-

to evaluate the outcome of consultation on the process of the new Fund and the assessment tool and to make such amendments to either as the Director may consider appropriate in the light of the consultation responses;

to agree specific priorities for the new Fund prior to its being advertised and thereafter to review and revise these priorities on an annual basis or whenever a new bidding round is launched;

to allocate an indicative amount to each Funding Theme to reflect the relative investment the Council wishes to make in this area of activity and in view of the capacity of the budget and to direct the movement of amounts between these themes as deemed appropriate; and

to determine the membership of the Awards Recommendation Panel and its terms of reference.

To authorise the Director of Policy, Partnership and Research to agree, in consultation with Legal Services and Internal Audit, standard eligibility criteria requirements for applications to the new Fund;

To authorise the Director of Policy, Partnership and Research to agree, in consultation with Legal Services, the terms of any funding agreements or other agreements entered into by the Council in relation to awards from the new Fund;

To authorise the Director of Policy, Partnership and Research generally to take such further steps, including authorising the making of such arrangements or agreements and on such terms as he may consider appropriate to give effect to the proposals in this report.

Background Papers: See attached report.

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES/NO Cleared by: Paul Schofield
Legal Implications
YES/NO Cleared by: Andrew Bullock
Equality of Opportunity Implications
YES/NO Cleared by: Adele Robinson
Tackling Health Inequalities Implications
YES/NO
Human rights Implications
YES/NO:
Environmental and Sustainability implications
YES/NO
Economic impact
YES/NO
Community safety implications
YES/NO
Human resources implications
YES/NO
Property implications
YES/NO
Area(s) affected
Citywide
Relevant Cabinet Portfolio Leader
Cllr. Mick Rooney
Relevant Scrutiny Committee if decision called in
Strong, Safer Communities
Is the item a matter which is reserved for approval by the City Council?
YES/NO
Press release
YES/NO

Revenue Grant funding for the Voluntary and Community Sector 2012 onwards

1 Summary

- 1.1 This report sets out proposals for the introduction of a new Council Grant Aid Fund that will provide funding opportunities for local voluntary and community sector (VCS) organisations delivering activities and services for local people in line with Council priorities. This Fund will replace the existing Revenue Grants Fund.

2 Introduction

- 2.1 It is widely recognised by both local and central government that a thriving voluntary sector is an important component of a healthy civil society. The Council has been making grant funding available to the local VCS from its core budget since the 1980s. There is a central grant aid budget, which is £2.69m in 2011-12, although this does not account for all grant spend in the authority.
- 2.2 In Sheffield a diverse and vibrant local voluntary sector has developed over the last thirty years, which ranges in scope from small self-help/ mutual interest or activity groups to large organisations delivering important services for local people in need. Local people benefit from the range and choice of opportunities offered by local voluntary sector activity. High performing voluntary sector organisations can offer excellent outcomes for local people and value for money for local taxpayers. They are able to lever in additional funding as well as delivering significant added value for the city as a whole, by providing a high social return on investment through activities such as volunteering and training.
- 2.3 In 2001 the Council signed a Compact agreement (revised 2009) with the local VCS that includes reference to the guiding principles that should govern our management of funding to the sector. A new Compact bringing together the previously separate versions for the Council and the NHS in Sheffield is currently out for consultation. All versions of the Compact recognise that the Council is a significant funder of the local voluntary sector and identify the importance of grant funding in supporting the local sector as well as the need to ensure that local voluntary sector organisations are able to participate in competitive tendering arrangements for contracts as appropriate.
- 2.4 Grant aid is an important and responsive way of providing support to local voluntary and community sector organisations and is an essential part of the local funding mix. Grants can be used to provide core funding to enable organisations to be sustainable where alternative arrangements are not feasible or to fund specific projects with identified outcomes. They play a role alongside contracts and other forms of social enterprise in supporting local voluntary sector activity.

- 2.5 In 2003 Cabinet agreed a process for the management of its corporate grant aid budget including a Revenue Grants Fund, the future of which is the subject of this report. This Fund operated on a year by year rolling programme, which provided much needed stability for the organisations funded, insofar as their Council grant was largely guaranteed and for a number of years grants were inflated in line with the general inflation uplift across the Council. However, with a finite budget, the fairness of the system diminished over time and it became almost impossible for new groups to access this kind of Council funding. It was also difficult for existing awards to be altered to take account of poor performance or the availability or otherwise of other funding streams and of changing Council priorities.
- 2.6 The proposals for the new Fund included in this report will address the issue of fairness by creating an application process that is open to any organisation that meets the standard criteria. The award of fixed term grants will provide a funding break point that is known to organisations in advance. This will allow organisations to plan for change. It will also enable the Council, as funder, to move money between priorities and to alter priorities to reflect changing needs over time, taking account of all circumstances including the availability or otherwise of other funding sources. The proposed arrangements will continue to provide some continuity of funding for organisations because those that continue to meet the eligibility criteria and deliver against the funding priorities will be able to reapply to the Fund when an existing grant expires.

3 What does this mean for Sheffield people?

- 3.1 Local people will benefit from the activities and services provided by organisations awarded a grant from the new Fund. Evidence collected from organisations that receive funding under the current Revenue Grants Fund arrangements shows that in 2010-11 local people benefited in the following ways:
- A total of 84,469 individuals and 3,180 groups benefited from the services provided by the organisations funded.
 - 573 full and part time jobs were provided by the organisations funded.
 - 1,764 people volunteered a total of 4,768 hours a week.
 - Volunteers accessed a total of 1,452 training sessions.
 - Over £11 million was levered in from other funders, meaning that for every £1 invested by the Council's Revenue Grants Fund just under £4 was levered in from other funders.
- 3.2 Local voluntary sector organisations provide jobs for local people. They offer important opportunities to volunteer, to gain experience, to access training and to develop skills. They enable local people to make a contribution to the wellbeing of the city and their local community.

4 Outcome and sustainability

- 4.1 It is proposed that access to the new Fund is ringfenced to local voluntary sector organisations and that the Fund will support current Council priorities,

in particular 'protecting and supporting our communities' and 'standing up for Sheffield'. It is envisaged that the majority of grants awarded will deliver one or more of the following:

- mobilise volunteering and promote active citizenship,
- provide experience and training opportunities and create jobs
- provide services and innovative responses to emerging social needs,
- reduce social exclusion and promote community well-being,

4.2 To be successful local organisations need to be able to access core funding to enable them to be sustainable. It is envisaged that awards from the new Fund will be able to cover costs such as salaries, rent and running costs. The grants awarded will enable organisations to draw in external funding and boost the local economy. Grants are a tax efficient way of delivering funding to the VCS as they are VAT exempt. It is intended that in some cases funding will be offered for more than one year (subject to a funding agreement) which will allow organisations to plan over a longer period and make them more attractive to investment from external funders.

4.4 The organisations funded by the Revenue Grants Fund provided a range of important services and activities for local people such as advice and representation, help for vulnerable people including street drinkers, people experiencing domestic or sexual abuse, homeless people being re-housed, etc. It is anticipated that a number of these successful and important organisations will continue to access funding from the new grant aid fund, while the new Fund will also open up the possibility of successful application to a wider range of organisations that will help to deliver the Council's priorities and outcomes for local people. To be successful organisations will need to demonstrate key outcomes that will be delivered.

5 Voluntary Sector Grants Fund

5.1 It is proposed that the new Fund will be called the Voluntary Sector Grants Fund. The operation of the Fund will be guided by the following basic principles – the need to:

- contribute towards the achievement of current Council outcomes and priorities,
- contribute towards the fulfilment by the Council of the public sector equality duty (see paragraphs 8.1 to 8.3 below),
- ensure best value for money,
- ensure a fair and transparent approach to decision making.

5.2 It is proposed that the Voluntary Sector Grants Fund will replace the former Revenue Grants Fund from 1st July 2012 in line with the following timetable. This is to ensure that there is adequate time for the Fund to be advertised and for organisations to make applications as well as time for officers to conduct full assessments.

September	Cabinet considers the proposal for a new Grant Fund. All current grant recipients are issued with reminder notice of
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	end of award with timescale and details of the proposed new Fund.
October	Consultation is carried out with the local voluntary sector about the new Fund and assessment tool following which final details are agreed. New fund is advertised. Applications packs are distributed on demand. Electronic applications will be encouraged.
2nd December	Closing date for applications.
December to February	Applications are shortlisted. Ineligible applicants are notified at this stage. Applications are assessed against the benchmark. Applications that do not reach the benchmark are notified at this stage. Applications that achieve the benchmark are prepared for presentation to the Awards Recommendation Panel. This includes an evaluation of value for money. The assessments will be moderated.
March	The Awards Recommendation Panel meets to review the applications and assessments and formulate recommendations including the purpose, length and amount of award and specific grant conditions. This may require a series of meetings if there are a large number of applications. Applicants not recommended for funding are informed immediately. Applicants recommended for funding are informed of the proposed recommendation including purpose, amount and length of award.
April	Cabinet report containing recommendations is prepared and goes through internal process.
May	Cabinet considers the recommendations and decides which applicants will receive funding. Organisations receive formal notification of Cabinet's decisions and other paperwork for successful applicants is completed.
June	Award is paid quarterly in advance subject to satisfactory quarterly monitoring.

5.3 It is recognised that the need to act swiftly to ensure a new Fund is in place to deliver from 1st July 2012 means that it is not feasible to conclude the desired consultation identified in the above table before this report is presented to Cabinet in September 2011. It is therefore proposed that responsibility is delegated to the Director of Policy, Partnership and Research in consultation with the Cabinet member for Communities to evaluate the outcome of the

consultation and to make such amendments to the process or the assessment tool as the Director may consider appropriate in the light of the consultation responses.

5.4 Organisations currently in receipt of a Revenue Grant were given 6 months notice of the end of the Revenue Grants Fund at the beginning of April 2011. Following the change of administration in May 2011 this period was extended to 31st March 2012. It is proposed that new notice letters be issued when the arrangements for the new Fund are agreed and that existing grants be extended to 30th June 2012 except in cases where there is reason to alter or withdraw the grant before that date. For example where there are issues of performance or an organisation decides to wind up. The funding to do this will be taken from the 2012-13 overall grant aid budget when this is agreed by Council and there will be no additional impact on other areas of the Council's overall budget.

5.5 It is proposed that the new Fund will be widely advertised through existing local voluntary sector networks and the Council website and will be open to any voluntary sector organisations operating in the city that meet certain standard eligibility criteria requirements agreed by the Director of Policy, Partnership and Research in consultation with Legal Services, Internal Audit and the Cabinet member for Communities. It will be aimed at organisations that typically have a track record of delivering services, run their own premises and employ staff. It is not intended that the Fund will support small organisations or organisations and activities exclusive to particular localities of the city where these are more appropriately supported by the local Community Assembly or via a contract arrangement.

5.6 Funding Themes

5.6.1 It is proposed that local voluntary sector organisations will be invited to apply for funding under a number of Funding Themes, each of which will have its own priorities linked to outcomes that support the Council's ambitions for the city and in particular 'supporting and protecting our communities'. The Themes and outcomes proposed for the first application round bearing in mind current Council priorities are:

- *Tackling poverty, promoting social justice and financial inclusion* aimed at ensuring that people in Sheffield are enabled to maximise their income and develop their financial capability.
- *Building social inclusion and cohesion and fostering good relations* aimed at ensuring that Sheffield is a safe, inclusive and welcoming place to live and that communities of interest and vulnerable people are supported and empowered to engage in Sheffield society and move forward.
- *Supporting the local voluntary sector to thrive and deliver* aimed at ensuring that any VCS organisation, large or small, has access to the infrastructure support they need to operate lawfully, effectively and deliver high quality services to Sheffield citizens.

5.6.2 It is proposed that specific priorities will be identified under each of these themes and outcomes and agreed by the Director of Policy, Partnership and

Research in consultation with the Cabinet member with responsibility for the VCS (currently the Cabinet member for Communities) prior to the fund being advertised. It is proposed that these outcomes and priorities will be revisited on an annual basis and before each new funding round is advertised. This is to reflect changes to the outcomes and priorities of the Council over time and also to allow flexibility to take account of changes in the wider funding climate. For example the announcement of a new government or Lottery sponsored funding round.

5.6.3 Themes, outcomes and priorities need to be in place before the bidding round is run each year and it is proposed that the priorities are revised and agreed by the Director of Policy, Partnership and Research in consultation with the Cabinet member with responsibility for the VCS (currently the Cabinet member for Communities) prior to the advertising of the annual application round.

5.6.4 It is intended that an indicative amount of money within the grant aid budget will be allocated to each theme to reflect the relative investment the Council wishes to make in this area of activity and the capacity of the budget. It is proposed that the amount allocated will be a guiding amount determined on an annual basis by the Director of Policy, Partnership and Research in consultation with the Cabinet member with responsibility for the VCS (currently the Cabinet member for Communities). There will be flexibility to move amounts between themes when the applications are considered if this is deemed appropriate by the Director of Policy, Partnership and Research in consultation with the Cabinet member with responsibility for the VCS (currently the Cabinet member for Communities).

5.7 **Award process**

5.7.1 It is proposed that organisations will need to demonstrate how they will deliver against the identified outcomes of a particular theme. The number and the value of successful awards will be constrained by the size of the budget (as yet unset for 2012-13). Demand is likely to outstrip capacity and it is unlikely that all applications will be successful.

5.7.2 It is proposed that consideration will be given to making some multi-year awards based on an evaluation of the nature of the activity funded, its strategic fit, the level of risk to the Council and the quality of the application. However it is recognised that the Council is in the process of managing severe budget reductions and major changes to the way it manages and delivers services. For these reasons all awards of more than twelve months' duration will always be made subject to the possibility of in-term revision should this become necessary because of pressures on the Council budget or changes in priorities or service delivery.

5.7.3 It is also important that the Fund does not become fully committed to longer term agreements and that there is scope each year to consider applications for new, innovative or shorter term projects. It is proposed that a balance will be struck in awarding multi-year agreements to ensure that there remains an element of 'free funding' available for allocation each year.

5.7.4 As stated above it is proposed that the application process will be open to any local voluntary sector organisations based and active in the city that meet certain standard eligibility criteria requirements and organisations awarded funding will be eligible to make a new application to the Fund when a current grant is due to expire. The new application will be subject to a fresh assessment and considered in line with the current priorities of the Fund. The new application will not be a continuation of the previous award and there will be no guarantee of success or expectation that funding will be awarded for the same purpose or at the same level as the previous award.

5.8 **Decision making**

5.8.1 It is important that the decision making process is robust, equitable and transparent. In view of the potential volume of applications, all applications will be pre-assessed by officers using an assessment tool designed to ensure that the applicant organisations are fit for purpose, do not constitute an unreasonable risk to the Council and that their proposals represent real benefit for local people and value for money. This assessment tool has been prepared in draft and consultation with the local VCS is currently underway before the final version is agreed.

5.8.2 Applications will be shortlisted and pre-assessed by officers using the assessment tool and standard criteria, which will be published on the Council website when the Fund is advertised. Consultation with the local VCS on the standard criteria is currently underway. Any applications that do not reach an agreed benchmark will not proceed for further consideration. The Cabinet member will be advised. Applications that achieve or exceed the benchmark will proceed to be considered by an Awards Recommendation Panel. The Panel will consider the quality of the application, its strategic fit and value for money. The Panel will formulate recommendations to Cabinet. The decision to award including the amount, duration and any specific conditions will be taken in public by Cabinet.

5.8.3 The Awards Recommendation Panel will be chaired by the Cabinet member with responsibility for the local VCS (currently the Cabinet member for Communities). The members of the Panel will be appointed by the director of service responsible for the delivery of the Fund ('the responsible director' – currently the Director of Policy, Partnership and Research) in consultation with the Chair of the Panel and will include two or more other elected members and the responsible director. The responsible director will agree terms of reference with the chair for the conduct of meetings and decision making. Other officers may be asked to attend the Panel in a non-voting capacity to assist the discussion in relation to specific themes or priorities as appropriate. In considering the membership of the Panel the responsible director will have regard to ensuring that as far as possible it is representative of different aspects of diversity.

5.8.4 Monitoring arrangements for the awards will be negotiated prior to payment. All organisations awarded funding will be expected to comply with the Council requirements in relation to diversity monitoring. The outcomes and outputs

achieved in return for the funding will be publicly reported after the completion of the award period.

6 Financial implications

- 6.1 There are no immediate financial implications arising from this report. The proposed changes will affect the use of the budget set aside for Grant Aid funding in 2012-13. This budget will be configured as part of the Council's budget setting process 2012-13 and presented to Cabinet and Council for approval in March 2012. The Revenue Grants budget in 2011-12 is £2,690,400. The average reduction required of budgets across the Council over the next two years is 17.5%. If this percentage is applied to new Fund the budget in 2012 -13 and 2013-14 will be £2,421,360 and £2,239,758 respectively. The final sum will be determined each year by the annual Special Council meeting as part of the Council's budget setting process.
- 6.2 It is intended that from time to time as appropriate or required this Fund may also be a mechanism for delivering grant awards under funding themes sponsored by money from other budgets within the Council or administered by the Council.

7 Legal Implications

- 7.1 The Voluntary Sector Grants Fund proposed in this report is aimed at contributing to the social, and in some cases economic or environmental wellbeing of Sheffield residents and would therefore be authorised by the Council's power to promote economic, social and environmental well-being (Section 2, Local Government Act 2000). In exercising this power the Council has to have regard to any guidance issued by the Secretary of State. In the course of preparing this report that guidance has been considered and nothing within the report is at odds with it.
- 7.2 In exercising the wellbeing power the Council must also have regard to the provisions of its sustainable community strategy prepared pursuant to Section 4 of the 2000 Act. The Council's sustainable community strategy, the *City Strategy 2010-2020*) has been considered in the preparation of this report. The proposals in this report are in harmony with the strategy and assist its implementation by funding organisations and groups that deliver activities and services that support a number of the key challenges (see under 7.3).
- 7.3 The new Fund is clearly linked to the key priorities of Cabinet in particular 'supporting and protecting communities' and 'standing up for Sheffield'.
- 7.4 The above represents a general assessment of the Council's statutory powers in this area. However, the lawfulness of each proposed grant award will be considered as part of the assessment and approval process.
- 7.5 Members need to have regard to the equality implications section below.

- 7.6 Members' attention is also drawn to the new draft statutory guidance in relation to Best Value currently under consultation. This proposes to direct local authorities to "be sensitive to the benefits and needs of voluntary and community sector organisations (honouring the commitments set out in local Compacts) and small businesses. Authorities should seek to avoid passing on disproportionate cuts and in particular:
- An authority intending to reduce or end funding or other support to a voluntary and community organisation that will materially threaten the viability of the organisation or the service it provides should give at least three months' notice to both the organisation involved and the public/ service users.
 - An authority should actively engage the organisation as early as possible on: the future of the service; any knock-on effect on assets used to provide this service; and the wider impact both on service users and the local community.
 - Authorities should make provision for the organisation or wider community to put forward options on how to reshape the service or project. Local authorities should assist this by making available all appropriate information, in line with the Transparency Code of Practice."

8 Equality Implications

- 8.1 In discharging its functions the Council has to be mindful of the statutory public sector equality duty imposed upon it by Section 149, Equality Act 2010. This came into force on 5th April 2011 and provides as follows.
- 8.2 In the exercise of its functions, the Council must have due regard to the need to:-
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the 2010 Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are 'age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation'.

- 8.3 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:-
- (a) tackle prejudice, and
 - (b) promote understanding.
- 8.2 Cabinet Members should be mindful of the above duties when considering the recommendations in this report and pay particular attention to the Equalities Impact Assessment that has been prepared in connection with these proposals.

(An EIA that considered the implications of removing the Revenue Grants Fund was completed and signed off in relation to a Cabinet report agreed in February 2011.)

- 8.3 Consideration of the potential impacts on protected groups has been at the forefront of officers' minds in the development of the grant aid arrangements set out in this report and will inform the development of the funding themes.
- 8.4 Section 158 of the Equality Act 2010 permits positive action in certain circumstances, for example where persons who share a protected characteristic have needs that are different from the needs of persons who do not share it. Any such positive action must be a proportionate means of, for example, meeting those needs.
- 8.5 In developing the assessment tool for evaluating applications to the new Fund and designing the monitoring framework for the new Fund, particular attention will be given to ensuring that all aspects of equal opportunities are covered. Organisations that apply for funding will be required to explain how this approach will be embedded in the service for which they are seeking funding. Organisations that receive awards will be required to undertake full diversity monitoring and to report this as part of their grant monitoring requirements.

9 Human Resources

- 9.1 It is proposed that the management of the new Fund is undertaken by the Voluntary Sector Liaison Team based in Policy, Partnership and Research (Deputy Chief Executive's) who are currently responsible for managing the Council's Grant Aid budget. There are no other additional human resource implications arising from the recommendations in this report.

10 Environmental implications

- 10.1 Awards from the new Fund will contribute towards the 'sustainable' ambition of *The Sheffield City Strategy 2010-2020* that Sheffield is a low-carbon city. Applicants to the new Fund will be asked to explain what measures they have in place to contribute towards environmental sustainability. Organisations that have adopted an environmental policy will be asked to submit this as part of their application. Information about environmental impact and sustainability measures will form part of the application assessment. Monitoring will include reporting on the organisation's achievements in managing the challenges of environmental sustainability

11 Alternative options considered

Two other options were considered. One option was to continue with the current Revenue Grants Fund system. This was not preferred because it is recognised that the fairness of the present system has diminished over time in that it is now difficult for non-funded organisations to access the fund. The other option considered was to implement the recommendations of the Cabinet report agreed in February 2011 which effectively removes most of the

grant aid budget and transfers it to a commissioning approach. This option was not preferred because it is recognised that grant funding has an important part to play in sustaining the activities and services of the local voluntary sector and is important to the funding mix.

12 Reasons for recommendations

As identified above, the reasons for recommending the setting up of a new Council grant aid fund are

- to ensure that grant funding is available to support services and activities provided by the local voluntary sector.
- to ensure that the opportunity to apply for grant funding is open to any local VCS organisations that meet the standard criteria.

13 Recommendations

Cabinet is recommended:-

- 13.1 to confirm its view that the implementation of the proposals in this report is likely to promote variously the social, environmental and /or economic well-being of Sheffield and Sheffielders and therefore to agree generally the proposals set out above in this report;
- 13.2 in particular to agree the proposals at paragraph 5 to establish and manage a new Sheffield Voluntary Sector Grants Fund;
- 13.3 Cabinet is also recommended to agree the following delegations to the Director of Policy, Partnership and Research in consultation with the Cabinet member for Communities:-
 - 13.3.1 to evaluate the outcome of consultation on the process of the new Fund and the assessment tool and to make such amendments to either as the Director may consider appropriate in the light of the consultation responses;
 - 13.3.2 to agree specific priorities for the new Fund prior to its being advertised and thereafter to review and revise these priorities on an annual basis or whenever a new bidding round is launched;
 - 13.3.3 to allocate an indicative amount to each Funding Theme to reflect the relative investment the Council wishes to make in this area of activity and in view of the capacity of the budget and to direct the movement of amounts between these themes as deemed appropriate; and
 - 13.3.4 to determine the membership of the Awards Recommendation Panel and its terms of reference.
- 13.4 To authorise the Director of Policy, Partnership and Research to agree, in consultation with Legal Services and Internal Audit and on the advice of the lead Cabinet Member, standard eligibility criteria requirements for applications to the new Fund;

- 13.5 To authorise the Director of Policy, Partnership and Research to agree, in consultation with Legal Services, the terms of any funding agreements or other agreements entered into by the Council in relation to awards from the new Fund;
- 13.6 To authorise the Director of Policy, Partnership and Research generally to take such further steps, including authorising the making of such arrangements or agreements and on such terms as he may consider appropriate to give effect to the proposals in this report.

Lee Adams
Deputy Chief Executive

Equality Impact Assessment Form

Revenue Grant funding for the Voluntary and Community
Sector 2012 onwards

**Please refer to the guidance when filling in this form which can be found by clicking on
the link below**

<http://sheffield.net/managers/equalitydiversity/equality-impact-assessments>



INVESTOR IN PEOPLE



Sheffield City Council Equality Impact Assessment (EIA) Form

PART 1: Details and purpose of function/policy/procedure/ procurement/strategy/project (to be referred to collectively as “policy or project” in this form). This section must be completed

Policy or Project title: New Grant Aid Fund	Portfolio/s: DCX Service Area/s: Policy, Partnership and Research
Is this policy or project: New / Existing (*delete as appropriate)	
Person responsible for the policy or project: Lee Adams Person responsible for completing a full EIA if appropriate: Anne Giller	
Are there any other people involved in the EIA – for example, as part of peer review/external challenge? Adele Robinson, James Henderson, Councillor Mick Rooney, BME Network, Sheffield Centre for Independent Living, Faith Network and the LGBT Network.	
What are the main aims, purpose and outcomes of the policy or project, how do these fit in with the wider aims of the Council? To set out a process for a New Grant Aid Fund	
Will this policy or project have any implications on other procedures/projects/strategies etc of the City Council? e.g. The Corporate Plan http://sheffield.net/performance--statistics/a-city-of-opportunity-corporate-plan-2008-11 No.	
Are there any implications on our statutory duties? e.g. social care or homeless eligibility criteria (see guidance.) No	
Will the aims identified above have workforce implications, either for existing members of staff e.g. additional training requirements or involve the recruitment of additional staff? (see guidance) No the Fund will be managed by existing staff in the Voluntary Sector Liaison Team in Policy, Partnership and Research (DCX).	

PART 2: Initial Impact Assessment

Complete this part to evaluate whether you should proceed to a full EIA. If you know your policy or project will have any significant impact whether positive or negative on communities of interest, please fill in Part 2 and Part 3.

A. Will the aims identified in Part 1 affect our statutory equality or human rights duties (please refer to both positive and negative changes) to:	
a) Advance equality of opportunity?	e) Eliminate discrimination?
b) Encourage involvement & participation in public life X	f) Eliminate harassment or victimisation?
c) Consider reasonable adjustments for disabled people?	g) Foster good relations?
d) Promote understanding & tackle prejudice	
l) Include measures to promote equal pay, ensure fair promotion, development opportunities and tackle occupational segregation	
If so, please comment: Organisations likely to benefit from the New Grant Fund will in many cases provide a range of volunteering opportunities including management committee/ board membership and roles in service delivery.	

B. Are the particular communities/ groups below likely to have different needs, experiences in relation to the project? Is there any significant cohesion or social inclusion issues for the project? (*please tick as appropriate)			
Race	Disabled	Women or Men (inc pregnancy and maternity)	People of different Ages
Religion/ Belief	Sexual Orientation	Carers	Socio Economic Status/Inclusion
Transgender	Community Cohesion	Voluntary/com faith sector	Other

C. Will your project/policy have any impact on workforce implications? If so, how might they impact workforce diversity? N/A
--

Please briefly detail any evidence you have used to reach your assessments: Impact is assumed on the basis of the monitoring returns produced by VCS organisations currently in receipt of Revenue Grant funding.

If the EIA is not being done at the start of the policy or project please give reasons for the delay: N/A.

Date for review:

If you have identified any significant impacts under sections 2A or 2B then you will need to proceed to a full EIA in PART 3.

If you have not identified any significant impact you do not need to conduct a full EIA.

Please note - this decision still needs to be cleared (signed off) by the officer in your Portfolio responsible for signing off EIAs.

I have now considered the equality implications of my policy or project and **I will / will not (*delete as appropriate)** proceed to carry out a Full Impact Assessment.

Date of EIA form (Parts 1 and 2) completed:

Signed (Officer completing the form): Anne Giller

Date: 1st August 2011

Signed (EIA Responsible Officer): Adele Robinson

Date: 1st August 2011

Once you've completed the Full EIA

- The officer responsible for signing off EIAs in your Portfolio will need to see a final copy of the EIA and any associated reports (e.g. Cabinet Reports) which it refers to, so that they can formally approve and sign it off. For Cabinet reports, Band As/Bs and other projects requiring reports - bring together a very brief summary of the most important aspects of the EIA and add it to the report in the section titled 'Equality of Opportunity Implications'.
- Please keep the completed EIA form and monitor actions appropriately. Portfolio / equality representatives/officers may ask you to provide evidence that you have done this.
- Make sure that everyone who needs a copy of the EIA has one (e.g. Members, officers working towards action points; project steering groups; other Portfolios, or services (if the EIA concerns from outside your own Portfolio or service)

Signed (Officer completing the form): Anne Giller

Date: 1st August 2011

Signed (EIA Responsible Officer for Portfolio) : Adele Robinson

Date: 1st August 2011

PART 3: Full EIA

1. Identify what impact the policy or project has on particular Communities of Interest

It may be helpful to refer to the Equality Pages on the Internet by [clicking here](#).

Group or issue (Click on the each stand to reach the relevant internet pages)	Note - Impact positive or negative for the following groups	Note evidence used to support your statement? E.g. satisfaction survey; national research	Note consultation, who, when, how and results	Note actions to limit the negative impact or increase the positive impact?
Race	<p>There are potential positive impacts because the new Fund will be open to any organisation that meets the standard eligibility criteria. This will enable some BME-led organisations not currently funded to make applications for funding. BME-led organisations currently funded may also be eligible to apply.</p> <p>BME people are significant beneficiaries of the activities and services delivered by organisations currently in receipt of Council Revenue Grants. It is anticipated that a large number of these organisations will apply to the new Fund to continue their work.</p> <p>It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of an organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it is inclusive of BME people as management committee members, employees, volunteers and service users.</p>	<p>Revenue Grant Fund Annual Report 2010-11 based on data taken from monitoring returns of 49 organisations shows that 41% of service users were BME people, 12% of groups supported were BME-led, BME people formed 26% of the workforce of these organisations, 22% of the volunteers and 36% of management committee members.</p>	<p>Details of the proposed new Fund and the assessment tool will be sent to BME Network for comment and publicised for comment using the VAS website.</p>	<p>Organisations awarded funding will be required to undertake full diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching and engaging with local BME people.</p>
<u>Disabled People</u>	<p>There are potential positive impacts because the new Fund will be open to any organisation that meets the standard eligibility criteria. This will enable some disability organisations not currently funded to make applications for funding.</p> <p>A significant number of beneficiaries of the activities and services delivered by organisations currently in receipt of Council Revenue Grants are disabled people and 2 organisations deliver services specifically for disabled people. It is anticipated that a large number of these organisations will apply to</p>	<p>Revenue Grant Fund Annual Report 2010-11 based on data taken from monitoring returns of 49 organisations shows</p>	<p>Details of the proposed new Fund and the assessment tool will be sent to Sheffield Centre for Independent Living</p>	<p>Organisations awarded funding will be required to undertake full diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching and engaging with local disabled people.</p>

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	<p>the new Fund to continue their work.</p> <p>It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of an organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it is inclusive of disabled people as management committee members, employees, volunteers and service users.</p>	<p>that 22% of service users were disabled people, 18% of groups supported were disability groups. Disabled people formed 6% of the workforce of these organisations, 9% of the volunteers and 15% of management committee members.</p>	<p>for comment and publicised for comment using the VAS website.</p>	
<p><u>Women and Men</u> (Include pregnancy & maternity issues)</p>	<p>It is anticipated that the impact of the new Fund on men and women will be neutral.</p> <p>Women form the majority of the people engaged with the services and activities delivered by organisations currently in receipt of Council Revenue Grants, which include 5 organisations that provide services for women only. It is anticipated that a large number of organisations currently funded will apply to the new Fund to continue their work.</p> <p>It is intended that applications to the new Fund will be evaluated using an assessment tool that includes</p>	<p>Revenue Grant Fund Annual Report 2010-11 based on data taken from monitoring returns of 49 organisations shows women were more represented as service users (52%), employees (68%), volunteers (55%) and management committee members (52%).</p>	<p>Details of the proposed new Fund and the</p>	<p>Organisations awarded funding will be required</p>

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	a robust assessment of an organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it complies with its duties under current sex discrimination legislation or is eligible to be treated as exempt.		assessment tool will be publicised for comment using the VAS website.	to undertake full diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching local men and women.
Sexual Orientation	It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of an organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will work to ensure that it is inclusive of gay lesbian and bisexual people as management committee members, staff, volunteers and service users.		Details of the proposed new Fund and the assessment tool will be sent to the LGBT Network for comment and publicised for comment using the VAS website.	Organisations awarded funding will be encouraged to include questions about sexuality in their diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching local LGB people.
<u>Transgender People</u>	It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of the organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it is inclusive of Trans people as management committee members, staff, volunteers and service users.		Details of the proposed new Fund and the assessment tool will be publicised for comment using the VAS website.	Organisations awarded funding will be encouraged to include questions about gender including Transgender in their diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the fund in reaching local Trans people.
<u>Religion and Belief Groups</u>	It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of the organisation's ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it		Details of the proposed new Fund and the assessment tool will be sent to the Faith	Organisations awarded funding will be encouraged to include questions about religion/faith and belief in their

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	does not discriminate against people as management committee members, staff, volunteers and service users on the grounds of race or belief.		Forum for comment and publicised for comment using the VAS website.	diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching local people.
<u>People of different ages</u>	It is intended that applications to the new Fund will be evaluated using an assessment tool that includes a robust assessment of the organisations' ability to deliver on equal opportunities. This will include evidence of how the organisation will ensure that it does not discriminate against people as management committee members, staff, volunteers and service users on the grounds of age.		Details of the proposed new Fund and the assessment tool will be publicised for comment using the VAS website.	Organisations awarded funding will be required to undertake full diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund in reaching people of different ages.
Socio Economic Status	It is intended that the Funding Themes of the new Fund will address the Council's ambition to support and protect communities and that there will be specific themes that target services to financially excluded people and vulnerable people on a low income.			Organisations awarded funding will be required to undertake full diversity monitoring. The returns will be used to evaluate the effectiveness of the grants and of the Fund.
Workforce Diversity	Applications to the new Fund will be assessed and organisations will be asked to demonstrate how they follow policies that promote equal opportunity. Organisations will be expected to carry out full diversity monitoring in line with Council requirements and to report on this annually.			
Voluntary/Com Faith Sector	The new Fund will be targeted exclusively at the local voluntary sector. It is anticipated that the Fund will award a number of grants to local organisations and those organisations that are funded will benefit significantly in terms of their sustainability in the short term.	The Council currently provides Revenue Grants to 52 VCS organisations. It is anticipated that not all these organisations	Details of the proposed new Fund and the assessment tool will be publicised for comment using the	

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	<p>It is intended that one of the Themes of the new Fund will be aimed at providing support services for local voluntary and community sector groups and organisations.</p> <p>There may be some negative impact for local VCS organisations that are not successful in winning a grant.</p>	<p>may be successful in their application to the new Fund. It is also anticipated that not all organisations will continue to receive the same level of funding or funding for the same purpose as previously.</p>	<p>VAS website.</p>	<p>Organisations currently in receipt of a Revenue Grant will be reissued with a notice of the end of that grant and informed of arrangements for the new Fund as soon as these are available.</p> <p>Unsuccessful applicants will be informed as soon as possible so that they can factor this into their future plans.</p> <p>Unsuccessful organisations will be referred to South Yorkshire Funding Advice Bureau for help to identify other potential sources of funding.</p> <p>Organisations that need to wind up their activities will be offered support.</p>
Other issues e.g. cohesion, social inclusion, carers	<p>No negative impacts have been identified.</p> <p>Positive impacts are likely to result from this new Fund because the Funding Themes will reflect the ambitions of the City Strategy and the Council's ambitions to create an inclusive society in the city and support people who are vulnerable or financially excluded.</p>	<p>Funding Themes, outcomes and priorities will be developed in consultation with the Cabinet member for Communities.</p>		

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If you have identified **potential negative impact** for any group please discuss with your Portfolio equality rep, as this may have potential legal implications for the Council. You will then need to make immediate changes to address this.

Did you or your Portfolio rep identify any potential adverse practices? YES / NO (*please delete as appropriate)

2. EIA Action Plan

In the table above (section 1 of Part 3) you identified what actions you needed to take to promote positive impacts or reduce negative impacts for all groups. Please use the plan below to record these actions and to make sure that they are specific, measurable, achievable, realistic and time bound.

Group or issue	What action is required?	Who will lead?	What is the timescale?	Progress / date completed
Race	Produce an assessment tool that embeds equality of opportunity in the assessment process. Produce a monitoring framework that includes a requirement to undertake full diversity monitoring in respect of employees, volunteers, management committee members and service users. Monitor and report on how the organisations that are awarded grants deliver on this. Identify outcomes and priorities for the Funding Themes that are inclusive of BME people.	Anne Giller	By 1 st April 2012 By 1 st April 2012 By 1 st April 2012	Ongoing – reporting annually. To be reviewed annually.
Disabled People	Produce an assessment tool that embeds equality of opportunity in the assessment process. Produce a monitoring framework that includes a requirement to undertake full diversity monitoring in respect of employees, volunteers, management committee members and service users. Monitor and report on how the organisations that are awarded grants deliver on this. Identify outcomes and priorities for the Funding Themes that are inclusive of disabled people.	Anne Giller	By 1 st April 2012 By 1 st April 2012 By 1 st April 2012	Ongoing – reporting annually. To be reviewed annually.

Group or issue	What action is required?	Who will lead?	What is the timescale?	Progress / date completed
Women & Men (Include pregnancy and maternity issues)	<p>Produce an assessment tool that embeds equality of opportunity in the assessment process.</p> <p>Produce a monitoring framework that includes a requirement to undertake full diversity monitoring in respect of employees, volunteers, management committee members and service users. Monitor and report on how the organisations that are awarded grants deliver on this.</p> <p>Identify outcomes and priorities for the Funding Themes that take account of any particular/ different needs of vulnerable women or men.</p>	Anne Giller	By 1 st April 2012 By 1 st April 2012 By 1 st April 2012	Ongoing – reporting annually. To be reviewed annually.
Sexual Orientation	<p>Produce an assessment tool that embeds equality of opportunity in the assessment process.</p> <p>Produce a monitoring framework that requires organisations to identify how they ensured that they are welcoming to gay, lesbian and bisexual people.</p>	Anne Giller	By 1 st April 2012	Ongoing – reporting annually.
Transgender people	<p>Produce an assessment tool that embeds equality of opportunity in the assessment process.</p> <p>Produce a monitoring framework that requires organisations to identify how they ensured that they are welcoming to Trans people.</p>	Anne Giller	By 1 st April 2012	Ongoing – reporting annually.
Religion / belief groups	<p>Produce an assessment tool that embeds equality of opportunity in the assessment process.</p> <p>Produce a monitoring framework that requires organisations to identify how they ensured that they are welcoming to people of different religious or faith backgrounds.</p>	Anne Giller	By 1 st April 2012	Ongoing – reporting annually.
People of different ages (Younger/ older etc)	<p>Produce an assessment tool that embeds equality of opportunity in the assessment process.</p> <p>Produce a monitoring framework that includes a requirement to undertake full diversity monitoring in respect of employees, volunteers, management committee members and service users. Monitor and report on how the organisations that are awarded grants deliver on this.</p>	Anne Giller	By 1 st April 2012 By 1 st April 2012	Ongoing – reporting annually.

Group or issue	What action is required?	Who will lead?	What is the timescale?	Progress / date completed
Socio Economic Status	Develop outcomes and priorities for the Funding Themes that reflect the Council's desire to enhance the position of people of low socio-economic status.	Anne Giller	By 1 st April 2012	
Voluntary/Com Faith Sector	Report annually on the impact of this funding to the voluntary sector.			Annual reports that evaluate impact to be produced and published on the Council website.
Workforce Diversity	N/A			
Other equality issues e.g. cohesion, social inclusion, carers etc.	Produce an assessment tool that embeds equality of opportunity in the assessment process. Develop outcomes and priorities for the Funding Themes that reflect the Council's desire to promote social inclusion and cohesion.	Anne Giller	By 1 st April 2012 By 1 st April 2012	To be reviewed annually.