

## **DUNDEE CITY COUNCIL**

**REPORT TO: POLICY AND RESOURCES COMMITTEE – 22 APRIL 2013**

**REPORT ON: PROPOSED CHANGES TO GRANT FUNDS AND AMENDMENTS TO FINANCIAL REGULATIONS**

**REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES**

**REPORT NO: 157-2013**

### **1.0 PURPOSE OF REPORT**

1.1 This report is to gain committees approval to delete two of the existing community grants, create one new fund and to increase the maximum amount of any grant that can be approved by the Director, Leisure and Communities under Financial Regulations.

### **2.0 RECOMMENDATIONS**

It is recommended that the Committee:

2.1 approves the deletion of two Community grants and the creation of one new fund.

2.2 agrees that the maximum amount of any one grant that the Director, Leisure and Communities can approve under Financial Regulations be increased from £500 to £1,000.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications for the City Council in this report.

### **4.0 BACKGROUND**

4.1 The Communities and Policy Division of the Chief Executives Department has been reviewing the community grants provided to the public to improve their accessibility to a wider variety of community groups.

4.2 A new webpage on the City Council's website has been developed, with an increased amount of information and reduced actions required by the applicants. There have also been improvements developed to the efficiency of the administration process in awarding the grants so that the public does not have to spend time filling in information on forms that are not required. The streamlined process should also make it quicker for organisations etc. to have their grants assessed and approved or rejected. It is proposed to go live with this once approval has been given for the proposals in this report.

4.3 Also as part of the review, all the grants currently available from the Communities and Policy Division were considered including their current relevance. It is proposed that the following amendments are made;

A new Inclusion and Accessibility Fund is established by:

- Transferring £500 from the Adult Education Support Fund
- Transferring £1,000 from the Voluntary Organisations Training Grant and deleting this grant fund
- Transferring £1,000 from the International Youth Exchange Fund and deleting this grant fund.

4.4 The new Inclusion and Accessibility Fund of £2,500 will be available to learners, through support staff, to assist with costs where these are a barrier to learning. Costs such as those for interpreters, translators, transport and learner fees where appropriate.

- 4.5 Reference is made to the City Council meeting of 13 June 2011 where, amongst other things, amendments to the Council's Financial Regulations.

Standing Orders, Financial Regulation, 22.5 Grants/Subscriptions—Following the Public Pound, Policy and Resources Committee states that:

*“Grants and other forms of assistance under the Education (Scotland) Acts and Regulations made thereunder to voluntary organisations (including youth organisations) promoting social activities unless the grant is under £500, in which case the Director, Leisure and Communities has authority to approve an application to any one group in any financial year subject to (i) the details of any award being reported to Committee for information and record purposes, and (ii) any award made meeting criteria laid down by the Policy and Resources Committee.”*

As part of the review process it became clear that there was a need to increase the maximum amount that the Director, Leisure and Communities can approve. It is therefore proposed that the amount be increased from £500 to £1,000. This does not mean that grants cannot be awarded for a less than £1,000 but many applicants now request to have larger amounts and it is felt that this would be more effective in delivering the desired outcomes of the various grants.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

An Equality Impact Assessment is attached to this report.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted on this report and are in agreement with its contents.

## **7.0 BACKGROUND PAPERS**

- 7.1 None

**Stewart Murdoch**  
**Director, Leisure and Communities**  
**7 March 2013**

## DUNDEE CITY COUNCIL

### Equality Impact Assessment Tool

#### Part 1 Description / Consultation

Is this a <b>Rapid</b> Equality Impact Assessment (RIAT) ?	YES      NO      Please circle
Is this a <b>Full</b> Equality Impact Assessment (EQIA)?	YES      NO      Please circle
Date of assessment <b>25/03/2013</b>	Title of document being assessed <b>PROPOSED CHANGES TO GRANT FUNDS AND AMENDMENTS TO FINANCIAL REGULATIONS</b>
Committee report number <b>157-2013</b>	
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input checked="" type="checkbox"/>
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	Deletion of two of the existing community grants, create one new fund and to increase the maximum amount of any grant that can be approved by the Director, Leisure and Communities under Financial Regulations.
3) What is the intended outcome of this policy, procedure, strategy or practice?	Increased/improved access for community groups to grants from the City Council
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Financial Regulations
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Merrill Smith
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy?  (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No  There will be on going consultation with the applicants of City Council Community grants to assess and continue to improve the process of grant application and awarding.

## **Part 2 Protected Characteristics**

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	<b>Positively</b>	<b>Negatively</b>	<b>No Impact</b>	<b>Not Known</b>
Ethnic Minority Communities including Gypsies and Travellers	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
People with a disability	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Socio-economic	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√

## **Part 3 Impacts / Monitoring**

1) <b>Have any positive impacts been identified?</b> (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details The proposals in the committee report are part of an review and upgrading of the whole process of the awarding of community grants which will improve access and the range of community groups who gain grants.
2) <b>Have any negative impacts been identified?</b> (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details None

<p>3) <b>What action is proposed to overcome any negative impacts?</b>  E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page</p>	<p>Please give further details</p> <p>N/A</p>
<p>4) <b>Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</b> (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	<p>If yes please give further details</p> <p>N/A</p>
<p>5) <b>Has a 'Full' Equality Impact Assessment been recommended?</b> (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality lead.</p>	<p>If yes please give further details</p> <p>No</p>
<p>6) <b>How will the policy be monitored?</b> (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.</p>	<p>Please give details</p> <p>There will be monitoring of the awarding of Community Grants.</p>

**Part 4 Contact information**

**Name of Department or Partnership: Chief Executives Department**

**Type of Document**

Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	√
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Contact Information**

<b>Manager Responsible</b>	<b>Author Responsible</b>
Name Merrill Smith	Name Merrill Smith
Designation Head of Policy (Leisure, Culture and Communities)	Designation
Base Central Library	Base
Telephone 01382 307489	Telephone
Email merrill.smith@dundeecity.gov.uk	Email

Signature of author of the policy:

Date 25/03/2013

Signature of Director / Head of Service area:

Date

Name of Director / Head of Service:

Merrill Smith

Date of next policy review:

None Proposed