

Equality Impact Assessment

**COVID 19 – Business Grant
Management and
Administration**

- **Background**

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

- **Legislation- Equality Duty**

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to

Eliminate discrimination, harassment, victimisation.
Advance Equality of Opportunity
Foster good relations

For the following protected characteristics:

Age
Disability
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion or belief
Sex (Gender)
Sexual orientation
Socially excluded groups

What is prohibited?

Direct Discrimination
Indirect Discrimination
Harassment
Victimisation
Discrimination by association
Discrimination by perception
Pregnancy and maternity discrimination
Discrimination arising from disability
Failing to make reasonable adjustments

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	COVID – Business Grant Funding
Lead officer and others undertaking this assessment	Karey Barnshaw
Date EIA started	9 March 2022
Date EIA completed	11 March 2022

- **Step 2 – Overview of policy/function being assessed**

[Title]

Outline: What is the purpose of this policy? (Specify aims and objectives)

The business grants process has been developed as an online process only. Central government guidance outlined this as the process.

The Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The purpose of the fund is to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates. Utilising the principles of the guidance the Council has determined a local scheme that provides business rate relief to reduce chargeable amounts in respect of 2021/22 to those eligible businesses.

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?

It is the Council's aim to ensure that the funding process is inclusive to all eligible businesses.

Which groups have been consulted as part of the creation or review of the policy?

Creation of the COVID-19 funding has been allocated via Central Government.

Evaluation takes place on successful applications to analyse whether businesses are eligible to receive funding / relief as set out by clear guidelines.

• **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

Analysis of all COVID-19 business grants and those that fulfil funding criteria.

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Analysis of previous grants programmes have demonstrated that these contribute to a wide range of businesses covering the majority of the protected characteristics.

• **Step 4 – Do we need to seek the views of others? If so, who?**

Considering the answers given in Step 2, do you need to consult with specific groups to identify needs / issues? If not explain why.

Further equalities monitoring may be required for those businesses which have applied and are deemed unsuccessful in order to identify any issues or potential barriers. However, at this stage of

analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

● **Step 5 – Assessing the impact**

Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any ‘protected characteristics’ and provide an explanation for your decision. Please refer to the general duties on the front page.

Age	Negative impact - Information regarding the COVID- 19 business grant application process is available in an online format only as recommended by central government.
Disability <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	Negative impact - Information regarding the COVID- 19 business grant application process is available in an online format only as recommended by central government.
Gender Reassignment (Transgender)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of gender reassignment.
Race	Neutral Impact - no areas have been specifically funded to support the protected characteristics of race. I
Religion or Belief (Includes no belief)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of religion and belief.
Sex (Gender)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of sex.
Sexual Orientation	Neutral Impact – no areas have been specifically funded to support the protected characteristics of sexual orientation.
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	Neutral Impact – no areas have been specifically funded to support the protected characteristics under other protected groups.
Other socially excluded groups <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	Neutral Impact – no areas have been specifically funded to support the protected characteristics of socially excluded groups.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

- Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

In relation to age and disability to ensure the service is inclusive CBC provide call backs and assisted applications to those that require support or do not have internet access.

In addition, both customer services and the grants team maintain contact with those who need / require assistance during the business grant process.

The process will also be monitored as part of the ongoing review of business grants administration.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is the opinion that the administration and management of COVID-19 related business grants complies with Charnwood Borough Council's equality, diversity and inclusion responsibilities.

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
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[Title]

- **Step 6- Monitoring, evaluation, review**

[Title]

Are there processes in place to review the findings of this Assessment and make appropriate changes?
How will you monitor potential barriers and any positive/ negative impact?

Monitoring of the COVID-19 business grants will take place on a periodic basis, this continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific business groups / protected characteristics.

How will the recommendations of this assessment be built into wider planning and review processes?
e.g. policy reviews, annual plans and use of performance management systems.

Where barriers / negative impacts are identified, the mitigating action and progress against these will be included within future funding allocation reviews.

- **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor COVID-19 business related funding and assess funding allocation is successful and identify any areas for improvement / review	Karey Barnshaw	Ongoing
002	Continue to monitor marketing and promotion of funding, taking positive action to promote targeted communications if required.	Karey Barnshaw	Ongoing

- **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

Employees	X	This EIA will be published on the Council's website.
Service users	X	
Partners and stakeholders	X	
Others		
To ensure ease of access, what other communication needs/concerns are there?		

- **Step 9- Conclusion (to be completed and signed by the **Service Head**)**

Delete as appropriate
I agree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
Signed (Service Head): Karey Barnshaw
Date:11/3/22

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.