



## Policy and Resources Committee – 6 June 2011

### Voluntary Sector Grants

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#### **Purpose of report**

To seek approval for awarding voluntary sector grants in the themes of advice and information and counselling and support.

#### **Attachment(s)**

Appendix 1 – Equalities Impact Assessment (advice and information theme)

Appendix 2 – Equalities Impact Assessment (counselling and support theme)

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#### **1.0 Background**

- 1.1 For several years the council has provided 10 voluntary sector organisations with grant funding to support their services in East Northamptonshire. This has been managed through service level agreements.
- 1.2 The Policy and Resources Committee has considered a number of reports in relation to the future of voluntary sector grants. As part of these considerations members have raised concerns that some of the 10 organisations currently supported provide similar and overlapping services to each other, increasing the likelihood of this council funding duplicate services.
- 1.3 Members have also indicated that funding 10 organisations increases the pressure on officer resources involved in monitoring the grant agreements. Under the current model this has been undertaken by the Community Development Officer (Voluntary Sector) whose fixed-term contract will end 30 September 2011.
- 1.4 At the meeting on 8 November 2010 (minute 259) approval was given to implement a new model for supporting voluntary sector organisations. This will make a grant award to one provider in each of the 3 themes of advice and information, counselling and support and community transport.
- 1.5 A member panel comprising the deputy leader, vice-chairman of Policy and Resources Committee and Councillor Wendy Brackenbury has been supporting the implementation of the new model. Its role has been to oversee the application process, evaluate the applications received and from this make recommendations to committee on the actual awards of the grants.
- 1.6 Following the member panel's evaluation of all of the applications received, it felt that four applications were worthy of further evaluation. It recommended to the Policy and Resources Committee that the evaluation process be extended and further discussion take place with the shortlisted applicants. This was approved by the committee (minute 387 14 February 2011).
- 1.7 Approval was also given for further work to be carried out in the theme of community transport, as none of the applicants was short listed by the member panel. An application has been received and the evaluation work is still underway. The member panel's recommendations on community transport will be presented to the Policy and Resources Committee meeting on 4 July 2011.

## **2.0 Discussions with short listed applicants**

2.1 The short listed applicants were:-

### Advice and Information theme

- Nene Valley Citizens' Advice Bureau (NVCAB)
- Community Law Service Northamptonshire

### Counselling and support theme

- Service 6
- Consortium bid lead by Wellingborough & East Northants Women's Aid (WENWA)

The member panel held individual discussions with each of the short listed applicants to explore in more depth the merits of their applications.

2.2 As part of the discussions each applicant was given the opportunity to make a presentation about their application. However the member panel did not score the presentations or dismiss an application if the applicant chose not to do a presentation. Two of the four short listed chose to give a presentation.

2.3 The member panel questioned each of the applicants in the following areas:

1. how the proposals would be developed further;
2. how partnership working would evolve (including an update on other funding secured for work proposed);
3. how outreach provision would work in practice.
4. how their proposals support the delivery of the council's outcomes

## **3.0 Member panel's conclusions and next stages**

3.1 The member panel felt that both the NVCAB and the Community Law Service proposals demonstrated a clear ability to reduce debt across East Northamptonshire. However it believed that Community Law Service's proposals offered more value as they were aligned to the wider range of services it is able to provide including specialist support for court hearings. Community Law also put forward more detailed proposals for outreach work, with a number of identified initiatives including "financial capability" sessions based in children's centres and other outlets.

3.2 The member panel was mindful that the two short listed applications in the counselling and support theme covered different areas and this was highlighted in the report to the Policy and Resources Committee on 14 February 2011. The consortium application lead by WENWA included a number of targets it wanted to achieve. However the member panel felt that the proposals were not clear as to how the organisations in the consortium would work together to achieve them.

3.3 Service 6 holds the contract for youth services in East Northamptonshire awarded by Northamptonshire County Council and also supports a number of other initiatives with its specialist counselling services. In its application it proposes to extend its services to adults and in some cases to whole family units and had clear proposals for delivering this. The member panel felt that this was an innovative approach and offered the widest scope to deliver the outcomes required in this theme, particularly increased access to counselling and support to families and individuals.

3.4 From all of the evaluation work carried out to date, the panel feels it is able to make its recommendation on the awards of voluntary sector grants, in the themes of advice and information and counselling and support. These are as follows: -

Theme	Provider
Advice and information	Community Law Service
Counselling and support	Service 6

3.5 The next stages will be to draw up grant agreements with the two providers. These agreements will set out the specific criteria and terms the grant award is being made under and the outcomes and targets to be achieved.

3.6 The grants will cover a 3-year period. However, further to minute 387, the agreements with the 10 organisations funded under the current scheme were extended for the period 1 April to 30 September 2011, inclusive. This was to allow time for the new model to be implemented fully. The grants under the new scheme will be as follows:-

Year 1 – 1 October 2011 to 31 March 2012

Year 2 – 1 April 2012 to 31 March 2013

Year 3 – 1 April 2013 to 31 March 2014

#### **4.0 Equality and diversity issues**

4.1 The new voluntary sector grants scheme is aiming to make one grant award in each of the three themes identified above. The new scheme will support the council to achieve its corporate outcomes, however as indicated it will reduce the number of organisations being supported.

4.2 Equality Impact Assessments (EIA) have been prepared to support the panel's recommendations and are attached at appendices 1 and 2.

#### **5.0 Legal implications**

5.1 The council is not under any obligation nor has any legal duty to provide financial support to any organisation in the voluntary sector.

5.2 The government is consulting on draft statutory guidance that will set out reasonable expectations of the way best value authorities should work with voluntary and community groups when facing difficult funding decisions; including consultation and involvement by the organisations affected. The council has engaged with the 10 currently funded organisations in all of the stages of developing and implementing this new grant funding model, which complies with the draft guidance.

#### **6.0 Risk management**

6.1 There are no significant risks to the council in relation to the recommendations in this report. However, failure to award grants promptly in accordance with the approved scheme could have implications for those groups relying on grant funding, and may impact negatively on the council's reputation.

6.2 The new grants awarded will be controlled and managed using the grant agreements referred to above. These will set out the requirements for how the providers will receive and account for the grants and the outcomes and targets to be achieved.

#### **7.0 Financial implications**

7.1 Provision of £90,000 was made in the 2011/12 budget to support the new grant awards as follows:-

Theme	Amount £
Advice and information	50,000
Counselling and support	20,000
Community transport	20,000

7.2 The decisions taken by the committee (minute 387) to extend the agreements of the 10 voluntary sector organisations supported under the current scheme is being met from this provision. The payments are based on the 2010/11 amounts, pro-rated to cover the 6-month extensions.

7.3 The payments referred to in 7.2 above total £49,968 leaving £40,032 for the new grants scheme in 2011/12. Proposals for the community transport theme will be covered by a report to the Policy and Resources Committee meeting on 4 July 2011. However at this stage it is proposed to apportion the funding for the period in 2011/12 (1 October 2011 to 31 March 2012) and the funding for 2012/13 and 2013/14 as follows:-

Theme	Provider	Amount £ 2011/12	Amount £ 2012/13	Amount £ 2013/14
Advice and information	Community Law	20,000	50,000	50,000
Counselling and support	Service 6	10,000	20,000	20,000
Community transport	-	10,000	20,000	20,000

7.4 Quarterly monitoring meetings will take place with the providers to ensure they are delivering against the agreed outcomes and targets. The grant agreements will make provisions for withholding payments should delivery fall short of what is required. If a provider continues to fail against targets it will be reported to the Policy and Resources Committee recommending that the grant be withdrawn.

## 8.0 Corporate outcomes

8.1 Good quality of life – The proposals from both Community Law Service and Service 6 will give specialist support to local people affected by debt problems and family and relationship breakdowns so that they can enjoy a better quality of life now and in the future.

8.2 Good value for money – Investing in one organisation per grant theme will avoid funding duplicate services and reduce the pressure on officer resources required to monitor the grants.

8.3 Good reputation – supporting the voluntary sector that has the skills and people able to provide quality and specialised services to our local communities.

## 9.0 Recommendations

9.1 The committee is recommended to:-

1. Approve the member panel's recommendations and award voluntary sector grants as set out in 3.1 above.
2. Endorse the Equalities Impact Assessments set out in appendices 1 and 2.
3. Note the intention to bring a report on community transport to the next meeting.

*(Reason – to continue with the implementation of the new grant funding model as approved by committee.)*

Legal	Power: Local Government Act 2000
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Other considerations: None					
<b>Background Papers:</b> Applications and evaluation notes held by the Community Partnerships Team					
<b>Person Originating Report:</b> Mike Greenway (Community Partnerships Manager) Telephone 01832 742244 <a href="mailto:mgreenway@east-northamptonshire.gov.uk">mgreenway@east-northamptonshire.gov.uk</a>					
<b>Date: 16 May 2011</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	

(Committee Report Normal Rev. 22)



## EIA Initial Screening Form – Committee decision

1. Decision being taken:	Voluntary Sector Grants Awards –Advice and Information
2. Name and Job title / role of person completing Initial Screening:	Kirsty Squires, Community Development Officer (Voluntary Sector)
3. What is the main purpose of the Service or Policy under discussion?	<p>The Council will provide a grant to one voluntary sector organisation (Community Law) (subject to approval of recommendations at Policy &amp; Resources Committee), under the theme of Advice and Information.</p> <p>This grant will provide services for the benefit of all residents of East Northamptonshire where needed/appropriate.</p> <p>The grant will help to achieve outcomes which directly link to the Council's corporate plan.</p>
4. List the main activities of the Service or Policy under discussion	<p>Provision of grant funding to Community law to provide services which will meet the outcomes detailed below:</p> <p>Provide an advice and information service for tackling debt across East Northamptonshire which will deliver the following outcomes:</p> <ul style="list-style-type: none"> <li>○ Reduced debt across East Northamptonshire</li> <li>○ Maximising available income of the district's most financially deprived communities</li> <li>○ Increased access to financial and legal advice</li> <li>○ Increased benefit take up across the district.</li> </ul>
5. Who are the main beneficiaries of the Service or Policy under discussion?	<p>The main beneficiaries of the service under discussion are the voluntary sector organisations and their service users/the wider community.</p> <p>Community Law will provide services, open to all residents within East Northamptonshire, where needed.</p>
6. How is the success of the Service or Policy under discussion measured?	Grant agreements with agreed outcomes and targets against these will be put in place with the successful organisation. In addition regular monitoring reports will be required to be submitted to ensure these targets are met.
7. Are equality monitoring systems for the Service or Policy under discussion in place?	Community Law is required to provide a copy of their Equalities Policy and in house monitoring procedures as an essential part of the application process. Through the grant agreements the Council will also request equalities monitoring information be submitted to ensure equality of access to services funded.

**8. Use the following table to indicate using a ✓:**

- a) Where you think that the decision being taken could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
- b) Where you think that the decision being taken could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- c) Where you think that the decision being taken could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
<b>Gender:</b>				Funding will be provided to Community Law to deliver services available to all sections of the community and appropriate policies are in place to ensure this happens.
Women/Girls			X	
Men/Boys			X	
Transgender people			X	
<b>Sexual Orientation:</b>				
Lesbians, gay men and bisexuals			X	
<b>Race/Ethnicity:</b>				Funding will be provided to Community Law to deliver services available to all sections of the community and appropriate policies are in place to ensure this happens.
White British people			X	
White non-British people (including Irish people)			X	
Asian or Asian British people			X	
Black or Black British people			X	
People of mixed heritage			X	
Chinese people			X	
Travellers (Gypsy/Roma/Irish heritage)			X	
People from other ethnic groups			X	

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
People who do not have English as their first language			X	As above.
<b>Disability:</b>				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.	X			Community Law will provide services in a wide range of community venues across the district bringing services into local communities, rural areas, other support organisations venues and events.
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.	X			
Mental health condition, e.g depression or schizophrenia	X			
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder	X			
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy	X			
Other health problems or impairments ( <i>please specify if appropriate</i> )	X			
<b>Age:</b>				
Older People (60+)			X	Community Law will provide services in a wide range of community venues across the district bringing services into local communities, rural areas, other support organisations venues and events.
Children and Young People (see guidance for definition)			X	
<b>Religion/Belief:</b>				



Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Christian			X	Funding will be provided to Community Law to deliver services available to all sections of the community and appropriate policies are in place to ensure this happens.
Buddhist			X	
Hindu			X	
Jewish			X	
Muslim			X	
Sikh			X	
Other religion (including holding no belief)			X	
<b>Other Potentially Affected Groups</b>				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access	X			Community Law will provide services in a wide range of community venues across the district bringing services into local communities, rural areas, other support organisations venues and events and offering a wider range of services and support than was previously available.
Socio-economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents, people living in poor quality housing, people who have poor access to services, the unemployed or any combination of these and the other protected strands	X			
Any other potentially affected groups ( <i>please specify</i> )				

<b>9. If you have indicated that there is a negative impact on any group: n/a</b>		
a) Is that impact against legislation? <b>N/A</b>	Yes	No
b) What is the level of impact? <b>N/A</b>	High	Low
10. Could you minimise or remove any negative impact that is of low significance? <b>N/A</b>	How?	
11. Could you improve a positive impact of the decision?	Request implementation of partnership working agreements/protocols between supporting/other specialist advice agencies and Community Law	
12. If there is no evidence that the decision promotes equality of opportunity or improved relations, could it be adapted so that it does? <b>n/a</b>	How?	
Head of Service signature		
<b>Date of Initial Screening:</b>	10 May 2011	

**NOTE**

**If a negative impact has been highlighted and it is possibly discriminatory and not intended and/or of high impact you must complete a Full EIA.**

**If not, you should still consider if completing a Full EIA would be helpful in making a thorough assessment.**

**Full EIA Assessment Form**

14. Looking back at the Initial Screening Form, in what area(s) are there concerns that the decision being taken could have a negative impact?  (✓ all that apply)	
Gender:	
Sexual orientation:	
Race/Ethnicity	
Disability:	
Age	
Religion/Belief	
Rural isolation	
Socio-economic exclusion	
Any other affected groups:	
15. Summarise the likely negative impacts:	
16. What consultation on this decision has already taken place with groups/individuals from equality target groups?	
17. What does it indicate about the negative impact of this decision?	
18. What consultation will be conducted/is planned on this decision with equality target groups?	

<b>19. Once this consultation activity has taken place, indicate the outcomes:</b>	
20. What consultation on this decision has already taken place with staff - including those that have, or will have direct experience of implementing the Policy?	
21. What does it indicate about the negative impact of this decision?	
22. What consultation will be conducted/is planned on this decision with staff?	
<b>23. Once this consultation activity has taken place, indicate the outcomes:</b>	
24. What relevant research/data/reports concerning the equality target groups have been used in the planning of this decision and what does it tell us about the negative impact?	
25. What research concerning the equality target groups needs to be conducted in relation to this decision?	
<b>26. Once this has been carried out, what does it tell us about the negative impact?</b>	
27. If there are any research gaps, are there any experts/relevant groups that can be contacted to obtain views and evidence on the issues?	
<b>28. Once they have been contacted, what information have we found out?</b>	

29. Is it important that we conduct/commission specific research on this issue? Explain the research required:	
30. If we need to conduct /commission research what are the likely timescales and resource implications / costs involved?	
31. If you require further information, what will you do in the interim to address the negative impact?	
<b>32. List the changes that have been identified which will ensure that the negative impact is addressed:</b>	
<b>33. Have you introduced changes you planned, with any necessary training?</b>	Give details :
<b>34. Does everyone involved in implementing the decision know and understand what you have done?</b>	
<b>Now complete the action planning form which will detail the changes that need to be made to this decision.</b>	

### Equality Impact Assessment Action Plan

Action identified	Key activity	How will we know this has been achieved? (measures, milestones and dates)	Officer responsible	Quarterly progress update

**Planned date for next EIA exercise**



## EIA Initial Screening Form – Committee decision

<b>1. Decision being taken:</b>	<b>Voluntary Sector Grants Awards –Counselling and Support</b>
<b>2. Name and Job title / role of person completing Initial Screening:</b>	Kirsty Squires, Community Development Officer (Voluntary Sector)
<b>3. What is the main purpose of the Service or Policy under discussion?</b>	<p>The Council will provide a grant to one voluntary sector organisation (subject to approval of recommendations at Policy &amp; Resources Committee), under the theme of Counselling and Support.</p> <p>This grant will provide services for the benefit of all residents of East Northamptonshire where needed/appropriate.</p> <p>The grant will help to achieve outcomes which directly link to the Council's corporate plan.</p>
<b>4. List the main activities of the Service or Policy under discussion</b>	<p>Provision of grants funding to Service Six to provide services which will meet the outcomes detailed below:</p> <p>Provide a counselling and support service to individuals and families across East Northamptonshire. Priority will be given to areas where the Council has specific legal duties. This theme should deliver the following outcomes:</p> <ul style="list-style-type: none"> <li>○ Increased awareness of support available</li> <li>○ Increased access to counselling and support to families and individuals</li> <li>○ Increased take up of a range of specialist advice and counselling services for all individuals that may be experiencing issues/difficulties with regards to: equalities; family breakdown and relationships; mental health issues; and victims/witnesses of crime across the district.</li> </ul>
<b>5. Who are the main beneficiaries of the Service or Policy under discussion?</b>	<p>The main beneficiaries of the service under discussion are Service Six and their service users/the wider community.</p> <p>Service Six will provide services, open to all residents within East Northamptonshire, where needed.</p>
<b>6. How is the success of the Service or Policy under discussion measured?</b>	Grant agreements with agreed outcomes and targets against these will be put in place with the successful organisation. In addition regular monitoring reports will be required to be submitted to ensure these targets are met.

<b>7. Are equality monitoring systems for the Service or Policy under discussion in place?</b>	Service Six were required to provide copies of their Equalities Policy and in house monitoring procedures as an essential part of the application process. Through the grant agreement the Council will also request equalities monitoring information be submitted to ensure equality of access to services funded.
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**8. Use the following table to indicate using a ✓:**

- Where you think that the decision being taken could have a positive impact on any of the groups or contribute to promoting equality of opportunity or improving relations within equality groups.
- Where you think that the decision being taken could have a negative impact on any of the equality groups i.e. it could disadvantage them.
- Where you think that the decision being taken could have a neutral impact on any of the equality group i.e. no impact

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
<b>Gender:</b>				Funding has been provided to Service Six to deliver counselling and support services available to all sections of the community working in partnership with specialist agencies where appropriate.
Women/Girls			X	
Men/Boys			X	
Transgender people			X	
<b>Sexual Orientation:</b>				
Lesbians, gay men and bisexuals			X	
<b>Race/Ethnicity:</b>				Funding has been provided to Service Six to deliver counselling and support services available to all sections of the community working in partnership with specialist agencies where appropriate.
White British people			X	
White non-British people (including Irish people)			X	
Asian or Asian British people			X	
Black or Black British people			X	
People of mixed heritage			X	
Chinese people			X	



Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Travellers (Gypsy/Roma/Irish heritage)			X	As above.
People from other ethnic groups			X	
People who do not have English as their first language			X	
<b>Disability:</b>				
Physical impairment, e.g mobility issues which mean using a wheelchair or crutches.	X			Service Six will provide services in a wide range of community venues and utilise a wide range of media across the district bringing services into local communities, rural areas, other support organisations venues and events.
Sensory impairment, e.g blind/having a serious visual impairment, deaf/having a serious hearing impairment.	X			
Mental health condition, e.g depression or schizophrenia	X			
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder	X			
Long-standing illness or health condition, e.g. cancer, HIV. Diabetes, chronic heart disease or epilepsy	X			
Other health problems or impairments ( <i>please specify if appropriate</i> )	X			

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
<b>Age:</b>				
Older People (60+)	X			Service Six will provide services in a wide range of community venues and utilise a wide range of media across the district bringing services into local communities, rural areas, other support organisations venues and events.
Children and Young People (see guidance for definition)	X			
<b>Religion/Belief:</b>				
Christian			X	Funding has been provided to Service Six to deliver services available to all sections of the community working in partnership with specialist agencies where appropriate.
Buddhist			X	
Hindu			X	
Jewish			X	
Muslim			X	
Sikh			X	
Other religion (including holding no belief)			X	
<b>Other Potentially Affected Groups</b>				
Rural Isolation - People who live in rural areas e.g isolated geographically, lack of internet access	X			Service Six will provide services in a wide range of community venues

Equality Group	Positive Impact	Negative Impact	Neutral Impact	Reason
Socio-economic Exclusion – e.g. people who are on benefits, have low educational attainment, single parents, people living in poor quality housing, people who have poor access to services, the unemployed or any combination of these and the other protected strands	X			and utilising a wide range of media across the district bringing services into local communities, rural areas, other support organisations venues and events.
Any other potentially affected groups ( <i>please specify</i> )				
<b>9. If you have indicated that there is a negative impact on any group: n/a</b>				
a) Is that impact against legislation? <b>N/A</b>	Yes	No		
b) What is the level of impact? <b>N/A</b>	High	Low		
10. Could you minimise or remove any negative impact that is of low significance? <b>N/A</b>	How?			
11. Could you improve a positive impact of the decision?	Request implementation of formal partnership working agreements/protocols between supporting/other specialist advice agencies and the successful funded organisation.			
12. If there is no evidence that the decision promotes equality of opportunity or improved relations, could it be adapted so that it does? <b>n/a</b>	How?			
Head of Service signature				
<b>Date of Initial Screening:</b>	10 May 2011			

**NOTE**

**If a negative impact has been highlighted and it is possibly discriminatory and not intended and/or of high impact you must complete a Full EIA.**

**If not, you should still consider if completing a Full EIA would be helpful in making a thorough assessment.**

**Full EIA Assessment Form**

14. Looking back at the Initial Screening Form, in what area(s) are there concerns that the decision being taken could have a negative impact?  (✓ all that apply)	
Gender:	
Sexual orientation:	
Race/Ethnicity	
Disability:	
Age	
Religion/Belief	
Rural isolation	
Socio-economic exclusion	
Any other affected groups:	
15. Summarise the likely negative impacts:	
16. What consultation on this decision has already taken place with groups/individuals from equality target groups?	
17. What does it indicate about the negative impact of this decision?	
18. What consultation will be conducted/is planned on this decision with equality target groups?	

<b>19. Once this consultation activity has taken place, indicate the outcomes:</b>	
20. What consultation on this decision has already taken place with staff - including those that have, or will have direct experience of implementing the Policy?	
21. What does it indicate about the negative impact of this decision?	
22. What consultation will be conducted/is planned on this decision with staff?	
<b>23. Once this consultation activity has taken place, indicate the outcomes:</b>	
24. What relevant research/data/reports concerning the equality target groups have been used in the planning of this decision and what does it tell us about the negative impact?	
25. What research concerning the equality target groups needs to be conducted in relation to this decision?	
<b>26. Once this has been carried out, what does it tell us about the negative impact?</b>	
27. If there are any research gaps, are there any experts/relevant groups that can be contacted to obtain views and evidence on the issues?	
<b>28. Once they have been contacted, what information have we found out?</b>	

<p>29. Is it important that we conduct/commission specific research on this issue? Explain the research required:</p>	
<p>30. If we need to conduct /commission research what are the likely timescales and resource implications / costs involved?</p>	
<p>31. If you require further information, what will you do in the interim to address the negative impact?</p>	
<p><b>32. List the changes that have been identified which will ensure that the negative impact is addressed:</b></p>	
<p><b>33. Have you introduced changes you planned, with any necessary training?</b></p>	<p>Give details :</p>
<p><b>34. Does everyone involved in implementing the decision know and understand what you have done?</b></p>	
<p><b>Now complete the action planning form which will detail the changes that need to be made to this decision.</b></p>	

### Equality Impact Assessment Action Plan

Action identified	Key activity	How will we know this has been achieved? (measures, milestones and dates)	Officer responsible	Quarterly progress update

**Planned date for next EIA exercise**