

## 1. TITLE: Travel SMART community funding programme

<b>EIA Author:</b>	Marc Woodall
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## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Line Manger</b>	Lesley Harding	
<b>Head of Service</b>	Ian Boast	

## 3. Quality control

<b>Version number</b>	0.1	<b>EIA completed</b>	
<b>Date saved</b>	02.07.12	<b>EIA published</b>	

## 4. Developing the EIA

<b>Name</b>	<b>Job title (if applicable)</b>	<b>Organisation</b>	<b>Role</b>
Marc Woodall	Travel SMART Engagement Manager	Surrey County Council	Team leader of the Travel SMART team
Becky Willson	Travel SMART engagement officer	Surrey County Council	Revisions to plan and undertaking actions
Lesley Harding	Sustainability Group Manager	Surrey County Council	Review EIA for any changes before submission to assistant director
Louise Ivison		Surrey County Council	Directorate Equality Group rep

## 5. Issue being reviewed

<b>What policy, function or service is being reviewed?</b>	<p>A new community funding programme is being developed as part of the Travel SMART programme. Local groups, organisations and other public sector bodies will be able to bid for funding to making improvements to travel in a small number of specified local areas.</p> <p>Groups will be able to access the funding by submitting applications for projects and schemes that make it easier for people to get around, or bring services into the area. Projects should also either:</p> <ul style="list-style-type: none"> <li>• Help people make better travel choices and improve accessibility</li> <li>• Improve people's access to jobs/skills</li> </ul>
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	<ul style="list-style-type: none"> <li>• Encourage people to live healthier lifestyles</li> </ul> <p>There will be three rounds of funding in 2013, and should Local Committees be minded to fund the programme again in 2013/14 and 2014/15, there is further funding available to do so.</p> <p>The funding is split into two main elements. Firstly small community grants of up to £3,000, and secondly, larger bids for grants up to £15,000 and £50,000. Decision making for small community grants will be made by a locally formed community panel and for larger grants a participatory decision making event will be undertaken. The next section will explore in greater detail the decision making process and how this has changed from usual community funding programmes.</p> <p>The community funding programme has been advertised through the County Council website and via hard copies leaflets and posters that have been distributed through schools, local shops, Councillors and other community activists. There has also been a press release regarding the fund and how people can apply. Information about the programme and how to get involved is also on Facebook.</p> <p>A community development worker has also been contracted to work with local community groups and organisations to inform them of the funding available, how they can access it, and what sorts of schemes they will be able to fund through the process.</p>
<p><b>What are the proposed changes to the policy, service or function you are assessing?</b></p>	<p>This is a new programme, so we want to explore whether the proposed plans have any positive or negative impacts on any of the protected characteristics.</p> <p>In a change to other community grant schemes undertaken by the County Council, where funding decisions are made by County Council officers and members, decision making on grants within the process is intended to be made by local people.</p> <p>For small community grants (up to £3,000) a community panel has been set up of local residents to determine applications. Local councillors, Borough and District officers, and other community representatives were contacted to recommend people to sit on the panel. A report establishing the probable make up of the community panel was circulated to councillors, and is attached below as Annex 1.</p> <p>In order to ensure that decision making by this panel is fair, the panels have been asked to adopt terms of reference, ensuring that there is not conflict of interest when making decisions around which bids to fund. A copy of this is attached as Annex 2.</p> <p>For the large grants, the community panels will also have oversight of</p>

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	<p>the bids that have been submitted, but will not have the final say on which schemes receive funding. If there are more than 1/3 more applications than those that could be funded, the community panel will be responsible for short-listing applications.</p> <p>In order to ensure as fair a decision making process as possible for large bids, only residents who live within the local area will be able to vote at the participatory budgeting event. The minimum age for people voting will be 10 years old.</p> <p>For each large project seeking funding, they will be asked to make a short presentation to residents during the event. Residents will then be given the opportunity to give each project a score out of 10. Scores will be collected using an electronic voting system.</p> <p>Initially when the proposed community funding scheme was discussed with local groups and organisations, some concern was raised about the ability of the local community to be able to respond positively to the community funding programme. It was therefore decided to contract a community development worker to work with local groups to provide them additional support, to ensure that there is equality of opportunity to access the funding.</p>
<p><b>Who is affected by the proposals?</b></p>	<p>Residents based in the target areas of the Travel SMART community funding are likely to be affected. These areas are, Westborough in Guildford, Sheerwater and Maybury in Woking, and central Redhill and Merstham in Redhill. The funding may be rolled out to other areas within the 3 towns in later years, including Stoke in Guildford.</p> <p>Focus groups have been undertaken in Westborough, Sheerwater and Maybury, where data was collected around current difficulties exist with travel in the local area.</p> <p>The scale of the project – c.£450,000 worth of funding to be distributed in each area over three years, means that there should be a very positive impact in each of the target communities as a result of this project.</p>

## 6. Data, consultation and engagement

<p><b>Data used</b></p>
<p>Focus groups undertaken in each of the areas where the community funding is available.</p> <p>Anecdotal information collected from local community representatives, Borough Councils etc.</p> <p>NOMIS (Gov't source of statistics) and Census data so consider demographic make up of each area.</p>

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## Consultation and engagement you carried out

During the process of designing the community panel set, we consulted with local Councillors, and activists working on the ground. In Guildford these included :-

NHS Surrey
Guildford Borough Council
Surrey Lifelong Learning Partnership
Tesco
Community safety wardens
Local schools
Local churches
Local ward and divisional councillors
Guildford children's centre

In Woking these included :-

NHS Surrey
Woking Borough Council
Surrey Lifelong Learning Partnership
Local businesses
Community safety wardens
Local schools
Local churches and mosque representatives
Local ward and divisional councillors
Woking children's centre

As mentioned above, we also undertook focus groups with local residents in the areas. Approximately 80 residents attended these focus groups. These focus groups specifically targeted key groups including people in unemployment, the elderly and people with disabilities and well as seeking to get a representative cross sample of residents within the communities.

## 7. Impact of the changes

Protected characteristic	Impact	Evidence
Age	Different funded projects may impact on different age groups. People from the age of 10 years old will be able to vote at the participatory event. We have also encouraged groups	Focus group recruitment profile included requirements for a quota to include older individuals.

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	<p>representing older people to consider appropriate bids to the programme.</p> <p>In order to ensure maximum diversity of attendance at community panels, these meetings are held in the early evening, to ensure people of working age can also attend.</p>	
<b>Disability</b>	<p>Different funded projects may impact on people with disabilities differently. Groups representing and providing services for disabled people have been encouraged to consider appropriate bids to the programme.</p> <p>Venues for community panels and participatory events will be considered for their disability access.</p> <p>A key element of the project is to improve travel and accessibility, which will have positive impacts on this group.</p>	Focus group recruitment profile, included a quota for physical disability.
<b>Gender reassignment</b>	No differential impact	
<b>Pregnancy and maternity</b>	A key element of the project is to improve travel and accessibility, which will have positive impacts on this group.	
<b>Race</b>	<p>Possible impact if some groups feel other race groups have had a greater advantage through the funding programme than others. Equalities are being promoted by ensuring minority groups are represented on the community panel and that groups representing these residents</p>	Focus group recruitment profile, included a quota for ethnicity in Sheerwater and Maybury.
<b>Religion and belief</b>	In both areas, the Christian churches play a proactive role in the community. In order to not discriminate against other faiths and beliefs, we have ensured we have communicated and met with other	<p>Very positive reaction from the Christian community in both Westborough and Sheerwater and Maybury.</p> <p>Very positive reaction from the Muslim community in Sheerwater and</p>

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	groups, providing communications through channels such as local councillors.	Maybury.
<b>Sex</b>	No differential impact (see below for note on Asian Women in Sheerwater and Maybury)	
<b>Sexual orientation</b>	No differential impact	
<b>Marriage and civil partnerships</b>	No differential impact	

## 8. Groups facing multiple impacts

Impact	Evidence
Asian Women – Some concern has been raised about their ability and interest to access services. Groups representing this group and individuals from this group are represented on the community panel and have been actively targeted to offer advice and support in coming up with appropriate projects.	Anecdotal evidence from local community development workers, on Asian women accessing services locally. Evidence also collected from a dedicated Asian ladies focus group that was undertaken.
All groups – lack of access to the internet and communications could disadvantage some people from participating in the funding process. Communications have both been paper and online. Application forms are also available in local shops and schools.	Access to the internet in these areas is lower than more affluent areas.
All groups - The programme will provide both funding and opportunities for greater participation in local decision making.	

## 9. Amendment to the proposals

Change	Reason for change
Amendment to the voting procedure, to allow people as young as 10 years old to vote. Change to from a single vote to scoring each project.	Widen participation as much as possible and remove barriers to involvement to any age group
Refining the community panel attendance to ensure that harder to reach groups are represented. This has included an Asian woman in Sheerwater and Maybury.	Attempt to ensure harder to reach groups are represented

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Ensuring message reach faith and belief communities through the appropriate channels, i.e. working with representatives from the Mosque in Maybury.	Ensure people from different faith backgrounds are not discriminated against.
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## 10. Action plan

Impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Positive impact on local churches	Supporting community work that churches carry out in each area.	Ongoing through the project	Becky Willson
Negative impact on other faith groups	View of other faith groups about the proactive nature of the churches in the project. Ensure other faith groups have equal access to information, communications and the opportunity to bid for funding.		Becky Willson and Marc Woodall
Impact on race – positive and negative	Positive action in terms of ensuring that different race groups are effectively represented, by ensuring communications are delivered through the appropriate channels	Ongoing throughout the project	Becky Willson
Impact on race - negative	Some residents, particularly in Sheerwater and Maybury don't have English as their first language. Some materials have been translated into other languages, but not all, as the cost can prove high.	Ongoing	
Positive impact on different age groups	Giving younger people the opportunity to participate in decision making. Ensure younger people play an active part in the decision making process	At participatory events in October 2012.	Becky Willson and Marc Woodall
All groups – positive	Demographic data will be collected at events to understand any trends in those. The data will be used to inform future events.	After participatory events in 2012, and before	Becky Willson

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		<b>publicity of events in 2013.</b>	
<b>All groups - positive</b>	<b>A community development worker has been contracted to support the programme, in order to visit groups and assist them with submitted applications</b>	<b>Ongoing until March 2013</b>	

## 11. Summary of key impacts and actions

Information and consultation/engagement used to underpin equalities analysis	Focus groups, work with local community groups and organisations, dialogue with community development workers
Key impacts (positive and/or negative) on the protected characteristic groups	Community development worker contracted to work on the ground, helping all groups develop bids and engage in the programme. Collecting demographic data at events to refine programme in future years Giving young people from the age of 10 the ability to participate local decision making. Providing funding and greater participation in local decision making
Changes you have made to the policy as a result of the equality analysis process	Widened participation by lowering the age where people can vote. Focussed attention on faith groups, greater than previously planned. Ensured that community groups and organisations representing people with disabilities and different ages have access to the relevant information.
Key mitigating actions planned to address any outstanding negative impacts	Monitoring of demographic data of participatory event attendees, to analyse which groups if any are underrepresented at the participatory events.

## Further guidance

If you need more advice and guidance, you may find the following sources useful:

- [Government Equality Office: Equality Act guidance](#)
- [Equality and Human Rights Commission: Guidance on the Equality Duty](#)
- [Equality and Human Rights Commission: Making fair financial decisions](#)
- [Local Government Improvement and Development: Equality Impact Assessments](#)
- TUC: Equality duty toolkit



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## Annex 1

Copy of report sent to Local Committees regarding the development of the Community Panel

### Community Panel set up - Westborough

As part of the Travel SMART community funding scheme, we would like to set up a community panel to make decisions about small grant funding (under £3,000). This panel would also serve as a working group for the community funding scheme, where marketing and publicity can be planned, information can be disseminated back to local groups and organisations such as community interest companies and charities can help the panel to develop new ideas for schemes and projects that require funding.

This panel would also work to develop the participatory budgeting event, and shortlist bids to this event, if there are high volumes of applications.

Each financial year we will identify 8 local people from the local community to sit on the community panel.

One of the local councillors, either from the borough council or country council, will chair the community panel, and invitations to local people will be sent on their behalf. We propose inviting eight people in total from the following groups, with each one also identifying a deputy/alternate should they not be able to attend.

Borough and County Councillors
Residents' associations
Representative from local schools (pupils where possible)
NHS surrey/PCT
Guildford Job Club
Community group representative
Representative from Westborough shops/businesses
Borough Council
Residents

Surrey's Travel SMART team will receive bids from the community, and ensure they are valid under the scheme's aim and objectives.

We envisage the community panel meeting every two months to discuss design and delivery of the participatory budgeting event, plus once in July and January to award funding to small projects, worth up to £3,000.

The setting up, venue booking and facilitation of the panel would be the responsibility of Surrey CC's travel SMART team. A member of the Travel SMART team will be present at each panel meeting, purely to facilitate the meeting and to record the panel's decision.

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Once a chair has been identified from the local councillors, the Travel SMART team will send invitations out to the groups above on their behalf, and a date set for an introductory meeting to inform people of what the panel will be responsible for doing.

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## Annex 2

### Travel SMART Westborough Community Panel – Terms of reference

The Travel SMART Westborough Community panel has been set up to a) function as a decision making body for the Travel SMART in Westborough's small community grants scheme, and b) to assist with planning a community event to support public decision making for the Westborough Fund.

The Borough ward Councillors and divisional County Councillor, will appoint from among themselves, a chairman to preside over the panel for the current financial year, i.e. until April 2013. A new chairman will be appointed for each of the financial years 2013/14 and 2014/15.

The panel will be comprised of people from the local community, representing some or all of the following groups:

Borough and County Councillors
Residents' associations
Representative from local schools (pupils where possible)
NHS surrey/PCT
Guildford Job Club
Community group representative
Representative from Westborough shops/businesses
Borough Council
Residents

The panel will be required to preside over two small community grant application windows through the financial year, one closing in July 2012 and the other in January 2013.

### Conflict of interest

Community panel members will be asked to declare any interests that they may have in any applications being considered at the beginning of a meeting. Members will be asked to either declare a personal or prejudicial interest. A personal interest will not have any bearing on a members ability to comment or vote on any application, and may include being a member of a group or organisation submitting a bid or being related to somebody directly involved in submitting a bid. A prejudicial interest will mean a panel member will not be able to comment upon or vote for or against an application. A prejudicial interest will need to be declared where a member has provided help to a group producing a bid or being a senior member of a group submitting a bid.

### Decision making

The panel will have the opportunity to allocate a total of £12,500 worth of funding to groups that have applied for small community grants at each of the two decision making panels. Panel members will need to agree which applications receive funding, without exceeding the total allocation amount. The panel will have an opportunity to read all bids before they meet to decide the funding. All bids are to remain confidential and to be treated with discretion. The panel may decide to offer groups a lower amount than requested should this be considered appropriate. Any vote for or against funding a

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project that might be necessary, will be decided by a simple majority. In the event of a tie, the chairman will have the casting vote.

For a community panel funding decision to be quorate, a minimum of four panel members need to be able present and able to vote.

## **Administration**

The Travel SMART team will provide administration support for each of the meetings, including producing agendas and taking and publishing minutes.