

1. Topic of assessment

EIA title:	Grants Procedure
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EIA author:	Jeremy Taylor Procurement & Commissioning Partnership Manager
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2. Approval

	Name	Date approved
Approved by¹		

3. Quality control

Version number	V4	EIA completed	6 th February 2014
Date saved		EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Jeremy Taylor	Procurement & Commissioning Partnership Manager	Surrey County Council	
Saba Hussain	Strategic Partnership Manager	Surrey County Council	

¹ Refer to earlier guidance for details on getting approval for your EIA.

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>This is a review of the grants process for all part of Surrey County Council. The review is to formalise a consistent process for grants. It will set down formal guidance on the reasons to choose either a Grant or Tender process as the appropriate route to market. The new policy will ensure that an open and transparent approach towards grants throughout Surrey County Council. The policy would affect all grant funded services/projects throughout Surrey County Council. Projects/services funded under grants are mainly preventative and are supplied by Voluntary, Community and Faith sectors or not for profit organisations. This will not affect the final decision being made but just the process to follow.</p>
<p>What proposals are you assessing?</p>	<p>The proposal is to review the current county grants process which has 2 routes Under £10,000 and over £10,000.</p> <p>Within the last 2 years Adults Social Care have carried out 3 “strategic grants programmes” which have been very successful and this is to formalise that approach across Surrey County Council and make appropriate improvements. We are looking to set 3 levels on grants process Under £10,000, Between £10,000 and £99,999 and over £100,000. To set up appropriate application formats and funding agreements for each level. The creation of clear policy on the selection of the appropriate route to market (Grant or Tender) and guidance on how the process should be communicated, managed and progressed.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>The proposal will affect Officers involved in any project/services funded via a grants based approach. It will only affect the process of awarding grants and when to use a grant or contract it will not affect the decision being made. The formalisation of the 3 level of process and the need to carry out full risk assessment of organisations in specific circumstances are the areas of most change. The new process will affect Surrey County Council Officers who will need to understand and follow the new process.</p>

6. Sources of information

Engagement carried out
<p>Each of the following organisations were contacted for their opinions, the procedure has been drafted shared and feedback requested, feedback was considered and actioned where appropriate.</p> <p>Chair of the Surrey Compact Co-Chair of Surrey County Council Adults and Community Care Implementation Board Chair of Surrey Coalition of Disabled People Chief Executive of Surrey Disabled Peoples Partnership Chief Executive of Surrey Independent Living Council Chair of Surrey Citizens Advice Bureaux Chief Executive Action for Carers Surrey Youth Focus Diocese of Guildford</p> <p>Adults Commissioning Childrens Commissioning Procurement Policy and Performance Legal and Finance</p> <p>Joint Commissioning Strategy Group (including Reps from District & Boroughs and PCT)</p> <p>Wider Consultation was undertaken using the Surrey Says consultation pages and published via the relevant Sector representative groups.</p>
Data used
<ul style="list-style-type: none">• Procurement Standing Orders• VCFS Framework• Surrey Compact Funding Code 2009• Grant Funding Expenditure Reports

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	There will be a positive impact on Organisations within Surrey as there will be a clear, consistent and transparent approach to grants.	There is no negative impact from this process to residents and service users in Surrey as the end decision is not effected just the way the decision is reached.	
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			

Page 126

² More information on the definitions of these groups can be found [here](#).

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	<p>The new process will give much clearer guidance on grants and the difference from contracts, what they are how they should be used.</p> <p>The process sets out a clear process to follow for each level on grant funding.</p> <p>The process will ensure that grant awards are open and transparent and signed off at the appropriate level.</p>	<p>There will be a requirement for training in appropriate ways and formats to help staff understand the new process and how to carry out a grant funding opportunity.</p>	<p>There is confusion about grants and contracts.</p> <p>There are a number of different grant approaches and processes throughout SCC.</p> <p>There has been confusion about how and who approve grants.</p>
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			

8. Amendments to the proposals

Change	Reason for change
N/A	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Positive Better understanding of the appropriate way to use grants and contracts and how we can create better outcomes for Surrey residents, users and carers via grants.	Training workshops for officers of the council to understand and be able to use the new procedures effectively	October 2014	Jeremy Taylor

Page 128

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
N/A	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	
Key impacts (positive and/or negative) on people with protected characteristics	Better understanding of the appropriate way to use grants and contracts and how we can create better outcomes for Surrey residents, users and carers via grants.
Changes you have made to the proposal as a result of the EIA	None needed – already included
Key mitigating actions planned to address any outstanding negative impacts	Training workshops for officers of the council to understand and be able to use the new procedures effectively
Potential negative impacts that cannot be mitigated	None

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