



Summary report on the screening of policies

December 2005



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We care about the environment	The Big Lottery Fund seeks to minimise its negative environmental impact and uses only proper sustainable resources
Our equal opportunities commitment	The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly. It is the responsibility of all staff and Board members to uphold and implement our equality policy
	Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of the Community Fund)

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Introduction

The Big Lottery Fund (BIG) is a new Lottery distributor created by merging the New Opportunities Fund and the Community Fund. BIG will hand out 50 per cent of the money from the National Lottery that goes to good causes. BIG is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. BIG will aim to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly. It is the responsibility of all staff and Board members to uphold and implement our equality policy. BIG aims to bring real improvements to communities and the lives of people most in need. BIG will not be designated for the purposes of Section 75 until 2006 but both legacy organisations were designated bodies and will retain their equality duties.

Both legacy organisations have discussed with the Equality Commission the impact of merger on their respective Equality Schemes and how BIG can continue to meet Section 75 commitments, as fully as possible, in light of these significant changes.

Recent equality developments for BIG

BIG will be developing lots of new policies to support its core business of grant making and will work to ensure that all new and proposed policies are screened. BIG has agreed a number of equality principles that underpin all our work and which we believe will enhance the implementation of our statutory duties.

BIG agreed with the Equality Commission that equality assurance on new policies being developed for BIG would be a priority. BIG set up a working group to review the screening processes that had been put in place by both Community Fund and New Opportunities Fund and a range of external organisations, to identify examples of good practice. From this, BIG has developed a new process that builds on this work. This incorporates the statutory requirements for screening as set out in the guidance from the Equality Commission and BIG's responsibilities under the Race Relations Amendment Act 2000.

This document

This document is a summary setting out the new policies that have been developed by BIG within the past 12 months and which have been screened. The policies cover a range of business areas and the report notes the outcome of the screening exercise. We have also produced a more detailed screening report which sets out further information on each individual policy, any changes made to the policy through the screening process and the screening outcome. **Please use the contact details at the end of this document to request the full report.**

Over the past year we have worked to ensure that equality issues relating to new policies are identified at the stage of policy development and measures to mitigate/remove adverse impacts are put in place before policies are finalised. By adopting this approach we have made efforts to mainstream equality, making changes to policies to more effectively promote equality of opportunity and good relations.

New funding programmes

As a result of this work and making changes to policies as they are being developed, we do not believe that there are significant equality implications arising from the policies listed in this report. We recognise, however, that all of the policies listed are new policies and for many we have put measures in place to help us assess more fully in 12 months time whether a full Equality Impact Assessment (EQIA) is required. We welcome your views on this approach.

In 2004-05, BIG carried out consultation on 'How we should Fund' and 'Outcomes and Priorities for Funding.' As part of this consultation we asked people how we could promote equality of opportunity in our grant making. Respondents told us BIG should:

- build on the positive legacy of the equality work of both Community Fund and New Opportunities Fund
- monitor the participation of equality groups in new funding programmes
- ensure funding programmes are inclusive
- ensure application processes are clear and user friendly
- ensure those receiving grants practice Equal Opportunities.

These, and other responses will also be used to inform the screening of new funding programmes and policies.

Policies screened

The following table is a list of all policies that have been screened and the outcome of that screening. If you are interested in further details about any of the policies listed please contact our equality adviser using the details at the end of the document.

Policy

Screening outcomes

Young People's Fund programme (NI)	This is a new funding programme. Through screening, a number of changes were made and as a result no significant equality implications were identified. However, monitoring arrangements have been put in place and we will review this policy again in six months to assess whether a full EQIA is recommended.
People's Millions programme (NI)	This is a new funding programme. Through screening, a number of changes were made and as a result no significant equality implications were identified. However, monitoring arrangements have been put in place and we will review this policy again in six months to assess whether a full EQIA is recommended.
Proposed framework for NI outcomes and suggested priorities	The proposed framework for new programmes has been the subject of extensive consultation in 2005 and was revised following feedback from this and as part of screening. The revised framework has also been screened (See below).
Revised framework for NI outcomes and suggested priorities	This is a broad framework for new BIG programmes. Following consultation changes were made to the framework and as a result no significant equality implications were identified. While an EQIA is not recommended, all new programmes will be screened separately as they are developed to assess whether an EQIA is recommended.
Pre-application support strategy (Policy introduced on a pilot basis)	This was a new policy introduced on a pilot basis for the voluntary and community sector programme in NI. Through screening a number of changes were made to more effectively promote equality and as a result no significant equality implications were identified. However, where this approach is used for new funding programmes, it will be reviewed after 12 months to assess whether an EQIA is recommended.
Ethics (UK-wide)	This is a new internal policy setting out guidance for staff on ethics. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Customer service charter (UK-wide)	This new policy provides customers with a guide to the level of service they can expect. It takes into account the diverse needs of a range of customers. Through screening, no significant equality implications were identified, however monitoring arrangements have been put in place and we will review this policy in 12 months to assess whether a full EQIA is recommended.

Policy

Screening outcomes

Corporate sponsorship policy (UK-wide)	This is a new internal policy designed to complement in house learning and development opportunities. Through screening, a number of changes were made to more effectively promote equality and as a result no significant equality implications were identified. However, monitoring arrangements have been put in place and we will review this policy in 12 months to assess whether a full EQIA is required.
Data protection (UK-wide)	This new policy provides guidance on how information should be stored within BIG. Through screening, no significant equality implications were identified and therefore no EQIA is recommended.
Use of equipment and office security (UK-wide)	This is a new internal policy providing guidance for staff on the use of equipment and office security. Through screening, no significant equality implications were identified and therefore no EQIA is recommended.
Flexible working (UK-wide)	This is a new internal policy aimed at enabling staff to achieve a work-life balance. Through screening, no significant equality implications were identified, flexible working impacts positively on people with dependants, in particular. However, we will review this policy in 12 months to assess whether a full EQIA is required.
Notice policy (UK-wide)	This is a new policy setting out details on the requirements for providing notice. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Retirement (UK-wide)	This is a new internal policy designed to support employees approaching retirement. Through screening, no significant equality impacts were identified, however, this policy will be reviewed in light of forthcoming age legislation and monitoring arrangements have been put in place to assess whether an EQIA is required.
Speaking engagements (UK-wide)	This is a new internal policy providing guidance on undertaking speaking engagements. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Political activities (UK-wide)	This is a new internal policy providing guidance for staff on involvement in political activities. Through screening, no significant equality impacts were identified, however, this policy will be reviewed in 12 months to assess whether an EQIA is recommended.

Policy

Screening outcomes

Transport difficulties (UK-wide)	This is a new internal policy providing guidance for staff on dealing with travel disruptions. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Press and media relations (UK-wide)	This is a new internal policy providing guidance for staff dealing with media enquiries. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Probation (UK-wide)	This is a new internal policy setting out the policy for establishing and managing probation. Through screening, no significant equality impacts were identified, however, this policy will be reviewed in 12 months to assess whether an EQIA is recommended.
Bullying and harassment (UK-wide)	This is a new internal policy setting out procedures for dealing with bullying and harassment. Through screening, the policy was amended to include equality monitoring arrangements and it will be reviewed in 12 months to assess whether an EQIA is required.
Confidentiality (UK-wide)	This is a new internal policy providing guidance on how information should be used. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Hospitality (UK-wide)	This is a new internal policy providing guidance for staff on acceptance of gifts from outside parties. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Equal Opportunities Policy (UK-wide)	This is a new policy setting out BIG's commitment to equality as a funder and employer. Through screening, no significant equality impacts were identified and therefore no EQIA is recommended.
Change control (UK-wide)	This is a new internal policy setting out standards for changes to internal systems. Through screening, no significant equality implications were identified therefore no EQIA is recommended on this policy.
Car parking (NI)	This is a new internal policy setting out procedure for allocating car parking spaces. A review of the proceduralisation of the policy is planned for December 2005 and will take account of equality impacts. This will inform whether an EQIA is required.

Seeking your views

We would like to hear your views on the outcome of our screening. Please note this is only a summary document, the full consultation report provides more detail on each policy area. Please contact us if you wish to request a full report using the details at the end of this document. If you would like to make a response please send it to us **before 16 March 2006**. If you would like to request this summary in another format you can use the contact details on this page to do this. Further copies of this document are available on the website:
www.biglotteryfund.org.uk.

Next steps

As stated, BIG has been developing lots of new policies over the past 12 months. We will be developing new programmes and new policies over the next year and we will be repeating this consultation exercise in six months time for all new policies screened between October 2005 and March 2006. We will write to you again to let you know this is happening and to seek your views.

Contact us

If you would like to request this document in an alternative format or request a copy of the full report to make a response, please contact:

Tracy O'Neill
Equality Adviser
Big Lottery Fund
1 Cromac Quay
Cromac Wood
Ormeau Rd
Belfast
BT72JD

Tel: 028 9055 1455

Textphone: 028 9055 1431

Fax: 028 9055 1444

Email:
tracy.o'neill@biglotteryfund.org.uk

If you have a general enquiry please contact our information team on enquiries.ni@biglotteryfund.org.uk or use one of the contact numbers above.

