



Joint Equality Scheme Annual Progress Report  
December 2006 – November 2007



## Joint Equality Scheme Annual Progress Report December 2006–November 2007

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### Accessibility

Please contact us to discuss any specific communication needs you may have.

### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

### We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

### Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

### Our values

We have identified seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker 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.

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 Community Fund).

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# Foreword

I am delighted to endorse our first Joint Equality Scheme Annual Progress Report, which has also been fully supported by our Board.

I have made a commitment to take a lead in driving this work forward and have asked for regular updates on how the scheme is progressing. Progress under the scheme is one of our corporate priority activities for 2007-08.

In the past 12 months we have made considerable progress in addressing the various commitments outlined in our action plan and in collating and analysing the information that has subsequently informed our equality assurance work. In all, 79 areas of business have been equality assured this year. This shows the high level of commitment to equality mainstreaming across the organisation.

In the coming months we will identify what actions we need to take to promote gender equality in our business. These actions will be reflected in a revised version of our scheme which we hope to launch in 2008. We will also allocate the necessary resources, in terms of people, time and money, to make our scheme effective.

Stephen Dunmore  
**Chief Executive**

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# Section 1

## Introduction

### 1. About the Big Lottery Fund

1.1 The Big Lottery Fund (BIG) was established as a new UK-wide Lottery distributor on 1 June 2004 following an administrative merger of the New Opportunities Fund and the Community Fund. BIG formally came into being following the passage of legislation on 1 December 2006.

1.2 BIG aims to bring real improvements to communities and the lives of people most in need. To achieve this, we have identified seven values that underpin all of our work: fairness, accessibility, strategic focus, involving people, innovation, enabling and additional to government.

1.3 BIG is responsible for giving out half of the money for good causes raised by the National Lottery, giving us a budget of about £600 million a year across the UK. Our funding covers health, education, environment and charitable purposes.

1.4 BIG is a UK-wide body. The corporate management structure is made up of a Board, seven directorates, including country offices in Scotland, Wales and Northern Ireland, a UK-wide Senior Management Team and a number of strategic boards and committees.

### 2. Our funding programmes

2.1 Our programmes have three broad themes agreed with the Government and devolved administrations:

- supporting community learning and creating opportunity
- promoting community safety and cohesion, and
- promoting well-being.

2.2 We aim to fund projects and organisations that make a difference. Instead of focusing on what an organisation is or does, we focus on what the organisation aims to achieve with our funding, in other words, the outcome of our funding.

2.3 In each of the four countries of the UK we have developed three or four national outcomes to support our strategic themes. These set out what we hope our funding will achieve. They were drawn up following public consultations in each UK country. We aim to achieve these outcomes by funding through a set of programmes in each country. These programmes divide into two broad areas: demand-led and strategic.

2.4 Demand-led programmes encourage organisations and groups to bring their own ideas and local solutions to us for funding. Strategic programmes focus more on the specific outcomes that we want our funding to achieve, although we will still encourage local solutions to local needs.

2.5 As well as our national programmes in England, Scotland, Wales and Northern Ireland, we run a small number of UK grants programmes.

2.6 You can find details of all our programmes on our website at: [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk).

# Section 2

## Our Joint Equality Scheme

### 1. Production of Joint Equality Scheme

1.1 Under the Disability Discrimination Act 2005 (DDA) we are required to produce an equality scheme. There is no similar requirement under the Race Relations Amendment Act (RRAA). However, we decided to produce a Joint Scheme as we felt it would allow us to meet the general duty to promote race equality more effectively. We published our Joint Equality Scheme on 4 December 2006. Both duties or Acts stipulate different requirements or standards. We have decided to adopt the highest standards of both.

### 2. Content of Joint Equality Scheme

2.1 In line with legal requirements our scheme set out the following:

- details of relevant functions and policies
- how disabled people and people from black and minority ethnic communities (BME) have been involved in producing the scheme
- an action plan.

We have made the following arrangements for putting the scheme into effect.

- gathering information about BIG's performance on race and disability equality
- assessing and consulting on the likely impact of relevant policies and functions on promoting disability and race equality and improving these where necessary
- monitoring BIG's policies and functions to ensure that they do not have a negative effect on the promotion of disability and race equality
- publishing the results of such assessments and consultation
- ensuring public access to information about BIG and our services
- training staff in our obligations under race and disability legislation

- reporting annually on progress and demonstrating that action has been taken through the scheme and the appropriate outcomes have been achieved
- reviewing and revising the scheme including a review of the list of relevant policies and functions every three years.

### 3. Reporting arrangements

3.1 Under the RRAA we are required to produce an annual progress report, which highlights our ethnic employment monitoring results. Under the DDA we are required to provide an overview of progress against the disability action points within our scheme's action plan, the results of our information gathering and how we have used this information.

3.2 In line with our commitment to adopt the highest standards from both duties our annual progress report will also include the results from our disability employment monitoring and an overview of progress against the ethnicity action points within our scheme's action plan, the results of our information gathering and how we have used this information. It will also include a report on the results of our equality assurance work during the last 12 months (a requirement within race relations legislation which BIG is not obliged to comply with).

### 4. Review

4.1 Our Joint Scheme will be reviewed in April 2008 to take account of the Gender Equality Duty (BIG is not required to produce a Gender Equality Scheme under the Duty). It will be reviewed again in December 2009. As a result of the review, a revised scheme will be launched, which will run for another three years.

### 5. Complaints

5.1 Employees wishing to complain about BIG failing to meet its duties under either the DDA or RRAA can do so by raising the matter with their line manager or Human Resources (for employment matters) or the Corporate Equality Manager (for external issues).

# Section 3

5.2 Members of the public may make complaints by contacting our Customer Care and Quality Adviser at:

Big Lottery Fund

1 Plough Place

London

EC4A 1DE

Fax: 0207211 1753

Textphone: 020 7211 3700

[Customer.services@biglotteryfund.org.uk](mailto:Customer.services@biglotteryfund.org.uk)

## **Format of annual report**

This report sets out the progress made during the period December 2006 – November 2007 against the commitments outlined in our Joint Equality Scheme and covers the following areas:

- ▶ Information gathered (including employment monitoring results) – overview of systems, key findings and actions arising – see Section 4.
- ▶ Action plan (internal and external action points) – see Section 5.
- ▶ Completed equality assurance work highlighting results and actions arising – see Section 6.

# Section 4

## Information gathering

During the past 12 months we have collated and analysed information from both internal and external sources which have allowed us to assess our current performance on promoting race and disability equality and build the findings into our equality assurance work (see Section 6).

This section of the report outlines the results from our information gathering and any subsequent action planned, broken down by disability and ethnicity where possible.

### Internal information

#### 1. Employment monitoring results (1 April 2006 – 31 March 2007)

##### a) Staff in post (on 31 March 2007)

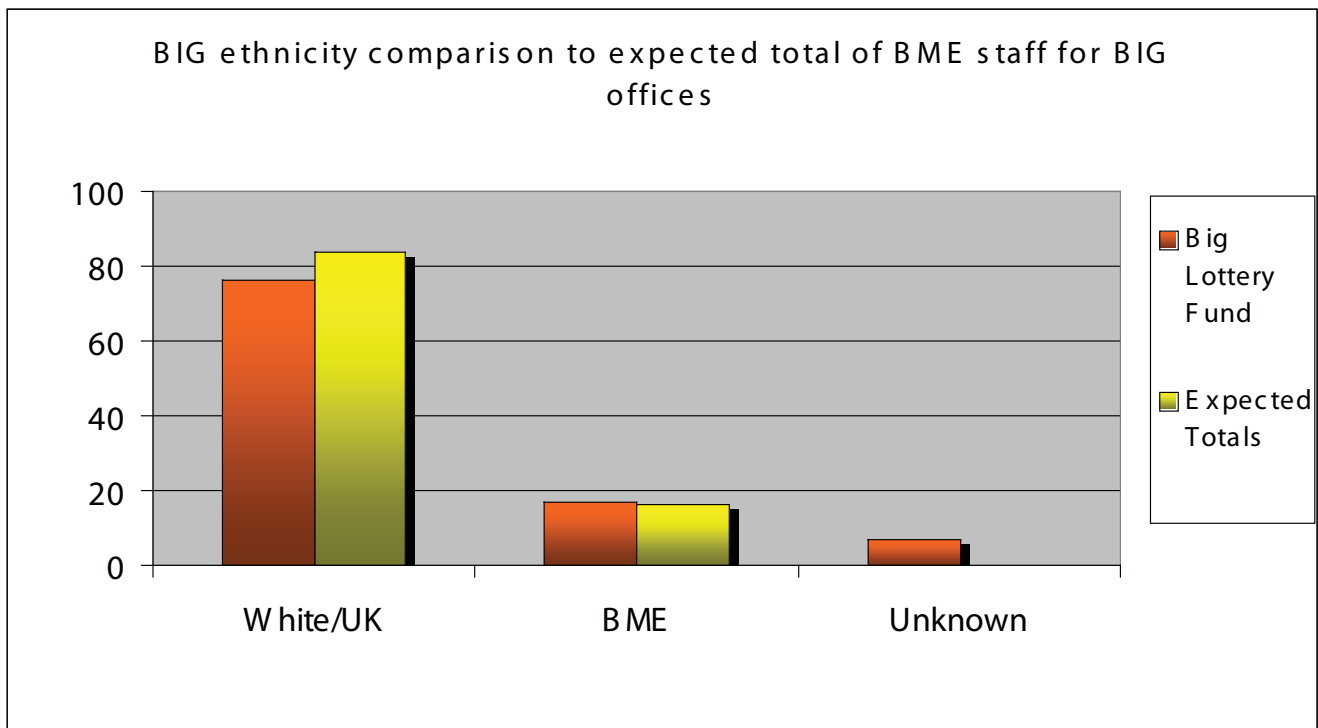
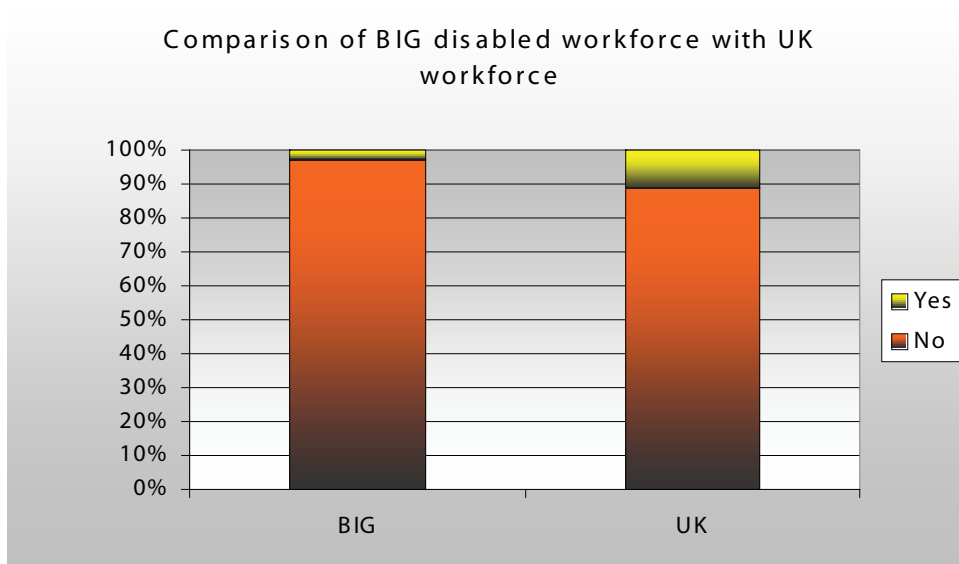


Chart A

	BIG	UK	Expected Totals
White/UK	76	92.2	84
BME	17	7.8	16
Unknown	7		

# Section 4

Chart A shows that 17 per cent of our staff come from a BME background as opposed to 16 per cent of the population in the areas in which we are located. We have a good mix of BME staff at grades 3 and below and at grade 4 and above, with a majority in the higher graded posts. The lowest proportional numbers of BME staff are within our country directorates, which should be expected given the geographical spread of the BME population across the UK.



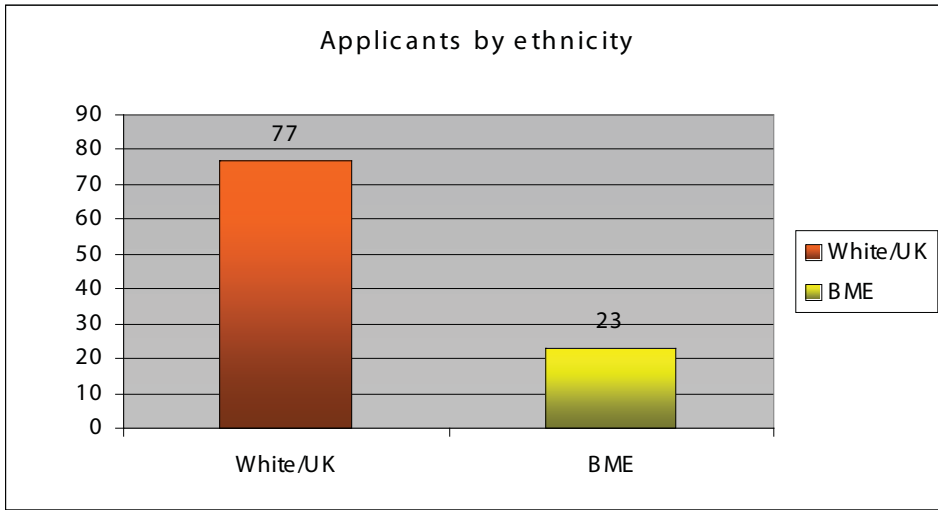
**Chart B**

	<b>BIG</b>	<b>UK</b>
<b>Disability</b>	%	%
<b>No</b>	97	89
<b>Yes</b>	3	11

Chart B suggests that we have an under-representation of disabled staff. As part of our engagement with the Employers' Forum on Disability we have had our practices audited as regards employing and providing services to people with a disability and we have received a diagnostic report from the Forum on future practice. A working group of staff will be set up to examine and move forward with recommendations.

# Section 4

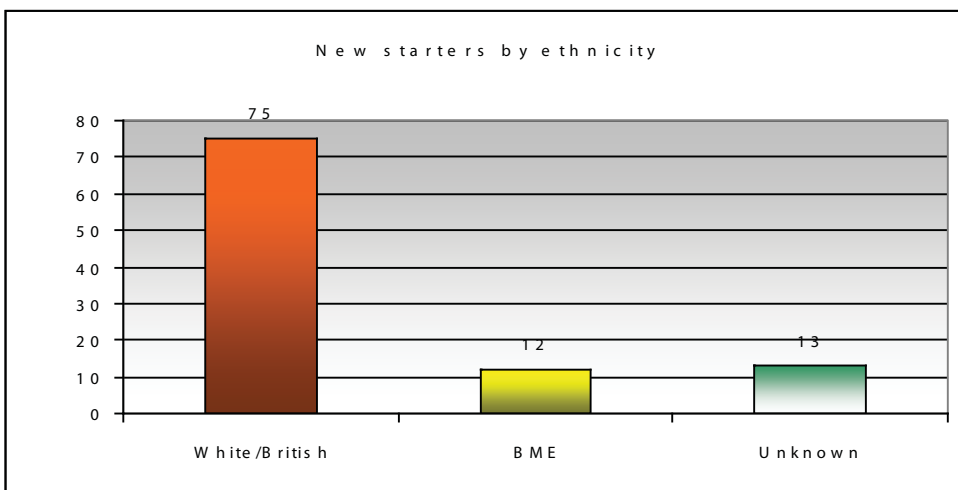
## b) Applicants for employment (internal and external recruitment)



**Chart C**

Out of the 3887 applicants there were:

White/UK	BME
2977	910



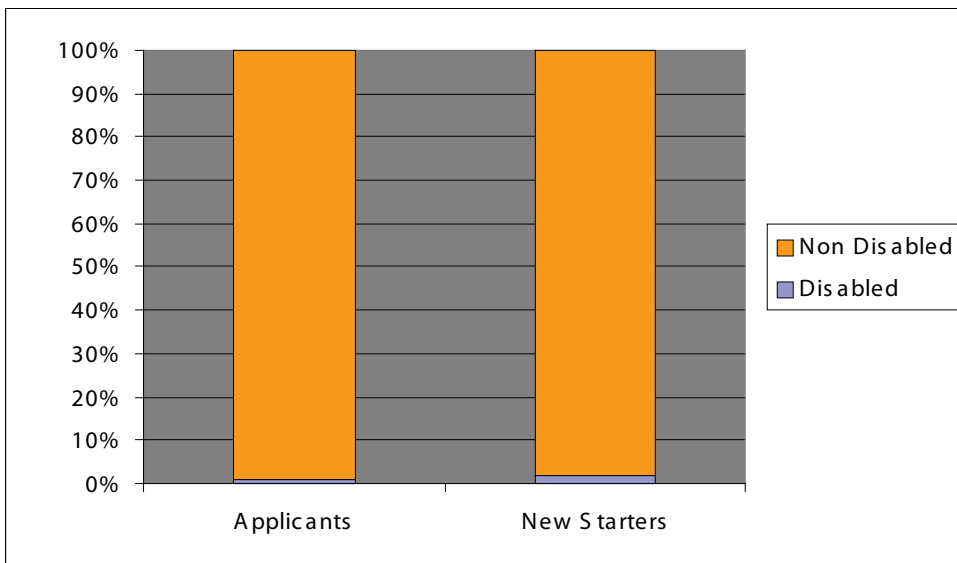
**Chart D**

# Section 4

Out of 356 new starters there were:

White/UK	BME	Unknown
266	44	46

Charts C and D shows that 23 per cent of applicants for posts within BIG came from a BME background and that 12 per cent of new starters came from a BME background but that in 13 per cent of cases ethnic background is unknown. This makes analysis difficult. In future the new electronically delivered recruitment system will make completion of ethnic monitoring details mandatory. In addition our HR department is in the process of writing out to all existing staff that have not completed monitoring information to ask them to complete monitoring details.



**Chart E**

Out of 3887 applicants, 34 considered themselves to be disabled. Out of 356 new starters, seven considered themselves to be disabled.

	Disabled	Non Disabled	Total	% Disabled
<b>Applicants</b>	34	3853	3887	0.87
<b>New starters</b>	7	349	356	1.97

Chart E shows the small number of applicants and new starters with a disability. Just less than 1 per cent of applicants had a disability but interestingly the proportion of disabled applicants appointed was greater at just less than 2 per cent.

# Section 4

## c) Staff who apply for and receive training

Out of 29 staff participating in BIG's Management Development programme, one was disabled.

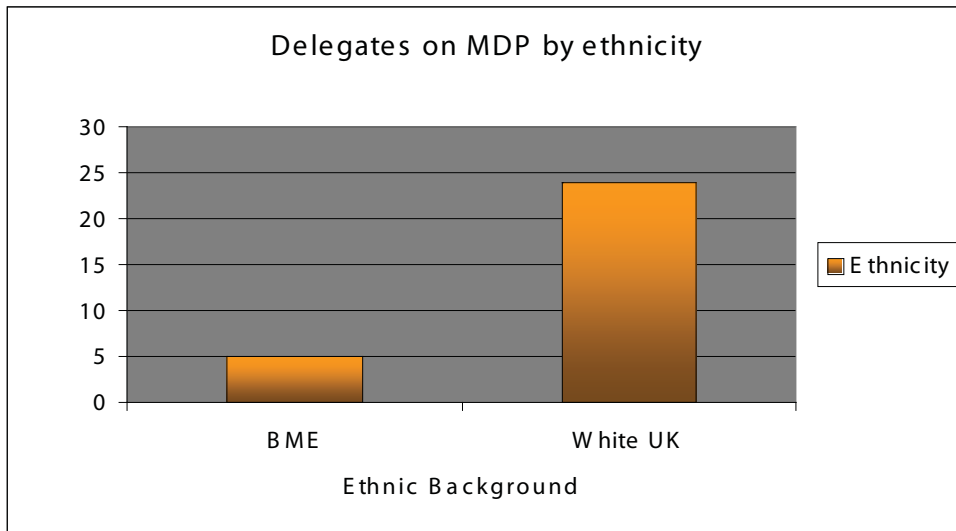


Chart F

BME	White UK
5	24
17%	83%

Chart F indicates that the percentage of BME staff participating in the programme is proportionate.

## d) Staff who benefit or suffer detriment as a result of performance assessment procedures

	Eligible staff	Number Nominated	% Nominated
Black	30	5	16%
Asian	23	3	13%
Chinese	5	1	20%
Mixed	12	3	25%
Other	9	0	0%
White Other	56	14	25%
<b>Total BME</b>	<b>135</b>	<b>26</b>	<b>19%</b>
<b>White UK</b>	<b>553</b>	<b>111</b>	<b>20%</b>
<b>Unknown</b>	<b>23</b>	<b>3</b>	<b>13%</b>
<b>Total</b>	<b>711</b>	<b>142</b>	<b>20%</b>

# Section 4

Table G shows that at 13 per cent, Asian staff were under-represented in bonus nominations. While this figure is not statistically significant it is worth revisiting next year.

	Total number of eligible staff	Number nominated	% nominated
<b>Disabled</b>	25	7	28%
<b>Not-disabled</b>	686	135	19%

**Table H**

Table H suggests an encouraging nomination rate among disabled staff.

## e) Staff involved in grievance procedures or the subject of disciplinary procedures

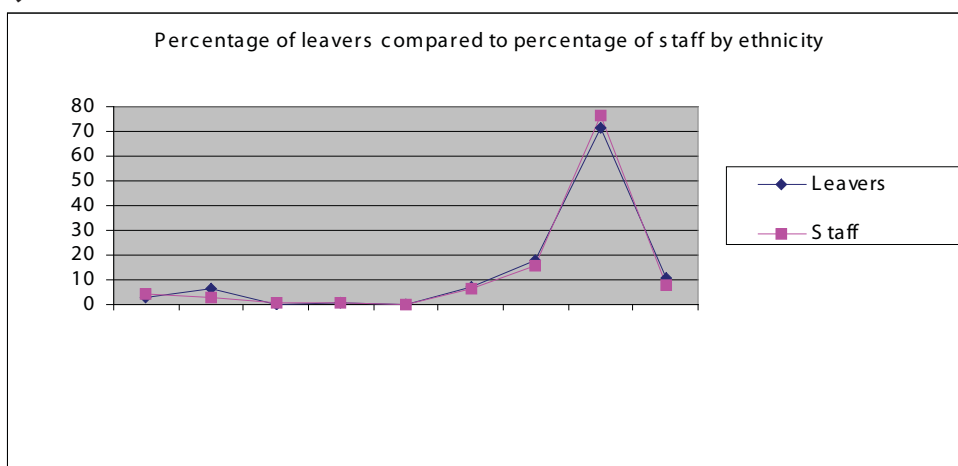
	Grievance	Discipline	Dismissals
<b>BME</b>	4	4	1
<b>White UK</b>	3	11	5
<b>Total</b>	<b>7</b>	<b>15</b>	<b>6</b>

<b>Disabled</b>	0	1	1
<b>Non- disabled</b>	7	14	5
<b>Total</b>	<b>7</b>	<b>15</b>	<b>6</b>

**Table J**

Table J suggests that a higher proportion of BME staff were subject to discipline action, although the proportion of BME staff dismissed was not equally high. This will be monitored on an ongoing basis.

## f) Staff Who Left BIG



**Chart K**

Chart K shows that the ethnicity of leavers was in line with staff composition generally.

# Section 4

## Leavers by disability status

	Disabled %	Not-Disabled %
Leavers	4.8	95.2
Current workforce	3	97

**Table L**

Table L shows that a slightly higher proportion of disabled staff left BIG than the proportionate rate of employment. However, this is a small percentage difference from an equally small sample group, therefore, the variance is not statistically significant. Nevertheless, this should be considered during engagement with the Employer's Forum on Disability examined next year.

## 2. Employee survey – completed in September 2007

Comparative Profile of BIG's Employee Survey Questions Responses 2006 and 2007.

	Corporate	White UK	BME	Disabled	Non Disabled
<b>Improved on 2006</b>	50 (62%)	53 (65%)	63 (78%)	54 (67%)	48 (59%)
<b>Fall on 2006</b>	24 (30%)	23 (28%)	15 (19%)	24 (30%)	25 (31%)
<b>+5 % &gt; 2006</b>	26 (32%)	29 (36%)	50 (62%)	46 (57%)	28 (35%)
<b>- 5 % &lt; 2006</b>	4 (5%)	4 (5%)	3 (4%)	15 (22%)	4 (5%)

### 2.1 The following observations can be made:

2.2 BME staff had the highest proportionate improvement overall in question responses, with 78 per cent of question responses reflecting an improvement on 2006 and 62 per cent having a differential rating of five per cent or more.

2.3 The fall in questions responses in comparison to 2006 was evenly distributed across all groups (with the exception of BME staff – see above) and reflected the corporate trend.

2.4 Interestingly, disabled staff had the second highest proportion of ratings reflecting a five per cent or more improvement on 2006, that is, 57 per cent (46 questions) and the largest differential ratings with minus five or more of responses being lower than 2006 that is, 22 per cent (15 questions). Of these, six questions related to the senior management team and the declining response reflected corporate trends. The other nine questions will be further researched by the Employee Survey consultants, to identify any trends or issues to be developed within the Corporate Action Plan.

# Section 4

## External information

### 1. Funding statistics

1.1 Generic equality monitoring was introduced into the majority of our new programmes when they were launched during the last two years. Our first year monitoring results for ethnicity and disability are presented below. These monitoring results relate to awards (excluding Awards for All, Living Landmarks and Well-being) made during the period 1 April 2006 – 31 March 2007. They account for 7,712 applications and 1,902 awards made totaling £273 million.

1.2 These results come with a health warning. We are aware of multiple counting and a level of non-response, which has skewed the results. We also must acknowledge the likelihood of that people may misinterpret the question.

	Number of applications		Number of awards		Amount of funding (£000)		Requested amount (£000)
Ethnicity (applicants are asked if their project is directed at or of particular relevance, to people from a specific ethnic background. They can select up to three categories therefore these responses incorporate double and triple counting).							
<b>White UK</b>	4,055	53%	1,021	25%	£158,361	58%	£822,315
<b>White other</b>	708	9%	141	20%	£22,551	8%	£153,402
<b>Asian</b>	647	8%	160	25%	£31,006	11%	£197,444
<b>Black</b>	683	9%	141	21%	£28,332	10%	£231,623
<b>Chinese and other ethnic background</b>	743	10%	156	21%	£34,511	13%	£176,151
<b>Mixed</b>	636	8%	120	19%	£21,995	8%	£200,916
<b>Not specifically targeted</b>	2,232	29%	366	16%	£88,636	32%	£1,195,768
<b>Disability</b> (applicants are asked if their project is of particular relevance to disabled people).							
<b>Disabled</b>	1,491	19%	347	23%	£47,214	17%	£441,808
<b>Not disabled</b>	626	8%	101	16%	£14,720	5%	£3,082,253

# Section 4

1.3 During 2008 we will be establishing arrangements, which will allow us to collate, analyse and report on beneficiary equality monitoring at individual programme level. This information will be used to target particular communities through our regional teams and country offices, providing outreach and support where appropriate. In addition, analysis of our funding profile could inform recommendations for targeting within our strategic programmes. It could also lead us to target marketing, communications, PR and stakeholder work with under-represented communities. We will also use this information to inform future policy and programme development.

## **2. Voluntary and community sector research**

2.1 In December 2006, BIG commissioned ORC International to assess the levels of confidence in BIG of key stakeholders in England and to help us to improve our knowledge and understanding of how we are perceived by our key stakeholders.

2.2 The general feeling from respondents was that BIG was a good, positive, professional and valuable organisation. An analysis of results from organisations that mainly targeted disabled people and those which mainly targeted BME communities showed no discernable differences in responses from the average. It was however noted that both organisation types appeared to be slightly more favourable towards BIG with 77 and 78 per cent respectively having a very or fairly positive impression of BIG against an average of 71 per cent. We will repeat this research every year.

## **3. Research into public attitudes to BIG**

3.1 We commissioned the British Market Research Bureau (BMRB) to conduct two UK-wide omnibus surveys in September and November 2006. The surveys were designed to measure the general public's awareness of BIG, and their perception of BIG and Lottery funding in general. The positive news is that there was a statistically significant increase between September and November in the overall awareness of BIG by five per cent (from 29 per cent up to 34 per cent) and the public's general overall perception of BIG remains positive.

3.2 BIG's funding remit registered as the top four funding areas that the public thought it was important to spend Lottery money on and 80 per cent of respondents agreed with BIG's aim of using Lottery money to bring improvements to communities and the lives of people in need.

3.3 An analysis of results from BIG's first survey, in terms of disability and ethnicity status, did not highlight any important problems. The survey will be repeated annually.

## **4. Publications research**

4.1 We commissioned the British Market Research Bureau (BMRB) to test public and stakeholder reactions to a range of our publications focusing on Big Times magazine, BIG application packs, Awards for All application packs and promotional leaflets.

4.2 The research, which was completed in Summer 2007, involved 71 in-depth interviews with potential applicants and grant holders, and 12 group discussions with members of the general public in England, Scotland, Northern Ireland and Wales.

4.3 The research included questions on accessibility and highlighted that the general public, grant holders and applicants or potential applicants were generally positive about BIG's publications.

## **5. Publication requests (alternative formats/ languages)**

5.1 Requests for publications in alternative formats and languages continue to be low and are comparable with results for the previous 12-month period: six large print, two Braille, five audio-tape, five British Sign Language (BSL), one CD and nine community languages (two Somali, two Albanian, three Urdu, one Farsi and one traditional Chinese. All requests were met with the exception of those relating to BSL. BIG's position is to offer interpreter support as an alternative.

5.2 BIG will be producing a Publications strategy during 2008 where we will review our approach to producing materials in alternative formats and languages.

# Section 4

## 6. Equality Matters guidance – user testing

6.1 Having launched our new grants programmes we were keen to ensure that equality good practice and our equality principles were imbedded in our programmes as well as the projects funded through them. We therefore published guidance to help applicants to think about their own work on equality and to help them think how they could improve their practices. We believe that this should help them make a stronger application to BIG. In addition we wanted to support grant holders to understand what we expected from them in the delivery of their projects so that they met equality good practice.

6.2 In the drafting of the guidance we held an external focus group and distributed a questionnaire to a broad range of umbrella bodies and grass roots groups (including a number representing race and disability issues) to ensure their views were reflected in the final version. Feedback was positive. However, we also received some helpful tips on terminology, points of emphasis and formatting, which we have incorporated in the final document. In response to feedback received, we will also explore opportunities to publicise the key messages to helper agencies during 2008.

## 7. Complaints and freedom of information requests

7.1 BIG's complaints procedure is in three stages. Our directors deal with stage one and stages two and three are managed by our Customer Care and Quality Advisor. In the past 12 months we received seven complaints that we had acted in a discriminatory manner. Each complaint was fully investigated and none was substantiated.

7.2 Below is a breakdown of the seven complaints:

- ▶ One stage one complaint of disability discrimination – not upheld.
- ▶ Two feedback requests suggesting racial discrimination – not upheld.
- ▶ Two stage one complaints of racial discrimination – not upheld.

- ▶ One other stage one complaint of racial discrimination, which also complained about our failure to meet deadlines of notifying applicants of decisions. This failure to meet the deadline was upheld; however, the complaint of racial discrimination was not.
- ▶ One stage two complaint of racial discrimination, which was not upheld, has now gone to stage three of the complaints procedure.

7.3 There have been no cases of race or disability discrimination upheld against us in the last 12 months. Two other stage one complaints of racial discrimination are being considered at the time of publication.

7.4 In the same period we received 15 equality related freedom of information requests, either from or about BME or disability organisations, none of which led to complaints of discrimination.

## 8. Evaluation and research

8.1 During the last 18 months we have evaluated a number of our programmes. These evaluations threw up some specific issues relating to race or disability equality.

8.2 As an example, we published the third of a four and a half year evaluation of our Palliative Care programme. The third year of the evaluation showed that Lottery funding has helped to encourage palliative care services to diversify to include patients who do not have cancer. Schemes have showed clear signs of making a difference to the quality of life of those who are taking up the services. Cancer patients continue to be the largest client group in adult hospices. However, with advancing treatment and technologies, they are living longer and adult hospices are examining their services to provide more respite for patients and the people who look after them. Extending culturally sensitive and appropriate palliative care services to people from BME communities, and extending services to people with conditions other than cancer, is taking time to develop and the number of referrals of conditions other than cancer to adults services remains small.

# Section 4

8.3 One initiative aimed at exploring ways of adding value to our grant awards and achieving the maximum impact for our investment. The recommendations include BIG communicating more effectively, devoting more time and money to grant holders and responding to applicants in a timely fashion. In addition, recommendations involved considering the costs and benefits to contracting out, considering whether elements of added value complement or conflict and embracing organisational learning as an intelligent funder. We are currently looking at the recommendations within the report, all of which will have wider equality implications for us.

8.4 Another initiative reviewed our approach to sharing learning and reports from our evaluation and research work, and to identify ways that we could improve our performance. The report made various recommendations, which we have considered and built into our processes where possible. We have set out our thinking and early progress on the recommendations in a separate response document.

8.5 We plan to adopt recommendations to use oral presentations more, involve users more fully in designing and managing evaluation and research and interpreting their findings and improving the presentation and accessibility of the results of our evaluations and research to potential users.

8.6 You can find more information on the results from all of our evaluations and research on our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## 9. Accenture survey

9.1 BIG commissioned Accenture to carry out some customer research, which was completed in March 2007. The research will be used to inform a large review of our business processes which started in late 2007. We were unable to analyse the results from a disability or ethnicity perspective. However, among the key findings were:

- ▶ Because most applicants apply only once to BIG and therefore have limited skills and experience of

applying to BIG, our guidance needs to be clearer.

- ▶ More than a third of applications are from either unincorporated or community-based organisations, suggesting that they have a lower level of infrastructure support and less experience in professional grant management. Such organisations may require a higher level of support from BIG to achieve success.
- ▶ Customers like the outline proposal form. This suggests that if we can decide whether a grant is likely to be funded based on outline information, it will save both the applicant and assessor time. Rejecting weaker applications early on could allow us to offer one-to-one support to the best applications.
- ▶ Analysis of our customer profile is clear that, if adopted, any electronic application form needs to be built with customer capabilities and needs foremost in mind to ensure that it becomes a viable, popular and trusted method of applying.

# Section 5

## Action Plan

This section sets out the progress we have made against the various internal and external commitments contained within our action plan, which runs over the period December 2006 – November 2009.

### Internal

Task and responsibility	Progress
<p>1. Maintain accurate records on the disability and ethnicity status of staff to monitor employment procedures.</p> <p><b>Human Resources</b></p> <p>Our new online application form will encourage applicants to complete the personal monitoring information.</p>	<p>We upgraded our HR system in December 2006 to allow staff to update their personal files electronically. This was supported by training, which highlighted the need to update personal disability and ethnicity status details. As a result information on ethnicity increased from 88 to 93 per cent.</p>
<p>2. To continue monitoring numbers and percentage of applicants by ethnicity and disability at each stage of external recruitment and selection and identify priorities.</p> <p><b>Human Resources</b></p>	<p>Employment monitoring results were collated and analysed for the period 1 April 2006 – 31 March 2007. On this occasion, data about internal and external recruitment were combined (in future years the data will be separated out). The results are in Section 4.</p>
<p>3. To continue monitoring numbers and percentage of applicants by ethnicity and disability at each stage of internal recruitment and selection and identify priorities for action.</p> <p><b>Human Resources</b></p>	<p>As above.</p>
<p>4. To continue monitoring the numbers and percentage of staff in post by grade and directorate by ethnicity and disability to identify priorities for action.</p> <p><b>Human Resources</b></p>	<p>Employment monitoring results were collated and analysed for the period 1 April 2006 – 31 March 2007. The results are in Section 4.</p>
<p>5. To continue monitoring the numbers and percentage of staff by ethnicity and disability making a bullying and harassment or grievance complaint or who are the subject of a disciplinary procedure and identify priorities for action.</p> <p><b>Human Resources</b></p>	<p>As above.</p>

## Section 5

<p>6. To continue monitoring the numbers and percentage of staff by ethnicity and disability who have received performance related bonuses and identify priorities for action.</p> <p><b>Human Resources</b></p>	<p>As above.</p>
<p>7. To continue monitoring the numbers and percentage of leavers and reasons for leaving by ethnicity and disability and identify priorities for action.</p> <p><b>Human Resources</b></p>	<p>As above.</p>
<p>8. To develop and implement a more comprehensive way of monitoring training application and numbers of people nominated for training by ethnicity and disability.</p> <p><b>Human Resources</b></p>	<p>Since July 2007 we have been using a new HR system to call up, track and monitor course participants. The results are in Section 5.</p> <p>The current system does not, however, allow BIG to easily identify unsuccessful applications. A new online performance management system will be implemented in April 2008, which should allow us to do this monitoring.</p>
<p>9. To monitor the ethnicity and disability status of members of staff who have received a performance-related pay award.</p> <p><b>Human Resources</b></p>	<p>We will introduce monitoring procedures in 2008.</p>
<p>10. To increase the number and percentage of disabled applicants in future external recruitment and selection campaigns (particularly in those directorates that have no or few disabled staff).</p> <p><b>Human Resources</b></p>	<p>BIG took part in the Employer's Forum on Disability's Standard to identify areas where we could improve our disability equality performance. We will look at the findings (including those relating to efforts to increase application rates) and agree priority actions during 2008.</p>
<p>11. To improve the appointment rate of black and minority ethnic (BME) staff during internal recruitment and selection campaigns.</p> <p><b>Human Resources</b></p>	<p>We reviewed our employment monitoring results for the period 1 April 2006 – 31 March 2007 before determining whether further action was needed. On this occasion, data on internal and external recruitment were combined (in future years the data will be separated). The results and actions arising are in Section 5.</p>
<p>12. To address the under- representation of BME staff receiving bonus awards.</p> <p><b>Human Resources</b></p>	<p>The employment monitoring results were collated and analysed for the period 1 April 2006 – 31 March 2007. Results indicated that there was an improvement on the previous year, with 19 per cent of BME staff having receiving bonus payments compared to 20 per cent white/UK staff, although noting that only 13 per cent of Asian staff received bonus payments. We will continue to monitor this situation.</p>

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<p>13. To improve the retention rates of disabled staff.</p> <p><b>Human Resources</b></p>	<p>BIG is finalising a managing disabled staff-training module for managers, which will be introduced in Spring 2008.</p> <p>Our 2006/07 employment monitoring results demonstrated that the proportion of disabled staff employed by BIG was 3 per cent and the proportion of leavers was 4.8 per cent. The differential rate therefore, is quite small, given the small size, which can be skewed and therefore, the variance is not statistically significant to investigate further.</p>
<p>14. To make sure that the line managers of disabled staff (with support from HR) identify and address personal and professional development, as part of the Employee Performance Management process.</p> <p><b>Human Resources</b></p>	<p>As above.</p>
<p>15. To explore the reasons for lower scoring by BME staff on questions in the Employee Survey on corporate leadership.</p> <p><b>Human Resources</b></p>	<p>BIG's second employee survey was carried out in September. The response from BME staff on corporate leadership was not different from other group responses.</p>
<p>16. To review the recommendations from the evaluation of BIG's pilot equality assurance process and implement any appropriate actions.</p> <p><b>Policy and Partnerships</b></p>	<p>BIG reviewed the recommendations arising from the evaluation and re-launched the process during Summer 2007.</p>
<p>17. To carry out: 1) equality assurance on all new and reviewed HR policies and functions; 2) annual monitoring to assess the need for a full equality impact assessment (in line with the equality assurance timetable); and 3) future equality impact assessments.</p> <p><b>Human Resources and Policy and Partnerships</b></p>	<p>Details of equality assurance completed during the last 12 months can be found in Section 6.</p>
<p>18. To ensure that the views of BIG's two unions – Prospect and Unite (including BME and disabled members) – are fully involved when we assess equality assurance and equality impact</p> <p><b>Human Resources</b></p>	<p>Unite established a virtual equality group in March 2007 to provide a forum for discussion and consultation on equality related issues.</p>
<p>19. To establish mechanisms for involving BME and disabled staff in discussing BIG's employment policies and practices, their experiences and methods for making improvements.</p> <p><b>Human Resources</b></p>	<p>BIG has made a commitment to carry out an annual employee survey, which includes questions on race and disability. The results are summarised in Section 4.</p>

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<p>20. To ensure that there is no discrimination in the appointment of BIG's Board and country committees.</p> <p><b>Policy and Partnerships</b></p>	<p>BIG submitted its Diversity plan to the Department of Culture, Media and Sport (DCMS) in June 2007. The plan profiles the diversity of our UK Board and country committees. We were encouraged by the gender and ethnic profile of our Board but acknowledge that representation from disabled and younger people should be improved. With DCMS we will strive to do this with as and when vacancies arise.</p>
<p>21. To periodically provide training to ensure that all staff: 1) are aware of the race and disability duties; 2) have the necessary skills relating to the implementation of our obligations under the race and disability legislation; and 3) have sufficient levels of race and disability equality awareness in carrying out their day to day jobs.</p> <p><b>Human Resources and Policy and Partnerships</b></p>	<p>BIG has purchased an E-learning diversity package, which will be accessible to all staff in early 2008. This allows staff to learn about equality issues and includes a test to assess what they have learnt.</p>
<p>22. To ensure that all relevant training programmes include reference to disability and ethnicity issues where relevant.</p> <p><b>Human Resources, Operations and Policy and Partnerships</b></p>	<p>We have made a commitment to draw up a checklist to help us to integrate equality issues into relevant programmes. This checklist will be piloted on relevant training programmes during 2008.</p>
<p>23. To ensure that all Board and committee members participate in an equality session as part of induction and receive regular briefings on relevant changes in legislation and good practice and their implications for BIG.</p> <p><b>Planning and Performance and Operations</b></p>	<p>A commitment has been made to schedule a briefing session into the 2008 timetable.</p>
<p>24. The following shall apply where a procurement requiring a full business case is carried out.</p> <p>A) If the contract is for a service which involves dealing directly with either our customers or our staff (or job applicants), then the selection shall include, as a criterion, the ability of the supplier to effectively apply our equal opportunities policy (including the race and disability equality duties) including, as appropriate, training and induction of their own staff.</p> <p>B) If the contract is to supply staff then the selection shall include as a criterion that the supplier has an equal opportunities policy, which enables us to meet our equality responsibilities in relation to those staff.</p> <p><b>Corporate Services</b></p>	<p>BIG's procurement process, forms and guidance for staff have now been updated to reflect this position.</p>

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<p>25. To ensure that BIG's commitment to accessible internal communication (that is, font type and size) is adhered to.</p> <p><b>Communications and Marketing</b></p>	<p>Guidance on accessible internal communication (minimum standards) has been issued in the past to all staff. We are reviewing the guidance and will communicate our position to all staff when finalised.</p>
<p>26. To meet the commitments outlined in our Positive About Disability (two ticks) Award and to raise general awareness of the award among staff.</p> <p><b>Human Resources</b></p>	<p>We have made a commitment to review our compliance with the Award every year and take action as required.</p>
<p>27. To review BIG's procurement policy to ensure it meets the requirements of the race and disability duties.</p> <p><b>Corporate Services</b></p>	<p>BIG's procurement process, forms and guidance for staff have now been updated to reflect the requirements of the race and disability duties.</p>
<p>28. To periodically remind staff of the availability of the employee assistance programme (to support staff in terms of crisis).</p> <p><b>Human Resources</b></p>	<p>The uptake of BIG's employee assistance programme is fairly low, which reflects BIG's low sickness absence rates and positive responses in the employee survey. We are working on introducing a Health Care Plan benefit accessible to all staff, which includes a financial contribution towards dental and optician's fees, as well as annual health screening and subsidised gym membership. Staff will be made aware of the healthy lifestyle arrangements once negotiations with the unions are complete.</p>

## External

Task and responsibility	Progress
<p>1. To continue monitoring requests for publications in alternative formats and community languages and identifying priorities for strategic action.</p> <p><b>Communications and Marketing</b></p>	<p>Requests for publications in alternative formats and languages continue to be low and are comparable with results for the previous 12-month period: six large print, two Braille, five audio-tape, five British Sign Language (BSL), one CD and nine community languages (two Somali, two Albanian, three Urdu, one Farsi and one traditional Chinese). All requests were met with the exception of those relating to BSL. BIG's position is to offer interpreter support as an alternative.</p> <p>Market research on BIG's publications was completed during Summer 2007. The research included questions on accessibility and highlighted that the general public, grant holders and applicants and potential applicants were generally positive about BIG's publications.</p> <p>BIG will be producing a Publications strategy during 2008, which will review our approach to producing materials in alternative formats and languages.</p>

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<p>2. To review beneficiary equality monitoring data, that is, application and success rates, by ethnicity and disability status, for each programme twice a year. To incorporate this information into our equality assurance work and identify and implement actions where appropriate.</p> <p><b>Policy and Partnerships and Operations</b></p>	<p>The issue of how BIG should collate, analyse and report on beneficiary equality monitoring has been discussed at Board level. A subgroup involving Board members and senior staff will consider the matter further and agree a way forward during 2008.</p>
<p>3. To 1) integrate an equality perspective into the specifications of relevant evaluation and research initiatives; and 2) continue to review the results from relevant research to inform all aspects of funding policy and practice.</p> <p><b>Policy and Partnerships</b></p>	<p>1) A selection of grant programmes, due for evaluation, have been identified where it has been agreed that equality issues will be built into their scope.</p> <p>2) A number of reports and summaries have been commissioned during the last 12 months. Their results will inform future policy and practice. Examples include a review of BIG funding for older people, and the programme evaluation we did for Palliative Care. See Section 5 for more details.</p>
<p>4. To carry out UK-wide research into the public's attitudes to BIG, review findings (by ethnicity and disability) and identify action points.</p> <p><b>Policy and Partnerships</b></p>	<p>An analysis of results from BIG's first survey, in terms of disability and ethnicity status, did not highlight any issues of note. The survey will be repeated annually.</p>
<p>5. To establish mechanisms for involving external organisations in discussing the equality dimension of BIG's business (to include race and disability groups).</p> <p><b>Policy and Partnerships</b></p>	<p>Initial contact has been made with other Lottery distributors to explore options for developing regional equality forums on a cross-Lottery distributor basis. This work will be considered further in 2008.</p> <p>Meetings with a number of strategic equality organisations, for example the Equality and Diversity Forum and Commission for Equality and Human Rights, have taken place with a view to having regular discussions.</p> <p>BIG's open Board meeting in November 2008 included representatives from a range of equality organisations, including those with a particular interest in disability and ethnicity issues.</p>
<p>6. Develop voluntary and community sector research (survey to key stakeholders), review findings by ethnicity and disability and identify action points.</p> <p><b>Policy and Partnerships</b></p>	<p>Independent research was commissioned to assess key stakeholders' levels of confidence in BIG and to help us to improve our knowledge and understanding of how we are perceived by them. The general feeling from respondents was that BIG was a good, positive, professional and valuable organisation. An analysis of results from organisations that mainly targeted disabled people and those which mainly targeted BME communities showed no discernable differences in responses from the average. This research will be repeated annually.</p>

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<p>7. To continue monitoring whether Freedom of Information (FOI) requests lead to race or disability complaints and identify action points.</p> <p><b>Policy and Partnerships</b></p>	<p>In the last 12 months 15 FOI requests relating to race or disability issues were made, none of which led to complaints of discrimination.</p>
<p>8. To ensure that any customer satisfaction survey carried out allows for a review of findings by disability and race.</p> <p><b>Policy and Partnerships</b></p>	<p>Equality assurance was carried out during the drafting of BIG's first survey, which was launched in October 2007. The results from the survey will be analysed in terms of disability and ethnicity status in early 2008.</p>
<p>9. To consider ways to improve attendance among BME groups at BIG's external events.</p> <p><b>Communications and Marketing (in conjunction with country offices)</b></p>	<p>This action will be progressed further in 2008.</p>
<p>10. To explore how we can meet the access requirements of British Sign language users and people with learning disabilities.</p> <p><b>Policy and Partnerships</b></p>	<p>In the last 12 months BIG received five requests for publications in BSL. Our approach is that we offer an interpreter as an alternative. We have considered the option of offering web cam links through Skype, but as we do not have the resources to support the service with BSL interpretation, we do not feel that this would offer significant benefits to applicants.</p> <p>We are looking at the implications and costs of introducing visual aids features in programme delivery. This work could afford greater access opportunities for BSL users and people with learning disabilities. We are also looking at options for offering interpreters.</p> <p>BIG will also be producing a Publications strategy during 2008 in which we will review our approach to producing materials in alternative formats and languages.</p>
<p>11. To pilot an online (interactive) form which affords greater accessibility for applicants and award holders.</p> <p><b>Communications and Marketing</b></p>	<p>BIG launched its online form in March 2007 with The People's Millions programme. Our customer survey indicated that most users found it easy to use.</p>
<p>12. To explore further with relevant bodies BIG's policy on not accepting completed application and monitoring forms in alternative formats.</p> <p><b>Operations, Policy and Partnerships and Communications and Marketing</b></p>	<p>BIG's approach continues to be that we do not accept completed application and monitoring forms in audio visual/DVD or CD format.</p> <p>We are exploring the implications and costs of introducing visual aids features in programme delivery. This work could afford greater access opportunities for BSL users and people with learning disabilities.</p> <p>BIG will also be producing a Publications strategy during 2008 in which we will review our approach to producing materials in alternative formats and languages.</p>

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<p>13. To discuss internally the most efficient ways of producing publications in alternative formats.</p> <p><b>Communications and Marketing</b></p>	<p>We have reviewed our arrangements and are satisfied that they offer us an efficient and customer focused service.</p>
<p>14. To take action to ensure that key staff are competent in using textphone and all reception desks have access to induction loops.</p> <p><b>Corporate Facilities</b></p>	<p>Front line customer enquiries are redirected to our externally contracted information and advice service – Broadcasting and Support Services, who are trained in using textphone. Members of our Information and Policy teams support these calls.</p>
<p>15. To ensure that BIG's website and Intranet meet accessibility standards. We will be employing Ability Net to carry out an evaluation into the accessibility of our website.</p> <p><b>Communications and Marketing</b></p>	<p>We carried out an accessibility test in December 2006 and have fixed 100per cent of all the significant priority accessibility issues. So far both on the external website and Intranet we have:</p> <ul style="list-style-type: none"> <li>● used more cascading style sheets and fewer tables to make it a little better for screen readers - in development</li> <li>● added open in new window, application and file format icons</li> <li>● increased the size of text and ability to enlarge it</li> <li>● improved quality of navigation and search features</li> <li>● added skip links to enable screen reader user to jump to content</li> <li>● added hidden headings to give screenreader users a better understanding of the page structure</li> <li>● integrated the grant manuals to make their customer interface better and consistent with the rest of the site (Intranet)</li> <li>● added captions and transcripts to videos.</li> </ul>
<p>16.To co-ordinate: 1) equality assurance on all new and reviewed policies and functions relating to external functions; 2) annual monitoring to assess the need for a full equality impact assessment (in line with the equality assurance timetable); and 3) future equality impact assessments.</p> <p><b>Policy and Partnerships</b></p>	<p>Details of equality assurance completed during the last 12 months can be found in Section 6.</p>
<p>17. To develop a customer care strategy to support BIG's customer care standards (to include reference to BME and disabled customers).</p> <p><b>Policy and Partnerships</b></p>	<p>Our Board has recently approved a strategy outlining our customer care plans; implementation started in October 2007.</p> <p>BIG is planning to apply for the Customer Care Charter mark in April 2008.</p>

## Section 5

<p>18. To re-launch BIG's internal complaints procedure, review level of stage two (Chief Executive Officer level) complaints quarterly and identify action points.</p> <p><b>Policy and Partnerships</b></p>	<p>The new internal complaints procedure has been introduced. The spreadsheet for recording details of complaints that reach stage two and Independent Complaint Reviewer stage has been upgraded to include a prompt for staff to record when they have asked for equalities advice. Further improvements will be made to the system to ensure a similar record is consistently made for stage one complaints.</p>
<p>19. To produce an Equality Good Practice Guidance booklet for applicants and grant-holders.</p> <p><b>Policy and Partnerships, Operations and Communications and Marketing</b></p>	<p>The guide received an informal launch in July 2007. A formal launch will be made in 2008 once the guide has been reviewed and re-formatted following user feedback.</p> <p>Key staff have started to receive training to raise their awareness of the guide's key messages.</p>
<p>20. To develop an internal protocol to allow staff to respond in an effective and efficient way to accessibility queries from customers.</p> <p><b>Policy and Partnerships, Communications and Marketing and country offices.</b></p>	<p>An internal protocol has been drafted and is awaiting sign-off.</p>
<p>21. To develop guidance for staff when working with support workers and interpreters.</p> <p><b>Policy and Partnerships</b></p>	<p>Guidance has been developed to support the internal protocol and is awaiting sign-off.</p>

# Section 6

## Equality Assurance

### 1. Our equality assurance process

1.1 Following a successful pilot and a positive evaluation, our equality assurance process was revised and re-launched in Summer 2007. The process, now mandatory across all high level areas of business, for example, key strategies and programmes, will help us to take forward our commitment to mainstreaming equality into all aspects of our work.

1.2 The equality assurance process was designed to help staff identify and address the potential negative effects of our business activities.

1.3 When deciding whether a business activity might have a negative impact, staff must draw on information that is relevant to the target audience of the business activity. This includes monitoring data such as funding or employment statistics, evaluation and research findings and the results of informal consultation with relevant stakeholders. Staff must then consider this information with the commitments set out in our equal opportunities policy (including our equality principles) and relevant equality legislation (including the RRAA and DDA). Staff are helped to judge the effects of our policies and functions by considering a series of equality prompts (which ask key questions).

1.4 Where a potential negative impact is identified staff must state whether it is justified or not. If it cannot be justified, action must be taken to remove or reduce it. The equality implications of all new and reviewed business activities, identified through the equality assurance process, must be brought to the attention of decision-makers before they sign off the policy or function for implementation. A specific section – ‘Equality implications’, which should feature in all internal papers, draws this to their attention.

1.5 Staff must also build in monitoring arrangements to allow the equality impact of the business activity to be reviewed at a later stage. When reviewing the business activity they should consider whether there should be a full Equality Impact Assessment (involving

formal consultation) if there is evidence of considerable equality impact.

### 2. Results

2.1 This section now sets out the various areas of business, which went through the equality assurance process in the last 12 months and drew on the findings from our information gathering outlined in section five. As a result of our mainstreaming approach to equality, we do not believe that there are any significant equality implications arising from the areas of business listed in this report and we have not recommended any Equality Impact Assessments (EQIA). However, where appropriate we have put measures in place to monitor and review our business activity in order to establish whether EQIAs are recommended at any future date.

2.2 For the purposes of this report we have provided a brief summary of the aim of each area of business equality assured and the results of the equality assurance process. Please contact us if you would like any extra information.

# Section 6

Programme	Explanation	Equality assurance status	Results
<p><b>Children's Play Initiative</b></p> <p>England</p> <p>Open: 28 March 2006</p> <p>Close: mid 2008</p> <p>£10,000 – £250,000</p> <p>Total: £155 million</p> <p><b>Playful ideas</b> – £16 million</p> <p><b>Children's Play</b> – £24 million</p> <p><b>Play England</b> Project – £15 million.</p>	<p>(1) Playful Ideas – this will support projects that focus on new ways of providing children's play.</p> <p>(2) Children's Play – applications are invited from each local authority, comprising a portfolio of projects that reflect the joint interests of the local play partnership.</p> <p>(3) Play England Project – In February 2006 we awarded our first grant to the Children's Play Council. This will be a major five-year development to help local agencies in planning for play across their area through the setting up of a national support and development infrastructure across the regions.</p>	<p>Generic grant set up and grant management manuals completed in April 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p>
<p><b>Community Assets</b></p> <p>England</p> <p>Open: September 2007</p> <p>Close: 15 November 2007</p> <p>£150,000 – £1 million</p> <p>Total: £30 million</p>	<p>BIG is delivering Community Assets on behalf of the Office of the Third Sector. This is non-Lottery funding. The aim of Community Assets is community empowerment. It will do this by facilitating the transfer of assets from local authorities to the third sector to be used as community resources.</p>	<p>Application materials completed August 2007.</p>	<p>We will respond to special communication needs that people using our application and grant management materials have.</p> <p>No EQIA required.</p>

# Section 6

<p><b>Reaching Communities</b>          England          Open: 7 December 2005          Close: no date set          £10,000 - £500,000          Total: £100 million year 1</p>	<p>This programme will fund projects that respond to needs identified by communities and will actively involve them. It will fund projects that help those most in need including those people or groups that are hard to reach.</p>	<p>Review completed in July 2007.</p>	<p>We will respond to particular communication needs that people using our application and grant management materials have.          Question in application form amended to read as follows:          How you will ensure that the people or organisations that you are targeting, know that the project exists, have access to your project and can use the facilities and services provided?          No EQIA required.</p>
<p><b>Well -Being</b>          England          Open: 12 April 2006          Close: 13 October 2006          £1 million - no maximum          Total: £165 million</p>	<p>The programme will focus on the following outcomes:          (1) People are more physically active in their daily lives and in their communities.          (2) People and communities have improved mental well-being.          (3) Children, parents and the wider community eat more healthily.</p>	<p>Assessment manual completed in April 2007.</p>	<p>No amendments made.          EQIA not required.</p>

# Section 6

<p><b>Young Peoples Fund (YPF)</b>          England          Open: 23 September 2004          Close: Dates vary per strand.          £5,000-          £150,000          Total: £257.5 million</p>	<p>The programme is mainly a revenue programme that can fund activities that directly benefit young people (aged 0-25) and go on out of school hours. £157.5 million of the YPF will go to projects promoting youth inclusion, specifically by providing facilities and activities for young people in both after school and holiday periods. £100 million of the total will empower more young people in England. Currently seven strands of work make up the Young People's Fund. Four are 'ring fenced programmes':</p> <ol style="list-style-type: none"> <li>1 – Out of school hours learning: school sport co-ordinators - £28.4 million</li> <li>2 – Positive activities for young people - £25 million</li> <li>3 – Extended schools - £14 million</li> <li>4 – Do it for Real - £12.5 million</li> </ol> <p>Three are open programmes: -</p> <ol style="list-style-type: none"> <li>5 – National grants - £27.6 million</li> <li>6 – Grants to organisations - £40 million</li> <li>7 – The Big Boost (grants to individuals) - £10 million.</li> </ol>	<p>Review of National grants and local grants (YPF2) application materials completed in January and March 2007.</p>	<p>Changes to local grants materials:          We will respond to special communication needs that people using our application and grant management materials have.          Reprased text on participation of support work to change the emphasis from looking for someone who has experience to looking for someone with the necessary skills.          EQJA not required.</p>
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## Scotland Grants programmes

Programme	Explanation	Equality assurance status	Results
<p><b>Primetime Scotland</b>            Opens: August 2007            Closes: December 2007            £500,000</p>	<p>Through the Primetime programme we will fund projects that will help make older people healthier and active and give them a greater sense of well-being. This money will also be used to improve interaction and understanding between older people and young people.</p>	<p>Application materials completed in August 2007</p>	<p>Reference made to the 'Equality Matters' guide in the guidance notes.            We will respond to special communication needs that people using our application and grant management materials have.            Reference to Transgender removed from sexual orientation monitoring section of application form            No EQJA required.</p>

# Section 6

## Wales Grants programmes

Programme	Explanation	Equality assurance status	Results
<p><b>Healthy Families</b></p> <p><b>Child's Play:</b></p> <p>Opens: 30 October 2006</p> <p>Closes: 4 May 2007 (Infrastructure project) and 6 March 2009 (Infrastructure and Play projects)</p> <p>Infrastructure – up to £250,000</p> <p>Play – £250,000 to £1 million</p>	<p>'Healthy Families' is made up of two programmes: Child's Play and Way of Life. Through the Healthy Families Initiative, we are promoting healthy and active lifestyles among children and families by creating a joined up approach to children's play, healthy eating and physical activity. Child's Play assessment manual completed in March 2007. Grant offer pack, completed in July 2007.</p>	<p>Way of Life application materials completed in January 2007. Assessment manual completed in April 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p> <p>No amendments made.</p> <p>EQIA not required.</p>
<p><b>Way of Life:</b></p> <p>Open: 22 January 2007</p> <p>Close: 27 June 2007</p> <p>£7 million</p>			
<p><b>People and Places Wales</b></p> <p>Opens: 30 November 2005</p> <p>Closes: no date set</p> <p>£5,000 – £1 million</p> <p>Total: £66 million</p>	<p>This programme aims to bring people together to make their communities stronger and to improve their rural and urban environments. The programme aims to bring about:</p> <ul style="list-style-type: none"> <li>● revitalised communities</li> <li>● improved community relations</li> <li>● enhanced local environments, and</li> <li>● better community amenities.</li> </ul>	<p>Review of application materials completed in August and November 2007.</p>	<p>Reference made to the 'Equality Matters' guide in the guidance notes.</p> <p>We will respond to special communication needs that people using our application and grant management materials have.</p> <p>No EQIA required.</p>

# Section 6

<p><b>Promoting Mental Health and Well-Being Wales</b>          Opens: 27 February 2007          Closes: 28 September 2007          £250,000 - £1 million          Total: £15 million</p>	<p>This programme will support community-based projects that help people with mental health problems to live productive lives as part of their communities. The programme aims to:</p> <ul style="list-style-type: none"> <li>(1) promote the rehabilitation and independence of people with serious mental health problems, and</li> <li>(2) Support people at greatest risk of serious mental health problems or suicide.</li> </ul>	<p>Application materials completed in February 2007. Assessment manual completed in August 2007.</p>	<p>Reference made to the internal equality principles guidance in the assessment manual.</p> <p>No EQIA required.</p>
<p><b>Stepping Stones Wales</b>          Opens: 28 June 2006          Closes: 29 June 2007          £250,000 - £1 million          Total: £15 million</p>	<p>This programme provides funding for people to develop the life skills that will help them to manage their lives and contribute to their communities or to get back to learning, volunteering or employment.</p>	<p>Stage 1 assessment manual, Stage 2 application materials, assessment manual and guide to your grant document completed in April 2007. Grant offer pack completed in April 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p>

# Section 6

## Northern Ireland Grants programmes

Programme	Explanation	Equality assurance status	Results
<p><b>Reaching Communities NI</b></p> <p>Opens: 27 April 2006</p> <p>£100,000 – £500,000</p> <p>Total: £18 million to be awarded by 2009.</p>	<p>Projects must meet one of our four key outcomes:</p> <ul style="list-style-type: none"> <li>● people have the opportunity to achieve their full potential</li> <li>● people can actively participate in their communities to bring about a positive change</li> <li>● community ownership of better and safer rural and urban environments</li> <li>● improved physical and mental health for all people.</li> </ul>	<p>Review of application materials completed in August 2007.</p> <p>No EQIA required.</p>	<p>We will respond to special communication needs that people using our application and grant management materials have.</p> <p>No EQIA required.</p>
<p><b>Young People's Fund – The Big Deal</b></p> <p>Opens: 6 December 2006</p> <p>Closes: 30 September 2006</p> <p>Total: £4 million</p> <p>(£1 million Small Grants Programme, £3 million Strategic programme).</p>	<p>This programme will support projects that:</p> <ul style="list-style-type: none"> <li>● focus on young people up to 25 years old</li> <li>● target resources at those young people at greatest risk of exclusion or offending</li> <li>● involve young people in designing, delivering and evaluation of the project.</li> </ul> <p>This programme is delivered by an award partner and focuses on the participation aspect of the initiative. The small grants programme will support individuals and groups to run projects in their areas that will make a difference. The strategic programme will support young people as decision makers.</p>	<p>Application materials completed in December 2006.</p>	<p>Materials amended to:</p> <ul style="list-style-type: none"> <li>● clarify the availability of development support</li> <li>● make reference to the need to comply with equality legislation (including the need to respond to DDA access requests).</li> </ul> <p>No EQIA required.</p>

# Section 6

## UK wide Grants programmes

Programme	Explanation	Equality assurance status	Results
<p><b>Breathing Places</b> UK wide Phase 3 Opens: October 2007 Closes: TBC £300 – £10,000 Total: £5 million</p>	<p>This programme complements the BBC's Breathing Places campaign and is designed to provide funding for small groups. It has two aims:</p> <p>(1) To increase participation and access to local breathing places by encouraging people to become actively involved in them, and by supporting activities that are openly accessible to everyone.</p> <p>(2) To make a lasting improvement to the local environment by supporting activities and develop existing breathing places or help create and sustain new ones.</p>	<p>Phase 3 application materials completed in September 2007.</p>	<p>Guidance notes advice on access requirements extended as follows:</p> <p>'We also want to know that you have given adequate consideration to access. It is important that there are as few limits as possible for people wishing to access the breathing place – for example, locked gates, very limited opening times or entrance fees. When thinking about access you should also think about people with disabilities although you should think more widely than only the needs of wheelchair users.'</p> <p>Reference made to BIG's 'Equality Matters' guide in the 'Work on Land' section of the Guidance notes where we refer to the issue of access.</p> <p>No EQIA required.</p>

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<p><b>International Programme</b> £72.5 million. It has three strands.</p> <p><b>1) International Communities</b> (plus Tsunami) Opens: 29 March 2006 Closes: 30 April 2008 £50,000 - £500,000 Total: £30 million (plus £12 million)</p> <p><b>2) International Small Grants</b> Opens: 26 July 2006 Closes: 31 January 2008 £500 - £10,000 Total: £500,000</p> <p><b>3) International Strategic</b> Opens: 26 July 2006 Closes: 26 January 2007 £1million - £5 million Total: £30 million</p>	<p>This programme will support work that tackles the causes of poverty and deprivation and brings about a long-term difference to the lives of the most disadvantaged people across the globe.</p> <p>Funding for the sustainable development and reconstruction of areas affected by the Tsunami will be delivered through International Communities.</p>	<p>International Communities application materials completed in July 2007.</p> <p>International Strategic (stage 2) application materials completed in September 2007.</p>	<p>No amendments made. EQIA not required.</p> <p>Reference made to the 'Equality Matters' guide in the guidance notes.</p> <p>We will respond to special communication needs that people using our application and grant management materials have.</p> <p>No EQIA required.</p>
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<p><b>People's Millions</b> (round 3)          Opens: March 2007          Closes: May 2007          Up to £80,000          Total £7.8 million</p>	<p>The aim of this programme is to fund projects that transform local environments – its buildings, amenities, public and green spaces and the natural environment.</p> <p>Projects have to meet one of four themes.</p> <ol style="list-style-type: none"> <li>1 – Making the environment cleaner, safer or greener.</li> <li>2 – Improving the natural environment.</li> <li>3 – Improving the design, appearance or accessibility of local amenities.</li> <li>4 – Providing opportunities or facilities for enjoying the local environment or local amenities.</li> </ol>	<p>Online form completed in March 2007.</p>	<p>No amendments made.          EQIA not required.</p>
<p><b>Research Grants programme</b>          UK          Opens: Spring 2007          Closes: 2009          Total: £25 million</p>	<p>The aim of this programme will be to influence local and national policy and practice by funding research. In the longer term the programme, through the production of sound evidence, aims to help develop better services and interventions for beneficiaries. The running of the programme will be outsourced. We are seeking to issue two contracts: one to run the programme and one to support applicants.</p>	<p>Application materials completed in March 2007.</p>	<p>Amendments were made to include:</p> <ul style="list-style-type: none"> <li>● textphone numbers within contact details</li> <li>● a further question asking how applicants have considered BIG's equality principles in relation to all aspects of their project, for example, user and stakeholder involvement and methodology selection</li> <li>● equality monitoring in the development grant application form.</li> </ul> <p>No EQIA required.</p>

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## Grant-making processes

Document	Explanation	Equality assurance status	Results
<p>Toolkit: Generic grant assessment manuals</p>	<p>These manuals are used by staff that assess grant programmes designed under our generic processes. They contain a flowchart, step-by-step instructions from receipt of application through to notifying an applicant of our decision to fund and generic guidance. They also contain a template for programme specific guidance.</p>	<p>Completed in April 2007.</p>	<p>Manuals were edited to include:</p> <ul style="list-style-type: none"> <li>● a link to internal equality principles guidance</li> <li>● a prompt for staff to consider specific communication requirements of primary contact</li> <li>● information on cultural barriers, accessible marketing and public transport within guidance on accessibility considerations</li> <li>● a question asking if the project beneficiaries will know that the project exists and will be able to access it.</li> </ul> <p>EQIA not required.</p>

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<p>Toolkit: Generic Assessment materials guidance.</p>	<p>To provide grants staff with specific guidance in relation to different aspects of the assessment process:</p> <ul style="list-style-type: none"> <li>▶ When do we need a governing document?</li> <li>▶ Is the right organisation applying?</li> <li>▶ Assessment telephone calls</li> <li>▶ Guidance on checking referee is appropriate.</li> <li>▶ Assessment meetings</li> <li>▶ Assessing development grant requests.</li> <li>▶ Checking legal powers</li> <li>▶ Wider need or checking range of needs.</li> <li>▶ Innovative and model projects.</li> </ul>	<p>Completed in May 2007.</p>	<p>No amendments made. EQJA not required.</p>
<p>Toolkit: Award Partner offer pack</p>	<p>The offer pack contains Guide to your grant – which provides guidance to grant holders on what BIG requirements are in terms of setting up and managing the grant and monitoring forms.</p>	<p>Completed in September 2007.</p>	<p>No amendments made. EQJA not required.</p>
<p>Toolkit: Portfolio offer pack</p>	<p>Offer pack contains Guide to your grant, which tells grant holders what our requirements are for starting, setting up and managing the grant. It also contains monitoring forms.</p>	<p>Completed in December 2006.</p>	<p>No amendments made. EQJA not required.</p>
<p>Toolkit: Grant set up and grant management manuals</p>	<p>These manuals are used by staff setting up and managing grants for programmes designed under our generic processes. They contain details of all the procedures we use to set up grants and manage a grant that is, monitoring grants and making payments.</p>	<p>Portfolio completed in December 2006. DHI completed in April 2007. DHV completed in May 2007. Development grant completed in August 2007. Award partner completed in September 2007.</p>	<p>No amendments made EQJA not required.</p>

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Toolkit: Post grant monitoring materials	To ensure BIG meets its requirements to monitor assets created by its legacy and new grants after completion.	Completed in August 2007.	Post grant monitoring letter amended to advise grant holders that BIG staff will want to check their equal opportunities policy and examples of how they have promoted equality in their project, for example the diversity of their beneficiaries. EQIA not required.
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<p>Equality principles guidance</p>	<p>Provides generic guidance to grant staff on interpreting compliance with BIG's equality principles during the assessment process.</p>	<p>Completed in September 2007.</p>	<p>Included guidance for staff regarding how to approach applicants from different sectors.</p> <p>Highlighted need for proportionality when asking questions about equality.</p> <p>Guidance on funding single issue groups has been re-worded to give further examples of situations where we would consider funding such projects.</p> <p>Examples of questions to ask applicants have been extended as follows:</p> <ul style="list-style-type: none"> <li>● Ask applicants if they are aware of their local demographics.</li> <li>● Ask how they have identified gaps in provision and whether there are any non-users of current services.</li> <li>● Ask for examples of outreach to under-represented communities.</li> </ul> <p>EQIA not required.</p>
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<p>Equality Matters guide</p>	<p>This is a practical guide designed to provide help in three ways:</p> <ol style="list-style-type: none"> <li>1. It provides practical help to grant applicants on how to incorporate equality into planning new projects.</li> <li>2. It explains BIG's equality principles and why it is important to pay attention to these if organisations are applying to BIG for a grant.</li> <li>3. It explains how BIG expects grant holders to implement equality policies once they have a grant.</li> </ol>	<p>Completed in July 2007.</p>	<p>Guidance was amended to:</p> <ul style="list-style-type: none"> <li>● include reminders throughout that we expect applicants to demonstrate a commitment to equality, which is proportionate to the nature and size of their project and organisation</li> <li>● include more explicit reference to BIG's equality principles.</li> <li>● include a more diverse range of examples of good practice.</li> </ul> <p>EQIA not required.</p>
<p>Faith guidance</p>	<p>A guide for staff assessing applications from religious organisations.</p>	<p>Completed in September 2007.</p>	<p>Guidance on faith based genuine occupational requirements amended (in light of BIG's position on funding religious activities) to say that staff should consider very carefully any explanation offered by applicants/grant holders to restrict a post to individuals of a particular faith and if necessary make additional enquiries.</p> <p>EQIA not required.</p>

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<p>Helper agency website</p>	<p>To provide standard training materials on BIG's principle programmes and policies for use in training helper agencies and which they in turn can cascade to those they work with.</p>	<p>Completed in April 2007.</p>	<p>Our website will ensure that any project examples cover a range of different equalities groups.</p> <p>Facilitators' guides include pointers on accessibility for example, checking access and communication needs of participants, use of large fonts in any communications, colour contrast in any handouts. Where workshop materials contain material to be photocopied for delegates, large print to be used.</p> <p>EQIA not required.</p>
<p>Local compliance audits - guidance</p>	<p>This guidance demonstrates our commitment to our published grantmaking procedures and also that we monitor and implement them.</p>	<p>Completed in February 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p>
<p>Management Information manual</p>	<p>A manual and training materials for programme managers on the management information across the entire programme lifecycle, to manage the day-to-day activities and performance and planned workload of programme teams. The manual and training will cover what reports are available, how to access them and how and when to use them.</p>	<p>Completed in February 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p>
<p>Programme Management Key Performance Indicator encyclopaedia</p>	<p>These will help us achieve our corporate objectives of "providing excellent customer service" and to be "a model public sector body", as well as to "run an effective and efficient business".</p>	<p>Completed in February 2007.</p>	<p>No amendments made.</p> <p>EQIA not required.</p>

Policy	Explanation	Equality assurance status	Results
Absence due to sickness	The policy is designed to manage sickness absence and to ensure that all employees are treated in a fair and consistent way when they are ill.	Review completed in August 2007.	<p>Policy amended to clarify that if an employee has a disability, becomes disabled, or the disability changes or develops into a progressive illness, they are encouraged to ensure that BIG is fully aware for their situation where this would lead to reasonable adjustments being made.</p> <p>No EQIA required.</p>
Childcare vouchers	The policy takes advantage of the tax benefits associated with childcare vouchers.	Review completed in December 2006.	<p>No amendments made.</p> <p>EQIA not required.</p>
Employee survey	Sets out principles for assessing staff opinions about their work, office and BIG as a whole and to identify priorities for action.	Review completed in May 2007.	<p>Questions on disability amended to read:</p> <p>Do you consider yourself to have a disability? Yes/No. If yes -</p> <p>Have you had any reasonable adjustments made to enable you to carry out your job? Yes/No. If yes -</p> <p>Are you satisfied with the adjustments made? Yes/No</p> <p>EQIA not required.</p>
Flexible working	This policy sets out the types of flexible working options available to staff.	Review completed in August 2007.	<p>No amendments made.</p> <p>EQIA not required.</p>

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Grievance	Sets out the principles and procedures for handling grievance issues.	Review completed in August 2007.	No amendments made. EQIA not required.
Leave	The policy deals with all types of leave - maternity, paternity, parental, adoption, foster, unpaid, social, unpaid special, compassionate.	Review completed in December 2006.	The Special leave policy was amended to read as follows: Bereavement leave A further two days' paid additional leave may be appropriate following the death of an immediate family member (including partners). No EQIA required.
Notice/leavers policy	This policy is contained within the staff handbook and provides details on the requirements for giving notice.	Review completed in August 2007.	No amendments made. No EQIA required.
Occupational testing policy	This policy explains how BIG will use psychometrics as reliable and robust indicators of performance, to enhance our assessment of individuals in selection and development.	Review completed in March 2007.	Minimal comments provided adopted in final policy. No EQIA required.
Online recruitment	This system aims to improve BIG's recruitment process. A new online application form and recruitment process will be implemented.	Completed in September 2007.	Contract with external supplier was updated to include compliance with current equality legislation requirements. A question, which asked applicants to clarify the nature of their disability was removed from the application form. No EQIA required.
Overtime	Sets out procedures for managing and reimbursing overtime in line with BIG's commitment to discourage long working hours.	Review completed in September 2007.	Manager discretion to pay overtime to grade 4 staff. No EQIA required.

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Probation	The policy highlights the policy and procedures in managing employees' performance during their probationary period.	Review completed in December 2006.	No amendments made. No EQIA required.
Recruitment and selection	Sets out principles and procedures for effectively managing recruitment and selection.	Review completed in December 2006.	The policy was reviewed to clarify that panel members should only be notified when a candidate is disabled if the candidate requires a reasonable adjustment as part of the interview process. No EQIA required.
Reward strategy	This strategy sets out how we reward our staff and motivate them towards achieving our business objectives.	Completed in December 2006.	Recommendation to include the results of BIG's annual equal pay audit (gender and race) within the Strategy. Equal pay audit to be carried out once BIG's 2006/07 pay award has been approved. No EQIA required
Season ticket loan/bicycle loan	Outlines the season ticket/bicycle loan benefit.	Review completed in August 2007.	No amendments made. No EQIA required.
Starting salary	Sets out method of applying starting salaries to external staff and internal staff applying for promotion.	Review completed in January 2007.	No amendments made. No EQIA required.

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## Other policies

Policy	Explanation	Equality assurance status	Results
Corporate Risk Register	To identify and control risks that have an impact on the organisation's ability to achieve its corporate objectives for 2007-08.	Completed in May 2007.	No amendments made. EQIA not required.
Financial regulations and delegations	To set the framework of accountability and responsibility for financial management within BIG.	Completed in April 2007.	Amended to include reference to the following equalities legislation: (in particular Section 75, Disability Equality Duty, Race Equality Duty and Gender Equality Duty). No EQIA required.
Sustainable development policy	To make BIG sustainable in its internal activities by making more efficient use of our resources.	Completed in June 2007.	No amendments made. EQIA not required.