

CABINET – 1ST JULY 2021

Report of the Strategic Director of Communities Planning and Housing Lead Member Cllr Morgan

Part A

ITEM 10 CONTAIN FUNDING

Purpose of Report

To advise Cabinet of the grant received by the Council through the Contain Outbreak Management Funding allocation and seek endorsement of the spending so far and future commitments for the funding.

Recommendations

1. That Cabinet note the allocation of Contain funding from Government via Leicestershire County Council.
2. That the spending proposals and commitments for funding be endorsed and supported by Cabinet.

Reasons

1. To ensure that Cabinet is aware of the details of the funding
2. To ensure Cabinet support the projects and proposed spend

Policy Justification and Previous Decisions

The funding was allocated by Government through the Contain Outbreak Management Fund to Leicestershire County Council. The COMF provides funding to local authorities in England to be used for test, trace and contain activity to reduce the spread of coronavirus in their area and to support local economies and public health.

Leicestershire County Council received £17.8 million, and of this 15% has been allocated to the district/borough council's, based on population size and deprivation factors. This is the methodology used for the Defra Emergency assistance grant earlier this year.

Leicestershire County Council approved allocations to each District/Borough Council, with Charnwood receiving £812k to be spent in 2021/22 to cover specific activities based on spend criteria within the Government guidance. To date £93k has been spent, 11% of the funding, however the full amount is committed across the 5 service areas tabled in the summary shown in Part B of this report. All spending needs are in accordance with Government guidance.

There were 5 phases of LCC funding and each spend proposal has been submitted to Senior Leadership Team (SLT) for approval by Heads of Service. Subsequently the spend proposals were approved by Leicestershire County Council.

The allocations made to district/boroughs are as follows

	Initial Allocation	Month 1 Tier 3 allocation	Month 2 Tier 3 allocation	Month 3 Tier 3 allocation	Month 4 Tier 3 allocation
	PAID	PAID	PAID	PAID	PAID
	Jan-21	Apr-21	Apr-21	Apr-21	Apr-21
Blaby	147,000	56,000	56,000	56,000	71,000
Charnwood	310,000	117,000	117,000	117,000	151,000
Harborough	110,000	42,000	42,000	42,000	53,000
HBBC	192,000	73,000	73,000	73,000	93,000
Melton	82,000	31,000	31,000	31,000	40,000
NW Leics	187,000	71,000	71,000	71,000	91,000
Oadby and Wigston	93,000	35,000	35,000	35,000	45,000
	1,121,000	425,000	425,000	425,000	544,000
County Council	4,528,240	2,399,620	2,399,620	2,399,620	3,087,654
Total					17,754,754

Implementation Timetable including Future Decisions and Scrutiny

Initial awards were made in November 2020, with subsequent allocations made monthly up to the end of March 2021. Initially there was a requirement for allocations to be spent in year, however this has been extended and all funding must now be spent by March 2022. There are no proposals at this stage for further allocations of Contain Funding from the Government.

The following implications have been identified for this report.

Financial Implications

The LCC Contain Funding allocation of £812k for 2020/21 has been received, and spend proposals allocated across 5 Service Areas in 2021/22. There are no financial impacts to Charnwood Borough Council.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Without suitable funds in place this could result in inadequate responses for on-going controls and dealing with 'Variants of Concern' and result in increased risks to public health of residents in the borough.	Likely (3)	Serious (3)	Moderate (9)	The Local Resilience Forum and Charnwood Borough Council COVID Monitoring Group oversee the responses to any outbreaks. Allocation of funding for compliance and enforcement work will ensure that staff and resources can be allocated to deal with on-going compliance work and respond to any specific outbreaks.

Equality and Diversity

An Equality Impact Assessment has been prepared and is attached as Appendix A.

Crime and Disorder

There are no crime and disorder issues arising directly from the report.

Sustainability

There are no sustainability issues arising directly from this report.

Key Decision: Yes

Background Papers: None

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Part B

Background

The Contain Outbreak Management Fund (COMF) provides funding to local authorities in England to be used for test, trace and contain activity to:

- reduce the spread of coronavirus in their area
- support local economies and public health

Following the move to local COVID alert levels, as of 12 October 2020, local authorities were eligible for payments from the Contain Outbreak Management Fund to support proactive containment and intervention measures.

Payments were made to either upper or lower tier authorities in line with the policy in place at the time. In Leicestershire the payment was made to Leicestershire County Council, which then made allocations to each of the District and Borough Council's in the County.

The Contain Outbreak Management Fund supports work which increases engagement with control measures. It can also fund work in the recovery from the pandemic, including reducing the impacts of lockdown on businesses and communities.

There is no minimum or maximum funding limit. However, proposals must be aligned to the following COMF criteria, which allows funding of the following activities:

- a. Targeted testing for hard-to-reach groups out of scope of other testing programmes
- b. Additional contact tracing
- c. Enhanced communication and marketing e.g. towards hard-to-reach groups and other localised messaging
- d. Delivery of essentials for those in self-isolation
- e. Targeted interventions for specific sections of the local community and workplaces
- f. Harnessing capacity within local sectors (voluntary, academic, commercial)
- g. Extension/introduction of specialist support (behavioural science, bespoke communications)
- h. Additional resource for compliance with, and enforcement of, restrictions and guidance

- i. Measures to support the continued functioning of commercial areas and their compliance with public health guidance
- j. Funding Military Aid to the Civil Authorities (marginal costs only)
- k. Targeted support for school/university outbreaks
- l. Community-based support for those disproportionately impacted such as the BAME population
- m. Support for engagement and analysis of regional areas to assess and learn from local initiatives
- n. Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance
- o. Support for rough sleepers.

Funding Allocations

LCC received a total £17,754,754 Contain Funding which it allocated 4.573% to Charnwood Borough Council on the following basis.

Phase 1 £310k up to Nov 2020

Phase 2 £117k Dec 2020

Phase 3 £117k Jan 2021

Phase 4 £117k Feb 2021

Phase 5 £151k March 2021

Total £812k, LCC Contain Funding received in 2020/2. £23,591 was spent in 2020/21 (Funeral costs £14,254k, Bed & Breakfast costs £9,337k) and £69,806 in 2021/22)so far, the detailed spend is shown in the table below.

The following projects /activities below are supported by the funding. All proposals were considered by SLT prior to the spending being approved.

Summary of Projects

Compliance and Enforcement – £211k

The funding is allocated and planned to be used on business support, advice, compliance and enforcement work during the road map Steps 1-3 and then Step 4 for recovery advice, support, any on-going controls and dealing with any outbreaks, in particular varirants of concern. The allocation is planned to be used from April 2021 – December 2021, with flexibility to extend or change as necessary.

Environmental Health Officers

Environmental Health Officers are undertaking COVID secure businesses checks, responding to complaints, investigating outbreaks within the Borough, reviewing event risk assessments and providing updated advice and enforcement as

necessary. Additional 'Health & Safety Executive Spot Checks' also continue and are being co-ordinated by Regulatory Services.

The High Street Helpers

Their main role is to gain the confidence of residents and visitors to return to the town centre for retail and other services. They are the 'eyes and ears' on the High Street and in open spaces providing guidance on current legislation in relation to COVID. They support public safety and business recovery gathering information about any issues observed and escalate where necessary and note on a daily report. Moving forward the High Street Helpers will have a role to play in supporting any gathering on planned events.

The Ambassadors

The Ambassadors act on intelligence and issues raised and are more task orientated than the High Street Helpers. They are given specific tasks or requested to visit and assist business to help them improve and comply while making sure that they have up to date guidance. They also provide regular reports and findings to support specific projects or improvements.

COVID Support Stewards

These are employed via an external stewarding company and have a key role in gaining the confidence of the hospitality industry and the people who visit cafés, bars, restaurants and pubs. They help to ensure good compliance with legislation and guidance related to COVID is observed and maintained. They systematically visit individual premises while they are open to the public in the weekend evening hours to observe and provide guidance. The stewards have been well received and welcomed by businesses who have been keen to convey the COVID measures they have in place to keep the public safe.

The funding which is split across a number of activities is summarised as follows:

1. £33k – Agency Environmental Health Officers for min 37 hours per week on COVID investigations, complaints, advice and enforcement.
2. £34k – Food Safety Managers additional hours on COVID work.
3. £63k – Additional Environmental Health Officer hours seconded onto COVID outbreak, business advice and support, complaints, events and related work. (Will facilitate back-filling on Food Safety Inspection & Enforcement)
4. £14k – Additional 22 hours admin support for outbreak and compliance/enforcement support.
5. £35k – External 'Covid Support Stewards' to be deployed during the 'Road Map Steps' to cover events, cafés, restaurants, pubs and hospitality sector as necessary.
6. £17k – 'Businesses Support Ambassador' to support business compliance and recovery.
7. £11k – Casual 'High Street Helpers' to assist in specific locations, events, open spaces and High Streets as necessary.
8. £4k - Posters and communication materials to support compliance work.

The Contain Outbreak Management Fund spend to date on compliance and enforcement is £31,856, which has been spent across all the activities detailed above. From November 2020 – March 2021, the MHCLG Compliance and Enforcement Grant was used to support this work.

Community Hub support - £15k

Funding for additional officer hours to continue the support for Charnwood Community Action.

Community Hub Transition Project - £90k + £30k = £120k

Providing a pathway for those in hardship and associated food poverty to help support and empower their move from dependency to self-reliance. In partnership with John Storer Charnwood and the Charnwood Food Poverty Group, individuals will be offered support from the Community Hub and transition into the Community Hub Shop once up and running. This would provide access to lower priced food alongside other services such as money management advice / financial literacy classes, access to debt advice, access to a credit union, job and volunteering advice and basic cookery classes.

Food Support - £50k

To provide food for those in hardship through food parcels, FareShare Membership, the Community Hub Shop and hot food and daily food bags for those of No Fixed Abode / temp accommodation. To include emergency support to Clinically Extremely Vulnerable residents and those that have specific dietary requirements.

Voluntary & Community Sector (VCS) Covid Support - £30k

To support VCS Covid activity in the community to include local projects addressing specific community need eg: working with the local BAME community and grass roots projects, Befriending and Mental Health support projects, along with services to support the Community Hub project.

Health Promotion - £25K

Promotion of preventative physical and mental health interventions, linked to Leicester-Shire & Rutland Sport Active Together messaging and resources aimed at general promotion and targeted (hard to reach groups, CEV, BAME population, vaccination centres, testing centres, businesses) and including specific one to one support through volunteering and Get Active schemes, including physical activity packs .

Community Support - £18k

Additional Neighbourhood Development Hours to provide additional community based support for those areas disproportionately impacted such as BAME / deprived communities – to assist with vaccine hesitancy work, plus targeted interventions for these specific sections of the community.

Community Hub Transition Spoke Development - £30k

To support the expansion of the Community Hub transition model to develop spokes at other food bank locations throughout the borough to enable easy access by residents. The proposal is for those currently receiving parcels from the food banks to move towards membership of the Community Hub Shop (social supermarket)

accessing subsidised food. A hub and spoke model is being proposed which will create similar access in other areas of the borough including community pop up shops. The first steps will be to assess those currently being supported through the local foodbanks and for those that meet the criteria to be moved into membership of the Community Hub Shop.

The funding will enable a Pop Up Tool Kit to be provided (Spoke model) to include marketing and merchandise, food storage to include thermal chill boxes and racking etc plus wifi tablets for processing of details and access to the database. In addition, the funding will support the Community Hub and Spoke Model marketing and merchandise and production of membership packs.

Charnwood Food Poverty Group (CFPG) Support - £20k

To provide funding to support the work of the CFPG, which is all externally funded, who have been working as part of the Charnwood Community Action Hub and are actively involved in the Community Hub Transition project, are lead on co-ordinating the work of the group and developing the Spoke element. This will go towards funding the continuing of the CFPG Development Officer, as well as covering FareShare Membership for other food banks, equipment, training and running costs

Housing Advice and Homelessness – £39.6k

The Housing Options Team has seen an increase in case loads during the COVID-19 pandemic. Further increases in case loads are expected over the coming months, particularly relating to an anticipated increase in the loss of Assured Shorthold Tenancies in the Private Rented Sector (the suspension of evictions expired on the 31st May 2021).

The recruitment of an additional temporary Housing Options Officer will ensure that there are sufficient resources within the Housing Options Team to manage the anticipated increase in applications.

Prevention and Accommodation Pot - £103.1k

Funding available for preventing homelessness and alleviating immediate hardship, and provision of accommodation and transport costs.

Housing Allocations and Lettings - £28k

The Council has seen an increase in Housing Register application during 2020-2021 due to increase in housing issues and homelessness resulting from the factors associated with the COVID-19 pandemic, such as loss of employment, tenant rent arrears and landlord mortgage arrears.

The recruitment of an additional temporary Assistant Housing Officer will ensure that there are sufficient resources within the Housing Allocations and Lettings to manage this increase in applications.

Public Health Funerals - £22.5k

The Council has a statutory duty to deliver and fund public health funerals. During the COVID-19 pandemic the Council has seen a significant increase in the number of deaths, where the deceased has not had a next of kin or finances for a funeral to take place.

Enhanced Targeted Communication/Marketing £18.8k

The Council has commissioned some external support to support communications with seldom heard groups in the short to medium term. This is to help share information relating to the pandemic and gather insight. This work includes create a stakeholder database to improve engagement with different groups and communities; engagement with seldom heard groups to better understand community issues in light of the pandemic; creation of a diversity/community panel to better understand community views.

£20,000 is also being used to extend a contract for a senior communications officer to help the communications cope with demand caused by the pandemic.

Engagement and Communication Support - £40k

The Council's Communications Team has been under significant pressure since the start of the pandemic and this is expected to continue for some time as the pandemic continues to play out and the focus switches to recovery. There is also the prospect of further outbreaks, particularly in the winter months. Half of this funding has been allocated to support vaccination engagement with seldom heard groups; create a stakeholder database to improve engagement with different groups and communities; engagement with seldom heard groups to better understand community issues in light of the pandemic; creation of a diversity/community panel to better understand community views.

The other half of the funding has also been allocated to extend the contract of a temporary senior communications officer to support the work of the communications team.

Communications Support - £41k

Due to the ongoing pressures on the communications team, a temporary post of a Senior Communications Officer has been agreed to provide extra capacity to deal with the workload created by the pandemic, the recovery and build in extra resilience until the end of March 2022. This includes demand on internal and external communications.

Summary of Contain Funding				
Activity	Description of Activity	Responsible Officer	Total Budget £	Actual Spend to Date £
Compliance measures	EHO/ Ambassadors/High Street helpers for compliance and enforcement phased 2	Head of Regulatory and Head of Leisure and Culture	211,000	31,856
Communication	Enhanced targeted Communication/Marketing Support	Communications Manager	99,800	4,164
Support for wider vulnerable groups.	Community Support	Head of Neighbourhoods	18,000	0
Food Support/Poverty	Food Parcels/Hot Food/Homelessness	Head of Neighbourhoods	70,000	2,268
VCS support	Support to VCS orgs for local initiative to support vulnerable and hard to reach	Head of Neighbourhoods	30,000	0
Support for Community Hubs	Capacity Support for the Hub	Head of Neighbourhoods	15,000	1,518
Community Hub (Support for CEV/Self Isolating & other vulnerable groups)	Delivery of Charnwood Community Action Locality Hub	Head of Neighbourhoods	150,000	30,000
Health interventions	Promotion of Preventative/Physical/Mental Health interventions	Head of Neighbourhoods	25,000	0
Homelessness prevention/rough sleeping	Housing Options capacity & Prevention Pot	Head of Strategic & Private Sector Housing	170,700	9,337
Welfare burials	Provision for Funerals/Financial Hardship	Head of Strategic & Private Sector Housing	22,500	14,254
TOTAL			812,000	93,397

Equality Impact Assessment

Contain Outbreak Management Fund

- **Background**

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

- **Legislation- Equality Duty**

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to

- ✓ Eliminate discrimination, harassment, victimisation.
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

- ✓ Age
- ✓ Disability
- ✓ Gender reassignment
- ✓ Marriage and civil partnership
- ✓ Pregnancy and maternity
- ✓ Race
- ✓ Religion or belief
- ✓ Sex (Gender)
- ✓ Sexual orientation

What is prohibited?

- ✓ Direct Discrimination
- ✓ Indirect Discrimination
- ✓ Harassment
- ✓ Victimisation
- ✓ Discrimination by association
- ✓ Discrimination by perception
- ✓ Pregnancy and maternity discrimination
- ✓ Discrimination arising from disability
- ✓ Failing to make reasonable adjustments

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	Contain Outbreak Management Fund
Lead officer and others undertaking this assessment	Eileen Mallon – Strategic Director of Communities, Planning and Housing Alan Twells – Head of Regulatory Services Alison Simmons – Head of Strategic and Private Sector Housing Sylvia Wright – Head of Leisure and Culture Julie Robinson – Head of Neighbourhood Services Mike Roberts – Communications Manager
Date EIA started	17.05.21
Date EIA completed	09.06.21

- **Step 2 – Overview of policy/function being assessed**

Outline: What is the purpose of this policy/service? (Specify aims and objectives)

The Contain Outbreak Management Fund (COMF) provides funding to local authorities in England to be used for test, trace and contain activity in order to reduce the spread of coronavirus in their area and support local economies and public health.

In October 2020 local authorities were eligible for payments from the COMF to support proactive containment and intervention measures. This payment was made to Leicestershire County Council who then made allocations to each District and Borough. Payments have been made on a phased approach, with 5 taking place to date, commencing in October 2020 to March 2021.

The aims of the COMF is to fund the following activities:

- Targeted testing for hard-to-reach groups out of scope of other testing programmes
- Additional contact tracing
- Enhanced communication and marketing e.g. towards hard-to-reach groups and other localised messaging
- Delivery of essentials for those in self-isolation
- Targeted interventions for specific sections of the local community and workplaces
- Harnessing capacity within local sectors (voluntary, academic, commercial)
- Extension/introduction of specialist support (behavioural science, bespoke communications)
- Additional resource for compliance with, and enforcement of, restrictions and guidance
- Measures to support the continued functioning of commercial areas and their compliance with public health guidance
- Funding Military Aid to the Civil Authorities (marginal costs only)
- Targeted support for school/university outbreaks
- Community-based support for those disproportionately impacted such as the BAME population
- Support for engagement and analysis of regional areas to assess and learn from local initiatives
- Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance
- Support for rough sleepers.

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?

It is the council's aim to ensure that the COMF is inclusive of all communities, supporting the aims as set out by central government detailed above.

Which groups have been consulted as part of the creation or review of the policy?

Has/did any consultation take place with any external groups / bodies prior to funding allocations being agreed? I've listed some below but please feel to expand / amend as appropriate:

- Leicestershire County Council
- Leicestershire Resilience Forum
- Internal staff – Strategic Leadership Team and Corporate Leadership Team
- Statutory and voluntary partners

● **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

The following information has been consulted in the development of the COMF allocation programme:

Central Government website – gov.uk site (<https://coronavirus.data.gov.uk>)

Charnwood Community Profiles

Indices of Multiple Deprivation

Leicestershire Public Health Outcomes Framework

IMT Public Health Data on outbreaks, age profiles and ethnicity.

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

This information has enabled the Council to make decisions on where the COMF funding should be focussed in terms of need. This includes allocations towards:

- Health interventions
- Support for Community Hubs
- VCS Support
- Support for wider vulnerable groups
- Enhanced targeted communication
- Homelessness prevention and rough sleeping
- Covid Impacts on Age groups and ethnic groups
- Vaccination take up in age groups, ethnicity and ward locations.

● **Step 4 – Do we need to seek the views of others? If so, who?**

Considering the answers given in Step 2, do you need to consult with specific groups to identify needs / issues? If not explain why.

Consultation and engagement with the Leicestershire Resilience Forum and partners across the county has continued throughout the pandemic, this includes working closely with the CCG, NHS and Public Health England to access the impact of the pandemic and where resources should be allocated to support areas of concern.

This partnership engagement is felt sufficient to analyse trends and determine any barriers or negative impacts.

● **Step 5 – Assessing the impact**

<p>Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any 'protected characteristics' and provide an explanation for your decision. Please refer to the general duties on the front page.</p>	
Age	<p>Positive impact - COMF funding allocation has been distributed to a number of areas which are age inclusive, with allocation targeted at young and older age groups. This will therefore create a positive impact overall in relation to the protected characteristic of age.</p> <p>Targeted vaccination data has helped to positively support low take up areas.</p>
Disability <ul style="list-style-type: none"> • Physical • Visual • Hearing • Learning disabilities • Mental health 	<p>Positive impact – COMF funding allocation has been distributed to a number of areas which are disability inclusive, these include VCS support and health promotions.</p> <p>In addition, it is acknowledged that some allocations are cross-cutting and support individuals with multiple characteristics, creating further positive impacts.</p> <p>CEV Status has enable targeted support and health information being provided to support such groups.</p>
Gender Reassignment (Transgender)	<p>Neutral impact – no areas have been specifically funded to support the protected characteristics of gender reassignment. In addition, some funded areas are cross-cutting and support individuals with multiple characteristics.</p>
Race	<p>Positive impact – COMF funding allocation has been distributed to areas which support race, including VCS support for those disproportionately impacted such as the BAME population.</p>
Religion or Belief (Includes no belief)	<p>Neutral impact – no areas have been specifically funded to support the protected characteristics of religion and belief. In addition, some funded areas are cross-cutting and support individuals with multiple characteristics.</p>
Sex (Gender)	<p>Neutral impact – no areas have been specifically funded to support the protected characteristics of sex. In addition, some funded areas are cross-cutting and support individuals with multiple characteristics.</p>
Sexual Orientation	<p>Neutral impact – no areas have been specifically funded to support the protected characteristics of sexual orientation. In addition, some funded areas are cross-cutting and support individuals with multiple characteristics.</p>
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity 	<p>Neutral impact – no areas have been specifically funded to support the protected characteristics of pregnancy / maternity</p>

<ul style="list-style-type: none"> • Marriage & civil partnership 	and marriage and civil partnership. In addition, some funded areas are cross-cutting and support individuals with multiple characteristics.
<p>Other socially excluded groups</p> <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	<p>Positive impact - COMF funding has been allocated to community support (Community hub, community hub transition project, food support, VCS Covid support, health promotion) which focus on the wider community and have a wide range of benefits, particularly for residents from priority neighbourhoods, areas of deprivation and health inequalities. This includes targeted testing for hard-to-reach groups out of scope of other testing programmes.</p>

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> • If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. • Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
<p>No negative impacts or barriers have been identified. However, it is acknowledged that specific marketing / promotion for the protected characteristics of sex, sexual orientation, religion or belief and other protected groups may be required. These will be monitored as part of the ongoing review of COMF funding.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>It is the opinion that the COMF complies with Charnwood Borough Council's equality, diversity and inclusion responsibilities. It will further promote equal opportunities and aim to achieve positive outcomes.</p>

● **Step 6- Monitoring, evaluation, review**

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?</p>
<p>Monitoring will continue every 2 weeks through the Covid Monitoring Meeting to assess the impact of the COMF funding allocation, this continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/communities of interest.</p>
<p>How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.</p>
<p>Where barriers / negative impacts are identified, the mitigating action and progress against these will be included within future funding allocation reviews.</p>

- **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the COMF on a quarterly basis to assess funding allocation is successful and identify any areas for improvement / review	SLT	Ongoing
002	Continue to monitor marketing and promotion of funding, taking positive action to promote targeted communications if required.	Mike Roberts	Ongoing

- **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
Employees	X	This EIA will be published on the Council's website.
Service users	X	
Partners and stakeholders	X	
Others		
To ensure ease of access, what other communication needs/concerns are there?		

- **Step 9- Conclusion (to be completed and signed by the **Service Head**)**

Delete as appropriate
I agree with this assessment
I disagree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
Signed (Service Head): Eileen Mallon
Date: 08.06.21

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.