

Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to cheryl.sloan@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Emma Cathcart

Date of assessment: 11.6.2026

Telephone: 01285 623000

Email: Emma.Cathcart@cotswold.gov.uk

2. Name of the policy, service, strategy, procedure or function:

Grant Management Policy

Is this a new or existing one? New

3. Briefly describe it aims and objectives

Although the Council manages various grant schemes currently, it does not have an over-arching policy or procedure that provides guidance to staff on its governance and approach for administration and management of its grant income.

To ensure there is clear guidance on the processes to be followed when managing grants, including applying for external funding, developing and launching a new grant scheme and the distribution of funds, the grant management policy sets out the specific checks that we need to undertake, whilst at the same time ensuring that we are maximising outcomes, minimising risk and delivering the greatest benefit to our communities.

To have a robust process in place and to provide clear guidance to staff involved in the management of grants, to minimise the risks associated with not having a clear and transparent policy in place around the distribution of funds

To have clear roles and responsibilities at each stage of the grant making process. Communities will benefit as the policy seeks to ensure that funding is fairly and lawfully spent and distributed so that the outcomes are maximised.

4. Are there any external considerations? (e.g. Legislation/government directives)

Yes – legislation / government schemes

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	☐	
Recent research findings including studies of deprivation	☐	
Results of recent consultations and surveys	☐	
Results of ethnic monitoring data and any equalities data	☐	
Anecdotal information from groups and agencies within Gloucestershire	☐	
Comparisons between similar functions / policies elsewhere	X	Comparison and inclusion of existing Policy across partner Council's. Departmental Policies.
Analysis of audit reports and reviews	☐	
Other:	X	Consultation with legal representatives, service leads and corporate management.

6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

7. Has any consultation been carried out?

Yes

Details of Consultation

Consultation with Legal Representatives across the Partnership

Consultation with Community / Economic Development Teams across the Partnership

Consultation with Strategic / Corporate Leadership Teams

If NO please outline any planned activities

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	X
LOW – Few members of the general public/staff will be affected by this proposal	☐
MEDIUM – A large group of the general public/staff will be affected by this proposal	☐
HIGH – The proposal will have an impact upon the whole community/all staff	☐
Comments: e.g. Who will this specifically impact? Individuals who are subject to enforcement action.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

No impact from the policy however individual grant schemes should consider relevant equality impacts

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People					
Age – Old People					
Disability					
Sex – Male					
Sex – Female					
Race including Gypsy and Travellers					
Religion or Belief					
Sexual Orientation					
Gender Reassignment					
Pregnancy and maternity					
Geographical impacts on one area					
Other Groups					
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.					

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale

11. Is there is anything else that you wish to add?

No

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Emma Cathcart	Date:	11.6.2026
Line Manager:	David Stanley	Date:	11.6.2026
Reviewed by Corporate Equality Officer:		Date:	