

24 May 2018

CABINET – 4 JUNE 2018

A meeting of Cabinet will be held at 6.00pm on Monday 4 June 2018 in the Council Chamber, Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 9 April 2018.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 29 May 2018).

Items for consideration not within a specific portfolio

5. ² Compliance with General Data Protection Regulation (GDPR).

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

6. Appointments to Working Parties 2018/19.

Communities and Homes Portfolio

7. Community Grant allocations for 2018/19

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

8. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

Nothing to report to this meeting

Communities and Homes Portfolio

Nothing to report to this meeting.

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

1. Urgent Decision under Delegated Powers – Legal, Democratic and Elections Manager.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. CAB 2018/19 – 1) are attached.

Membership of Cabinet:

Councillors Stokes (Chairman), Mrs Crane, Mrs Parker and Ms Robbins (one vacant seat).

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Senior Democratic Services Officer (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

AGENDA MANAGEMENT SHEET

Report Title:	Compliance with the General Data Protection Regulation (GDPR)
Name of Committee:	Cabinet
Date:	4 June 2018
Report Director:	Executive Director
Portfolio:	No specific portfolio
Ward Relevance:	All
Prior Consultation:	None
Contact Officer:	Matthew Deaves, Communication, Consultation and Information Manager
Public or Private:	Public
Report subject to Call-In:	Yes
Report En-Bloc:	Yes
Forward Plan:	Yes
Corporate Priorities:	This report does not specifically relate to any council priorities, but should be considered by Cabinet in order for the council to be compliant with a new legal framework.
Statutory / Policy Background:	The General Data Protection Regulation came into force on 25 May 2018. The Data Protection Act 2018 due to receive Royal Assent makes some amendments to the Regulation and defines the regulatory regime.

Summary:	This report describes progress on achieving compliance with the new data protection legislation and summarises the new CCTV policy.
Financial Implications:	None.
Risk Management Implications:	The report addresses the risks associated with non-compliance with legislation.
Environmental Implications:	None.
Legal Implications:	The report addresses the risks associated with non-compliance with legislation.
Equality and Diversity:	Compliance with current and forthcoming data protection legislation will protect personal data relating to protected characteristics as defined by the Equality Act 2010.
Options:	Not applicable.
Recommendation:	<ol style="list-style-type: none"> 1. The CCTV policy, as detailed in Appendix 1 of the report, be approved; 2. the twelve principles of CCTV code of practice, issued by the surveillance camera commissioner, be adopted; 3. the code of practice on CCTV, issued by the Information Commissioner's Office, be adopted; and 4. progress on compliance with the data protection legislation be noted.
Reasons for Recommendation:	To ensure that the council is substantially compliant with the data protection legislation.

Cabinet – 4 June 2018

Compliance with the General Data Protection Regulation (GDPR)

Report of the Executive Director

Recommendation

1. The CCTV policy, as detailed in Appendix 1 of the report, be approved;
2. the twelve principles of cctv code of practice, issued by the surveillance camera commissioner, be adopted;
3. the code of practice on CCTV, issued by the Information Commissioner's Office, be adopted; and
4. progress on compliance with the data protection legislation be noted.

1. Introduction

1.1 The General Data Protection Regulation is the new data protection framework for the EU and applied in the UK from 25 May 2018.

1.2 The Data Protection Act 2018, due to receive Royal Assent, translates the provisions of the GDPR into UK law. Section three of the Act also legislates for the EU Law Enforcement Directive, which covers protections on personal data processed in relation to preventing, detecting, investigating and prosecuting criminal activity.

1.3 A report to cabinet on 4 December 2017 introduced a new data protection policy, and sought approval for the statutory appointment to the Data Protection Officer role. It also described some of the steps needed in order to achieve substantial compliance with the new data protection laws.

1.4 Substantial progress has been made and, with the changes recommended within this report, the risk of non-compliance is reduced.

2.0 Information audit

2.1 Information asset owners, who are mostly managers and team leaders, have completed personal data audits covering their areas of responsibility. Together, these comprise the council's register of processing activity (ROPA). The ROPA must be made available to the Information Commissioner on request.

2.2 Each processing activity identified within the information audit has been assigned one of the six lawful bases of processing identified in the GDPR. The lawful basis that the council is relying on to process the personal information determines the rights that are available to individuals.

2.3 The processing activity and associated rights are described in privacy notices that relate to the information being processed. The privacy notices are made available to data subjects on request and are being published on the appropriate service or council website.

3.0 Disclosure

3.1 Personal data may be disclosed as part of a processing activity as identified in the information audit or may be disclosed via subject access requests.

3.2 In most circumstances individuals have a right to access the information that the council holds about them. These access requests are coordinated centrally by the communications, consultation and information team. A response must be provided within one calendar month, starting on the day after the request is received.

3.2 In some circumstances, for example in the case of children or adults who have a power of attorney, individuals may request information about someone else. The council will respond to these requests when the requestor is able to demonstrate that disclosure would be lawful.

3.3 Third party subject access requests are typically received from the police or social services. These access requests are also coordinated centrally by the communications, consultation and information team. Before disclosing personal information the council must be satisfied that the request is legitimate, that it has a lawful basis, and that disclosure would both be lawful and would meet the stated purpose of the request.

3.4 Internal departments that can demonstrate a need to access personal information held by another department are given the information if they can meet the requirements set out in 3.3, above.

3.5 Any disclosure that is not in accordance with the register of processing activity or as a result of a subject access request is an unlawful disclosure and is treated as a breach.

3.6 Personal data breaches and near misses are reported to the communications, consultation and information team for triage, and are then referred to a panel that includes the senior information risk officer (SIRO), the data protection officer (DPO), the audit manager and the IT manager. This panel decide on what further action to take, which may include making a statutory report to the Information Commissioner.

4.0 CCTV policy and practice

4.1 The information audit identified a number of CCTV systems that the council owns and operates. These systems do not include the Rugby town centre CCTV system, which is operated by Rugby First.

4.2 The audit found that the customs and practices around the operation of the council's CCTV systems are mostly in accordance with good practice guidelines. However, the GDPR and Law Enforcement Directive require data controllers to be

able to demonstrate compliance and the lack of documented evidence relating to the CCTV systems means that these systems do not comply.

4.3 External advice and assistance has been sought via the council's regular audit programme. This has led to an action plan that will bring the council's CCTV operations in line with relevant guidance while also complying with the new data protection laws.

4.4 The attached CCTV policy describes how the council will operate its CCTV systems. It requires information asset owners to adopt a code of practice in relation to their systems, and to have the code of practice approved by the council's SIRO and DPO. It also requires that a privacy impact assessment is carried out and the purpose, placement and operation of every camera or category of camera within a system.

4.5 The policy also proposes that the council adopts the twelve principles identified in the Surveillance Camera Commissioner's Code of Practice, and the Code of Practice issued by the Information Commissioner's Office. Information asset owners must take account of these in the design, commissioning and operation of their CCTV systems.

5.0 Resources and training

5.1 The Data Protection Officer has been appointed to the Data Protection Officer role at Nuneaton and Bedworth Borough Council and is providing a shared information management service.

5.2 Both councils have benefited from the shared service arrangement, as the councils have a number of common services and systems. This has reduced duplication and resulted in shared good practice.

5.3 In addition to the statutory Data Protection Officer role, there is a new requirement under the data protection laws to demonstrate that the council is taking organisational measures to protect personal data.

5.4 All council officers and members are required to undertake mandatory data protection training appropriate to their roles and responsibilities. This will help to reduce the likelihood of a data breach while also helping the council to demonstrate that it has appropriate organisational measures in place.

6.0 Next steps

6.1 At the time of preparing this report the Data Protection Act 2018 was awaiting Royal Assent and expected guidance from the Information Commissioner has still not been published. There is still some uncertainty relating to the interpretation of some of the provisions within the Act and how they may apply to the council.

6.2 The council will continue to monitor the Act and updated guidance and will update the ROPA, privacy notices, policies or procedures in light of any changes.

Name of Meeting: Cabinet

Date of Meeting: 4 June 2018

Subject Matter: Compliance with the General Data Protection Regulation (GDPR)

Originating Department: Executive Director's Office

List of Background Papers

The following background documents have informed this report:

In the picture: A data protection code of practice for surveillance cameras and personal information, published by the Information Commissioner's Office and available at <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>.

Surveillance Camera Commissioner code of practice, published by the Surveillance Camera Commissioner and available at <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>.

DRAFT CCTV POLICY

1. Introduction

Closed circuit television (CCTV) and body worn video (BWV) are both used by Rugby Borough Council. They are valuable tools to assist with public safety and security and to protect property.

The CCTV installations and body worn video are owned and maintained by Rugby Borough Council (the council) and are operated to the requirements of the Data Protection Act, the General Data Protection Regulation and Law Enforcement Directive and good practice guidelines, such as those issued by the Information Commissioner's Office (ICO) and the Surveillance Camera Commissioner (SCC), that ensure the need for public protection is balanced with respect for the privacy of individuals.

The cameras capture personal information that could identify individuals. The council's data protection policy gives more detail on how the council processes and looks after personal data.

2. Scope

This policy applies to all overt (open) CCTV installations controlled by the council, including internal and external cameras, vehicle mounted cameras and body worn video systems used by enforcement officers and employees with similar, relevant, roles. This policy also covers the use of the following types of equipment should the council decide, at any point, to utilise this technology:

- automatic number plate recognition (ANPR);
- unmanned aerial systems or drones.

This policy does not apply to the covert (secret) use of CCTV, which is covered by the Regulation of Investigatory Powers Act 2000 (RIPA).

Appendix 1 lists the cctv and body worn video systems that are currently used by Rugby Borough Council.

3. Policy statement

The purpose of this policy aims to:

- ensure compliance with relevant legislation, as listed in the below section;
- ensure adherence to the ICO CCTV Code of Practice and the SCC CCTV Code of Practice.

4. Relevant legislation

The council must comply with all the relevant statutory legislation, in particular the following, with regards to the installation and operation of CCTV and BWV systems:

- Data Protection Act;
- the General Data Protection Regulation and Law Enforcement Directive, as enacted;
- Human Rights Act 1998;
- Freedom of Information Act 2000;
- Protection of Freedoms Act 2012;
- Regulation of Investigatory Powers Act 2000.

5. Duties and responsibilities

Rugby Borough Council is registered with the Information Commissioner as a data controller and has responsibility for the fair and lawful processing of personal information and special categories of personal information.

This policy is relevant to staff whose role at Rugby Borough Council includes CCTV or BWV either as a direct responsibility or peripheral to their normal tasks. The following measures must be in place for all CCTV and BWV systems:

- compliance with the Data Protection Act and the council's data protection policy;
- a code of practice, prepared by the information asset owner and approved by the senior information risk officer (SIRO) and data protection officer (DPO), in place for each system describing its scope, purpose, methods of transfer and disclosure where appropriate, and the staff or categories of staff authorised to use the system;
- a privacy impact assessment (PIA) on the purpose, placement and operation of each camera or category of camera;
- appropriate operational knowledge and training in place for all CCTV and BWV operators;
- corporate and departmental policies, procedures and codes of practice on the operation of CCTV and BWV systems are implemented and followed;
- appropriate physical security that assures the integrity of the CCTV and BWV Systems and their recordings;
- retention periods documented and adhered to;
- access to footage strictly controlled to relevant and authorised personnel only.

6. Purpose of the CCTV systems

The Council's CCTV and BWV systems are used for the following key objectives that will be subject to an annual assessment:

- to detect, prevent or reduce the incidence of crime;
- to maintain security of access to systems or premises;
- to prevent and respond effectively to all forms of possible harassment and disorder;
- to reduce the fear of crime;
- to create a safer environment;
- to provide assistance to emergency services;
- to assist with health and safety and other serious occurrences, including employment issues.

7. Surveillance Camera Commissioner (SCC)

The Secretary of State has issued a Surveillance Camera Code of Practice under Section 30 of the Protection of Freedoms Act 2012, which provides guidance on the use of CCTV and BWV cameras. It explains how the government is supportive of the use of overt CCTV and BWV provided that certain conditions are met and to ensure these are met has put together the following twelve guiding principles.

There are more details for each of the 12 principles in the Code of Practice, which must be read in conjunction with this policy. The 12 principles are;

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be securely deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

The SCC is a statutory appointment by the Home Secretary to promote compliance with the Surveillance Camera Code of Practice and to provide advice on compliance. A SCC Guide has also been created by the Secretary of State to assist organisations with compliance.

8. Information Commissioner's Office (ICO) CCTV Code of Practice

The ICO has produced a data protection code of practice for CCTV and BWV to assist organisations who use CCTV and BWV to comply with the Data Protection Act.

The code gives guidance in areas such as deciding when CCTV and BWV should be used, governance of the personal data that the CCTV and BWV systems collect, how to use the equipment, and organisational responsibilities.

As with the SCC Code of Practice, the ICO Code has also been adopted, in full, by the Council.

9. How images and information are stored.

Images and information will be stored in line with industry standards, relevant to the type of CCTV or BWV system installed.

Recorded images and CCTV and BWV information will only be used for the purposes defined in this policy and in individual camera system codes of practice. Ownership of the recorded material is with the council as the Data Controller. Recording equipment will be checked to a regular schedule, as defined in each code of practice.

CCTV and BWV images will only be viewed when there is a legitimate business reason to do so and the showing of recorded material to other internal or external individuals will only be allowed in accordance with the law.

Recorded images will be stored securely in digital format. Where there is a business reason to keep an image longer than the usual set retention period the image will be copied and stored securely, again in digital format, with new, relevant set retentions documented. Where relevant other council policies may also govern how certain aspects of the council's CCTV and BWV systems are used, like the Information Security and Acceptable Use Policy.

10. Requests for footage

CCTV and BWV footage can be requested through various routes, predominantly via data subject access requests or via the Freedom of Information Act 2000. Inappropriate access, use or disclosure of CCTV and BWV footage may put members of the public, employees or CCTV and BWV operators at risk of serious harm, damage or distress, the Council at risk of reputational damage and/or be a breach of the law.

Data Protection Act

Individuals who are captured on CCTV or BWV footage are entitled to request a copy of that footage via a subject access request. In addition, in certain circumstances individuals or organisations may request information relating to somebody else. These requests are known as third party subject access requests, and may be made on somebody's behalf where they have the legal right to do so, or may be made by an organisation such as the police or social services.

Anyone making a third party subject access request must provide evidence of their legal authority to request the information and include details of the purpose and legal basis that they are relying on.

Subject access requests and third party subject access requests will be coordinated centrally by the communications, consultation and information team.

Freedom of Information Act 2000 (FoIA)

CCTV and BWV images can be requested under the Freedom of Information Act 2000. FoIA deals with information the council holds, but personal information is usually exempt from disclosure. However there may be instances where footage does not contain personal information and as such will need to be considered for release. Requests made under FoIA for CCTV and BWV images will be coordinated centrally by the communications, consultation and information team.

Internal requests for information

Sometimes internal departments may need to request access to CCTV and BWV images in connection with internal investigations. Any requests of this type will be treated as third party subject access requests. The internal department making the request must identify their purpose and legal basis for making the request.

11. Regulation of Investigatory Powers (RIPA)

Targeted covert (secret) surveillance of individuals will only be undertaken for good reason, and in line with the procedures set out in the Regulation of Investigatory Powers Act (RIPA) Policy. Local authorities can only authorise use of directed surveillance under RIPA to prevent or detect criminal offences that are punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment.

The viewing of everyday CCTV footage is not covert and is covered by this policy and outside of the RIPA process. This is due to the camera being in plain sight for individuals to see and with appropriate signage as per the Codes of Practice from the ICO and SCC. This means that use of CCTV or BWV systems to monitor a particular employee or member of the public, which is targeted surveillance, is not permitted unless the use has been approved under RIPA (Regulation of Investigatory Powers Act 2000).

Moving or zooming CCTV or BWV systems towards individuals and their activities is not permitted unless the use has been approved under RIPA. Moving or zooming CCTV or BWV systems towards individuals and their activities is permitted if suspected criminal activity or public safety issues are already taking place, and cameras are moved or zoomed in response to this.

12. Policy review

A review of this policy will take place every two years or as required to take account of any new or changed legislation or regulations of business practices.

13. Breaches of this policy

Failure to adhere to this policy will place the Council at significant risk and may also result in a breach of legislation.

All breaches and suspected breaches of this policy must be reported using the data breach reporting methods available at the time of the breach, or direct to the Data Protection Officer.

Actions or neglect leading to a breach of this policy, or failure to report a breach will also be investigated.

CCTV and BWV systems currently operated by Rugby Borough Council

1. Town Hall cctv system, covering internal and external entrances to the Town Hall, car parks and adjacent footpaths;
2. BENN Hall cctv system, covering the main entrance, foyer and office entrance;
3. Albert Street depot cctv system, covering internal and external entrances, car parks and storage areas;
4. WSU depot cctv system, covering internal and external entrances, car parks and storage areas;
5. WSU vehicle mounted cctv systems, covering the perimeter of each vehicle;
6. Rainsbrook Cemetery and Crematorium cctv system, covering internal and external entrances, car parks and grounds;
7. Rugby Art Gallery and Museum, Visitor Centre and World Rugby Hall of Fame cctv system, covering internal and external entrances, foyer, shop, circulation and display areas, storage areas and perimeter areas;
8. Overt body worn camera systems, activated by authorised officers when in public or private areas for health and safety purposes or for the purposes of prevention and detection of crime.
9. Housing management cctv systems, covering internal and external entrances to low-rise and multi-storey flats, the interior and exterior of lifts and communal areas, and the perimeter of low-rise and multi-storey blocks.

CCTV AND BWV SYSTEM CODES OF PRACTICE

Codes of practice should include information on and comply with the following;

1. Management of the schemes

2. A risk assessment must be carried out to assess the need and requirements of CCTV systems within individual service locations. The cameras must therefore be sited to capture images which are relevant to the purposes for which the schemes have been established.
3. This risk assessment must be reviewed on an annual basis by the information asset owner.
4. Details of the cameras that have been sited to capture images which are relevant to the purpose for which the scheme has been established.
5. Details of how the scheme will be operated fairly, within the applicable law and only for the purposes for which it is established or which are subsequently agreed in accordance with the Code of Practice.
6. The owners, users and any visitors to the control, monitoring and recording facilities will be required to sign a formal confidentiality declaration that they will treat any viewed and/or written material as being strictly confidential and that they undertake not to divulge it to any other person.
7. Those who have authorised access are aware of the purpose(s) for which the scheme has been established and that the CCTV equipment is only used to achieve the identified purposes.

8. Scheme and signage

9. The CCTV scheme aims to provide surveillance of the public areas within the specified location, in order to fulfil the purposes of the scheme. The area protected by CCTV will be indicated by the presence of signs. The signs will be placed so that the public are aware before they enter a zone which is covered by surveillance equipment. The signs will state the organisation responsible for the scheme, the purposes of the scheme and a contact telephone number.
10. Data will not be held for longer than necessary and disposal of information will in accordance with retention schedules and disposal policies. It is important that disposal of records happens as part of a managed process and is adequately documented within the service document retention schedule or register or processing activity.

11. Point of contact

12. Any scheme Code of Practice should inform the public on how to make contact with the owners of the scheme it should specify the location of the equipment and who to contact for additional information.

13. Release of information to the public

14. Information can be released to justifiable third parties who can show legitimate reasons for access. They will be required to request any information with reasons in writing and identify themselves. Requests for footage should be submitted via the council's subject access procedures.
15. Individuals may request in writing to view information concerning them held on record in accordance with data protection law. System managers will need to consider if there are any other third parties within the images being requested and consider redacting any third party data.

16. Release of information to statutory prosecuting bodies

17. The policy is to assist statutory prosecuting bodies such as the Police, and statutory authorities with powers to prosecute and facilitate the legitimate use of information derived from the scheme. Information asset owners need to ensure that any system will meet the requirements of any prosecuting body i.e. HD quality cameras.
18. Statutory bodies may have access to information permitted for disclosure on application to the council via the council's subject access procedures. These applications must provide the reasons, statement of purpose and meet the requirements of data protection law.
- 19. System registration**
20. The Council must be registered with the Information Commissioner's Office (ICO) to process personal data, and it is the responsibility of service managers to ensure that their use of CCTV and BWV systems are within the scope of the council's registration.
- 21. Accountability**
22. A member of the public wishing to make a complaint about the system may do so through the Rugby Borough Council complaints procedure.
23. A copy of the Code of Practice for each system will be published on the service our council website.
- 24. CCTV control management and operation**
25. Access to the monitoring and recording areas will be strictly controlled.
26. The System Manager or in his/her absence the Deputy, is authorised to determine who has access to the monitoring area. This will normally be:
 - a. authorised personnel
 - b. police officers requiring to view a particular incident, or intelligence or evidential purposes. These visits will take place by prior appointment and after a subject access request has been approved.
 - c. technicians and cleaning staff (These people will receive supervision throughout their visit)
27. Inspectors/Auditors/SIRO/DPO may visit the monitoring and recording facility without prior appointment.
28. All visitors to the monitoring and recording area, including Police Officers, will be required to sign a visitors log and a declaration of confidentiality.
- 29. Observation and recording of incidents**
30. Recording will be throughout the 24 hour period. The system will be monitored on the basis of operational necessity.
- 31. Access to recorded images**
32. Access to recorded images will be restricted to the manager or designated member of staff who will disclose images only in line with the subject access procedures.
- 33. Privacy and disclosure**
34. The following principles must be adhered to:
 - a. All employees will be aware of the restrictions set out in this Code of Practice in relation to access to, and disclosure of, recorded images;
 - b. Images not required for the purposes of the scheme will not be retained longer than necessary;
 - c. Monitors displaying images from areas in which individuals would have an expectation of privacy will not be viewed by anyone other than authorised persons;
 - d. Recorded material will only be used for the purposes defined in the objectives and policy;
 - e. Access to recorded material will be in accordance with policy and procedures;

- f. Information will not be disclosed for commercial purposes and entertainment purposes;
- g. All access to the medium on which the images are recorded will be documented;
- h. Access to recorded images will be restricted to those staff who need to have access in order to achieve the purpose(s) of using the equipment;
- i. Viewing of the recorded images should, where possible take place in a restricted area.

35. Recorded material management

- 36. Images that are not required for the purpose(s) for which the equipment is being used will not be retained for longer than is necessary. The detail as to how long data should be held will be defined within the service retention schedule or register of processing activity. While images are retained access to and security of the images will be controlled in accordance with the requirements of data protection law.
- 37. Recorded material should be of high quality. In order for recorded material to be admissible in evidence total integrity and continuity must be maintained at all times.
- 38. Security measures will be taken to prevent unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.
- 39. Recorded material will not be released to organisations outside the ownership of the system other than for training purposes or under the guidelines referred to previously.
- 40. Images retained for evidential purposes will be retained in a secure place where access is controlled.
- 41. The system records features such as the location of the camera and/or date and time reference and documented procedures are in place for ensuring accuracy.
- 42. Quality, in order to ensure that clear images are recorded at all times the equipment for making recordings will be maintained in good working order with regular servicing in accordance with the manufacturer's instructions.

43. Recorded material register

- 44. There will be a register documenting the access to recorded media.

45. Documentation

- 46. Log books must be sequential in order that pages or entries cannot be removed and full and accurate records kept.
- 47. The following administrative documents shall be maintained:
 - a. media tracking register;
 - b. occurrence/incident book;
 - c. visitors register;
 - d. maintenance of equipment, whether routine or breakdown;
 - e. list of installed equipment
 - f. privacy impact assessment of the purpose, placement and operation of each camera.

AGENDA MANAGEMENT SHEET

Report Title: Appointments to Working Parties 2018/19

Name of Committee: Cabinet

Date: 4th June 2018

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: N/A

Prior Consultation: All political groups

Contact Officer: Claire Waleczek, Senior Democratic Services Officer 01788 533524 or claire.waleczek@rugby.gov.uk

Public or Private: Public

Report subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report does not specifically relate to any Council priorities, but should be considered by Cabinet in order that current members have been appointed to relevant Working Parties for the ensuing municipal year.

Statutory / Policy Background:

Summary: Cabinet is requested to consider which Working Parties be re-constituted for 2018/19 and appoint the membership of each group.

Financial Implications:	There are no financial implications for this report
Risk Management Implications:	There are no risk management implications for this report
Environmental Implications:	There are no environmental implications for this report
Legal Implications:	There are no legal implications for this report
Equality and Diversity:	There are no equality and diversity implications for this report
Options:	
Recommendation:	The list of Working Parties be considered and the membership of each Working Party be established for the 2018/19 municipal year.
Reasons for Recommendation:	Cabinet needs to decide which Working Parties are required to carry out business in 2018/19.

Cabinet - 4th June 2018

Appointments to Working Parties 2018/19

Report of the Executive Director

Recommendation

The list of Working Parties be considered and the membership of each Working Party be established for the 2018/19 municipal year.

Cabinet is requested to consider which Working Parties be re-constituted for 2018/19 and appoint the Membership of each group. The Membership of the Working Parties for 2017/18 are set out below:

Gypsies and Travellers Strategy and Action Plan Group

Councillors Mrs Crane, Ellis, Nash, Pacey-Day, Mrs Parker, Srivastava, Mrs Timms, Ms Watson-Merret plus Mr S White (co-optee – Warwickshire Association of Local Councils).

Grants Working Party

Councillors Brader, Mrs Bragg, Mrs Crane, Mrs Garcia, Mistry, Mrs Roberts, Mrs Nash, Mrs Roodhouse and Mrs Simpson-Vince.

Planning Services Working Party

Councillors Mrs A'Barrow, Gillias, Mistry, Mrs O'Rourke, Roodhouse, Sandison, Mrs Simpson-Vince and Mrs Timms.

Health and Safety Members' Working Party

Councillors Mrs Bragg, Mrs Roodhouse and Srivastava.

Constitution Review Working Party

Councillors Lewis, Mahoney and Ms Robbins.

Waste Management Review Working Party

Councillors Mrs Avis, Cade, Lewis and Mrs Parker.

Civic Honours Working Party

Councillors Leigh Hunt, Mistry, Roberts and Roodhouse

Visitor Economy Cabinet Working Party

Councillors Cade, Lowe, Mistry, Sandison and Mrs Timms.

Name of Meeting:
Cabinet

Date of Meeting:
4th June 2018

Subject Matter:
Appointments to Working Parties 2018/19

Originating Department: Executive Director's office

List of Background Papers

There are no background papers relating to this item.

AGENDA MANAGEMENT SHEET

Report Title: Community Grant allocations for 2018/19

Name of Committee: Cabinet

Date: 4th June 2018

Report Director: Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All

Prior Consultation: Cabinet on 30 October 2017. Meetings of the Grants Working Parties on 9 May 2018 and 14 May 2018

Contact Officer: Michelle Dickson - Communities and Projects Manager (tel: 01788 533843)

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
COMMUNITIES AND HOMES - Understand our communities and enable people to take an active part in them
GROWTH AND INVESTMENT - Encourage health and active lifestyles to improve wellbeing within the borough

Statutory / Policy Background: None

Summary: In February 2018, Council agreed budget allocations for community grants for 2018/19.
These are:

Financial Implications:	These are one-off grants so there are no financial implications beyond 2018/19
Risk Management Implications:	There are no risk management implications for this report
Environmental Implications:	There are no environmental implications for this report
Legal Implications:	There are no legal implications for this report
Equality and Diversity:	An equality impact assessment of the different grant streams has been completed. Please see appendices 1-3.
Options:	<ol style="list-style-type: none"> 1. to agree the recommendations of the Grants Working Party for the 2018-19 grants programme. 2. to reject the recommendations made by the Grants Working Party for the 2018-19 grants programme.
Recommendation:	The recommendations made by the Grants Working Party to allocate the funding for the 2018-19 community grants be approved.
Reasons for Recommendation:	The Grants Working Party met on 9 May 2018 and 14 May 2018 and has made its recommendations for the allocation of grants for 2018/19 based on compliance with the eligibility criteria.

Cabinet - 4th June 2018

Community Grant allocations for 2018/19

Report of the Head of Communities and Homes

Recommendation

The recommendations made by the Grants Working Party to allocate the funding for the 2018-19 community grants be approved.

1.0 BACKGROUND

The following allocations (see table 1), of one-off grant funding for 2018/19 to fund community and voluntary organisations, sports clubs and bodies, youth clubs and associations, arts organisations and artists were approved by Cabinet on 30 October 2017, subject to further consideration and budget availability.

These allocations were subsequently approved as part of the corporate budget setting for 2018/19.

Table 1:

Grant Fund	Funds available 2017/18	Proposal 2018/19	Detail
Grants to Voluntary and Community Organisations	£20,410	£20,410	17/18, one-off revenue grants up to £1,500 18/19, one-off revenue grants up to £2,500
Rural Development Fund	£25,000	£25,000	One-off revenue match-funded grants up to £10,000 – rural area only
Sports Grant	£6,000	£6,000	One-off revenue grants up to £1,000
Youth and Play Grant	£6,000	£6,000	One-off revenue grants up to £1,000
Arts Grant	£6,000	£6,000	One-off revenue grants up to £1,000
Total	£63,410	£63,410	

* The Capital Partnership Fund and the Parish Capital Spending Fund were placed on hold during 2012/13 following the introduction of Phase 1 of the superfast broadband project which is scheduled to finish during 2015/16. Cabinet (20th October 2014) has agreed a further contribution of £246,545 to the next phase of this project from 2015/16 onwards to be met from the reallocation of Capital Partnership Fund and Parish Capital spending Fund as was the case in Phase 1.

2.0 PUBLIC HEALTH GRANTS

In addition to the Council's own grants, the Communities and Projects Team administers a Rugby specific public health grant on behalf of Warwickshire County Council. The grant totals £20,000 and is allocated according to the requirements of public health. These applications are also assessed by the Grants Working Party to make recommendations for the consideration of Cabinet.

Any underspend to the allocation can be used for project delivery, in keeping with the objectives of public health, and with their approval.

3.0 APPLICATION PROCESS

The application process for the grants opened just after budget setting in February 2018, with applications invited via:

- a notice in the local press
- promotion on the council's website
- WCAVA's e-newsletter

There were 2 training sessions for community organisations, facilitated by WCAVA, which focused on how to complete applications for grants and increase the likelihood of success

The closing date for applications was 9 April 2018.

4.0 CONCLUSION

The Grants Working Party met on 9 and 14 May 2018 to discuss the grants and to make their recommendations for the consideration of Cabinet. Please refer to appendices 4-9.

Name of Meeting:
Cabinet

Date of Meeting:
4th June 2018

Subject Matter:
Community Grant allocations for 2018/19

Originating Department:

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference
1.				

* The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

* Exempt information is contained in the following documents:

Document No.	Relevant Paragraph of Schedule 12A
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* There are no background papers relating to this item.

(*Delete if not applicable)

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Allocation of community grants

Equality Impact Assessment

Service Area	Arts & Heritage
Policy/Service being assessed	Arts Grants 2018/19
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	<ul style="list-style-type: none"> Annual review of grants criteria and recommendations for budget allocations to be considered as part of the budget setting process.

EqIA Review team – List of members	Michelle Dickson and Martin Green
Date of this assessment	2 May 2018
Signature of responsible officer (to be signed after the EqIA has been completed)	

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to the Communications Manager.

If you require help, advice and support to complete the forms, please contact the Equalities team on equalities@warwickshire.gov.uk or call David Fagg (01926 418017), Sarah Hay-Jahans (01926 418199), Suranjana Lall (01926 414106) or Minakshee Patel (01926 41265)



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																											
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)			
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Arts grants criteria and proposals			X			X			X			X			X			X			X			X			x	
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																												
<ul style="list-style-type: none"> • The grants process helps to support artists and organisations providing support to communities across Rugby. 																												

Appendix 1

Are your proposals likely to impact on a **carer** who looks after older people or people with disabilities? **If yes please explain how.**

YES/ NO

- This is dependent on the nature of the grant applications received.

Form A2 – Details of Plan/ Strategy/ Service/ Policy

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

- To support the creative industries of Rugby, including artists and art organisations, whilst meeting the strategic objectives of the council.

(2) How does it fit with Rugby Borough Council's wider objectives?

- Improved Health and Wellbeing for all age groups and communities.
- Establish an environment that will attract new creative businesses into the borough and enable existing businesses to flourish.

(3) What are the expected outcomes?

- To demonstrate that Rugby residents directly benefit from the project as both participants and or audience.
- To develop projects that are of high artistic quality and inspiring to audiences and participants.

<p>(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)</p>	<ul style="list-style-type: none"> • No one group is intended to benefit over another as it is a demand led process. <p>Part of the criteria is that the application must be one of the following -</p> <ul style="list-style-type: none"> • Be an independent artist / practitioner living or working in Rugby who will share good practice with the local community. • Be an arts organisation and / or creative industry based in Rugby. • Be from a community / voluntary / not for profit organisation (this includes faith organisations where there is wider community benefit to their activity and the project is not looking to promote religious belief / activity)
<p><u>Stage 2 - Information Gathering</u></p>	
<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<ul style="list-style-type: none"> • Grants are agreed on their merits by the Grants Working Party who use guidance notes to determine whether a grant application meets the criteria. • Grants are encouraged from across the community including faith organisations and from both urban and rural based organisations and communities. • All applications for arts grants require detail of the organisations' equalities policy to ensure that they have taken account of the diverse needs of the residents of the borough. • Copies of audited accounts help in the identification of uncommitted reserves that organisations hold that may be used to progress a project, instead of it being reliant upon grant.

Appendix 1

<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<ul style="list-style-type: none"> Local artists groups have been consulted. Warwickshire CAVA has been involved in agreeing the criteria for the grants. They have also had a role in promoting the grants and offering support to community groups with their applications.
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>None.</p> <p>RBC Arts Development Officer and WCAVA has a key role in helping to support:</p> <ul style="list-style-type: none"> The determination of grants eligibility criteria Promoting grants Assisting groups to complete applications Signposting organisations to alternative funding opportunities

Stage 3 – Analysis of impact

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>No</p>	<p>DISABILITY</p> <p>No</p>	<p>GENDER</p> <p>No</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>No</p>	<p>AGE</p> <p>No</p>	<p>GENDER REASSIGNMENT</p> <p>No</p>

Appendix 1

	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
(2) If there is an adverse impact, can this be justified?	No	No	No
(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/a		
(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not, what can be done?	<ul style="list-style-type: none"> A key requirement of the application is an equality policy and a safeguarding policy. 		
(5) How does the plan/strategy/service/policy promote good relations between groups? If not, what can be done?	<ul style="list-style-type: none"> Arts Development encourages partnership working as the core of Art Grant funded projects. 		
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No		
<u>Stage 4 – Action Planning, Review & Monitoring</u>			

If No Further Action is required then go to –
Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Allocation of community grants

Equality Impact Assessment

Service Area	Communities and Homes Service
Policy/Service being assessed	<ul style="list-style-type: none"> • Grants to Voluntary and Community Organisations 18/19 • Rural Development Fund 18/19
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Annual review of grants criteria and recommendations for budget allocations to be considered as part of the budget setting process.

EqlA Review team – List of members	Michelle Dickson and Martin Green
Date of this assessment	2 May 2018
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to the Communications Manager.

If you require help, advice and support to complete the forms, please contact the Equalities team on equalities@warwickshire.gov.uk or call David Fagg (01926 418017), Sarah Hay-Jahans (01926 418199), Suranjana Lall (01926 414106) or Minakshee Patel (01926 41265)



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
State the Function/Policy /Service/Strategy being assessed:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grants to Voluntary & Community Organisations criteria & proposals			X			X			X			X			X			X			X			X			X
Rural Development Fund criteria & proposals			X			X			X			X			X			X			X			X			X
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																									YES		

Appendix 2

The grants process helps to support Voluntary and Community Organisations and Parish Councils providing support to communities across Rugby.	
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how. This is dependent on the nature of the grant applications received.	YES/ NO

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	<ul style="list-style-type: none"> To assist voluntary and community organisations in the borough, to achieve their aims, whilst meeting the strategic objectives of the council.
(2) How does it fit with Rugby Borough Council's wider objectives?	<ul style="list-style-type: none"> Regeneration of priority neighbourhoods Improved health and well-being for all age groups and communities
(3) What are the expected outcomes?	<ul style="list-style-type: none"> Resilience for community and voluntary organisations for the coming 12 months.
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	<ul style="list-style-type: none"> No one group is intended to benefit over another as it is a demand led process. Part of the criteria is that the application must: be from a community / voluntary / not for profit organisation (this includes faith organisations where there is wider community benefit to their activity and the project is not looking to promote religious belief / activity)
<u>Stage 2 - Information Gathering</u>	

Appendix 2

<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<ul style="list-style-type: none"> • Grants are agreed on their merits by the Grants Working Party who uses the guidance notes to determine whether a grant application meets the criteria. • Grants are encouraged from across the community including faith organisations and from both urban and rural based organisations and communities. • All applications for community grants require detail of the organisations' equalities policy to ensure that they have taken account of the diverse needs of the residents of the borough. • Copies of audited accounts help in the identification of uncommitted reserves that organisations hold that may be used to progress a project, instead of it being reliant upon grant.
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<ul style="list-style-type: none"> • Warwickshire CAVA has been involved in agreeing the criteria for the grants. • Warwickshire CAVA have a role in promoting the grants and offering support to community groups with their applications.
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>None.</p> <p>However, WCAVA has a key role in helping to support:</p> <ul style="list-style-type: none"> • The determination of grants eligibility criteria • Promoting grants • Assisting groups to complete applications • Signposting organisations to alternative funding opportunities
<p><u>Stage 3 – Analysis of impact</u></p>	

Appendix 2

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>No</p>	<p>DISABILITY</p> <p>No</p>	<p>GENDER</p> <p>No</p>
<p>(2) If there is an adverse impact, can this be justified?</p>	<p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>No</p>	<p>AGE</p> <p>No</p>	<p>GENDER REASSIGNMENT</p> <p>No</p>
	<p>RELIGION/BELIEF</p> <p>No</p>	<p>PREGNANCY MATERNITY</p> <p>No</p>	<p>SEXUAL ORIENTATION</p> <p>No</p>
<p>(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/a</p>		
<p>(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?</p>	<p>A key requirement of the application is an equality policy and safeguarding policy.</p>		
<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>No</p>		

(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?

No

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

(2) Review and Monitoring. State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).

Equality Impact Assessment/ Analysis

Service Area	Sport & Recreation
Policy/Service being assessed	<ul style="list-style-type: none"> • Sports Grants 2018/19 • Youth and Play Grants 2018/19
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	<ul style="list-style-type: none"> • Annual allocation of grants for sports clubs, youth and community organisations.
EqlA Review team – List of members	Michelle Dickson and Martin Green
Date of this assessment	2 May 2018
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to the Communications Manager.

If you require help, advice and support to complete the forms, please contact the Equalities team on equalities@warwickshire.gov.uk or call David Fagg (01926 418017), Sarah Hay-Jahans (01926 418199) Suranjana Lall (01926 414106) or Minakshee Patel (01926 412659)



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
State the Function/Policy /Service/Strategy being assessed:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sports Grant allocation			X			X			X			X			X			X			X			X			X
Youth and Play Grant allocation			X			X			X			X			X			X			X			X			X
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities?																								YES			
<ul style="list-style-type: none"> • The grants process helps to support and develop sports clubs, youth and community organisations that are providing sport, physical activity and play opportunities across the Borough. 																											

Appendix 3

Are your proposals likely to impact on a carer who looks after older people or people with disabilities? <ul style="list-style-type: none">• This is dependent on the grant applications received.	YES / NO

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	<ul style="list-style-type: none"> To assist sports clubs, youth and community organisations in the borough to achieve their aims and developmental needs whilst meeting the strategic objectives of the Council.
(2) How does it fit with Rugby Borough Councils Council's wider objectives?	<ul style="list-style-type: none"> Improved health and wellbeing for all age groups and communities Safe and empowered communities
(3) What are the expected outcomes?	<ul style="list-style-type: none"> Sustainability and development of sports clubs, youth and community organisations for the financial year.
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	<ul style="list-style-type: none"> No one group is intended to benefit over another as it is a demand led process. The criteria for a Sports Grant and Youth and Play Grant states that an application must: <ul style="list-style-type: none"> Enable people to attend or participate in cultural or sports activities where there are difficulties in respect of physical, geographical or social circumstances. Promote greater opportunities for the involvement of young people, ethnic minorities, people with disabilities and girls/women in sports and play activities.
<u>Stage 2 - Information Gathering</u>	

Appendix 3

<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<ul style="list-style-type: none"> • Grants are agreed on their merits by the Grants Working Party who use guidance notes to determine whether an application meets the requirements. • Grants are encouraged from across the borough, including faith organisations and from both urban and rural based clubs / organisations and communities. • All applications for Sports / Youth and Play Grants require details of the organisations Equal Opportunities Policy to ensure they have taken account of the diverse needs of the residents of the borough.
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<ul style="list-style-type: none"> • Warwickshire CAVA has been involved in agreeing the criteria for the grants. • Warwickshire CAVA have a role in promoting the grants and offering support to community groups with their applications.
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>Non</p> <p>WCAVA has a key role in helping to support:</p> <ul style="list-style-type: none"> • The determination of grants eligibility criteria • Promoting grants • Assisting groups to complete applications • Signposting organisations to alternative funding opportunities
<p><u>Stage 3 – Analysis of impact</u></p>	

Appendix 3

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE NO</p>	<p>DISABILITY NO</p>	<p>GENDER NO</p>
<p>(2) If there is an adverse impact, can this be justified?</p>	<p>MARRIAGE/CIVIL PARTNERSHIP NO</p>	<p>AGE NO</p>	<p>GENDER REASSIGNMENT NO</p>
	<p>RELIGION/BELIEF NO</p> <p>N/A</p>	<p>PREGNANCY MATERNITY NO</p>	<p>SEXUAL ORIENTATION NO</p>
<p>(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>		
<p>(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?</p>	<ul style="list-style-type: none"> A key requirement of the application is an Equal Opportunities Policy and a Safeguarding Policy. 		
<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>N/A</p>		

(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	NO
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<u>Stage 4 – Action Planning, Review & Monitoring</u>	
If No Further Action is required then go to – Review & Monitoring	
(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	
(2) Review and Monitoring - State how and when you will monitor policy and Action Plan	

Please annotate your policy with the following statement:

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).

Appendix 4.

1. VOLUNTARY AND COMMUNITY ORGANISATIONS FUND – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Voluntary and Community Organisations Fund – Applications 2018/19		
	Amount Available	£20,410.00
Applicant	Amount of Application	Amount Awarded at GWP
11th Rugby (Admirals) Scout Troop	£2,500.00	NIL
Brinklow Youth Club	£2,500.00	NIL
Friends of Bluebell Walk Rugby	£2,500.00	WITHDRAWN
Hill Street Youth And Community Centre	£2,294.80	NIL
Jacea Club	£2,500.00	NIL
KIDS'N'Law	£500.00	£500.00
Lansdowne Allotment Association	£2,000.00	£2,000.00
Long Lawford Community Association	£2,500.00	£2,500.00
Rugby and District Talking Newspaper for the Blind	£1,000.00	NIL
Rugby Autism Network Charity	£2,292.00	£2,292.00
Rugby Baptist Church	£2,500.00	£2,500.00
Rugby Indian Youth Group	£1,000.00	£1,000.00
St Andrew's Church	£1,700.00	£1,700.00
Tea Leaf Tales Drama Group	£2,490.00	£2,490.00
The Chapel Newbold	£2,485.39	NIL
Warwickshire Vision Support	£1,085.00	£1,085.00
Warwickshire Wildlife Trust	£2,005.72	NIL
Willey Village Association	£2,500.00	£2,500.00
Total	£38,852.91	£18,567.00
Amount Available	£20,410.00	£20,410.00
Balance	£18,442.91	£1,843.00*

*The working party agreed that the underspend of £1,843.00 be transferred from the Voluntary and Community Organisations Fund to the Rural Development Fund.

Appendix 5.

2. RURAL DEVELOPMENT FUND – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Rural Development Fund – Applications 2018/19		
	Amount Available	£25,000.00 + £1,843.00*
Applicant	Amount of Application	Amount Awarded at GWP
Leamington Hasting Parish Hall	£8,908.00	NIL
Monks Kirby Village Hall	£7,364.00	£7,364.00
Pailton Parish Council	£2,946.84	NIL
Rugby Model Engineering Society	£9,422.00	NIL
Trustees of Broadwell Green and Hall	£1,238.00	£1,238.00
Willoughby Parish Council	£6,466.00	£6,466.00
Wolvey Parish Council	£2,540.00	£2,540.00
Warwickshire Rural Community Council	£10,000.00	£9,235.00
Total	£48,884.84	£26,843.00
Amount Available	£26,843.00	£26,843.00
Balance	£22,041.84	£0

Appendix 6.

3. SPORTS GRANTS – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Sports Grants – Applications 2018/19		
	Amount Available	£6,000.00
Applicant	Amount of Application	Amount Awarded at GWP
Barby Cricket Club	£800.00 + VAT	NIL
Bilton Bowling Club	£1,000.00	NIL
Binley Woods Junior Football Club	£1,000.00	NIL
Hillmorton Football Club	£1,000.00	NIL
Dunchurch Tennis Club	£1,000.00	NIL
Jaide's Stage Studios	£1,000.00	NIL
Rugby and District Badminton Association	£500.00	NIL
Rugby Autism Network	£1,000.00	NIL
Rugby Canoe Club	£1,000.00	£1,000.00
Rugby Golf Club	£1,000.00	NIL
Rugby Gymnastics Club	£818.00	NIL
Rugby Juniors Triathlon Club	£1,000.00	£1,000.00
Rugby Lawn Tennis Club	£1,000.00	NIL
Rugby Shakha	£500.00	£500.00
St Andrews Rugby Football Club	£900.00	£900.00
Rugby Swimming Club (Synchro Section)	£1,000.00	NIL
Rugby Swimming Club (Speed Section)	£1,000.00	£1,000.00
Rugby Town Girls Football Club	£600.00	NIL
Rugby Town Junior Football Club	£1,000.00	£450.00
St Marie's Kerala Community	£1,000.00	NIL
The Bradby Club	£985.00	NIL
Willoughby Cricket Club	£850.00	£850.00
Total	£19,153.00	£5,700.00
Amount Available	£6,000.00	£6,000.00
Balance	£13,153.00	£300.00*

*The working party agreed that the accumulated underspend of £300.00 be transferred from the Sports Grants to the Arts Grants.

Appendix 7.

4. ARTS GRANTS – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Arts Grants – Applications 2018/19		
	Amount Available	£6,000.00 + £300.00
Applicant	Amount of Application	Amount Awarded at GWP
Aishwarya Magesh	£1,000.00	NIL
Ann Crearie	£1,000.00	NIL
Chloe Bell	£1,000.00	NIL
High Hat Theatre	£1,000.00	NIL
Long Lawford Community Association	£1,000.00	£1,000.00
Michaela McMillan	£1,000.00	£1,000.00
Rugby Bharatanatyam Academy	£1,000.00	NIL
Rugby Filmmakers Collective	£1,000.00	£1,000.00
St Andrew's Church	£1,000.00	£1,000.00
The Bradby Club	£960.00	£600.00
Warwickshire Choristers	£940.00	£940.00
Total	£10,900.00	£5,540.00
Amount Available	£6,300.00	£6,300.00
Balance	£4,600.00	£760.00*

*The working party agreed that the accumulated underspend of £760.00 be transferred from the Arts Grants to the Youth and Play Grants.

Appendix 8.

5. YOUTH AND PLAY GRANTS – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Youth and Play Grants – Applications 2018/19		
	Amount Available	£6,000.00 + £760.00
Applicant	Amount of Application	Amount Awarded at GWP
1st Brinklow Scout Group	£535.00	£535.00
Aspire in Arts Ltd	£872.50	NIL
Birdingbury Parish Council	£600.00	NIL
Rugby Methodist Church Centre	£1,000.00	£1,000.00
Church Lawford Saplings Stay and Play	£1,000.00	£1,000.00
Friends of East Rugby Group	£1,000.00	NIL
Hill Street Youth And Community Centre	£850.00	NIL
Long Lawford Methodist Church	£1,000.00	£1,000.00
Overslade Community Association	£850.00	£480.00
Rugby Gymnastics Club	£900.00	NIL
The Bradby Club for Young People	£812.96	NIL
The Chapel, Newbold	£1,000.00	£1,000.00
Wolston Parish Council	£1,000.00	£1,000.00
Wolston Youth Club	£409.79	£409.79
Wolvey Youth Club	£1,000.00	£335.21*
Total	£12,830.25	£6,760.00
Amount Available	£6,760.00	£6,760.00
Balance	£6,070.25	£0

*subject to Wolvey Youth Club being able to carry out parts of the project due to partial funding.

Appendix 9.

6. HEALTH AND WELLBEING COMMUNITY FUND – APPLICATIONS 2018/19

The working party agreed to award grants as shown in the table below:

Health and Wellbeing Community Fund – Applications 2018/19		
	Amount Available	£25,000.00
Applicant	Amount of Application	Amount Awarded at GWP
Hill Street Youth And Community Centre	£3,100.00	NIL
Hope4 Rugby	£5,000.00	NIL
Rugby Methodist Church Centre	£2,500.00	NIL
The Chapel, Newbold	£5,000.00	£5,000.00
*Rugby and Daventry Methodist Circuit	£5,000.00	NIL
The New Bilton Community Association	£4,590.00	NIL
Total	£25,190.00	£5,000.00
Amount Available	£25,000.00	£25,000.00
Balance	£190.00	£20,000.00

**on behalf of Rugby Edible Action Partnership*