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| --- |
| **Financial Support (Administration of Funds) Policy** |
| **Lead:** Leigh Allsopp | **Status:** Awaiting Approval |
| **Version:** 1 | **Date of Version:** 13/07/2021 |
| **Approving Body:** Executive Team | **Supersedes**: 2018-21 Policy |
| **Approved on:**  | **Next Review date: 01/06/2024**  |

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| --- |
| **Equality analysis tool[[1]](#footnote-1)** |
| 1. | Is the policy relevant to the public sector equality duty? | Yes/No |
| 2. | Have any concerns previously been raised about this policy or practice? | Yes/No |
| 3. | Is likely to result in discrimination against a protected group? | Yes/No |
| 4. | Does this policy positively contribute to the participation of under-represented groups in the College’s activities? | Yes/No |
| **Version Control** |
| **Version** | **Date** | **Change(s)** |
|  |  | All ages - Income threshold increased from £26,000 to £28,00016-18 - Awarding funds towards day trips costing between £10 and £30 – student contribution will be £5; we have not supported day trips before.16-18 - Meal payments up from £28 to £32 per month for those who do not receive free college lunches.We have an increased LSF pot of money for 16-18s and a large carry over due to lower take up during 2020/21 so we can review allocations throughout the year if further assistance is required.The Advanced Learner Loans Bursary has been greatly reduced for 2021/22 (from around £65k to £24k). |
| **Access**  |
| **Location** | **Address/Link** |
| SharePoint | <https://wakecoll.sharepoint.com/teams/StudentCentral/ServiceCentre/SitePages/Financial-Support.aspx>  |
| Public Website | <https://www.wakefield.ac.uk/study-with-us/fees-and-money-matters/>  |
| Moodle | <https://moodle.wakefield.ac.uk/course/view.php?id=900>  |
| **Communication** |
| **Medium** | **Audience** |
| e.g. Team Briefing, Managers’ Briefing, Principal’s Briefings |  |
|  |  |
|  |  |

# Appendix One: Screening Tool

**Public sector equality duty**

The Public Sector Equality Duty requires College to have **due regard** for the need to:

* eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
* advance equality of opportunity between people from different groups; this involves considering the need to:
* remove or minimise disadvantages suffered by people due to their protected characteristics;
* meet the needs of people with protected characteristics;
* encourage people with protected characteristics to participate in activities where their participation is low; and to
* foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups.

Consequently, we need to assure ourselves that our policies will not have an adverse differential impact on any particular group. This pre-screening section will enable you to identify whether your policy is likely to have an adverse differential impact.

Please use the following template to help determine whether an equality analysis is required

|  |
| --- |
| **Name of the policy** |
| Author(s): |
|  |

|  |
| --- |
| **Author(s) of Equality Analysis:** |
| Name:  |
| Job title: |
| Date: |
| Signature: |

### In order to decide whether the policy requires further action, please complete the following questions:

|  |  |
| --- | --- |
| **1. What are the main aims, purpose and outcomes of the policy?** |  |
|  |  |
| **2. Will these aims affect our duty to:**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **How?** |
| advance equality of opportunity? |  |  |
| eliminate discrimination? |  |  |
| eliminate harassment? |  |  |
| foster good relations between people from different groups? |  |  |
| tackle prejudice and promote understanding between people from different groups? |  |  |

 |  |
|  |  |
| **3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?**  |  |
|  |  |
| **4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?****4.1 Please complete the following table:** |  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Protected characteristic** | **Meet needs of people with this characteristic** | **Encourage participation (if under-represented)** | **Remove or minimise disadvantages** | **Possible****negative** **impact** |
| Race |  |  |  |  |
| Gender |  |  |  |  |
| Disability |  |  |  |  |
| Religion / belief |  |  |  |  |
| Sexual orientation |  |  |  |  |
| Gender reassignment |  |  |  |  |
| Pregnancy /maternity |  |  |  |  |
| Age |  |  |  |  |
| Marriage / civil partnership\* |  |  |  |  |

**Evidence:****4.2** **In addition, please consider whether this policy may indirectly discriminate against young adult carers (16-24). Although not a legally protected group, this group often suffers disadvantage due to their caring responsibilities and we have a moral duty to protect them.**Evidence: |  |
| **4.3 What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?** |  |
|  |  |

### Next steps

If your answers to these questions have identified potential negative impacts, then you should consider further consultation or action to minimise the differential impact. Please contact the Executive Director Quality and Planning for support.

If no further action is required, please sign the declaration below and include with all published copies of the policy.

### Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

|  |
| --- |
| **Author(s) of EA.** |
| Name: |
| Job title: |
| Date: |
| Signature: |

1. If the answer to any of these questions is yes, please complete the Screening Template provided and include as an Appendix to your policy. [↑](#footnote-ref-1)