

Item: 7

Policy and Resources Committee: 19 December 2022.

Community Development Fund.

Report by Corporate Director for Enterprise and Sustainable Regeneration.

1. Purpose of Report

To consider a further tranche to the Community Development Fund.

2. Recommendations

The Committee is invited to note:

2.1.

That, in July 2016, the Council committed £1M, from the Strategic Reserve Fund, to a new tranche of the Community Development Fund (CDF) to support community-led capital projects which would have widespread and long-lasting community benefits.

2.2.

That the CDF funds, referred to at paragraph 2.1 above, are almost fully allocated, with less than 10% of the tranche now available for applicants.

2.3.

That, despite match funding opportunities continuing to evolve and various external funds available for community groups to potentially match fund, there is an expected need for match funding to be available locally through the CDF.

2.4.

That, on 21 December 2021, when reviewing the level of disbursements from the Strategic Reserve Fund used to support General Fund Services and other Council priorities for financial year 2022/23 onwards, the Policy and Resources Committee recommended that the minimum balance or “Floor”, below which the value of the Strategic Reserve Fund should not fall, be set at £225,049,000 as at 1 April 2022.

2.5.

That, with the value of the Strategic Reserve Fund as at 31 March 2022 being £233,035,000, further devaluations during the year means that there is currently no headroom within the Strategic Reserve Fund for further allocations without further devaluing its balance in real terms.

It is recommended:

2.6.

That the CDF should be renewed with an allocation of £1M being made from the Strategic Reserve Fund.

2.7.

That the allocation, referred to at paragraph 2.6 above, be added to the Strategic Reserve Fund contribution made available as a funding source for the General Fund revenue budget.

2.8.

That the CDF be included in the revenue budget under the Development area at £0.333M per annum for the period 2023-26.

2.9.

That the criteria for operation of the new tranche of CDF, be amended to include the following aspects:

- Removal of the 5% minimum applicant contribution towards project delivery.
- Removal of “work in kind” as an eligible project cost.
- The maximum grant available for feasibility studies being increased, from £5,000 to £7,500, with powers delegated to the Corporate Director for Enterprise and Sustainable Regeneration to determine applications.
- Determination of grant requests towards smaller-scale projects, up to a maximum sum of £10,000, be delegated to the Corporate Director for Enterprise and Sustainable Regeneration.

3. Background

3.1.

The Community Development Fund for the New Millennium (CDFNM) was established with £2M in 1998/99 to enable works to be carried out in Orkney, which would not otherwise have taken place, to mark the beginning of the new millennium.

3.2.

On 12 April 2005, the Policy and Resources Committee noted the success of the CDFNM in achieving community development, providing a focus for community spirit, and gaining substantial partnership funding.

3.3.

A working group was subsequently established to review the CDFNM and, on 6 December 2005, the Council approved the allocation of £1M, from the Strategic Reserve Fund, to the Community Development Fund (CDF), the successor to the CDFNM. Further tranches of £1M each were approved in July 2009 and April 2012.

3.4.

Guidance Notes, attached as Appendix 1 to this report, have been in use since July 2016, when the Council renewed the CDF, with an allocation of £1M being made from the Strategic Reserve Fund, to include an allocation of £5,000 to each of the 20 Community Councils.

4. Summary of Approved CDFNM / CDF Funding

4.1.

The original CDFNM committed £1,635,000 towards projects with estimated project costs of £3,508,000 (average grant of 46.6%).

4.2.

The first (2005) tranche of CDF committed £858,000 to projects with estimated project costs of £2,954,000 (average grant of 29%).

4.3.

The second (2009) tranche of CDF committed £900,000 to projects with estimated project costs of £3,859,000 (average grant of 23%). The anticipated contribution from external funds was £2,124,000 (55%).

4.4.

The third (2012) tranche of CDF committed £1,014,627 to projects with estimated project costs of £2,299,680 (average grant of 44%). The anticipated contribution from external funds was £894,880 (39%). The remaining 17% was made up of applicants' own contributions to projects (which includes work in-kind) and other local resources.

4.5.

At the time of writing the estimated costs for the 2016 tranche is £2,132,492, representing an average CDF grant of 42%. The anticipated contribution from external funds to date is £1,060,961 (50%). The remaining 8% (£178,783) is made up of applicants' own contributions to projects (which includes work in-kind) and other local resources.

4.6.

The £82,406 currently remaining available is effectively made up of the remaining identified underspend and is still available to Community Groups. It is anticipated that this amount will be utilised soon, based on ongoing discussions with various potential applicants.

4.7.

Taking the five tranches of CDFNM/CDF detailed above, grants totalling £5,468,588 have supported projects with total costs of £14,653,352, an overall grant rate of 37%.

4.8.

In addition to the funds detailed above, a total of £514,000 CDFNM/CDF has been allocated to Orkney's network of Community Councils. The last allocation of CDF direct to Community Councils (£5,000 each) was made from the 2016 tranche.

5. Review of 2016 CDF Tranche

5.1.

The CDF continued to be a popular and very flexible source of funds, with each application being considered by the CDF Sub-committee on its own merits, although powers were delegated to the Chief Executive to determine applications for assistance up to £2,500 towards feasibility studies.

5.2.

Examples of projects supported by the current CDF tranche include:-

- Upgrading of Sandwick Community Centre (Sandwick Community Association).
- Creation of Community Play Park (Evie and Rendall Community Park Group).
- Purchase of new boats and associated safety equipment (Orkney Sailing Club).
- Upgrading of Wyre Community and Heritage Centre (Rousay, Egilsay and Wyre Heritage SCIO).
- Enhancements to Orkney Golf Club (Orkney Golf Club).
- Upgrades to Longhope Lifeboat Museum (Longhope Lifeboat Museum Trust).

5.3.

In addition, various feasibility studies, including works undertaken by professional service firms to ascertain costs for projects, were supported.

5.4.

The CDF has continued to support proposals which are broadly recreational in nature: community halls, sporting/play facilities, heritage/interpretation centres and environmental projects.

5.5.

CDF procedure permits applicants one year, following approval of funding, to commence a project and thereafter one or two years, depending on the scale of the project, to complete the project and submit all claims for funding. The Council has delegated powers to the Executive Director of Development and Infrastructure (now the Corporate Director for Enterprise and Sustainable Development) to extend these timescales by up to 12 months (thereafter any request for an extension would be reported to the CDF Sub-committee: to date, this has not been required). Despite impacts experienced through COVID-19 and global supply challenges for materials, these timescales have proven to be fit for purpose and no change is proposed.

5.6.

The 2014-2020 LEADER Programme (administered by the Council) proved a very useful source of external funds to many projects which the CDF supported during the previous and current tranches. Orkney was awarded £2.52M from the national LEADER pot, distributed under the Scotland Rural Development Programme. One of the core themes of the 2014-2020 LEADER Programme was 'Support for Orkney's Community Services and Facilities'. This theme had clear linkages with the overall objectives of the current CDF and as such continued to provide match funding to CDF projects.

5.7.

With the subsequent decision for the UK to leave the EU, the LEADER Programme no longer exists for Orkney. Nationally, it has been replaced by the Community Led Local Development (CLLD) Programme. Unlike the LEADER Programme which provided a ring-fenced allocation for 5 years, the CLLD Programme provides an annual budget. Also, the first year's budget was £188,000 less than the equivalent annual budget provided under the LEADER Programme. Additionally, a condition of the CLLD Programme is that all budgets must be spent and subsequently claimed through the lead body (the Council) within each financial year. These changes have meant that it will be increasingly difficult for community groups to utilise the CLLD Programme as a match funder for CDF in future years, except perhaps for smaller scale capital projects which can be delivered within a year, or for feasibility studies.

5.8.

On 21 June 2022, the Policy and Resources Committee recommended establishment of the Crown Estate Community Led Development Fund. This fund, which will ring-fence 25% of the annual Crown Estate revenues received by the Council for the next three years, will be available for community groups. Based on estimates, this should provide a fund of £252,453 for 2022/23, rising to £320,276 by 2024/25. The fund will prioritise various themes, including developing and regenerating Orkney communities including infrastructure and assets. As the funding originates from an external source, it could potentially be utilised as match funding by community groups who apply to the CDF.

5.9.

As well as the funds outlined in sections 5.7 and 5.8 above, other match funding for CDF projects has been sourced from, amongst others, the Heritage Lottery Fund, Awards for All Scotland (Lottery), Architectural Heritage Fund, War Memorials Trust, Community Postcode Trust, Tesco Community Grant Scheme, Energy Saving Trust, sportscotland and public sector bodies such as Highlands and Islands Enterprise. Funding from local community councils, development trusts (on the outer isles) and small grants available though some local businesses have also provided important contributions to projects.

5.10.

Due to daily lives continuing to get back to normal after COVID-19 lockdowns, many community groups are now exploring projects. A steady stream of enquiries regarding potential CDF support has been witnessed recently and it is anticipated there will be an increase in demand for CDF funding. With this in mind, it was decided to seek the views of the members of the CDF Sub-committee with regard to a proposal to seek a further CDF tranche.

5.11.

Based on the success of the 2016 tranche, members of the CDF Sub-committee were broadly supportive of the CDF being considered for renewal with a new allocation of funding totalling £1M.

6. Future Considerations for the CDF

6.1.

Officers tasked with delivery of the CDF have been considering feedback from applicants, as well as reviewing changes in costs for goods and services. This exercise has helped to shape some changes for consideration for the proposed new CDF tranche. With regard to these, the following changes are being proposed.

- Removal of the 5% minimum applicant contribution towards project delivery, as this is often a challenge for community groups who have limited resources.
 - The requirement was originally included as a way of ensuring buy-in from the community and applicant. However, applicants have often outlined that they are already buying in to a project through their decision to deliver it and source funding to achieve this, often as volunteers.
 - It has also been noted by officers that many external funders no longer require an applicant's contribution.
- Removal of "work in kind" as an eligible project cost, as many community groups use this as a way of demonstrating the required 5% contribution.
 - Whilst it is worthwhile to capture the in-kind contributions of a community group to a project, it does put an additional administrative burden at both the grant application and project delivery stages.
 - Also, it is often used to meet the 5% minimum contribution outlined above, so it would seem logical to remove this requirement as well.
- Increase of the maximum grant available for feasibility studies.
 - In recent years, the total project costs for feasibility studies requesting CDF match funding support, have witnessed considerable increases.
 - From feedback of applicants, there appears to be several reasons for this increase, including cost increases for professional services, groups taking on bigger capital projects which require a more detailed and robust feasibility study in order to secure funding, and more external funds being over-

subscribed, leading to a more enhanced feasibility study being produced in order to increase the applicant's chances of success.

- In order to ensure that the CDF can continue to provide the important first step for community groups to consider large-scale projects which could not only come back to the CDF for a capital grant but also help lever in external funding to Orkney, it is suggested that the maximum grant be increased from £5,000 to £7,500, with powers delegated to the Corporate Director for Enterprise and Sustainable Regeneration to determine applications.
- Inclusion of smaller-scale projects.
 - In order to improve the efficiency of the fund, it is proposed that determination of CDF grant requests towards smaller-scale projects, of up to £10,000, be delegated to the Corporate Director for Enterprise and Sustainable Regeneration.
 - Any projects approved under such measures would subsequently be reported to the CDF Sub-committee (similar to the Economic Development Grants which are routinely reported to the Development and Infrastructure Committee).

6.2.

It is anticipated that the existing eligibility requirements for the CDF, as outlined in Appendix 1, should remain the same for the new tranche. Proposed amendments to the current guidance notes are shown in track changes, should the proposals outlined in this report be approved. This should ensure the CDF continues to provide support to community projects, as well as take on board feedback from previous applicants.

7. Equalities Impact

An Equality Impact Assessment has been carried out and is attached as Appendix 2 to this report.

8. Links to Council Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority theme of Thriving Communities.

9. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of Community Wellbeing.

10. Financial Implications

10.1.

The CDFNM was established through a sum of £2M being made available from the Strategic Reserve Fund (SRF). A second tranche of funding was allocated by the General Meeting of the Council held on 6 December 2005, which approved the allocation of £1M, from the SRF, to the CDF, the successor to the £2M CDFNM.

10.2.

Further tranches of £1M from the SRF were approved in July 2009, April 2012 and June 2016. A total of £6M has therefore been allocated to the CDF.

10.3.

The purpose of the CDF was to provide partnership funding for eligible local projects and no ongoing revenue support was provided. The CDF has clearly been very successful in facilitating the delivery of community-led projects and in leveraging external funding into the county.

10.4.

The substantive report recommendation is that the CDF should be renewed with a further allocation of £1M being made from the SRF.

10.5.

The impact that distributions were having on the long-term sustainability of the SRF was formally recognised in 2012, when the Council established a policy to review the impact on the sustainability of the SRF when giving consideration to any future request for financial assistance.

10.6.

In simple terms, the disbursement of an additional £1M of funds to the CDF translates into a loss of income generating capacity within the SRF of approximately £55,000 per annum, based on a long-term investment target return of 5.50%. The SRF budget approved in December 2021 does not contain provision for an allocation of additional funding to the CDF in 2022/23.

10.7.

The spending patterns from the recent tranches of CDF funding would suggest that an allocation of £1M should be sufficient to meet demand in the current financial year.

10.8.

The Committee should consider that any depletion of the SRF will limit the available choices when setting the budget for 2023/24 onwards.

10.9.

Directly funding the CDF expenditure from reserves historically meant that the expenditure was not recorded in the Council's expenditure returns against which some government support through the grant aided expenditure (GAE) mechanism could potentially have been received.

10.10.

Since 2012, the funding allocated to the CDF has been included in a revenue budget under the Development and Planning area to ensure that the expenditure is captured for the provisional budget and budget estimate returns to government.

10.11.

Government support for Planning and Economic Development through GAE is allocated on the basis of the average of provisional outturn and budget estimate.

10.12.

The Policy and Resources Committee, at its meeting of 21 December 2021, restated the "floor" at £225.0m. The actual balance as at 31 March 2022 was £233.0 million, however devaluations in equities during the current financial year means there is currently no headroom within the Strategic Reserve Fund without further devaluing its balance in real terms. However, the value of the Strategic Reserve Fund, and the headroom, is subject to market movements.

10.13.

The minimum balance or "floor" for the Strategic Reserve Fund was established at £175.0m as at 1 April 2012, and has been recalculated using the Retail Prices Index to maintain its capital value in real terms.

10.14.

Allocation of the recommended additional £1M for the CDF would be added to the SRF contribution made available as a funding source for the General Fund revenue budget.

11. Legal Aspects

11.1.

Section 69(3)(e) of the Orkney County Council Act 1974 authorises use of the Reserve Fund for any purpose which, in the opinion of the Council, is solely in the interests of the County or its inhabitants.

11.2.

In terms of Section 20 of the Local Government in Scotland Act 2003, the Council has power to do anything which it considers is likely to promote or improve the well-being of its area or persons within its area. The power includes power to incur expenditure and give financial assistance to any person(s).

11.3.

The Local Government and Planning (Scotland) Act 1982 authorises the Council to provide, or to arrange for the provision of, recreational, sporting, cultural or social facilities and activities, as the Council considers appropriate.

12. Contact Officers

Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration, extension 2103, Email gareth.waterson@orkney.gov.uk.

Sweyn Johnston, Head of Enterprise and Economic Growth, telephone 01856 852271, Email sweyn.johnston@orkney.gov.uk.

Stuart Allison, Service Manager (Enterprise), extension 2507, Email stuart.allison@orkney.gov.uk.

Jordan Low, Economic Development Officer, extension 2512, Email jordan.low@orkney.gov.uk.

13. Appendices

Appendix 1: Current CDF Guidance Notes.

Appendix 2: Equality Impact Assessment.

Economic Development



Community Development Fund 2016 Tranche

GUIDANCE NOTES



ORKNEY
ISLANDS COUNCIL

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Telephone (01856) 88 66 66
economic.development@orkney.gov.uk
www.orkney.gov.uk

[Version 1: July 2016]

1. Eligibility criteria for the Community Development Fund (CDF) continue to be flexible with each project being considered by the Council's CDF Sub-committee on its own merits. All projects assisted by the CDF must provide benefit to, or be available to, the community as a whole. Funding is not prioritised to any particular area(s) of Orkney.

2. The following basic principles have been applied:-
 - projects supported by the CDF should have a widespread and long-lasting community benefit.
 - the CDF should attract the maximum amount of external match funding into the County as possible.
 - there should be no ongoing cost to the Council as a result of any of the projects supported by the CDF.
 - no CDF assistance should be given to projects that would normally be carried out by the Council itself; and
 - all CDF assistance is discretionary.

The intention of the CDF is that a project should be sustainable for a minimum of 15 years without any additional assistance from the Council.

3. Social enterprise projects - where the intention is to generate revenue not for commercial profit but for reinvestment in the local community - should access the advisory services provided by Voluntary Action Orkney* with a view to exhausting all other funding possibilities, before applying to the CDF.

[* Voluntary Action Orkney, Anchor Buildings, Bridge St, Kirkwall KW15 1HR
Tel: 01856 872897 <http://www.orkneycommunities.co.uk/VAO/>]

4. Formally constituted community groups can apply: in the past community councils, development trusts, community associations, heritage societies and many other local community groups have successfully applied for funding.

5. Capital projects with a minimum project cost of £5,000 may be eligible for support. Routine maintenance and like-for-like replacement proposals are not eligible.

6. Where appropriate, the applicant must provide evidence of title to any property to be upgraded, prior to approval of any grant assistance. To be eligible for assistance, any property to be improved must be in the total control of the applicant and in the ownership of a locally based organisation. Any lease of a

property to be developed using CDF should be for as long as possible and for a minimum of 15 years.

7. Applicant groups wishing to undertake feasibility studies to determine the need for, and viability and sustainability of, major capital projects, can apply for grants of 50% of costs, up to a maximum grant of £7,500, with powers delegated to the Corporate Director for Enterprise and Sustainable Regeneration to approve such applications. If the request is for more than £7,500, then the application will be presented to the CDF Sub-committee for a decision.

8. Determination of CDF grant requests towards smaller-scale projects, of up to £10,000, will be delegated to the Corporate Director for Enterprise and Sustainable Regeneration to approve such applications. If the request is for more than £10,000, then the application will be presented to the CDF Sub-committee for a decision.

9. Funding of 50% of eligible costs, up to a maximum CDF grant of £100,000 per project, may be available, although funding to play park projects is now restricted to 25% of project costs. The CDF Sub-committee can exceed these limits if it considers that a project represents a considerable community benefit to Orkney, for example by attracting significant sums of external funding into the County.

10. All CDF applications should seek to demonstrate positive attributes in respect of the following factors, each of which will be assessed and evaluated in the report to the CDF Sub-committee on the application:-

- evidence of need (for example, this could be demonstrated by a local survey)
- sustainability
- achievability
- serving the local public and having lasting benefits
- opportunities provided or upgraded
- enriching quality of life
- value for money
- partnership funding

11. Applicants should therefore attempt to address the factors detailed at 10. above in a Development Plan, which should accompany any application for CDF support. Applicants are encouraged to provide as much relevant information as possible in their Development Plan to assist the Council in considering the proposals.

12. Applicants are encouraged to seek endorsement of their project proposals from the relevant local community council(s), and to include this within their Development Plan.

Deleted: <#>Applicant groups are required to make a minimum 'own resources' contribution of 5% of eligible project costs: this can be by cash, 'work in kind' (valued at £10 per hour), or a combination of both.¶

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13. Evidence of efforts made to secure match funding should be submitted along with the CDF application. CDF Officers will suggest relevant sources of possible match funding at the enquiry stage and applicants are required to demonstrate that they have followed up these recommendations accordingly.
14. However, confirmation of the rest of the funding required to enable the project to proceed is not required at the application stage, although such confirmation will be required before any funding from the CDF is paid out.
15. In order to demonstrate that applicant groups have endeavoured to achieve best value, the following basis for determining project costs has been adopted:-
- for projects with estimated capital costs in excess of £250,000, a budget costing, compiled by a surveyor or other competent person, should be submitted with the CDF application: successful applications will be subject to a requirement to demonstrate that a competitive tendering exercise has been carried out with at least three tender bids being sought.
 - for projects with estimated capital costs of between £100,000 and £249,999, successful applications should be subject to a requirement to demonstrate that at least two competitive quotations have been obtained; and
 - for projects with estimated capital costs of under £100,000, estimates for all project costs should be submitted with the CDF application.

16. If CDF assistance is approved, projects should commence within one year of the date of offer, or the offer may be withdrawn. All claims should be submitted within three years of date of the offer of CDF grant. However, the [Corporate Director for Enterprise and Sustainable Regeneration](#) has delegated powers to extend offers / final claim dates by up to twelve months.

17. No legal undertakings will be required in respect of projects undertaken by community councils, or in respect of any project with a total value less than £10,000. In such cases a grant funding agreement will be required.

18. Where a total project cost exceeds £10,000, the CDF Sub-committee will determine whether appropriate security should be taken over any appropriate heritable property improved as a result of the projects. The applicant group's own legal costs in this regard, together with the costs of any necessary statutory consents, should be included in the total project cost for the purpose of calculating grant assistance from the CDF.

19. CDF grants are subject to the following grant obligation periods: five years for grants of up to £20,000 and ten years for grants in excess of £20,000. This

Deleted: <#>'Work in kind', such as voluntary manual labour, may be included in project costs, for the purpose of calculating assistance from the CDF, at a rate of £10 per hour, conditional on all 'work in kind' being recorded by the applicant group and assessed on completion of the project by an independent qualified valuer, to be appointed by mutual agreement.¶
¶ All grant claims will be calculated on the basis of evidence of expenditure and valuations of 'work in kind'. ¶

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means any assets purchased or improved using CDF funding cannot be sold or otherwise disposed of during this period without the Council's prior permission.

20. Any additional funds awarded to the project, from any other source, following final approval of grant assistance from the CDF, must be reported to the CDF Project Team, following which any grants approved by the CDF Sub-committee will be subject to adjustments. Measures to ensure that projects do not achieve more than 100% funding in total, when all sources of funding have been confirmed, will be applied as required on a project-by-project basis.
21. The applicant will be required to submit audited final accounts to the Council's CDF Project Team within twelve months of the project being completed.
22. Successful applicants will be required to acknowledge assistance provided by the CDF in all press releases and marketing materials, etc. The Council will be entitled to place a plaque, etc. in or on any premises supported by the CDF.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Community Development Fund (CDF).
Service / service area responsible.	Enterprise and Sustainable Regeneration / Economic Development.
Name of person carrying out the assessment and contact details.	Jordan Low, Economic Development Officer, extension 2538, E-mail: jordan.low@orkney.gov.uk .
Date of assessment.	8 December 2022.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Proposed approval of a new £1M tranche of CDF funding.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	CDF exists to provide grants towards capital projects developed by community groups, such as community councils, community associations, heritage trusts and sporting groups. Projects should have a widespread community benefit. The CDF is currently about to commit all approved funds to projects. As well as the proposal to renew the CDF with a further £1M tranche, a few proposed amendments to CDF policy and procedure is due to be considered by the Policy and Resources Committee on 19 December 2022.
Is the function / policy / plan strategically important?	Yes.

State who is, or may be affected by this function / policy / plan, and how.	Orkney residents and visitors, by way of access to community facilities supported by the CDF.
How have stakeholders been involved in the development of this function / policy / plan?	The proposed consideration of a new tranche of funding was raised by and discussed with members of the CDF Sub-committee.
Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).	Proposed amendment will have no impact on eligibility but is intended to improve delivery of the CDF and create efficiencies in the assessment process.
Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.	N/A.
Could the function / policy have a differential impact on any of the following equality areas?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and nationality.	No.
2. Sex: a man or a woman.	As 1. above.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	As 1. above.
4. Gender Reassignment: the process of transitioning from one gender to another.	As 1. above.
5. Pregnancy and maternity.	As 1. above.

6. Age: people of different ages.	As 1. above.
7. Religion or beliefs or none (atheists).	As 1. above.
8. Caring responsibilities.	As 1. above.
9. Care experienced.	As 1. above.
10. Marriage and Civil Partnerships.	As 1. above.
11. Disability: people with disabilities (whether registered or not).	As 1. above.
12. Socio-economic disadvantage.	As 1. above.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
How could you minimise or remove any potential negative impacts?	N/A.
Do you have enough information to make a judgement? If no, what information do you require?	N/A.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	If new funding and the proposed procedural amendment is approved by Council, the policy and procedures will be amended accordingly, and the fund re-opened to new applications.
Who will undertake it?	Head of Enterprise and Economic Growth, via Economic Development Officer.
When will it be done?	If approved, procedures will be amended in time for CDF to re-open to new applications in early 2023, or whichever date Council approves.
How will it be monitored? (e.g. through service plans).	On an ongoing basis through operational delivery of the CDF and via reports on applications to the CDF Sub-committee.

Signature: 

Date: 08/12/2022

Name: JORDAN LOW

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk