

Equality Impact Assessment

Title of service or policy	Corporate Employee Volunteering Policy
Name of directorate and service	Resources, Policy & Partnerships
Name and role of officers completing the EIA	Sara Dixon, Community Project Officer
Date of assessment	8 th February 2011 Amended 9 th February 2012

An Equality Impact Assessment is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when conducting an Equalities Impact Assessment (EIA) on a policy, service or function. It is intended that this is used as a working document throughout the EIA process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1	<p>Briefly describe purpose of the service/policy including</p> <ul style="list-style-type: none"> • How the service/policy is delivered and by whom • If responsibility for its implementation is shared with other departments or organisations • Intended outcomes 	<p>The Corporate Staff Volunteering Policy (SVS) will enable employees to take part in voluntary activities as a means of recognising personal development needs and, to utilise their skills and knowledge to support the voluntary and community sector within the district. The scheme is open to all employees (excluding Teaching staff). They will have access to an additional 2 days paid leave with an additional day if staff match at least one day with their own time (pro-rata for part-time and temporary employee).</p> <p>It is the responsibility of the employee and their line manager to implement the policy and ensure that they access a safe environment for volunteering.</p> <p>The outcomes of the policy will be to create :</p> <ul style="list-style-type: none"> • a positive contribution to recruitment and retention. • an increase in staff morale, confidence and performance. • opportunities to build a positive team culture. • alternative training and personal development opportunities. • valuable skills and expertise to the voluntary sector. • opportunities to recognise the contributions employees made as a volunteer through the Employee Excellence Awards.

<p>1.2</p>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> • Is it a new service/policy or review of an existing one? • Is it a national requirement?). • How much room for review is there? 	<p>The SVS scheme is a proposed new Corporate HR policy positive benefits to the employee and the Council.</p> <p>The Government is committed to involving citizens that will create to have more of an active part in their communities which has been driven by the Big Society agenda and the Localism Bill. Whilst there is no national requirement for a SVS scheme, the Council will be contributing to these agendas by allowing employees to actively take part in volunteering in their communities.</p> <p>‘The Corporate Citizenship Company’s 2003 study Good Companies, Better Employees’ highlighted the importance of integrating community involvement programmes within HR strategies and suggested that it creates;</p> <ul style="list-style-type: none"> • a real alternative to staff training. • provide evidence for ‘Investors in People’ process. • supports Equal Opportunity and Diversity objectives. <p>‘MORI has found that satisfied employees are more likely to become ambassadors for their employer, advocating it to potential customers and other employees and to external stakeholders’. (Volunteering England)</p> <p>A number of local authorities have formally adopted SVS schemes. Kent County Council have used their scheme to highlight the benefits that volunteering creates to staff’s work-life balance, and has helped support their business and staff care packages. Others include: West Sussex CC, Devon CC, Cabinet Office Contribution all have implemented similar schemes.</p> <p>The policy will be reviewed annually to ensure that it responds to the Council and employees needs.</p>
<p>1.3</p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>The policy complements the Sustainable Community Strategy and contributes towards the Council’s Vision and Values. It also promotes the Community Leadership role of Bath & North East Somerset Council.</p>

2. Consideration of available data, research and information

Monitoring data and other information can help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential evidence:

- Demographic data and other statistics, including census findings
- Recent research findings
- Results from recent consultation or surveys
- Service user monitoring data (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from relevant groups or agencies, for example trade unions and voluntary and community organisations
- Analysis of records of enquiries about your service, or complaints or compliments about them
- Recommendations of external inspections or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	This is a Corporate HR policy. The Council employs a diverse range of people (see 2.3). Policy & Partnerships are the lead service area for this policy. P&P are a small team that has a diverse range of people of different ages, ethnic and cultural backgrounds. The service has a larger proportion of female staff (who account for just under two thirds of the 36 employees).
2.2	What equalities training have staff received?	The service has had access to the Corporate Equalities training programme and has undertaken a number of service days focussed on equalities issues (as the Council's Equalities Team is part of the policy and partnerships service)..

2.3	What is the equalities profile of people using the service?	The equalities profile of the Council staff, excluding schools, is:			
			Employees in post	2478	% of Staff in groups
Gender		Male		930	37.53%
		Female		1548	62.47%
Ethnicity		Asian		13	0.52%
		Black		19	0.77%
		Mixed		18	0.73%
		Other		9	0.36%
		White		2172	87.65%
		Not Revealed		247	9.97%
Religion		Alother		58	2.34%
		Bhuddist		11	0.44%
		Christian		1253	50.56%
		Hindu		5	0.20%
		Jewish		2	0.08%
		Muslim		11	0.44%
		Sikh		3	0.12%
		No Religion		694	28.01%
		Not Revealed		441	17.80%
Sexuality		Bi-Sexual		12	0.48%
		Gay		13	0.52%
		Hetrosexual		630	25.42%
		Lesbian		6	0.24%
		Not Revealed		1817	73.33%
Disabled		Yes		388	15.66%
		No		11	0.44%
		Not Revealed		2079	83.90%
Age		16-25		140	5.65%
		26-35		461	18.60%
		36-45		608	24.54%
		46-55		753	30.39%
		56-65		493	19.90%
		65+		23	0.93%
Part time		Male		171	6.90%
		Female		928	37.45%
Full time		Male		620	25.02%
		Female		759	30.63%

2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, results of previous consultations)	<p>National Survey of volunteering by equality group – click here: http://www.guardian.co.uk/society/2008/mar/18/volunteering.voluntarysector</p> <p>There has been no local survey to establish the number of by equalities profile who volunteer. Within the district it has been estimated that over 20,000 people volunteer on a regular basis.</p> <p>The scheme will be monitored annually.</p>
2.5	Are there any gaps in the data, research or information that is available?	Yes, as above.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	The Council's Workers Groups (the Black Workers Group, Disabled Workers Group and the Lesbian, Gay, Bisexual and Transgender Workers group) and Unions have been consulted. The scheme is required to be approved by the Council's Employment Committee in April 2012. The scheme will be monitored annually and will collect a profile of those taking up the scheme. Employees will also be asked if their host organisation has implemented an Equal opportunities policy for its volunteers.
3. Assessment of impact		
	<p>Based upon any data you have analysed, or the results of consultation or research, use the spaces below to list how the service or policy:</p> <ul style="list-style-type: none"> • Meets any particular needs of each of the six equalities groups or helps promote equality in some way. • Could have a negative or adverse impact for each of the six equalities groups 	
		<p>Examples of what the service has done to promote equality</p> <p>Examples of potential negative or adverse impact and what steps have been or could be taken to address this</p>
3.1	Gender – identify the impact/potential impact of the policy on women, men and transgender people	<p>The scheme is open to all staff.</p> <p>Part-time staff (predominantly women) maybe less likely to take up the scheme. The scheme will be monitored</p>

			annually to check if there is disproportionately low take-up of either gender.
3.2	Transgender – identify the impact/potential impact of the policy on transgender people	The scheme is open to all staff.	Bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment, and what steps to take should any issues arise. They will be encouraged to discuss with the host organisation about their equality opportunity policies for volunteers.
3.3	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	The scheme is open to all staff.	Not all opportunities will be accessible for disabled staff. It is the responsibility of the individual to explore with the host organisations their access issues and whether they are able to make any reasonable adjustments. Bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment for the individuals needs, and what steps to take should any issues arise.
3.4	Age – identify the impact/potential impact of the policy on different age groups	The scheme is open to all staff, however does encourage older members of staff who are considering making the transition from employment to retirement to take up voluntary	Bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment for the

		activity.	individuals needs, and what steps to take should any issues arise..
3.5	Race – identify the impact/potential impact on different black and minority ethnic groups	The scheme is open to all staff.	Racial bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment, and what steps to take should any issues arise. They will be encouraged to discuss with the host organisation about their equality opportunity policies for volunteers.
3.6	Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	The scheme is open to all staff.	Bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment, and what steps to take should any issues arise. They will be encouraged to discuss with the host organisation about their equality opportunity policies for volunteers.
3.7	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	The scheme is open to all staff.	It is the responsibility of the individual to discuss with the host organisations about their personal needs for instance, dietary arrangements, prayer room etc. Bullying and harassment. During the initial discussion between the member of staff and line manager about the scheme, they will need to discuss if the placement is a safe environment, and what steps to take if any issues arise.

			They will be encouraged to discuss with the host organisation about their equality opportunity policies for volunteers.
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	The scheme is open to all staff.	The Scheme will be monitored annually to assess if staff from lower paid jobs within the Council are taking up volunteering opportunities. There may be problems in publicising the scheme to manual workers who do not have email accounts/ internet access.
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	The scheme is open to all staff.	Access to transport. It is the responsibility of the individual to discuss with the host organisations whether there is transport available, expenses for volunteers or car share schemes.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Monitoring	Develop a monitoring scheme to enable an annual assessment of take-up by equality group, and to ensure staff are not being disadvantaged.		HR and P&P	Prior to implementation

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Consultation	Consult with the Staff workers groups, Unions, HR and Legal		SD	Spring/Summer 2011
Promote the scheme	Identify marketing strategy (including strategies to ensure non-email/internet users receive information).		HR & P&P	April 2012

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: David Trethewey(Divisional Director or nominated senior officer)

Date: 9th February 2012