

**EQUALITIES IMPACT ASSESSMENT
Screening Assessment Form**

<p>Name of policy_✓_/strategy___/function___ being assessed. Please ✓ what it is. Corporate Volunteer Policy</p>
<p>1. Is this policy, strategy or function new _✓_ or an existing_✓_ one? Please ✓ what it is.</p> <p>1a. Briefly describe the reasons for developing or reviewing this? Eg: change in legislation or requirements, results of consultation, part of a regular review cycle, etc.</p> <p>While some service areas of the Council have involved volunteers for many years, there has never been until now a Council-wide policy</p>
<p>2a. Describe the main aim or purpose of this item? Who will it benefit? Why is it needed?</p> <p>This policy provides a framework for the Council's volunteer programme which aims to:</p> <ul style="list-style-type: none"> • define the role and value of involving volunteers within the organisation • ensure consistency that all volunteers are treated equally and fairly • set out how paid staff and managers should recruit, place, support and supervise volunteers effectively to ensure the safety of customers ,volunteers, staff and others • address how to resolve any issues that may arise <p>This policy will be accompanied by detailed guidance and pro forma for paid staff and managers to implement this framework</p>

3a. The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

Having due regard means considering how this policy, strategy or function has or will advance equal opportunities for each of the protected groups below.

3b Identify how this item demonstrates due regard to the three aims above for each of the protected groups below. (For marriage and civil partnership, legislation requires you only need to demonstrate how you would eliminate unlawful discrimination, harassment and victimisation)			
Protected characteristic	This item demonstrates due regard by:	Describe any negative impact or potentially negative impact of this item for any group.	List data sources/ evidence used to assess impact and whether this item furthers the aims of the Equality Duty.
Age	There is no upper age limit on volunteers who can apply for volunteering opportunities within the Council	Not all volunteer roles may be suitable for persons under the age of 18 due to enhanced safeguarding concerns. The policy sets out guidance on the involvement of volunteers 16-17 years old and the additional checks that may be required in compliance with the Council's Safeguarding Children and Adults Policy and guidance.	Volunteer and staff under this policy are required to adhere to the Council's existing policies and practices including the Council's: <ul style="list-style-type: none"> • Statement of commitment to equality and diversity • Equal opportunities • Health and safety • Confidentiality and data protection • Insurance and liability • Risk assessments Good practice guidance in development of this policy was sought from national centres for volunteering
Disability	The policy requires all volunteer roles to have an accompanying detailed role description, advising on the specific tasks, essential abilities, training required to undertake the role. This provides clear and accurate information for prospective applicants to assess if they can meet the essential	Not all volunteer roles in the Council may be suitable for all applicants, but applicants can be signposted to other opportunities within the Council or registered with the Go Volunteer centre at GVA.	

APPENDIX B

	requirements of the role. Volunteers must state any disability and or medical condition that should be taken into consideration for their suitability for the role. A trial period may be arranged by mutual agreement if the volunteer and or supervisor is unsure the volunteer can meet the requirements of that particular role.		expertise such as the National Association of Voluntary Organisations (NCVO) and National Association for Voluntary and Community Action (NAVCA) and Gosport Voluntary Action's Go Volunteer Service. Other local authority volunteer policies and practices were also reviewed.
Gender reassignment		None identified	
Marriage and Civil Partnership		None identified	
Pregnancy and Maternity	As above under disability, any volunteer applicant who is pregnant or is already in placement should discuss any health concerns or limitations due to her condition in assessment of their ability to safely meet the requirements of that role or in the return to a volunteer role after giving birth.		
Race (ethnic or national origin, colour, nationality)		None identified	
Religion or Belief		None identified	

(and lack of belief)			
Sex		None identified	
Sexual Orientation		None identified	
3c. Are there any other groups in addition to those above which could be impacted (e.g. socially or financially excluded) by this item? Please <input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/> no			

Group	This item demonstrates due regard by:	Describe any negative impact or potentially negative impact of this item for any group	List data sources/ evidence used to assess impact and whether this item furthers the aims of the Equality Duty
Financially excluded	The policy provides for reimbursement of direct out of pocket expenses and the free provision of any tools, equipment and training to volunteers relevant to the roles they undertake.		The Policy and guidance documents
4. Please Identify any further actions you will take resulting from this assessment.			
Action	Officer Responsible		Completion date
Annual review of the policy and guidance with feedback from service units and volunteers to determine if amendments are needed.	Mandy Baggaley		March 2022
5. Do you have any additional comments? If so, please add.			
6. Date of screening 13-01-21	Officer(s) completing assessment Mandy Baggaley		Section Date Approved 14-01-21

7. Name of Section Head	Julie Petty	
8. Date submitted to E &D lead officer	14-01-21	
EDSG Recommendation:		
<input type="checkbox"/> This assessment form is incomplete and requires additional information for its review by EDSG. <hr/>		
This assessment has been successfully reviewed with the following outcome:		
<input checked="" type="checkbox"/> No major change – The assessment of this policy/strategy/function shows no potential for discrimination and the aims of the Equality Duty have been met. Regular review of the policy should be made to ensure this remains so. <input type="checkbox"/> Adjust the policy/strategy or function – This item will meet the aims of the Equality Duty if actions identified in Sections 3 and 4 to remove barriers or to better advance equality are implemented. <input type="checkbox"/> Continue the policy/strategy/function – There is some potential for adverse impact or missed opportunities to promote equality, but no unlawful discrimination has been identified. Ensure effective equality monitoring is in place to regularly assess the actual impact on different groups <input type="checkbox"/> Stop and Rethink – Adverse equality impacts have been identified/ may not be justified and have not been sufficiently mitigated. Unlawful discrimination could be taking place. Do not adopt or continue until a full equality investigation has been completed.		