

Appendix 2: Equality Impact Assessment (EIA) template

Equality Impact Assessment (EIA)

Document control

Title of activity:	<i>Volunteer Strategy 2016-2021</i>
Type of activity:	The document is a framework for developing volunteering across the voluntary, public and private sectors in Havering. The long term vision for this strategy is to ensure that communities are resilient and are supported by an effective and sustainable voluntary community sector. We aim to promote the concept of local people helping their local communities through volunteering. This strategy will support the aims of the Voluntary Sector Strategy that was approved by the Cabinet in June 2015.
Lead officer:	<i>Jerry Haley – Senior Community Safety and Development Officer</i>
Approved by:	<i>Savinder Bhamra – Corporate Diversity Advisor</i>
Date completed:	<i>July 30th 2016</i>
Scheduled date for review:	<i>March 2021</i>

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No

1. Equality Impact Assessment Checklist

About your activity

1	Title of activity	<i>Volunteer Strategy 2016 - 2021</i>
2	Type of activity	Strategy
3	Scope of activity	The document is a framework for developing volunteering across the voluntary, public and private sectors in Havering. The long term vision for this strategy is to ensure that communities are resilient and are supported by an effective and sustainable voluntary community sector. We aim to promote the concept of local people helping their local communities through volunteering. This strategy will support the aims of the Voluntary Sector Strategy that was approved by the Cabinet in June 2015.
4a	Is the activity new or changing?	This is a new strategy,
4b	Is the activity likely to have an impact on individuals or groups?	Yes
5	If you answered yes:	Please complete the EIA on the next page.
6	If you answered no:	

Completed by:	S Bhamra – Corporate Diversity Advisor
Date:	July 2016

2. Equality Impact Assessment

The EIA

Background/context:
<p>This EIA is written to support the Volunteer Strategy 2016-21. The strategy is a key document outlining how the local authority will work in partnership with the voluntary and community sector (VCS) over the next five years to develop and promote volunteering within the borough. It aims to provide a way forward by detailing the current volunteering picture and future aspirations for volunteering within Havering.</p> <p>The strategy provides an overview of the VCS, addresses the local needs for volunteering, and highlights how best to achieve these needs. It also focuses on how the VCS plays an important role in shaping public service delivery, addressing inequalities and the contribution made to developing a prosperous and cohesive community.</p>

Age: Consider the full range of age groups	
<i>Please tick (✓) the relevant box:</i>	
Positive	<input checked="" type="checkbox"/>
Neutral	<input type="checkbox"/>
Negative	<input type="checkbox"/>
<p>Overall impact:</p> <p>There is evidence to suggest that a large number of volunteers are from the 15–24 age range and the 45-55 age range, thereby dispelling the perception that may exist that volunteering is an activity which is only undertaken predominantly by older people. However it is recognised there are gaps in information provision and especially in the need to provide information to encourage a wider age range to participate in volunteering.</p> <p>The outcomes and objectives within the strategy are intended to promote volunteering across all age ranges. This includes targeted events aimed at all age ranges.</p> <p>The action plan includes an action to gather more detailed demographic data about the volunteers active in the borough as part of this monitoring and review process. The information obtained should be used to revise the EIA accordingly.</p> <p>As the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive.</p>	
Evidence:	
<p>At this point there is no evidence to determine if the strategy will have an actual negative or positive impact on people of any individual protected characteristic. As the strategy is embedded and demographic information collected, a more informed judgment as to the impact across all protected characteristics will be available.</p>	

Sources used:
 Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions

<i>Please tick (✓) the relevant box:</i>		Overall impact: There is a risk that volunteering opportunities may not be as accessible as we would wish for disabled people. There may also be a lack of volunteering opportunities suitable for disabled people, especially where disability is mobility and sensory related, and in relation to those with a learning disability. The strategy clearly indicates that it will seek where possible to encourage disabled people to take up volunteering opportunities and this is seen as a positive step. The current Equality Act does not confer rights on volunteers therefore any reasonable adjustments made due to disability are made with the good will of the organisation in creating the volunteering opportunity. Care must be taken to ensure that creating an inclusive volunteering opportunity does not create or infer employer or employee rights on the organisation, as volunteers are not employees. A key role of the Volunteer Centre, as stated in the strategy, is to match individuals seeking to do voluntary work with voluntary organisations who are seeking to recruit volunteers. These 'services' and 'facilities' clearly come within the statutory provisions that prohibit discrimination when providing goods, facilities and services to the public. Therefore, it is essential that Volunteer Centres ensure that they do not discriminate. This may require the Volunteer Centre to change any practices, policies or procedures, or the physical features of premises, if they make it impossible or unreasonably difficult for disabled people to use or access a service. The Volunteer Centre's premises are open to visitors from the general public and reasonable steps have been taken to ensure that the service is accessible for all potential users. The Volunteer Centre will also take appropriate action to promote fair and equal access and equality of opportunity to all. The recruitment, marketing and communications activity that forms part of the overall strategy will ensure that the diversity requirements of disabled people are met. At present there is no evidence available to determine the number of volunteers across the Borough who are disabled. The action plan includes an action to gather more detailed demographic data about the volunteers active in the borough as part of this monitoring and review
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	

		process. The information obtained should be used to revise the EIA accordingly.
Evidence:		
At this point there is no evidence to determine if the strategy will have an actual negative or positive impact on people with disabilities. As the strategy is embedded and more detailed information is collected, a more informed judgment as to the impact across all protected characteristics will be available.		
Sources used:		
Compact Voluntary Sector Strategy Demand Management Strategy		

Sex/gender: Consider both men and women		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input checked="" type="checkbox"/>	There is the potential for an unequal balance between male/ female volunteers. The use of community /volunteering ambassadors and targeted recruitment activity may help to redress the balance between the numbers of male and female volunteers.
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	<p>Developing volunteering opportunities that are tailored to both individual and organisational need could provide the opportunity for skills development thereby allowing people to (re) enter the labour market. Traditionally caring responsibilities are undertaken by women who may find themselves out of the labour market in order to fulfill their caring commitments. Care should be taken that, in providing training for volunteers, as wide an audience as possible is able to participate, for example, by ensuring that timings of courses do not conflict with school holidays.</p> <p>The outcomes and objectives within the strategy are intended to promote volunteering across genders and this is seen as a positive step. The action plan will require monitoring and the outcomes relating to gender should be included as part of the review. The information obtained should be used to revise the EIA accordingly.</p>
Evidence:		
At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available		

Sources used:
 Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Ethnicity/race: Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		Overall impact: There is no evidence available to determine the ethnicity of volunteers within the Borough. There is the potential to have reduced levels of recruitment / involvement of people from BME groups. The use of community / volunteering ambassadors and targeted recruitment activity may help to increase the numbers of BME volunteers. It is recommended that any equalities monitoring should be reviewed and used to inform further activity. The action plan will require monitoring and the outcomes relating to ethnicity should be included as part of the review. The information obtained should be used to revise the EIA accordingly. However as the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive.
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	

Evidence:

 At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available.

Sources used:

 Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Religion/faith: Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>		Overall impact: There is no information available to determine the religion / faith of volunteers across the Borough. However work with the Volunteer Centre has highlighted that there are there several opportunities for volunteering within faith based organisations. Where volunteering opportunities arise it is the responsibility of the individual to discuss with the host organisations their personal needs. For instance,
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	

	<p>special dietary arrangements, prayer facilities, separation of or limited contact between male / female volunteers may be required by volunteers of some faiths.</p> <p>There should also be discussions about safety and security and the host organisations should detail all their policies in relation to bullying and harassment. The recruitment campaigns should ensure the need to be inclusive of all faiths across Havering.</p> <p>The action plan requires monitoring and the outcomes relating to religion / faith. The information obtained should be used to revise the EIA accordingly. However as the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive.</p>
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Evidence:

At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available

Sources used:

Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There is a risk that members of the lesbian, gay, transgender and bisexual (LGBT) community may not be recruited as volunteers, and of unequal treatment / lack of understanding of issues affecting people who are LGBT whilst volunteering. There is no information available to determine the sexual orientation of volunteers across the Borough. It is important to ensure that, if the volunteer has not disclosed his/her sexual orientation, any placement will not force or inadvertently 'out' the volunteer without their consent. The potential volunteer will need to discuss if the placement is a safe environment, and what steps to take should any issues arise. If required, they will be encouraged to discuss with the host organisation their equal opportunity policies for volunteers. The action plan requires monitoring and the outcomes relating to increasing volunteering across the LGBT community as part of the review. The information obtained should be used to revise the EIA accordingly. However as the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive.
Positive	x	
Neutral		
Negative		

<p>Evidence:</p> <p>At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available</p>
<p>Sources used:</p> <p>Compact Voluntary Sector Strategy Demand Management Strategy</p>

<p>Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth</p>	
<p><i>Please tick (✓) the relevant box:</i></p>	
<p>Positive</p>	<p>Overall impact:</p> <p>Gender reassignment is a personal, social, and sometimes medical process by which a person's gender presentation (the way they appear to others) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act.</p>
<p>Neutral</p>	<p>x</p>
<p>Negative</p>	<p>Any placement will need to ensure that should any issues arise the organisation has policies and procedures in place to support the volunteer if they experience bullying and harassment.</p> <p>There is insufficient information to determine the impact of the strategy on the protected characteristic of gender reassignment. The action plan will require monitoring to ensure that it is inclusive of all communities and under-represented groups across Havering. The information obtained should be used to revise the EIA accordingly.</p>
<p>Evidence:</p> <p>At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available</p>	
<p>Sources used:</p> <p>Compact Voluntary Sector Strategy Demand Management Strategy</p>	

Marriage/civil partnership: Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		Overall impact: There is no evidence available to determine the marital status of volunteers however there is not considered to be any adverse impact on this particular protected characteristic as a result of implementing this strategy. However as the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence: At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available		
Sources used: Compact Voluntary Sector Strategy Demand Management Strategy		

Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		Overall impact There is no evidence to determine the extent of volunteering undertaken by women who are pregnant, breast feeding or whilst on paternity leave. Likewise, there is no evidence currently to determine the level of volunteering undertaken by fathers on paternity leave. Given that the decision to partake in volunteering is entirely personal then any issues relating to this protected characteristic will need to be dealt with on a case by case basis. Appropriate guidance and policies should be in place to assess risks to protect the safety and welfare of volunteers who are / may be pregnant or breast feeding. However as the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are deemed to be positive
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence: At this point there is no evidence to determine if the strategy will have an actual negative or positive impact. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available		

Sources used:

Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Socio-economic status: Consider those who are from low income or financially excluded backgrounds

<i>Please tick (✓) the relevant box:</i>		Overall impact: There is no data currently available on the socio-economic status of volunteers in Havering The strategy provides for a range of opportunities for those who may not be in current employment. It will provide access to a range of opportunities which will improve educational attainment and employability skills. The recruitment and marketing strategy will ensure that opportunities for volunteering are publicised as widely as possible through partners and other agencies. As volunteers are not employees and receive only out of pocket expenses there should be no impact upon benefits - thereby not disadvantaging people financially. As the benefits of volunteering are experienced by all communities then any steps that are taken to encourage volunteering are seen as positive.
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	

Evidence:

There is no data currently available on the socio-economic status of volunteers in Havering. As the strategy is embedded and information collected then a more informed judgement as to the impact across all protected characteristics will be available

Sources used:

Compact
 Voluntary Sector Strategy
 Demand Management Strategy

Action Plan

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
Disability	Lack of physical access to volunteering opportunities	Develop a variety of volunteering opportunities suitable for volunteers with disabilities	<p>Monitor and review the number of volunteering opportunities and their suitability for disabled volunteers.</p> <p>If necessary, when developing such opportunities, examine the feasibility of providing equipment necessary for access. e.g. minicom; adapted software, signage, lighting etc.</p>	March 2018	Community Development Team
Religion and faith	Recruitment and publicity campaigns to be devised to target communities under represented or socially excluded.	Publicity and recruitment campaigns to be designed that will be regularly re-assessed to take into account gaps within the volunteer groups for people from under-represented sections of the community.	<p>Suitable numbers of volunteers with appropriate skills recruited to fill identified gaps.</p> <p>A volunteer profile that matches that of the population.</p>	March 2018	Community Development Team

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
		Gather information to identify gaps using the equal opportunities monitoring form			
LGBT	Recruitment and publicity campaigns to be devised to target communities under represented or socially excluded.	Publicity and recruitment campaigns to be designed that will be regularly re-assessed to take into account gaps within the volunteer groups in people from under-represented sections of the community. Information to identify gaps to be gathered using the equal opportunities monitoring form	Suitable numbers of volunteers with appropriate skills recruited to fill identified gaps. A volunteer profile that matches that of the population.	March 2018	Community Development Team
Sex	Recruitment and publicity campaigns to be devised to target communities under represented or	Publicity and recruitment campaigns to be designed that will be regularly re-assessed to take	Suitable numbers of volunteers with appropriate skills recruited to fill identified gaps. A volunteer profile that	March 2018	Community Development Team

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
	socially excluded.	<p>into account gaps within the volunteer groups in people from under-represented sections of the community.</p> <p>Information to identify gaps to be gathered using the equal opportunities monitoring form</p>	<p>matches that of the population.</p>		
Gender reassignment	Recruitment and publicity campaigns to be devised to target communities under represented or socially excluded.	<p>Publicity and recruitment sub group to design and activate campaigns that will be regularly re-assessed to take into account gaps within the volunteer groups in people from under-represented sections of the community.</p> <p>Information to identify gaps to be gathered using the</p>	<p>Suitable numbers of volunteers with appropriate skills recruited to fill identified gaps.</p> <p>A volunteer profile that matches that of the population.</p>	March 2018	Community Development Team

Protected characteristic	Identified negative impact	Action taken to mitigate impact*	Outcomes and monitoring**	Timescale	Lead officer
		equal opportunities monitoring form			