

Equality impact assessments – for services and policies

What is an equality impact assessment?

An equality impact assessment is an important part of our commitment to improving equality practice. The form will help us find out what impact or consequences our functions, policies, procedures and practices have on our citizens, employees and potential employees.

By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of those groups of people who use (or don't / can't use) our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.

Impact assessments are required by law; The Race Relations Amendment Act, The Disability Discrimination Act and the amended Sex Discrimination Act all require local authorities to assess the impact of their functions, policies, practices and services, or the likely impact of any that are proposed, on equality.

However, our view is that we should be using the results of impact assessment to improve service delivery so that we become more accountable to the people that we serve.

Background

Name of service / policy and date	Volunteering Policy – Members of the public volunteering at Tewkesbury Borough Council
Lead officer	Janet Martin
Other people involved in completing this form	

Step 1 - About the service / policy

<p>What is the aim of the service / policy and what outcomes is it contributing to</p>	<p>To provide consistency of treatment for people approaching the council in order to volunteer. The outcomes the policy is contributing to are benefits to the community and the organisation. It will help the council to deliver its service and improve communities. The policy will help to build a robust and resilient society and improve relationships with communities and Tewkesbury Borough Council.</p>
<p>Who are the primary customers of the service / policy and how do they / will they benefit</p>	<p>The primary customers are members of the public. The individual will benefit from:</p> <ul style="list-style-type: none"> • Personal achievement and developing self-worth through giving back to the community • Broadening a persons outlook of the community • Transfer a person's skills and experience to the community • Developing new person skills and experiences • Improving an individual's employability • Create a "can do" attitude • Increase social health and wellbeing • Help adjust for the future, e.g. retirement prospects
<p>How and where is the service / policy implemented</p>	<p>The service is implemented Environmental Services and Tourist Information Centre(s).</p>
<p>What potential barriers might already exist to achieving these outcomes</p>	<p>Volunteering does not usually affect and entitlement to social security benefits. However, volunteers must advise the Jobcentre Plus before starting voluntary work. Volunteers in receipt of jobseekers allowance (JSA) are entitled to undertake voluntary work providing they meet the eligibility criteria for JSA, namely being available for work and actively seeking work. The individual would need to ensure that they left time to do this.</p>

Step 2 – What do you know already about your existing / potential customers

<p>What existing information and data do you have about your existing / potential customers e.g. Statistics, customer feedback, performance information</p>	<p>The council already has a number of volunteer litter pickers. Potential customers have approached the council in order to help develop their skills.</p>
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What does it tell you about who uses your service / policy and those that don't?	Individuals feel that they are giving something back to the community by giving their time to support the council and by supporting community activities and helping to make a difference.
What have you learnt about real barriers to your service from any consultation with customers and any stakeholder groups?	No consultation has been undertaken.
If not, who do you have plans to consult with about the service / policy?	There are plans to consult with CCP Transforming Lives, a registered charity helping to place volunteers where they are needed.

Step 3 - Assessing Impact

How does your service / policy impact on different groups in the community? The groups in bullets are current priority groups identified by the CSP.

Group	What are you already doing to benefit this group	What are you doing that might disadvantage this group	What could you do differently to benefit this group	No impact on this group
Ethnicity / Race <ul style="list-style-type: none"> • Economic migrants • Chinese community • BME young people • Asian, Asian/British • Black, Black/British • White 				No impact on the group.
Gender and trans-gender <ul style="list-style-type: none"> • Women who are not in work • Trans-gender people 				No impact on this group.
Age <ul style="list-style-type: none"> • Older people experiencing isolation and poverty • Vulnerable children and young people 				No impact on this group.

Disability <ul style="list-style-type: none"> • People experiencing mental ill-health • People with physical disabilities • Children and young people with learning difficulties and/or disabilities 		Individuals must be able to understand the health and safety rules and responsibilities particularly in respect of litter picking. They also have a responsibility to ensure the safety of others.	Ensure individuals attend induction or ongoing training and ensure the relevant council policies are followed.	
Religion or belief <ul style="list-style-type: none"> • Muslim community • Chinese community (Buddhism etc) 				No impact on this group.
Sexual orientation <ul style="list-style-type: none"> • Lesbian women • Gay men • Bi-sexual people 				No impact on this group.
Other socially excluded groups or communities <ul style="list-style-type: none"> • People on low incomes • People with poor literacy skills • Gypsies, Travellers and Show People 				No impact on this group.

Step 4 - what are the differences

Are any groups affected in different ways to others as a result of the service / policy?	The council may not be able to make reasonable adjustments to enable a person with physical disabilities to carry out litter picking. The work will involve collecting litter on the highways and the individual would need to be able to comply with the risk assessment for that work.
Does your service / policy either directly or indirectly discriminate?	No
If yes, what can be done to improve this?	



Are there any other ways in which the service can help support priority communities in Tewkesbury?	The volunteers can be signposted to CCP Transforming Lives who can help individuals find volunteering opportunities which support priority communities in Tewkesbury.
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Step 5 – taking things forward

What are the key actions to be carried out and how will they be resourced and monitored?	Develop links with CCP Transforming Lives.
Who will play a role in the decision-making process?	Managers supervising volunteers, CCP and HR
What are your learning and development needs?	Being aware of the benefits to the council and the individual.
How will you capture these actions in your service planning?	It will be recorded in the HR Service Plan

Signed by the Manager undertaking the assessment _____

Full name in capitals please _____

Date _____ Job Role _____

When you have completed this form please take a copy and send it to the Housing Enabling Manager so that the council can report corporately on what the service areas are doing.