

**Equality impact assessment form**

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| Directorate | Corporate Management |
| Service area | Strategic HR |
| Proposal | Review of the Volunteering Policy and leave entitlement |
| Reason for proposal | Request from the People and Culture Board to review current entitlement to leave, also the current policy was last reviewed in 2016 so needs to be updated in line with the Council’s business plan and current strategy to make it more relevant. |
| Sign off (Director/Head of Service) | Liz Moore, Head of HR and OD |
| Date of assessment | 6/03/2024 |

**Please read the support notes to help you in Appendix 1 before completing your assessment**

**The form**

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

**The assessment team or name of individual completing this form**

**Team leader’s name and job title** – Helen Bounds - Policy Team Leader

Other team members if appropriate

| **Name** | **Job title** | **Organisation** | **Area of expertise** |
| --- | --- | --- | --- |
| **Sara Clarke** | HR Advisor | Derby City Council | HR |
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**Step 1- setting the scene**

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side- tracked.

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| 1. What are the main aims, objectives and purpose of the decision you want to make? | Review and update the Volunteering policy to align with the People and Culture Board strategy.  Addition of 15 hours paid leave for Derby City area volunteering and continuation of existing unpaid leave entitlement of 15 hours in any leave year for colleagues and to retain the option to request annual leave and flexi leave for volunteering. This change should support encouraging more participation in volunteering across Derby City.  To update the criteria to make a request for Volunteering leave so that this aligns with the current Council Business plan and the People and Culture board aims/strategy. |
| 1. Why do you need to make this decision? | This was a request from the People and Culture Board for HR to undertake benchmarking with other local authorities to see how we compare and also to review and update the 2016 Policy as this needs to align with the current council plan/people strategy. |
| 1. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements? | HR provide advice on the policy/guidance and managers who will apply the policy as appropriate for any requests in their service areas |
| 1. Who are the main customers, users, partners, colleagues or groups affected by this decision? | All colleagues within DCC who wish to participate/apply for leave for volunteering. |

**Step 2 – collecting information and assessing impact**

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| 1. Who have you consulted and engaged with so far about this change, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents. | We have requested feedback from the local Trade Union representatives via an email sent in August 2023 and October 2023, some feedback has been received but this does not impact on the changes made; we have undertaken some benchmarking with other local authorities for comparison of policy and entitlement to paid/unpaid leave. Generally, of those responding, whilst there is a mixture of paid and unpaid leave entitlements, most authorities seem to be providing entitlement to paid leave of 2 days a year to colleagues; however, take up by colleagues is generally perceived to be quite low 5 -10% of the workforce where they have colleagues requesting leave for this purpose. There will be a requirement to consult with the Equality Groups within the Authority and the Equality and Diversity Lead. This policy would be available in different formats as required. |

1. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you’ll need to explain how you are going to lessen the impact.

| **People with protected characteristics** | **What do you already know?** | **Positive impact** | **Negative impact** | **Mitigation - what actions will you take to lessen impact?** |
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| **Age –** older and younger people | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. The policy is applied regardless of the age of the colleague.** | **Yes** |  |  |
| **Disability –** the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments | **All colleagues are covered by the policy and eligible to apply for Volunteering leave.**  **Disabled colleagues may experience barriers to undertaking volunteering opportunities depending on the work/accessibility of volunteering.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for disabled colleagues.** |
| **Gender identity-** trans and those people who don’t identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity. | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. It is recognised that some colleagues may experience barriers to undertaking some volunteering opportunities, however, this policy is applied regardless of gender identity of the colleague.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for all colleagues.** |
| **Marriage and Civil Partnership** | **All colleagues are covered by the policy and eligible to apply for Volunteering leave.** | **Yes** |  | **N/A** |
| **Pregnancy and maternity -** women who are pregnant or who have recently had a baby, including breast feeding mothers | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. It is recognised that there may be some limitations on the type of voluntary activity that may be accessible.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for all colleagues.** |
| **Race -** the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. The policy is applied regardless of the race of the colleague. It is recognised that some colleagues may experience barriers to undertaking some volunteering opportunities.** | **Yes** |  | **This policy can be provided in a range of languages on request to make sure that all colleagues understand the procedure.** |
| **Religion or belief or none -** the effects on religious and cultural communities, customers and colleagues | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. It is recognised that some colleagues may experience barriers to undertaking some volunteering opportunities, however, this policy is applied regardless of the religion of the colleague.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for all colleagues.** |
| **Sex -** the effects on both men and women and boys and girls | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. The policy is applied regardless of the Sex of the colleague.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for all colleagues.** |
| **Sexual orientation -** the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality | **All colleagues are covered by the policy and eligible to apply for Volunteering leave. It is recognised that some colleagues may experience barriers to undertaking some volunteering opportunities, however, this policy is applied regardless of the sexual orientation of the colleague.** | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and make this more accessible for all colleagues.** |
| **Those who experience socio-economic disadvantages**  Please see notes on page 4 to help with this section | Volunteering generally does provide a major contribution to support health and social care within the community;  Therefore, by revising the entitlements it is anticipated that this may encourage colleagues into volunteering could provide opportunities for working ‘Better together - Working together with the City, for the City’ and encourage further collaboration to support services and well-being for Derby City’s community. | **Yes** |  | **Allowing paid leave should encourage more colleagues into volunteering and makes these opportunities more available, accessible and supportive to all.** |

**Important** - For any of the equality groups you don’t have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations’ websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don’t put down that the impact affects ‘everyone the same’ – it never does!

**Step 3 – deciding on the outcome**

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

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| **Outcome 1** | **Yes** | **No major change needed** – the EIA hasn’t identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken |
| **Outcome 2** |  | **Adjust the proposal** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified? |
| **Outcome 3** |  | **Continue the proposal** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:   * sufficient plans to stop or minimise the negative impact * mitigating actions for any remaining negative impacts * plans to monitor the actual impact. |
| **Outcome 4** |  | **Stop and rethink** the proposal when the EIA shows actual or potential unlawful discrimination |

Why did you come to this decision?

The revised policy provides paid leave to support volunteering within the City boundary, it is recognised that there may be some barriers to certain volunteering activities, but the broad range of activities supported should enable all colleagues the same opportunity to apply to undertake volunteering activities within the city and also supports the population of the city which may be accessing some of the voluntary organisations services/support so will help to support those individuals.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider

**Appendix 1**

**Equality impact assessment form– please read this section first before you do the assessment**

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact, you need to do an equality impact assessment whenever a decision is needed about our services and functions that affects people and **before** that decision is made. This also includes quick Covid 19 related decisions.

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories…

* Organisational policies and functions, such as recruitment, complaints procedures, re-structures.
* Key decisions such as allocating funding to voluntary organisations, budget setting.
* Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to complete them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have ‘**due regard’** to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a ‘**relevant protected characteristic’** and people who don’t. The nine protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Having ‘due regard’ means:

* removing or minimising disadvantages suffered by people due to their protected characteristics
* taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
* encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

This completed form should be attached to any Corporate Leadership, Senior Leadership, Cabinet or Personnel Committee report to help decision makers take the equality implications into account when they make the decision. Equality impact assessments **must be done before** decisions are made.

You’ll find that completing these assessments will help you to:

* understand your customers’ and communities needs
* develop service improvements
* improve service satisfaction
* demonstrate that you have been fair and open and considered equality when working on re-structuring
* make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Unless this is a quick Covid 19 decision, don’t do the form by yourself. Get a small team together and make sure you include key people in the team such as representatives from our Equality Hubs and Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You’ll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you’ll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

Remember, we need to complete these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010. If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website.** It is a public document so must not contain any jargon and must be easy to understand.

**Contact for help**

Ann Webster – Lead on Equality and Diversity

[ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk)

Tel 01332 643722 mobile 07812301144

[Sign Language Service](https://www.derby.gov.uk/signing-service/)

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 643722, 07812301144** or **derby.gov.uk/signing-service/**

**Punjabi**

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 64XXXX** ਜਾਂ [**derby.gov.uk/signing-service/**](https://m365.eu.vadesecure.com/safeproxy/v4?f=cz0ZWu24j28Vl3BzVuSdCoMCDHCpL9JaioWisQGi8S3bCtXk5W_yq3A1dfyVYoVx&i=PzsE2Gw3YTbfFz6VRd0Fp7PxwveHyJEAnSRCrEBoAvjp2JnIw93iHpjapoZiIAzMglI-pzPfWmh3zAXeaCy-cA&k=eT2K&r=WEhxufS7rROOSKWC-Ni-ndX3MbR3jmgif-yU_rjLBEeXieKDl9GVjsBYwsEYj00cS2TOCi-p9sppx0CalkJbVw&s=276a2020258c8586ddb25bb54ee75c8fa638b7e241f542e2eb47998ae5359519&u=http%3A%2F%2Fwww.derby.gov.uk%2Fsigning-service%2F)

**Polish**

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 64XXXX** lub [**derby.gov.uk/signing-service/**](http://www.derby.gov.uk/signing-service/)

**Slovak**  
Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 64XXXX** alebo na stránke [**derby.gov.uk/signing-service/**](http://www.derby.gov.uk/signing-service/)

**Urdu**

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **640000 01332**  یا **derby.gov.uk/signing-service/** پر ہم سے رابطہ کریں