

Argyll and Bute Council: Equality and Socio-Economic Impact Assessment


Section 1: About the proposal

Title of Proposal
Volunteer Policy and Procedure

Intended outcome of proposal
To ensure there is commonality across the Council when utilising Volunteers to replace the ad hoc approach currently used.

Description of proposal
Provision of a policy and guidance document to make the process of attracting and making use of Volunteers, to ensure appropriate processes are comparable across all Council departments.

Business Outcome(s) / Corporate Outcome(s) to which the proposal contributes
Connect for Success

Lead officer details:	
Name of lead officer	Jo McDill
Job title	HR Officer
Department	Customer Support Services
Appropriate officer details:	
Name of appropriate officer	Jane Fowler
Job title	Head of Customer Support Services
Department	Customer Support services
Sign off of EqSEIA	
Date of sign off	March 2024

Who will deliver the proposal?
The custodians of the policy will be the HR and OD team but managers and employees from across the organisation, who make use of Volunteers, will be involved in the delivery of the policy/procedures once agreed.

Section 2: Evidence used in the course of carrying out EqSEIA

Consultation / engagement
HSCP Heads of Service and Managers, and Education Managers and HROD team.

Data

Ad hoc discussions with Residential Unit Managers, who have requested a formal policy.
Qualitative data from workforce planning conversations with third tier managers.

Other information**Gaps in evidence**

As there is no central list of Volunteers it is unclear how many are currently volunteering within the organisation.

Section 3: Impact of proposal

Impact on service users:

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age			X	
Disability			X	
Ethnicity			X	
Sex			X	
Gender reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Religion			X	
Sexual Orientation			X	
Fairer Scotland Duty:			X	
Mainland rural population			X	
Island populations			X	
Low income			X	
Low wealth			X	
Material deprivation			X	
Area deprivation			X	
Socio-economic background			X	
Communities of place			X	
Communities of interest			X	

If you have identified any impacts on service users, explain what these will be.

The ability to ensure Volunteers are appropriately managed within their Volunteering role and environment will better serve the Volunteer and the needs of the clients/area of Volunteering.

If any 'don't knows' have been identified, at what point will impacts on these groups become identifiable?

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Impact on service deliverers (including employees, volunteers etc):

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age			x	
Disability			x	
Ethnicity			x	
Sex			x	
Gender reassignment			x	
Marriage and Civil Partnership			x	
Pregnancy and Maternity			x	
Religion			x	
Sexual Orientation			x	
Fairer Scotland Duty:				
Mainland rural population			x	
Island populations			x	
Low income			x	
Low wealth			x	
Material deprivation			x	
Area deprivation			x	
Socio-economic background			x	
Communities of place			x	
Communities of interest			x	

If you have identified any impacts on service deliverers, explain what these will be.

Argyll and Bute Council values and supports the important role of volunteers in the life and work of Argyll and Bute Council. By freely committing their time and energy, volunteers have consistently brought benefit to care/children's home residents/clients, and their families and carers, the wider community and to Argyll and Bute Council. Volunteers may also benefit in many ways such as developing skills which assist them to find employment. Volunteering can contribute to raising self-esteem and self-confidence. It can also contribute to the regeneration of local communities and wider society.

Argyll and Bute Council will endeavour to recruit volunteers which reflect the demographic profile of the wider community, and address social inclusion and the broader equality and diversity agenda.

Volunteers, on induction, will be given information according to circumstance and requirement, about a number of issues including Equality and Diversity standards.

Argyll and Bute Council will make reasonable adjustments to meet specific individual needs which could otherwise impair or limit volunteering opportunities. Argyll and Bute Council is committed to addressing all equality issues and ensuring equality of access with specific reference to the protected characteristics covered by Equality Act 2010.

If any 'don't knows' have been identified, at what point will impacts on these groups become identifiable?

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How has 'due regard' been given to any negative impacts that have been identified?

No negative impacts have been identified to date. This activity is already ongoing and this policy/procedure will aim to formalise any ad hoc arrangements.

Section 4: Interdependencies

Is this proposal likely to have any knock-on effects for any other activities carried out by or on behalf of the council?

Yes

Details of knock-on effects identified

The introduction of this policy will formalise existing arrangements, to ensure appropriate measures are in place for both the Volunteer and the organisation.
There is a possibility that volunteering activity, especially within the Care environment, may lead to a positive increase in recruitment.

Section 5: Monitoring and review

How will you monitor and evaluate the equality impacts of your proposal?

Annual statistics of the number of Volunteers and hours they have volunteered, will support monitoring and review.
Also a form of an exit questionnaire should be issued if the Volunteer leaves/ceases volunteering activities, again to support monitoring and review.