

Equality Impact Assessment Process

Step 1

Identify the strategy, policy, procedure, or service plan, etc, that you would like to impact assess, e.g. it could be;

- Community Safety Strategy
- A Recruitment Policy
- Operational Policing Procedure
- Department Service Plan

Name of the Strategy, Policy, Procedure, or Service Plan	Volunteer Strategy
Date Impact Assessment Completed:	18 May 2006

Question	Answer
1) What are the main aims & objectives of the Strategy, Policy, Procedure, or Service Plan?	Increase the number of appropriately trained volunteers to meet current and future demand within Hampshire & IOW
2) Who implements the Strategy, Policy, Procedure, or Service Plan? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Staff</i> ▪ <i>Managers</i> ▪ <i>Contractors</i> 	The Club and Volunteer Development Officer has overall responsibility for the delivery of the strategy, although key partners will also have a role in delivery. The Club and Volunteer group will oversee and guide strategy progress.
3) Who will be (is) affected by the Strategy, Policy, Procedure, or Service Plan and the way it is delivered? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Staff</i> ▪ <i>Service Users/ Carers</i> ▪ <i>Partner Agencies (e.g. Health, other Local Authorities, Probation, Community & Voluntary groups, etc)</i> 	People already involved in volunteering and Hampshire & IOW residents who could be potential volunteers.

Question	Answer
<p>4) Are there other organisations involved in delivering the Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Others council departments</i> ▪ <i>External Organisations</i> ▪ <i>Contractors</i> ▪ <i>Partner Agencies (as above)</i> 	<ul style="list-style-type: none"> ▪ 14 Local authorities ▪ National Governing Bodies ▪ School Sports Partnerships ▪ 6th Form Colleges
<p>5) What are the key performance indicators/ measures for this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g. are there any;</i></p> <ul style="list-style-type: none"> ▪ <i>BVPI's,</i> ▪ <i>National targets</i> ▪ <i>Locally agreed targets</i> ▪ <i>Statutory requirements</i> ▪ <i>Service standards, etc.</i> 	<ul style="list-style-type: none"> ▪ Contribute to achieving, by March 2009, 25% (an increase of 3%) of adults involved in all forms of formal volunteering for an average of 2hrs per week or more, for Hampshire District and Boroughs ▪ 15.43% of pupils in Years 10 – 13 actively involved in sports volunteering and leadership by September 2007

Step 2

Collecting and Analysing Data

What information do you already collect, or can easily be obtained, to help you with this assessment?

Question	Answer
<p>1) What evidence do you already have about the equality impact of this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Do you collect information about the gender, ethnicity, etc, of your service users?</i> ▪ <i>Do you have records of compliments/complaints from service users?</i> ▪ <i>Do user satisfaction surveys give any evidence of higher or lower take-up by particular groups?</i> ▪ <i>Is there any indication that this</i> 	<p>This is a new strategy for Volunteering. Data has been collected via the MORI survey (2005) providing data on the frequency of which people are volunteering. The same question will feature in the MORI survey in 2009, which will help determine the impact of the strategy on the KPI's.</p> <p>Data is also collected on volunteers involved in the Step into Sport volunteering programme.</p>

Question	Answer
<p><i>policy/ service creates problems for specific groups?</i></p> <ul style="list-style-type: none"> ▪ <i>Do other departments hold evidence that could be useful to you?</i> ▪ <i>What other evidence have you got that could be useful?</i> 	
<p>2) Where can this evidence be found?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Is it on a data base (e.g. SAP) or in a paper format?</i> ▪ <i>Is it readily available or do you need to request a report?</i> ▪ <i>Can you obtain it from national sources (e.g. Census 2001)?</i> 	<p>The MORI survey data is presented in a formal report and will be repeated again in 2009.</p> <p>The Step into Sport data is held on a database and used to provide figures for the annual report.</p>
<p>3) How frequently is this data collected?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>On an annual basis – or ongoing?</i> ▪ <i>Is it accurate or out-of-date?</i> ▪ <i>Does further data collection need to be carried out as part of this process?</i> 	<p>Step into Sport data is collected annually.</p> <p>MORI survey which includes a question on volunteering was undertaken in 2005 and will be repeated in 2009.</p>
<p>4) Have there been any (internal or external) demographic changes or trends locally which need to be taken in to account?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Has there been an influx of people from a particular ethnic group into your service area? (e.g. travellers/ asylum seekers/ armed forces personnel from abroad)</i> ▪ <i>Do you have national/ local data which could affect the future of your service? (e.g. ageing population statistics)</i> ▪ <i>Have you relocated/ or has the area your service covers</i> 	<p>Due to the aging population it will be important that this strategy engages with the volunteer bureaus to encourage older people to get involved in volunteering.</p>

Question	Answer
<p><i>changed its boundaries? (e.g. this could affect the ethnic composition of the population you are serving)</i></p>	
<p>5) Is there enough data from recent consultation to give you the information you require?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Do you carry out user satisfaction surveys?</i> ▪ <i>Do you send out consultation questionnaires?</i> ▪ <i>Do you interview any of your service users face-to-face, or over the telephone?</i> ▪ <i>Do you collect equalities monitoring data as part of any of these processes? (e.g. gender, ethnicity, disability, etc)</i> <p><i>(If no consultation is taking place please see Appendix 1)</i></p>	<p>Consultation on the strategy took place with all key partners. Consultation with young people on the Step into Sport programme takes place after the conference on an annual basis. Further information about current volunteers eg gender, age, ethnicity, disability etc needs to be collected.</p>
<p>6) Does the service have on-going dialogue with relevant interest or user groups?</p> <p><i>E.g.</i></p> <ul style="list-style-type: none"> ▪ <i>Are there any user forums?</i> ▪ <i>Do you hold any focus groups?</i> ▪ <i>Are there any annual meetings/ newsletters?</i> ▪ <i>Do you hold any community workshops/ or surgeries/</i> ▪ <i>Do you hold any service open days/ exhibitions/ or promotional events?</i> ▪ <i>Are there any other things that you do to keep in touch with user groups?</i> <p><i>(If there is no ongoing dialogue with service users taking place please see Appendix 1)</i></p>	<p>The Coach and volunteer development group, which is made up of key partners, oversees the delivery of this strategy. Consultation with volunteers (service users) takes place through club forums around the area.</p>

Step 3

Assessing the Likely Impact on Equalities

Based on the data that you have collected and analysed in stage 2 you are now able to ask the 3 impact assessment questions.

- If your answer is “**yes**” please provide evidence – and then complete the action plan below.
- if your answer if “**no**” please provide evidence – and complete the final summary report form on page 9.
- If your answer is “**don’t know**” please go back to stage 2. You will need to collect further evidence. Once you have more data you will be in a position to answer the 3 questions below.

(Remember - if you have completed steps 1 and 2 prior to step 3 it will save you time in the longer term.)

Question	Answer	
	Yes No Don't Know	Provide Evidence (quantitative or qualitative)
<p>1) Is it likely that the Strategy, Policy, Procedure, or Service Plan will discriminate unlawfully?</p> <p><i>(If you are unfamiliar with the legal framework for equalities please follow the link below which will take you to the equality and diversity website: http://hantsnet2000.hants.gov.uk/TC/equalities/internallaw.html)</i></p>	Don't know	There is currently insufficient evidence to make a judgement about whether any particular groups are being excluded from volunteering opportunities.

Question	Answer	
	Yes No Don't Know	Provide Evidence (quantitative or qualitative)
<p>2) Are some groups likely to be excluded from the benefits of the Strategy, Policy, Procedure, or Service Plan?</p> <p><i>Things that may exclude people are:</i></p> <ul style="list-style-type: none"> ▪ Physical access ▪ Transport links ▪ Language difficulties, etc. <p><i>Refer to the data that you collected in stage 2 to provide evidence for your answer.</i></p> <p><i>Example: A new “Asian Women’s” session was set up at a local swimming pool – as there was evidence of low take-up from this group at general swimming sessions. All other groups of people are excluded from these special sessions – so the answer to this questions is “yes”.</i></p>	Don't know	There is currently insufficient evidence to make a judgement about whether any particular groups are being excluded from volunteering opportunities.
<p>3) Will any group be denied fair and equal access as a result of this Strategy, Policy, Procedure, or Service Plan?</p> <p><i>Think about whether your Policy/ Strategy/ Service/ or Plan contains any criteria that could deny fair and equal access to certain groups - consider age, race, gender, religious observance, disability, sexual orientation etc.</i></p> <p><i>Example: A new “Asian Women’s” swimming session has been introduced – however, because the swimming pool is open to the general public at all other times then no group will be denied fair and equal access as a result of this new service. So the answer to this questions is “no”.</i></p>	Don't know	There is currently insufficient evidence to make a judgement about whether any particular groups are being excluded from volunteering opportunities.

If you have answered “**yes**” to any of these questions please complete the action plan below

Action Plan - Steps 4-7

Step 4 - Consider alternatives way to deliver the policy, strategy or service

Step 5 - Consult with relevant user groups

Step 6 - Make a decision on what should be done

Step 7 - Arrange a review date – to monitor the effectiveness of the actions taken

Question	Answer
<p>1) What action/s needs to be taken?</p> <p>If no action is to be taken please state the case and provide evidence for why exclusion is acceptable in this circumstance and then move on to number 7).</p> <p><i>(For example; with the case of the Asian Women's swimming sessions, there was evidence to show that these women were not accessing mainstream sessions so positive action was taken to address the needs of this particular group. However other people still had access to the overall swimming service – so this is acceptable).</i></p>	<ul style="list-style-type: none"> □ Collect demographic information from volunteers. BY JUNE 2007. □ Investigate alternative ways of advertising volunteering opportunities to older people. BY JUNE 2007.
<p>2) What is the proposed timescale for the above action?</p>	<p>Date: July 2006</p>
<p>3a) Who needs to be involved?</p>	<p>Names: Debbie Timberlake Volunteer bureaux</p>
<p>3b) Which senior staff member is signing off this action?</p>	<p>Name: Julie Amies</p>
<p>4) Who needs to be consulted? <i>(e.g. service users/ stakeholders)</i></p>	<p>Partners and end users</p>
<p>5) How will this consultation take place?</p>	<p>Through coach and volunteer development group</p>
<p>6) When will this consultation take place?</p>	<p>Date: By July 06</p>

7) Has the outcome of the consultation affected your original action/s (see 1) above)? <i>(If yes please state how your action/s will now differ)</i>	
8) What is the review date? <i>(a review is needed to check that the new arrangements are working and the policy, strategy, service or plan is no longer discriminating)</i>	Date:

Now please complete the final summary report below (Stage 8).

Race and Equality Impact Assessment

Summary Report – Stage 8

Department:	Date:
Completing Officer's Name:	
Signature:	
Policy, Strategy, Service or Plan that was Impact Assessed:	
Summary of findings: (Full report attached)	
Summary of Recommendations: (Action plan/s attached)	

The completed impact assessment needs to be published.
Please send this to the relevant person in your department to ensure that it is up-loaded onto your departmental website.

Appendix 1- Guidance on Consultation

If no recent and reliable consultation results exist you will need to ask these questions

Question	Answer
a. Who do you need to speak with to obtain this data?	
b. Which groups or individuals have legitimate interests? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Service Users</i> ▪ <i>Key Stakeholders</i> ▪ <i>Members of the community</i> ▪ <i>Partner Agencies</i> 	
c. How do you ensure these groups/individuals are included in the consultation?	
d. Which type of methods should you use to consult? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Questionnaires</i> ▪ <i>Internet polling</i> ▪ <i>Focus Groups</i> ▪ <i>Telephone interviews</i> ▪ <i>Face-to-face interviews</i> ▪ <i>Public Workshops</i> ▪ <i>Public Meetings</i> ▪ <i>Drop-in sessions/ surgeries</i> ▪ <i>Text messaging</i> ▪ <i>Compliments/ Complaints forms</i> 	
e. How do you ensure that the consultation process is accessible? <i>E.g.</i> <ul style="list-style-type: none"> ▪ <i>Think about consultation venues, are they approachable and accessible?</i> ▪ <i>Think about the timing of consultation events – will they be excluding certain groups?</i> ▪ <i>Are questionnaires available in alternative formats? (large print, Braille, audio-tape)</i> 	
f. What resources are available to support this process? <i>E.g. Staff time/ financial resources.</i>	

