

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	Volunteering with Midlothian Council
Completion Date	26 th March 2019
Completed by	Representatives from the initial working group on volunteering
Lead officer	Annette Lang and Alasdair Mathers

Type of Initiative:

Policy/Strategy

The Policy aim is to improve currently working practices in the area of Volunteering with Midlothian Council.

1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The volunteering policy was produced by a cross Council and Third Sector Joint Working Group including representatives from Human Resource, Finance, IT, Legal Services, Service Managers of Leisure Services, Lifelong Learning, Communities, Adult Social Care, Schools, Children's Services, Libraries & Customer Services.

This policy aims to provide a framework and guidance for supporting those who volunteer and help Midlothian Council staff to grow the number of volunteer opportunities for those of all ages. The Council recognises the excellent contribution that volunteers make. Staff and volunteers working

together for the benefit of our communities is a key strength in our approach to making Midlothian 'a great place to grow'. Volunteering is a force for change – making a difference together.

The policy aims to address the following 5 objectives:

- To enhance the range of volunteer opportunities with Midlothian Council;
- To improve the recruitment and support for our volunteers;
- To increase the diversity of our volunteers to reflect our population profile;
- To recognise, reward and celebrate our volunteers;
- To work in partnership with volunteer lead agencies both locally and nationally.

What will change as a result of this policy?

- Volunteer opportunities will be better advertised through a central system as well as the local methods currently used.
- Volunteers will have access to be able to claim expenses which could have been a barrier to participation.
- There will be clearer information on the expectations of the volunteer role
- There will be clearer support systems in place for volunteers
- Improve the collection of data for us to be able to assess how many individual volunteers with the council and protected characteristic information which we are unable to currently do.

2. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	Skills could be gain and used to increase

	chances of employment in some areas
The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	As above
The policy/proposal has no/ minimal impact on the environment	Yes
<p>If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.</p> <p>If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.</p>	

3. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Midlothian has higher than national average volunteering rates. Currently we cannot provide robust information on the profile and number of people volunteering with the Council the Policy and new system will significantly improve this
Data on service uptake/access	As above the new system will enable us to gather improved uptake information and where there is low uptake. For example a geographic area and protected characteristic groupings
Data on quality/outcomes	Volunteer Midlothian the lead volunteering organisation has influenced and co-produced the volunteering policy

	to ensure it is in line with current good practice.
Research/literature evidence	<p>Standards for Volunteering Support and Engagement</p> <p>https://www.volunteerscotland.net/for-organisations/guidance/thinking-about/thinking-about-guidance-and-templates/</p> <p>Creating An Inclusive Volunteer Environment (.pdf, 110KB)</p> <p>We also cross checked and compared our volunteer policy with 8 other local authorities and pulled on the research completed by the national improvement service.</p> <p>Volunteering in Local Government - Improvement Service</p> <p>www.improvementservice.org.uk/documents/change.../volunteering-in-local-govt.pdf</p> <p>The review highlighted that volunteering in local government has evolved in line with the changing policy context. As councils are increasingly focussing on ...</p> <p>[PDF] Volunteer Management - Improvement Service</p> <p>www.improvementservice.org.uk/documents/change.../volunteering-mgmt-report.pdf</p> <p>The review highlighted that volunteer management has evolved in line with the changing policy context. As councils are increasingly focussing on community</p>
Service user experience information	Those on the working group linked with their volunteers to secure feedback on what should be in the policy
Consultation and involvement findings	As above and unions have also been consulted. Consultation through the working group and their networks including third sector.
Good practice guidelines	As above under research and literature
Other (please specify)	Tracking and gathering base line data will enable us to devise actions to support further targeted inclusion for

	Volunteering with the Council.
Is any further information required? How will you gather this?	

4. How does the policy meet the different needs of and impact on groups in the community?

Equality Groups	Comments – positive/ negative impact
Older people, people in the middle years,	<p>Through increased and consistent advertising the number of people being aware of the volunteer opportunities will increase and hopefully uptake their by this group having more choice in relation to volunteer opportunities and the benefits it brings social inclusion, employability skills etc. In addition the consistent approach to expenses may support some people within this grouping to access opportunities previously discounted due to travel costs. Volunteer application support will be offered through Volunteer Midlothian. Monitoring data will be available and targeting advertising and support work can be put in place for those underrepresented who maybe wish to access the volunteer opportunities. E.g. ESOL services.</p> <p>Quality should be improved over all with better matching and consistent support put in place as set out in the policy.</p>

	Staff/agencies who engage with those from protected characteristic groups directly will be able to access a central advertised list of volunteer opportunities and match or promote to them directly this is currently not possible
Young people and children	<p>As above. In addition all age volunteering will be supported although those under 16 will be matched with appropriate aged opportunities through negotiation. This is to ensure good quality opportunities not to prevent young people volunteering.</p> <p>Family volunteering opportunities are also covered in the possibly with a pledge to increase the number of family volunteer opportunities which means the very young can also participate.</p>
Women, men and transgender people (includes issues relating to pregnancy and maternity)	As above
Disabled people (included physical disability; learning disability; sensory Impairment; long term medical conditions; mental health problem)	As above, including tailored support to identify an opportunity to meet any specific requirements.
Minority ethnic people (includes Gypsy/Travellers migrant workers non-English)	As above
Refugees and asylum seekers	As above
People with different religions or beliefs (included people with no religion or belief.	As above

Lesbian; gay bisexual and heterosexual people	As above
People who are unmarried; married or in a civil partnership	As above
Those vulnerable to falling into poverty	
Unemployed	As above – volunteering is recognised for some as a way to increase skills and secure reference this supporting employability.
People on Benefits	As above
Single Parents and vulnerable families	As above
Pensioners	As above
Looked after Children	As above and also through our partnership working with volunteer Midlothian supported or group volunteering is also available for young people.
Those leaving care settings ((including children and young people and those with illness)	As above
Homeless People	As above
Carers (including young carers)	As above
Those involved in the criminal justice system	As above
Those living in the most deprived communities (bottom 20% SIMD areas)	As above
People misusing services	As above
People with low literacy/numeracy	As above and through accessing specialist support for lifelong learning and employability
Others e.g. veterans, students	As above and through armed

	forces covenant principles
Geographical Communities	
Rural/ semi rural Communities	We will be able to assess impact of where volunteers are coming from and create actions through gathering of central data
Urban Communities	We will be able to assess impact of where volunteers are coming from and create actions through gathering of central data
Coastal Communities	We will be able to assess impact of where volunteers are coming from and create actions through gathering of central data

5. Are there any other factors which will affect the way this policy impacts on the community or staff groups?

We are very clear that volunteering will not replace employment. Volunteers will be covered by insurance and be able to access expenses e.g. travel expenses which may have been a barrier to volunteering.

Risks will also be reduced in relation to information and complying with GDPR and Protection of Vulnerable People Legislation.

6. Is any part of this policy/ service to be carried out wholly or partly by contractors?

If yes, how have you included equality and human rights considerations into the contract?

No

7. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

Yes we will codesign with staff, volunteers a communications plan for the launch of the Volunteering Policy this will also including our partners within third sector groups who support those with disabilities and other additional needs.

For example linking with the ESOL Service (English Second or other Language) and also Midlothian People's Equality Group.

Other Formats will be produced on request.

8. Please consider how your policy will impact on each of the following?

Objectives Equality and Human Rights	Comments
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Overtime this will improve with better data and feedback from volunteers
Promotes good relations within and between people with protected characteristics and tackles harassment	Diversity in volunteering and within the Council staff groupings should support good relations by creating social contact via volunteering with the Council
Promotes participation, inclusion, dignity and self- control over decisions	This will be improved through use of the policy standards and data. Feedback from volunteers on their experience will be gathered and analysed
Builds family support networks, resilience and community capacity	Family volunteering is one area identified for development within the policy
Reduces crime and fear of crime	Confidence and skills increase with volunteering and can improve individuals capacity to cope with fear of

	crime
Promotes healthier lifestyles including Diet and nutrition Sexual Health Substance Misuse Exercise and physical activity Life Skills	Volunteering is good for overall health and developing life skills so the increased number of opportunities and improved quality should support this.
Environmental	
Reduce greenhouse gas (GHG) emissions in Midlothian (including carbon management)	Volunteering in Environmental areas will be included within the opportunities as a key area. Land and countryside use a number of volunteers currently and litter attracts a number of new volunteers.
Plan for future climate change	Volunteers under the new policy could be recruited to support the development of policies such as carbon reduction
Pollution: air/ water/ soil/ noise	Less so
Protect coastal and inland waters	No
Enhance biodiversity	Yes through volunteer planting etc.
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	Less so
Reduce need to travel / promote sustainable forms or transport	Less so
Improves the physical environment e.g. housing quality, public and green space	Yes through active volunteer opportunities new and old in these themes
Economic	
Maximises income and /or reduces income inequality	Reduces inequality through claimable expenses and also over time volunteering can improve changes of employment and acceptance in further learning courses.
Helps young people into positive destinations	Yes as above
Supports local business	Less so as Council Volunteering
Helps people to access jobs (both paid and unpaid)	Yes as above
Improving literacy and numeracy	Yes as supports will be in place to support literacy and numeracy where

	required
Improves working conditions, including equal pay	Not applicable volunteering is not employment and does not replace employment.
Improves local employment opportunities	Only employability skills development

9. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No

10. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
Support to apply for volunteering on line for example	Online applications – in order to track data and promote opportunities widely	Volunteer Midlothian will provide one to one and group support to apply and also to support at volunteering meetings	Ongoing	Annette Lang Volunteer Midlothian
Cost barriers to travel for example	Where volunteering takes place is varied	System in place to claim expenses	Ongoing	Volunteers staff link in Council, HR and Annette Lang

Promotion of opportunities to protected characteristic groups	Some formats of less accessible	Co-produce assessable and support communications	June to Sept 2019 then ongoing	Communications and partners
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11. Sign off by Head of Service/ NHS Project Lead

Name Joan Tranent (Service with Communities)

Date 26th April 2019

