

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

VOLUNTEER REIMBURSEMENT OF EXPENSES POLICY & GUIDELINES

(1.2) Is this a new, existing or revised policy/proposal?

Revised

(1.3) What is it trying to achieve (intended aims/outcomes)?

Ensuring volunteers are not out of pocket due to volunteering activity within the Trust. Outlining responsibilities of all relevant parties in process to reimburse out of pocket expenses for volunteers.

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

This policy mainly affects staff and volunteers. This policy may benefit all section 75 categories.

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

This is a Trust policy. The Volunteering Committee are responsible for implementation of this policy.

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Staff not knowing about the policy

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

Staff & Volunteers

(1.7) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

Volunteer Policy and Recruitment and Selection Procedure, Policy Code: UCHT/Per/Staff (04) 2006

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Details of evidence/information

Ensuring volunteers are reimbursed for out of pocket expenses, is an action we take to enable people to volunteer and help them feel valued by the Trust. A recent survey completed by volunteers has shown a high majority of volunteers feel valued.

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

Category	Needs, experiences and priorities	
	Service users	Staff
Gender		N/A
Age		N/A
Religion		N/A
Political Opinion		N/A
Marital Status		N/A
Dependent Status		N/A
Disability		Disabled volunteers are reimbursed for expenses, e.g. one of our Meeters & Greeters is a wheelchair user and is reimbursed for expenses incurred through use of a private transport company.
Ethnicity		N/A
Sexual Orientation		N/A

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

A survey was completed at a recent recognition event to ascertain the views of volunteers.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender			None
Age			None
Religion			None
Political Opinion			None
Marital Status			None
Dependent Status			None
Disability			None
Ethnicity			None
Sexual Orientation			None

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	Please provide details
Gender	This policy enables all categories to be involved in volunteering
Age	
Religion	
Political Opinion	
Marital Status	
Dependent Status	
Disability	
Ethnicity	
Sexual Orientation	

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief		This has a major impact on all volunteers to be involved and integrated.
Political opinion		
Racial group		



(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

<i>Good relations category</i>	<i>Please provide details</i>
Religious belief	This has a major impact on all volunteers to be involved and integrated.
Political opinion	
Racial group	

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

This policy enables disabled people to get involved in volunteering with support with transport costs.

One of our Meeter & Greeters is a wheelchair user. She is the first person a patient/client will come in contact with when they enter the hospital. The volunteer enjoys her role and has a friendly welcoming manner, providing a positive role model.

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone's Human Rights?

Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			✓
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓
Article 11 – Right to freedom of assembly & association	✓		
Article 12 – Right to marry & found a family			✓
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			✓
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 st protocol Article 2 – Right of access to education			✓



Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

Training for Staff

(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

Major impact	
Minor impact	✓
No impact	

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	✓

(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?

Yes	
No	✓



(7.4) Please give reasons for your decision and detail any mitigation considered.

This policy is designed to meet the needs of all volunteers claiming expenses

(8) Monitoring

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

- Training on how to claim reimbursement of expenses
- Monitoring of the Meeter & Greeter will take place
- Monitoring of claim forms submitted to Volunteer Services
- Feedback from Key Workers
- Complaints/Compliments

Approved Lead Officer:

Position:

Volunteer Services Manager

Date:

6 August 2012

Policy/proposal screened by:

Please forward completed schedule to:

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