

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

Policy for Volunteers Carrying Out Driving Duties

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

Existing

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

Outline responsibilities for Volunteer Driving to ensure safety of patients/clients and 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?

Yes, staff, volunteers and possibly all 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.



(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 and 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

Volunteer Reimbursement of Expenses

Driver Policy

(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.

<i>Details of evidence/information</i>
<ul style="list-style-type: none"> • Feedback from Key Workers • Volunteer Drivers helped produce this policy

(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.

<i>Category</i>	<i>Needs, experiences and priorities</i>	
	<i>Service users</i>	<i>Staff</i>
Gender		N/A
Age		Volunteer Drivers are required to have a minimum of 3 years qualified driving experience prior to appointment. This requirement will exclude anyone under the age of 20 years.
Religion		N/A



Political Opinion		N/A
Marital Status		N/A
Dependent Status		N/A
Disability		Volunteer Drivers are required to support patients/clients to and from their residence/day centre and in/out of the vehicle. This task would exclude wheelchair users from becoming volunteer drivers.
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.

Volunteer Drivers were involved in the development of this policy.

(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			Major impact for people under the age of 20 years as the requirement is 3 years qualified driving.
Religion			None
Political Opinion			None
Marital Status			None
Dependent Status			None
Disability			Major impact for wheelchair users due to the requirements of role.
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	None
Age	None
Religion	None
Political Opinion	None
Marital Status	None
Dependent Status	None
Disability	None
Ethnicity	None
Sexual Orientation	None

(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		None
Political opinion		None
Racial group		None



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

Good relations category

Please provide details

Religious belief

None

Political opinion

None

Racial group

None

(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?

N/A

(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 written to meet the needs of all volunteers.

(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?

- Key Worker feedback – from volunteers, patient and clients
- Survey
- Complaints/compliments

Approved Lead Officer:

Position:

Volunteer Services Manager

Date:

17 November 2014

Policy/proposal screened by:

Please forward completed schedule to:

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