

## 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 Policy

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

Revised

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

This policy should clearly outline the responsibilities of all relevant parties in the recruitment, selection and involvement of volunteers within the Trust

#### **(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. It may benefit all S75 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 unaware of 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
- Service users
- Families and carers
- Volunteer Now
- Other Trusts
- Voluntary organisations
- PHA
- Directors
- DoH
- Department for Communities

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

- Volunteer Reimbursement of Expenses policy
- Volunteer Driving policy
- Regional Volunteer 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.

***Details of evidence/information***

- Volunteer Now (guidance provided for this policy development)
- Monitoring of volunteer recruitment, creating a picture of demographics
- Feedback from volunteers
- Feedback from key workers
- Volunteer Committee Meetings
- Regional Volunteer Manager Meetings

**(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.

<b>Category</b>	<b>Needs, experiences and priorities</b>	
	<b>Services Users</b>	<b>Staff - Volunteers</b>
Gender	Female 51.25% Male 48.75%	Both genders are represented
Age	0 -15 20.56% 16-19 5.32% 20-29 12.28% 30-45 20.09% 45-59 20.07% 60+ 21.68%	Volunteers are required to be over 16.  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	Protestant 50.52% Roman Catholic 27.90% Other 0.82% None 14.65% Not Known 6.11%	
Political Opinion	Not collected Local council voting preferences are considered	
Marital Status	Single 31.7% Married 51.64% Divorced 6.01% Widowed 6.85% Separated 3.70% Other 0.1%	
Dependent Status	Households with dependent children 33.38%	
Disability	Household with one or more persons with a limiting long term illness 19.82%	Volunteer drivers are required to support patients/clients to and from their residence/day centre and in/out of vehicle. This task may exclude wheelchair users from becoming a volunteer driver
Ethnicity	Black African 0.1% Traveller 0.04% Bangladeshi 0.06% Pakistani 0.04% Black Caribbean 0.03% Ethnic Group 0.35% Chinese 0.26% White 98.50% Indian 0.25% Other 0.3 % Other Black 0.06%	Irish  Mixed
Sexual Orientation	Estimated 10% of population is LGBT equates to estimated 168,527 of the NI population i.e. possibly one in 10 in terms of clientele/service user– data source Rainbow Project July 2008	

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

- Feedback from volunteers in the form of exit questionnaires gained through paper and verbal sources
- A volunteer representative was consulted during the development of this policy
- Consultation with volunteering committee, Human Resources and staffside
- Occupational Health manager consulted re pre-engagement health assessments
- Discussed at regional volunteer managers meetings

**(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?**

<b>Section 75 category</b>	<b>Details of policy/proposal impact</b>		<b>Level of impact? Minor/major/none</b>
	<b>Services Users</b>	<b>Staff - Volunteers</b>	
Gender	Female 51.25% Male 48.75%	Both genders are represented	<b>None/minor</b>
Age	0 -15 20.56% 16-19 5.32% 20-29 12.28% 30-45 20.09% 45-59 20.07% 60+ 21.68%	Volunteers are required to be over 16.  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.	<b>None</b>
Religion	Protestant 50.52% Roman Catholic 27.90% Other 0.82% None 14.65% Not Known 6.11%		<b>None</b>
Political Opinion	Not collected Local council voting preferences		<b>None</b>

	are considered		
Marital Status	Single 31.7% Married 51.64% Divorced 6.01% Widowed 6.85% Separated 3.70% Other 0.1%		None
Dependent Status	Households with dependent children 33.38%		None
Disability	Household with one or more persons with a limiting long term illness 19.82%	Volunteer drivers are required to support patients/clients to and from their residence/day centre and in/out of vehicle. This task may exclude wheelchair users from becoming a volunteer driver	None
Ethnicity	Black African 0.1% Irish Traveller 0.04% Bangladeshi 0.06% Pakistani 0.04% Black Caribbean 0.03% Mixed Ethnic Group 0.35% Chinese 0.26% White 98.50% Indian 0.25% Other 0.3 % Other Black 0.06%		None
Sexual Orientation	Estimated 10% of population is LGBT equates to estimated 168,527 of the NI population i.e. possibly one in 10 in terms of clientele/service user– data source Rainbow Project July 2008		None

**(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?**

<b>Section 75 category</b>	<b>Please provide details</b>
Gender	This policy enables all S75 categories to be involved in volunteering  Engagement with service users and staff.  SET has an ongoing strategy of staff training and engagement
Age	As above

Religion	As above
Political Opinion	As above
Marital Status	As above
Dependent Status	As above
Disability	As above
Ethnicity	As above
Sexual Orientation	As above

**(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**

<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief		None The Trust has in place its Good Relations statement which is displayed on staff and service user notice boards.
Political opinion		None The Trust has in place its Good Relations statement which is displayed on staff and service user notice boards.
Racial group		None The Trust has in place its Good Relations statement which is displayed on staff and service user notice boards.

<b>(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>	
<b>Good relations category</b>	<b>Please provide details</b>
Religious belief	<p>The Trust remains committed to embracing diversity, promoting good relations and challenging sectarianism and racism to ensure service users and staff enjoy equality of opportunity and access to health and social care in a welcoming and safe environment.</p> <p>The Trust has an ongoing strategy of staff training and awareness raising.</p>
Political opinion	As above.
Racial group	As above

## **(5) Consideration of Disability Duties**

<b>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</b>
<ul style="list-style-type: none"> <li>• The Trust Disability Action plan 2018-2023 promotes these two duties</li> <li>• This policy enables disabled people to get involved in volunteering with support with transport costs</li> <li>• One of our Meeter and Greeters is a wheelchair user. She is the first person a service user will come into contact with when they enter the hospital. The volunteer enjoys her role and has a friendly welcoming manner, providing a positive role model</li> <li>• No impact to services users was identified in this screening</li> </ul>



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

**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.**

- Human Rights were discussed throughout the screening process.
- The e-learning module on Equality, Diversity, Human Rights and Good Relations is promoted alongside face to face training programmes

## **(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	x
No impact	

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

Yes	
No	x

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

Yes	
No	x

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

This service should provide a positive outcome for both volunteers and service users.

Volunteer drivers are required to support patients/clients to and from their residence/day centre and in/out of vehicle. This task may exclude wheelchair users from becoming a volunteer driver. The volunteer manager will discuss with volunteers who have declared a disability that may impact on their preferred volunteer role and if necessary in conjunction with the occupational health department consider reasonable adjustments.

Volunteers are required to be 16 or over as per the regional volunteering agreement. This takes into account the level of maturity required for volunteers and also the potential to be exposed to emotiove situations. This is also in line with employment regulations.

Volunteers drivers, due to the requirement that drivers must have 3 years qualified driving experience, will have to be at least 20 years old.

There has been no impact identified on staff, volunteers or service users in implementing this revised policy

**(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 for volunteers and feedback
- Monitoring of selection and recruitment of volunteers
- Volunteer survey feedback
- Key worker feedback
- Regular volunteer committee meetings
- Regional volunteer manager meetings
- Compliments/complaints received



Approved Lead Officer: **Sonya Duffy**  
Position: **Volunteer Services Manager**  
Date: **31/10/19**  
Policy/proposal screened by: **Sonya Duffy / Kathey Neill**

**Please forward completed schedule to:**

**Susan Thompson**

Equality Manager  
Lough House, Ards Hospital  
Newtownards  
BT23 4AS  
Telephone: 028 9151 2177  
Textphone: 028 9151 0137  
e: [susan.thompson@setrust.hscni.net](mailto:susan.thompson@setrust.hscni.net)

**Kathey Neill**

Equality Officer  
Lough House, Ards Hospital  
Newtownards  
BT23 4AS  
Telephone: 028 9151 2122  
Textphone: 028 9151 0137  
e: [kathey.neill@setrust.hscni.net](mailto:kathey.neill@setrust.hscni.net)