

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

(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 Volunteer Services Strategic Committee & Operational Group are responsible for implementation of this policy.

HMRC guidance

(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/volunteers not knowing about the policy
- Volunteers will be reimbursed as per HMRC guidance

(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, Volunteer Services Strategic Committee & Operational Group, Regional Volunteer Managers in Health & Social Care, Trade Unions

Service users, families, carers, voluntary organisations, PHA, DOH

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

Volunteer Policy

Volunteer Driving Policy

HRMC guidance

(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

A recent survey completed by volunteers has shown a high majority of volunteers feel valued.

Discussions at Volunteer Services Strategic Committee & Operational Group

Team Discussions

Discussions at regional volunteer manager meetings

Feedback from key workers

(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 / Volunteers
Gender	No impact	
Age		Volunteers are required to be over 16 years of age
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.

Feedback from volunteers in the form of exit questionnaires gained through both paper questionnaire and verbal questioning.

A volunteer representative was consulted during the development of this policy, as was Volunteering Committee members representing all programmes of care, Human Resources and staff side.

(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 / Volunteers	
Gender			None
Age		Volunteers are required to be over 16 years of age due to the environment where they will be volunteering, the complexity of roles and exposure.	None
Religion			None
Political Opinion			None



Marital Status			None
Dependent Status			None
Disability		Where necessary, the Trust will make reasonable adjustments where possible	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	<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 engagement via e-learning</p>
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		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
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.

(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	<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

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

The Trust Disability Action Plan 2018 - 2023 promotes these duties.

This policy enables disabled people to get involved in volunteering with support with transport costs and makes reasonable adjustments where possible.


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.

Human Rights were considered during this 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	
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	
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No	
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(7.4) Please give reasons for your decision and detail any mitigation considered.

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

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.

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

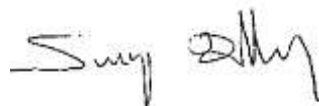
This policy is written to meet the needs of all volunteers and the Trust commits to monitoring and reviewing the policy, if necessary, for any potential adverse impact.

(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
- Key Worker feedback – from volunteers, patients and clients
- Complaints/Compliments Survey
- Regular Volunteer Meetings
- Regional volunteer manager meetings

Approved Lead Officer:



Position:

Volunteer Services Manager

Date:

11 November 2020



Policy/proposal screened by: _____

Please forward completed schedule to:

Susan Thompson

Equality Manager

3 Church Street

Newtownards

BT23 4AN

Telephone: 028 9151 2177

Textphone: 028 9151 0137

e: 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