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Corporate Volunteers Policy

Document Status: Final

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Originator: Zoe Wolicki

Updated: Zoe Wolicki

Owner: Anica Goodwin

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**Approved by Corporate Management Team / Appointments and Staffing**

Classification: SEC1 - Routine

**Document Location**

This document is held by Tamworth Borough Council, and the document owner is Human Resources.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Version Control** | **Summary of changes** |
| May 12 | review | EIA |
| July 12 | Consultation | Minor |
| September 12 | Committee Approval | None |
| October 15 | Review | Minor |
| December 15  | Feedback from TULG  | Minor  |
| September 17 | Review | Minor – new format template, job title change, new CIA template |

**Key Signatories**

Approvals Creation and Major Change

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Approved** |
| Appts & Staffing | Approval | 19/09/12 |
| Appts & Staffing | Approval of Update | 09/03/16 |

Approvals Minor Change and Scheduled Review

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Approved** |
| Anica Goodwin | Approval | 19/05/17 |

Approval Path

**Major Change Action**

Originator HR

Owner Head of Paid Service

TULG Consultative Group

CMT Corporate Approval

Appts & Staffing Committee Council Approval

**Minor Change**

HR Submission

TULG Consultative Group

Director Delegated Approval

Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

* A monetary value included within it, in which case an annual review will be required, and/ or
* A legislative change is required as directed by government.

Distribution

The document will be distributed through NETConsent as a MANDATORY policy and will also be available on the Intranet.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

**Introduction**

A volunteer is a person who gives freely of his/her time, skills and experience without expectation of financial reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

The Council recognises the immense benefits that volunteers bring to the organisation, and the bridges that they build between the Council and the local community. In return the Council hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

The Council tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available.

**Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with the Council. The Council will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the Council will provide work for the volunteer, however, the volunteer is free to refuse to fulfil the role and the Council is not bound to provide the work. It is also expected that both the Council and the volunteer will give as much notice as possible if unable to meet these expectations.

**Volunteering roles**

Roles suitable for volunteers are identified by a role description ***(Appendix 2)*** created by the service manager. This will set out the requirements of the role and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken. Volunteers will not be used as substitutes for employees.

Care will be taken to ensure that all roles which involve working with children and adults at risk of harm comply with safeguarding requirements.

Volunteers will not undertake any role that is recognised as a substantive position within the Council, whether current or proposed. Each volunteer opportunity should be time limited.

**Job Substitution**

The contribution of volunteers should bring an additional quality or level of service to the public. Volunteers should not be used to reduce costs to the service, for example by taking on roles previously carried out by paid members of staff.

Volunteers will never be considered as an alternative to salaried positions.

Regulations on entitlement to benefits for volunteers who are unemployed may place some restrictions on the type of work they can carry out. Volunteers are responsible for notifying their own advisors of their intention to volunteer.

Therefore, work should be a short-term opportunity to gain training or experience **and** the work would not otherwise be undertaken by a paid employee, **or** the work should be of an appealing nature to fulfil public duties, act on behalf of their community or undertake duties in line with their interests.

The following are not suitable voluntary roles:

* Voluntary work which **primarily** involves personal or physical care for individuals, other than respite care.
* Voluntary work for which the organisation has the resources as a whole to employ paid staff to carry out.
* Tasks which are carried out by paid staff, or which were previously carried out by paid staff.
* Tasks which are legally the responsibility of someone else.
* Voluntary work which is so repetitive, continuous or unattractive that it should attract a wage.

**Recruitment**

A person wishing to become a volunteer will be asked to complete an application form ***(Appendices 3 and 4).*** The applicant will be asked to identify areas in which he/she would like to volunteer. If the Council is able to match the applicant to a suitable role, safeguarding checks and references may be required and, depending on the nature of the role, the prospective volunteer may be required to undergo a DBS check. In all cases the Council is required to carry out basic identity checks to confirm the person is who they say they are.

**Volunteering agreement**

The volunteer will be invited to enter into a volunteering agreement ***(Appendix 1)*** with the Council. This agreement will identify:

* the volunteer's role;
* the training that the volunteer is expected to undertake;
* the expenses that the Council will pay to the volunteer for travel, subsistence or childcare;
* the insurance cover that will be provided for the volunteer;
* who will supervise the volunteer; and
* the notice that will be given to a volunteer if his/her role is to come to an end.

**Training**

The Council will provide any training required for the role, including health and safety or safeguarding training**.**

**Health and safety**

The Council has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the Council's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area or work. Volunteers should report all accidents to their supervisor.

The Council will provide volunteers with appropriate guidance on any health and safety issues that arise and will provide the appropriate PPE where applicable.

Volunteers who have a medical condition are required to manage their illness responsibly and not put themselves or other service users in harm’s way. Volunteers should discuss with their supervisor any specific arrangements which may need to be in place to allow them to work safely and deliver the duties specified in their role description.

**Safeguarding**

Where a volunteer is likely to be in contact with children or adults at risk of harm the same level of checks as employees should be in place to ensure the motive of these volunteers for working in this area, and rigorous background checks should be undertaken as far as the law allows. This includes obtaining references from any employer in the last 5 years where the volunteer has worked in such capacity and at least 2 employment references if these are available. Safer recruitment procedures must be in place for any volunteer working in such a capacity where they are in regular contact with children or adults at risk of harm. Good working practices and risk management must also be undertaken on the specific duties they will carry out.

Wherever possible, verbal confirmation of written references will be sought.

Where employment references are not available, character references may be obtained in discussion with the Human Resources Manager.

Due to the potential reputational risks regarding unsuitable appointments, no volunteer whose role involves working with children or adults at risk of harm will be allowed to start their role until such references or waivers are obtained.

**Recompense**

Volunteers are unpaid; however, the Council will reimburse volunteers for travel and subsistence expenses.

Travel will be reimbursed on the following basis; for public transport, reimbursement of stated ticket costs on production of original ticket and for car users, volunteers should keep a log of journeys and mileage, these will be paid at HMRC rates.

Subsistence will be paid in line with the Council’s Subsistence Policy (copy to be found on intranet). Where volunteers incur other expenses these must be discussed and agreed by their supervising manager prior to the expenditure taking place and in line with Financial Guidance.

**Policies and procedures**

Volunteers are expected to comply with all the Council's policies while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures. Supervisors should provide volunteers in their area with a suitable guide to contacts, the structure and any relevant working practices for their area.

**Insurance**

The Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Council will also ensure that volunteers are provided with professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

**Confidentiality**

Volunteers are likely to become aware of confidential information about the Council, its staff, customers and suppliers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure. Any breach of confidentiality will result in the termination of the volunteering agreement.

**Supervision**

A supervisor will be appointed to support and manage the volunteer. The supervisor will review the arrangements after three months and thereafter on a regular basis. If the volunteer has any queries or would like to change his/her role this should be discussed with the supervisor. Volunteers who are in contact with children or adults at risk of harm not subject to an enhanced DBS check must never be left unsupervised.

**Dealing with problems**

The supervisor will normally try to solve any problems informally. If the volunteer wishes to make a formal complaint he/she should put the complaint in writing to his/her supervisor. If it is not possible to reach a solution the volunteer may raise the matter with the supervisor's manager or the Human Resources Manager. This would then fall under the scope of the Council’s Grievance Policy.

If a complaint is made about a volunteer, this will be notified to him/her in writing and the volunteer’s supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision he/she may raise it with the supervisor's manager or the Human Resources Manager.

**Volunteer drivers**

Any volunteers who will be transporting equipment or people using a vehicle provided by the Council must have a valid clean driving licence. They will be covered by the Council's insurance policy. Where the volunteer will be using his/her own vehicle, he/she must provide a copy of the vehicle's insurance policy and, if appropriate, the MOT certificate. A copy of these documents must be forwarded to the HR/Payroll department every 12 months.

The volunteer must report any accidents to the Council. He/she must also report any motoring offences or police cautions to the Council. The Council will not pay any parking fines accumulated by the volunteer.

Any additional costs incurred by a volunteer will be set out clearly in their agreement and must comply with HMRC regulations.

**Volunteer's information**

On commencing his/her volunteer work, the volunteer should complete the induction ***(Appendix 5)*** and will be given:

* general information about the Council;
* a copy of this volunteering policy;
* a copy of the safeguarding policy;
* a standard volunteering agreement (and role description);
* details of where he/she can access the Council's policies and procedures which are applicable to the volunteering role;
* information on other volunteering opportunities that are available;
* local information, contacts and structure for the area they are working in; and
* an opportunity to discuss any special arrangements required to support the volunteer to carry out the role.

**Appendix 1**

**Volunteering Agreement**

Tamworth Borough Council exists to serve the people of Tamworth. The organisation encourages and welcomes volunteers. This agreement sets out the relationship between a volunteer and the organisation.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us.

**Referees**

Any volunteers who come into contact with children or adults at risk of harm will come under the scope of the Council’s Safeguarding Policy and may be subject to a Disclosure & Barring Service check where these can be legally carried out. In addition they will also need to provide two references, one of which should be a current or last employer.

Other positions of trust may require either a DBS check or references to be provided. Your supervisor will discuss these requirements with you based on the updated Protection of Freedom Bill of 2012.

**What you can expect from us**

The Council will provide you with:

* An introduction to the Council and your volunteering role within it.
* Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills.
* A supervisor who will supervise your volunteering and with whom you can discuss your work.
* A review of your volunteering role after three months. This will normally be carried out by your supervisor.
* Personal liability insurance to cover you while you are fulfilling authorised volunteer work, providing all relevant medical conditions have been disclosed
* Injury insurance for injuries incurred while fulfilling your authorised volunteer work.
* Reimbursement of your expenses. The Council does not want you to be disadvantaged financially as a result of your volunteering. It will therefore provide you with:
	+ Your travel expenses to and from work.
	+ A subsistence allowance where appropriate

Any additional expenses or any additional travel costs outside those normally incurred should be agreed in advance with your supervisor. All expenses must be submitted, with receipts, within 90 days.

**What we expect from you**

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

*Confidentiality*

In the course of your volunteering you will come across confidential information about the Council, its staff, its clients. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law. For certain roles, you will be asked to sign a confidentiality agreement.

*Policies*

You will abide by the Council's health and safety and equal opportunities policies. These can be obtained from your supervisor.

If you work in an area with access to children or adults at risk of harm you will be advised of working practices to ensure their safety and wellbeing.

*Ideas and problems*

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your supervisor.

You may run into problems when performing your duties. You should discuss any complaint or problems with your supervisor.

Your supervisor will discuss with you any issues that he/she may have with your work. You should meet with your volunteer supervisor at least monthly, unless your volunteering work is less frequent than this.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your supervisor.

If at any time you are not able to discuss issues with your supervisor you can contact their manager or the HR team.

**Termination**

Either you or the organisation can terminate this agreement with or without notice at any time.

**Appendix 2**

**Role Description**

|  |  |
| --- | --- |
| **POSITION:** |  |
| **LOCATION:** |  |
| **SUPERVISOR:**  |  |
| **SUPERVISOR CONTACT DETAILS:**  |  |
| **HOURS:**  |  |

# PURPOSE

**KEY TASKS**

* Any other reasonable duties as agreed

**DESIRABLE SKILLS/KNOWLEDGE/EXPERIENCE**

**SAFEGUARDING CONSIDERATIONS**

**Appendix 3** – **Application form safeguarding role**

**Volunteer Application Form**

Full Name:

Address:

Postcode: Date of Birth:

Telephone Number: Mobile:

Email address:

Emergency Contact Details

Name: Contact Number:

Name: Contact Number:

|  |
| --- |
| Education/Training |
| From | To | School/College | Qualifications gained |
|  |  |  |  |

|  |
| --- |
| Employment Record  |
| From | To | Employer | Position held/Duties | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| Relevant Interests/Experience:  |

Please give a brief statement about the type of volunteer work you are interested in:

Do you have any special requirements to enable you to undertake volunteering with the Council?

How did you hear about volunteering with the Council?

Signed: Dated:

**Appendix 3 continued**

**Declaration**

The Council takes very seriously its responsibilities for the safety and welfare of its service users, its volunteers and the organisation as a whole. Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a volunteer role. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974.

However there are certain roles in the Council which are exempt from the terms of the Rehabilitation of Offenders Act 1974, and for these you are required to disclose all criminal convictions, including those which are ‘spent’. Consideration for these roles will be subject to a satisfactory DBS check before the volunteering opportunity is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions. Your Volunteer supervisor will inform you if the role you are interested in is exempt from these terms.

We will contact you if further information is required.

|  |  |
| --- | --- |
| **Do you have any Criminal Convictions you need to Disclose?** | 🞏 Yes 🞏 No |

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ a person who does not have the right to work in the UK. This also applies to volunteers. The Act replaces similar provisions in the Asylum and Immigration Act 1996. In order to volunteer therefore you must be able to demonstrate you have the right to work in the UK. To do this you must show a British Passport or a Birth Certificate issued in the UK or Republic of Ireland, and a document from a previous employer, Inland Revenue or other Government agency showing a National Insurance Number.

Please provide details of 2 references:

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Name | Name |
| Email address or contact number: | Email address or contact number: |
| Relationship to you  | Relationship to you  |

Tamworth Borough Council values your support and promises to respect your privacy. The data we gather and hold is managed in accordance with Data Protection (1998). We will not disclose or share personal information supplied by you

**Appendix 3 continued**

**Equal Opportunities monitoring**

##### Tamworth Borough Council is committed to equality of opportunity and equity of treatment for all. This is not compulsory but will help us to monitor the effectiveness of our policies if you complete it.

Please place a tick or cross in the appropriate boxes:

**Ethnic origin**

Asian or Asian British Black or Black British Chinese or other ethnic group

□ Indian □ Black Caribbean □ Chinese

□ Pakistani □ Black African □ Other mixed, please state….

□ Bangladeshi □ Other Black, please state…

□ Other Asian, please state…..

Mixed Heritage White □ Prefer not to say

□ White and Asian □ British

□ White and Black African □ English

□ White and Black Caribbean □ Irish

□ Other Mixed, please state….. □ Scottish

 □ Welsh

 □ Any other White background, please state….

**Disability**

Do you consider yourself to have a disability or long term health condition:

□ Yes □ No □ Prefer not to say

If yes, please give an outline of the nature of your disability:

**Gender**

□ Female □ Male □ Prefer not to say

Is your gender identity the same as the gender you were assigned at birth? □ Yes □ No

**Sexual orientation**

□ Bi-sexual □ Heterosexual □ Gay man □ Gay Woman/Lesbian

□ Other □ Prefer not to say

**Religion and Belief**

Please tick the box which best describes you

□ Buddhist □ Christian □ Hindu □ Jewish □ Muslim □ Sikh

□ Other religion, please state….. □ No religion □ Prefer not to say

**Age**

□ Under 16 □ 16-24 □ 25-34 □ 35-44 □ 45-54 □ 55-64

□ 65-74 □ 75+ □ Prefer not to say

**Appendix 4** – **Application form non-safeguarding role**

**Volunteer Application Form**

Full Name:

Address:

Postcode: Date of Birth:

Telephone Number: Mobile:

Email address:

Emergency Contact Details

Name: Contact Number:

Name: Contact Number:

Please give a brief statement about the type of volunteer work you are interested in:

Do you have any special requirements to enable you to undertake volunteering with the Council?

How did you hear about volunteering with the Council?

Signed: Dated:

**Appendix 4 continued**

**Declaration**

The Council takes very seriously its responsibilities for the safety and welfare of its service users, its volunteers and the organisation as a whole. Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a volunteer role. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974.

However there are certain roles in the Council which are exempt from the terms of the Rehabilitation of Offenders Act 1974, and for these you are required to disclose all criminal convictions, including those which are ‘spent’. Consideration for these roles will be subject to a satisfactory DBS check before the volunteering opportunity is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions. Your Volunteer supervisor will inform you if the role you are interested in is exempt from these terms.

We will contact you if further information is required.

|  |  |
| --- | --- |
| **Do you have any Criminal Convictions you need to Disclose?** | 🞏 Yes 🞏 No |

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ a person who does not have the right to work in the UK. This also applies to volunteers. The Act replaces similar provisions in the Asylum and Immigration Act 1996. In order to volunteer therefore you must be able to demonstrate you have the right to work in the UK. To do this you must show a British Passport or a Birth Certificate issued in the UK or Republic of Ireland, and a document from a previous employer, Inland Revenue or other Government agency showing a National Insurance Number.

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**Appendix 4 continued**

**Equal Opportunities monitoring**

##### Tamworth Borough Council is committed to equality of opportunity and equity of treatment for all. This is not compulsory but will help us to monitor the effectiveness of our policies if you complete it.

Please place a tick or cross in the appropriate boxes:

**Ethnic origin**

Asian or Asian British Black or Black British Chinese or other ethnic group

□ Indian □ Black Caribbean □ Chinese

□ Pakistani □ Black African □ Other mixed, please state….

□ Bangladeshi □ Other Black, please state…

□ Other Asian, please state…..

Mixed Heritage White □ Prefer not to say

□ White and Asian □ British

□ White and Black African □ English

□ White and Black Caribbean □ Irish

□ Other Mixed, please state….. □ Scottish

 □ Welsh

 □ Any other White background, please state….

**Disability**

Do you consider yourself to have a disability or long term health condition:

□ Yes □ No □ Prefer not to say

If yes, please give an outline of the nature of your disability:

**Gender**

□ Female □ Male □ Prefer not to say

Is your gender identity the same as the gender you were assigned at birth? □ Yes □ No

**Sexual orientation**

□ Bi-sexual □ Heterosexual □ Gay man □ Gay Woman/Lesbian

□ Other □ Prefer not to say

**Religion and Belief**

Please tick the box which best describes you

□ Buddhist □ Christian □ Hindu □ Jewish □ Muslim □ Sikh

□ Other religion, please state….. □ No religion □ Prefer not to say

**Age**

□ Under 16 □ 16-24 □ 25-34 □ 35-44 □ 45-54 □ 55-64

□ 65-74 □ 75+ □ Prefer not to say

|  |  |
| --- | --- |
| Name ………………………..………...……............................ | Job role/Location…..………………………………………. |
| Date of commencement ……………………….……..…….……………………………………… |
| **Date** | **Subject** | **Signature of Supervisor** | **Signature of Volunteer** |
|  | * Welcome to Tamworth Borough Council
* Basic structure/role of the Directorate
* Explanation of volunteers role
 |  |  |
|  | * Introduction to key colleagues
 |  |  |
|  | * Volunteer provided with Volunteers Policy, volunteering agreement and role description
 |  |  |
|  | * Explain hours/times for volunteering, time recording arrangements, breaks
 |  |  |
|  | * Explain arrangements for contacting supervisor if unable to attend
 |  |  |
|  | * Explain process for claiming expenses
 |  |  |
|  | * Security arrangements / signing in and out of the building
* IT security (if required)
 |  |  |
|  | *Health and Safety issues including:** Explanation of fire / bomb threat evacuation procedure
* Location of fire exits
* Location of first aid room, first aid kit and first aider
* Explanation of accident reporting procedure
* Explanation of relevant safety procedures and safe systems of work
 |  |  |
|  | * Safeguarding responsibilities, procedures & policy
 |  |  |
|  | * Location of toilets and refreshment area
 |  |  |
|  | * The telephone system (if required)
 |  |  |
|  | Please note any special requirements:  |
| **DECLARATION**I confirm that I have received training in all of the above: |
| Signed (volunteer)…………………………………… | Date ………………………...……… |
| I am satisfied that the above volunteer has received an adequate induction on the above issues: |
| Signed (line manager)………………………………………… | Date ………………………………... |



**Appendix 5** – **Induction checklist**

**ONCE COMPLETED PLEASE FORWARD TO HR ADMIN**



|  |
| --- |
| **Part 1 – Details**  |
| What Policy/ Procedure/ Strategy/Project/Service is being assessed? | Volunteers Policy |
| Date Conducted | 19/02/2018 |
| Name of Lead Officer and Service Area | Zoe WolickiHR |
| Commissioning Team(if applicable) | N/A |
| Director Responsible for project/service area | Anica Goodwin |
| Who are the main stakeholders | Employees |
| Describe what consultation has been undertaken. Who was involved and what was the outcome | CMTTULGMembers |
| Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc) |  |
| What are you assessing? Indicate with an ‘x’ which applies | A decision to review or change a service | 🞏 |
| A Strategy/Policy/Procedure | 🗹 |
| A function, service or project | 🞏 |
| What kind of assessment is it? Indicate with an ‘x’ which applies | New | 🞏 |
| Existing | 🗹 |
| Being reviewed | 🗹 |
| Being reviewed as a result of budget constraints / End of Contract | 🞏 |

|  |
| --- |
| **Part 2 – Summary of Assessment**  |
| Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.To ensure all applicants for volunteer roles are treated fairly regardless of their protected characteristics. |
| Who will be affected and how?All people who apply for a volunteer role with TBC. This policy provides guidance on the process of recruitment and selection |
| Are there any other functions, policies or services linked to this impact assessment?Yes 🗹 No 🞏 |
| If you answered ‘Yes’, please indicate what they are?All employees and external volunteer applicants |

|  |
| --- |
| **Part 3 – Impact on the Community** **Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?** |
| **Impact Area** | **Yes** | **No** | **Reason (provide brief explanation )** |
| Age | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of age |
| Disability | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of disability |
| Gender Reassignment | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of gender reassignment |
| Marriage & Civil Partnership | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of marital status |
| Pregnancy & Maternity | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of pregnancy and maternity |
| Race | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of race |
| Religion or belief | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of religion or belief |
| Sexual orientation | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of sexual orientation |
| Sex | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of sex |
| Gypsy/Travelling Community | 🞏 | 🗹 | Not a factor |
| Those with Caring/Dependent responsibilities  | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of carer responsibilities |
| Those having an offending past | 🞏 | 🗹 | Not a factor |
| Children | 🞏 | 🗹 | Not a factor |
| Vulnerable Adults | 🞏 | 🗹 | Not a factor |
| Families | 🞏 | 🗹 | Not a factor |
| Those who are homeless | 🞏 | 🞏 | Applicants need to supply a home address |
| Those on low income | 🞏 | 🗹 | Not a factor |
| Those with Drug or Alcohol problems | 🗹 | 🞏 |  |
| Those with Mental Health issues | 🞏 | 🗹 | Not a factor |
| Those with Physical Health issues | 🞏 | 🗹 | Not a factor |
| Other (Please Detail) | 🞏 | 🞏 |  |

|  |
| --- |
| **Part 4 – Risk Assessment****From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications** |
| Impact Area | Details of the Impact | Action to reduce risk |
| *Eg: Families* | *Families no longer supported which may lead to a reduced standard of living & subsequent health issues* | *Signposting to other services. Look to external funding opportunities.*  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Impact (positive or negative) identified | Action | Person(s) responsible | Target date | Required outcome |
|  | Outcomes and Actions entered onto Covalent |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date of Review (If applicable) ………………………………………………..