

General Equality Duty:

Eliminate discrimination
Advance equality
Foster good relations

Equality Impact Assessment

1. Name of policy/procedure/proposal/project/decision*:	Volunteering Policy
Completed by:	Jocelyn Martin on behalf of Rosemary Mooney
Head of Service:	Jacqui Faulds
Date:	26 February 2020
Next scheduled review date:	27 February 2021
Signature:	

2. Name of policy/procedure/proposal/project/decision*:
Volunteering Policy.

3. What is main purpose of the policy?
<p>The policy applies to all staff. It does not apply to:</p> <ul style="list-style-type: none">• Appointees• Agency Workers• Individuals seconded into SQA (who have a substantive employer other than SQA) <p>SQA is committed to being an active corporate citizen. We do this by sharing our expertise, skills and resources, and by creating partnerships which have a positive and sustainable impact on local communities. Our volunteering schemes allow staff to participate in supported volunteering activities and develop skills while adding value to our communities.</p> <p>The purpose of the policy is to give guidance on SQA's Hands Up Volunteering Scheme for staff.</p>

4. What information, and evidence, is being used to evaluate the impact of this policy on people who share protected characteristics?
Internal sources of evidence: <ul style="list-style-type: none">- employment monitoring information- lessons learned from existing processes- feedback from employees

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Public Sector Equality Duty

SQA is required to have ‘due regard’ to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

This section provides the opportunity to capture how the policy will contribute towards the three aims of the general equality duty, and to consider if there is anything more we need to do to meet our responsibilities.

5. How might this policy impact on people who share protected characteristics? Please consider positive or negative impact. (At the beginning of the process you may want to record perceived impact – ongoing monitoring of the policy will allow you to measure the actual impact of the policy)				
Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide more information
Age		X		<p>We offer a range of volunteering to suit all age groups. From outdoor physical opportunities to indoor 1-1 tuition support.</p> <p>We offer and record benefits of volunteering that we undertake to support the elderly in our local communities.</p> <p>We support and offer a range of opportunities for young people in primary school, paired reading, number partnering as well as employability support for young people at secondary schools.</p>
Disability		X		<p>Managers are encouraged to ensure that when considering team volunteering activities, they avoid activities that may exclude certain individuals or groups within the team, for example, any employee with a disability, or from different cultural background who may not be able to take part. We will consider reasonable adjustments for disabled staff to enable them to participate in a volunteering activity.</p>

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				<p>We ensure that we offer a range of opportunities from Outdoor, high medium physical impact to indoor literacy support in schools.</p> <p>External We offer volunteering at a local disability centre which has led to a work experience programme for individuals within SQA premises. We record benefits of volunteering for all parties involved.</p>
Marriage / Civil Partnership	X			
Race		X		<p>Managers are encouraged to ensure that when considering team volunteering activities they avoid activities that may exclude certain individuals or groups within the team, for example, any employee from different cultural background who may not be able to take part.</p> <p>When we offer a volunteer opportunities we ensure that the promotional information is clear and links to the volunteer website with full details.</p>
Religion / Belief / non-Belief		X		
Sexual Orientation	X			
Gender Re-assignment (Gender identity and transgender)	X			
Pregnancy / Maternity		X		<p>Pregnant women and new mothers will not be excluded from volunteering – a specific risk assessment would need to be considered. We will also give consideration to the information that should be required in the policy.</p>
Sex	X			

*Referred to as just “policy” hereinafter

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Care experience (where relevant)		X		We provide volunteer opportunities for staff to support WCS and other organisation who support the care experienced people. These opportunities range from, printing, design, of birthday/Christmas cards, personal card writing, donating gifts, fundraising and 1-1 mentoring support for young people.
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6. What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?

This assessment hasn't identified negative or adverse impact.

7. If you are proceeding with a decision that may have a negative impact despite the mitigatory arrangements identified in Step 5, are you satisfied that this is objectively justified, i.e. a proportionate means of achieving a legitimate aim? Please provide explanatory details.

Not applicable.

8. Could this policy be revised or changed to better meet the general equality duty?

Opportunities to advance equality and to consider how monitoring data might be used to promote and encourage fair uptake of volunteering opportunities. The assessment also highlighted that additional considerations and support for line managers and employees may be required in relation to the protected characteristics of disability, race and pregnancy and maternity (fostering good relations). This would be incorporated into the policy.

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9. Has there been consultation/is consultation planned with people who will be affected by this policy/procedure/project/decision? Please detail below how this has affected your decision making.

Facilities have been approached for guidance on Health and safety assessment guidance at external volunteer spaces and SQA Insurance policy.

Information governance team have given guidance on processes for Disclosure membership.

We will consult with SQA's Employee Network Groups.

10. How will this policy be monitored and evaluated?

The policy owner will be responsible for monitoring policy and feedback.

All volunteer requests are assessed against the four areas agreed in the volunteer policy:

- young people and social inclusion
- enterprise and employability
- the environment and sustainability
- human health and well-being

All requests that meet this requirement must then be agreed by the individuals HoS and logged via the formal BW recording system.

Quarterly and annual statistics are provided to all HoS by the RBT.

We produce evaluation reports per volunteer opportunity / commitment.

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Action Plan

Ref:	Action:	Owners:	Dates:
RB01	Continue to review monitoring data on the age range of SQA employees who undertake volunteering. Ensure we consider as an employer the support required for different age groups who might like to get involved or feel there is a barrier to their participation.	RBT	Ongoing
RB02	Continue to monitor volunteering requests. Consider monitoring data by sex and update by full time employees vs part time employees To monitor fair access to volunteering opportunities.	RBT	Ongoing
RB03	In relation to Disability, Race and Pregnancy and Maternity - incorporate more information as part of the policy under line manager responsibilities. To ensure in particular there is consideration of the needs of disabled employees and reasonable adjustments.	RBT	Immediate

Sign off: _____

Date: _____

Please send your completed equality impact assessment to:

Joanne Lawrie
Equality & Diversity Manager

Thank you.