

Equality & Poverty Impact Assessment 00543 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Social Work Adult Services	Lead Officer Name:	Jennifer Faichney
	None	Team:	Planning, Performance and Policy
		Tel:	07483920653
		Email:	jennifer.faichney@falkirk.gov.uk
Proposal:	<p>HSCP Volunteer Policy</p> <p>The purpose of the new HSCP Volunteer Policy is to provide a clear process to identify and provide opportunities for people to be appropriately supported and involved in service delivery. Volunteering can benefit both the individual and the Partnership. It can provide valuable insight and experience of the work we do and allow people to have a sense of purpose, meet new people, and develop skills. For the Partnership, volunteering compliments the work of paid staff and builds on our existing resources via volunteers contributing their skills and experience to help us achieve the priorities and outcomes as outlined in the Strategic Plan 2023-2026. Involving volunteers allows us to create more opportunities for people to connect and contribute meaningfully to their local community.</p> <p>CVS Falkirk is available to provide support for the Partnership to involve and manage volunteers. The volunteer policy template included in the Community Resource Pack, developed in collaboration with CVS Falkirk, was used to develop this policy. The resource pack is currently being reviewed and updated to ensure it remains relevant to support community organisations and groups.</p> <p>The volunteer policy outlines our commitments to volunteers and what we expect from them. The policy makes clear that</p>	Reference No:	

the purpose of voluntary work is to complement the work of paid staff, not replace it. Therefore, volunteers are not expected to deliver personal care. Volunteers are more likely to get involved as drivers or helping to organise day support activities and supporting service users to participate in those activities.

Volunteers will ideally be recruited from a wide cross-section of the community, and we will seek to ensure that our volunteers represent the community we operate in. All recruitment will be in line with Falkirk Council's [Equal Opportunities Policy](#).

All volunteers wishing to proceed in applying for a role will be asked to complete a standard application form and provide two written references. All volunteers will be subject to a basic disclosure check. Where a post involves direct contact with protected adults, a volunteer will be asked to complete a disclosure application so that we can complete a PVG check to ensure their suitability. All information provided by the prospective volunteer will be dealt with in the strictest confidence and will not prejudice the person being accepted for voluntary work.

All volunteers will be given an induction which will include relevant training as well as regular support and supervision by a member of staff. The volunteer policy also includes standard information relating to health and safety, record keeping, confidentiality, and exit interviews.

Volunteers will not be required to pay for these checks or for travel and subsistence expenses. These costs will be covered by the HSCP Partnership Funding facilitation budget which will be used to track and monitor the effectiveness of volunteering.

A wider suite of paperwork will be developed to accompany

the policy to support the recruitment and induction of volunteers. This will include a volunteer handbook. We will work with CVS Falkirk to support the recruitment and supervision of volunteers as they have training available to support staff to manage and support volunteer activities.

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	Yes	No	No
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	Yes	Yes	No
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):	
13/10/2023	The HSCP Volunteer Policy aims to formally acknowledge and support the role of volunteers, provide a definition around the role of volunteering with Falkirk HSCP with regards to expectations and support, provide a set of guidelines to ensure good practice in working with volunteers, and encourage and enable the involve the involvement of volunteers.
13/10/2023	Falkirk HSCP aims to involve volunteers to support us in carrying out the services we offer, contribute their own diversity of skills and experience to the HSCP, provide wider perspectives to inform the direction of our work, and maintain a link to the communities in which we work.

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:		Benchmark, e.g. Scottish Average	
Current spend on this service (£'0000s)	Total:		
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:		
	End Date (if any):		

SECTION THREE: EVIDENCE Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

B - Qualitative Evidence This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Best Judgement:

Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	Policy and Research Officer. A volunteer policy template contained in the Community Resource Pack, developed in partnership with CVS Falkirk served as a framework to develop this policy. The Community Resource Pack provides information to organisations to support them in developing their own policy by providing a template as well as some general information on volunteering that organisations need to consider. For example, PVG information and questions to consider when creating a volunteer programme. The principles outlined in the sample policy was used in the HSCP Volunteer Policy to outline the HSCP commitments to volunteers.
What gaps in data / information were identified?	Information regarding regulated work and what to do in the event a volunteer has a complaint to raise regarding a grievance/dignity at work. Identified relevant Falkirk Council policies to develop the volunteer policy further to address those gaps.
Is further research necessary?	Yes

If NO, please state why.

NHS FV has their own volunteer policy - waiting on feedback/response to learn from their best practice around the governance of volunteers. Working with CVS Falkirk to identify support available to recruit volunteers and training available to staff to supervise and manager volunteers.

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Consultation with the Joint Staff Forum took place on 6 July 2023, and they were supportive of the volunteering policy.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?	What were the results from the engagement? Please list...	
Focus Group	No	
Survey	No	
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify	Presentation at meeting of the Joint Staff Forum	
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	No	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
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Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

				<p>Volunteering, NCVO, 2021)</p> <p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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<p>Disability</p>	<p>✓</p>		<p>There is a mixed picture for disabled volunteers. Disabled people are just as likely to volunteer at least once a month than non-disabled people. However, disabled people are slightly less likely to volunteer at least once a year. (Demographics - Volunteering, NCVO, 2021)</p> <p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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<p>Sex</p>	<p>✓</p>		<p>Women are more likely to volunteer than men. (Demographics - Volunteering, NCVO, 2021)</p> <p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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<p>Ethnicity</p>	<p>✓</p>		<p>Data on volunteering by ethnicity varies according to different sources. According to the Community Life Survey, Black and white people are more likely to volunteer than other ethnicities. However, Time Well Spent data shows that white people volunteer more than black people. (Demographics - Volunteering, NCVO, 2021)</p> <p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment.</p> <p>Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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Religion / Belief / non-Belief	✓		<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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Sexual Orientation	✓		<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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<p>Transgender</p>	<p>✓</p>		<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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Pregnancy / Maternity	✓			<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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Marriage / Civil Partnership	✓		<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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<p>Poverty</p>	<p>✓</p>		<p>There is a significant gap in volunteering levels between people living in the most deprived areas compared with those from the least deprived areas. People from the most deprived socioeconomic areas are half as likely to formally volunteer as those with the least deprived socioeconomic status. Volunteers from lower socio-economic groups were less likely to undertake leadership or organising roles, such as being a trustee. (Demographics - Volunteering, NCVO, 2021)</p> <p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment.</p> <p>Everyone must be treated with respect and dignity;</p> <p>Everyone must contribute positively to effective working relationships;</p> <p>No one should be discriminated against;</p> <p>No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment;</p> <p>Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
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Care Experienced	✓			<p>To protect any potential negative impact on any of the protected characteristics the volunteer policy states the following: "We are committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect. We aim to ensure that complaints of harassment are dealt with quickly, positively, and confidentially.</p> <p>Everyone should be treated equally irrespective of their sex, marriage and civil partnership, age, race, ethnic origin, sexual orientation, disability, religion or belief, gender reassignment, care experience, and pregnancy and maternity. We will not tolerate any form of harassment, or victimisation of a person who has raised an allegation, and where necessary, it will be treated as a disciplinary matter.</p> <p>Every HSCP employee and volunteer must take responsibility to ensure that the work environment is free from harassment. Everyone must be treated with respect and dignity; Everyone must contribute positively to effective working relationships; No one should be discriminated against; No one should be intimidated, threatened, or bullied or treated in a way that is inconsistent with fair and dignified treatment; Anyone who raises a concern or has acted as a witness in relation to any breach of the above should not be victimised</p> <p>It is essential to stop any inappropriate behaviour occurring or being repeated to minimise anxiety for everyone involved. If a volunteer has any concerns relating to their dignity at work, they should inform their volunteer supervisor who will take appropriate action.</p> <p>If the person is the volunteer supervisor, the volunteer should inform a senior member of staff who will take appropriate action."</p>
Other, health, community justice, carers etc.				
Risk (Identify other risks associated with this change)	<p>All volunteers will be subject to a basic disclosure check. Where a post involves a direct contact with protected adults, a volunteer will be asked to complete a disclosure application so we can complete a PVG check to ensure their suitability. The PVG scheme does not apply to all volunteering roles. It only applies to 'regulated work'. Risk assessments must also be completed for volunteer roles.</p>			

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	
Advance Equality of Opportunity:	Volunteers will ideally be recruited from a wide cross-section of the community, and we will seek to ensure that our volunteers represent the community we operate in. All recruitment will be in line with Falkirk Council's Equal Opportunities Policy.
Foster Good Relations (promoting understanding and reducing prejudice):	

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	Yes	<p>The volunteer policy makes clear the purpose of voluntary work is to complement the work of paid staff, not replace it. Therefore, volunteers are not expected to deliver personal care. Volunteers are more likely to get involved as drivers or supporting service users.</p> <p>It is important that staff understand the role of volunteers. We expect all HSCP staff to value the contributions of volunteers and work alongside them in a positive and encouraging way. The volunteer policy and the suite of paperwork developed alongside it will support staff to manage and support volunteers.</p> <p>Regular support, mentoring, and supervision will be available to each volunteer, depending on the needs of the volunteer and the nature of their role. All volunteers will have a volunteer supervisor as a point of contact to provide volunteer management and support. Training will be provided to support staff to manage and supervise volunteers.</p>
Education Sector	No	
Fire	No	
NHS	Yes	<p>The volunteer policy makes clear the purpose of voluntary work is to complement the work of paid staff, not replace it. Therefore, volunteers are not expected to deliver personal care. Volunteers are more likely to get involved as drivers or supporting service users.</p> <p>It is important that staff understand the role of volunteers. We expect all HSCP staff to value the contributions of volunteers and work alongside them in a positive and encouraging way. The volunteer policy and the suite of paperwork developed alongside it will support staff to manage and support volunteers.</p> <p>Regular support, mentoring, and supervision will be available to each volunteer, depending on the needs of the volunteer and the nature of their role. All volunteers will have a volunteer supervisor as a point of contact to provide volunteer management and support. Training will be provided to support staff to manage and supervise volunteers.</p>

Integration Joint Board	Yes	The volunteer policy provides a clear process to identify and provide opportunities for people to be appropriately supported and involved in service delivery. Volunteering can benefit both the individual volunteer and the Partnership. It can provide valuable insight and experience of the work we do and allow people to have a sense of purpose, meet new people, and develop skills. Involving volunteers allows us to create more opportunities for people to connect and contribute meaningfully to their local community. For the Partnership and IJB, volunteering complements the work of paid staff and builds on our existing resources via volunteers contributing their skills and experience to help us achieve our strategic priorities and outcomes.
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.		

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

The volunteer policy aims to avoid any potential negative impact on any of the protected characteristics by having a process in place to avoid discrimination or harassment. Volunteers must notify their supervisor (or senior member of staff) of any harassment or discrimination they experience or witness of. Recruitment of volunteers will follow Falkirk Council's Equal Opportunities policy. Volunteers that have direct contact with service users and are undertaking 'regulated work' will be required a PVG check. Risk assessments should also be undertaken to ensure service users are safeguarded.

Are actions being reported to Members?

No

If yes when and how ?

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	The volunteer policy aims to set out a clear process to involve people in service delivery to complement the work of paid staff and achieve positive outcomes for service users. The policy outlines that discrimination of protected characteristics will not be tolerated and outlines the process to respond to allegations of harassment/discrimination which aligns with Falkirk Council's Dignity at Work policy. We are still waiting on feedback from NHS and CVS Falkirk which aims to strengthen the governance procedure. If any major changes are required to the policy following feedback then the EPIA will be updated to reflect those changes.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:	<i>Jennifer Faichney</i>	Date:	29/08/2023
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes / No
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ASSESSMENT FINDINGS		
If YES, use this box to highlight evidence in support of the assessment of the EPIA		
If NO, use this box to highlight actions needed to improve the EPIA		

Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made?</u>	Yes / No	If YES, please describe:
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LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA

LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes / No	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:		
Signature:	<i>Martin David Thom</i>	Date: 04/04/2024