



Equality Impact Assessment – Involvement Policy suite

Publication code

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Author's initials	LMcK
Job title	Equalities and Engagement Adviser
Responsibility for this document	Executive Director of Strategy and Improvement
Review date	28 February 2019
Key changes made since last version of document	
This is the first version of this document.	

Equality Impact Assessment – Template

Please refer to the Equality Impact Assessment Guidance for details on how to complete this template.

Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	OWD – Involvement Team			
Name of Policy or Practice being assessed:	Involvement Policy and other associated volunteering policies: <ul style="list-style-type: none"> • Expenses Policy • Complaints Policy • Problem Solving Policy • Equality & Diversity Policy 			
Purpose and anticipated outcomes of the policy:	<p>The purpose of the suite Involvement Policies is to have safe and robust systems in place for the recruitment, support, reimbursement, and development of volunteers working with the Care Inspectorate.</p> <p>The purpose each of the policies are to provide information and advice to volunteers and staff working with volunteers on specific processes related to the activity of each policy.</p> <p>The individual policies detail the responsibilities of both the Care Inspectorate and it’s staff and the responsibilities of the volunteer in relation to the specific activity of the policy and sets out the consequences should the policies not be followed on either part.</p> <p>The intended outcome of all the policies is to ensure that all volunteers and staff working with them understand the correct processes and procedures to use in each activity area. The policies and procedures adhere to the principle of equal opportunities and all information will be updated in line with legislation changes. The policies and procedures to also reflect the aims and objectives of the Involvement Strategy and the Corporate Plan.</p>			
Is this a new or existing policy?	New	X	Existing	

How does this policy link to corporate values?	All policies link to our Corporate Values: Person Centred – the policies strive to take account of the many differences amongst our volunteers whilst ensuring Fairness for all volunteers and the staff who work with them. The policies clearly demonstrate Respect for the input from volunteers to our work and the Involvement Policy and Expenses policy in particular demonstrates our drive for Efficiency and Integrity in all we do.		
List of participants in Equality Impact Assessment Process:	Fiona Barrett Jacqui Duncan Volunteers		
Date assessment started:	1/7/2020	Completion Date:	

<p>Please indicate who is likely to be affected by the policy:</p> <p>For example: Employees, Care service providers/users, men, women, young people, children for whom there are corporate parenting responsibilities, people with disabilities</p>	Employees and Care Inspectorate Volunteers who may be from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex, and sexual orientation).
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Section 2: Collecting Information

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience. Please refer to the list of evidence on the EIA page of the intranet.

Details	Source of Evidence
Across Scotland, the level of volunteering is highest in those aged 35-44, with 33% of those in that age group volunteering in the last 12 months. After the age of 74, the level of volunteering declines - in 2018, 18% of people aged 75 and over volunteered in the last 12 months, compared to 26% of adults overall.	Scottish Household Survey 2018 (Last updated: September 2019)

<p>In 2018 the proportion of disabled (21%) people who had volunteered in Scotland in the last 12 months was lower than the proportion of non-disabled (28%) people.</p>	<p>Scottish Household Survey 2018 (Last updated: September 2019)</p>
<p>In 2018, 2% of volunteers in Scotland were from an ethnic group other than 'white'.</p>	<p>Scottish Household Survey 2018 (Last updated: September 2019)</p>
<p>In 2018, a higher percentage of women (28%) than men (25%) volunteered in the last 12 months. In Scotland, over the last decade the proportion of women who had volunteered has been consistently higher than men.</p>	<p>Scottish Household Survey 2018 (Last updated: September 2019)</p>
<p>In Scotland in 2018, the level of volunteering was higher among Christians (29%) than those who are not religious (24%).</p>	<p>Scottish Household Survey 2018 (Last updated: September 2019)</p>
<p>We know from our reporting information that our volunteers are mostly female, white and over 55. Many of whom have caring responsibilities and/or live with a physical and mental disability. The policies were written to reflect this but to also take account of a planned move towards increasing the diversity of the volunteer workforce in the next year.</p>	<p>Care Inspectorate volunteer information: Volunteers Database Discussions with CEMVO Staff and volunteer feedback</p>
<p>Minority ethnic people are far less likely to volunteer or take part participation and that we need to work with these groups of people to build awareness, learning and capacity building in relation to enable and encourage volunteering and participation uptake, and have made provision for this within the policies.</p>	<p>Fairer Scotland for All 2017 – Race Equality Action plan</p>
<p>Disabled people contribute to Scotland's communities and add talent, diversity and richness to our society. However, we know that so many people are still unable to make their contribution or live their lives as they would want because of the barriers in their way. It is our role to ensure that we can resolve these barriers to volunteering</p>	<p>Fairer Scotland for Disabled people – Delivery plan 2021</p>

with us.	
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From your research above have you identified any gaps in evidence? If so what are the gaps?

There is no information on sexual orientation, socio economic status or trans gender people

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the revised volunteer policy in consultation with a small group of volunteers (3 inspection volunteers and 1 young inspection volunteer). Our original plan was to carry out a focus group to discuss the policy with them but due the restrictions association with coronavirus we agreed to share the draft electronically. The volunteers were asked to provide comments which have been considered and where possible (where it does conflict with a legal requirement) included in the final version. As part of the consultation process the policy has also been discussed with the involvement team who support the volunteers, the OWD team who lead on writing people management policies and with Health & Safety colleagues.
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Are there any other groups to be consulted?

Not at this time

Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)		x	It is not considered that the policy will have potential for impact on this protected group(s). We have volunteers and young inspection volunteers. However, our volunteer roles have a minimum age restriction of 18 to ensure that younger volunteers are not put at unnecessary risk. Any age restrictions are clearly marked on our volunteer role descriptions.

Disability		x	It is not considered that the policy will have potential for impact on this protected group(s). We can support volunteers living with a disability through our risk assessment process and our volunteer support mechanisms.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		x	It is not considered that the policy will have potential for impact on this protected group(s).
Pregnancy and Maternity		x	It is not considered that the policy will have potential for impact on this protected group(s). We can support volunteers who are pregnant through our risk assessment process. And our health and safety guidance is clear on moving and handling and safe working procedures.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		x	It is not considered that the policy will have potential for impact on this protected group(s).
Religion or belief (including non-belief)		x	It is not considered that the policy will have potential for impact on this protected group(s).
Sex/Gender		x	It is not considered that the policy will have potential for impact on this protected group(s).
Sexual Orientation		x	It is not considered that the policy will have potential for impact on this protected group(s).
Children for whom there are corporate parenting responsibilities.		x	It is not considered that the policy will have potential for impact on this protected group(s).

Protected Characteristic	Yes	No	Please explain
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Is there any evidence that the policy may:

	Yes	No	No Evidence
Result in less favourable treatment for particular groups?			x
Give rise to direct or indirect discrimination?			x
Give rise to unlawful			x

harassment or victimisation?			
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If yes to any of the above, please give details:

Not applicable

How will the policy be modified to mitigate this?

Not applicable

Section 4: Meeting our General Equality Duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?

The policy covers all volunteers across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the agreement and related procedures. Support measures have been put in place throughout the agreement to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the Involvement Team. Measures have also been built into the agreement to ensure that volunteers can raise concerns.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

Actions have been included to advance equality of opportunity including;

In terms of recruitment we are committed to offering volunteering opportunities that appeal to a range of people. Our volunteer recruitment procedures are consistent, fair, and transparent at all stages.

Volunteers are provided with induction training and relevant on-going learning and development opportunities.

Each volunteer will be matched with a staff contact from our Involvement Team who will provide them with appropriate opportunities to discuss their role, successes, and any learning and development needs, as well as any issues or concerns they may have.

We have a problem- solving process in place to resolve any problems that may arise with and between volunteers. Any problems will be resolved in an open, fair, and timely manner.

If a volunteer has a complaint this will be handled promptly and fairly through our complaints policy and procedure.

Although volunteers are not Care Inspectorate employees and are not protected by the PIDA legislation we still want them to share information on how to report any whistleblowing concerns. This is important to us as we are a prescribed person in law. Volunteers are referenced in our Whistleblowing Guidance.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?

The purpose and intended outcomes of the agreement are to seek to foster good relations between and across protected groups in our volunteer workforce. We believe that everyone has the right to high quality, safe and compassionate care and recognises that volunteers make vital contributions towards achieving world-class care for all. No one is excluded from having their views heard.

Section 5: Outcome of Assessment

Please detail the outcome of the assessment:

No major change	X
Adjust the policy	
Continue the policy	
Stop and remove the policy	

Please detail recommendations, including any action required to address any negative impacts identified:

Not applicable.

Section 6: Monitoring

Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:

- We will use the following information to monitor the impact of the policy.
- feedback from volunteers through 1 -1 support meetings, formal satisfaction surveys, ad hoc comments and exit interviews
 - feedback from involvement co-ordinators,
 - feedback from inspectors,
 - feedback from MoveOn.

When and how is the policy or practice due to be reviewed?

These policies a part of a published 2-year review cycle and will be reviewed in conjunction with appropriate stakeholders in a co-production model.

Section 7: Sign Off

Please note that comments are only required from the Involvement and Equalities Team on the rare occasion that the team has not been involved earlier in the process.

Date sent to Involvement and Equalities Team:	6 November 2020
Comments from Involvement and Equalities Team	Comments made and accepted (regarding the evidence from the Scottish Government tracker).
Date signed off by Involvement and Equalities Team	10 November 2020

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

Name	Heather Edwards
Title	Interim Head of Improvement
Date approved	11/11/20