

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Employer Supported Volunteering Policy
Lead Officer (SRO or Assistant Director/Director)	Sam McVaigh
Department/Team	HR&OD
Proposed Implementation Date	September 2024
Author of the EqIA	Andrew Smith
Date of the EqIA	28/08/2024

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The employer supported volunteering scheme has been developed in collaboration with Bury Voluntary, and Community and Faith Alliance (Bury VCFA), the local infrastructure organisation of the voluntary, faith, community and social enterprise sector in the Borough.

Through Bury's LET'S Do It! Approach the council is committed to making Bury a place where people are inspired, supported and empowered to volunteer. Volunteering plays a key role in the health and wellbeing of local communities and supports the LET'S principles – where all are everyone can play a part in local communities and where everyone works together in a way that recognises and celebrates the assets and strengths of our communities and our residents. In addition, it also gives colleagues a chance to have new experiences and helps to develop skills which can be brought back into the workplace.

This policy sets out one means by which the council encourages and enables staff to support this cause.

The Policy sets out the breadth of what “volunteering” covers, the benefits of volunteering and how volunteering enables staff to use their strengths (skills and interests) to connect to the ‘Local’ aspect the LET’S Do It Strategy by making a difference in neighbourhoods and communities within the Borough.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?

Employees: **Yes**

Community/Residents: **No – internal policy.**

Third parties such as suppliers, providers and voluntary organisations: **No – internal policy.**

If the answer to all three questions is ‘no’ there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence:

Data: [Employment Equality Report 2023 \(bury.gov.uk\)](https://www.bury.gov.uk/employment-equality-report-2023)

Stakeholder information/consultation: Chris Woodhouse, Strategic Partnership Manager, has been involved with developing policy.

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? **No.**
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? **No.**
- Could the proposal affect the usage or experience of a service because of a protected characteristic? **No.**
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? **No.**
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? **Less.**
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? **No.**
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? **No.**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	The policy will support reducing disadvantage experienced by people. and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive.
Disability	Some physical volunteering activities may not be suited for		Council will offer a diverse range of volunteering and make adjustments where	Neutral

	colleagues with some disabilities		possible. However the council may not always be able to apply reasonable adjustments to some activities. Ensure individuals attend induction or ongoing training and ensure the relevant policies are followed.	
Disability	The policy will support reducing disadvantage experienced by people. and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Gender Reassignment	The policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Marriage and Civil Partnership				
Pregnancy and Maternity	Some Volunteering activities during pregnancy may have a health and safety risk		A risk assessment to be carried out, adjustments made if possible and advice	Neutral

			can be sought from H&S and/or OHS.	
Race	Policy may not be accessible if English is not first language and difficulty using PC.	Employment Equality Report 2023	Manual form available and support from HR colleague to complete. Translation service available if required. Managers can use usual communication methods to convey the policy and requirements	Neutral.
Race	The policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Religion and Belief	Some colleagues may be excluded if organised volunteering clashes with holy days and religious periods		The council may need to be mindful of the days/time organised volunteering is arranged to ensure maximum involvement. Avoiding holy periods may not always be possible with third party activities	Neutral.
Religion & Belief	The policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing			Positive

	disadvantages people with the characteristic could be experiencing.			
Sex	the policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Sexual Orientation	the policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Carers	the policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Looked After Children and Care Leavers	the policy will support reducing disadvantage experienced by people and will support charities, organisations and			Positive

	communities in reducing disadvantages people with the characteristic could be experiencing.			
Socio-economically vulnerable	the policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive
Veterans	the policy will support reducing disadvantage experienced by people and will support charities, organisations and communities in reducing disadvantages people with the characteristic could be experiencing.			Positive

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
-------------------	--------------------	-------------------------	----------------------------	---------------------------

3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	Overall positive impact, Volunteering plays a key role in the health and wellbeing of local communities and supports the LET'S principles – where all are everyone can play a part in local communities and where everyone works together in a way that recognises and celebrates the assets and strengths of our communities and our residents. In addition, it also gives colleagues a chance to have new experiences and helps to develop skills which can be brought back into the workplace.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	x	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Liam Johnson / Andrew Smith	30/08/2024	
Responsible Asst. Director/Director	Sam McVaigh	3.9.24	
EDI	Lee Cawley	02/09/2024	Full QA complete, all negative impacts have been mitigated to become neutral with many positive impacts identified from the activity.

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details

