



Your Homes
Newcastle

Equality Impact and Needs Assessment Form 2011

PART 1 – Initial Assessment

Step 1 – Preparation

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Service:

Young People's Service

Name of policy, strategy or service:

Volunteer Policy

New

Existing

Lead Officer: Kim McMaster

Members of EINA group (name & title):

① Elizabeth Cooper. Volunteer Coordinator

② Rita French. Performance Management and Policy Assistant

③ Daniel Stanbury. Performance Management and Policy Assistant

④ young people and volunteers were consulted on the EINA and policy document in Jan 2010

Dates of assessment

Start date: March 2nd 2011

End date: _____

Step 2 - Aims & purpose

(Please see page 10 of the toolkit for further information)

<p>What is the main aim of the policy, procedure or function?</p>	<ul style="list-style-type: none">• To enhance the positive and productive impact of the organisation on local communities.• Enable volunteers to enhance service delivery and add value to the services already provided by paid staff.• Provide opportunities to employees of YHN to develop their knowledge and skills.• Provide opportunities to tenants and members of the community to develop skills and knowledge and acquire valuable work experience.• Contribute towards our commitment to Corporate Social Responsibility.• Reduce social exclusion and social isolation.
<p>How does this contribute to E&D in YHN?</p>	<ul style="list-style-type: none">• Volunteers will be recruited from a diverse range of backgrounds to reflect the diversity in Newcastle and the communities in which we provide accommodation across the city.• We positively value volunteers from all sections of communities and particularly from groups that are currently under-represented in our workforce.• Improve YHN Service so it is more accessible to all.
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<ul style="list-style-type: none">• Get tenants more involved.• Provide holistic service to tenants and the whole community.• Volunteers bring skills to organisation that is not necessarily recognised in the work force.• Volunteers are positively valued-feeds into the “Skills to Work”

	programme.
Which individuals, organizations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?	<ul style="list-style-type: none"> • Young People's Service • Community Care Alarm Service • Tenants • Corporate volunteers • All internal and external stakeholders
Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)	Young Peoples Services Manager
Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations? Please explain.	<p>Yes.</p> <p>When recruiting trying to get unrepresented groups involved. Attempting to get volunteers from ethnic minority groups throughout the City.</p>
What are the main policies, legislation or other documentation that relates to this policy or function?	<ul style="list-style-type: none"> • Skills to Work Policy • Equality Act 2010. • Safeguarding Children Policy and Safeguarding Adults Policy

Step 3 – Information and data

(Please see page 11 of the toolkit for further information)

What qualitative data has been considered in the development/review of the document/service?

Viewed selection of best practice information.
 Bench marking carried out against other organizations(local and national)

What quantitative data has been considered in the development/review of the document/service?

Performance figures as indicated in Youth Voice Annual report.
 Equality and Diversity demographics now being addressed to reflect all tenant groups.

Are there any gaps in the data? What actions are required to address this?

Yes:
 We did not record Equality and Diversity information about volunteers. Process commenced from 2011.

Step 4 – Assessing the impact

(Please see page 12 of the toolkit for further information on positive & negative impacts)

All Strands	Impact +/-	Details of impact identified	Evidence
People on low income	+ reimburse all expenses. - done after the event.	Can give financial advance if required. Dealt with on an individual basis.	Statement in Volunteer Policy to inform of availability of monetary advance (Expenses

Age	Impact +/-	Details of impact identified	Evidence
All inclusive. Under 18's and over 65's welcomed.	+ 1 to 1 discussions carried out to discuss emotional, physical and mental capacity for roles.	Enables recruitment from all age groups.	Section 6. Recruitment and selection of volunteers of Volunteer Policy.
Disability	Impact +/-	Details of impact identified	Evidence
No restrictions	+ offer opportunity to discuss any possible barriers.	Asked in Volunteer Agreement to inform YHN (Volunteer Coordinator) of any health conditions or changes in health that may arise. Enables appropriate support to be provided.	Appendix 4 Volunteer Policy.
Gender	Impact +/-	Details of impact identified	Evidence
No restrictions		Young people given opportunity for same sex Volunteer or Counselor. This facility could be made available to any age group.	Appendix 3 Volunteer Link Worker Guidance Volunteer Policy
Race	Impact +/-	Details of impact identified	Evidence
No restrictions	+ E & D statement in Volunteer Policy. - Under representation of some ethnic groups.	Under represented trying to address this issue.	Section 2 Policy Statement Volunteer Policy

Religion, Faith or Belief	Impact +/-	Details of impact identified	Evidence
No restrictions	+ E & D statement in Volunteer Policy.		Section 2 Policy Statement Volunteer Policy
Sexual Orientation	Impact +/-	Details of impact identified	Evidence
No restrictions	+ E & D statement in Volunteer Policy.		Section 2 Policy Statement Volunteer Policy
Pregnancy & Maternity	Impact +/-	Details of impact identified	Evidence
No restrictions	+discussion on emotional, physical and mental capacity for roles.	Personal safety concerns are acknowledged.	
Gender Reassignment	Impact +/-	Details of impact identified	Evidence
No restrictions	+ E & D statement in Volunteer Policy.		Section 2 Policy Statement Volunteer Policy
Marriage & Civil Partnership	Impact +/-	Details of impact identified	Evidence
No restrictions			
Other	Impact +/-	Details of impact identified	Evidence

Young People volunteers Corporate Volunteers	+ Can be a progression path	Difference in Young People volunteers and Corporate Volunteers due to experience and skills.	
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If no impacts have been identified, please go to Part 3.

Step 6 – Improvement Plan

(Please see page 18 of the toolkit for further information)

PART 3 – Publishing

Name of policy, strategy or service:

Volunteer Policy

Complete:

Initial Assessment

Full Assessment

Lead Officers signature:

Diversity Officer agreed & signed:

Director of Service agreed & signed:

Summary:

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken, why an EINA has been signed off or why an EINA was not necessary.

There have been no negative impacts identified across the equality strands when conducting this EINA. Therefore completion of the improvement plan is not a requirement. As a consequence a further EINA will be conducted simultaneous when the policy is next reviewed.