

# Equality Impact Assessment Toolkit (March 2017)

**Section 1: Your details**

**EIA lead Officer:** Maxine Joynson

**Email address:** [maxinejoynson@wirral.gov.uk](mailto:maxinejoynson@wirral.gov.uk)

**Head of Section:** Chris Hyams, Assistant Director HR & OD

**Chief Officer:** Paul Satoor

**Directorate:** Corporate Resources and Reform

**Date:** 24<sup>th</sup> October 2017

**Section 2: What Council proposal is being assessed?**

**Volunteering Policy for employees – second EIA following further consultation**

**Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?**

**No**

**If 'yes' please state which meeting and what date**

Original proposal presented to Employments and Appointments Committee 27 June 2017

**Please select hyperlink to where your EIA is/will be published on the Council's website**

**Business** (Finance, Law & Governance, Construction and Facilities Management, HR / OD, Commissioning & Procurement, Asset Management, Digital)

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/business>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

**Services**

**The workforce**

**Communities**

**Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

Social action in local communities.

If you have ticked one or more of above, please go to section 4.

**None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

**Could the proposal have a positive or negative impact on any protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?**

**You may also want to consider socio-economic status of individuals.**

**Please list in the table below and include actions required to mitigate any potential negative impact.**

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All Employees	<p>The proposal to introduce a Volunteering Policy for employees is positive across the workforce and for all protected groups.</p> <p>Positive – the Policy may lead to an increase in local volunteering opportunities.</p> <p>Neutral – promotion of the new Policy will need to be communicated to employees and managers.</p> <p>Negative – we do not know the numbers of our employees that are, or may wish to volunteer.</p> <p>Negative – some volunteering opportunities</p>	<p>Ensure news item is included on intranet and include in Chief Executive email to all employees.</p> <p>Include as part of staff confidence campaign to increase data knowledge.</p> <p>The Policy will clearly state</p>	<p>Helen Evans</p> <p>Maxine Joynson</p> <p>Helen Evans</p>	<p>November 2017</p> <p>December 2017</p> <p>From</p>	<p>Officer time only</p> <p>Officer time only</p> <p>Officer time</p>

	may not be possible due to the business needs of service areas.	the needs of core business, front line and statutory service areas will be given priority over volunteering requests. This will ensure minimum disruption to colleagues and respective service area.		November 2017	only
Older People	<p>Positive – employees have the opportunity to increase their volunteering opportunities in the year prior to retiring.</p> <p>Neutral – remaining workforce are not directly impacted as a result of this.</p>	The rationale for increasing the amount of leave in the year before retirement was included to acclimatise employees nearing retirement age to possible volunteering activities outside of the workplace.			

**Section 4a: Where and how will the above actions be monitored?**

Initial approval was agreed by Employment and Appointments Committee in June 2017. Further considerations following wider consultation have been incorporated where appropriate.

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

n/a

**Section 5: What research / data / information have you used in support of this process?**

87% of our employees live in Wirral.

Research has shown that a number of organisations support employees to volunteer as part of a holistic approach to contributing to their local community. This will enhance the emerging Volunteering Strategy being developed strategically 'Wirral Together'.

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

**Yes**– (please delete as appropriate)

**If 'yes' please continue to section 7.**

**If 'no' please state your reason(s) why:**

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

## **Section 7: How will consultation take place and by when?**

The initial views of Employments and Appointments Committee were sought on 27 June 2017.

Trade Union representatives have been consulted as part of the proposal to introduce a Volunteering Policy for employees. They have also been involved in the progression of the Policy.

Colleagues within Human Resources were sent the draft Policy for their input and protocols and FAQ's have been developed in addition.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.