



Equality Screening Template

The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed or any other queries on screening, contact the Equality and Diversity Officers (job-share) Stella Gilmartin or Lorraine Dennis on extension 6026/7 or by email equality@belfastcity.gov.uk

The accompanying **Screening Guidance** note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties and what they mean in practice is available on the Equality Commission's website¹.

The screening template has 4 sections to complete. These are:

Section A - provides details about the policy / decision that is being screened

Section B – gives information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts on all equality groups.

¹ <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

Section A

Details about the policy / decision to be screened

1. Title of policy / decision to be screened:-

Belfast City Council Volunteer Policy

2. Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

The development of this policy was identified as an action following on from the adoption of the Belfast City Council Volunteering Charter, and was agreed at the Development Committee on 17 February 2015.

<http://gsintmin01:9077/ieListDocuments.aspx?CId=283&MId=1002&Ver=4>

This is a new policy which outlines the principles on which the relationship between a volunteer and Belfast City Council is based. It is an opportunity for Belfast City Council to reaffirm its vision for volunteer support and improve volunteer involving practice.

Following the agreement by members to develop the Volunteer Charter a cross-departmental task and finish group (lead by Community Services in partnership with Volunteer Now) was established to develop an implementation plan in order to embed the Charter principles in the practice of those services involving volunteers.

In September 2015, the group undertook a scoping exercise to identify the extent of volunteer involvement across Council departments and the type of volunteer roles being provided. The recommendation from this exercise highlighted the need for Council to develop a Council policy on Volunteering which will give strategic direction and enable consistency in our approach to managing and recruiting volunteers.

It was agreed by the departmental group that the current Community Services Volunteering Framework should form the basis for the corporate policy. An initial review of this framework was completed resulting in the development of this corporate policy.

The policy covers:

- Vision and Values for volunteering within council
- Volunteer Roles
- Recruitment and Selection of volunteers
- Management of Volunteers
- Record-Keeping
- Insurance
- Expenses, and
- Training

Following approval, an implementation plan will be rolled out by the task and finish group on the development of corporate procedures.

The task and finish group is proposing to continue to work with Volunteer Now to develop appropriate and robust procedures to effectively involve volunteers. It is intended that the staff guide on volunteering recently developed by Community Services will be used as a basis for the development of procedures as part of the policy implementation plan.

Volunteering fits within the Belfast Agenda theme. Our city priorities for the next 5 years are grouped around 4 areas – these are Growing the Economy, Working and Learning, City Development, and Living Here. Within the living here section, ‘Increasing the proportion of people actively volunteering in society’ is currently included as one of the goals.

The policy sets out how Belfast City Council will recruit, select and retain volunteers directly involved in supporting and developing its work.

There will be financial and human resource implications with its introduction.

Financial: There will be a number of financial considerations that will derive from the implementation of this policy which will be considered by DMT and Committee.

Human resources: This is a new corporate policy to be implemented which will require consideration by Council on the appropriate model of management to ensure its full implementation. It will also require additional training resources.

3. Aims and objectives of the policy / decision to be screened:-

(What is the policy trying to achieve?)

Volunteering underpins life in the city of Belfast. The council recognises and supports volunteering and works to enhance the positive contribution it has in reducing inequality and strengthening bonds between people across the city.

In terms of reducing inequality examples of how volunteers impact on this include:

- advice service volunteers who provide welfare benefit guidance to service users;
- volunteers in schools who provide support to children with literacy issues through reading support programmes.
- volunteer befrienders who reduce social isolation for older citizens who are no longer active and able, and
- volunteers who support people from different cultures to settle into life in the city by delivering English classes.

These examples also involve relationship building between the volunteer and the service recipient, so helping to strengthen bonds and connections between citizens.

There is a long tradition of Belfast City Council supporting volunteering and involving its citizens in its work. Volunteering in Belfast is about people choosing to give time to others and their communities so making the city a better place to live.

This policy aims to outline the minimum standards necessary when involving volunteers to support Council in its work. It also aims to provide strategic direction and sets out a consistency of approach when managing volunteers involved in a range of activities across council's various sections and departments.

The policy objectives are

To create an enabling and facilitating environment in which volunteering can occur.

Improve volunteer management practice across council and ensure consistency of approach.

Embed Belfast City Council's Volunteer Charter principles in day to day practice with volunteers.

In order to fully implementation this policy we will develop a 15 month action plan.

4. On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential) and explain:-

Staff

YES: responsible for volunteer recruitment, management and training support.

Service users

YES: impacted on because of volunteer involvement in service delivery coming in contact with council through involvement as a volunteer or through accessing a service or programme provided by volunteers.

Other public sector organizations

NO

Voluntary / community groups / trade unions

YES: council will be tapping into the existing pool of potential volunteers
TU – issues of perceived job substitution.

Others, please specify

5. Are there linkages to other Agencies/ Departments?

The Department for Communities (previously Department for Social Development) is responsible for overseeing the strategic direction of volunteering in the region. In March 2012 DSD published its Volunteering Strategy and Action Plan for Northern Ireland – 'Join In, Get Involved: Build a Better Future'.

The Strategy aims to coordinate volunteer development across government, the voluntary and community sector and other stakeholders. It also aims to promote volunteering as a positive experience and increase levels of volunteering across Northern Ireland.

The Strategy's action plan contains a series of objectives which intend to create the conditions where volunteering activity can develop and flourish and where volunteering is open to anyone who wants to participate.

The Volunteer Charter which underpins the Council's Volunteering Policy is itself based on the Investing in Volunteers standard. This is the UK quality standard for volunteering involving organisations, and the standard recommended by Volunteer Now.

Volunteer Now is the regional organisation working to promote, develop and support volunteering across Northern Ireland.

Not only will the policy have linkages to external agencies/departments, it has linkages internally with a number of other sections and departments across Council. This is evident in the membership of cross-council working group that has been established involving officers from the parks and sports development sections, Corporate policy, city events and Health & environmental services.

As referenced above the volunteer policy is linked to the Belfast Agenda with volunteering identified as a priority in the Living here section.

Section B

Information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts for equality and good relations

6. Outline consultation process planned or achieved

Volunteering is defined as “the commitment of time and energy, for the benefit of society and the community, the environment, or individuals outside (or in addition to) one’s immediate family. It is unpaid and undertaken freely and by choice’. This definition is taken from the DSD’s Northern Ireland Volunteer Strategy – ‘Join In, Get Involved: Build a Better Future’ published in March 2012.

The key objectives of the Strategy were determined and agreed upon through the consultation process undertaken by the Department prior to publishing the Strategy.

Objective 3 of the Strategy is ‘Improve the Experience’ and one of the priorities of this objective is to extend volunteering in the public sector. In light of this Community Services, as a section already involving volunteers began work to review its existing volunteer management procedures and develop its own framework for involving volunteers. This work was undertaken in conjunction with Volunteer Now, the volunteering infrastructure support organisation for Belfast.

In October 2014 Community Services undertook a consultation exercise with staff from Economic Development to consider how volunteering can contribute to enhancing employability. This was the result of a request from the then Lord Mayor, Cllr Nichola Mallon. At the same time Volunteer Now was engaging with Council to explore the feasibility of developing a City Volunteering scheme.

As a result work began to develop a Volunteer Charter for council. This work was undertaken by a task and finish group whose membership included staff from Parks and Leisure Services, Health and Environmental Services, City Events, Corporate HR and Community Services.

In September 2015, the group undertook a scoping exercise to identify the extent of volunteer involvement across Council departments and the type of volunteer roles being provided. The recommendation from this exercise highlighted the need for the Council to develop a Council policy on Volunteering which will give strategic

direction and enable consistency in our approach to managing and recruiting volunteers.

Additionally, in 2010 and 2015 Community Services carried out a volunteer an impact assessment. This assessment was carried out amongst 3 main groupings including volunteers, staff and service users. One of the main findings was to improve the volunteer management practices across the service.

In partnership with Volunteer Now, the group produced a draft Volunteer Charter which was agreed by Belfast City Council in March 2015. The Volunteer Charter sets out the Council's underpinning principles for volunteer involvement.

Having developed the charter the next stage was to look at its implementation. The initial piece of work undertaken was to scope volunteer involvements across council through the existing task and finish group members.

Having identified the scope of volunteer involvement, Volunteer Now was asked to support the development a draft corporate volunteer policy. This fitted with Volunteer Now's agenda to support local authorities to provide civic leadership in promoting and facilitating volunteering.

The development of this volunteer policy is an opportunity for Belfast City Council to reaffirm its vision for volunteer support, improve practice and work in partnership with colleagues to extend this approach across the Council.

7. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment.

It is important to record information gathered from a variety of sources such as: monitoring information; complaints; research surveys; consultation exercises from other public authorities.

The most recent survey of volunteer involvement in Northern Ireland was undertaken by the Department for Social Development in February/March 2016. This was carried out in order to gather information on volunteering prevalence, trends and the characteristics of volunteers, while identifying potential barriers to volunteering and providing a baseline measurement of volunteer diversity in terms of Section 75 groupings.

Volunteering opportunities will be advertised through a number of mechanisms through Council's corporate communications policy which ensures that opportunities are promoted to ensure they are open and transparent and promoted widely across the city.

All staff are given equality and diversity training on a regular basis.

Section 75 category	Likely impact?	Level of impact? Minor/Major/ None				
Religious belief	<p>The 2011 Census indicates that 48.6% of Belfast City residents are from a Catholic community background and 42.3% are from a Protestant community background.</p> <p>The NI survey of Volunteers analysis report shows that across Northern Ireland a similar proportion of respondents involved as volunteers indicated being from Protestant community background (44%) as were from a Catholic community background (43%).</p> <p>Volunteering is time undertaken freely and by choice. Individuals choose to volunteer for a particular role and/or organisation based on personal preference. In the 2007 Volunteering in Northern Ireland report, 'It's All About Time' produced by the Volunteer Development Agency 50% of formal volunteers got involved because they wanted to improve things or help people. The next most common motivating factor was that the cause was important (28%).</p> <p>http://www.volunteernow.co.uk/fs/doc/publications/its-all-about-time-summary-report.pdf</p>	None				
Political opinion	<p>There is no data available which indicates a positive or negative difference between people of differing political opinion.</p> <p>The diversity of political opinion in the city is reflected in the 60 Councillors elected to represent the people of Belfast across 10 wards in May 2015 local government elections</p> <table border="1" data-bbox="347 1944 1235 2049"> <thead> <tr> <th data-bbox="347 1944 871 2000">Political Party</th> <th data-bbox="871 1944 1235 2000">Number of councilors</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 2000 871 2049">Alliance Party of Northern Ireland</td> <td data-bbox="871 2000 1235 2049">8</td> </tr> </tbody> </table>	Political Party	Number of councilors	Alliance Party of Northern Ireland	8	None
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	<table border="1"> <tr> <td>Democratic Unionist Party</td> <td>12</td> </tr> <tr> <td>Green Party</td> <td>1</td> </tr> <tr> <td>Independent</td> <td>1</td> </tr> <tr> <td>People Before Profit</td> <td>1</td> </tr> <tr> <td>Progressive Unionist Party</td> <td>3</td> </tr> <tr> <td>Sinn Fein</td> <td>19</td> </tr> <tr> <td>Social Democratic & Labour Party</td> <td>7</td> </tr> <tr> <td>Traditional Unionist Voice</td> <td>1</td> </tr> <tr> <td>Ulster Unionist Party</td> <td>7</td> </tr> </table>	Democratic Unionist Party	12	Green Party	1	Independent	1	People Before Profit	1	Progressive Unionist Party	3	Sinn Fein	19	Social Democratic & Labour Party	7	Traditional Unionist Voice	1	Ulster Unionist Party	7	
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Racial group	<p>Individuals are free to choose what roles they wish to volunteer for. Council will consider where volunteering opportunities will add value or extend the reach of its services. It will then promote and market these opportunities widely to ensure a range of individuals have the opportunity to apply and be considered.</p> <p>On Census Day 27th March 2011, in Belfast Local Government District (2014), considering the resident population: 3.23% were from an ethnic minority population and the remaining 96.77% were white (including Irish Traveller).</p> <p>The NI Survey of volunteers found that 98% of those surveyed identified as 'white'. The remaining 2% identified as 'other ethnic group' including 'Black African', 'Indian', 'Irish Traveller', 'Irish', 'Ulster Scots' and 'Mixed Ethnic background'.</p> <p>Volunteering is a freely chosen activity. Council will offer a range of volunteer roles which are attractive and accessible to a range of individuals, across a range of sites.</p>	Minor																		
Age	<p>The estimated population of Belfast Local Government District at 30 June 2015 was 338,907, of which 163,622 (48.3%) were male and 175,285 (51.7%) were female.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> ○ 66,581 children aged 0-15 years; ○ 122,942 people aged 16-39 years; ○ 100,076 people aged 40-64 years; and 	Minor																		

- 49,308 people 65 years and older.

Between 2005 and 2015 the population of Belfast Local Government District increased by 13,424 people or 4.1%.

	Belfast LGD	Northern Ireland
Total Population (2015)	338,907	1,851,621
Children (0-15 years)	66,581	385,200
Young Working Age (16-39 years)	122,942	583,116
Older Working Age (40-64 years)	100,076	591,481
Older (65+ years)	49,308	291,824
Population Change % (2005-2015)	4.1%	7.2%

Table 1: Population Estimates by broad age bands, 2015

Source: Population Estimates for Belfast Local Government District, NI Neighbourhood Information Service

The NI Survey of Volunteers analysis report highlights the underrepresentation of older and younger people in the volunteering population. In 2016 only 16% of volunteers surveyed were aged between 16 and 34 years, whilst less than 8 % were aged 65 years and over. The majority of volunteers were aged between 35 and 64 years. This reflects the findings of the 2015 analysis report.

A number of volunteer roles will be available within council that will be accessible to a range of ages provided the individual meets the requirements of the role.

For example legal requirements such as enhanced disclosure checks or health & safety issues will mean some roles will not be available to all age ranges.

Marital Status	<p>The percentage of residents in the new local government district of Belfast aged 16 years and over is 80.8%. In terms of marital status</p> <ul style="list-style-type: none"> • 45.3% are single (never married or never registered a same-sex civil partnership) 	Minor
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	<ul style="list-style-type: none"> • 35.6% are married • 0.1% are in a registered same sex civil partnership • 5.3% are separated (but still legally married or still in a same sex civil partnership) • 6.2% are divorced or formerly in a same-sex partnership which is now legally dissolved • 7.5% are widowed or the surviving partner from a same-sex civil partnership <p>Almost two thirds of respondents to the NI Survey of Volunteers gave their marital/civil partnership status as 'married' (62%), whilst 26% identified as 'single, that is never married or in a same-sex civil partnership'. Less than 1% of those who responded were in a same-sex civil partnership. Those who were separated, but still legally in a same sex civil partnership/ formerly in a same sex civil partnership which is now legally dissolved or the surviving partner from a same sex civil partnership again accounted for less than 1%.</p> <p>To ensure that volunteering opportunities are accessible to all those who want to be involved council intends to develop a range of opportunities which will be attractive to a range of citizens.</p>																
Sexual orientation	<p>The Department for Social Development commissioned a survey of volunteers in Northern Ireland in February /March 2016. This was carried out in order to gather information on volunteering prevalence, trends and the characteristics of volunteers, as well as identifying potential barriers to volunteering. The survey included a question on sexual orientation. Respondents were asked 'Which of the following best describes you?'</p> <table border="1" data-bbox="352 1720 1311 2024"> <thead> <tr> <th>Answer options</th> <th>Response count</th> <th>Response Percent</th> </tr> </thead> <tbody> <tr> <td>Heterosexual</td> <td>1688</td> <td>90%</td> </tr> <tr> <td>Gay/Lesbian</td> <td>40</td> <td>2%</td> </tr> <tr> <td>Bisexual</td> <td>22</td> <td>1%</td> </tr> <tr> <td>Prefer not to say</td> <td>113</td> <td>6%</td> </tr> </tbody> </table>	Answer options	Response count	Response Percent	Heterosexual	1688	90%	Gay/Lesbian	40	2%	Bisexual	22	1%	Prefer not to say	113	6%	None
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	Other (please specify)	10	1%	
	Total	1873	100%	
Men and women generally	<p>Source: NI Survey of Volunteers Analysis Report April 2016: Table 14</p> <p>The Rainbow Project estimates that ,on the basis of national and international research ,1 in 10 people in Northern Ireland would not identify as being 'heterosexual'</p> <p>The estimated population of Belfast Local Government District at 30 June 2015 was 338,907, of which 163,622 (48.3%) were male and 175,285 (51.7%) were female.</p> <p>Source: Population Estimates for Belfast Local Government District NISRA</p> <p>In the case of respondents to the NI Survey of Volunteers 2016 58% were female and 42% were men.</p> <p>Volunteering opportunities identified within council should be open to anyone wishing to participate. A communications plan will be developed to promote opportunities and ensure they are open and accessible to a wide audience.</p>			Minor
Disability	<p>On Census Day 27th March 2011, in Belfast Local Government District (2014):</p> <p>23.50% of people had a long-term health problem or disability that limited their day-to-day activities;</p> <p>76.19% of people stated their general health was either good or very good; and</p> <p>12.28% of people stated that they provided unpaid care to family, friends, neighbours or other</p> <p>Of those surveyed as part of the NI Survey of Volunteers which looked at volunteers across the region, 89% indicated they did not consider themselves to have a disability, whilst 11% indicated that they considered they did have a disability.</p>			Minor

	<p>Volunteering offers opportunities to the individual, regardless of ability or disability. Key to this is matching the individual to the role which best suits their skills, knowledge and experience.</p> <p>Council facilities are DDA compliant to ensure buildings are accessible for those with physical disabilities.</p>																																								
Dependants	<p>The table below shows the usually resident population household structure on Census Day 2011</p> <table border="1" data-bbox="352 528 1174 1005"> <thead> <tr> <th rowspan="2">Household Size</th> <th colspan="2">Usual Residents</th> <th colspan="2">Households</th> </tr> <tr> <th>Number</th> <th>%</th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>48,377</td> <td>14.71</td> <td>48,377</td> <td>34.17</td> </tr> <tr> <td>2</td> <td>85,146</td> <td>25.90</td> <td>42,573</td> <td>30.07</td> </tr> <tr> <td>3</td> <td>68,922</td> <td>20.96</td> <td>22,974</td> <td>16.23</td> </tr> <tr> <td>4</td> <td>67,788</td> <td>20.62</td> <td>16,947</td> <td>11.97</td> </tr> <tr> <td>5+</td> <td>58,530</td> <td>17.80</td> <td>10,696</td> <td>7.56</td> </tr> <tr> <td>Overall</td> <td>328,763</td> <td>100</td> <td>141,567</td> <td>100</td> </tr> </tbody> </table> <p>Source: NI Census 2011</p> <p>There were 328,763 people (98.47% of the usually resident population) living in 141,567 households, giving an average household size of 2.32. The remaining 5,108 people (1.53%) were living in communal establishments.</p> <p>Volunteering roles will be offered at various times and days to enable individuals with dependents to access suitable volunteering opportunities.</p>	Household Size	Usual Residents		Households		Number	%	Number	%	1	48,377	14.71	48,377	34.17	2	85,146	25.90	42,573	30.07	3	68,922	20.96	22,974	16.23	4	67,788	20.62	16,947	11.97	5+	58,530	17.80	10,696	7.56	Overall	328,763	100	141,567	100	Minor
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8. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

The Northern Ireland Executive’s vision for volunteering as set out in the Volunteer Strategy March 2012 is underpinned by the following values:

- Fairness and Equity: Volunteering enhances social inclusion and good relations. It should be open to everyone.

- The importance of free will/choice: Volunteering is a matter of free choice and there should be no compulsion to take part.
- Mutual Benefit: Volunteering is a shared experience. It is rewarding and of benefit to the volunteer in building skills, confidence and extending social networks. Volunteering is of benefit to society in contributing to the building of social capital and progressive social change.

(NI Volunteering Strategy: Join In, Get Involved: Build a Better Future March 2012)

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	<p>The Belfast City Council volunteer policy fits within the council’s existing equality and diversity policies as well as the Disability Discrimination legislation.</p> <p>The policy is based on the good practice principles outlined in the Council’s Volunteer Charter agreed by council in March 2015. This Charter is itself based on the Investing in Volunteers the UK quality standard for volunteer involving organisations.</p> <p>Council has worked with Volunteer Now to ensure this policy reflects the good practice standard for volunteer involvement.</p> <p>One of Charter’s underpinning principles is the commitment to ensuring equality of access to volunteer opportunities and equality of treatment for volunteers in all Council’s policies and practices.</p> <p>The policy itself sets out a commitment to promoting equality of opportunity for all those who wish to be involved as a volunteer. It states Council’s intention that its volunteers should reflect the diversity of the communities in which council works.</p> <p>The implementation of the policy will be central in ensuring that the policy has a positive impact across the Section 75 groupings. This will require appropriate and adequate resourcing.</p>	

	The identification of diverse and varied roles which are attractive to a range of people across the population, coupled with considered promotion and marketing will contribute to volunteering opportunities being accessible to all those who wish to be considered. Once an individual is selected as a volunteer there will also be opportunity to adapt roles to take into consideration the individual requirements of the volunteer.	
Political opinion	As above.	
Racial group	Consideration of specific language needs and cultural requirements will contribute to the policy having a positive impact on equality of opportunity for people from different racial groups.	
Age	Providing a variety of volunteer roles that will be attractive and accessible to a range of age groups will contribute to have a positive impact on equality of opportunity for this grouping.	
Marital status	Providing a variety of volunteer roles that will be attractive and accessible to people of different marital status will contribute to having a positive impact on equality of opportunity for this grouping.	
Sexual orientation	The identification of diverse and varied roles which are attractive to a range of people across the population, coupled with considered promotion and marketing will contribute to volunteering opportunities being accessible to all those who wish to be considered. Appropriate training for staff responsible for volunteer recruitment and selection, including marketing and promotion, as well as training for staff responsible for managing volunteers will contribute to this policy having a positive impact	

	on equality of opportunity for people of different sexual orientation.	
Men and women generally	The identification of diverse and varied roles which are attractive to a range of people across the population, coupled with considered promotion and marketing will contribute to volunteering opportunities being accessible to all those who wish to be considered.	
Disability	The provision of a wide range of varied roles which are attractive and accessible to a range of multi ability individuals will contribute positively to promoting equality of opportunity for this equality grouping. The policy also allows for roles to be adapted within reason to meet the requirements of the individual undertaking the role.	
Dependants	Providing a range of opportunities which are available on different days and at different times will facilitate the involvement of individuals at times which fit with family responsibilities.	

9. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Belfast City Council has been working with Volunteer Now to develop its volunteer policy. Volunteer Now provides guidance on involving a range of individuals for example; children, older people, members of the LGBT community, people with disabilities. It also provides guidance on supporting diversity in the volunteer group.

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	The Volunteering Policy provides an opportunity to better promote equality of opportunity across all the equality groups as it will act as a framework to support the involvement of a varied range of	

individuals through the provision of a range of diverse volunteer roles across a range of locations.

A 15 month action plan has been developed in conjunction with Volunteer Now to co-ordinate the implementation of the policy and this will set out the specific activities to be undertaken to promote equality of opportunity in volunteering, It will identify how to embed best practice in developing, promoting and marketing volunteer opportunities to ensure all those who wish to be involved as volunteers have the opportunity to be involved. It will also consider the training and support required for staff engaged in volunteer recruitment and selection, as well as those staff responsible for the induction and management of volunteers.

The policy sets out the intention to widely promote opportunities through a range of communication channels to all those who wish to be involved as a volunteer. Council will also monitor the makeup of its volunteer population to identify if there is a need for targeted volunteer recruitment.

Volunteer Now will also provide support in terms of developing best practice in volunteer involvement.

The policy provides consistency in how volunteers are recruited, selected, managed and retained.

Through the effective promotion, recruitment matching and placing of volunteers there is the opportunity to actively engage with and target people of differing religious belief.

Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility,

	<p>marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Political opinion	<p>Through the effective promotion, recruitment matching and placing of volunteers there is the opportunity to actively engage with and target people of differing religious belief.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Racial group	<p>Having a consistent approach to volunteer involvement, coupled with appropriate and adequate resourcing individuals from different racial groups can be targeted and supported to volunteer with Belfast City Council. This will include provision of information in different languages and use of appropriate images as well as consideration of cultural differences and religious requirements.</p> <p>Having a matching meeting process which matches the individual with the right role will ensure that there is adequate information on the specific needs of individuals who register as potential volunteers.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Age	<p>Providing a diverse range of volunteer roles in a range of locations which ask for a variety of skills and experience or no skills and experience will</p>	

	<p>support the involvement of volunteers across the age spectrum. Volunteer opportunities will also be promoted through a range of channels – paper based such as City Matters, online via Volunteer Now’s website for example and through the use of social media.</p> <p>Specific volunteer roles, because of the nature of the tasks involved may not be accessible to all age groups. For example those involving supervision of under 18’s and requiring an Access NI check may not be accessible to individuals under 18 years of age. Other roles may have age restrictions because of health and safety issues.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Marital status	<p>Through the effective promotion, recruitment matching and placing of volunteers there is the opportunity to actively engage with and target people of differing marital status.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Sexual orientation	<p>Through the effective promotion, recruitment matching and placing of volunteers there is the opportunity to actively engage with and target people of differing sexual orientation.</p>	

	<p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Men and women generally	<p>Targeted recruitment and consideration of the type and range of roles on offer would contribute to encouraging and supporting men to be involved as volunteers. This will include consideration of images and language used when promoting opportunities.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Disability	<p>Through the effective promotion, recruitment matching and placing of volunteers coupled with a variety and range of roles there is the opportunity to actively engage with and target people with disabilities. Consideration of images and language used, how information is presented and additional requirements a particular individual has will contribute to promoting equality of opportunity. All Belfast City Council venues are DDA compliant.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
Dependants	<p>Consideration of the types of role available and when these are available will contribute to promoting</p>	

	<p>equality of opportunity through volunteering for those with dependants.</p> <p>Volunteering offers opportunities for individuals to engage with council and its activities regardless of age, gender, race, political opinion, sexual orientation, religious belief, caring responsibility, marital status or ability. As an activity volunteering is freely chosen and undertaken.</p>	
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10. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

The volunteer policy promotes inclusion by offering equality of opportunity to become volunteers. The policy has the potential to impact on good relations by providing opportunities for collaborative working, develop skills and gain experience.

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	<p>Involving volunteers in the work of Council will have a positive impact on good relations between people of different religious beliefs. Volunteering contributes to building social bonds. Individuals from differing faiths, political opinions and racial groups will come together through giving time to support the work of council.</p> <p>Volunteering is an opportunity to build connections between individuals who might never otherwise meet. This in turn contributes to creating community cohesion. As an activity, volunteering provides a vehicle for people from diverse backgrounds and with a range of individual needs to come together to work and socialise. It also offers an opportunity for</p>	Minor

	service users and staff to experience diversity in terms of the people they come in contact with.	
Political opinion	As above	Minor
Racial group	As above	Minor

11. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	<p>Volunteering is undertaken freely and by choice. Individuals will choose roles for a variety of reasons, Through volunteering with council individuals will have the opportunity to meet and build relations with those of different religious belief, political opinion and racial group.</p> <p>Key to this is to have attractive and fulfilling volunteer opportunities which will be marketed and promoted across a wide range of channels.</p> <p>Involving volunteers will also bring opportunities for service users and staff to meet and engage with others from different religions and racial groups, as well as different political opinions.</p>	
Political opinion	As above	
Racial group	As above	

Section C

Belfast City Council also has legislative obligations to meet under the Disability Discrimination Order and Questions 12-13 relate to these two areas.

Consideration of Disability Duties

12. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?

Explain your assessment in full

Yes – the Volunteer Policy provides an opportunity for Council to better promote positive attitudes towards disabled people. It is an inclusive policy which will provide the opportunity to provide positive attitudes towards disabled people being involved in public life. It contributes to Council's vision identified in the Belfast agenda – being an inclusive and accessible city.

The development of meaningful volunteering roles, coupled with appropriate marketing and promotion will attract individuals to register for roles. A key aspect of involving volunteers is ensuring potential volunteers are matched with appropriate and meaningful roles which volunteers feel are valued. Clear and robust recruitment and selection procedures will ensure individuals will be matched with the appropriate volunteer role, based on their ability to carry out the role. Involving disabled people in appropriate roles provides an opportunity to promote positive attitudes.

13. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

Explain your assessment in full

Yes – Volunteering provides an opportunity for any individual to be actively engaged in public life. This involves matching the individual with their range of skills, abilities and talents with the volunteer role that is the best fit for these.

In order to actively increase the participation of disabled people in public life through volunteering council will provide a range of volunteer roles. These roles will be attractive to a range of individuals and will be meaningful to both council and the volunteer.

14. Multiple Identities

Provide details of data on the impact of the policy with multiple identities

Belfast City Council aims to provide a diverse range of volunteering opportunities and to promote these to a range of individuals. The Council values the involvement of volunteers who reflect the interests, needs and resources of the communities we serve.

The volunteer policy sets out the steps for successfully involving volunteers. Part of this process is the collection of relevant information about the volunteer and using this information to match the experience, skills and talents of the volunteer with the tasks and responsibilities of the volunteer role.

Building in flexibility to volunteer roles and adequately resourcing the involvement of volunteers will contribute to ensuring that individuals who fall into multiple equality groupings can be encouraged and supported to volunteer with council.

Specify relevant Section 75 categories concerned.

15. Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
Monitoring is planned through the collection of	Monitoring is planned through the collection of	Monitoring is planned through the collection of

<p>individual volunteer data at the initial volunteer registration stage. Annual review of the volunteer make up is also planned.</p> <p>As part of the volunteer management process we will seek the views of volunteers through support and supervision meetings and as part of the volunteer exit interview. These views will then feed into the publicity and marketing plan for volunteer recruitment.</p>	<p>individual volunteer data at the initial volunteer registration stage. Annual review of the volunteer make up is also planned.</p> <p>As part of the volunteer management process we will seek the views of volunteers through support and supervision meetings and as part of the volunteer exit interview. These views will then feed into the publicity and marketing plan for volunteer recruitment.</p>	<p>individual volunteer data at the initial volunteer registration stage. Annual review of the volunteer make up is also planned.</p> <p>As part of the volunteer management process we will seek the views of volunteers through support and supervision meetings and as part of the volunteer exit interview. These views will then feed into the publicity and marketing plan for volunteer recruitment.</p>
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Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened:

Belfast City Council Volunteer Policy

I can confirm that the proposed policy / decision has been screened for –

X	Equality of opportunity and good relations
X	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is – (*place an X in the appropriate box below*)

	* <u>Screened In</u> – Necessary to conduct a full EQIA
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X	<p>*<u>Screened Out</u> – No EQIA necessary (no impacts)</p> <p>Volunteering is an activity undertaken freely and by choice. The corporate volunteer policy which has been developed is an inclusive policy. The framework it sets out for volunteer involvement is the basis from which to council can promote positive opportunities for citizens across Belfast. These opportunities will support the council's desire to create active and empowered citizens as set out in the Belfast Agenda. The volunteer policy has the potential to impact on good relations by providing opportunities for collaborative working, develop skills and gain experience.</p>
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	* <u>Screened Out -</u> Mitigating Actions (minor impacts)
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Formal Record of Screening Decision (cont.)

Screening assessment completed by (Officer Level) –

Name: Tracy Mawhinney

Date: 20 March 2017

Department: **City & Neighbourhood Services**

Signature: please insert a scanned image of your signature below

Screening decision approved by –

Name: Brian Kelly

Date: 20 March 2017

Department: **City & Neighbourhood Services**

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – equality@belfastcity.gov.uk. The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

Stella Gilmartin / Lorraine Dennis

Equality & Diversity Officer (*job-share*)

Belfast City Council

City Hall

Belfast

BT1 5GS

Telephone: 028 90270511

equality@belfastcity.gov.uk