

## Full equalities impact assessment

Directorate: Standards and Engagement

Service: Volunteering

Piece of work being assessed: PPI Database

Name of lead person: Helen Mulholland

Other partners/stakeholders involved: Staff who manage volunteers

Date of assessment: 24th July 2008

<b>Single Equality Scheme strand</b>	<b>Baseline data and research –</b> What is available? What does it show? Are there any gaps? Use both quantitative and qualitative research and user data Include consultation with users if available	<b>Is there likely to be a differential impact?</b> If 'yes', is that impact direct or indirect discrimination?
<b>Gender</b>	<p>There are people who are involved with NHS Sheffield's work in a volunteering capacity and, to enrol with us, have completed an Involvement Questionnaire. This information is then entered onto our PPI database. There are currently 180 people listed.</p> <p>According to the Institute of Volunteering Research (IVR), in a 1997 survey, 48% of men were likely to volunteer compared to 52% of woman.</p> <p>In terms of the PPI database, 31% are male, 68% are female and 1% peoples' genders are unknown due to the fact that this has been counted via names rather than a specific 'gender' box on the questionnaire.</p>	<p>Yes. Getting involved in our work in a voluntary capacity is clearly appealing to woman more than men which could be viewed as indirect discrimination. This is something we need to consider in the planning and design stages of both where we market opportunities and the type of opportunities we offer in the future.</p>
<b>Race</b>	<p>Current statistics show that the Sheffield population is 84% white and 16% BME. The people on the volunteering database are 87% white and 13% BME. It is important to note that 31 people from the 180 on the database didn't declare their race and therefore aren't included in those statistics.</p> <p>The race section on the questionnaire invites people to write free-hand rather than following the census data which means that the information is more difficult to analyse.</p> <p>Some volunteering opportunities are designed for all, but target specific BME groups, e.g. The Centre for HIV and Sexual Health runs an African Peer</p>	<p>Yes. There may be indirect discrimination in where the opportunities have been advertised to date and the type of opportunities that are available. We need to consider this in the planning of our future marketing campaign, the design and implementation of volunteering opportunities and our support of people from BME communities.</p>

	Educators Peer Support Programme	Primary Care Trust
<b>Disability</b>	<p>Based on the 2001 census, 20% of the Sheffield population live with a disability.</p> <p>36% of the people on the database live with a disability.</p>	No.
<b>Sexual orientation</b>	<p>Employment Equality (Sexual Orientation) Regulations 2003 Regulatory Impact Assessment (DTI, 2005) estimates the LGB population to be between 5% and 7%.</p> <p>This has not previously been requested during our data collection therefore the sexual orientation of people is unknown.</p>	Possibly.
<b>Age</b>	<p>The data we have collected uses a different range to the IVR. They use the range 18-24, 25-34, 35-44, 45-54, 55-64, 65-74 and 75+. We use the range Under 20, 20-30, 30-40, 40-50, 50-60, 60-70, 75+. We are therefore measuring different things.</p> <p>An IVR survey in 2007 found that volunteering tends to peak in middle age, with a tailing off after the age of retirement. This may now be recorded differently due to the change in legislation around retirement age.</p> <p>In terms of the people on the PPI database, under 20 = 1%, 20-30 = 13%, 30-40 = 25%, 40-50 = 17%, 50-60 = 14%, 60-70 = 20%, 75+ = 10%.</p> <p>Interestingly, the people who are involved with our work buck the national trend and are continuing to volunteer long into their retirement years.</p>	No.
<b>Religion/belief</b>	<p>Currently, 60% of the Sheffield population are Christians. The most popular religion for people from BME groups is Muslim at 6%.</p> <p>This has not previously been requested during our data collection therefore the religion / belief system people subscribe to is unknown.</p>	Possibly due to cultural sensitivities.

## Equalities Impact Assessment Action Plan

Strand	Issue	Action required	How will you measure the impact/outcome?	Timescale	Lead
All	Not knowing where people are finding out about our volunteering opportunities	→ Add a section to the questionnaire which asks where people heard about us	→ Will have data collected to analyse and will be able to see gaps	Oct 08	Helen M
All	All Volunteer Managers across the organisation need to be aware of the outcomes of the EIA and how this might affect their future practice	→ E-mail this document to all Volunteer Managers → Once template has been signed off by Helen Bunter, forward to Volunteer Managers for them to disseminate to volunteers → Collate data collected	→ It'll add to the overall picture of volunteering → Ensure all staff who this might affect are involved  → Add to overall picture	→ Oct 08 → Ongoing	Helen M
Gender	Information not requested on questionnaire	→ Add gender box to questionnaire → Amend PPI database to incorporate information	→ Will have easier access to data about gender → Data will be available to analyse	Oct 08	Helen M
Gender	Increase number of men so people involved with our work are more representative of the Sheffield community	→ Publicise volunteering opportunities at places more likely to be accessed by males e.g. Taxi Driver events, computer fayres, car shows, sports centres, football grounds etc → Ensure volunteering opportunities that are available are not inappropriately discriminating	→ Increased number of men returning involvement questionnaires + being entered on the database → Increased number of males embarking on volunteering opportunity	By end January 2009	Helen M
Race	Census data needs to be included on the questionnaire rather than free-hand text	→ Add census data to questionnaire → Amend PPI database to incorporate information	→ Will make the data easier to assess → Data will be available to analyse	Oct 08	Helen M

		→ Analyse data to view whether volunteers are representative of BME community	→ Analyse data and amend action plan accordingly		
Race	Increase number of opportunities that are aimed at people from BME communities	<ul style="list-style-type: none"> <li>→ Highlight to people from BME communities that the Prospectus of Involvement Opportunities is available in different languages / formats</li> <li>→ Consider use of imagery in Prospectus</li> <li>→ Encourage staff members to develop volunteer opportunities for people from BME groups if identified as a need in their EIA action plan</li> <li>→ Advertise in Colour Of Health magazine</li> </ul>	<ul style="list-style-type: none"> <li>→ Requests for publication in different languages / formats will increase</li> <li>→ Check that images represent population</li> <li>→ Number of opportunities aimed at people specifically from BME groups will increase</li> <li>→ Contact editorial team and submit article / advert</li> </ul>	By end January 2009	Helen M
Race	Advertise volunteering opportunities in culturally appropriate venues and places	<ul style="list-style-type: none"> <li>→ Advertise volunteering opportunities in communities with high BME population</li> <li>→ Continue to work with Vimbai at VAS (supports asylum seekers and refugees)</li> <li>→ Work with colleagues in the EPHP's to find best ways to engage</li> </ul>	<ul style="list-style-type: none"> <li>→ Enquiries will increase from people from BME communities</li> <li>→ Referrals will continue</li> <li>→ Will distribute Prospectus on a more local level and enquiries will increase</li> </ul>	By end January 2009	
Disability	Add section for free-hand text on what the persons disability is	<ul style="list-style-type: none"> <li>→ Add section to questionnaire</li> <li>→ Amend PPI database to incorporate this information</li> </ul>	→ Data will be available to analyse	Oct 08	Helen M
Sexual orientation	Not previously recorded	<ul style="list-style-type: none"> <li>→ Add section to questionnaire</li> <li>→ Amend PPI database to incorporate this information</li> </ul>	→ Data will be available to analyse	Oct 08	Helen M
Age	Scale needs to be changed on questionnaire to match IVR scale	→ Change numbers on questionnaire	→ Data will match national picture which will lead to easier analysis	Oct 08	Helen M

Religion / Belief	Information not requested on questionnaire	<ul style="list-style-type: none"> <li>→ Add religion / belief box to questionnaire</li> <li>→ Amend PPI database to incorporate this information</li> </ul>	<ul style="list-style-type: none"> <li>→ Data about religion / belief will be available</li> <li>→ Data will be available to analyse</li> </ul>	Oct 08	Helen M
All	Raise awareness of issues raised in EIA	<ul style="list-style-type: none"> <li>→ Add this report to agenda for next PPI meeting</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase awareness of PPI database and the range of people involved with our work</li> </ul>	24 <sup>th</sup> September 2008	Helen M / Peter Conlan (in my absence)
All	Will need a catch-up programme for people already on database so same EIA info is recorded about everyone	<ul style="list-style-type: none"> <li>→ Send updated equal opportunities form to 180 people on PPI database</li> </ul>	<ul style="list-style-type: none"> <li>→ Once information is returned, enter onto database</li> </ul>	October 2008	Helen M
All	Monitor requests from staff for volunteers to ensure we're not discriminating against volunteers from particular communities	<ul style="list-style-type: none"> <li>→ Set up a system to record and monitor requests</li> </ul>	<ul style="list-style-type: none"> <li>→ Analysis of role descriptions</li> </ul>	Ongoing	Helen M