



## **Policy Screening Template for Volunteer Policy**

**Date: 24 August 2020**



## LNI Policy Screening Template

### Part 1. Policy Scoping

Information about the policy

<p><b>Name of the policy</b></p> <p>Volunteering Policy</p>
<p><b>Is this an existing, revised or a new policy?</b></p> <p>This is a revised policy</p>
<p><b>What is it trying to achieve? (intended aims/outcomes)</b></p> <p>This is a review of an existing policy taking into account changes in the organisation both in staff and in service delivery to include online programming</p>
<p><b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b>  <b>If so, explain how.</b></p> <p>The policy offers an opportunity to all persons, including the Section 75 categories. Libraries NI is committed to an inclusive approach to service planning and delivery</p>
<p><b>Who initiated or wrote the policy?</b></p> <p>The Head of Service wrote the policy</p>
<p><b>Who owns and who implements the policy?</b></p> <p>The Director of Library Services is the Policy Sponsor and the appropriate Managers across the organisation will implement the policy</p>

## Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

☒

**financial**

☐

**legislative**

☐

**other, please specify**\_\_\_\_\_

## Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

☒

**staff**

☒

**service users**

☐

**other public sector organisations**

☒

**Voluntary/community/trade unions**

☐

**Other, please specify**\_\_\_\_\_

## Other policies with a bearing on this policy

- **What are they?**

### Policies

- Safeguarding Policy
- Data Protection Policy
- Equality Policy
- Health and Safety Policy
- Social Media Policy
- IT Security Policy

- **Who owns them?**

The appropriate Service Development Manager owns these policies

## Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	No evidence has been gathered to inform this policy
<b>Political opinion</b>	No evidence has been gathered to inform this policy
<b>Racial group</b>	No evidence has been gathered to inform this policy
<b>Age</b>	Volunteer opportunities are for adults only i.e. over 16 years old
<b>Marital status</b>	No evidence has been gathered to inform this policy
<b>Sexual orientation</b>	No evidence has been gathered to inform this policy
<b>Men women generally</b>	No evidence has been gathered to inform this policy
<b>Disability</b>	Individuals wishing to become a volunteer are asked on the application form to disclose if they have a disability that is relevant to the volunteer role
<b>Dependants</b>	No evidence has been gathered to inform this policy

## Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
<b>Religious belief</b>	No additional needs, experiences and priorities identified
<b>Political opinion</b>	No additional needs, experiences and priorities identified
<b>Racial group</b>	No additional needs, experiences and priorities identified
<b>Age</b>	Volunteer opportunities are for adults only i.e. over 16 years old due to safeguarding issues
<b>Marital status</b>	No additional needs, experiences and priorities identified
<b>Sexual orientation</b>	No additional needs, experiences and priorities identified
<b>Men women generally</b>	No additional needs, experiences and priorities identified
<b>Disability</b>	No additional needs, experiences and priorities identified for grouping as a whole although information is requested as part of the application process for volunteers as it relates to the operational requirement for the specific volunteer role
<b>Dependants</b>	No additional needs, experiences and priorities identified

## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>	Volunteer Policy is an inclusive policy	None
<b>Political opinion</b>	Volunteer Policy is an inclusive policy	None
<b>Racial group</b>	None Volunteers must state that they are either a UK citizen or eligible to apply for a volunteer opportunity on the application form	Minor
<b>Age</b>	Children are not eligible to apply for a volunteer role	Minor
<b>Marital status</b>	Volunteer Policy is an inclusive policy	None
<b>Sexual orientation</b>	Volunteer Policy is an inclusive policy	None
<b>Men women generally</b>	Volunteer Policy is an inclusive policy	None
<b>Disability</b>	Volunteer Policy is an inclusive policy	None
<b>Dependants</b>	Volunteer Policy is an inclusive policy	None

<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Political opinion</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Racial group</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Age</b>	Libraries NI is committed to an inclusive approach to service planning and delivery for volunteers	
<b>Marital status</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Sexual orientation</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Men women generally</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Disability</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	
<b>Dependants</b>	Libraries NI is committed to an inclusive approach to service planning and delivery	



<b>3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b> <b>Minor/major/none</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact Minor/major/none</b>
<b>Religious belief</b>	The purpose of this policy is to ensure a consistent approach to the involvement of volunteers within Libraries NI. It may have a positive impact on good relations between people from all backgrounds	Minor
<b>Political opinion</b>	The purpose of this policy is to ensure a consistent approach to the involvement of volunteers within Libraries NI. It may have a positive impact on good relations between people from all backgrounds	Minor
<b>Racial group</b>	The purpose of this policy is to ensure a consistent approach to the involvement of volunteers within Libraries NI It may have a positive impact on good relations between people from all backgrounds	Minor

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>	There is the potential to promote good relations by providing opportunities for collaborative working, the development of skills and gaining of experience	
<b>Political opinion</b>	There is the potential to promote good relations by providing opportunities for collaborative working, the development of skills and gaining of experience	
<b>Racial group</b>	There is the potential to promote good relations by providing opportunities for collaborative working, the development of skills and gaining of experience	

## Additional considerations

### Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

There is no evidence of additional impact on people with multiple identities

### Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

Libraries NI found no evidence to suggest that people within the Section 75 groupings will be affected by the policy.

If the decision is not to conduct an equality impact assessment, consider if the policy should be mitigated or an alternative policy be introduced.

As appropriate, Libraries NI will work with organisations/bodies representing Section 75 groups to develop and promote volunteer opportunities

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

Not applicable

### Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

No

## Timetabling and prioritising

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.


Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

## Part 4. Monitoring

Libraries NI holds information about the volunteer experience when the placement/s ends and can be used to inform policy development and revision.

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
 Kim Aiken	Service Development Manager	24/08/2020
 Patricia Walker	Service Development Manager	24/08/2020
Approved by:		
 Helen Osborn	Director of Library Services	26/08/2020

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.