

APPENDIX 1

Equality and health analysis guidance and template

Guidance notes

Things to remember:

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Understanding the affect of the council's policies and practices on people with different protected characteristics is an important part of complying with the general equality duty. Under the PSED the council must ensure that:

- Decision-makers are aware of the general equality duty's requirements.
- The general equality duty is complied with before and at the time a particular policy is under consideration and when a decision is taken.
- They consciously consider the need to do the things set out in the aims of the general equality duty as an integral part of the decision-making process.
- They have sufficient information to understand the effects of the policy, or the way a function is carried out, on the aims set out in the general equality duty.
- They review policies or decisions, for example, if the make-up of service users changes, as the general equality duty is a continuing duty.
- They take responsibility for complying with the general equality duty in relation to all their relevant functions. Responsibility cannot be delegated to external organisations that are carrying out public functions on their behalf.
- They consciously consider the need to do the things set out in the aims of the general equality duty not only when a policy is developed and decided upon, but when it is being implemented.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies:

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it isn't available, take steps to gather it (where practical and proportionate).
- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Equality analysis should be referenced in community impact statements in Council reports.

Community impact statements are a corporate requirement in all reports to the following meetings: the cabinet, individual decision makers, scrutiny, regulatory committees and community councils. Community impact statements enable decision makers to identify more easily how a decision might affect different communities in Southwark and to consider any implications for equality and diversity.

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Equality analysis may be published under the council's publishing of equality information, or be present with divisional/departmental/service business plans. These will be placed on the website for public view under the council's Publications Scheme.

Equality analysis should be reviewed after a sensible period of time to see if business needs have changed and/or if the effects that were expected have occurred. If not then you will need to consider amending your policy accordingly. This does not mean repeating the equality analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Engagement with the community is recommended as part of the development of equality analysis. The council's Community Engagement Division and critical friend, the Forum for Equality and Human Rights in Southwark can assist with this (see section below on community engagement and www.southwarkadvice.org.uk).

Whilst the equality analysis is being considered, Southwark Council recommends considering health and wellbeing implications, as health and health inequalities are strongly influenced by the environment we live and work in. As a major provider of services to Southwark residents, the council has a legal duty to reduce health inequalities and this is reflected in its values and aims. For this reason, the council recommends considering health & wellbeing impacts in all equality analyses, not forgetting to include identified potential mitigating actions.

Section 1: Equality analysis details

Proposed policy/decision/business plan to which this equality analysis relates	- Volunteer Policy
---	--------------------

Equality analysis author	Lynne Ottaway-Reid				
Strategic Director:	Caroline Bruce				
Department	Environment and Leisure	Division	Communities		
Period analysis undertaken	2020				
Date of review (if applicable)	January 2022				
Sign-off		Position		Date	

Section 2: Brief description of policy/decision/business plan

1.1 Brief description of policy/decision/business plan

This equalities analysis relates to the Southwark Volunteering Strategy and offers opportunity for interested Southwark residents to participate in volunteering in the borough.

The policy sets out the following vision:

We want Southwark to be a place where everyone feels confident to help and support their neighbours and local groups by getting involved in their communities. We want to build a Southwark where everyone has access to volunteering, so individuals and the places where we live, work, worship and visit can thrive.

The policy sets out the following aims to achieve this vision:

- **Increase awareness and knowledge of volunteering**
- **Provide appropriate support to organisations that host volunteers**
- **Make volunteering, inclusive, accessible and meaningful**

The drivers for this policy preparation was the ending of existing strategy in 2020, and has been co produced with the sector with Community Southwark playing a lead role in the engagement on and drafting of the strategy.

Further work to develop the action plan should address any mitigation actions and identified areas to ensure there is a means for improving experiences.

The decision maker is the Cabinet.

Section 3: Overview of service users and key stakeholders consulted

2. Service users and stakeholders

Key users of the department or service	<p>Volunteers will be primarily residents of Southwark, who are looking to volunteer for any one of the following reasons;</p> <ul style="list-style-type: none">• Looking to update skills and experience• To add to their CV as relevant recent experience• To feel that they are contributing to society• Health and Wellbeing benefits• To do something that they feel passionate about• To help in carrying out a project• To participate in something that brings benefit to the community
---	--

	<ul style="list-style-type: none"> • To meet new people • To get a new experience • To feel useful <p>Other stakeholders: Organisations that use volunteers as part of their delivery model e.g. Citizens Advice</p> <p>Organisations that support individuals into work and may need opportunities to refer clients to e.g. Southwark Works</p> <p>Community organisations that rely on volunteers to run, manage and deliver services</p> <p>Residents who benefit from the efforts of volunteers</p>
<p>Key stakeholders were/are involved in this policy/decision/business plan</p>	<p>The community hub review group in summer 2020</p> <ul style="list-style-type: none"> • Cllr Kieron Williams (Chair) • Cllr Evelyn Akoto, Cabinet Member for Community Safety and Public Health • Cathy Deplessis, Director, Southwark Pensioners Centre • Chris Mikata-Pralat, Chief Executive Officer, Community Southwark • Hayley Ormandy, Programme Director Partnership Southwark • Mike Wilson, Executive Director, Pembroke House <p>The volunteering strategy group:</p> <ul style="list-style-type: none"> • Lynn Ottaway-Reid, <i>Southwark Council, Consultation and Involvement officer.</i> • Katy Woolley, <i>Community Southwark, Head of Volunteering and Social Action</i> • Joseph Kigawali – Volunteer Coordinator Slam • Karis Morris-Brown, <i>Black Cultural Archives</i> • xxxxx, <i>Shakespeare’s Globe, Welsh Volunteer Manager</i> • Jayne Couchman, Southwark Works, <i>CEO</i> • Jennie Linnet, <i>Link Age Southwark, Senior Volunteer Coordinator</i> • Lucy Welsh– Pembroke House - Volunteer Coordinator <p>Over 40 people who took part in the workshops and 73 who responded to a survey.</p>

Section 4: Pre-implementation equality analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based and any mitigating actions to be taken.

The first column on the left is for societal and economic issues (discrimination, higher poverty levels) and the second column on the right for health issues, physical and mental. As the two aspects are heavily interrelated it may not be practical to fill out both columns on all protected characteristics. The aim is, however, to ensure that health is given special consideration, as it is the council's declared intention to reduce health inequalities in the borough. The Public Health Team can assist with research and data.

<p>Age - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>Both young people and older people are a key cohort for volunteering. The Age friendly agenda and results from our work so far have indicated that older people need more opportunities to get involved in volunteering and tackling isolation and supporting opportunities to meet people and have fun especially through community based activity and the voluntary sector. Tackling Loneliness and Social Isolation in Southwark recommends volunteering as a good way to counteract feelings of loneliness.</p> <p>It is clear that the Pandemic has had a considerable impact on the jobs market and there has been a rapid rise in the number of people claiming universal credit and seeking employment especially in younger people. The average age of the borough is 33.1.</p> <p>This policy will support these ambitions by improving the ways we raise awareness of opportunities and the ways we can support organisations to develop positive volunteering experiences.</p> <p>The focus on improving pathways to employment for volunteers should in particular benefit younger people.</p>	<p>Access to volunteering and good quality experiences will improve mental well being by supporting personal growth and tackling loneliness.</p> <p>Increasing awareness of opportunities for our GP led network of social prescribers should also support improvements in health and well being</p>
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>

<p>We have a young population, a result of the large number of young adults in their 20s and 30s the largest single population cohort being 25 – 29-year-olds and the average age is 33.1 years. Southwark is the third most densely populated borough in London with an estimated population of 314,000.</p> <p>The claimant count for under 25s and over 50s is greater than 10% which is greater than the count for other age groups.</p> <p>Covid 19 has made it even more difficult for several of the protected characteristics to participate in volunteering due to their enhanced vulnerability and susceptibility to being severely affected by the virus., etc.</p>	<p>Loneliness strategy</p>
<p>Mitigating actions to be taken</p>	
<p>None required</p>	

<p>Disability - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>The policy will have a positive impact on all residents. In addition, the aims for the next three years will be a focus on being more inclusive and improving accessibility. As part of the workshop sessions we engaged groups that support people with disabilities into volunteering and employment. These connections will be vital to develop as part of our action plan to ensure that this group of potential volunteers can benefit from the outcomes of this strategy.</p>	<p>People who are disabled are disproportionality affected by loneliness and find it harder to access employment any work that improves access to volunteering opportunities should have a positive impact on peoples' health and well being.</p> <p>Increasing awareness of opportunities for our GP led network of social prescribers should also support improvements in health and well being</p>
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>
<p>Mitigating actions to be taken</p>	

<p>Liaise with the Disability Forum that is held by Community Southwark and Southwark Disability Association to find out what disabled people feel the roles best suited to them are and work with the organisation to promote opportunities and support disabled applicants in situ.</p>	
---	--

<p>Gender reassignment - The process of transitioning from one gender to another.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>We have very limited information about gender reassignment and are unable to identify any particular impacts on this protected characteristics.</p>	<p>Work completed through the loneliness strategy and the survey completed by the LBGTQ+ network identified this group of people are more likely to feel isolated and lonely. Supporting inclusive and accessible volunteering in safe places could have a positive impact on this cohort.</p>
<p>Equality information on which above analysis is based.</p>	<p>Health data on which above analysis is based</p>
<p>None identified</p>	
<p>Mitigating actions to be taken</p>	
<p>None identified</p>	

<p>Marriage and civil partnership – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. (Only to be considered in respect to the need to eliminate discrimination.)</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>The strategy will support and positively promote volunteering across all of the protected characteristics.</p>	

As part of the development of the action plan work to support organisations meet their employment and related obligations will be a key pillar of the aim to support host organisations create the right and positive environment for their volunteers.	
Equality information on which above analysis is based	Health data on which above analysis is based
JSNA indicates that marriage and civil partnership rates in Southwark are low but this could be linked to the age profile.	
Mitigating actions to be taken	
As part of the development of the action plan work to support organisations meet their employment and related obligations will be a key pillar of the aim to support host organisations create the right and positive environment for their volunteers.	

Pregnancy and maternity - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>The strategy will support and positively promote volunteering across all of the protected characteristics.</p> <p>As part of the development of the action plan work to support organisations meet their employment and related obligations will be a key pillar of the aim to support host organisations create the right and positive environment for their volunteers.</p>	
Equality information on which above analysis is based	Health data on which above analysis is based
Fertility rate in Southwark is low compared to rest of London and the Country.	
Mitigating actions to be taken	

<p>As part of the development of the action plan work to support organisations meet their employment and related obligations will be a key pillar of the aim to support host organisations create the right and positive environment for their volunteers.</p>	
--	--

Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others

Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>The strategy will support and positively promote the diversity of the borough by bringing people together from different races in a mutually beneficial encounter. If the volunteering is long term it can lead to the building of stronger relationships.</p> <p>In developing their existing skills base and the promotion of their personal well-being volunteers have access to better job opportunities, become better equipped for the market place and will have a greater impact on the local economy in Southwark.</p> <p>The policy promotes and supports accessing community resources and using the local knowledge and expertise of volunteers. In developing such skills and knowledge on the ground we are better to able to understand and know our communities.</p> <p>During SST engagement one of the issues that emerged was how the Black Asian and minority ethnic communities. community have lacked the networks they can call upon to support their individual development and career progression. Early volunteering opportunities can help to mitigate this.</p> <p>In these respects the policy could have a positive impact on Black Asian and minority ethnic communities.</p> <p>It is also clear that Black Asian and minority ethnic communities do not currently access formal volunteering in the ways that white community does. The focus on ensuring that our Black Asian and minority ethnic communities both are aware of opportunities and feel that they can take part in these should have a positive impact on this group.</p>	

Equality information on which above analysis is based	Health data on which above analysis is based
<p>Just over half (54%) of Southwark's population is of white ethnicity, a quarter (25%) black and Asian (11%) or other (10%) ethnicities.</p> <p>Recent work with the COVID health ambassadors has suggested that when positively targeted Black Asian and minority ethnic communities play a strong and active role on behalf of their communities.</p>	
Mitigating actions to be taken	
None required	

Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>It should be noted that a significant number of our people with faith are also from one of our Black Asian and minority ethnic communities. Faith communities often lead social action in their areas and provide a considerable amount of support in local communities. The shift in the policy to better integrate the community led sector of our volunteer community into the benefits of the support should have a positive impact for people of faith both as organisations and volunteers. The challenge is ensuring that we reach our faith communities, but this should be supported by our faith strategy work.</p>	
Equality information on which above analysis is based	Health data on which above analysis is based

<p>From that population number, 52.5 %, of people say they are Christian; 8.5 say they are Muslim. Other minority faiths in the borough include, Buddhist, 1.3%; Hindu, 1.3%; 0.3% Jewish; 0.2% Sikh and 0.5 are from other religions. Over 26.7% of people said they do not have a religion or did not state their religion.</p> <p>The borough has over 300 places of worship groups, which people of faith frequent.</p> <p>Data on the number of volunteers by religion/belief not collected by Southwark Council or Community Southwark.</p> <p>Recent work with the COVID health ambassadors has suggested that when positively targeted faith communities play a strong and active role on behalf of their communities.</p>	
<p>Mitigating actions to be taken</p>	
<p>None required</p>	

<p>Sex - A man or a woman.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>Generally speaking more women volunteer than men. The fairer and clearer processes identified for advertising and recruiting volunteers should have a positive impact on attracting men to volunteer posts.</p> <p>It should be noted that with an increase in unemployment generally more men may find themselves in a position where the benefits of volunteering are more apparent.</p>	
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>

Mitigating actions to be taken	
None required	

Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>The strategy will have a positive impact on all residents.</p> <p>The focus on inclusion and accessibility should have a positive impact especially when combined with the work of the team at Community Southwark to support organisations provide a positive environment.</p>	<p>The LGBT report from 2019 states;</p> <p>Further work on the potential of social prescribing to reduce social isolation and loneliness should be commissioned.</p> <p>Further exploration of the indicators of social isolation and loneliness within the LGBTQ+ community, and activities available in the borough, may help to identify opportunities to reduce their harmful effects.</p> <p>Volunteering is proven to alleviate feeling of isolation and loneliness and should be promoted to this community through the LGBTQ Network.</p>
Equality information on which above analysis is based	Health data on which above analysis is based
Mitigating actions to be taken	
<p>Socio-economic disadvantage – although the Equality Act 2010 does not include socio-economic status as one of the protected characteristics, Southwark Council recognises that this continues to be a major cause of inequality in the borough. Socio economic status is the measure of an area's, an individual's or family's economic and social position in relation to others, based on income, education, health, living conditions and occupation.</p>	

Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>In developing their existing skills base and the promotion of their personal well-being volunteers have access to better job opportunities, become better equipped for the market place and will have a greater impact on the local economy in Southwark.</p> <p>The strategy promotes and supports accessing community resources and using the local knowledge and expertise of volunteers. In developing such skills and knowledge on the ground we are better to able to understand and know our communities.</p> <p>The importance of the role of volunteers within the current environment of significant cuts to both council services and voluntary and community sector funding.</p> <p>Many of these volunteers are working to meet key needs of residents that may have been affected by financial cuts and welfare reform and supporting and navigating residents through these processes.</p> <p>The re focus on ensuring that there are clear pathways for individuals who are wishing to use a volunteering experience to improve their job readiness, or gain valuable experience or retrain will also positively impact people facing socio economic disadvantage.</p> <p>The strategy will support improving and supporting community cohesion through support given in an environment of welfare reform.</p>	
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>
<p>In 2012/2013 the ONS survey showed that 7.9% of 16- 64 have no qualifications compared to 7.8% in London.</p> <p>(66% of the volunteers were people that were unemployed - <i>people that approached Community Southwark for support in quarter 4 monitoring for January – March 17</i>).</p> <p>The borough has the 6th highest level of income deprivation amongst the over 60's in the UK. Volunteering opportunities are available for students (to support their studies), people returning to work, those that are semi-</p>	

retired/retired, unemployed and JSA claimants.	
Mitigating actions to be taken	

<p>Human Rights</p> <p>There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour , Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol</p>
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p> <p>Although the Act does not apply to private individuals or companies, except where they are performing public functions, sometimes a public authority has a duty to stop people or companies abusing human rights.</p> <p>Article 6 is very relevant to the council, as it covers procedural safeguards. If the council's processes for decision making, consultation and complaints are not followed, this could mean a breach of someone's human rights.</p>
<p>Information on which above analysis is based</p>
<p>Mitigating actions to be taken</p>

Section 5: Further actions and objectives

5. Further actions			
Based on the initial analysis above, please detail the key mitigating actions or the areas identified as requiring more detailed analysis.			
Number	Description of issue	Action	Timeframe
1	These will be develop during the action plan development phase.		
2			
3			
4			
5			
6			
7			

5. Equality objectives (for business plans)				
Based on the initial analysis above, please detail any equality objectives that you will set for your division/department/service. Under the objective and measure column please state whether this objective is an existing objective or a suggested addition to the Council Plan.				
Objective and measure	Lead officer	Current performance (baseline)	Targets	
			Year 1	Year 2

5. Health objectives (for business plans)				
Based on the initial analysis above, please detail any health objectives that you will set for your division/department/service. Under the objective and measure column please state whether this objective is an existing objective or a suggested addition to the Council Plan.				
Objective and measure	Lead officer	Current performance (baseline)	Targets	
			Year 1	Year 2
