

## APPENDIX 3

# 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](http://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**

---

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

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

---

## 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 Policy and offers opportunity for interested Southwark residents to participate in volunteering at Southwark Council and the decision to standardise the volunteering management practices for all volunteers and teams across the Council

The drivers for this policy preparation was an internal audit carried out by BDO an independent organisation in August 2019, and the need to ensure that the council is able to sign the Southwark volunteers charter and model of good practice for the Borough. The report indicated recommendations including a central policy to improve the management of volunteers throughout Southwark Council. This recommendation is considered best practice as according to The National Council of Voluntary Organisations.

Southwark Council would like to lead by example and implement the recommendations set out in the report from BDO. To produce and adopt policies and processes that will allow us to achieve the Southwark Good practice Charter that is overseen by our partners Communities Southwark and conforms to the NCVO guidelines of best practice in Volunteer Management.

In order to achieve these twin goals the policy sets out the following principles:

- Our recruitment of volunteers will be open, transparent and fair so that all residents have equal access to the opportunities available
- All volunteers will be provided with a volunteer agreement which will set out the purpose of the role, describe the tasks and hours and days of work and any learning and development goals for the volunteer
- The volunteer will have a named supervisor and be supported to deliver their role and provided with an induction to the organisation and a volunteers handbook
- The volunteer will be reimbursed for travel and provided with expenses for lunch where they are required to work more than four hours a day

The decision maker is the cabinet member for Communities.

**Section 3: Overview of service users and key stakeholders consulted**

2. Service users and stakeholders	
<p><b>Key users of the department or service</b></p>	<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"> <li>• Looking to update skills and experience</li> <li>• To add to their CV as relevant recent experience</li> <li>• To feel that they are contributing to society</li> <li>• Health and Wellbeing benefits</li> <li>• To do something that they feel passionate about</li> <li>• To help in carrying out a project</li> <li>• To participate in something that brings benefit to the community</li> <li>• To meet new people</li> <li>• To get a new experience</li> <li>• To feel useful</li> </ul> <p>Departments that have indicated that they use volunteers;</p> <ul style="list-style-type: none"> <li>• Libraries and Heritage</li> <li>• Trading Standards</li> <li>• Events</li> <li>• Appropriate Adult Service – Youth offending</li> <li>• Children’s and Adult Services</li> <li>• Child Sexual Exploitation Prevention – Housing</li> <li>• Pause practice lead</li> <li>• Communities</li> <li>• Out of hours Social Work team</li> </ul> <p>Due to not keeping central records we do not have comprehensive equalities monitoring or information from across the protected characteristics. One of the changes we will implement with this new policy is that this information will be recorded.</p>
<p><b>Key stakeholders were/are involved in this policy/decision/business plan</b></p>	<p>In May - June 2019 a short consultation was undertaken to establish what teams in the Council have volunteers and asking them questions about their volunteer management. Through this we captured some basic information about numbers of volunteers and the processes employed to manage them.</p> <p>Subsequently we held a workshop with the key officers who work with the volunteers. All officers were keen to have a more supported and standardised policy for working with volunteers, that sets out the guidelines on how to work with volunteers going forward, but which manages to set out the basic principles from which teams could build practice that suited their individual requirements for volunteers.</p>

Key stakeholders in the workshop event where;

- Human resources
- Communities Southwark
- Communities
- Officers from each of the teams with volunteers; Libraries, Environment, Tenant Management, Child Sexual Exploitation, Adult and Childrens Services, Communities, Youth Offending Team, Trading Standards,

Unfortunately Covid 19 interrupted the process of another meeting but the draft documents;

- Southwark Council Volunteering handbook
- Southwark Volunteer Management handbook

were distributed for comment and further recommendations.

All volunteers will be required to complete a Southwark Equalities monitoring form, which will help us to analyse the protected equalities characteristics and equalities commitments and support the council to monitor how the use of volunteering is fair and supports equal opportunities.

We will ask that volunteering opportunities are promoted to communities from the equalities protected characteristics.

- Southwark's lesbian, gay, bisexual, and transgender (LGBT) network should be more proactive in encouraging take up of opportunities
- Young people affected by unemployment and lower opportunities to gain work experience, take up of volunteering opportunities by young people
- Age will not be an issue for people who volunteer at Southwark Council as we understand that people of all ages can benefit from volunteering
- BAME residents who are looking for work experience to populate CVs in a field of work that they have not had the opportunity to enter into previously
- Disabled residents that may need DSE, DDA support to carry out a volunteer opportunity
- People from ethnicities that reflect the population of Southwark, who would benefit from volunteering opportunities.

## 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><b>Age</b> - 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><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>Both young people and older people are key cohort for volunteering. Southwark young people's plan indicates that we want to encourage young people to volunteer within the Council's Youth Council and create youth representative roles at each secondary school, and in other organisations/services (e.g. YOT, LAC, LGBT, SEN). 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>This policy will support these ambitions by improving the ways we advertise and recruit volunteers and the support we provide while they are supporting the work we do and will have a positive impact in relation to age.</p>	<p>Access to volunteering and good quality experiences will improve mental well being by supporting personal growth and tackling loneliness.</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>Southwark is the third most densely populated borough in London with an estimated population of 310,000, and is predicted to increase by 37,000 over the next 10 years. The average age of the Young Population is 34.2 years.</p> <p>The 2011 census indicates that Southwark has a shrinking older population, with approximately 10%</p>	

<p>of residents being 60 +. This is a lower percentage than the rest of London and England.</p> <p>There is an increase in the number of young people not in employment, education and training which in 2012 was higher than the national average across London and England.</p> <p>The main beneficiaries of volunteering are Children, Young People and Families (23%). 4% of the volunteers were people that were under the age of 20 years old, with 38% volunteering in the 30-45 age range. Only 3% of volunteers were 65+ age range - <i>people that approached Community Southwark for support in quarter 4 monitoring for January – March 17</i>).</p> <p>37% of the people that visited the Volunteer Centre in 2016/2017 were aged between 30 and 35 which are consistent with the demographics of the borough.</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><b>Mitigating actions to be taken</b></p>	
<p><b>None required</b></p>	

<p><b>Disability</b> - 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><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p>Potential health impacts (positive and negative)</p>
<p>The policy will have a positive impact on all residents. We are collecting information on the needs of people with disabilities and how we can make volunteering opportunities more accessible.</p> <p>We are also collecting information and Good Practice on projects that work with people with disabilities in order to identify and create suitable volunteering opportunities.</p> <p>It is not clear how many of our volunteers are disabled and it is possible that people who are</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>

disabled may not be accessing opportunities.  In the absence of more information the impact is assessed as neutral.	
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
(19% of the volunteers were people with a disability - <i>people that approached Community Southwark for support in quarter 4 monitoring for January – March 17</i> ).  22% of the people that visited the Volunteer Centre in 2016/2017 self defined as having a disability.	
<b>Mitigating actions to be taken</b>	
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. Quarterly monitoring of all departments with volunteers	

<b>Gender reassignment</b> - The process of transitioning from one gender to another.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
We have very limited information about gender reassignment and are unable to identify any particular impacts on this protected characteristics. However any person taking a position as a volunteer will be treated in accordance with our equal opportunities policies and have access to the complaints process	
<b>Equality information on which above analysis is based.</b>	<b>Health data on which above analysis is based</b>

<b>Mitigating actions to be taken</b>	

<p><b>Marriage and civil partnership</b> – 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. <b>(Only to be considered in respect to the need to eliminate discrimination.)</b></p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>The strategy will support and positively promote volunteering across all of the protected characteristics.</p> <p>There is a large body of legislation and regulation which provides a range of individual protections including the Equality Act, the Part-time Workers Regulations, Rehabilitation of Offenders etc. All HR procedures have been written to reflect an employer's statutory responsibility on equal opportunities and the council's commitment to managing diversity.</p>	
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>Southwarks Equality and Diversity policy states ;The Council is committed to eliminating discrimination related to marital status within the workplace by promoting fair and flexible practices. Wherever possible removing barriers and promoting opportunity. It is unlawful to discriminate against workers, employees, job seekers and trainees because of their marital status, perceived or actual.</p> <p>As a public body the Council has a duty to:-</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment and victimisation.</li> <li>• Advance equality of opportunity</li> </ul>	

<ul style="list-style-type: none"> <li>• Foster good relations</li> </ul> <p>Data not collected by Southwark Council or Community Southwark.</p>	
<b>Mitigating actions to be taken</b>	
<p>Monitoring of all those applying to volunteer with Southwark Quarterly monitoring of all departments with volunteers</p>	

<p><b>Pregnancy and maternity</b> - 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.</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>The strategy will support and positively promote volunteering across all of the protected characteristics.</p> <p>There is a large body of legislation and regulation which provides a range of individual protections including the Equality Act, the Part-time Workers Regulations, Rehabilitation of Offenders etc. All HR procedures have been written to reflect an employer's statutory responsibility on equal opportunities and the council's commitment to managing diversity.</p>	
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>Southwark's Equality and Diversity policy states ;The Council is committed to eliminating discrimination related to marital status within the workplace by promoting fair and flexible practices. Wherever possible removing barriers and promoting opportunity. It is unlawful to discriminate against workers, employees, job seekers and trainees because of their marital status, perceived or actual.</p> <p>As a public body the Council has a duty to:-</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment and victimisation.</li> <li>• Advance equality of opportunity</li> </ul>	

<ul style="list-style-type: none"> <li>• Foster good relations</li> </ul> <p>Data not collected by Southwark Council or Community Southwark.</p>	
<b>Mitigating actions to be taken</b>	
<p>Monitoring of all those applying to volunteer with Southwark          Quarterly monitoring of all departments with volunteers</p>	

<p><b>Race</b> - 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</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<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 BAME 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 BAME communities.</p>	

Equality information on which above analysis is based	Health data on which above analysis is based
<p>47% of Southwark communities belong to an ethnic minority and the borough has the largest Black African population in the country.</p> <p>The second highest numbers of beneficiaries of volunteering are Black, Asian, Minority Ethnic and Refugee at (11%). 39% of White British and 40% of Black or Black British were active volunteers - <i>people that approached Community Southwark for support in quarter 4 monitoring for January – March 17</i>).</p> <p>Between 2016 and 2017 42% of Black or Black British visited the volunteer centre at Community Southwark with White (British/Irish/Any other White Background) as the second highest group at 36%.</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>34% of employed people volunteered with over half of the people in this time period volunteering that were unemployed (66%) – <i>people that approached Community Southwark for support in quarter 4 monitoring for January – March 17</i>). 30% of the people that visited the Volunteer Centre in 2016/2017 stated that they were in employment.</p>	
<b>Mitigating actions to be taken</b>	
<b>None required</b>	

<b>Religion and belief</b> - 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)
It should be noted that a significant number of our people with faith are also BAME. The policy will	

have a neutral impact on people as a consequence of their faith.	
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
<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>	
<b>Mitigating actions to be taken</b>	
None required	

<b>Sex</b> - A man or a woman.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
<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>	
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
Southwarks Equality and Diversity policy states ;The Council is committed to eliminating	

<p>discrimination related to marital status within the workplace by promoting fair and flexible practices. Wherever possible removing barriers and promoting opportunity. It is unlawful to discriminate against workers, employees, job seekers and trainees because of their marital status, perceived or actual.</p> <p>As a public body the Council has a duty to:-</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment and victimisation.</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul> <p>Data not collected by Southwark Council or Community Southwark.</p>	
<p><b>Mitigating actions to be taken</b></p>	
<p><b>None required</b></p>	

<p><b>Sexual orientation</b> - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>The strategy will have a positive impact on all residents.</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
<p>Southwark Equality and Diversity policy states; The Council is committed to eliminating discrimination related to sexual orientation within the workplace by promoting fair and flexible practices. Wherever possible removing barriers and promoting opportunity. It is unlawful to discriminate against workers, employees, job seekers and trainees because of their gender, perceived, actual or by association.</p> <p>As a public body the Council has a duty to:-</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment and victimisation.</li> <li>• Advance equality of opportunity</li> <li>• Foster good relations</li> </ul> <p>Data not collected by Southwark or Community Southwark.</p>	
<p><b>Mitigating actions to be taken</b></p> <p>Monitoring of all those applying to volunteer with Southwark Quarterly monitoring of all departments with volunteers</p>	
<p><b>Socio-economic disadvantage</b> – 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</p>	

<p>current environment of significant cuts to both council services and voluntary and community sector funding. The data and evidence highlights the fact that that if the 44,000 volunteers during the last financial year and that contribution was given a fiscal calculation this would equate to just under £50 million.</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 strategy will support improving and supporting community cohesion through support given in an environment of welfare reform.</p>	
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></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 6<sup>th</sup> 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-retired/retired, unemployed and JSA claimants.</p>	
<p><b>Mitigating actions to be taken</b></p>	

<p><b>Human Rights</b></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><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></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.

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.

**Information on which above analysis is based**

**Mitigating actions to be taken**

## 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	Under-representation from particular groups, including those who are facing digital exclusion	Bi annual assessment on Equalities monitoring from all departments who have had volunteers	Ongoing
2	Under representation from groups with protected characteristics	As above but also consideration for affirmative action	Ongoing
3	Health considerations of those volunteering (due to Corona Virus)	Risk assessment and recommendation on suitability of voluntary role	Until further notice
4	Insufficient opportunities in relation to need	Volunteers not able to secure a suitable role to be referred to Community Southwark	Ongoing
5	Volunteering Champion (VC) from all teams to undertake training and identify possible volunteering opportunities	To discuss at SMT and all teams to put forward VC and promote volunteering where appropriate	Ongoing
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