

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section 3 Socio-economic Duty only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

1. Proposal Details			
Lead Officer	Head of Service	Service Area & Department	Date
Paul Cooke	Sue Richards		08 March 2021

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*

This scheme outlines how CCBC will support employees in formal volunteering which takes place in the County Borough. The Council believes that volunteering can increase staff satisfaction and well-being. **(Volunteering and Public Services in Wales, January 2018)**
 CCBC is working with partners to achieve a better Wales and volunteering is crucial to the Wellbeing of Future Generations Act 2015.

This Scheme aims to increase volunteering opportunities for employees by releasing employees from work to support local communities and by offering the opportunity to apply for up to 2 days leave of absence to employees who commit to long-term volunteering projects. The release of employee capacity will support the Team Caerphilly- Better Together strategy and supports the ‘social heart’ ethos of the local authority. This Scheme is consistent with the Caerphilly Cares strategy.

This Scheme is intended to create additional capacity in communities by releasing employees to volunteer for a whole or part of a day event and encouraging volunteering on a long-term basis in the employees own time.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age (<i>people of all ages</i>)	Neutral for employees, however positive impacts for the community as people of all ages may benefit.		Based on equalities legislation.
Disability (<i>people with disabilities/ long term conditions</i>)	There may be a negative impact as some of the volunteering opportunities may not be suitable for some employees. This is dependent on the available opportunity and the needs of the individual employee.	This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied and accessible to ensure that disabled people can participate.	Based on volunteering opportunities that employees have participated in during the buddy system and by considering Equality legislation and the Disability Act.
Gender Reassignment (<i>anybody who’s gender identity or gender expression is different to the sex they were assigned at birth</i>)	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.
Marriage or Civil Partnership (<i>people who are married or in a civil partnership</i>)	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

Pregnancy and Maternity <i>(women who are pregnant and/or on maternity leave)</i>	There may be a negative impact as some volunteering opportunities may not be suitable.	This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied to ensure that women who are pregnant or on maternity leave can participate.	Based on equalities legislation.
Race <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief (<i>people with different religions and beliefs including people with no beliefs</i>)	There may be a negative impact as people may be precluded from some volunteering due to their religion and/or beliefs.	A range of volunteering opportunities will be available throughout the year to allow flexibility to all employees.	Equality legislation.
Sex (<i>women and men, girls and boys and those who self-identify their gender</i>)	There may be a negative impact for women who predominantly work reduced hours or must prioritise childcare. This may impact on their availability to volunteer. Men can also be impacted by childcare.	The scheme has been amended in recognition of childcare duties and availability of employees which is why we have included day or part day events and changed the criteria for the long-term volunteering.	Research about gender equalities at work and equality legislation.
Sexual Orientation (<i>lesbian, gay, bisexual, heterosexual, other</i>)	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

<ul style="list-style-type: none"> ➤ Single parents and vulnerable families ➤ People with low literacy/numeracy ➤ Pensioners ➤ Looked after children ➤ Homeless people ➤ Carers ➤ Armed Forces Community ➤ Students ➤ Single adult households ➤ People misusing substances ➤ People who have experienced the asylum system ➤ People of all ages leaving a care setting ➤ People living in the most deprived areas in Wales (WIMD) ➤ People involved in the criminal justice system 			
<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	<p>Neutral impact for employees,</p> <p>A positive impact on people who will benefit from the range of volunteering opportunities going to be undertaken, e.g supporting people who require food banks and support with managing their income.</p>		Buddy scheme data and Caerphilly Cares.
<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	<p>There may be a negative impact for employees who cannot afford additional childcare to volunteer. Mileage expenses should be covered through the volunteering organisation.</p> <p>There may be positive impacts for residents who are supported through volunteering opportunities with financial support.</p>	This has been mitigated by ensuring that volunteering is available during working hours and by allowing a more flexible approach for volunteering in employees own time.	This change was based on consultation with employees.

Material Deprivation (<i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i>)	Neutral impact for employees, however the volunteering opportunities may support the community in this area.		Buddy scheme data and Caerphilly Cares.
Area Deprivation (<i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i>)	<p>There may be a negative impact for employees who live outside of Caerphilly as this volunteering must take place in the Caerphilly area or benefit the Caerphilly area.</p> <p>Positive impact for the community as volunteering opportunities will support area deprivation and some volunteering opportunities undertaken could benefit the environment.</p>	Employees can apply to volunteer during working hours as the scheme caters for day events and long-term volunteering.	<p>Based on consultations with employees.</p> <p>Area deprivation – based on community assessments.</p>
Socio-economic Background (<i>social class i.e. parents education, employment and income</i>)	<p>There may be a negative impact for employees working on variable contracts and those in lower paid roles.</p> <p>Positive impact for the community as volunteering opportunities will</p>	The policy has been amended to ensure that volunteering can take place for a day or part of a day in recognition of employees on varied contracts and those in lower paid roles.	Based on consultations with employees.

	<p>support people experiencing social deprivation.</p>		
<p>Socio-economic Disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p>This policy will have a positive impact on vulnerable residents in Caerphilly as volunteering supports food banks, buddy scheme, isolation, night shelters and befriending.</p> <p>The policy is equally positive for all employees as they can avail of different opportunities and learn new skills.</p> <p>Groups could include older people, disabled people, and single parents who are on low incomes, having retired or are unable to work.</p>		<p>Based on consultation with employees and feedback from the buddy scheme.</p>

4. Corporate Plan – Council’s Well-being Objectives

(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) [Well-being Objectives](#)

<p>Objective 1 - Improve education opportunities for all</p>	<p>Volunteering will support employees to gain knowledge and skills that they may not currently have in their jobs. This informal training will also have positive impacts for the authority, and employees will be able to bring these new skills back into the workplace</p>
<p>Objective 2 - Enabling employment</p>	<p>Volunteering provides development opportunities for employees which would not otherwise be met through usual opportunities or training routes, empowering employees to achieve their own potential, raising confidence and benefitting their local community and the Council.</p>
<p>Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being</p>	<p>There may be positive impacts as some of the volunteering opportunities may support housing tenants with mental health and wellbeing, accessing foodbanks and income maximisation. Volunteering opportunities may include supporting people to live independently in their homes.</p>
<p>Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment</p>	<p>Neutral impact</p>
<p>Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015</p>	<p>Creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Well-being of Future Generations (Wales) Act 2015. Volunteering will contribute to the physical and mental well-being of employees, as they may have an opportunity to take part in physical activities which will help keep them fit and healthy. Also, it may help their mental well-being to give something back to communities which is of</p>

	value, thereby improving self-confidence and helping employees to feel part of the community.
Objective 6 - Support citizens to remain independent and improve their well-being	Volunteering can support vulnerable people living within our communities and improve the emotional well-being of older people by reducing loneliness and social isolation. Volunteering can support services on building community resilience. Volunteers will gain valuable skills and build personal resilience.

4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

Corporate Plan 2018-2023

This scheme contributes towards the Corporate Well-being Objectives:

Team Caerphilly – Better Together

Deliver on our commitment set out in the new whole-authority operating model – ‘Team Caerphilly – Better Together’. In particular:





- **Enhancing relationships with communities and partners**
- **Developing proud and trusted staff**


Caerphilly Cares

This scheme supports the work of Caerphilly Cares.

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<p>Long Term</p> 	<p>Some of the volunteering opportunities will be supporting residents to live independently and enable them to access support. Some opportunities will support local community buildings and outdoor space. The benefits to employees may include developing skills and support retaining employees within the Council.</p>
<p>Prevention</p> 	<p>Allowing employees to volunteer in social care support has the potential to alleviate issues faced by an aging population, and for those vulnerable people living within our communities. Volunteers will gain valuable skills and build personal resilience.</p>
<p>Integration</p> 	<p>The scheme will work in collaboration with other organisations and expand provision on existing services.</p>
<p>Collaboration</p> 	<p>Employee volunteering is an agreed strand of the Caerphilly Public Services Board (PSB) Well-being Plan which intends to implement employee volunteering across all partners.</p>

<p>Involvement</p> 	<p>Staff are likely to have an interest in achieving the well-being goals for future generations.</p>
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6. Well-being of Future Generations (Wales) Act 2015

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Prosperous Wales <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i></p>	<p>Volunteering helps develop a well-skilled and educated population, utilising our greatest asset – our employees. Building a highly skilled population able to secure decent work, will improve local wealth and thereby create opportunities for local jobs and business growth.</p>
<p>A Resilient Wales <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>Volunteering has the potential to contribute to improving the local environment. Environmental organisations will be eligible organisations for volunteers.</p>
<p>A Healthier Wales <i>A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i></p>	<p>Volunteering can equip individuals with the skills and knowledge needed to improve their own mental health and well-being. Volunteering can improve confidence, encourage social interactions outside of the usual place of work, reduce loneliness and social isolation and build community resilience. Volunteers can aid in creating accessible green spaces enhancing well-being in the community.</p>

<p>A More Equal Wales <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>Volunteering provides the opportunity for individuals to fulfil their full potential regardless of their circumstances, providing life skills and ongoing development benefitting the council, the individual, and future generations.</p>

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p>A Wales of Cohesive Communities <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Volunteering encourages participation in community initiatives, fostering a sense of belonging, community pride and respect. Volunteering can improve and connect communities, create accessible green spaces enhancing communities and making them a better place to live, work and raise families.</p>
<p>A Wales of Vibrant Culture and Thriving Welsh Language <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>Volunteering can encourage local interaction within the community allowing individuals to take advantage of the sports, arts and cultural opportunities within the borough.</p>
<p>A Globally Responsible Wales <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>Volunteering can support individuals to look after the local environment and understand the impact our actions have on the global obligations and demonstrate corporate social responsibility.</p>

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [Policy Making Standards - Good Practice Advice Document](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i>
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile	Neutral		
Compliance with the Welsh Language Standards. <i>Specifically Standards 88 - 93</i>	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		
Opportunities to promote the Welsh language <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	Actively encourage and promote the use of our services in Welsh.		
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		Supports the Five-Year Welsh Language Strategy and the Cymraeg 2050 Strategy.
Treating the Welsh language, no less favourably than the English language	Actively encourage and promote the use of our services in Welsh.		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Positive impact as the scheme will promote Welsh language events and ensure communication is available in Welsh which promotes the scheme. The buddy scheme and any befriending opportunities will actively promote Welsh speakers.

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
<p>Consultation has been undertaken with:</p> <ul style="list-style-type: none"> • The Regeneration Team who held focus groups with staff who volunteered as buddy's and managers of the buddies. • Voluntary sector organisations including the Parent Network • Frontline managers including Waste Management • GAVO (Gwent Association of Voluntary Organisations) who held virtual consultation groups with volunteers 	<p>All departments and management groups have provided feedback to the employee volunteering scheme which has led to changes and amendments to ensure that it is clear and accessible to all employees.</p> <p>Below are some comments from employees regarding volunteering and the scheme.</p> <p><i>'It's great to see CCBC adopting a forward-thinking policy like this. I have friends who work in the private sector, in banking, and this is a benefit they get to have a half day to volunteer to paint a community centre or something and get released from their day job'.</i></p> <p><i>'I accept what was said in that the line manager would have to check on the Volunteer Wales website to verify hours but surely this is not a problem as most staff volunteer hours far in excess of the 2 days leave available and I cannot see anyone who gets involved in volunteering fictionalising hours to get extra days leave'.</i></p>	<p>The Employee Volunteering Scheme was developed after research into other public sector schemes operating in Wales and the UK. The draft scheme is based on research into schemes operating in Pembrokeshire, Newport Gwent, Monmouthshire, Warwickshire, Wigan, Liverpool, Cambridge, Comhairle, Scottish Borders and Welsh Government.</p> <p>The development of the scheme forms part of the corporate review of Corporate Volunteering and Community Partnerships. A review group was set up to co-ordinate the development of the scheme. The group consists of representatives from HR, Voluntary Sector, Leisure Services, Regeneration Team, Transformation Team, Housing and Policy Team.</p> <p>Extensive feedback was provided from various internal departments and amendments were made accordingly to ensure the scheme is clear and accessible to all employees.</p>

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?

Details of further consultation can be included in Section 9.

No gaps identified.

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. Consider the [Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Employees who volunteer, managers of employees who volunteer and managers at service and strategic level were consulted. The unions and other partners such as GAVO and other local authorities were consulted. Feedback from the household survey and the buddy scheme data was considered.

There was a lot of time for consultation and the group working on the scheme identified stakeholders and ensured that views from all departments and agencies were considered.

The Cabinet Report and appendices were sent to agencies and internal departments to allow for feedback and amendments.

The key findings focused on ensuring fairness and availability to employees who work in different areas and on a variety of contracts. Managers wanted reassurance about managing employee expectations which was given as all feedback was responded to with explanations.

The scheme has been amended to ensure all employees can avail of the scheme, sections have been changed to ensure managers have confidence about managing expectations and supporting employees to volunteer.

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	The scheme will be monitored on Volunteering Wales Website. The leave of absence will have a code connected to the scheme to monitor how many employees have availed of the days. The group working on the scheme will monitor the data and feedback from employees and a report will be published at the end of the first year of the scheme.
What are the practical arrangements for monitoring?	The group working on the scheme will work on putting monitoring structures in place and the scheme will sit in the Caerphilly Cares team who will also monitor data based on employees who volunteer.
How will the results of the monitoring be used to develop future proposals?	The monitoring will be used to develop the scheme and the end of year report will identify any changes or developments.
When is the proposal due to be reviewed?	At the end of the first 12 months.
Who is responsible for ensuring this happens?	The policy team will work with Caerphilly Cares on this scheme.

11. Recommendation and Reasoning



Implement proposal with no amendments



Implement proposal taking account of the mitigating actions outlined



Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes

No

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

An Integrated Impact Assessment has been carried out by the group working on the development and implementation of the scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified can be mitigated through risk assessments. The scheme has been developed to ensure employees across all contracts and departments can participate in volunteering. The day or part day events will cover a variety of opportunities and employees can participate during working hours. The long-term volunteering option can be carried out during the employees own time and leave of absence can be arranged with managers. An employee will participate in a minimum of 12 days volunteering which for full time staff will qualify them for 2 days leave of absence which demonstrates the benefit to the community. Employees have been positive about the scheme and the benefits of volunteering in general.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Sonya Foley and Employee Volunteering Scheme Group		September 2022

Integrated Impact Assessment Author

Name:	Sonya Foley and Employee Volunteering Scheme Group		
Job Title:	Policy Officer		
Date:	April 10 2021		

Head of Service Approval

Name:	Sue Richards		
Job Title:	Head of Education and Planning		
Signature:		Date:	