

# Equality Impact Assessment Form

## Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Kerry McClelland – ICV Team, Community Engagement Unit

2. Name of the policy, strategy or project:

ICV Scheme – Expenses Policy

3. What is the main purpose or aims of the policy, strategy or project?

The purpose of the policy is to clearly set out what expenses can be claimed by ICVs, at what rate, and in what circumstances. It also outlines the process for claiming expenses and how these will be paid by the MPA.

4. Who will be the beneficiaries of the policy/strategy/project?

ICVs and those responsible for administering expenses will also benefit.

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

Yes. The policy has been circulated to ICVs via their Panels

6. Have you consulted on this policy?

Yes. ICVs were consulted via the ICV Programme Board representatives. Comments were received on the policy and changes were made to the policy as a result. Officers from Emerald Custody Directorate and the Lead Member for Custody Visiting also sit on the ICV Programme Board and were consulted as part of this process. The policy has been agreed by SMT (subject to an Equality Impact Assessment).

7. Please complete the following table and give reasons/comments for where:

(a) **The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.**

**(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men	X				The impact on all groups listed will be positive. It will be helpful for ICVs to be aware of what expenses they can claim back from the MPA for their volunteering activities. The policy is intended to ensure that finance is not a barrier to volunteering and that ICVs are encouraged to claim re-imbusement for legitimate expenses.
Women	X				Some women may perceive that they experience particular benefit from certain aspects of the policy which allow ICVs to claim taxi fares if visiting late a night in an area which feels unsafe and being able to claim allowances for caring responsibilities, however it must be noted that these entitlements are not restricted to women. Women as a group may experience more socio-economic disadvantages, so the ability to claim out of pocket expenses may benefit them in particular.
Asian or Asian British people	X				As above
Black or Black British people	X				As above
White people (including Irish people)	X				As above
Chinese people	X				As above
Other racial/ethnic group (please specify)	X				As above
Mixed Race	X				As above
Disabled people	X				People with disabilities that affect their mobility will be able to claim taxi fares under the policy.
Gay, Lesbian and Bisexual people	X				As above
Transgender people	X				As above

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Older people (50+)	X		As above
Younger people (17-25) and children	X		As above, however young people under the age of 18 are not eligible to become ICVs
Faith groups (please specify)	X		As above

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

The ICV expenses policy is designed to help remove barriers to volunteering, which may exist. The ICV Scheme tries to actively encourage engagement from diverse and disparate sections of the community. It is hoped that the expenses policy will ensure that finance is not a barrier to volunteering and will therefore help all communities to engage with the ICV scheme.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

No

***If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.***

10. What actions could be taken to amend the policy/strategy/project to minimise the low negative impact?

N/A

11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

N/A

12. How will the policy, strategy or project be implemented including any necessary training?

The policy will be distributed directly to all ICVs as part of a suite of policy documents concerning the scheme. Guidance notes will be supplied with the claim form. ICV Co-ordinators will be on hand to answer any questions about the policy and to support ICVs in completing their claim form if required.

Full Assessment necessary:  Yes  No

Date completed: 25/01/07

Signed by Line Manager: K. McClelland

Signed by Race & Diversity Unit: D. Lewins

Approved by SMT: C. Crawford

Please return a hard copy and electronic copy to the Race & Diversity Unit once completed. The original signed hard copy & an electronic copy should be kept within your unit for audit purposes.