

Example Equality Monitoring Review Format

This document provides a template for any Volunteer-Involving Organisation (VIO) that wishes to investigate the diversity of their volunteer pool. Ensuring a diverse volunteer pool can help increase the reach of an organisation.

A BACKGROUND INFORMATION

1. Organisation Name: *IMAGINARY VOLUNTEER CENTRE*
2. Monitoring Officer: *Sally Sparrow*
3. Total Number of volunteers: *307*
4. Period covered by this Review (please insert years):
from 1 Jan 2019 to 1 Jan 2020
5. Identify the monitoring grounds that this review will consider and the reason(s) identified for collecting sensitive personal data.

Community Background: The Management Committee have agreed that it is important that the organisation can show that they are taking all reasonable steps to ensure that the Volunteer Centre is accessible to all sections of the community.

Sex: The Management committee has noted that a comparatively low number of volunteers are male. Positive steps are currently being taken to encourage more men in the area to volunteer and monitoring will allow us to track whether the proportion of male volunteers goes up over the next 3year period.

Disability / long term health condition: The Volunteer Centre has a specific project aimed at supporting volunteers with special support needs. Monitoring is required for funding and will also help us to track the impact of the project.

All grounds noted above: The organisation is currently seeking to achieve the Investing in Volunteers Quality Standard which recommends that steps are taken to ensure that volunteer opportunities are open to all sections of the community

		YES	NO
6.	Has the Monitoring Officer received training in collation and reviewing equality monitoring data?	☒	☐
7.	Are you satisfied that best practice guidelines have been followed when collecting and processing the data?	☒	☐
8.	Are you, satisfied that no individual's personal responses could be identified when presenting review data?	☒	☐

B. COMPARISON DATA – Comparison data is the term used to describe the information about your local population that you have decided will be used to consider how similar / different your own monitoring data is.

1. Identify the region in which you operate:

The Volunteer Centre operates throughout Northern Ireland with projects established in most major towns and council areas.

2. For each monitoring council please note below the statistical data identified for comparative purposes and the source of this data

Community Background: Taken from most recent NI Census data (Source NISRA)

Overall Northern Ireland Population (all ages)

Protestant: 65% Catholic: 44% Other: 3%

Sex: Taken from most recent NI Census data (Source NISRA)

Overall Northern Ireland Population:

Men: 49% Women: 51%

Disability: Taken from most recent NI Census data (Source: NISRA)

Proportion of people in Northern Ireland living with long term health condition: 21%

C. ASSESSMENT OF MONITORING DATA

1. Active Volunteers in 12 month period

Table 1: Total Number of Active Volunteers in 12 Month Period

Year	2017	2018	2019	Comparison Data	Difference at end of review period
Total Vols	20	305	307	n/a	n/a
P %	50	49	48	53	5% below
RC %	44	43	42	44	2% below
Other %	6	8	10	3	7% below
Male %	30	35	34	49	15% below
Female %	70	65	66	51	15% above
Disabled %	5	17	22	20	2% above

Commentary for table 1:

Community Background: Reasonably in line with the comparison data / proportion of 'Other' higher than the comparison data and rising.

Sex: By 2019 male proportion is 15% lower than the comparison data.

Disabled: Proportion of disabled volunteers increased significantly over period from 5% in 2017 to 22% in 2019.

2. Total Leavers in 12 month period

Table 2: Total Number of Leavers in 12 Month Period

Year	2017	2018	2019	Proportion of Active vols in 2019	Difference
Total Vols	70	84	82	n/a	n/a
P %	50	49	49	48	1% above
RC %	43	44	43	42	1% above
Other %	7	7	8	10	2% below
Male %	29	37	33	34	1% below
Female %	71	63	67	66	1% above
Disabled %	4	13	17	22	5% below

Commentary for table 2:

Community Background: Reasonably similar to proportions of active volunteers in table 1.

Sex: Reasonably similar to proportions of actual volunteers in table 1.

Disabled: Proportion of disabled volunteer leavers is consistently lower than proportions of disabled active volunteers in table 1.

3. Volunteer Applicant and New Start Data

Table 3 provides a comparison between monitoring data collected from volunteer applicants and actual new starts. This is based on data collected from people who have expressed an interest in volunteering by completing an application form and subsequent registration forms completed on the first day of volunteer placement.

Table 3: Total Number of Applicants and New Starts

Year	Applicants			New Starts			Difference in last year
	2017	2018	2019	2017	2018	2019	
Total Vols	100	100	100	80	90	90	10
P %	50	49	48	51	50	48	0
RC %	44	43	42	44	42	44	+2%
Other %	6	8	10	5	8	8	-2%
Male %	30	35	34	29	34	33	-1%
Female %	70	65	66	71	66	67	+1%
Disabled %	7	20	33	5	17	22	- 11%

Commentary for table 3:

- **Note on data collection:** Volunteer co-ordinators indicate that approximately 20% of people completing a registration form will not have initially completed an application form.
- **Community Background:** Monitoring data trends are similar to comparison data and show no significant drop between application and registration.
- **Sex:** Male proportion lower than comparison but no significant applicant drop.
- **Disability:** Significant drop out rate across full three year period.

D CONCLUSION & RECOMMENDED ACTIONS

1. Provide a summary of findings for each equality ground reviewed.

Equality Ground: Community Background

Active: Similar to comparison data / 'Other' now 7% above comparison data.

Leavers: Similar to monitoring trends for 'Active Volunteers'.

Applicants / New Starts: No significant drop off / Similar to comparison data.

Comment: Data trends indicate that the Centre is involving volunteers from all sections of the community.

Recommendations: No specific recommendations identified.

Repeat for each equality group

Equality Ground: Sex

Active: In 2010 male proportion is 15% lower than the comparison data.

Leavers: Similar to monitoring trends for 'Active Volunteers'.

Applicants / New Starts: No significant drop off / Similar to monitoring trends for 'Active Volunteers' / Increase in proportion of male 'New Starts'

Comment: Data flows show that the proportion of male volunteers remains significantly (15%) below the comparator. However there is evidence that positive steps taken to encourage male volunteers has had some impact with the proportion of male volunteers increasing by 4% between 2017 and 2019

Recommendations: Continue with positive steps to encourage male volunteers / long term aim of achieving 49% male proportion in active volunteer population.

Equality Ground: Disability / Long Term Health Condition

Active: Proportion of disabled volunteers increased significantly over period from 5% in 2017 to 20% in 2019.

Leavers: Proportion of disabled volunteer leavers is consistently lower than proportions of disabled active volunteers in table 1.

Applicants / New Starts: Significant drop off rate over 3 year period / in 2019 33% of applicants disabled falling to 22% of new starts.

Comment:

1. Monitoring data trends indicate that the Special Support Programme has achieved some considerable success in increasing the numbers of disabled people participating in volunteering.
2. Leaver monitoring data trends show a lower proportion of disabled leavers than proportion of disabled people in the active volunteer pool
3. Applicant / New Start trends indicate a significant drop out rate prior to registration. There is some indication that this may be in part due to concerns about impact on benefits.

Recommendations

1. Action research project seek / identify reasons why applicants withdraw.
2. Develop leaflet on volunteering benefits.

2. Provide a summary of recommendations / proposed actions

Recommendations

1. Continue monitoring volunteers across the agreed grounds.
2. Prepare summary of this review for next annual report and funding purposes.
3. Schedule next three year monitoring review for 2022.
4. SEX: Continue with Positive Steps to encourage male volunteers.
5. SEX: Management Committee to agree long term Goal for male volunteer population (recommend 49%).
6. DISABILITY: action research project to seek / identify reasons why applicants withdraw.
7. DISABILITY: Develop leaflet on volunteering and benefits to be included in volunteer application / information pack.

This report was completed by the Monitoring Officer

Name: *Sally Sparrow* Position: *Training Manager* Date: *01/02/2020*

The action points have been agreed by the Management Committee:

Name: *John Smith* Position: *Chair* Date: *10/02/2020*

This example has been developed by Volunteer Now and the Equality Commission for Northern Ireland. To read the accompanying publications, such as [Promoting Equality And Diversity In Volunteering - Volunteer Now](#), go to the [volunteer management publications section](#) of our website.

Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.

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