
Workplace Chaplaincy

Committee considering report: Personnel Committee on 15 October 2019

Portfolio Member: Councillor Howard Woollaston

Date Portfolio Member agreed report: 16 September 2019

Report Author: Rebecca Bird

Forward Plan Ref: PC3835

1. Purpose of the Report

- 1.1 To seek approval to pilot a workplace chaplaincy service for six months with a view to establishing the service permanently.

2. Recommendation

- 2.1 That a workplace chaplaincy service be piloted for six months with a view to establishing the service permanently.

3. Implications

- 3.1 **Financial:** The service is being offered to the council on a voluntary basis.
- 3.2 **Policy:** None
- 3.3 **Personnel:** The chaplaincy service should benefit staff.
- 3.4 **Legal:** None
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

4. Other options considered

- 4.1 None

Executive Summary

5. Introduction / Background

- 5.1 The concept of a workplace chaplain for West Berkshire Council came from Richard Littledale, the minister of Newbury Baptist Church. Richard was asked by the Building Communities Together team to deliver a “Lunch and Learn” session for staff about working with people of faith. The session was well-received and sparked good discussion. Following on from this Richard felt that he would like to offer more time to the committed workforce of the Council and approached the Chief Executive to suggest that he might offer a workplace chaplaincy service.
- 5.2 A chaplain is an ordained or lay volunteer representing a local church who:
- interacts with people for their emotional and spiritual well-being;
 - offers confidential, non-judgmental support about all aspects of life and work;
 - is motivated by their Christian faith to care for people and communities;
 - is a good listener, as they value, support and encourage staff;
 - respects the diversity of belief within the wider community.
- 5.3 Chaplains work in a wide variety of settings. There is a general awareness of chaplains in hospitals, prisons and in the armed services but there are also chaplains present in workplaces like factories, shopping centres and local authorities.

6. Proposals

- 6.1 It is proposed that a workplace chaplaincy service be piloted for six months, in the following way:
- 6.1.1 The HR Service would be responsible for the relationship with the workplace chaplain (Richard Littledale).
- 6.1.2 The chaplain would work on a voluntary basis.
- 6.1.3 The chaplain would agree dates to visit the main WBC offices: he suggests twice a month for an hour at a time.
- 6.1.4 HR would arrange a room to be available for him to meet with staff on a drop-in basis.
- 6.1.5 The chaplain would make his contact details available to staff who visit him, for contact outside of work hours.
- 6.1.6 The chaplain would provide information to each person who visits about the service. This would include the advice that prayer can be requested, but will not be actively offered by the chaplain as part of a session.
- 6.1.7 Sessions would be in the middle of the day between 12.00 noon and 2.30pm i.e. outside of core hours. If staff wish to see the chaplain during working time they should seek permission from their manager.

Workplace Chaplaincy

- 6.1.8 The chaplain would respect the confidentiality of all information, personal or commercial, that may be shared with him or come to his notice during the course of his work.
- 6.1.9 The chaplain would remain independent of the organisation he visits.
- 6.1.10 The chaplain might visit, where requested, staff at home or in hospital and might be available at critical times of life.
- 6.1.11 The chaplaincy service is open to all without discrimination.
- 6.1.12 The chaplain would not offer a formal counselling service and should be regarded as complementing existing provision and services e.g. confidential counselling and recognised trade unions.
- 6.1.13 The council would publicise the chaplaincy service to staff through Reporter etc.
- 6.1.14 The chaplain would equip himself with the knowledge of other professional services and signpost to these services when appropriate.
- 6.2 It is proposed that HR conduct a review with Richard Littledale at the end of six months to assess the success of the pilot and whether it should become an established arrangement. The review would consider any concerns raised or any further development needed to make the chaplaincy more beneficial to staff.
- 6.3 Following the review, if we propose to establish a chaplaincy service long-term, a further report will be brought to Corporate Board. An approach could also be made to other faith leaders at that time with a view to broadening religious representation of the chaplaincy service.
- 6.4 We have consulted with trade union representatives on this proposal and they are supportive of the pilot.

7. Conclusion

- 7.1 I believe a workplace chaplaincy service would be beneficial to council staff and would be complementary to other sources of workplace support available.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Resources
Service:	HR
Team:	Strategy & Ops
Lead Officer:	Rebecca Bird
Title of Project/System:	Workplace Chaplaincy
Date of Assessment:	13/9/19

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	X
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	To approve a pilot of a workplace chaplaincy service with a view to establishing an ongoing service.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council’s key strategy priorities?	No
Name of assessor:	Rebecca Bird
Date of assessment:	13/9/19

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To provide an additional source of support for staff.
Objectives:	To pilot a workplace chaplaincy service to assess whether we should offer this service to staff on an on-going basis.
Outcomes:	Staff feel supported in their work.
Benefits:	Staff

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	Positive	The service is open to all.
Disability	Positive	The service is open to all.
Gender	Positive	The service is open to all.

Reassignment		
Marriage and Civil Partnership	Positive	The service is open to all.
Pregnancy and Maternity	Positive	The service is open to all.
Race	Positive	The service is open to all.
Religion or Belief	Potentially negative	Some staff may prefer a chaplain from a different religious background. The council is open to considering this if a similar arrangement is offered. The proposed chaplain would respect the diversity of belief reflected in the workforce and the service would be open to all.
Sex	Positive	The service is open to all.
Sexual Orientation	Positive	The service is open to all.
Further Comments relating to the item:		
3 Result		
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?		No
Please provide an explanation for your answer: The service will be open to all.		
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?		No
Please provide an explanation for your answer: The aim is to provide a service that will benefit staff.		

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

Name: Rebecca Bird

Date: 13/9/19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.