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## PART ONE

### INITIAL EQUALITY IMPACT ASSESSMENT AND SIGNIFICANCE TEST

The Initial Equality Impact Assessment and Significance Test templates should be completed prior to seeking authority to proceed with the development of the following documents:

- Strategies
- Plans, including Contingency Plans
- Project Initiation Documents
- Policies and Procedures

Completion of the templates should be carried out in conjunction with the following two procedures:

- Corporate Documents Equality Impact Assessment Procedure
- Management of Corporate Documents Procedure

The Initial Equality Impact Assessment and Significance Test grading will always be agreed by three people. This will give integrity and consistency to the process and will draw on the experience, knowledge and common sense judgement of more than a single individual. The following will usually be the posts involved in the process;

#### Policy and Procedure

- Policy or Procedure Owner or Holder
- Policy Officer, Corporate Services
- Diversity Officer

#### Other Corporate Documents

- Corporate Document Owner
- Corporate Document Developer
- Diversity Officer

Advice on the types of information available to assist in the completion of the templates can be obtained from the Corporate Document Equality Impact Procedure or from the Policy or Diversity Units.

It is recognised that there will be occasions when the knowledge and experience of the staff members involved in the Equality Impact

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Assessment process will be such that there may not be a need to undertake any initial research or consultation in order to complete the Initial Equality Impact Assessment. This is acceptable provided that the reasons are accurately recorded in the workbook.

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## INITIAL EQUALITY IMPACT ASSESSMENT TEMPLATE

- Summarise the main aim(s) or purpose of the Corporate Document.

Main aim(s) or purpose	Date
The main aim is to formally approve and record the Authority and Constabulary three year financial and service plans.	22 Feb 2010

- Identify individuals and organisations internally and externally that are likely to have an interest in, or be affected by, the Corporate Document. Where a review is being undertaken, if appropriate, highlight any changes to who might have an interest in the document.

Interested individuals and organisations	Date
The document will be published on the Authority web site and be freely available to the public on request in hard copy form. It will be of interest to a wide range of partners as well as the general public. The document is discussed in Police Authority meetings which are open to the public and the contents are often reported in part, in the press	

- Are there any concerns that the Corporate Document could have a differential impact on any of the following groups and is there evidence to support this?

Group	Yes	No	Evidence	Date
Race		No		
Gender	Yes			
Transgender		No		
Sexual Orientation		No		
Religion or Belief		No		

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Age		No		
Disability		No		
Family Status e.g. dependants or caring responsibilities		No		
Economic Status		No		

4. Could the differential impact identified in 3. above amount to there being potential for adverse impact and, if so, can this be justified on the grounds of promoting equality of opportunity for one group or for any other reason?

	Yes	No	Reason	Date
Is there potential for adverse impact?	Yes		It is possible based on Equal Rights and Human Resource historical data, that the planned staff reduction, if in part time posts, could disproportionately affect female staff.	
Can this adverse impact be justified?	Yes		All efforts will be made to re-deploy the staff affected, whether male or female with redundancy being an absolute last resort.	

## SIGNIFICANCE OF INITIAL EQUALITY IMPACT ASSESSMENT

Based on the information provided in the Initial Equality Impact Assessment template, assess the significance of the impact as either Low, Medium or High.

Guide to assessing significance:

Low – where the answer in respect of all seven groups in 3. above is ‘no’;

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Medium – where the answer in respect of between one and four groups in 3. above is ‘yes’. However, if the likely adverse impact on any or all of those groups is considered to be particularly significant, it may be appropriate to classify the significance as High;

High – where the answer in respect of between five and seven groups in 3. above is ‘yes’ or where the likely adverse impact on one or more groups is considered particularly significant.

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<b>Low:</b> No further assessment required and review every three years.	<u>Yes</u>
<b>Medium:</b> Requires full equality impact assessment and relevant consultation in year one and bi-annual review.	
<b>High:</b> Requires full equality impact assessment and relevant consultation in year one and annual review.	

### Equality Impact Assessment - Low Significance

Those Corporate Documents identified as having a low significance will be developed without the need to complete a Full Equality Impact Assessment. However, if during the course of the Corporate Document process equality issues are identified then the initial impact assessment and significance test should be repeated.

### Equality Impact Assessment – Medium and High Significance

The full equality impact assessment process will commence when approval has been given to develop the Corporate Document in line with the Management of Corporate Documents Procedure.

The Initial Equality Impact Assessment Template and Significance of Initial Equality Impact Assessment were completed by:

**Name: Phillip Clayton**  
**Position: Assistant Chief Officer Resources**  
**Date: 10-2-2010**

**Name: Rod Flory**  
**Position: Diversity Officer**  
**Date: 10-2-2010**

**Name: Chris Bland**  
**Position: Authority Treasurer**  
**Date: 10-2-2010**

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I am satisfied with the accuracy of Part One of the Equality Impact Assessment Workbook and agree with the Significance Grading given.

**Signed by Corporate Document Holder or Owner:**

**Position:** Chris Bland - Treasurer  
**Date:** 10-2-2010

The Workbook should now be submitted, with any other relevant documents, to either the Senior Policy Officer, in the case of Policy or Procedure, or Departmental Head, in the case of other Corporate Documents, for approval to proceed with development.

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