



## 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

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
- 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 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 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.

**INITIAL EQUALITY IMPACT ASSESSMENT TEMPLATE**

**1.1 Summarise the main aim(s) or purpose of the corporate document.**

<b>Main aim(s) or purpose, including any benefits or outcomes</b>	<b>Date</b>
<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• provide information to all officers on the process for postings and filling officer vacancies</li> <li>• outline the procedure from start to finish, outlining the responsibilities of the individual, line manager and HR function.</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• To police officers and management – detailed procedures to follow and clear flowcharts to inform officers of the deployment process</li> <li>• To HR staff – outlining their responsibilities during the process</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• robust well publicised system to provide accurate information to all those involved in the deployment process</li> <li>• ensure that the deployment process is undertaken in line with the Police Regulations, internal procedures and all relevant legislation</li> </ul>	13.11.13.

**1.2 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.**

<b>Interested individuals and organisations</b>	<b>Date</b>
Internal	13.11.13.
<ul style="list-style-type: none"> <li>• Police Officers</li> <li>• Line Management</li> <li>• Police Federation</li> <li>• Superintendents' Association</li> <li>• HR Specialists</li> </ul>	
External	13.11.13.
None	

**1.3 Who implements the corporate document and who is responsible for the corporate document?**

This includes shared documents, documents that affect contractors or other public or private bodies: for example Group 4 Security, Multi Agency Protocol or PFI.

Individual officers are responsible for complying with the procedures.

Senior HR Manager (Establishment) is responsible for ensuring that the Force policy requirements are met for each of the above, providing information and written confirmation of postings etc and monitoring the process.

Line management are responsible for fulfilling their policy requirements such as managing the career progression of officers.

HR is responsible for updating the policy as required as a result of changes within national guidance and internal procedures.

**1.4 What factors could contribute or detract from the outcomes?**

Failure to follow procedures outlined in this policy.

**1.5 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
Age		X		13.11.13.
Disability		X		
Gender reassignment		X		
Marriage and civil partnership		X		
Pregnancy and maternity		X		
Race		X		
Religion or belief		X		
Sex		X		
Sexual orientation		X		
Family Status e.g. dependants or caring		X		

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

responsibilities			
Economic Status		x	

**1.6 Could the differential impact identified in 1.5 above amount to there being potential for adverse impact and, if so, can this be justified on any of the following grounds:**

- promoting good relations between diverse communities;
- promoting equality of opportunity;
- eliminating unlawful discrimination;
- eliminating unlawful harassment;
- encouraging participation in public life;
- addressing the specific needs of disabled people.

	Yes	No	Reason	Date
Is there potential for adverse impact?		x		13.11.13.
Can this adverse impact be justified?				

### 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 eleven groups in 1.5 above is ‘no’;

**Medium** – where the answer in respect of between one and four groups in 1.5 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 eleven groups in 1.5 above is ‘yes’ or where the likely adverse impact on one or more groups is considered particularly significant.

<b>Low:</b> No further assessment required and review every three years.	x
---	---

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

<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.

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

**Name:** Rebecca Newman  
**Position:** HR Policy & Reward Manager  
**Date:** 13<sup>th</sup> November 2013

**Name:** Abraham Eshetu  
**Position:** Diversity Manger  
**Date:** 08/01/14

**Name:** Charlie Hall  
**Position:** DCC  
**Date:** 3<sup>rd</sup> September 2014

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

**PART TWO****FULL EQUALITY IMPACT ASSESSMENT**

All questions should be considered from the perspective of all diversity strands, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and from the perspective of family status e.g. dependants or caring responsibilities and economic status.

**2.1 Research**

1. What monitoring arrangements are in place? (With new corporate documents there may be no arrangements in place, in which case go to question 2)	
2. What quantitative data has been considered?	
3. What qualitative information has been considered?	
4. Is there a public concern regarding the subject of the corporate document? If so, describe how these concerns have been identified	
5. Provide details of any changes in legislation or national guidance affecting the corporate document	
6. Summarise the findings	
7. Have gaps in the research or data been identified?	
8. Has the corporate	

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

document been amended in light of the research findings?	
9. Outline any plans for further research or data collection	

## 2.2 Consultation

10. Which individuals and organisations internally and externally were consulted or involved and how were they consulted or involved?	
11. Have consultees been informed of the results of consultation or involvement and by what means?	
12. Summarise the key findings or outcomes of the consultation or involvement	
13. Has the corporate document been amended in light of the consultation or involvement?	
14. Is there a need for further consultation?	
The results of consultation should be recorded in Appendix A	

## 2.3 Equality Analysis and Review

15. Is there any evidence that the corporate document could be perceived as discriminatory or could damage good relations between people of different groups?	
---	--

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------



16. What might the negative implications of the corporate document be for the public or Constabulary staff?	
17. What might the positive implications of the corporate document be for the public or Constabulary staff?	
18. Is there any evidence that the corporate document has an adverse impact, directly or indirectly, on any members of the public or Constabulary staff?	
19. What changes, if any, have been made to the corporate document as a result of the Equality Impact Assessment to reduce adverse impact?	
20. What changes, if any, were considered but not implemented?	
21. If the potential remains for the corporate document to have a negative impact on members of one or more groups, explain why implementation is to continue and can this be justified?	
22. If your assessment is that the corporate document is likely to have an adverse impact is there an alternative means of achieving the document's aim, objective or outcome?	

23. What changes, if any, need to be made in order to minimise unjustifiable adverse impact?	
--	--

**2.4 Monitoring**

24. What arrangements have been made to monitor the corporate document? Please identify monitoring review dates	
--	--

**2.5 Summary**

25. Please provide a summary of the findings of the Equality Impact Assessment against the corporate document under each of the eleven diversity strands. This summary will be used by the Constabulary to inform the public and will become a public document.	
---	--

**PART THREE**

**FINAL APPROVAL AND SIGN OFF**

**Assessment completed by:**

**Name:**

**Position:**

**Date**

**Signed by Corporate Document Holder:**

I am satisfied that [Name of Corporate Document) has been fully Equality Impact Assessed.

**Name:**

**Position:**

**Date:**

### Appendix A: Equality Impact Assessment Consultation Record

Consultee	Comment	Action
Norfolk Supt Association	I am not sure that the policy gives much encouragement to the need for 'flexible thinking' in respect of part time officers. There should be some worked examples of solutions that could be explored. I feel that the deployment approach currently indirectly discriminates against officers with caring responsibilities particularly female officers.	Amendment made to document to address concerns.
Norfolk IAG	The draft policy does seem to reflect a fair and balanced approach in its implementation BUT I do not get an understanding of how the process of enabling and preparing officers to be in a position to be able to apply for Specialist Posts or Specialist Skills/Specialisms works in a fair and balanced way. Does it depend on an officer's line manager championing them? Are courses advertised and officers apply?	These issues are all linked in with the PDR process. All development activities should be agreed between the line manager and the individual as part of this process, however they must also reflect the needs of the organisation.
	Whilst there is clearly equality of opportunity in the process of applying for and deciding on specific deployments, is there equality of opportunity so that officers are able to be in a position to be able to apply for specialist deployments with an equitable chance of success, e.g. have had the relevant prior training?	Opportunities to attend relevant training courses or to acquire specialist skills are advertised in the same way as specialist posts, so there is fairness in access. No amendment required to policy.
	Paragraph 4.3: Should 'potential' be included with 'knowledge, skills and abilities' so that postings can be developmental? There may be individuals who have potential but have, for various reasons, not yet had the opportunity to gain the necessary skills, knowledge and abilities e.g. maternity break. Do Career Development Plans incorporate potential?	Key words of 'individual preferences' are included here, which means the preference to being developed, or not, or moving in a certain career direction (promotion, specialism, etc). No amendment required to policy.

Norfolk IAG continued.	Paragraph 4.4: Is it a personnel file or a personal file?	Personal file. No amendment required to policy.
	Paragraph 4.9: I am not sure what this paragraph means – do all 5 criteria have to be met or is it some or a combination of criteria? I am not sure of the significance of the ‘AND’ in bold.	Text clarified in policy document.
	Paragraph 4.11, 2 <sup>nd</sup> bullet point: ‘Identifying the most suitable candidates’ - Is this from the list produced by implementing the previous bullet? Also, Do Career Development Plans incorporate potential? (as per comment re. paragraph 4.3)	No, officers may have mentioned the role specifically within their PDR as an aspiration. Career Development Plans (within PDR) should highlight career aspirations and actions as to how to achieve these. No amendment required to policy.
	Paragraph 6.1: Suggested addition to the sentence - ‘The quality of the policing service <i>and the quality of the officer’s experiences are ...likely to be...</i> ’	Policy amended as requested.
	Paragraph 7.2: ‘actions required’ - Is this the point at which future training needs are identified? If not, when is future training required identified? If yes, how is such training identified and accessed?	Yes it is. Training will be identified and accessed dependent on the role in question – this may be via a formal training course, by attachment to a certain department, etc. No amendment required to policy.
	Paragraph 8.2: Will the rationale be provided for the outcome? The rationale can help to identify whether there is any intended or unintended bias. Additionally, will this verbal update be supplemented by a written summary	There will be an email confirmation to the line manager and a letter to the officer. Written reasons for posting decisions are available on request. No amendment required to policy.
		Paragraph 1.3: It may be sensible to

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------

Suffolk Office of the PCC	include reference to the fact that policies should take account of Constabularies' duties under the Human Rights Act 1998 (Convention Rights etc)	Suffolk Constabularies are committed to ensuring this policy complies with relevant legislation” and I think this is sufficient. No amendment required to policy.
Suffolk Diversity Unit	Generally there are no diversity or equality issues except that Section 8 on Voluntary/Welfare Transfers may need to be expanded with links to other procedures related to common welfare issues such as flexible working, capability, bullying & harassment, disability management etc.; actual links to relevant procedures need to be added.	Policy amended as requested.
Suffolk Police Federation	Paragraph 4.6: The paragraph makes no mention of the Suffolk practice and agreement whereby normally, an officer will not be posted more than 45 minutes or 35 miles travel from either their home address or the county border if they live in another county – unless the officer is applying for a role that exceeds these guides and by default agrees that they are not applicable. This does not remove the CC's right to post outside of these guidelines.	Policy amended to reflect this.
Finance Dept	Flowchart 2: Reference made to Resourcelink system – should this include ORIGIN for Suffolk ?	Policy amended to reflect HR system.
Suffolk Reach Out	Concerns re. ensuring the 'welfare' transfers are properly dealt with in accordance with the relevant procedure(s) such as disability management etc...	Policy links to be included in document.

Protective Security Marking:	NOT PROTECTIVELY MARKED
------------------------------	-------------------------