

## EQUALITY IMPACT ASSESSMENT WORKBOOK



<b>Department:</b>	HR
<b>Corporate Document(s) this Equality Impact Assessment Relates to:</b>	Flexi-time (Police Staff) Joint Policy
<b>Associated Documents:</b>	

Equality Impact Assessment	
<b>Developed By</b>	
<b>Part One Initial Assessment Approved By</b>	
<b>Part Two Full Assessment Approved By</b>	N/A
<b>Date Published:</b>	16 <sup>th</sup> July 2013
<b>Review Date:</b>	16 <sup>th</sup> July 2015
<b>Version Control:</b>	1

<b>Date Reviewed</b>	<b>Name and Job Title of Reviewer</b>
[Insert date]	[Insert name and job title]

## 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.

Main aim(s) or purpose, including any benefits or outcomes	Date
<p>To provide guidance and information on the flexitime scheme for police staff.</p> <p>Benefits:  <b>All staff:</b> guidance on eligibility, the parameters of the scheme, how to record hours and the taking of flexitime.  <b>Managers:</b> monitoring working hours, granting of flexitime</p> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Clear guidance for management and individuals to follow</li> <li>• Responsibilities clearly laid out within policy</li> </ul>	

### 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.

Interested individuals and organisations	Date
Internal	
<ul style="list-style-type: none"> <li>• Police staff</li> <li>• Managers</li> <li>• HR Department, including Resource Management Unit</li> <li>• Chief Officers</li> <li>• Unison</li> <li>• PCC's</li> </ul>	
External	
<b>Members of the public:</b> the flexitime scheme is a benefit offered by the Constabularies, making it attractive to applicants.	

### 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.

<p><b>Implements:</b> Managers, police staff, RMU, duties administrators  <b>Responsible:</b> HR Department, Chief Officers</p>
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**1.4 What factors could contribute or detract from the outcomes?**

The desired outcomes could be affected negatively by individuals failing to follow the parameters of the scheme, managers not monitoring working hours or granting flexitime in line with procedures, and duties administrators not implementing the policy consistently.

**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		
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 responsibilities		X		
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		
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
<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.	

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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:**  
**Position:** HR Manager (Policy & Reward)  
**Date:** 10.12.12

**Name:**  
**Position:** Diversity Manager  
**Date:** 10.12.12

**Name:**  
**Position:**  
**Date:**

**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	

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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?	
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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?	
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**2.4 Monitoring**

24. What arrangements have been made to monitor the corporate document? Please identify monitoring review dates	
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**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.	
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**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
Principal Accountant – Joint Finance Dept	Paragraph 5.2: Does travelling to a location classify as working or is this to be taken in own time, e.g. Norfolk staff working for a day in Ipswich.	If the destination is not the permanent place of work, then travelling time would be classed as working time. No amendment necessary to the policy.
	Paragraph 7.3: How will credit already accumulated before this policy comes into effect be treated if start date is not 1 <sup>st</sup> April 2013.	AWAITING RESPONSE FROM MG/RW
Head of Accountancy Services – Joint Finance Dept	Paragraph 5.2: Travelling to London for, for instance, CIPFA Seminar can be a long day, i.e. 6.30 a.m. to 6.30 p.m. – 12 hours (less lunch). This shouldn't be standard hours.	The policy does state that where hours are worked in excess of the standard day, these hours can be credited. No amendment necessary to the policy.
	Paragraph 7.3: This loses the record of the number of hours staff work and loose in a year.	ASKED LS FOR CLARIFICATION OF THIS
Head of Financial Service Development – Joint Finance Dept	Paragraph 5.2: Currently – study leave basic 7.4 hours. Rest as worked. Also, time off for medical appointments currently made up to standard day not mentioned.	Length of time for study leave is not discussed in this policy – sits in Leave and Time Off. Medical appointments are discussed in 5.1. No amendment necessary to the policy.
	Paragraph 7.2: Debit balance – is there a time limit to make this up?	Covered in 7.4. No amendment necessary to the policy.
	Paragraph 7.3: How will this be managed in DMS?	I believe there is an automatic cut-off at the maximum accrual allowed. Individual would have to request an exemption

		to this via Dept Head and notify RMU. No amendment necessary to the policy.
	Paragraph 8.1: Currently, we can take 2 days per month, maximum 15 per annum. One day per period is difficult to manage with workloads at busy periods i.e. final accounts (year end).	Thresholds have already been agreed, and it is acknowledged that some departments currently allow greater accrual. No amendment necessary to the policy.
	Paragraph 9.1: What happens if person has 7 hours debit when leaving?	If an individual has been unable to work off the debit then no recovery will be made below 8 hours. No amendment necessary to the policy.
Head of Exchequer Services, Joint Finance Dept	Paragraph 5.1: Medical appointments: Does this mean hospital and doctors' appointments? Clarification required on the meaning of "etc" – does this include dentist appointments?	Medical appointments is as defined in Leave and Time Off policy "preventative medical treatments and medical screening appointments". This would therefore include routine dentists' appointments, although where possible these should be taken outside work or if not possible at the beginning or end of a shift. No amendment necessary to the policy.
	Paragraph 7.3: This does not help staff where they are working longer hours over a few months, building up a large credit and then take the time off at a quieter time during the year (i.e. financial year end).	In these circumstances there is possibility of the Dept Head exercising discretion to allow additional carryover until the opportunity to take the hours is available. No amendment necessary to policy.

Information Compliance	It would be appropriate for the procedure to state where the completed forms will be held.	Policy amended.
	Will the length of time the forms are held, be contained on the force disposal schedule? (Records Management).	3 years. Policy amended.
	It might be worth advising staff how misuse will be dealt with and that other information sources will be used to monitor the data entered, to help act as a deterrent.	This is covered in 4.4. No amendment necessary to policy.
Suffolk Police Authority	All responded with no issues/comments.	No action required.
Chief Supt Protective Services (Sp Ops)		
Norfolk IAG		
Chief Supt Protective Services (Crime)		
Suffolk Reach Out		
SAWP		
Suffolk Diversity Unit		
Joint Estates and Facilities		