



Equality Impact Assessment

Records Management Policy

Document Version:	1
Date Completed/Reviewed:	17.08.15.

What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is an evidence-based assessment of how an organisational policy, plan or practice will positively support the Constabulary's/Constabularies' general equality duties, as well as identify any potential negative disproportionate impact on people or groups of people, specifically those identified as having a protected characteristic as identified in the Equality Act 2010. It will also outline any steps required to mitigate any negative impact as well as identify ways to promote equality of opportunity.

There are nine protected characteristics, which are:

- Age,
- Disability,
- Gender Reassignment,
- Marriage and Civil Partnership,
- Pregnancy and Maternity,
- Race,
- Religion or Belief,
- Sex, and
- Sexual Orientation.

Two additional areas for consideration have also been included in this assessment:

- Family Status (e.g. dependants or caring responsibilities), and
- Economic Status.

Completing the EIA

Stage one of the EIA (Initial Screening) must be completed before a policy, plan or practice is developed or reviewed. This will then determine whether it is necessary to continue onto stage two; the Full EIA. Where a Full EIA is required, this is an ongoing process and needs to be completed alongside the policy, plan or practice development/review and must not be completed retrospectively.

Completion of the EIA should be carried out in conjunction with the joint Equality Impact Assessments policy.

Further advice on the completion of the Equality Impact Assessment can be obtained from either of the Constabularies' Diversity Units.

Please Note: For ease of reference, within this template the term 'policy, plan or practice' is used, but must be taken to mean any organisational functions, activities or decisions that may affect external communities or internal personnel.

Stage One – Equality Impact Assessment Initial Screening

The EIA Initial Screening must be completed prior to a policy, plan or practice being developed/reviewed.

1 Summarise the main aim(s) or purpose(s) of the policy, plan or practice, including any benefits or outcomes:

Norfolk and Suffolk Constabularies are legally required to efficiently manage the records they hold.
This policy outlines how Norfolk and Suffolk Constabularies will effectively create, manage and protect all types of records.

2 What factors, if any, could contribute or detract from the outcomes?

If the policy is not adhered to, the Constabularies could be breaking statutory, regulatory and legal requirements which are placed on them, which could result in fines and the Constabularies' reputations being questioned.

3 Identify individuals and organisations (internally and externally) that are likely to have an interest in, or be affected by the policy, plan or practice:

Internal
All police personnel
External
Other Forces, ICO

4 Is there any evidence that the policy, plan or practice could have a differential and/or adverse impact on any of the following groups?

Protected Characteristic	Evidence/Reason
Age Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The policy deals with management of records, nothing of which would have any differential and/or adverse impact on any of these protected characteristics.
Disability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Gender Reassignment Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Marriage & Civil Partnership Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pregnancy & Maternity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Race Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Religion or Belief	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sex	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sexual Orientation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Family Status*	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Economic Status	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

*For example, dependants or caring responsibilities

5 Can any impact identified above be justified? Yes No N/A

Evidence/Reason:

The Equality Impact Assessment is now complete if:

- **No** differential/adverse impact has been identified, or
- A differential/adverse impact has been identified **but can be justified**.

If the differential/adverse impact **cannot** be justified, a [Full Equality Impact Assessment](#) must be completed.

6 Is a Full Equality Impact Assessment required? Yes No*

***Please Note:** If equality issues are identified during the course of the policy, plan or practice development/review, the EIA Initial Screening will need to be revisited. This may result in a Full EIA being required where it previously was not.

This Equality Impact Assessment Initial Screening was completed by:

Name: Helen Connors **Position:** Policy Officer **Date:** 29.07.15

This Equality Impact Assessment Initial Screening was approved by:

Name: Yvonne Coolbear **Position:** Diversity Unit - Suffolk **Date:** 13.01.16.
Abraham Eshetu Diversity Unit - Norfolk 20.01.16.

Name: DCC Hall **Position:** Policy Owner **Date:** 29.01.16.

Stage Two - Full Equality Impact Assessment

A Full EIA must be completed where the EIA Initial Screening has indicated that a policy, plan or practice has the potential for differential/adverse impact which cannot be justified on the grounds of being a necessary and proportionate means of achieving a legitimate aim.

Please Note: This is an ongoing process and needs to be considered/completed alongside the policy, plan or practice development/review.

The following questions should be considered from the perspective of all protected characteristics, as identified on page 2.

1 Research

a) What quantitative data has been considered?
b) What qualitative data has been considered?
c) Have any concerns been identified through the research findings?
d) Have any gaps in the research/data been identified?
e) Has the policy, plan or practice been amended as a result of the research findings, and if so, how?
<i>(Amendments must be recorded in Appendix A)</i>
f) Outline any plans for further research or data collection.

2 Consultation

a) Which individuals and organisations internally and externally were consulted?
<i>(Equality & Diversity related responses received must be recorded in Appendix A)</i>
b) How have the consultees been informed of the results of consultation?

3 Equality Analysis

a) From the research and consultation, is there any evidence that the policy, plan or practice could be perceived as discriminatory or could damage good relations between different groups of people?

b) What negative implications, if any, have been identified through the research and consultation?

c) What positive implications, if any, have been identified through the research and consultation?

d) From the research and consultation, is there any evidence that the policy, plan or practice discriminates directly or indirectly, against any members of the public or Norfolk and/or Suffolk Constabulary staff?

4 Equality Review

a) What key changes have been made throughout the EIA process to reduce adverse impact or promote good relations between different groups of people?

b) What changes, if any, were considered but not implemented? Please state why.

c) If the potential remains for the policy, plan or practice to have a negative impact on one or more of the protected characteristics, explain why implementation is to continue, and how this can be justified.

5 Monitoring

a) What arrangements have been made to monitor the policy, plan or practice? Identify monitoring review dates.

Stage Three – Final Approval and Sign Off

This Full Equality Impact Assessment was completed by:

Name:
Position:
Date:

This Full Equality Impact Assessment has been endorsed by:

Name:
Position: Diversity Officer
Date:

I am satisfied that [enter name of policy, plan or practice] has been fully and adequately Equality Impact Assessed.

Signed by policy, plan or practice owner:

Name:
Position:
Date:

Appendix A

Record of Decisions/Amendments Made

Use this table to record and explain any decisions/amendments made during the development/review of the policy, plan or practice.

Decision/Amendment	Rationale/Explanation of Action taken

Record of Consultation Responses and Action Taken

Any responses received during the consultation process relating to equality/diversity issues should be documented below.

Consultee	Comment/Response	Action and Rationale