

DIVERSITY IMPACT ASSESSMENT (please complete electronically)

Title of policy/procedure:	Police Officer Acting Ranks
Policy author/assessor:	Ch/Insp David Dunne / Mandy Jeffery
Department:	Human Resources
Date of assessment:	Oct 2007

PART ONE

Aims of the Policy/Function

1.1 Identify the aims of the policy or function.

Performing the duty of a higher police rank (referred to universally as 'Acting') is a common practice within the Force. Provision for additional temporary salary to those who undertake Acting roles is laid down in Police Regulations (Reg. 40).

The policy provides Force wide guidelines for the appointment of officers to perform temporary duty in the sergeant and inspector ranks in an Acting capacity. This policy does not refer to temporary promotion within those ranks, nor does it apply to temporary duty in ranks above inspector. The guidelines include the following sectors: selection guidelines, guidelines for Acting Ranks outside of an officer's home area or department, centrally initiated opportunities, exceptions and links to promotion boards. It also provides details of the administration process to be used.

The policy does not seek to deal with Acting at ACPO level or the closely associated matter of nominating a Deputy Chief Constable (designate), both of which are, and will continue to remain, the preserve of the Chief Constable.

1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the policy or function?

All Police Officers
Human Resource and Personnel Staff

Police Federation
 Home Office
 ACPO – Association of Chief Police Officers
 Professional Standards Department Staff
 Finance Department
 Force Stores

Age

Disability

Faith or Religion
[Force Chaplain and Team](#)

Gender (including transgender)
[BAWP – British Association for Women Police Officers](#)

Race
[BPA – Black Police Association](#)

Sexual Orientation
[GPA – Gay Police Association](#)

Evidence

2.1 What quantitative information is available about the subject matter of the policy/function and its effect on each diversity target group?

[Current Actings by rank and diversity strand from PeopleSoft](#)
[Challenges and representations in respect of the policy \(Vicky Harris\) – email response.](#)

Age

Age makeup of Police Officers within TVP (April 2007)			Age makeup of Acting Police Officers within TVP (July 2007)					
Age Range	Police	%	Sergeant		Inspector		Total Actings	
16–24	286	6.6%	1	1%	0	0%	1	1%
25–34	1543	35.6%	51	38%	2	11%	53	34%

35-44	1498	34.6%	47	35%	11	61%	58	38%
45-54	969	22.4%	35	26%	5	28%	40	26%
55-64	37	0.9%	2	1%	0	0%	2	1%
Grand Total	4333	100.0%	136	100%	18	100%	154	100%

Disability

The below table indicates the number of staff within TVP who have indicated whether they have a disability (April 2007).			Disability makeup of Acting Police Officers within TVP (July 2007)					
Disabled	Police	%	Sergeant		Inspector		Total Actings	
Yes	13	0.3%	1	1%	0	0%	1	1%
No	4320	99.7%	135	99%	18	100%	153	99%
Grand Total	4333	100.0%	136	100%	18	100%	154	100%

Faith or Religion

Data not captured by TVP currently

Gender (including transgender)

Gender makeup of staff within TVP (April 2007)			Gender makeup of Acting Police Officers within TVP (July 2007)					
Gender	Police	%	Sergeant		Inspector		Total Actings	
Female	1156	26.7%	27	20%	7	39%	34	22%
Male	3177	73.3%	109	80%	11	61%	120	78%
Unknown	0	0.0%	0	0%	0	0%	0	0%
Grand Total	4333	100.0%	136	100%	18	100%	154	100%

Race

Current ethnic makeup of staff within TVP (April 2007)			Ethnic makeup of Acting Police Officers within TVP (July 2007)					
Ethnic Grp	Police	%	Sergeant		Inspector		Total Actings	
Any Other Asian Background	9	0.2%	0	0.0%	0	0.0%	0	0.0%
Any Other Black Background	4	0.1%	0	0.0%	0	0.0%	0	0.0%
Any Other Mixed Background	26	0.6%	0	0.0%	0	0.0%	0	0.0%
Any Other White Background	97	2.2%	4	2.9%	0	0.0%	4	2.6%
Bangladeshi	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Black African	6	0.1%	0	0.0%	0	0.0%	0	0.0%
Black Caribbean	23	0.5%	1	0.7%	1	5.6%	2	1.3%
Chinese	2	0.0%	0	0.0%	0	0.0%	0	0.0%
Indian	35	0.8%	1	0.7%	0	0.0%	1	0.6%
Not Stated	151	3.5%	6	4.4%	0	0.0%	6	3.9%
Other Ethnic Group	6	0.1%	1	0.7%	0	0.0%	1	0.6%
Pakistani	13	0.3%	1	0.7%	0	0.0%	1	0.6%
White and Asian	13	0.3%	1	0.7%	0	0.0%	1	0.6%
White and Black African	7	0.2%	1	0.7%	0	0.0%	1	0.6%
White and Black Caribbean	20	0.5%	1	0.7%	0	0.0%	1	0.6%
White British	3869	89.3%	116	85.3%	17	94.4%	133	86.4%
White Irish	52	1.2%	3	2.2%	0	0.0%	3	1.9%
#N/A	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Grand Total	4333	100%	136	100%	18	1	154	1

Sexual Orientation

Data not captured by TVP currently

2.2 What qualitative information is available about the subject matter of the policy/function and its effect on each diversity target group?

The office of the Head of Personnel have confirmed that there is no evidence that there have ever been any challenges to the Police Officer Acting Ranks Policy.

It was confirmed by the Employment Relations team during the consultation process that there were no obvious diversity or equality issues within the Policy.

There is nothing from the Exit Questionnaire analysis that would indicate staff are unhappy with the Policy.

Since 2003 there have been two grievances that related an aspect of this Policy.

Age

The Acting Ranks policy is based on skills and abilities and the need for the job to be fulfilled temporarily and does not relate directly to age, however, indirect discrimination may occur as the longer a person is employed, the more likely they are to have attained the necessary skills.

Promotion prospects are much lower for those under 30 than those between 30 and 40, but prospects for those over 50 reduce to nearly zero.

[Source - CIPD 2005]

No data relating to this specific area could be found.

Disability

No data relating to this specific area could be found.

Faith or Religion

No data relating to this specific area could be found.

Gender (including transgender)

It may be possible that indirect discrimination is taking place due to the fact that women taking maternity leave may not be offered Acting opportunities.

It is also possible that because there are fewer females with longer service, indirect discrimination may occur as the longer a person is employed, the more likely they are to have attained the necessary skills.

No data relating to this specific area could be found.
<p>Race</p> <p>It is possible that because there are Police Officers from ethnic groups with longer service, indirect discrimination may occur as the longer a person is employed, the more likely they are to have attained the necessary skills.</p> <p>No data relating to this specific area could be found.</p>
<p>Sexual Orientation</p> <p>No data relating to this specific area could be found.</p>
<p>2.3 What are the gaps in the available data?</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p>
<p>Age</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p>
<p>Disability</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p> <p>There are gaps within the areas of disability, faith/religion and sexual orientation for internal quantitative data.</p>
<p>Faith or Religion</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p> <p>There are gaps within the areas of disability, faith/religion and sexual orientation for internal quantitative data.</p>
<p>Gender (including transgender)</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p>
<p>Race</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p>
<p>Sexual Orientation</p> <p>It has not been possible to find any qualitative data externally to TVP, across all six diversity strands concerning Acting Ranks and how they are dealt with.</p> <p>There are gaps within the areas of disability, faith/religion and sexual orientation for internal quantitative data.</p>

<p>2.4 Have you considered doing new research? If not, state why not.</p> <p>Decisions have yet to be made on wider monitoring across the six strands of diversity within TVP. Websites and literature supporting minority groups and associations have been researched but no specific data appears to be available, across all six strands of diversity concerning Acting Ranks.</p> <p>The selection criteria for Acting Ranks are based on the skills and abilities to undertake the role on a temporary basis and therefore do not appear to directly impact onto any aspect of diversity.</p> <p>Any new research would need to be agreed and resourced. For the policy author to consider.</p>
<p>Age</p> <p>See above</p>
<p>Disability</p> <p>See above</p>
<p>Faith or Religion</p> <p>See above</p>
<p>Gender (including transgender)</p> <p>See above</p>
<p>Race</p> <p>See above</p>
<p>Sexual Orientation</p> <p>See above</p>
<p>Assess the likely impact – negative impact</p>
<p>3.1 From the information available, and your knowledge and experience of the policy or function, could it (if properly followed) have a negative impact on any one of the diversity target groups?</p> <p>State how.</p> <p>There is no evidence that the policy would have any direct negative aspect on any one of the diversity groups. Decisions to reject applications by Area Commander or Department Head can be appealed to Head of Personnel.</p>
<p>Age</p> <p>Officers are selected for temporary Actings on the basis of their skills and abilities. There may be indirect discrimination against younger, newly qualified officers as they would not have been in Force long enough to meet the necessary criteria (the policy states that they must not be within their probationary period) to gain the necessary skills and abilities, otherwise, there is no evidence of a negative impact because of their age. The age makeup of Acting Ranks matches that of the police officers at TVP, with the exception of the 16-24 age group. This age group makes up 6% of the total Force, but only 1% Actings. This is to be expected due to the fact that officers must have completed</p>

probationary and attained the necessary skills and abilities before they are eligible for Actings.
<p>Disability Officers are selected for temporary Actings on the basis of their skills and abilities. Whilst this could have an impact on selection of officers with disabilities, they are protected by the DDA and reasonable adjustments would be considered as appropriate. There is no evidence of a negative impact because of disability; however only 0.3% of Police Officers within TVP who have indicated they have a disability and 1% of the officers currently Acting have indicated they have a disability.</p>
<p>Faith or Religion No data is currently collected with regard to this aspect of diversity; however, Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of faith or religion.</p>
<p>Gender (including transgender) Officers are selected for temporary Actings on the basis of their skills and abilities. There may be indirect discrimination against women who are on, or about to go on maternity leave, who may not be considered for Acting Ranks. There is no evidence of a negative impact because of gender; however 26.7% of Police Officers within TVP are female and 22% of the officers currently Acting are female. This breaks down further by rank so that 20% of Sergeant Actings are female and 39% of Inspector Actings.</p>
<p>Race Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of their ethnicity. However, 89% of Police Officers within TVP are white British and 85% of officers currently Acting are white British. This breaks down further by rank so that 85.3% of Sergeants Acting are White British and 94.4% of Inspectors.</p>
<p>Sexual Orientation Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of their sexual orientation.</p>
<p>3.2 If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law? None found.</p>
<p>Age None found.</p>
<p>Disability None found.</p>
<p>Faith or Religion</p>

None found.
Gender (including transgender) None found.
Race None found.
Sexual Orientation None found.
3.3 If the answer to 3.1 is yes, explain any negative impact which you feel is justifiable in order to achieve the overall policy/function aims. Acting opportunities arise because the unit or department is unable to function without a temporary replacement when a vacancy or absence exists. It is therefore critical that the Actings are taken from the existing workforce so that the appropriate skills and abilities can be put in place as quickly as possible. It is possible for any challenges and representations to be made to the Head of Personnel in the case of rejections. However, none have been recorded by the Head of Personnel to-date. (Vicky Harris) Since 2003 there have been two grievances from women who feel they have been passed over for acting opportunities. The grievances included other aspects.
Age The selection process considers the applicant's skills and abilities against the specified requirements only; and an Acting register is maintained logging diversity strands for monitoring purposes.
Disability The selection process considers the applicant's skills and abilities against the specified requirements only; the Acting register is maintained logging diversity strands for monitoring purposes, but does not currently include disability.
Faith or Religion The selection process considers the applicant's skills and abilities against the specified requirements only; the Acting register is maintained logging diversity strands for monitoring purposes, but does not currently include faith and religion.
Gender (including transgender) The selection process considers the applicant's skills and abilities against the specified requirements only; the Acting register is maintained logging diversity strands for monitoring purposes.
Race The selection process considers the applicant's skills and abilities against the specified requirements only; the Acting register is maintained logging diversity strands for monitoring purposes.
Sexual Orientation The selection process considers the applicant's skills and abilities against the specified requirements only; the Acting

register is maintained logging diversity strands for monitoring purposes, but does not currently include sexual orientation.
3.4 Are there other factors that might explain the negative impact? Police Officers are selected from within the existing TVP Force for Acting opportunities and the current Actings reflect the existing profile of the Force with regard to those aspects of diversity that are measured.
Age See above
Disability See above
Faith or Religion See above
Gender (including transgender) See above
Race See above
Sexual Orientation See above
Assess the likely impact – positive impact
4.1 Could the policy or function have a positive impact on any of the diversity target groups, by promoting equality or improving relations between those groups and other employees or service users outside each group?
Age No
Disability No
Faith or Religion No
Gender (including transgender) No

Race No
Sexual Orientation No
4.2 If there is no evidence that the policy or function promotes equality or improves relations between diversity target groups and other people, what amendments could be made to achieve this? If there are no such amendments, please say so.
Age A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Disability A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Faith or Religion A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Gender (including transgender) A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Race A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Sexual Orientation A diversity statement could be included when advertising the Acting opportunities. Encouragement for all officers to attend PALP or Springboard.
Amendments to policy
5.1 Which diversity target groups were identified as being negatively affected by the policy or function? Summarise the negative impact for each group (you may do so by reference to your answers at 3.1 above if appropriate)
Age Officers are selected for temporary Actings on the basis of their skills and abilities. There may be indirect discrimination

<p>against younger, newly qualified officers as they would not have been in Force long enough to gain the necessary skills and abilities, otherwise, there is no evidence of a negative impact because of their age. The age makeup of Acting Ranks matches that of the police officers at TVP, with the exception of the 16-24 age group. This age group makes up 6% of the total Force, but only 1% Actings. This is to be expected due to the fact that officers must have completed probationary and attained the necessary skills and abilities before they are eligible for Actings.</p>
<p>Disability Officers are selected for temporary Actings on the basis of their skills and abilities. Whilst this could have an impact on selection of officers with disabilities, they are protected by the DDA and reasonable adjustments would be considered as appropriate. There is no evidence of a negative impact because of disability; however only 0.3% of Police Officers within TVP who have indicated they have a disability and 1% of the officers currently Acting have indicated they have a disability.</p>
<p>Faith or Religion Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of faith or religion.</p>
<p>Gender (including transgender) Officers are selected for temporary Actings on the basis of their skills and abilities. There may be indirect discrimination against women who are on, or about to go on maternity leave, who may not be considered for Acting Ranks. There is no evidence of a negative impact because of gender; however 26.7% of Police Officers within TVP are female and 22% of the officers currently Acting are female. This breaks down further by rank so that 20% of Sergeant Actings are female and 39% of Inspector Actings.</p>
<p>Race Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of their ethnicity. However, 89% of Police Officers within TVP are white British and 85% of officers currently Acting are white British. This breaks down further by rank so that 85.3% of Sergeants Acting are White British and 94.4% of Inspectors.</p>
<p>Sexual Orientation Officers are selected for temporary Actings on the basis of their skills and abilities. There is no evidence of a negative impact because of their sexual orientation</p>
<p>5.2 Have you removed or reduced the possibility of negative impact by making changes to the policy or function? No</p>
<p>Age No</p>
<p>Disability No</p>

Faith or Religion No
Gender (including transgender) No
Race No
Sexual Orientation No
5.3 If changes were considered but not made, explain why this was the case. The Actings profile largely reflects the same profile as the pool for applicants, ie the TVP workforce. The Diversity Unit could assist TVP to attract and support Officers from under represented groups.
Age See above
Disability See above
Faith or Religion See above
Gender (including transgender) See above
Race See above
Sexual Orientation See above
5.4 If the possibility of negative impact remains despite amendments, explain why implementing the policy is justifiable to meet the wider policy aims. N/A What alternative options have you considered for delivering the policy or function's aims?
Age N/A
Disability N/A

Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A

IMPACT LEVEL – (CONSULTATION)							
	Scoring	Age	Disability	Faith or Religion	Gender (and transgender)	Race	Sexual Orientation
Does the policy or function affect TVP staff?(i.e. officers or staff)	Yes = 1 No = 0	1	1	1	1	1	1
Does the policy or function affect the public served by TVP?	Yes = 1 No = 0	0	0	0	0	0	0
Does the policy or function involve the use of a statutory power?	Yes = 1 No = 0	0	0	0	0	0	0

Does the policy, when properly followed, allow for the exercise of discretion by the person implementing it?	Yes = 1 No = 0	1	1	1	1	1	1
Do you perceive the function to be politically or socially sensitive?	Yes = 2 No = 0	0	0	0	0	0	0
Insert your answer to Question 3.1 above (Yes/No)	Yes = 2 No = 0	0	0	0	0	0	0
Insert your answer to Question 3.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0	0	0	0	0	0	0
Insert your answer to Question 5.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0	0	0	0	0	0	0
Insert your answer to Question 4.1 above (Yes/No)	Yes = 1 No = 0	0	0	0	0	0	0
Add your scores for each column	Total score	2	2	2	2	2	2

Impact Level:	1-3 = Low 4-5 = Medium 6-8 = High						
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Monitoring
<p>7.1 Make monitoring arrangements</p> <p>A full policy review will be carried out by the policy author at least every two years and will examine:</p> <ul style="list-style-type: none"> • Changes in legislation • Court Rulings – Domestic, European and Human Rights • Examples of good practice from other Forces and organisations • Changes in Home Office Circulars • Developments with ACPO Policy Unit • Representations made by individuals and relevant organisations • Relevant Race Equality Data • Diversity Impact <p>BCU and OCU HR Managers are required to record the diversity information locally as part of this policy. The information is fed into the Force wide Resource Management Pack on numbers of Actings, but at present the Resourcing Department do not retain diversity information on Actings. It is possible to gather all but faith/religion and sexual orientation data from PeopleSoft reports.</p>
<p>Age</p> <p>See above</p>
<p>Disability</p> <p>See above</p>
<p>Faith or Religion</p> <p>Not currently monitored – for the police owner to decide</p>
<p>Gender (including transgender)</p> <p>See above</p>
<p>Race</p> <p>See above</p>
<p>Sexual Orientation</p> <p>Not currently monitored – for the police owner to decide</p>