

## DIVERSITY IMPACT ASSESSMENT

Title of policy/procedure: Exit Questionnaire and Interview 2006

Policy author/assessor: Katrina Hancox and Alison Clements

Department: HR

Date of assessment: September 2006

### PART ONE

#### Aims of the Policy/Function

##### 1.1 Identify the aims of the policy or function

This policy seeks to provide Thames Valley with information about why individuals are leaving the organisation. It provides leavers with an opportunity to share their views by completing an anonymous questionnaire/or attending an Exit Interview.

The aim of the policy is to provide leavers with an opportunity to express their views on the organisation and their reasons for leaving; to help TVP build a picture and better understanding of why people leave as a result of voluntary resignations and transfers to other forces and to identify areas for improvement; to increase overall retention levels and to effectively manage concerns and issues identified.

##### 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, Police Staff and Special Constables.  
Human Resource and Personnel staff  
Staff Associations – Unison and Police Federation

Home Office

APA – Association of Police Authorities

ACPO – Association of Chief Police Officers

TVPA - Thames Valley Police Authority

HMIC – Her Majesty's Inspectorate of Constabulary

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																																												
<b>Evidence</b>																																												
<b>2.1</b> What <b>quantitative</b> information is available about the subject matter of the policy/function and its effect on each diversity target group?																																												
<p>Age Minority ethnic resigners were more likely to have fewer years service and to be older than other resigners. Data from: Home Office - Retention of Police Officers: A Study of Resignations and Transfers in Ten Forces May 2004 RDS Occupational Paper No.86 (TVP included in analysis).</p> <p>Number of voluntary resignations and transfers to other forces that have taken place during the past year (01 April 2005 – 31 March 2006):</p> <p><b>Resignations by Age</b></p> <table border="1"> <thead> <tr> <th>Age Rang</th> <th>Police Staff</th> <th>Police Officer</th> <th>Special Officer</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>16</td> <td>4</td> <td>3</td> <td>23</td> </tr> <tr> <td>25-34</td> <td>105</td> <td>28</td> <td>16</td> <td>149</td> </tr> <tr> <td>35-44</td> <td>62</td> <td>19</td> <td>13</td> <td>94</td> </tr> <tr> <td>45-54</td> <td>46</td> <td>9</td> <td>5</td> <td>60</td> </tr> <tr> <td>55-64</td> <td>33</td> <td></td> <td>1</td> <td>34</td> </tr> <tr> <td>65+</td> <td>1</td> <td></td> <td></td> <td>1</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>263</b></td> <td><b>60</b></td> <td><b>38</b></td> <td><b>361</b></td> </tr> </tbody> </table>					Age Rang	Police Staff	Police Officer	Special Officer	Grand Total	16-24	16	4	3	23	25-34	105	28	16	149	35-44	62	19	13	94	45-54	46	9	5	60	55-64	33		1	34	65+	1			1	<b>Grand Total</b>	<b>263</b>	<b>60</b>	<b>38</b>	<b>361</b>
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**Transfer to other forces Age**

<b>Age Rang</b>	<b>Police Staff</b>	<b>Police Officer</b>	<b>Special Officer</b>	<b>Grand Total</b>
16-24			4	4
25-34	6	38	2	46
35-44	1	33		34
45-54		10		10
55-64		1		1
<b>Grand Total</b>	<b>7</b>	<b>82</b>	<b>6</b>	<b>95</b>

**Disability**

Number of voluntary resignations and transfers to other forces that have taken place during the past year (01 April 2005 – 31 March 2006):

**Resignations by Disability**

<b>Disabled</b>	<b>Police Staff</b>	<b>Police Officer</b>	<b>Special officer</b>	<b>Grand Total</b>
Disabled	2			2
No	261	60	38	359
<b>Grand Total</b>	<b>263</b>	<b>60</b>	<b>38</b>	<b>361</b>

There were no transfers to another forces between 01 April 2005 and 31 March 2006 by disabled staff.

**Faith or Religion**

**Gender (including transgender)**

The wastage rate for the Police Service as a whole is comparatively low. However, there are higher rates of voluntary resignation for minority ethnic officers, women and probationers and, at a time when the service is seeking to increase the number of minority ethnic and female officers. Home Office Circular 20/2005 and Police Reform White Paper, "Building Communities, Beating Crime".

Women left the service at different stages in their careers compared with men – the most frequently given reason for their resignation was domestic responsibilities. Data from: Retention of police officers: a study of resignations and transfers in ten forces May 2004 RDS Occupational Paper No.86 (TVP included in analysis).

Number of voluntary resignations and transfers to other forces that have taken place during the past year (01 April 2005 – 31 March 2006):

**Resignations by Gender**

<b>Gender</b>	<b>Police Staff</b>	<b>Police Officer</b>	<b>Special Officer</b>	<b>Grand Total</b>
Female	177	21	14	212
Male	85	39	24	148
Not Stated	1			1
<b>Grand Total</b>	<b>263</b>	<b>60</b>	<b>38</b>	<b>361</b>

**Transfer to other forces by Gender**

<b>Gender</b>	<b>Police Staff</b>	<b>Police Officer</b>	<b>Special Officer</b>	<b>Grand Total</b>
Female	4	13	3	20
Male	3	69	3	75
<b>Grand Total</b>	<b>7</b>	<b>82</b>	<b>6</b>	<b>95</b>

## Race

The wastage rate for the Police Service as a whole is comparatively low. However, there are higher rates of voluntary resignation for minority ethnic officers, women and probationers and, at a time when the service is seeking to increase the number of minority ethnic and female officers. Home Office Circular 20/2005 and Police Reform White Paper, "Building Communities, Beating Crime".

Minority ethnic resigners were more likely to have fewer years service and to be older than other resigners. Data from: Retention of police officers: a study of resignations and transfers in ten forces May 2004 RDS Occupational Paper No.86 (TVP included in analysis)

Number of voluntary resignations and transfers to other forces that have taken place during the past year (01 April 2005 – 31 March 2006):

### Resignations by Ethnicity

Ethnic Grp	Police Staff		Police Officer		Special Officer		Grand Total	
Black African	2	0.76%					2	0.55%
Chinese	1	0.38%					1	0.28%
Indian	3	1.14%	1	1.67%	1	2.63%	5	1.39%
Pakistani	1	0.38%					1	0.28%
White British	237	90.11%	50	83.33%	31	81.58%	318	88.09%
White Irish	3	1.14%	1	1.67%			4	1.11%
White and Asian	1	0.38%					1	0.28%
White and Black Caribbean	1	0.38%	1	1.67%			2	0.55%
Any Other White Background	10	3.80%	3	5.00%			13	3.60%
Any Other Mixed Background			1	1.67%			1	0.28%
Not Stated	4	1.52%	3	5.00%	6	15.79%	13	3.60%
<b>Grand Total</b>	<b>263</b>		<b>60</b>		<b>38</b>		<b>361</b>	

### Transfer to other forces by Ethnicity

Ethnic Grp	Police Staff		Police Officer		Special Officer		Grand Total	
Indian			2	2.44%			2	2.11%
White British	7	100.00%	69	84.15%	6	100.00%	82	86.32%
White and Asian			1	1.22%			1	1.05%
Any Other White Background			1	1.22%			1	1.05%
Any Other Mixed Background			1	1.22%			1	1.05%
Not Stated			8	9.76%			8	8.42%
<b>Grand Total</b>	<b>7</b>		<b>82</b>		<b>6</b>		<b>95</b>	

Total Population Figures	(relate to 2001 census estimates)					
	White	%	Ethnic Minority	%	Total	
Berkshire East	362298	86%	58740	14%	421038	
Berkshire West	437786	93%	31810	7%	469596	
Buckinghamshire	479060	93%	37725	7%	516785	
Milton Keynes	207055	92%	19202	8%	226257	
Oxfordshire	605490	95%	29443	5%	634933	
<b>Thames Valley</b>	<b>2091689</b>	<b>92%</b>	<b>176920</b>	<b>8%</b>	<b>2268609</b>	

Sexual Orientation

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

See Notes

Age  
None found

Disability None found
Faith or Religion There is anecdotal evidence that people leave the police service because of issues around gender, race, sexual orientation and religion/belief and how these issues are managed within the service.
Gender (including transgender) There is anecdotal evidence that people leave the police service because of issues around gender, race, sexual orientation and religion/belief and how these issues are managed within the service.
Race There is anecdotal evidence that people leave the police service because of issues around gender, race, sexual orientation and religion/belief and how these issues are managed within the service.
Sexual Orientation There is anecdotal evidence that people leave the police service because of issues around gender, race, sexual orientation and religion/belief and how these issues are managed within the service.
<b>2.3</b> What are the gaps in the available data?
Age There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
Disability There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
Faith or Religion There are gaps in the quantitative data for Faith and Religion and Sexual Orientation. There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
Gender (including transgender) There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
Race There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
Sexual Orientation There are gaps in the quantitative data for Faith and Religion and Sexual Orientation. There are significant gaps in qualitative data, across all strands of diversity, which this policy seeks to address.
<b>2.4</b> Have you considered doing new research? If not, state why not.
Age Some research has taken place - Retention of police officers: a study of resignations and transfers in ten forces May 2004 RDS Occupational Paper No.86 (TVP included in analysis). The research provides an indicator of the main reasons for leaving.

The questionnaire and interview template have been designed to provide TVP with information which will inform future policy.
Disability The questionnaire and interview template have been designed to provide TVP with information which will inform future policy.
Faith or Religion The questionnaire and interview template have been designed to provide TVP with information which will inform future policy.
Gender (including transgender) Retention of police officers: a study of resignations and transfers in ten forces May 2004 RDS Occupational Paper No.86 (TVP included in analysis). The research provides an indicator of the main reasons for leaving. The questionnaire and interview template have been designed to provide TVP with information which will inform future policy.
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Sexual Orientation The questionnaire and interview template have been designed to provide TVP with information which will inform future policy.
<b>Assess the likely impact – negative impact</b>
<b>3.1</b> 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? State how.
Age Not in the policy or function. It has been identified in the research (as detailed above) that there may be problems in this area. The questionnaire and interview template have been designed to help us understand these problems and inform how we may address them.
Disability Not in the policy or function.
Faith or Religion Not in the policy or function.
Gender (including transgender) Not in the policy or function. It has been identified in the research (as detailed above) that there may be problems in this area. The questionnaire and interview template have been designed to help us understand these problems and inform how we may address them.

<p>Race Not in the policy or function. It has been identified in the research (as detailed above) that there may be problems in this area. The questionnaire and interview template have been designed to help us understand these problems and inform how we may address them.</p>
<p>Sexual Orientation Not in the policy or function.</p>
<p><b>3.2</b> If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law? Explain.</p>
<p>Age Not applicable</p>
<p>Disability Not applicable</p>
<p>Faith or Religion Not applicable</p>
<p>Gender (including transgender) Not applicable</p>
<p>Race Not applicable</p>
<p>Sexual Orientation Not applicable</p>
<p><b>3.3</b> 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. Give examples.</p>
<p>Age Not applicable</p>
<p>Disability Not applicable</p>
<p>Faith or Religion Not applicable</p>
<p>Gender (including transgender) Not applicable</p>
<p>Race Not applicable</p>
<p>Sexual Orientation Not applicable</p>

<b>3.4 Are there other factors that might explain the negative impact?</b>
Age Not applicable
Disability Not applicable
Faith or Religion Not applicable
Gender (including transgender) Not applicable
Race Not applicable
Sexual Orientation Not applicable
<b>Assess the likely impact – positive impact</b>
<b>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? Say how.</b>
Age The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity. The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which people can honestly share their views. The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that issues of harassment and discrimination will be dealt with, as stated within the policy.
Disability The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity. The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which people can honestly share their views.

The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that that issues of harassment and discrimination will be dealt with, as stated within the policy.

#### Faith or Religion

The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity.

The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which people can honestly share their views.

The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that issues of harassment and discrimination will be dealt with, as stated within the policy.

#### Gender (including transgender)

The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity.

The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which people can honestly share their views.

The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that issues of harassment and discrimination will be dealt with, as stated within the policy.

#### Race

The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity.

The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which people can honestly share their views.

The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that issues of harassment and discrimination will be dealt with, as stated within the policy.

#### Sexual Orientation

The Exit Questionnaire asks leavers to comment on how well they feel TVP is managing against each of the strands of diversity. This will provide TVP with valuable feedback on how well the organisation is doing against the stated intention to deliver a workplace and services which promotes respect and diversity.

The anonymity of the questionnaire and the emphasis placed on confidentiality is intended to provide an environment in which

<p>people can honestly share their views.  The policy openly demonstrates TVP's commitment to reducing differences between groups in terms of wastage and to improve retention rates for all staff. All staff may have confidence that issues of harassment and discrimination will be dealt with, as stated within the policy.</p>
<p><b>4.2</b> 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?</p> <p>If there are no such amendments, please say so.</p>
<p>Age  No applicable</p>
<p>Disability  No applicable</p>
<p>Faith or Religion  No applicable</p>
<p>Gender (including transgender)  No applicable</p>
<p>Race  No applicable</p>
<p>Sexual Orientation  No applicable</p>
<p style="text-align: center;"><b>Amendments to policy</b></p>
<p><b>5.1</b> Which diversity target groups were identified as being negatively affected by the policy or function?</p> <p>Summarise the negative impact for each group (you may do so by reference to your answers at 3.1 above if appropriate)</p>
<p>Age  No applicable</p>
<p>Disability  No applicable</p>
<p>Faith or Religion  No applicable</p>
<p>Gender (including transgender)  No applicable</p>
<p>Race  No applicable</p>

Sexual Orientation No applicable
<b>5.2</b> Have you removed or reduced the possibility of negative impact by making changes to the policy or function?  Explain what changes were made.
Age No applicable
Disability No applicable
Faith or Religion No applicable
Gender (including transgender) No applicable
Race No applicable
Sexual Orientation No applicable
<b>5.3</b> If changes were considered but not made, explain why this was the case.
Age No applicable
Disability No applicable
Faith or Religion No applicable
Gender (including transgender) No applicable
Race No applicable
Sexual Orientation No applicable

<p><b>5.4</b> If the possibility of negative impact remains despite amendments, explain why implementing the policy is justifiable to meet the wider policy aims.  What alternative options have you considered for delivering the policy or function's aims?</p>
<p>Age  No applicable</p>
<p>Disability  No applicable</p>
<p>Faith or Religion  No applicable</p>
<p>Gender (including transgender)  No applicable</p>
<p>Race  No applicable</p>
<p>Sexual Orientation  No applicable</p>

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  Comments	1	1	1	1	1	1
Does the policy or function affect the public served by TVP?	Yes = 1 No = 0  Comments	0	0	0	0	0	0
Does the policy or function involve the use of a statutory power?	Yes = 1 No = 0  Comments	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  Comments	1  There is discretion in whether someone is invited to an exit interview or not	1  There is discretion in whether someone is invited to an exit interview or not	1  There is discretion in whether someone is invited to an exit interview or not	1  There is discretion in whether someone is invited to an exit interview or not	1  There is discretion in whether someone is invited to an exit interview or not	1  There is discretion in whether someone is invited to an exit interview or not
Do you perceive the function to be	Yes = 2 No = 0	0	0	0	0	0	0

politically or socially sensitive?	Comments						
Insert your answer to <u>Question 3.1</u> above (Yes/No)	Yes = 2 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <u>Question 3.2</u> above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <u>Question 5.2</u> above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <u>Question 4.1</u> above (Yes/No)	Yes = -1 No = 0  Comments	-1	-1	-1	-1	-1	-1
Add your scores for each column	Total score	1	1	1	1	1	1
Impact Level:	1-3 = Low 4-5 = Medium 6-8 = High	Low	Low	Low	Low	Low	Low

## PART TWO

### Formal consultation

#### 6.1 Has the policy or function been consulted upon?

If not state why not.

If yes, state which individuals and organisations were consulted and what form the consultation took.

Martin Elliott and Dino Imbimbo from the Police Federation; Robin Rickard from the TVP Diversity Unit and Rod Matheson from UNISON were sent the policy as part of the consultation process. They made no comments with regard to diversity impact.

Age

Not specifically.

Disability

Not specifically.

Faith or Religion

Not specifically.

Gender (including transgender)

Cecilia Agger from the British Association of Women in Policing (BAWP) was sent the policy as part of the consultation process. She has made no comments with regard to diversity impact.

Race

Jay Andrews and Marcia Hardy from the Black Police Association (BPA) were sent the policy as part of the consultation process. They have made no comments with regard to diversity impact.

Sexual Orientation

Alistair Melling from the Gay Police Association (GPA) was sent the policy as part of the consultation process. He is happy with its contents.

#### 6.2 What was the outcome of the consultation?

State briefly what the recommendations or comments arising from the consultation consisted of.

Age

No recommendations or comments have been made that require a change to the policy.

Disability

No recommendations or comments have been made that require a change to the policy.

Faith or Religion No recommendations or comments have been made that require a change to the policy.
Gender (including transgender) No recommendations or comments have been made that require a change to the policy.
Race No recommendations or comments have been made that require a change to the policy.
Sexual Orientation No recommendations or comments have been made that require a change to the policy.
<b>6.3</b> Has the policy or function been revised or amended as a result of the consultation? State how.
Age No
Disability No
Faith or Religion No
Gender (including transgender) No
Race No
Sexual Orientation No
<b>6.4</b> Have the results of the consultation been fed back to the consultees? How?
Age Not applicable
Disability Not applicable
Faith or Religion Not applicable
Gender (including transgender) Not applicable
Race Not applicable
Sexual Orientation Not applicable

<b>Monitoring</b>
<p><b>7.1 Make monitoring arrangements</b></p> <p>Will monitoring be at force, BCU/ Dept level? Monitoring means scrutinising, following up and evaluating the policy/function It should be comprehensive enough to inform future policy making and development. A full policy review will be conducted, by the policy author, on a 3 yearly basis or whenever there are relevant changes in legislation, whichever is sooner. An initial review, reporting to the Home Office, will be made in August 2006. The policy will be due for its next review in February 2009. Diversity impact will be considered at each review.</p>
<p>Age As above</p>
<p>Disability Not applicable</p>
<p>Faith or Religion Not applicable</p>
<p>Gender (including transgender) Not applicable</p>
<p>Race Not applicable</p>
<p>Sexual Orientation Not applicable</p>