

## DIVERSITY IMPACT ASSESSMENT

Title of policy/procedure: Policy on Policy Making
Policy author/assessor: Emma Jordan
Department: Policy Management Unit
Date of assessment: 7 <sup>th</sup> March 2006

### PART ONE

#### Aims of the Policy/Function

**1.1** Identify the aims of the policy or function.

The purpose of this policy is to ensure that all policy development is conducted in a structured manner with final decisions as to adoption being ratified by the appropriate Chief Officer(s).

[See Notes](#)

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

All policy authors, Human Rights Auditors and anyone who is affected by the policies they write.

The people involved in the policy consultation process: Human Rights Lawyer, Health & Safety, Data Protection, Internal and External facing Diversity, UNISON, Federation, Volunteers, Supt's Association, Senior Management (relevant Heads of Depts and OCUs)

[See Notes](#)

Age

None

Disability

None

Faith or Religion

None

Gender (including transgender)

None

Race

None

Sexual Orientation None
<b>Evidence</b>
<p><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> <p>This policy will be reviewed annually by the policy author and will take into account:</p> <ul style="list-style-type: none"> <li>• Changes in domestic and European legislation</li> <li>• Results of National, European and Strasbourg Court rulings (i.e.: case law)</li> <li>• Changes as a result of Home Office circulars/ACPO guidelines/Audit Commission/HMIC</li> <li>• Examples of good practice from other Forces or other relevant organisations</li> <li>• Representations made by relevant bodies or persons (e.g. Local Government, members of the public)</li> <li>• Complaints received as a result of a policy (in conjunction with Professional Standards)</li> <li>• Relevant diversity equality data</li> </ul> <p><a href="#">See Notes</a></p>
Age None available
Disability None available
Faith or Religion No available
Gender (including transgender) None available
Race None available
Sexual Orientation None available
<p><b>2.2</b> What <b>qualitative</b> information is available about the subject matter of the policy/function and its effect on each diversity target group?</p> <p>The Chief Constable’s Roadshows, DOCSA survey, ‘Devolution’ debate and HMIC have all identified the need for consistent application of policy across the organisation. This necessarily entails not only the ‘logging’ of policies, but also</p>

an understanding of the interdependencies and conflicts, as well as identifying the areas where there are 'gaps'.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

**2.3** What are the gaps in the available data?

There are no gaps necessarily in this particular policy as it provides the template for all other policies.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

**2.4** Have you considered doing new research? If not, state why not.

Research has been carried out through sharing policies and ideas with other force's specifically looking at their policy on policy making. The gaps identified have been with regards to ensuring new policies are sufficiently communicated and implemented and how we can measure this process. The policy template and policy on policy making are currently being updated to reflect this.

<a href="#">See Notes</a>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<b>Assess the likely impact – negative impact</b>
<p><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.  There are no negative impacts_  <a href="#">See Notes</a></p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation

**3.2** If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law?

No  
Explain.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

**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.

Give examples.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

<b>3.4</b> Are there other factors that might explain the negative impact?
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<b>Assess the likely impact – positive impact</b>
<p><b>4.1</b> 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?</p> <p>Yes Say how. By providing a consistent approach to policy making through the policy on policy making to ensure that policies are certified and compliant e.g. Human Rights Audits, Diversity Impact Assessments.</p> <p><a href="#">See Notes</a></p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race

Sexual Orientation
<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>None If there are no such amendments, please say so.</p>
<p>Age N/A</p>
<p>Disability N/A</p>
<p>Faith or Religion N/A</p>
<p>Gender (including transgender) N/A</p>
<p>Race N/A</p>
<p>Sexual Orientation N/A</p>
<b>Amendments to policy</b>
<p><b>5.1</b> Which diversity target groups were identified as being negatively affected by the policy or function?</p> <p>None 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 N/A</p>
<p>Disability N/A</p>
<p>Faith or Religion N/A</p>
<p>Gender (including transgender) N/A</p>
<p>Race N/A</p>
<p>Sexual Orientation N/A</p>

<p><b>5.2</b> Have you removed or reduced the possibility of negative impact by making changes to the policy or function? Yes  Explain what changes were made.  The Policy on policy making now includes the Diversity Impact Assessment process so this will help policy authors to reduce the possibility of negative impact.</p>
Age N/A
Disability N/A
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
<p><b>5.3</b> If changes were considered but not made, explain why this was the case.  N/A</p>
Age N/A
Disability N/A
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A

<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.  N/A  What alternative options have you considered for delivering the policy or function's aims?  N/A  <a href="#">See Notes</a></p>
Age N/A
Disability N/A
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A

<b>IMPACT LEVEL – (CONSULTATION)</b>							
	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	-2	-2	-2	-2	-2	-2
Insert your answer to Question 4.1 above (Yes/No)	Yes = 1 No = 0	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
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**PART TWO**

**Formal consultation**

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

Yes

If not state why not.

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

Human Rights Lawyer, Health & Safety, Data Protection, Internal and External facing Diversity, UNISON, Federation, Volunteers, Supt's Association, Senior Management (relevant Heads of Depts and OCUs), Performance Management via e-mail.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

<p><b>6.2</b> What was the outcome of the consultation?</p> <p>State briefly what the recommendations or comments arising from the consultation consisted of.  More focus needed to be on communication of policy and of monitoring policy.  Race Equality Assessments needed to be included.  <a href="#">See Notes</a></p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<p><b>6.3</b> Has the policy or function been revised or amended as a result of the consultation?</p> <p>Updated version includes more robust communication and monitoring sections.  New race equality section included in the compliance and certification section.  State how</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation

<p><b>6.4</b> Have the results of the consultation been fed back to the consultees?  How?  Yes, via e-mail.  <a href="#">See Notes</a></p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<b>Monitoring</b>
<p><b>7.1</b> Make monitoring arrangements</p> <p>Will monitoring be at force, BCU/ Dept level? Monitoring means scrutinising, following up and evaluating the policy/function</p> <p>It should be comprehensive enough to inform future policy making and development.  Monitoring will be at force level, looking at all of the policies that are produced by Thames Valley Police and ensuring that they have a Diversity Impact Assessment completed.  <a href="#">See Notes</a></p>
Age
Disability
Faith or Religion
Gender (including transgender)

Race
Sexual Orientation

