

DIVERSITY IMPACT ASSESSMENT

Title of policy/procedure: Recuperative and Restricted Duties
Policy author/assessor: Chief Inspector Chris Sharp
Department: Corporate Health and Support Services
Date of assessment: 31 st March 2006

PART ONE
Aims of the Policy/Function
<p>1.1 Identify the aims of the policy or function.</p> <p>See Notes To return staff after a period of sickness to work, ensuring that there is good, supportive meaningful and maintains the motivation of the member of staff. Risk assessments will be carried individual. Data will be collected to maintain consistency and report to senior managers regarding appropriate support</p>
<p>1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the pol</p> <p>See Notes HR managers All line managers ACPO Federation Unison HMIC Those individuals, staff on protracted sick leave and considering return to work.</p>
<p>Age N/A</p>
<p>Disability In a small number of cases persons who maybe suffering from long term illnesses classified or thought t</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>
Evidence
<p>2.1 What quantitative information is available about the subject matter of the policy/function and its ef group?</p> <p>See Notes</p>
<p>Age No data available</p>
<p>Disability Any return to work with temporary or permanent restrictions will be risk assessed in consultation with the made. All staff will be offered an appointment with the Occupational Health Adviser to recommend res reductions to normal role with regard to task or hours</p>

Faith or Religion No data available
Gender (including transgender) No data available (This policy is not designed to cover maternity issues as this is not classified as an illness)
Race No data available
Sexual Orientation No data available
2.2 What qualitative information is available about the subject matter of the policy/function and its effect on the group?
See Notes
Age N/A
Disability There is anecdotal evidence that staff of TVP prior to 2005 have not been action planned, risk assessed, full duties or acceptable work environments
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
2.3 What are the gaps in the available data?
See Notes - Previous data is none specific with regard to the 6 diversity strands
Age None specific
Disability None available
Faith or Religion None available
Gender (including transgender) None available
Race None available
Sexual Orientation None available
2.4 Have you considered doing new research? If not, state why not.
See Notes - Home office research is not specific, relates only to number of Police Officers Restricted working reduced contractual hours
Age None available
Disability None available
Faith or Religion None available
Gender (including transgender) None available
Race None available

Sexual Orientation None available
Assess the likely impact – negative impact
<p>3.1 From the information available, and your knowledge and experience of the policy or function, could a negative impact on any one of the diversity target groups? State how.</p> <p>See Notes</p>
Age Nil
Disability Only where persons on short term sick leave returning to recuperative duties are not referred into Occup guidance to line managers entitled “Your staff, your responsibility” circulated to all supervisors, Police an
Faith or Religion Nil
Gender (including transgender) Nil
Race Nil
Sexual Orientation Nil
<p>3.2 If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law? Explain.</p> <p>See Notes</p>
Age N/a
Disability Reasonable adjustments to be made that are justified
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
<p>3.3 If the answer to 3.1 is yes, explain any negative impact which you feel is justifiable in order to achieve aims. Give examples.</p> <p>See Notes</p>
Age N/A
Disability None
Faith or Religion N/A
Gender (including transgender) N/A

Race N/A
Sexual Orientation N/A
3.4 Are there other factors that might explain the negative impact?
Age N/A
Disability No
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
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 relations between those groups and other employees or service users outside each group? Say how. See Notes
Age Yes – Return to work at appropriate time having been assessed by Occupational Health Adviser, increased motivation, feeling valued, meaningful roles, increased hours worked through action planning and risk assessment to full potential. Progression will reduce the need for use of Police efficiency (Amendment) Regulation, Performance and Attendance Policy procedures. Line supervisors will take more responsibility and strengthen links with individuals
Disability As above
Faith or Religion As above
Gender (including transgender) As above
Race As above
Sexual Orientation As above
4.2 If there is no evidence that the policy or function promotes equality or improves relations between different other people, what amendments could be made to achieve this? If there are no such amendments, please say so.
Age N/A
Disability N/A
Faith or Religion N/A
Gender (including transgender)

N/A
Race N/A
Sexual Orientation N/A
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)
Age N/A
Disability Refer to 3.1
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
5.2 Have you removed or reduced the possibility of negative impact by making changes to the policy or function? Explain what changes were made. Better supervision and action planning for individual progression. Formal risk assessments in consultation with HR Managers, Staff associations and interested parties to agree policy principals, supervision monitoring agreed. Amendments made to original draft to accommodate suggested changes. – See audit sheet
Age N/A
Disability Advice sought by Occupational Health Adviser for every member of staff returning to work on recuperation from sickness or changes made to working restrictions when not having taken sick leave. All persons thought to have a disability, advice sought from medical advisers. Statement of Fitness (SFWE) to work completed on every return to line supervisor, HR manager and individual. Return to work interview forms amended to allow the high risk of maternity issues.
Faith or Religion N/A
Gender (including transgender) N/A
Race N/A
Sexual Orientation N/A
5.3 If changes were considered but not made, explain why this was the case. See attached consultation feedback sheet, not specific to any of the 6 diversity strands
Age Not specific, see audit sheet regarding feedback on policy draft
Disability Not specific, see audit sheet regarding feedback on policy draft
Faith or Religion Not specific, see audit sheet regarding feedback on policy draft

Gender (including transgender) Not specific, see audit sheet regarding feedback on policy draft
Race Not specific, see audit sheet regarding feedback on policy draft
Sexual Orientation Not specific, see audit sheet regarding feedback on policy draft
5.4 If the possibility of negative impact remains despite amendments, explain why implementing the policy is necessary to achieve the wider policy aims. What alternative options have you considered for delivering the policy or function's aims? See Notes
Age None
Disability None
Faith or Religion None
Gender (including transgender) None
Race None
Sexual Orientation None

IMPACT LEVEL – (CONSULTATION)					
	Scoring	Age	Disability	Faith or Religion	Gender (and transgender)
Does the policy or function affect TVP staff?(i.e. officers or staff)	Yes = 1 No = 0 Comments	1	1	1	1
Does the policy or function affect the public served by TVP?	Yes = 1 No = 0 Comments	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
Does the policy, when properly followed, allow for	Yes = 1 No = 0	1	1	1	1

the exercise of discretion by the person implementing it?	Comments				
Do you perceive the function to be politically or socially sensitive?	Yes = 2 No = 0 Comments	0	2	0	0
Insert your answer to Question 3.1 above (Yes/No)	Yes = 2 No = 0 Comments	0	2 Only where persons on short term sick leave returning to recuperative duties are not referred into Occupational Health, leaflet giving guidance to line managers entitled "Your staff, your responsibility" circulated to all supervisors, Police and support staff.	0	0
Insert your answer to Question 3.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0 Comments	0	1 Reasonable adjustments to be made that are justified	0	0
Insert your answer to Question 5.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0 Comments	0	2	0	0
Insert your answer to Question 4.1 above (Yes/No)	Yes = 1 No = 0	1	1	1	1

	Comments				
Add your scores for each column	Total score	1	-4	1	3
Impact Level:	1-3 = Low 4-5 = Medium 6-8 = High	Low	Medium	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. See Notes HR Managers, Staff associations, Senior and middle managers, Director of Resources – welfare officers	
Age	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
Disability	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
Faith or Religion	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
Gender (including transgender)	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
Race	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
Sexual Orientation	HR Managers, Staff associations, Senior and middle managers, Director of Resources– Medical advisor
6.2 What was the outcome of the consultation?	
State briefly what the recommendations or comments arising from the consultation consisted of.	
See Notes See audit sheet regarding changes requested, comments made	
Age	As above
Disability	As above
Faith or Religion	As above
Gender (including transgender)	As above
Race	As above
Sexual Orientation	As above

6.3 Has the policy or function been revised or amended as a result of the consultation?

State how, YES, See audit sheet

Age
As above

Disability
As above

Faith or Religion
As above

Gender (including transgender)
As above

Race
As above

Sexual Orientation
As above

6.4 Have the results of the consultation been fed back to the consultees?

How?

[See Notes](#) Yes – second consultation process engaged. Before 1st written consultation, representative where facilitated discussion to outline basic policy and agree principals – Took place on 7 July 2005

Age
As above

Disability
As above

Faith or Religion
As above

Gender (including transgender)
As above

Race
As above

Sexual Orientation
As above

Monitoring

7.1 Make monitoring arrangements

Will monitoring be at force, BCU/ Dept level? Monitoring means scrutinising, following up and evaluating

It should be comprehensive enough to inform future policy making and development.

[See Notes Department level, reporting to Resource Management Group which has representation from Management and HR Managers. Review set for one year after policy sign off](#)

Age
As above

Disability
As above

Faith or Religion
As above

Gender (including transgender)
As above

Race
As above

Sexual Orientation As above
