

DIVERSITY IMPACT ASSESSMENT (please complete electronically)

Title of policy/procedure:	Working Time Management
Policy author/assessor:	Martyn Grant - Head of Health & Safety
Department:	HR Department
Date of assessment:	9th May 2007

PART ONE
Aims of the Policy/Function
<p>1.1 Identify the aims of the policy or function. The aims of this policy are to ensure that TVP: -</p> <ul style="list-style-type: none"> • Manage and effectively control all risks to the health and safety arising from the working of excessive hours • Comply with applicable health and safety legislation • Minimise potential for harm or damage <p>See Notes</p>
<p>1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the policy or function? All TVP employees (including volunteers), contractors and members of the public with whom we interact.</p> <p>See Notes</p>
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<p>Race</p>

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Sexual Orientation This policy will not have any negative impact on any particular group.
Evidence
2.1 What quantitative information is available about the subject matter of the policy/function and its effect on each diversity target group? Should the policy be followed there is evidence to indicate that effective working time management benefits all groups of people and is not discriminatory in any way. Quantitative information available includes statistical management data in respect of accidents, injuries attributed to fatigue and risk assessments of work/operational activity. See Notes
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2.2 What qualitative information is available about the subject matter of the policy/function and its effect on each diversity target group? Should the policy be followed, there is much available evidence and research indicating that organisations that manage working time effectively have less accidents/injuries/sickness absence and enjoy a more productive workforce with a high level of morale and satisfaction. See Notes
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2.3 What are the gaps in the available data? Should the policy be followed there is sufficient specific information available to indicate potential benefits to TVP. See Notes
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2.4 Have you considered doing new research? If not, state why not. Should the policy be followed there is sufficient specific information available to indicate potential benefits to all members of TVP. Further research will be considered in the future and all available new evidence will also be taken account of by the author. See Notes
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Assess the likely impact – negative impact
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? State how. Should the policy be followed there is no reason to foresee any negative impact. See Notes
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3.2 If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law? N/A Explain. See Notes
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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. N/A Give examples. See Notes
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3.4 Are there other factors that might explain the negative impact? N/A - No other factors to consider
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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? Should the policy be followed there is sufficient specific information available to indicate potential benefits to all members of TVP. Say how. Lower potential for fatigue related accidents/injuries/ illness See Notes
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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? Should the policy be followed no amendments are considered necessary If there are no such amendments, please say so.
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Amendments to policy
5.1 Which diversity target groups were identified as being negatively affected by the policy or function? None identified Summarise the negative impact for each group (you may do so by reference to your answers at 3.1 above if appropriate)
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5.2 Have you removed or reduced the possibility of negative impact by making changes to the policy or function? Should the policy be followed it is not considered necessary to make changes to achieve the aims of diversity. Explain what changes were made.
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5.3 If changes were considered but not made, explain why this was the case. N/A – No changes considered
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<p>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? See Notes</p>
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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	0	0	0	0	0	0
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	0	0	0	0	0	0
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	0	0	0	0	0	0
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?

Yes – Full TVP consultation process followed and presented to F0HSC and H&S Coordinators.

If not state why not.

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

[See Notes](#)

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Sexual Orientation

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6.2 What was the outcome of the consultation?

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

Minor comments only – none which impact upon diversity

[See Notes](#)

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6.3 Has the policy or function been revised or amended as a result of the consultation? Minor manuscript amendments only – no impact upon diversity State how
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6.4 Have the results of the consultation been fed back to the consultees? This is in hand How? The policy has been presented to the Director of Resources via FoHSC Meeting 04/05/07 – results of consultation process having been fully considered. The policy, version 8 dated 09-05-07 was signed off and approved for publication and implementation
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Monitoring
7.1 Make monitoring arrangements 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. Monitoring of the policy will be carried out by BCU/OCU/Department H&S Coordinators and as part of the Force Inspection Process. Future changes in legislation which impact upon the policy will also be monitored with a view to ensuring compliance. See Notes
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