

DIVERSITY IMPACT ASSESSMENT (please complete electronically)

Title of policy/procedure: <u>Electronic Communication</u>
Policy author/assessor: <u>Shelagh Leonard</u>
Department: <u>Corporate Information</u>
Date of assessment: <u>December, 2007</u>

PART ONE

Aims of the Policy/Function

1.1 Identify the aims of the policy or function.

To give staff and managers clear guidance on the use, and supervision of users, of the internet, intranet and e-mail.

[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 TVP staff, Staff Associations.

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

Evidence
2.1 What quantitative information is available about the subject matter of the policy/function and its effect on each diversity target group? See Notes
Age
Disability
Faith or Religion
Gender (including transgender)
Race
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
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2.3 What are the gaps in the available data?

[See Notes](#)

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

It was not considered necessary, the usual policy consultation process was judged to be sufficient.

[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? No.
State how.

[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.

Give examples.

[See Notes](#)

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3.4 Are there other factors that might explain the negative impact?

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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?

Yes. The policy and procedures are designed to ensure that all relevant Force policies are complied with when using these electronic communication methods.

Say how.

The policy includes instructions on how users should not use electronic communication systems to make/publish racist, threatening or obscene statements etc.[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?

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.

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? No

Explain what changes were made.

Age

Disability

Faith or Religion

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Race

Sexual Orientation

5.3 If changes were considered but not made, explain why this was the case.
Age
Disability
Faith or Religion
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Sexual Orientation
5.4 If the possibility of negative impact remains despite amendments, explain why implementing the policy is justifiable to meet the wider policy aims. <u>N/A</u>
What alternative options have you considered for delivering the policy or function's aims?
See Notes
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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	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	1	1	1	1	1	1
Add your scores for each column	Total score	3	3	3	3	3	3
Impact Level:	1-3 = Low 4-5 = Medium 6-8 = High						

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. The policy was compiled in conjunction with the Data Protection Officer and circulated for consultation via the usual route for policy consultation.

[See Notes](#)

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<p>6.2 What was the outcome of the consultation? <u>Small amendments relevant to the whole Force and not to specific groups.</u> State briefly what the recommendations or comments arising from the consultation consisted of.</p> <p>See Notes</p>
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<p>6.3 Has the policy or function been revised or amended as a result of the consultation? <u>Yes</u> State how <u>The comments received have been included in the policy. The comments related to the whole workforce and not to any specific group.</u></p>
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6.4 Have the results of the consultation been fed back to the consultees? How? <u>The amended policy will be circulated to the consultees.</u>
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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. <u>Force level in line with the policy unit review mechanism.</u> See Notes

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