

DIVERSITY IMPACT ASSESSMENT

Title of policy/procedure: CERTIFICATES
Policy author/assessor: ANN MOORE
Department: HQ SECRETARIAT
Date of assessment: 28.6.06

PART ONE

Aims of the Policy/Function

1.1 Identify the aims of the policy or function.

To provide guidance as to the eligibility, criteria and procedures in respect of recognition awards

[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?

This is an internal policy and procedures document which will be a reference point for managers in the first instance, identifying recognition award options in respect of all staff

[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?

Overall totals of each award are maintained by the Secretariat, by Department/BCU. At this stage no information is collated in respect of different diversity groups.

[See Notes](#)

Age

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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?

None, in the absence of base line data in respect of many of the key areas of diversity, monitoring would have minimal impact.

[See Notes](#)

Age

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Race

Sexual Orientation
<p>2.3 What are the gaps in the available data? The data currently collated does not contain any diversity indicators. This will be kept under review. See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<p>2.4 Have you considered doing new research? If not, state why not. The criteria relating to awards are not diversity specific, relating merely to an assessment of an individual's performance or specific act. For comparison we have contacted the MPS and they do not currently record any diversity data in relation to certificates and have no intention of doing so. See Notes</p>
Age
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Sexual Orientation

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.

There is no reason to believe that the operation of the policy could have a negative impact on any one of the diversity target groups. However, if, for whatever reason, there was a perception that specific groups were excluded from awards, no information would be readily available to disprove or validate the perception.

[See Notes](#)

Age

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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?

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
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Race
Sexual Orientation
3.4 Are there other factors that might explain the negative impact?
Age
Disability
Faith or Religion
Gender (including transgender)
Race

Sexual Orientation
Assess the likely impact – positive impact
<p>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? The various awards could be used to promote role models, both internally and externally. Say how.</p> <p>See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<p>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? It is debateable whether the collection of data in relation to award nominees would improve relations between diversity target groups. If there are no such amendments, please say so.</p>
Age
Disability
Faith or Religion
Gender (including transgender)

Race
Sexual Orientation
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 if appropriate)
Age
Disability
Faith or Religion
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Race
Sexual Orientation
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.
Age
Disability
Faith or Religion
Gender (including transgender)

Race
Sexual Orientation
5.3 If changes were considered but not made, explain why this was the case.
Age
Disability
Faith or Religion
Gender (including transgender)
Race
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. What alternative options have you considered for delivering the policy or function's aims? See Notes
Age
Disability
Faith or Religion
Gender (including transgender)
Race

Sexual Orientation

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	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? Yes

If not state why not.

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

The draft policy was circulated to the following, requesting their comments/observations:

Data Protection – Terri Christie

Human Rights Lawyer – Manjeet Kaliray

Head of Health & Safety – Martyn Grant

Conflict Resolution and Diversity Officer – Rebecca Hellens

Federation – Dino Imbimbo

UNISON – Rod Matheson

Heads of:

Roads Policing – Mick Doyle

Personnel – Kath Govier

Professional Standards – Jackie Keyser on behalf of Mick Tighe

Training and Development – David Backhouse

Major Crime – Mark Warwick

CRED – Shaun Morley

Tactical Support – Paul Sullivan

Crime Support – George Wilson

Special Constabulary - Eddie Mahoney on behalf of Richard Roberts

Mary Curnow – Volunteer Support

BCU Commander – Berkshire West – Richard Bennett

[See Notes](#)

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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. Please see the attached document - Comments/Response to Policy Consultation Process - Certificates See Notes
Age
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Race
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6.3 Has the policy or function been revised or amended as a result of the consultation? Yes State how: Details listed in the attached document
Age
Disability
Faith or Religion
Gender (including transgender)

Race
Sexual Orientation
6.4 Have the results of the consultation been fed back to the consultees? - Yes How? By email or by re-circulating the amended policy
Age
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Gender (including transgender)
Race
Sexual Orientation
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. The Secretariat will continue to monitor the policy See Notes
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Faith or Religion

Gender (including transgender)
Race
Sexual Orientation