

DIVERSITY IMPACT ASSESSMENT

Title of policy/procedure: Compassionate Leave Policy
Policy author/assessor: David Dunne
Department: HQ Personnel
Date of assessment: 31 st July 2006

PART ONE
Aims of the Policy/Function
<p>1.1 Identify the aims of the policy or function. To assist staff who require time off work to deal with unexpected bereavement, serious illness or injury of an immediate family member or dependant. This is an internal policy 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? See Notes All TVP staff_irrespective of the categories below</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation

Evidence
<p>2.1 What quantitative information is available about the subject matter of the policy/function and its effect on each diversity target group?</p> <p>See Notes</p>
Age
Disability
Faith or Religion
<p>Gender (including transgender) The percentage of female staff being granted compassionate leave is higher than the percentage of females in the workplace. Female police officers constitute 25.4% of strength and made up 36% of cases of compassionate leave in 2006 to date. Female police staff constitute 63.4% of strength and made up 74% of cases of compassionate leave.</p>
Race
Sexual Orientation
<p>2.2 What qualitative information is available about the subject matter of the policy/function and its effect on each diversity target group?</p> <p>See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race

Sexual Orientation
<p>2.3 What are the gaps in the available data?</p> <p>See Notes <u>TVP do not identify absence from work by age ,disability ,faith ,race or sexual orientation</u></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.</p> <p>See Notes <u>No. It is not considered that these are relevant factors in granting compassionate leave</u></p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
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.

[See Notes](#) No

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?

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

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

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?

Say how. NO

[See Notes](#)

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

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. None

Age

Disability

Faith or Religion

Gender (including transgender)

Race

Sexual Orientation

Amendments to policy
<p>5.1 Which diversity target groups were identified as being negatively affected by the policy or function? None</p> <p>Summarise the negative impact for each group (you may do so by reference to your answers at 3.1 above if appropriate)</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<p>5.2 Have you removed or reduced the possibility of negative impact by making changes to the policy or function?</p> <p>Explain what changes were made.</p>
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 Comments	0	0	0	1	0	0
Does the policy or function affect the public served by TVP?	Yes = 1 No = 0 Comments	0	0	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	0	
Does the policy, when properly followed, allow for the exercise of discretion by the person implementing it?	Yes = 1 No = 0 Comments	1	1	1	1	1	1

Do you perceive the function to be politically or socially sensitive?	Yes = 2 No = 0 Comments	0	0	0	0	0	0
Insert your answer to Question 3.1 above (Yes/No)	Yes = 2 No = 0 Comments	0	0	0	0	0	0
Insert your answer to Question 3.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0 Comments	0	0	0	0	0	0
Insert your answer to Question 5.2 above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0 Comments	0	0	0	0	0	0
Insert your answer to Question 4.1 above (Yes/No)	Yes = -1 No = 0 Comments	0	0	0	0	0	0
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						
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PART TWO
Formal consultation
<p>6.1 Has the policy or function been consulted upon? Yes. HR/Personnel Managers, BCU/OCU Commanders/HoDs, Staff Associations. All supplied with copy of draft policy.</p> <p>If not state why not.</p> <p>If yes, state which individuals and organisations were consulted and what form the consultation took.</p> <p>See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation

<p>6.2 What was the outcome of the consultation?</p> <p>State briefly what the recommendations or comments arising from the consultation consisted of. Original draft required staff to use any TOIL or owed Rest Days before compassionate leave was granted One staff association felt that that discriminated in favour of officers who had no TOIL or owed RDs See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
<p>6.3 Has the policy or function been revised or amended as a result of the consultation?</p> <p>State how. The requirement has been removed completely from the policy</p>
Age
Disability
Faith or Religion
Gender (including transgender)
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Sexual Orientation

<p>6.4 Have the results of the consultation been fed back to the consultees? Yes How? By circulating the amended draft policy</p> <p>See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)
Race
Sexual Orientation
Monitoring
<p>7.1 Make monitoring arrangements</p> <p>Will monitoring be at force, BCU/ Dept level? Force level</p> <p>See Notes</p>
Age
Disability
Faith or Religion
Gender (including transgender)

Race
Sexual Orientation

