

**DIVERSITY IMPACT ASSESSMENT** (please complete electronically)

Title of policy/procedure: <a href="#">Flexible Working for Police Officers &amp; Police Staff</a>
Policy author/assessor: <a href="#">Lynne Wainwright / Melanie Holdak</a>
Department: <a href="#">Employment Relations</a>
Date of assessment: <a href="#">July 2007</a>

**PART ONE**

**Aims of the Policy/Function**

**1.1** Identify the aims of the policy or function

[TVP is committed to a policy of equality of opportunity and recognises that flexible working practices offer benefits both for the organisation and for members of staff. As an organisation, a commitment to such working practices can assist in recruiting and retaining skilled staff, meeting service demands and controlling staff costs. For individuals, there is the advantage that work can be combined with other commitments such as caring responsibilities, study or phased retirement.](#)

**1.2** Which individuals and organisations are likely to have an interest in or likely to be affected by the policy or function?

[All Police Officers and Police Staff.](#)  
[Human Resources and Personnel staff](#)  
[Staff Associations – Unison and Police Federation](#)

[Home Office](#)  
[APA – Association of Police Authorities](#)  
[ACPO – Association of Chief Police Officers](#)  
[TVPA - Thames Valley Police Authority](#)  
[HMIC – Her Majesty’s Inspectorate of Constabulary](#)

Age
Disability
Faith or Religion Force Chaplain and team
Gender (including transgender) BAWP – British Association for Women Police Officers
Race BPA – Black Police Association
Sexual Orientation GPA - Gay Police Association
<b>Evidence</b>
<p><b>2.1</b> What <b>quantitative</b> information is available about the subject matter of the policy/function and its effect on each diversity target group?</p> <p>In 2005, the Department for Business Enterprise &amp; Regulatory Reform (formerly the DTI) commissioned the Office of National Statistics to include questions about flexible working and leave arrangements in its monthly Omnibus Survey. 3,222 employees in Great Britain were surveyed and the overall response rate was 62%. The results were as follows:</p> <ul style="list-style-type: none"> <li>• Awareness of the right to request flexible working was higher for women (71% compared to 60% for men), parents of dependent children (67% compared to 63%) and older employees (74% aged over 55 were aware compared with only 49% of those aged between 16-24).</li> <li>• Overall, 14% of employees had requested a change to their working arrangements in the past two years.</li> <li>• Of those who had requested a change to their working pattern, 25% requested to work part-time, 23% requested flexi-time, 16% requested to work reduced hours for a limited period and 7% requested compressed hours.</li> <li>• Around one in six requested a more complex working pattern that combined different working arrangements.</li> <li>• Female employees were most likely to request to work part-time, at 30%, compared with 18% of male employees.</li> <li>• Meeting childcare needs was the most common reason given by employees for requesting to work flexibly (35%). 10% was to have more free time and a further 10% was for education and learning. Spending more time with their family accounted for</li> </ul>

9%, 8% was to make life easier and 6% was due to health problems.

- The majority of employees (81%) who had made a request to change their working pattern had their request either fully or partly accepted.
- Full acceptance of requests were more likely when employees:
  - Had dependent children (73% compared to 63%)
  - Were women (73% compared to 63%)
  - Worked less than 40 hours a week (72% compared to 58%)
  - Were a current or former trade union member (71% compared with 66% who had never been in a union)
  - Had a female rather than male line manager (72% compared with 67%)
- 30% of employees had cared for a child under the age of 6 and 17% had cared for a child between 6 and 11. Nearly a quarter (23%) of employees cared for a spouse or partner, yet men reported taking more time off to care for a spouse/partner than women did and 19% of employees had cared for a parent.

From the TVP 2006 Staff Satisfaction Survey, 67% of all respondents agreed that they were able to balance work responsibilities with those at home.

Age

There is no quantitative data available specific to this area.

Disability

There is no quantitative data available specific to this area.

Faith or Religion

There is no quantitative data available specific to this area.

Gender (including transgender)

There is no quantitative data available specific to this area.

Race

There is no quantitative data available specific to this area.

Sexual Orientation

There is no quantitative data available specific to this area.

**2.2** What **qualitative** information is available about the subject matter of the policy/function and its effect on each diversity target group?

There is limited qualitative data on flexible working but research conducted by the CIPD identifies the factors which prevent employees asking for flexible working arrangements. The results are shown in percentages in the table below:

	1 (Not a factor)	2	3	4	5 (Major factor)
Believe it will not be practicable to accommodate the kind of flexibility they would like, given the nature of their job	9	9	23	39	19
Worried about the effect on their career/promotion prospects	13	17	27	29	15
Fear their request will be refused by the organisation	13	21	26	28	12
Fear of negative responses from colleagues	15	19	27	27	11
Not ware of their specific rights within their business / organisation	23	28	27	16	7

Age

There is no qualitative data available specific to this area.

Disability

There is no qualitative data available specific to this area.

Faith or Religion

There is no qualitative data available specific to this area.

Gender (including transgender)

There is no qualitative data available specific to this area.

Race

There is no qualitative data available specific to this area.

Sexual Orientation

There is no qualitative data available specific to this area.

**2.3** What are the gaps in the available data?

Only limited qualitative data was found and information relating to TVP. The HR database records Career Breaks and those that

work part-time which forms a small percentage of the whole spectrum of flexible working options that are available.
Age No sources of either quantitative or qualitative data were found.
Disability No sources of either quantitative or qualitative data were found.
Faith or Religion No sources of either quantitative or qualitative data were found.
Gender (including transgender) No sources of either quantitative or qualitative data were found.
Race No sources of either quantitative or qualitative data were found.
Sexual Orientation No sources of either quantitative or qualitative data were found.
<b>2.4</b> Have you considered doing new research? If not, state why not.  Further research was considered but not undertaken for the following reasons: <ul style="list-style-type: none"> <li>• It was possible to use the research undertaken by outside groups as part of this diversity impact assessment.</li> <li>• The details of the policy are set out in law which cannot be changed.</li> </ul>
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.

Age

If the policy is properly followed, it would not have a negative impact on age.

Disability

If the policy is properly followed, it would not have a negative impact on disability.

Faith or Religion

If the policy is properly followed, it would not have a negative impact on faith or religion.

Gender (including transgender)

If the policy is properly followed, it would not have a negative impact on gender.

Race

If the policy is properly followed, it would not have a negative impact on race.

Sexual Orientation

If the policy is properly followed, it would not have a negative impact on 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.

Age

Not applicable.

Disability

Not applicable.

Faith or Religion

Not applicable.

Gender (including transgender)

Not applicable.

Race

Not applicable.

Sexual Orientation

Not applicable.

<p><b>3.3</b> 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.</p>
<p>Age Not applicable.</p>
<p>Disability Not applicable.</p>
<p>Faith or Religion Not applicable.</p>
<p>Gender (including transgender) Not applicable.</p>
<p>Race Not applicable.</p>
<p>Sexual Orientation Not applicable.</p>
<p><b>3.4</b> Are there other factors that might explain the negative impact?</p>
<p>Age Not applicable.</p>
<p>Disability Not applicable.</p>
<p>Faith or Religion Not applicable.</p>
<p>Gender (including transgender) Not applicable.</p>
<p>Race Not applicable.</p>
<p>Sexual Orientation Not applicable.</p>
<p><b>Assess the likely impact – positive impact</b></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?

At 7.3 the policy states "In application of this policy the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability". This is positive and has the potential to improve relations between diversity groups.

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?

Not applicable.

Age

Disability

Faith or Religion

Gender (including transgender)

Race
Sexual Orientation
<b>Amendments to policy</b>
<b>5.1</b> 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 Not applicable.
Disability Not applicable.
Faith or Religion Not applicable.
Gender (including transgender) Not applicable.
Race Not applicable.
Sexual Orientation Not applicable.
<b>5.2</b> Have you removed or reduced the possibility of negative impact by making changes to the policy or function?  Explain what changes were made.
Age Not applicable.
Disability Not applicable.
Faith or Religion Not applicable.

Gender (including transgender) Not applicable.
Race Not applicable.
Sexual Orientation Not applicable.
<b>5.3</b> If changes were considered but not made, explain why this was the case.
Age Not applicable.
Disability Not applicable.
Faith or Religion Not applicable.
Gender (including transgender) Not applicable.
Race Not applicable.
Sexual Orientation Not applicable.
<b>5.4</b> 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?
Age Not applicable.
Disability Not applicable.
Faith or Religion Not applicable.
Gender (including transgender) Not applicable.

Race Not applicable.
Sexual Orientation Not applicable.

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	1	1	1	1	1	1
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	0
Does the policy, when properly followed, allow for	Yes = 1 No = 0	1	1	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	0	0	0	0	0
Insert your answer to <a href="#">Question 3.1</a> above (Yes/No)	Yes = 2 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <a href="#">Question 3.2</a> above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <a href="#">Question 5.2</a> above (Yes/Partly/No)	Yes = -2 Partly = -1 No = 0  Comments	0	0	0	0	0	0
Insert your answer to <a href="#">Question 4.1</a> above (Yes/No)	Yes = -1 No = 0	-1	-1	-1	-1	-1	-1

	Comments						
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

<b>Monitoring</b>
<p>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.</p> <p>A full policy and DIA review will be carried out annually by the policy author/assessor as appropriate and will examine:</p> <ul style="list-style-type: none"> <li>• Changes in legislation</li> <li>• Court rulings – Domestic, European and Human Rights</li> <li>• Examples of good practice from other Forces or other organisations</li> <li>• Changes in Home Office Circulars</li> <li>• Developments with ACPO Policy Unit</li> <li>• Representations made by individuals and relevant organisations</li> <li>• Relevant Race Equality data</li> </ul>
Age

As above
Disability As above
As above
Gender (including transgender) As above
Race As above
Sexual Orientation As above