

**Part 3 - Assessment Matrix** (please complete electronically)

<b>Title of policy/procedure: Policy on Policy-Making</b>
<b>Policy author/assessor: Emma Jordan</b>
<b>Department: Corporate Development</b>
<b>Date/period of assessment: September/October</b>
<b>Aim of policy/procedure: To provide guidance for writing and reviewing policies.</b>

<b>Nature of function i.e. policy/procedure</b>	<b>Potential Impact (Yes/No)</b>	<b>Score</b>	<b>Comments/Rationale</b>
Does the function impact directly on the public or any Thames Valley personnel ( <i>for Human Resources issues</i> )?	Yes	Yes = 2	As Thames Valley Police staff write policies
Can discretion be used in the carrying out of the function?	Yes	Yes = 2	e.g. the decision to consult one over another or ignore a response
Is there any evidence or reason to believe that some racial groups could be differently or adversely affected?	No	No = 0	Although no research has been undertaken so it's very difficult to ascertain
Is there an opportunity to promote equality of opportunity?	Yes	Yes = 2	Policy writer information days covers Human Rights, race equality etc
Is there an opportunity to promote good race relations?	Yes	Yes = 2	In the PR of the policy
Is there data already being collected for race equality purposes?	No	No = 0	We don't monitor authors ethnicity
Has any consultation been carried out so far?	Yes	Yes = 0	The policy on policy making has been consulted upon widely internally
Is there any other public concern in relation to race issues attached to this function? ( <i>think locally as well as nationally</i> )	No	No = 0	Not on this policy
Do you perceive the function to be politically or socially sensitive?	Yes	Yes = 2	Only so far as race e.g. impact assessments are now and remains to be seen how staff/public respond to the need for them to be carried out.
<b>Total points:</b>		10	
<b>Impact Assessed as</b> ( <i>Low 0-4 Medium 5-9 High 10-16</i> ) :		<b>Med/High</b>	

**Part 5 - Consultation Form** (once completed send electronically to Policy Unit to be kept on policy file)

<b>Title of policy/function: Policy on Policy Making</b>	
<b>Policy author/assessor: Emma Jordan</b>	
<b>Department: Corporate Development</b>	
<b>Policy assessed as Medium impact on</b>	
<b>For High impact policies (or Medium impact that require consultation)</b>	
<b>EXTERNAL</b>	
What methods of <u>external</u> consultation were used? (Please give dates)	
What were the names of individuals (and the organisations/groups that they represented)?	
Please summarise the comments/observations that were made:	
What changes have been made to the policy as a result of the consultation and why?	
What changes have not been made and why?	
<b>INTERNAL</b>	
What methods of <u>internal</u> consultation were used?	E-mail Face to face meetings
What were the names of individuals (and posts held)?	Manjeet Kaliray – Human Rights Lawyer Alan Shaw – Health & Safety Emma Thomas – Diversity Officer Terri Christie – Data Protection Officer Rod Matheson – UNISON Dino Imbimbo – Federation Eleanor Taylor – RES Co-ordinator Shelagh Leonard – Internal Communication Manager Hazel Knowles – Project Manager Duncan Pratt – Performance Management
Please summarise the comments/observations that were made:	More focus needed to be on communication of policy and of monitoring policy. Race Equality Assessments needed to be included.
What changes have been made to the policy as a result of the consultation and why?	Updated version includes more robust communication and monitoring sections. New race equality section included in the compliance and certification section.
What changes have not been made and why?	