

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

Title of policy/procedure: <a href="#">Time Off for Dependants (A short guide for Line Managers and Employers)</a>
Policy author/assessor: <a href="#">Lynne Wainwright / Melanie Holdak</a>
Department: <a href="#">Employment Relations</a>
Date of assessment: <a href="#">September 2007</a>

<b>PART ONE</b>
<b>Aims of the Policy/Function</b>
<p><b>1.1</b> Identify the aims of the policy or function.</p> <p><a href="#">The aim is to inform employees and line managers of the employment rights relating to Time off for Dependants and to provide a framework for the decision making process.</a></p>
<p><b>1.2</b> Which individuals and organisations are likely to have an interest in or likely to be affected by the policy or function?</p> <p><a href="#">All Police Officers and Police Staff.</a>  <a href="#">Human Resources and Personnel staff</a>  <a href="#">Staff Associations – Unison and Police Federation</a></p> <p><a href="#">Home Office</a>  <a href="#">APA – Association of Police Authorities</a>  <a href="#">ACPO – Association of Chief Police Officers</a>  <a href="#">TVPA - Thames Valley Police Authority</a>  <a href="#">HMIC – Her Majesty’s Inspectorate of Constabulary</a></p>
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>There was no quantitative data found outside of TVP.</p>																								
<p>Age</p> <p>The tables below shows the number of Police Staff recorded to have taken Time off for Dependants from 1<sup>st</sup> April 2006 to 31<sup>st</sup> March 2007.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Age range</th> <th>Police Staff</th> <th>Average Time off (days)</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>10</td> <td>1.3</td> </tr> <tr> <td>25-34</td> <td>72</td> <td>1.3</td> </tr> <tr> <td>35-44</td> <td>67</td> <td>1.2</td> </tr> <tr> <td>45-54</td> <td>21</td> <td>1.6</td> </tr> <tr> <td>55-64</td> <td>3</td> <td>1.7</td> </tr> <tr> <td>65+</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td><b>173</b></td> <td><b>1.4</b></td> </tr> </tbody> </table>	Age range	Police Staff	Average Time off (days)	16-24	10	1.3	25-34	72	1.3	35-44	67	1.2	45-54	21	1.6	55-64	3	1.7	65+	0	0	<b>Total</b>	<b>173</b>	<b>1.4</b>
Age range	Police Staff	Average Time off (days)																						
16-24	10	1.3																						
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<b>Total</b>	<b>173</b>	<b>1.4</b>																						
<p>Disability</p> <p>From the members of Police Staff who have taken Time off for Dependants last financial year, two had recorded disabilities.</p>																								

Faith or Religion  
 There was no quantitative data that could be found specifically to this area.

Gender (including transgender)  
 According to the survey conducted by the IES, women were more likely than men to report needing time off for dependants. The table below illustrates below:

Gender	Police Staff
Male	21
Female	152
Total	173

Race  
 The quantitative data of TVP Police staff by ethnicity who have taken time off for dependants is shown below:

	Police Staff
Any Other White Background	0
Any Other Asian Background	1
Black African	0
Chinese	0
Indian	3
Not Stated	1
Pakistani	0
White and Asian	0
White and Black African	2
White and Black Caribbean	0
White British	165
White Irish	0
Other Ethnic Group	1
Any Other Mixed Background	0
Total	173

<p>Sexual Orientation  <a href="#">There was no quantitative data that could be found specific to this area.</a></p>
<p><b>2.2</b> What <b>qualitative</b> information is available about the subject matter of the policy/function and its effect on each diversity target group?</p> <p><a href="#">A survey conducted by the Women and Equality Unit in October 2000 found that of those surveyed fewer than half were aware of time off work for dependants (22%).</a></p> <p><a href="#">A nationally representative telephone survey (1,000 economically active people of working age) conducted in March 2002, identified that:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">When asked to name a relevant area of law in support of their identification of a scenario as potentially unlawful, ability to name a support area of law was lowest for time off for dependants.</a></li> <li>• <a href="#">Three-quarters of respondents report that their employer offers time off for dependants.</a></li> <li>• <a href="#">Almost all of those who had needed time off for dependants during the previous year had taken it (women were more likely than men to report needing such time off).</a></li> <li>• <a href="#">The most common reason for not taking up the provision (when eligible) was affordability (because leave is unpaid).</a></li> </ul> <p><a href="#">(Source: Institute for Employment Studies (IES))</a></p>
<p>Age  <a href="#">There was no qualitative data that could be found specific to this area.</a></p>
<p>Disability  <a href="#">There was no qualitative data that could be found specific to this area.</a></p>
<p>Faith or Religion  <a href="#">There was no qualitative data that could be found specific to this area.</a></p>
<p>Gender (including transgender)  <a href="#">Limited data found as shown above.</a></p>
<p>Race  <a href="#">There was no qualitative data that could be found specific to this area.</a></p>
<p>Sexual Orientation  <a href="#">There was no qualitative data that could be found specific to this area.</a></p>
<p><b>2.3</b> What are the gaps in the available data?</p>

Age Only quantitative data could be found.
Disability Only quantitative data could be found.
Faith or Religion No sources of either quantitative or qualitative data were found.
Gender (including transgender) Only limited quantitative and qualitative data could be found.
Race No sources of either quantitative or qualitative data were found.
Sexual Orientation No sources of either quantitative or qualitative data were found.
<p><b>2.4</b> Have you considered doing new research? If not, state why not.</p> <p>Further research was considered but not undertaken for the following reasons:</p> <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 policy only goes as far as to advise staff of their rights to time off for dependants and the administrative process to be used.</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
<b>Assess the likely impact – negative impact</b>

<p><b>3.1</b> 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.</p>
<p>Age If the policy is properly followed, it would not have a negative impact on age.</p>
<p>Disability If the policy is properly followed, it would not have a negative impact on disability.</p>
<p>Faith or Religion If the policy is properly followed, it would not have a negative impact on faith or religion.</p>
<p>Gender (including transgender) If the policy is properly followed, it would not have a negative impact on gender.</p>
<p>Race If the policy is properly followed, it would not have a negative impact on race.</p>
<p>Sexual Orientation If the policy is properly followed, it would not have a negative impact on sexual orientation.</p>
<p><b>3.2</b> If the answer to 3.1 is yes, is there any negative impact which is intended or justified under law? Explain.</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>3.3</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.</p> <p>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 align="center"><b>Assess the likely impact – positive impact</b></p>

<p><b>4.1</b> 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?</p> <p>Say how.</p>
<p>Age The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p>Disability The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p>Faith or Religion The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p>Gender (including transgender) The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p>Race The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p>Sexual Orientation The policy aims to help members of TVP to feel valued regardless of difference across the strands of diversity</p>
<p><b>4.2</b> 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?</p> <p>If there are no such amendments, please say so.</p>
<p>Age Not applicable.</p>
<p>Disability Not applicable.</p>

Faith or Religion Not applicable.
Gender (including transgender) Not applicable.
Race Not applicable.
Sexual Orientation Not applicable.
<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 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	Yes = 2 No = 0	0	0	0	0	0	0

politically or socially sensitive?	Comments						
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  Comments	-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

<p><b>Monitoring</b></p> <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>This policy document will be reviewed in two years. The review will take account of the following criteria:</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> </ul>
<p>Age  <a href="#">As above</a></p>
<p>Disability  <a href="#">As above</a></p>
<p><a href="#">As above</a></p>
<p>Gender (including transgender)  <a href="#">As above</a></p>
<p>Race  <a href="#">As above</a></p>
<p>Sexual Orientation  <a href="#">As above</a></p>

