

NORFOLK CONSTABULARY EQUALITIES IMPACT ASSESSMENT TOOLKIT

To be completed for new and reviewed policies and procedures

Name of Policy/Procedure:	Translation and Interpretation
Reference Number:	
Area/Department:	Diversity
Policy Owner:	Head of Community Safety
Date of assessment:	21.06.11
Is this a new or existing policy:	Existing
Person Completing Assessment:	Julie Inns

1: INITIAL ASSESSMENT

<p>1:1 Briefly describe the aims, objectives and purpose of the policy (including any associated objectives – please outline and explain)</p> <p>The Translation and Interpretation Force Policy Document outlines the procedure that officers and staff should follow when dealing with people for who English is not their first language or they are deaf, deafened or hard of hearing.</p> <p>The policy gives specific guidance and advice on when to use an interpreter and what service to book.</p>

<p>1:2 Who is intended to benefit from the policy and in what way?</p> <p>All residents and visitors to Norfolk who come into contact with Norfolk Constabulary for whom spoken English is not their first language.</p> <p>This policy will ensure that non spoken English speakers will receive a fair and equitable service from Norfolk Constabulary.</p>
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<p>1:3 What outcomes are you trying to achieve through this policy?</p> <p>Consistency, fairness and effectiveness for our communities, integrity of the Constabulary, its officer and staff.</p>

<p>1:4 Who are the main internal stakeholders in relation to this policy? (e.g. Recruitment Policy- internal stakeholders include managers and staff involved in recruiting processes)</p> <p>All officers and staff who access interpretation and translations services during the course of their job.</p>
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1:5 Who are the main external stakeholders in relation to this policy? (e.g. potential recruits in the case of recruitment policies and service users/customers for other policies)

Residents and visitors to Norfolk for who spoken English is not their first language.

1:6 Who implements the policy and who is responsible for the policy? This includes shared policies, policies that affect contractors or other public or private bodies; for example Group 4 Security, Multi Agency Protocol, or PFI.

The policy is owned by the Head of Community Safety and implemented by all officers and staff who have cause to use interpreters and translations in the course of their duties.

1:7 What factors could contribute or detract from the outcomes?

Ensuring that the FPD and its contents are well known and easily understood.

By not ensuring that the FPD is comprehensive, detailed and easily understandable could lead to officers and staff not dealing with non English speaking residents and visitors in an appropriate and professional manner.

1:8 – Concerns

Strand of Diversity	Are there concerns that the policy or procedure could have an adverse or different impact on any of the following groups of people?
Age	No
Disability	No
Ethnicity or Race	No
Gender	No
Religion or Similar Belief	No
Sexual Orientation	No

1:9 Existing Evidence

Strand of Diversity	What existing evidence is available, or presumed that confirms whether there is/or is not a different or adverse impact on these diverse Communities?

Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

1.10 Adverse Impact – Eliminating Discrimination

Strands	Could this policy/procedure have an adverse impact on eliminating unlawful discrimination? If so please explain how.	Yes	No
Age			√
Disability			√
Ethnicity or Race			√
Gender			√
Religion or Similar Belief			√
Sexual Orientation			√

1.11 Adverse Impact – Promoting Equality of Opportunity

Strands	Could this policy/procedure have an adverse impact on promoting equality of opportunity? If so explain how.	Yes	No
Age			√
Disability			√
Ethnicity or Race			√
Gender			√

Religion or Similar Belief			√
Sexual Orientation			√

1.12 Adverse Impact – Eliminating Harassment

Strands	Could this policy/procedure have an adverse impact on eliminating harassment? If so please explain how.	Yes	No
Age			√
Disability			√
Ethnicity or Race			√
Gender			√
Religion or Similar Belief			√
Sexual Orientation			√

1.13 Adverse Impact – Promoting good relations

Strands	Could this policy/procedure have an adverse impact on promoting good relations between different groups of people/communities? ? If so please explain how.	Yes	No
Age			√
Disability			√
Ethnicity or Race			√
Gender			√
Religion or Similar Belief			√
Sexual Orientation			√

1.14 Justification

If an adverse impact has been identified could it be justified on any of the following grounds?

- Promoting good relations between diverse communities
- Promoting equality of opportunity
- Eliminating unlawful discrimination
- Eliminating unlawful harassment
- Encouraging the participation of disabled and Deaf people in public life
- Addressing the specific needs of disabled and Deaf people

If so please explain how in each relevant case.

Strand	Justification
Age	N/A
Disability	N/A
Ethnicity or Race	N/A
Gender	N/A
Religion or Similar Belief	N/A
Sexual Orientation	N/A

1:15 Should the policy proceed to a full impact assessment? Put 'X' in the relevant box If yes please proceed to section 2: Full Impact Assessment If no please sign below to state completed initial assessment.	Y	
	N	√

Date on which the initial Equality Impact Assessment completed:

Completed by: Give Name	Signature: (Paper copy only)
Signed by Policy Owner: Give Name	Signature: (Paper copy only)

If there are no adverse impacts on any of the above criteria you do not need to complete the full assessment. Please proceed to the final section and complete.

- Original to be retained by the POLICY OWNER
- Copy to the Diversity Unit

Copy to Corporate Support for audit administration.

NORFOLK CONSTABULARY 2: FULL IMPACT ASSESSMENT

2.1 **Monitoring** - *Describe any monitoring mechanisms in place for this policy or procedure*

Strand	Monitoring Mechanism
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

2.2 **Public Concerns:** *Is there a public concern regarding this policy or procedure? Please describe how these concerns have been identified.*

Strand	What are the concerns and how have they been identified?
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

2.3 Information/Data on Impact *Describe the information or data that is available to show the impact of this policy/procedure on the relevant group/groups.*

Strand	Information or Data on Impact
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

2.4 Where relevant provide details of any changes in law, legislation or national guidelines affecting the policy

Strand	Relevant Changes
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

2.5 Internal Involvement and/or Consultation

Strand	Who was involved (i.e. Staff Networks, Representative Bodies)	What involvement/consultation mechanisms were used?
Age		
Disability		
Ethnicity or Race		
Gender		
Religion or Similar Belief		
Sexual Orientation		

2.6 Outcome of Internal Involvement and/or Consultation

Strand	Describe the result/outcome of the internal involvement and/or consultation work carried out and any changes made to the policy/procedure as a result.
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

2.7 External Involvement and or consultation

Strand	Who was involved (i.e. IAG, Disability Forums, NCODP, NNREC, Community Groups)	What involvement or consultation mechanisms were used? (i.e. Meeting, Interviews, Focus Groups, Questionnaires, Workshops, Conferences, telephone surveys, etc.)	What Date did they take place?
Age			
Disability			
Ethnicity or Race			
Gender			
Religion or Similar Belief			
Sexual Orientation			

2.8 Outcome of External Involvement and/or Consultation

Strand	Describe the result/outcome of the external involvement and/or consultation work carried out and any changes made to the policy/procedure as a result.
Age	
Disability	
Ethnicity or Race	
Gender	
Religion or Similar Belief	
Sexual Orientation	

3: ANALYSIS AND DECISION MAKING

<p>3:1 Analysis: Using all of the information recorded above:</p> <p>summarise the full impact this policy or procedure has on different community groups under each of the six diversity strands considering the following points:</p> <ul style="list-style-type: none">• can this adverse impact be justified• can the policy/procedure or function be changed to remove the adverse impact

<p>3:2 Alternatives: If your assessment is likely to have an adverse impact is there an alternative way in achieving the policies aim, objective or outcome?</p>

<p>3:3 Recommendations: What changes if any need to be made in order to minimise unjustifiable adverse impact.</p>

<p>3.4 Decision: Will the Constabulary adopt this Policy? Please put an 'X' in the relevant box.</p>	Yes	
	No	

4: MONITOR AND REVIEW

<p>4:1 Monitoring arrangements: Specify the following:</p>
Who will be responsible for monitoring?
How will it be monitored and analysed?
When will the analysis take place?
Where will the results be recorded?
Where will the results be reported?

<p>4:2 Relevance: Describe any other associated policies or procedures that this impact assessment may have relevance for.</p>

5: Summary

5:1 Please provide a summary of the findings of the equality impact assessment against this policy under each of the six diversity strands. This summary will be used by the Constabulary to inform the public, and will become a public document.

Date on which full assessment completed:	
Completed by: Give Name	Signature: Paper copy only
Signed by Policy Owner: Give Name	Signature: Paper copy only
<ul style="list-style-type: none">• HR polices - Original to be retained by the HR Diversity Team with copy retained by policy owner• All other policies – Original to be retained by the policy owner with copy sent to Community Safety (Diversity Unit)• <i>Copies of all completed Impact Assessments to Corporate Support for audit administration.</i>	

Policy Unit Use Only:
Date Received:
Review Date: