



Equality Impact Assessment

Joint References Policy

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What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is an evidence-based assessment of how an organisational policy, plan or practice will positively support the Constabulary's/Constabularies' general equality duties, as well as identify any potential negative disproportionate impact on people or groups of people, specifically those identified as having a protected characteristic as identified in the Equality Act 2010. It will also outline any steps required to mitigate any negative impact as well as identify ways to promote equality of opportunity.

There are nine protected characteristics, which are:

- Age,
- Disability,
- Gender Reassignment,
- Marriage and Civil Partnership,
- Pregnancy and Maternity,
- Race,
- Religion or Belief,
- Sex, and
- Sexual Orientation.

Two additional areas for consideration have also been included in this assessment:

- Family Status (e.g. dependants or caring responsibilities), and
- Economic Status.

Completing the EIA

Stage one of the EIA (Initial Screening) must be completed before a policy, plan or practice is developed or reviewed. This will then determine whether it is necessary to continue onto stage two; the Full EIA. Where a Full EIA is required, this is an ongoing process and needs to be completed alongside the policy, plan or practice development/review and must not be completed retrospectively.

Completion of the EIA should be carried out in conjunction with the joint Equality Impact Assessments policy.

Further advice on the completion of the Equality Impact Assessment can be obtained from either of the Constabularies' Diversity Units.

Please Note: For ease of reference, within this template the term 'policy, plan or practice' is used, but must be taken to mean any organisational functions, activities or decisions that may affect external communities or internal personnel.

Stage One – Equality Impact Assessment Initial Screening

The EIA Initial Screening must be completed prior to a policy, plan or practice being developed/reviewed.

1 Summarise the main aim(s) or purpose(s) of the policy, plan or practice, including any benefits or outcomes:

Main aims/purpose:

- Provide information on the process of requesting, responding to and receiving references to HR staff, managers and individuals

Benefits:

- Potential recruits – references are obtained in a fair and consistent way
- HR staff and managers – a clear procedure is set out in relation to obtaining references and responding to requests

Outcomes:

- To ensure that all reference requests are responded to in an appropriate way; including redefining character reference process.
- To ensure that appropriate references are obtained for all new starters
- To ensure that document retention procedures are followed and compliant

2 What factors, if any, could contribute or detract from the outcomes?

Failure of staff/officers, management or HR department to correctly follow the procedures outlined in the policy

3 Identify individuals and organisations (internally and externally) that are likely to have an interest in, or be affected by the policy, plan or practice:

Internal
<ul style="list-style-type: none">• Managers• Police officers (new recruits)• Police staff (new recruits)• HR Department• Professional Standards Department
External
<ul style="list-style-type: none">• Potential recruits

4 Is there any evidence that the policy, plan or practice could have a differential and/or adverse impact on any of the following groups?

Protected Characteristic	Evidence/Reason
Age Yes <input type="checkbox"/> No X	
Disability Yes <input type="checkbox"/> No X	
Gender Reassignment Yes <input type="checkbox"/> No X	
Marriage & Civil Partnership Yes <input type="checkbox"/> No X	
Pregnancy & Maternity Yes <input type="checkbox"/> No X	
Race Yes <input type="checkbox"/> No X	
Religion or Belief Yes <input type="checkbox"/> No X	
Sex Yes <input type="checkbox"/> No X	
Sexual Orientation Yes <input type="checkbox"/> No X	
Family Status* Yes <input type="checkbox"/> No X	
Economic Status Yes <input type="checkbox"/> No X	

*For example, dependants or caring responsibilities

5 Can any impact identified above be justified? Yes No N/A X

Evidence/Reason: N/A

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The Equality Impact Assessment is now complete if:

- **No** differential/adverse impact has been identified, or
- A differential/adverse impact has been identified **but can be justified.**

If the differential/adverse impact **cannot** be justified, a [Full Equality Impact Assessment](#) must be completed.

6 Is a Full Equality Impact Assessment required? Yes No*

***Please Note:** If equality issues are identified during the course of the policy, plan or practice development/review, the EIA Initial Screening will need to be revisited. This may result in a Full EIA being required where it previously was not.

This Equality Impact Assessment Initial Screening was completed by:

Name: _____ **Position:** Interim HR Advisor **Date:** _____

This Equality Impact Assessment Initial Screening was approved by:

Name: _____ **Position:** Diversity Unit **Date:** _____
(amend to reflect job title)

Name: _____ **Position:** Policy/Plan/Practice **Date:** _____
Owner

Stage Two - Full Equality Impact Assessment

A Full EIA must be completed where the EIA Initial Screening has indicated that a policy, plan or practice has the potential for differential/adverse impact which cannot be justified on the grounds of being a necessary and proportionate means of achieving a legitimate aim.

Please Note: This is an ongoing process and needs to be considered/completed alongside the policy, plan or practice development/review.

The following questions should be considered from the perspective of all protected characteristics, as identified on page 2.

1 Research

a) What quantitative data has been considered?
b) What qualitative data has been considered?
c) Have any concerns been identified through the research findings?
d) Have any gaps in the research/data been identified?
e) Has the policy, plan or practice been amended as a result of the research findings, and if so, how?
<i>(Amendments must be recorded in Appendix A)</i>
f) Outline any plans for further research or data collection.

2 Consultation

a) Which individuals and organisations internally and externally were consulted?
<i>(Equality & Diversity related responses received must be recorded in Appendix A)</i>
b) How have the consultees been informed of the results of consultation?

3 Equality Analysis

a) From the research and consultation, is there any evidence that the policy, plan or practice could be perceived as discriminatory or could damage good relations between different groups of people?
b) What negative implications, if any, have been identified through the research and consultation?
c) What positive implications, if any, have been identified through the research and consultation?
d) From the research and consultation, is there any evidence that the policy, plan or practice discriminates directly or indirectly, against any members of the public or Norfolk and/or Suffolk Constabulary staff?

4 Equality Review

a) What key changes have been made throughout the EIA process to reduce adverse impact or promote good relations between different groups of people?
b) What changes, if any, were considered but not implemented? Please state why.
c) If the potential remains for the policy, plan or practice to have a negative impact on one or more of the protected characteristics, explain why implementation is to continue, and how this can be justified.

5 Monitoring

a) What arrangements have been made to monitor the policy, plan or practice? Identify monitoring review dates.

Stage Three – Final Approval and Sign Off

This Full Equality Impact Assessment was completed by:

Name:
Position:
Date:

This Full Equality Impact Assessment has been endorsed by:

Name:
Position: Diversity Officer
Date:

I am satisfied that [enter name of policy, plan or practice] has been fully and adequately Equality Impact Assessed.

Signed by policy, plan or practice owner:

Name:
Position:
Date:

Appendix A

Record of Decisions/Amendments Made

Use this table to record and explain any decisions/amendments made during the development/review of the policy, plan or practice.

Decision/Amendment	Rationale/Explanation of Action taken

Record of Consultation Responses and Action Taken

Any responses received during the consultation process relating to equality/diversity issues should be documented below.

Consultee	Comment/Response	Action and Rationale