



## PART ONE

### INITIAL EQUALITY IMPACT ASSESSMENT AND SIGNIFICANCE TEST

The Initial Equality Impact Assessment and Significance Test templates should be completed prior to seeking authority to proceed with the development of the following documents:

- Strategies
- Plans, including Contingency Plans
- Project Initiation Documents
- Policies and Procedures

The Initial Equality Impact Assessment and Significance Test grading will always be agreed by three people. This will give integrity and consistency to the process and will draw on the experience, knowledge and common sense judgement of more than a single individual. The following will usually be the posts involved in the process;

#### Policy and Procedure

- Policy or Procedure Owner or Holder
- Policy Officer
- Diversity Officer

#### Other Corporate Documents

- Corporate Document Owner
- Corporate Document Developer
- Diversity Officer

Advice on the types of information available to assist in the completion of the templates can be obtained from the Policy or Diversity Units.

It is recognised that there will be occasions when the knowledge and experience of the staff members involved in the Equality Impact Assessment process will be such that there may not be a need to undertake any initial research or consultation in order to complete the Initial Equality Impact Assessment. This is acceptable provided that the reasons are accurately recorded in the workbook.

**INITIAL EQUALITY IMPACT ASSESSMENT TEMPLATE**

**1.1 Summarise the main aim(s) or purpose of the corporate document.**

Main aim(s) or purpose, including any benefits or outcomes	Date
To ensure clarity and consistency in the processes which relate to dealing with the compulsory retirement age process for police officers (in line with Home Office guidance), and for the retirement arrangements for both officers and staff.	

**1.2 Identify individuals and organisations internally and externally that are likely to have an interest in, or be affected by, the corporate document. Where a review is being undertaken, if appropriate, highlight any changes to who might have an interest in the document.**

Interested individuals and organisations	Date
Internal	
Police officers, staff, HR department, line management, Police Federation, UNISON, Superintendents Association, Staff Networks, Department Heads, Chief Officers, PCC.	
External	
Members of the public.	

**1.3 Who implements the corporate document and who is responsible for the corporate document?**

This includes shared documents, documents that affect contractors or other public or private bodies: for example Group 4 Security, Multi Agency Protocol or PFI.

Line managers and the HR department.
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**1.4 What factors could contribute or detract from the outcomes?**

Procedures in this policy not being followed correctly by all stakeholders.
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**1.5 Are there any concerns that the corporate document could have a differential impact on any of the following groups and is there evidence to support this?**

Group	Yes	No	Evidence	Date
Age		X		
Disability		X		
Gender reassignment		X		
Marriage and civil partnership		X		
Pregnancy and maternity		X		
Race		X		
Religion or belief		X		
Sex		X		
Sexual orientation		X		
Family Status e.g. dependants or caring responsibilities		X		
Economic Status		X		

**1.6 Could the differential impact identified in 1.5 above amount to there being potential for adverse impact and, if so, can this 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 participation in public life;

- addressing the specific needs of disabled people.

	Yes	No	Reason	Date
Is there potential for adverse impact?		X		
Can this adverse impact be justified?				

### SIGNIFICANCE OF INITIAL EQUALITY IMPACT ASSESSMENT

Based on the information provided in the Initial Equality Impact Assessment template, assess the significance of the impact as either Low, Medium or High.

Guide to assessing significance:

**Low** – where the answer in respect of all eleven groups in 1.5 above is ‘no’;

**Medium** – where the answer in respect of between one and four groups in 1.5 above is ‘yes’. However, if the likely adverse impact on any or all of those groups is considered to be particularly significant, it may be appropriate to classify the significance as High;

**High** – where the answer in respect of between five and eleven groups in 1.5 above is ‘yes’ or where the likely adverse impact on one or more groups is considered particularly significant.

<b>Low:</b> No further assessment required and review every three years.	X
<b>Medium:</b> Requires Full Equality Impact Assessment and relevant consultation in year one and bi-annual review.	
<b>High:</b> Requires Full Equality Impact Assessment and relevant consultation in year one and annual review.	

#### Equality Impact Assessment - Low Significance

Those corporate documents identified as having a low significance will be developed without the need to complete a Full Equality Impact Assessment. However, if during the course of the corporate document process equality issues

are identified then the Initial Impact Assessment and Significance Test should be repeated.

#### Equality Impact Assessment – Medium and High Significance

The Full Equality Impact Assessment process will commence when approval has been given to develop the corporate document.

The Initial Equality Impact Assessment Template and Significance of Initial Equality Impact Assessment were completed by:

**Name:** Rebecca Newman  
**Position:** HR Policy & Reward Manager  
**Date:** 29.05.13

**Name:** Abraham Eshetu  
**Position:** Diversity Manager  
**Date:** 30<sup>th</sup> May 2013

**Name:**  
**Position:**  
**Date:**

**PART TWO****FULL EQUALITY IMPACT ASSESSMENT**

All questions should be considered from the perspective of all diversity strands, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and from the perspective of family status e.g. dependants or caring responsibilities and economic status.

**2.1 Research**

1. What monitoring arrangements are in place? (With new corporate documents there may be no arrangements in place, in which case go to question 2)	
2. What quantitative data has been considered?	
3. What qualitative information has been considered?	
4. Is there a public concern regarding the subject of the corporate document? If so, describe how these concerns have been identified	
5. Provide details of any changes in legislation or national guidance affecting the corporate document	
6. Summarise the findings	
7. Have gaps in the research or data been identified?	
8. Has the corporate	

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document been amended in light of the research findings?	
9. Outline any plans for further research or data collection	

**2.2 Consultation**

10. Which individuals and organisations internally and externally were consulted or involved and how were they consulted or involved?	
11. Have consultees been informed of the results of consultation or involvement and by what means?	
12. Summarise the key findings or outcomes of the consultation or involvement	
13. Has the corporate document been amended in light of the consultation or involvement?	
14. Is there a need for further consultation?	
The results of consultation should be recorded in Appendix A	

**2.3 Equality Analysis and Review**

15. Is there any evidence that the corporate document could be perceived as discriminatory or could damage good relations between people of different groups?	
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16. What might the negative implications of the corporate document be for the public or Constabulary staff?	
17. What might the positive implications of the corporate document be for the public or Constabulary staff?	
18. Is there any evidence that the corporate document has an adverse impact, directly or indirectly, on any members of the public or Constabulary staff?	
19. What changes, if any, have been made to the corporate document as a result of the Equality Impact Assessment to reduce adverse impact?	
20. What changes, if any, were considered but not implemented?	
21. If the potential remains for the corporate document to have a negative impact on members of one or more groups, explain why implementation is to continue and can this be justified?	
22. If your assessment is that the corporate document is likely to have an adverse impact is there an alternative means of achieving the document's aim, objective or outcome?	

23. What changes, if any, need to be made in order to minimise unjustifiable adverse impact?	
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**2.4 Monitoring**

24. What arrangements have been made to monitor the corporate document? Please identify monitoring review dates	
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**2.5 Summary**

25. Please provide a summary of the findings of the Equality Impact Assessment against the corporate document under each of the eleven diversity strands. This summary will be used by the Constabulary to inform the public and will become a public document.	
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**PART THREE**

**FINAL APPROVAL AND SIGN OFF**

**Assessment completed by:**

**Name:**

**Position:**

**Date**

**Signed by Corporate Document Holder:**

I am satisfied that [Name of Corporate Document) has been fully Equality Impact Assessed.

**Name:**

**Position:**

**Date:**

### Appendix A: Equality Impact Assessment Consultation Record

Consultee	Comment	Action
Norfolk Finance Dept	Paragraph 2.2: Martin Digby has copies of current policy but these should be the responsibility of HR and for them to advise staff and officers.	The discretionary policy referred to is owned by the ACO(R), hence why it sits with Finance. There is no mention in the policy that it is Finance's responsibility to advise staff and officers, rather than HR's, and dependent on circumstances it may be more appropriate to discuss with Finance than HR, and vice versa. No amendment to policy required.
Norfolk IAG Member	Paragraph 2.1: Is the list really so long it needs 'etc.' rather than being completed?	There are others on the list, and updates to legislation may create more still so it is not advisable to write a definitive list. No amendment to policy required.
	Paragraph 3.13: Why can't 'dependent' be defined?	Because this would place an unnecessary restriction on the definition, and depending on the individual circumstances the Force may wish to class 'dependent' as someone who would not normally be considered as such. No policy amendment required.
	Have the two HR Departments merged? Different awards strike me	HR has a joint SMT, but is not a fully collaborated

	as strange as especially as 3.6 sounds like one department.	department, and the organisations are still separate, therefore the retirement administration for the two forces is slightly different at this moment in time. No amendment to policy required.
	Is 'retirement award' (3.2), the same as a 'retirement gift award in 3.4 and as discussed in 3.11?	Yes, they are the same award. Amendment to 3.4 to remove 'gift'.
	Paragraph 4.23: Is this a more wordy repeat of 3.2	Section 4 refers to police officers and section 3 to police staff.
	Paragraph 4.24: Is this a more wordy repeat of 3.3	
	Paragraph 4.25: Is this a more wordy repeat of 3.4	
Barry Bailey, Head of Business Management (SOPCC)  &  Trevor Barnes, Payroll Services Manager (Suffolk Finance Dept)	Paragraph 2.3: CSD (Customer Service Direct) administer the LGPS, not Suffolk CC.	Policy amended as requested.
	Paragraph 3.11: The retirement award should be in the form of a tangible gift, not a monetary payment via salary. This is because a monetary payment would be subject to income tax deductions. (See Suffolk's existing policy).	The retirement award within the joint policy has been defined by the DCC's. No amendment to policy required.
	Paragraph 4.25, final bullet point: the HMRC Lifetime Allowance Form is required if a pension is coming into payment. This is not clear as currently drafted.	Policy amended as requested.
Suffolk Diversity Unit	In general there are no diversity or equal opportunity issues, however it may be helpful to have links to related procedures such as those dealing with ill health, disabilities, flexible working, redundancy etc.	This policy relates solely to arrangements for retirement on age and service, and does not discuss other issues, therefore it would not be appropriate to hyperlink unrelated topics. No amendment to policy required.

Suffolk Police Federation	Paragraph 4.1: The compulsory retirement age for police officers <b>under the New Police Pension Scheme (NPPS 2006 - 2015)</b> is age 60 for ranks up to and including Chief Inspector and age 65 for superintending/ACPO ranks, unless the officer has already been granted an extension to work past this age, when it will be the end date of the extension period. Officers within the old Police Pension Scheme ( <b>PPS 1987-2006</b> ) can retire with a pension at age 55 for ranks up to and including Chief Inspector and age 60 for superintending/ACPO ranks	Inserting this text may cause confusion, as the CRA also applies to officers who retire under the old pension scheme. No amendment to policy required.
Ch Supt PSC (Operations)	Both responded with no comments.	No action required.
PSC (Crime) Dept		