

## North Yorkshire Probation Area EQUALITY IMPACT ASSESSMENT TEMPLATE



NORTH YORKSHIRE

### **This template is used to:**

- Review an existing function, policy or practice
- Develop a new function, policy or practice.

Policy can be unwritten procedures as well as formal written policies – equality impact assessment should be carried out on any aspect of probation work which has an impact on service users and staff.

The aims of impact assessment are

- to identify potential unfair treatment or adverse impact in the way the policy or practice is implemented on any groups (in respect to race, disability, gender, faith, sexual orientation or age).
- to promote good relations in conducting Probation business
- to promote equality
- to eliminate discrimination
- to comply with the general duty in the Race Relations (Amendment) Act, and forthcoming new legal requirements covering disability (2006) and gender (2007) and other diversity strands.
- to meet legal requirements in the equality legislation and protect the Area and Service from legal action
- to improve the quality of Probation work overall and produce a real benefit for all concerned.

Ten key points to help to ensure a good impact assessment are attached. More detailed guidance is available in the Home Office template for race equality impact assessment and on the CRE web site ([www.cre.gov.uk](http://www.cre.gov.uk)). The Disability Rights Commission have issued guidance on Disability impact assessment. ([www.drc.org.uk](http://www.drc.org.uk)).

Most aspects of probation service work have the potential to affect people (service users, staff, partners, contractors) in different racial or ethnic groups in different ways, even though this may not be apparent at first. There may be barriers to equality which only a process of exploration and consultation will reveal. It is therefore safer to conduct a full impact assessment on most probation service policies, functions and practices.

Areas should first list all functions and policies and set priorities for impact assessment according to relevance: high, medium or low relevance.

This template has been designed mainly for use to comply with legislation on race. However it is also be used for impact assessment in relation to disability, gender, faith, sexual orientation and age.

**However there is some variation in requirements in the different legislation and it is important to note that a generic template such as this may need to be adapted as further guidance is issued, for example, from the Disability Rights Commission.**

PART A: INITIAL SCREENING

PART B: PREPARING FOR IMPACT ASSESSMENT

PART C: CONDUCTING IMPACT ASSESSMENT

PART D: FOLLOW-UP TO IMPACT ASSESSMENT

## A. INITIAL SCREENING

**1. Title of function, policy or practice (including common practice)**  
*Is this a new policy under development or an existing one?*

- **Policy on Corporate Governance**

**2. Aims, purpose and outcomes of function, policy or practice**  
*What is the function, policy or practice addressing? What operational work or employment/HR activities are covered? What outcomes are expected?*

- To incorporate the principles of corporate governance into every dimension of business
- To ensure confidence in decision making and management processes of the board

**3. Target groups**

*Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? This could be staff, service users, partners, contractors.*

- Staff
- Service users
- Partners
- Contractors
- Board
- Chief Officer

<b>Equality target group</b>	<b>Positive impact – could benefit</b>	<b>Negative impact - disadvantage (High, medium, low)</b>	<b>Reason for assessment and explanation of possible impact</b>
<b>Women</b>			
<b>Men</b>			
<b>Transgender people</b>			
<b>People with language / literacy needs</b>	Varied medium of delivery of message	Low	Interpreters available, may need further promotion.
<b>Asian/Asian British people</b>			
<b>Black/Black British people</b>			
<b>Chinese people or other groups</b>			
<b>People of mixed race</b>			
<b>White people (including Irish people)</b>			

<b>Equality target group</b>	<b>Positive impact – could benefit</b>	<b>Negative impact - disadvantage (High, medium, low)</b>	<b>Reason for assessment and explanation of possible impact</b>
<b>Travellers or Gypsies</b>			
<b>Disabled people</b>			
<b>Lesbians, gay men, bisexual people</b>			
<b>Older people over 60</b>			
<b>Young people (17-25) and children</b>			
<b>Faith groups</b>			

#### **4. Further research/questions to answer**

***As a result of the above, indicate what questions might need to be answered in the full impact assessment and what additional research or evidence might be needed to do this.***

- Is there any monitoring of complaints – are we collecting this info?
- Is there any monitoring of who receives the annual report and attends meetings?
- How do we know that communications is successful (need to check our publications and what organisations these are sent to including reports)?
- Ask gender, ages and disability of people who make complaints and see which groups we are having an impact on
- Does the Organisational Development Manager give feedback from community groups?
- When we work with community groups how do we ensure that partners are carrying out Equality Impact Assessments, how are they dealing with communication and complaints
- Policy doesn't appear to need changing however the above questions need answers

#### **Initial screening done by:**

##### **Name / position**

- Beryl Lukehurst
- Sara Chipper

##### **Date**

- December 2007