

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). The Disability Rights Commission have issued guidance on Disability impact assessment. (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

B. PLANNING A FULL IMPACT ASSESSMENT

1. Title of function, policy or practice (including common practice)

Is this a new policy under development or an existing one?

- **Sickness Absence Procedure (revised)**

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 provide a framework to help managers deal with sickness absence effectively and consistently
- The procedure is not designed to prohibit sickness absence or punish staff who want to take time off sick
- It is designed to achieve an overall improvement in employee attendance levels
- It sets out the limits regarding levels of sickness absence

3. Target groups

Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? Use the initial screening to summarise potential adverse impact on each group as identified above and the reasons given. What knowledge and information do you already have, what further research or evidence should be collected in the full impact assessment?

- Gender
- Race
- Disability
- Sexual orientation/transgender
- Age
- Faith

4. Impact assessment process

Which staff will conduct the IA? (eg Board members, senior managers, policy leads, or a team of staff.) Will you include external advice from community groups or individuals? How will the IA be approved and integrated into senior management processes?

What is the role of the diversity manager?

- Linked with ACAS diversity specialist to identify potential issues for staff with disabilities and share these with DINNY, NDSN and NAPO reps at EIA meetings

5. Consultation

Give details of any planned internal staff and external community consultation and engagement.

Who will be consulted, how will it be done, when, what are the aims of the consultation, what will be done with the results?

- Members of DINNY and the Regional NDSN. NAPO reps

Are a diverse range of staff, service users and stakeholders consulted?

- Procedure negotiated with unions via a number of formal and informal meetings

How will the impact assessment process be publicised to give as many people as possible an opportunity to take part?

- Draft policy published and time given for staff to comment

C. CONDUCTING THE IMPACT ASSESSMENT

6. Q & A: Effect of function, policy or practice

What questions were identified in the initial screening above?

What other aspects of the way this policy is, or might be, implemented, should be explored?

Are there any points within the policy as it stands where the potential exists for negative impact on staff or service users or stakeholders across all groups?

Is there any existing evidence to show that adverse impact on any racial group has occurred previously in this area, if so what?

If not what evidence will you need to collect to assess the impact? (This might be monitoring, evidence from staff networks, evidence from service users, surveys, interviews, focus groups, wider consultation, research at national or area level on impact of similar policies or functions, etc.)

How can you be sure you have fully understood potential for adverse impact? Have relevant community members been engaged at all stages in identifying questions to ask, areas of concern?

What level of community consultation and engagement has taken place during the impact assessment? What were the results?

Overall, how does the policy promote equality, eliminate discrimination and promote good relations?

7. Assessment of evidence and action on results

What conclusions can be drawn from the consultation and the evidence collection?

- ACAS advised that a separate section detailing arrangements for managing DDA related absence would be appropriate. DINNY and NDSN strongly supported this
- Unions requested separate guidance on Reasonable Adjustments and the DDA

D. FOLLOW UP TO IMPACT ASSESSMENT

8. Monitoring and management

How will the policy be monitored to measure the impact of it on the target groups? Are monitoring arrangements adequate to measure the impact of the policy in relation to on all groups?

- Yes

Race / Gender/ Disability/ Sexual orientation/transgender / Faith / Age

What management structures are in place to ensure effective implementation of the function, policy or practice?

9. Publishing the results

How will you publish the results of the IA and any subsequent monitoring to measure progress?

- EIA will be published on the intranet. Monitoring results will be published in quarterly management reports to SMT

In what formats, aimed at which audiences? If the information accessible to those who need it?

How will feedback be given to those involved in consultation?

- Via email and union meetings

10. Approval and review

Who will give final approval of the impact assessment of the policy or function? How often will it be reviewed in future – by when and by whom?

**Final approval by
(name)**

Date of completed IA and approval
