

## Impact Assessment Template

### Purpose

The purpose of an Equality Impact Assessment is to work out how a policy will affect people from different groups, both externally in terms of our communities and internally in terms of our staff. This is so that we can ensure as far as possible our policies are developed in full recognition of the diverse needs, circumstances and concerns of the people who will be affected by them.

<b>Policy Title</b>	Communications Strategy	
<b>Version</b>	June 2010	
<b>Publication</b>	Yes	Internal and External
<b>Policy Owner</b>	Police Authority	Chief Executive
<b>Date Impact assessment completed</b>	15 June 2010	
<b>Policy Review Date</b>	15 June 2011	
<b>Impact Assessment Author</b>	Sarah Hoare, Engagement and Communications Officer	

### Summary of Policy and Purpose

To be a framework for how the Police Authority will communicate with the public, partners and the Constabulary.

### Section 1: Screening for Relevance to Equality

Section 1 should be completed for all policies.<sup>1</sup>

On the basis of existing knowledge, data, and best estimates does this policy have an adverse impact on any of the following 4 areas:

(Please tick those areas in which there is adverse impact or potential for it.)

<b>Area 1: Promote Equality of Opportunity</b>					
<b>Age</b>	<b>Disability</b>	<b>Gender</b>	<b>Race / Ethnicity</b>	<b>Religion / Belief</b>	<b>Sexual Orientation</b>

<sup>1</sup> Note: A policy may be defined as a set of principles or a criterion an organisation develops to help carry out its functions as such, procedures and guidance is included also.

<b>Area 2: Eliminate Discrimination and Harassment</b>					
Age	Disability	Gender	Race / Ethnicity	Religion / Belief	Sexual Orientation
<b>Area 3: Promote Good Relations Between Different Groups</b>					
Age	Disability	Gender	Race / Ethnicity	Religion / Belief	Sexual Orientation
<b>Area 4: Does the Policy Impact on Disabled People?</b>					
<b>Yes</b>					
If YES, and to comply with legislation, please answer the following:					
Have measures been taken to meet the needs of disabled people (even if this requires more favourable treatment)? Please answer here:					
All Police Authority public documents have the caveat that if people need help understanding documents they can be made available in different formats such as Braille or cassette/CD. Documents are not routinely produced in this way as it would not be proportionate to do so. All media release and important messages are placed on the Authority Website which enables the user to increase font size, change contrast or will speak to the user.					
Does the policy encourage participation by disabled people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
Please summarise the findings by source:					
The aim of the policy is to be inclusive to all members of the community and ensures that communication is distributed by a variety of methods including the Police Authority Website. By communicating in a variety of formats disabled people will have greater opportunity to access information and have greater opportunity to become involved with the work of the Authority.					

**If there is no evidence of adverse impact to equality issues highlighted in any of the 6 equality strands above and the research data supports this, there is no need to complete the rest of this template. However, if the screening assessment shows there to be an adverse impact in any of the areas a full impact assessment will be required. You will need to complete the rest of this template. Please determine whether this policy is one that is deemed high, medium or low priority<sup>2</sup>.**

2

**High:** Policies which have an impact on three of the four areas of Section1 (Promote Equality of Opportunity; Eliminate Discrimination and Harassment; Promote Good Relations Between Different Groups; Does the Policy Impact on Disabled People) and where there are concerns.

High

Medium

Low

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**Medium:** Policies which only apply to two of the areas of the general duty.

**Low:** Policies which may have an impact on one of the general duties, but which monitoring has not indicated issues of concern.

**Note** High priority policies require a full impact assessment within a 6 month period, medium in 12 months and low in 18 months.

**Section 2: Full Impact assessment**

<b>Identify the aims and proposed outcomes of the policy?</b> Please answer here:	
<b>Is the policy being monitored? If no monitoring is taking place, please state what will be implemented?</b> Please answer here:	
<b>What monitoring data/ information/research has been considered?</b> Please answer here:	
Age	
Gender	
Disability	
Race/ Ethnicity	
Religion / Belief	
Sexual Orientation	

<b>What gaps in the monitoring data/ information/research have been identified?</b> (Note if gaps have been identified consideration should be given to commissioning new research) Please answer here:	
Age	
Gender	
Disability	
Race/ Ethnicity	
Religion / Belief	
Sexual Orientation	

<b>From the monitoring data/ information/research has any adverse impact been identified?</b> Please answer here:	
Age	

Gender
Disability
Race/ Ethnicity
Religion / Belief
Sexual Orientation

**Are there any factors that can explain or justify this adverse impact?**  
Please answer here:

**Has the policy been subject to consultation?** If no, please state why. If yes, please state who, how, outcomes and what the process of feedback was to consultees.  
Please answer here:

**Outline any findings/outcomes of this impact assessment.**  
Please answer here:

**Recommendations from assessment is: (please delete as appropriate)**

- A. **Policy maintained in current form** Please justify why especially if there is a possibility of adverse impact.
- B. **Policy amended** Please summarise the amendments.
- C. **Policy abandoned** Please state how the implications will be managed.

Please answer here:

**Any other comments:**

Please note that this template will be available as a public document unless otherwise stated.