

TAYSIDE POLICE EQUALITY IMPACT ASSESSMENT TEMPLATE

To be completed for all new and reviewed policies and procedures as advised in the Force Equality Impact Assessment Guidance

Name of Policy/Procedure:	Firearms Administration
Reference Number:	
Division/Department:	Firearms Administration, Headquarters
Owner (Job Title):	Head of Firearms Administration
Date of assessment:	14 June 2006
Name of person completing assessment:	Mrs Fiona R Windmill
Is this a new, or review of an existing, document?	New
If it is a review of an existing policy has it previously been subjected to full impact assessment? If yes, has it changed significantly to warrant a full impact assessment at this time?	

STAGE 1 INITIAL ASSESSMENT (SCREENING FOR RELEVANCE)

1 IDENTIFY MAIN AIMS OF THE POLICY

1.1 What is the purpose of the policy? (or the changes intended to an existing policy)	To ensure the integrity of the enquiry whilst streamlining the process.
1.2 What are the outcomes you are trying to achieve?	As above
1.3 Who is intended to benefit from the proposed policy and how?	The police service and the public
1.4 Are there any associated aims of the proposed policy? What are they?	No
1.5 Is responsibility for the proposed policy shared with another department or authority or organisation? If so identify who is accountable and responsible, both internally and externally for the policy?	Yes The DCC is accountable

2 COLLECT INFORMATION

2.1 Do you have up-to-date and reliable information about the different racial and other social groups the proposed policy is likely to affect? If so describe what type of data/information you are using and implication of the findings.	No
---	----

3 DECIDE IF THE POLICY IS RELEVANT

<p>3.1 Will the proposed policy involve, or have consequences for, the people the Force serves and/or employs? If YES:</p> <ul style="list-style-type: none"> • Who are the main internal stakeholders? • Who are the main external stakeholders? <p>If NO - go to 4.1 – Assessment complete.</p>	<p>Yes Internal – Divisional Officers currently involved External – members of the public who have made applications. Neither internal nor external stakeholders are adversely affected</p>
<p>3.2 Could these consequences differ for some sections of the community because they have particular needs, experiences or priorities?</p>	<p>No</p>
<p>3.3 Is there any reason to believe that people could be affected differently by the policy because they belong to a particular section of the community? For example, in terms of access to a service, or the ability to take advantage of proposed opportunities? If so which group/s does it affect? (specific race group/s, people with disabilities, women, men, the elderly, young people, religious/faith groups or members of the LGBT (lesbian, gay, bisexual and transgender community)</p>	<p>No</p>
<p>3.4 Is there any evidence that any part of the proposed policy could discriminate unlawfully, directly or indirectly, against some sections of the community?</p>	<p>No</p>
<p>3.5 Is there any evidence that some sections of the community may have different expectations of the policy in question?</p>	<p>No</p>
<p>3.6 Is the proposed policy likely to affect relations between different sections of the community, for example, because it is seen as favouring a particular group or denying opportunities to another?</p>	<p>No</p>
<p>3.7 Is the proposed policy likely to damage relations between any particular section of the community and Tayside Police?</p>	<p>No</p>
<p>3.8 Based on the information provided above, does the policy have implications for or affect on the promotion of equality?</p> <p>If the answer to any of the above is Yes - the policy is relevant to the statutory duties.</p>	<p>No</p>

4. LEVEL OF RELEVANCE

<p>4.1 What is the level of relevance being allocated to this policy? (See Impact Assessment Guidance)</p> <p>If Not Relevant - go to 5 – Assessment Complete.</p>	<p>Not Relevant*</p>
<p>4.2 If the policy was previously assessed and allocated a priority - has it changed enough to warrant a higher or lower impact level?</p> <p>If Yes please indicate previous level of impact and give reason for change.</p>	

5. COMPLETION OF INITIAL ASSESSMENT

If the policy/guidance **IS NOT** relevant, print this document, seek endorsement of decision from head of department and complete the section below. The document should then be forwarded to the Inspection Unit Sgt. An electronic version, together with the policy/guidance document itself, should be e-mailed to the Inspection Unit Sgt.

If the policy/guidance **IS** relevant move to Stage 2 and complete FULL IMPACT ASSESSMENT.

Date on which the Initial Equality Impact Assessment completed:	
Completed by:	Signature:
Head of Department:	Signature:
<ul style="list-style-type: none">• All original signed documents to be retained by the Inspection Unit Sgt (Business Change and Improvement Dept) (HQ Division).• <i>Inspection Unit Sgt to send a copy of all completed Impact Assessments to Force Diversity Adviser, HQ Division, to assist reports to the TJPB, Diversity Development Group and Lay Advisory Group.</i>	
Inspection Unit Use Only: Date Received: Review Date:	

*Delete as appropriate