

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:	House to House Enquiries
Owning Department:	Operational Support
Author (Job Title):	Const. Rod Taylor 8755 Operational Support, Baluniefield, Dundee
Date of assessment:	1.12.06
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 further full impact assessment at this time?	n/a

STAGE 1 INITIAL ASSESSMENT (SCREENING FOR RELEVANCE)

1 IDENTIFY MAIN AIMS OF THE POLICY

1.1 What is the purpose of the policy?	To offer a local response by each respective division in the correct implementation & administration of house to house procedures
1.2 What are the outcomes and associated aims you are trying to achieve?	To enable each division to have fully trained local house to house coordinator & local enquiry officer. This affords a more timeous and structured approach to the house to house arena.
1.3 Who is intended to benefit from the proposed policy and how?	Force will benefit due to a more timeous implementation of resources and therefore glean pertinent information far quicker, thus offering a speedier update to any investigation. Public will benefit as they will be contacted in a more timeous fashion thereby reducing the amount of prolonged disruption to the community any situation affects.
1.4 Is responsibility for the proposed policy shared with another department or organisation? If so identify who is accountable and responsible, both internally and externally for the policy?	No – exclusively Operational Support
1.5 Does the development/review of this policy present the Force with an opportunity to promote equality and good relations with and between any of the following: <ul style="list-style-type: none"> • Older people? • Young people? • People with disabilities? • Men? • Women? • Racial groups? • Religious / faith communities? • Lesbian, gay, bi-sexual & Transgender communities? 	Yes – Public reassurance, targeted contact with all members of selected communities within the House to House parameters may afford opportunities to promote equality and good relations

2 COLLECT INFORMATION

<p>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.</p>	<p>No</p>
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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 5. – Assessment complete.</p>	<p>Yes</p> <p>Internal Stakeholders – S.I.O. who requests house to house to be implemented. Furthermore any officer involved in the administration/implementation of said house to house paperwork.</p> <p>External Stakeholders – public, any community members the implementation of house to house procedure affects.</p>
<p>3.2 Could these consequences differ for some sections of the community because they have particular needs, experiences or priorities?</p>	<p>Yes, Enquiry officers to recognise the impact for certain sections of the community who are from a minority background. ie. aware that 24hr interpreter by phone service exists for any language barriers, and sign interpreters are available if family or friends are not available for use in informal situations.</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? E.g., in terms of access to a service, or the ability to take advantage of proposed opportunities. If so which group/s does it affect?</p>	<p>No - House to House follows a routine enquiry format, not envisaged to adversely impact on any particular section of the community</p>
<p>Older people?</p>	<p>No</p>
<p>Young people?</p>	<p>No</p>
<p>Disabled people?</p>	<p>No</p>
<p>Men?</p>	<p>No</p>
<p>Women?</p>	<p>No</p>
<p>Racial groups?</p>	<p>No</p>
<p>Religious / faith communities?</p>	<p>No</p>
<p>Lesbian, gay, bi-sexual & Transgender communities?</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 any of the above section(s) 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>

3.7 Is the proposed policy likely to damage relations between any particular section of the community and Tayside Police?	No
3.8 Based on the information provided above, does the policy have implications for or affect on the promotion of equality for any section of the community?	No

If the answer to any of the above is **Yes** - the policy is relevant to the statutory duties.

4. MONITORING

4.1 What, if any mechanisms are used/will be used to monitor for any adverse impact, community concerns and complaints that may arise as a consequence of this policy?	Upon implementation of the house to house guidance under this document, the house to house coordinator will inform the Senior Investigation Officer who should note any adverse impact resulting, in his policy log and act accordingly. This affords facility to capture any negative impact and allow changes to be made to said document.
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5 LEVEL OF RELEVANCE

5.1 What is the level of relevance being allocated to this policy? eg. high, medium, low or not relevant (See Impact Assessment Guidance). Please indicate level in relation to aspects of diversity as stated below:	
Older people	low
Young people	low
Disabled people	low
Men	low
Women	low
Racial groups	low
Religious / faith communities	low
Lesbian, gay, bi-sexual & Transgender communities	low

6. COMPLETION OF INITIAL ASSESSMENT

If the policy/guidance is considered to be **NOT RELEVANT** or **LOW** to **all** racial/social groups 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 graded as relevant at **HIGH** or **MEDIUM** levels for **any** racial/social group, move to Stage 2 and complete a FULL IMPACT ASSESSMENT.

Date on which the initial assessment completed:	05.12.06
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). 	
Inspection Unit Use Only:	
Date Received:	
Review Date:	

*Delete as appropriate