



Equality Impact Assessment Summary

Summary

Name of Product	Provision of references policy
Description of Product	Policy
Department	HR / P & D
Assessment Writer	██████████
Date Started	December 2020
Head of Dept Sign Off	██████████ February 2021
EDI Manager Sign Off	██████████ April 2021
Review Date	February 2024

Version Control

This is a living document and should be updated as we update our products, and receive new insights and data on how our people or communities engage with our product.

Version	Date	Reason for update	Author
1.0		Policy review in line with the rolling programme	████

Stage One – Early Thinking

Use this space to confirm if you are developing a proposal that will impact upon policies and practices that are likely to impact upon our communities or workforce. Consider If you aren't sure how your product may impact people due to their protected characteristics please use our **Equality Consideration Checklist**.

Is an EIA required at this time?	Yes
If no, what is your rationale?	N/A



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Stage Two – Identify Scope

You must list the specific sources of evidence that you have used within the EIA to ensure your product is inclusive. Please including links to any sources and details of any consultation work you have undertaken.

The policy was drafted by a small working group of subject matter experts (Head of Legal Services/ Force Vetting Manager and Head of Human Resources) using relevant case law, previous policy and best practice, who also were mindful of the Code of Ethics, the road to improvement, and the National Decision Model (NDM). The initial focus of the review was triggered by a specific legal case that was taken against another police force, which required the team to consider potential implications for Cleveland Police and our workforce.

Impact of policy

New policy would assist :-

Other police forces - Home office/ Civil and Nuclear/ Harbour/ BTP/ Royal Parks

Employers abroad

Fostering / adoption agencies

Any current or previous police officer or member of police staff – as they would know what information the force will, / will not supply to another organisation

Force wide consultation has taken place and comments received from :-

OPCC

Head of HR

Service Improvement Team

Head of specialist planning and resources

Emergency Planning Manager

SAME staff network (all Force staff networks were invited to contribute, only members from SAME responded)

HR Business Partners

Head of the Directorate of Standards and Ethics

Strategic Finance Manager

UNISON

EVOLE legal representative

Comments received have been responded to and many have been incorporated into the document.

Stage Three - Impact

What potential positive or negative impacts has your research and consultation revealed?

Age

Positive Impacts

Negative Impacts

The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include

None – a central point for the production of references will bring consistency.

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<p>and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	
Disability	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	<p>None – a central point for the production of references will bring consistency.</p>
Gender Reassignment	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	<p>None – a central point for the production of references will bring consistency.</p>
Marriage and civil partnership	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	<p>None – a central point for the production of references will bring consistency.</p>
Pregnancy and maternity	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the</p>	<p>None – a central point for the production of most references will bring consistency.</p>

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<p>information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p> <p>We have very few people who leave the organisation and need a reference whilst expecting due to the occupational maternity pay schemes that exist. Those who need a force reference for matters such as fostering an adoption will have clarity as to who to approach.</p>	<p>The HR admin team have a target time to respond to such requests</p>
Race	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	<p>None – a central point for the production of references will bring consistency.</p>
Religion or Belief	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.</p>	<p>None – a central point for the production of references will bring consistency.</p>
Sex	
Positive Impacts	Negative Impacts
<p>The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency</p>	<p>None – a central point for the production of references will bring consistency.</p>



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and remove the risk of potential negative impacts related to biases connected to protected characteristics.	
Sexual Orientation	
Positive Impacts	Negative Impacts
The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.	None – a central point for the production of references will bring consistency.
Other – Please clarify	
Positive Impacts	Negative Impacts
The policy adheres to employment legislation and gives clear direction as to who can provide references, the information that references can include and to whom matters should be referred to if in doubt. This will ensure consistency and remove the risk of potential negative impacts related to biases connected to protected characteristics.	None – a central point for the production of references will bring consistency.

Stage Four – Mitigation – Actions		
What can be done to mitigate/minimise negative impacts?		
Action	Action Owner	Action Status
N/A	N/A	Ongoing or Complete – <i>delete as appropriate</i>

Stage Four – Mitigation – Risk Tolerance	
Have we exhausted options to mitigate/minimise any negative impacts? List negative impacts we have not been able to mitigate here.	
Impacts we cannot mitigate	Outage of IT systems: if the HR team was to lose IT systems then the Business continuity plan would kick in. There would be priority order of actions to complete on resumption of systems - this would mean that work activity such as providing references



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	would not meet the normal turn round times, as priority would have to be given to all activities relating to employee pay.
Does your head of department approve of tolerating this risk?	Yes

Stage 5 – Sign Off

Once you have completed your assessment and product you must request your head of department sign them off. You then need to send your completed EIA summary and the product you have assessed to the EDI team:

everyonematters@cleveland.pnn.police.uk

The team will review your EIA and will either: provide final sign off the completed document, OR, return your document with further considerations and recommendations for you to implement.