



# Equality Impact Assessment (EIA)

Name of policy, procedure or activity:

## SECONDMENT

|                   |   |
|-------------------|---|
| Document Version: | Relates to issue 2 of Force Procedure Secondments |
| Date:             | June 2013   |

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## **What is an EIA?**

An EIA is an evidence based assessment of how a policy or activity will positively support Gwent Police’s general equality duties, as well as identify any potential negative disproportionate impact on people or groups of people.

The EIA will also outline any steps to redress this.

For ease of reference, within this document the term ‘policy or activity’ will be used, but must be taken to mean any functions, activities or decisions that may affect external communities or internal personnel.

## **1.0 Identification section**

**Title:** SECONDMENT

**Reference:** 112/24

**Chief Officer Lead:** DCC

**Service Area:** PEOPLE SERVICES

**Document Written by:** RESOURCE MANAGER

**Department Responsible:** PEOPLE SERVICES

**Document Lead:** RESOURCE MANAGER

**Review Date:** June 2013

## **2.0 Purpose**

Please answer all of the following questions, using guidance information in section 6 to help you with your responses.

### **2.1 Aims**

What are the aims of the policy or activity and how do they fit with the wider aims of the organisation?

**The aim of this procedure is to set out clear guidelines for members of staff wishing to apply for, completing, or returning from, both internal and external secondments.**

### **2.2 Motivators**

What are the motivators or driving forces in the development of this policy or activity?

**The motivating factor behind this procedure is to promote the organisation's commitment to supporting the career and development aspirations of its staff.**

### **2.3 Equality duties**

This section outlines if and how this policy or activity helps support Gwent Police's equality duties. Protected characteristics are listed in the Guidance document in sections 3.1 to 3.10.

**2.3.1** How does this policy or activity help to eliminate discrimination, harassment and victimisation?

**A secondment is defined as an opportunity for a member of police staff or police officer in Gwent Police to gain skills and experience within another department or organisation. Secondments can assist with the development of staff both laterally and vertically and should therefore be encouraged.**

**Gwent Police recognises that secondments can be:**

- **Developmental for the individual**
- **An additional means of enhancing career paths**
- **Used to add to the skills base of the Force**
- **An opportunity to build or develop further strong relationships with other organisations**
- **Used to support other local initiatives**

**Whilst the procedure aims to be fair and transparent, efforts should be made to ensure that there is no direct or indirect discrimination during implementation, particularly during the selection and application process and that actions taken in relation to treatment are proportionate and justified in respect of achieving the legitimate aim.**

**The procedure sets out a clear intention to provide seconded police personnel with opportunity to raise any welfare concerns (which may include concerns around victimisation, bullying, or discrimination) with Gwent Police, who remain in contact with the seconded person and provide access to the same welfare services (for example occupational health) as non-seconded personnel.**

**2.3.2** How does this policy or activity help to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it?

**The procedure provides the opportunity for all employees that have completed their probationary period to apply for secondments and there is nothing apparent in the procedure that would directly or indirectly discriminate on the basis of eligibility.**

**Section 4.4 outlines the need for effective monitoring of impact on particular community groups. Monitoring of successful secondment applications in terms of each of the protected characteristics should also be considered to ensure equality of opportunity within the process.**

**2.3.3** How does this policy or activity help to foster good relations between persons who share a relevant protected characteristic and persons who do not share it?

**This procedure aims to be fair to all employees whether they share a protected characteristic or not.** Not sure whether this answers the question – does it offer any evidence for how good relationships will be fostered between people with PCs and people without?

**The secondment process also provides opportunity for police personnel to move both laterally and vertically, widening their experiences and interaction with a more diverse range of personnel.** Best I could come up with

### **3.0 Assessment**

This section assesses whether there any aspects of the policy or activity, including how it is delivered, or accessed, that could contribute to inequality or discrimination. Please answer all of the following questions, using guidance information in section 6 to help you with your responses. You should provide evidence in this section for your answers.

### **3.1 Age**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**Age does not have an impact on eligibility for secondment. Both police officers and staff that are reaching retirement age are considered, and provided with the same support that non-seconded officers would receive. Pre-retirement courses provided to non-seconded officers would also be accessible in line with the procedure's support of access to relevant training opportunities.**

### **3.2 Disability**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**The seconded organisation should make reasonable adjustments where necessary for disabled staff or officers. Although this is part of the welfare responsibility of the secondment organisation, any concerns can be raised via the Resource Officer.**

**Reasonable adjustments should also be made during the application and selection process as well as ongoing training and development opportunities in line with force policy.**

**If, on return to the organisation, there is a need for a member of personnel to work in a different geographic location, any access needs (transport needs, accessibility of the building, equipment etc.) should be given due consideration.**

**Consideration should also be given as to a change in ability of an officer to fulfil operational duties during their secondment period, and appropriate provisions made to accommodate their return in a suitable post.**

**The procedure is clear in providing personnel with the same access to welfare services as non-seconded staff, including the use of Occupational Health facilities.**

### **3.3 Gender reassignment**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**There is nothing in this procedure that aims to treat transgender people less favourably than others.**

**The Resource Officer will act as a link between Gwent Police and the secondment organisation, and the procedure ensures that provision is made for any concerns to be raised in a confidential manner.**

### **3.4 Marriage and civil partnership**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**This procedure should not have a negative disproportionate impact on persons who are married or in a civil partnership.**

### **3.5 Pregnancy and maternity**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**The implementation of this procedure will reflect the force policy on rights and entitlements during pregnancy and any subsequent maternity leave to which she is entitled. An employee's period of absence due to pregnancy – related illness will not be considered when making a decision about her secondment, and maternity entitlements will remain consistent with force policy if she is on secondment.**

### **3.6 Race**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**This procedure should not have a negative disproportionate impact on people of different races, ethnic or national origin.**

### **3.7 Religion or belief**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**This procedure should not have a negative disproportionate impact on people that have different religions or beliefs. Where possible, the seconded organisation should provide facilities for religious observance. Although this is part of the welfare responsibility of the secondment organisation, any concerns can be raised via the Resource Officer.**

**Secondment selection processes should take into account any religious practices (for example observation of holy days).**

### **3.8 Sex**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**This procedure should not have a negative disproportionate impact on people of different sex.**

### **3.9 Sexual orientation**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**This procedure should not have a negative disproportionate impact on people due to their sexual orientation.**

### **3.10 Welsh Language**

Could the policy or activity have a negative disproportionate impact on people who share this protected characteristic?

**The application and selection process, as well as any ongoing contact, including training and development opportunities, will comply with the organisations Welsh language scheme.**

## 4.0 Actions and outcomes

This section lists any actions that will need to be taken in order to address any adverse impact that has been identified. Please complete all the sections below and see the guidance information in section 6 for a more detailed explanation.

### 4.1 Action Plan

**Impact identified:** Possible negative disproportionate impact on specific groups during the practical implementation of the procedure, particularly during the selection and recruitment process

**Action :** People Services to monitor applicants and successful secondment candidates against protected characteristics

**Rationale:** To ensure application of the policy remains non-discriminatory

**Completion date:** Ongoing

**Review date:** Ongoing

**Impact identified:** Possible negative disproportionate impact on disabled personnel when returning to the force

**Action :** The procedure should include details around the management of re-location of disabled personnel on their return to the force as well the return of any police officer who is unable to fulfil operational duties due to disability

**Rationale:** To ensure the needs of disabled personnel are met by the organisation on their return to Gwent Police

**Completion date:** 13/06/11

**Review date:** 13/06/13

## 5.2 Outcomes

This section summarises the outcome of the policy or activity following this assessment. (Delete as appropriate and see section 6 on outcomes for a more detailed explanation).

|  |     |
|--|-----|
| Major change needed to the policy or activity  | No  |
| The policy or activity has been adjusted to mitigate adverse impact                        | Yes |
| The policy or activity continues despite potential for impact                              | No  |
| The policy or activity has been removed due to actual or potential unlawful discrimination | No  |

## 5.3 Review

This assessment and the policy or activity will be reviewed by June 2013