

## EQUALITY IMPACT ASSESSMENT

TITLE OF POLICY/PROCEDURE:	Member Induction Process
NAME OF AUDITOR:	Erika Faris
FIN OF AUDITOR:	11613
DATE COMPLETED:	27.05.2009

### SECTION ONE – INITIAL ASSESSMENT TO BE COMPLETED BY (OR ON BEHALF OF) POLICY / PROCEDURE OWNER

#### Identify the aims and projected outcomes of the policy / procedure.

The induction process is used to introduce all new members to the authority and Surrey Police. It covers administration processes such as ID badges, provision of information on Authority business including the Code of Conduct and Members Handbook, meetings with the Chairman, Chief Executive and Policy Officers and a programme of tours of Force departments/divisions relevant to the roles the member will be undertaking.

In order to meet the needs of up to eight new County Councillors who will be arriving in June the Induction Process has been adapted and a four day induction programme organised for July 2009. It is therefore appropriate that the process is reviewed to ensure it meets the needs of the new members taking part.

#### Which individuals and organisations are likely to have an interest in or are likely to be affected by the policy / procedure?

New members or potential members of the Authority would be directly affected and it is possible that other police authorities who offer an Induction Programme may seek to find out what other organisations have put in place. In addition Surrey Police Authority staff and colleagues from Surrey Police who play a part in the members' Induction process, who will be working alongside the new members, will have an interest in the Induction Procedure. It may also be of interest to the public on what provisions are made for new members' introduction to serving on the Police Authority and to outside bodies such as the Audit Commission in its audit function.

### SECTION 2 – IMPACT ON DIVERSITY

This policy / procedure must work towards eliminating discrimination, promoting equal opportunity and promoting good relations between the community and Surrey Police Authority.

Is there any reason why this policy / procedure would not achieve this? Please explain your justification below.

Please select: **YES** / NO

Although the process is largely the same for each person, there is no provision at the moment for any of the correspondence or literature sent to new members to be in large print or Braille. That said this could be achieved should a request be made. Part of the process also provides information via the website but the internet may not be readily available to all. However an offer is made for this information to be made available in hard copy. Aspects of the Induction Programme, which require the new Member to visit HQ, could prove difficult if a member were disabled. However the SPA House is now DDA compliant and the Authority is in the process of purchasing a hearing loop system for the hard of hearing.

Is there any potential implication for differential / adverse impact on people based on the following. Please indicate no impact / low / medium / high	
Gender	low
Sexuality	low
Disability	med
Age	low
Religion	low
Race	low

Is there any evidence that this policy / procedure will have an intentional impact, internally or externally, on people based on their:	
Gender	NO
Sexuality	NO
Disability	NO
Age	NO
Religion	NO
Race	NO

If you have answered 'YES' to any of the above questions, please explain the evidence / reasoning behind your answers below:

**SECTION THREE – CONSULTATION AND CONSIDERATION**

Is there any evidence or reason to believe that some minority groups could be differently affected, either personally or negatively? (e.g. lower participation or success rates)  
Please select: **NO** / YES

Please specify the reasoning / evidence behind your decision, including evidence of any consultation that has taken place.

We have no evidence to suggest that minority groups could be differently affected although we have not appointed any members from minority groups since the Induction Process was put into effect. If a member with any particular needs was to join the Authority a consultation would be carried out before starting the Induction to assess their personal requirements and whether any changes would need to be made to meet those requirements. An evaluation questionnaire is being developed for ALL participants after they have completed the Induction training.

Is there likely to be any public concern that functions / policies are being operated in a discriminatory manner (e.g. expressed in media / research papers etc)  
Please select: **NO** / YES

Please specify the reasoning / evidence behind your decision, including evidence of any consultation that has taken place.

The Induction Process is not in the public domain and even if any concern arose from the public or media we would respond with details of the measures we have in place which would hopefully meet any public concerns.

Is there any opportunity to better promote equality of opportunity?

Please select: NO / **YES**

Please specify the reasoning / evidence behind your decision including evidence of any consultation that has taken place.

In the correspondence sent out to new members an additional paragraph is included enquiring whether the person has any needs or requirements which would make participating in the process easier and more convenient. The Authority would continue to offer its assistance to any new person joining the Authority, making every effort to accommodate their needs, allowing that person to participate fully in the Induction Process. If a new Member could not make the days set we would make every effort to offer that individual an Induction at a more appropriate time.

What monitoring arrangements have been established for this policy or procedure?

The Induction Process is part of a wider Member Development Programme working towards achieving the Member Development Charter. As part of the ongoing developments the Induction Process and any equality implications will be regularly reviewed.

If the policy / procedure discriminates against certain groups, can it be justified because of the overall objectives?

Please select: **NO** / YES

If you have selected YES, please provide evidence of your reasoning below.

List those who were consulted in carrying out this assessment.

Colleagues from the Authority, the participant/s from the last Induction process and the Authority's Lead Member on Equalities & Diversity.

List any changes that will be made as a result of this assessment / consultation

- The Authority would continue to offer its assistance to any new person joining the Authority, making every effort to accommodate their needs, allowing that person to participate fully in the Induction Process. If a new Member could not make the days set we would make every effort to offer that individual an Induction at a more appropriate time.
- Review the evaluation questionnaire for ALL participants.
- A regular review of the process as part of the Member Development Charter.

Select the method of publication for this assessment.

Surrey Police Authority website.