

# EQUALITY ANALYSIS FOR POLICY/PROCEDURE

This document should be used to conduct Equality Analysis (EA) in relation to **new** and **existing** Policy and Procedure Documents.

<b>Policy/Procedure Reference and Title:</b>	P28 Communications
<b>Summary of contents - This Policy/Procedure directs staff by:</b>	
The Policy gives guidance on how to deal with non-urgent requests for assistance from other agencies.	

Whilst all EA is reviewed at least biennially, this document is a live record and should be continually updated and reviewed. (Please include details of stakeholder consultation **below**). For further detailed advice on EA please contact the Diversity Unit, HR Strategy & Change.

## SECTION 1

<b>Does this document relate to the treatment of people?</b>	<b>No *</b>
<p><b>Please describe why:</b></p> <p>For Police responses to requests for assistance, the policy states only that external agencies must consult with SYP before pursuing a course of action. It does not direct on how to deal with these agencies, so it does not relate to the treatment of people.</p> <p>With regard to call handling The section of the policy and its associated procedure refer to the administrative elements of call handling only and do not give direction on how to deal with the people making those calls.</p> <p style="text-align: right;"><b>*Move to Section 1B.</b></p>	

## SECTION 1B

<b>Does the process referred to in this document relate to the treatment of people?</b>	<b>Yes (complete all sections)</b>
<p>In the case of responding to requests for assistance, planning the type of operations described in the policy will require SYP staff to liaise with people from external agencies. All SYP staff are expected to treat all those involved appropriately at all times throughout any such collaboration.</p> <p>The treatment of, and manner in which a call handler deals with a member of the public when taking calls, is important as these people are often distressed or vulnerable.</p> <p style="text-align: right;"><b>*Move Straight to Signature</b></p>	

## SECTION 2

**NOT PROTECTIVELY MARKED**

<b>Is there any adverse impact on any group based on a protected characteristic?</b>	<b>N</b>
<b>If yes, please describe how this impact is explained or justified?</b>	
<b>What action have you taken to mitigate or remove any adverse impact?</b>	

**SECTION 3**

<b>Is there any positive impact on any group based on a protected characteristic?</b>	<b>N</b>
<b>If yes, please record reasoning:</b>	

**SECTION 4**

This section details the start date of the EA and consultations that have been carried out in the development or review of this policy or procedure.

<b>Name of Person completing the Equality Analysis:</b>	<b>Katie Newbould</b>	<b>Version 1 Start Date</b>	<b>09/05/16</b>
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**CONSULTATION**

List below who you have consulted with on this policy or procedure (incl. committees, groups, etc):

<b>Role &amp; Title</b>	<b>Date Consulted</b>	<b>Version</b>
Claire Rayner, Team Leader, Communications	28/12/16	1.0

<b>Signature of person checking Equality Analysis*:</b> <small>*This should be the Policy Owner</small>	Teresa Govier, T/Head of Communications	<b>Date:</b>	04/01/2017
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