

## DURHAM CONSTABULARY



*Altogether Better Policing*

### Overtime and Additional Payments Policy

Application	Police Staff
Policy Owner	Human Resources
Version	17
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Protective Marking	Official
Publication Scheme Y/N	Yes
Durham Constabulary Freedom of Information Act Publication Scheme	



## **1.0 OVERTIME POLICY**

## **2.0 PURPOSE AND SCOPE**

- 2.1.1 The purpose of this policy is to assist managers to meet the requirements of the service through the use of overtime to manage occasional peaks in workload and appropriately recognising and rewarding Police staff.

## **3.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

- 3.1 The legal basis for this policy are the Race Relations Act 1976, Police Act 1996, Working Time Regulations 1998, Race Relations (Amendment) Act 2000, the Equality Act 2010, The Police Staff Council Handbook 2017.
- 3.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose
- 3.3 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness.
- 3.4 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.

## **4.0 POLICY STATEMENT**

- 4.1 This policy has been designed to provide guidance to on the use of overtime

**5.0        GUIDANCE**

- 5.1        A working day is deemed to be from 7am to 7am and all allowances will be paid in accordance with this, effective from the 9<sup>th</sup> October 2009 and as amended by the Police Staff Council Handbook from 1<sup>st</sup> April, 2017. In relation to Public Holidays, the day shall be 12 midnight to 12 midnight.
- 5.2        All Police Staff employed in full-time employment by the Chief Constable will be contracted to work 37 hours per week. The cancellation of rest days is not permitted. On occasion, overtime may be required and although not compulsory, to assist with exigencies of the service, staff will be encouraged to work additional hours.
- 5.3        Police Staff shall know their rest days 12 months in advance.
- 5.4        With at least three months' notice staff are entitled to know the start and finish times for their working days. Working patterns covering at least 3 months will be drawn up and published. These working patterns will provide for an interval of not less than 11 hours between the end of a planned period of duty and the beginning of the next planned period of duty.
- 5.5        Where alterations are made to published working patterns with 3 months' notice or less, these changes must arise from exigencies of duty, unless mutually agreed by the employer and the individual. Such alterations will be notified to the individual as soon in advance of the intended change as possible.
- 5.6.        Exigencies of duty should be interpreted as relating only to situations of exceptional organisational demand, where a pressing staff requirement arises which could not be reasonably anticipated and which necessitates a change of working pattern. It is not possible to produce an exhaustive list of all the potential reasons which might necessitate such changes. However, examples could include unforeseen public order situations, major disasters, extraordinary levels of sickness and other non-planned events which may impact on levels of necessary staffing to maintain public safety. NB – New Year's Eve and other annual events are not in themselves covered by exigencies of the service.
- 5.7        Line managers may seek to use overtime as a means of coping with occasional peaks in workload. Where staff are required to work in excess of their normal working week they will be compensated for the additional hours worked at the appropriate rate. Part-time and job share workers who work additional hours will be paid at plain time up to the equivalent full time hours, after which the appropriate overtime rate will apply. Overtime rates will not be paid until their hours exceed those of a full-time equivalent based on the span of the shift pattern.

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- 5.8 Time off may be granted for staff not on flexi-time arrangement. This will be at plain time rate and subject to a maximum of 22 hours being accrued.
- 5.9 Staff in posts graded Durham Senior 1 (see para 6.1.1) and above will not normally be compensated for additional hours worked. However, unplanned operational overtime and overtime required as a result of exceptional circumstances, which has been authorised by a member of a Command/Departmental Senior Leadership Team, will be paid at the appropriate rate (see paragraph 6.1). Any requirement for overtime to be worked by a member of staff will be at the request of the Head of Command/Department or authorised appointed person.
- 5.10 If there is a voluntary agreement between 2 individuals to swap a shift with less than 5 days' notice, no additional TOIL or compensation will be given for short notice working. Overtime reasons on DMS should indicate VA (voluntary agreement).
- 5.11 **Conditions to consider before overtime is approved:-**
- i. Overtime will not be paid unless prior authorisation has been obtained.
  - ii. In any event, approved overtime will not apply until an individual has exceeded their contractual hours.
  - iii. Where employees are entitled to overtime payments, any approved paid overtime will be recorded separately from the Flexible Working Hours record.
  - iv. Overtime will not be granted for staff carrying a deficit on their flexitime. As soon as their balance is restored to a credit situation, reconsideration will be given to payment of further additional hours if overtime is still necessary.
  - v. Adhoc requests for annual leave or time off, with the exception of emergencies should not be granted when pre-arranged overtime is being worked.
  - vi. Overtime should not be offered to staff on authorised annual leave for the full duration of the period of absence.
  - vii. Overtime should not be used on a regular basis to mask a permanent resourcing need.

- viii. Overtime allowances will only apply where the total hours worked is in excess of a 37 hour working week across the working pattern. This includes part time and job share staff. Additional hours worked below this figure will be paid at plain time rate only.

## 6.0 **OVERTIME**

### 6.1. **Hours Worked in Excess of an Average of 37 per Week**

- 6.1.1 Staff paid at scp 25 or below and who works in excess of an average of 37 hours per week shall be paid at the following rates for working additional hours:-

Period	07:00 – 19:00	19:00 – 07:00
Monday – Friday	plain time	time and a half
Saturday	time and half	time and a half
Sunday	time and half	time and half
Public Holiday	double time	double time

- 6.1.2 Overtime can only be claimed for periods of 15 minutes or more per occasion at the appropriate rate. Where more than one overtime period is claimed on the overtime form (Finance 59 / Finance 110) the times claimed for each separate occasion will be totalled and rounded down to the nearest fifteen minutes by the rate of overtime claimed.

### 6.2 **Hours Worked as a Result of Recall to Work from Annual Leave**

Any member of staff who is either recalled from annual leave or is required to work on a day scheduled for annual leave will be paid at plain time rate and any untaken annual leave will be reimbursed. If more than the scheduled hours of duty for that day are worked, payment for those additional hours will be at the appropriate overtime rate

6.3 **Overtime Claimed as Time Off – For Staff not on Flexi-time – (scp 25 and below)**

For staff not on a flexi-time arrangement, overtime can be claimed as time off but will be at plain time rate and subject to a maximum of 22 hours' time in lieu being accrued. Hours accrued in excess of 22 not taken within 3 months of it being worked must be submitted for payment and will be paid as per paragraph 6.1.1

N.B. If more than 6 hours are worked, under Working Time Regulations a refreshment period of 30 minutes must be taken

7.0. **SHORT NOTICE REQUIREMENTS TO WORK ON A DAY NOT ORIGINALLY PLANNED AS A WORKING DAY i.e. FREE DAY OR REST DAY (excluding public holiday)**

7.1 Where a member of staff is required and agrees, at less than 120 hours (5 days) notice, to work on a day not originally planned as a working day the employee shall be paid at the appropriate rate for each hour worked and also receive time off in lieu equal to the actual number of hours worked Form Finance 107 must be completed and submitted for payment. (See Appendix A)

7.2 However, where a member of staff is required and agrees at more than 120 hours (5 days) notice, to work on a day not originally planned as a working day may elect to be paid at the appropriate additional hours for each hour worked or receive time off in lieu equal to the actual hours worked. If the day(s) in question fall on a weekend, then the member of staff is entitled to take any consequential time off in lieu at a weekend where this is possible. (See Appendix A)

7.3 Where time off in lieu earned in relation to section 7 has not been taken within three months from the date it was originally planned, a claim for payment will be made for the actual hours worked. These hours will be paid at plain time. Finance 107 should be completed and submitted to Pay and Pensions to generate a payment. (See Appendix A)

7.3. For public holidays please see paragraph 14.0

## **8.0 UNSOCIABLE HOURS**

### **8.1 Weekend Working**

Payment should be made at the rate of time and a half for all hours worked (See para 6.1).

Where a member of staff's working day is changed to a weekend then the staff member is entitled to take any consequential time off in lieu at a weekend where this is possible.

### **8.2 Shift Working and Planned Shifts**

Shift plans covering at least three months should be drawn up and published locally by force management. At the same time, it is good practice to plan annual leave up to a year in advance, in the interests of both staff and managers

8.2.1 Changes to agreed shift patterns should be subject to full consultation with the trade unions.

8.2.2 A standby shift plan for a member of staff regularly required to perform such duty outside their normal working hours should be established.

8.2.3 Where, owing to the exigencies of duty, the force has to change the planned starting time of a shift with 3 months' notice or less this should be notified to the member of staff as soon in advance of the intended change as possible. In all cases, changes should be achieved through the use of volunteers in the first instance with due regard to work-life balance considerations.

### **8.3 Payments for working shifts:-**

8.3.1 The allowances set out below shall apply where a shift pattern meets all of the following criteria (see Appendix B):

- A span of eleven hours or more between start time of the earliest shift and finish time of the latest shift.
- At least four hours between the starting time of the earliest and latest shifts

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- At least half of the shifts in the shift cycle include some unsocial hours

Period covered by shifts	Proportion of basic pay
11 – 14 hours	12.5 %
Over 14 and less than 18 hours	14%
18 hours or more	20%

8.3.2 For the purposes of paragraph 8.3.1 unsocial hours shall be weekends nights and irregular hours.

### **9.0 NIGHTSHIFT – FOR SHIFT WORKERS**

9.1 A night shift is a period of a minimum of 6 hours worked between the hours of 22:00pm and 07:00am

### **10.0 SHORT NOTICE CHANGES TO PLANNED SHIFTS**

- i) Where management changes are planned to the starting time of a shift, this should be notified to employees as soon in advance of the intended change as possible.
- ii) Where a shift change which alters the original starting time by three hours or more is notified less than 120 hours (5 days) in advance of the planned starting time, then the employees shall be paid up to a maximum of 7.4 hours at basic salary rate. For purposes of this condition a requirement to standby at home shall not be regarded as notification of a change to the starting time of a shift. (See Appendix C)

### **11.0 NIGHT WORK**

Staff who are not contracted to work shift patterns and who are required to alter their normal working hours on an occasional basis, will be paid at time and a third for any hours worked between 20.00 pm and 06.00 am

### **12.0 IRREGULAR HOURS WORKING**

The following allowances shall be paid to staff working irregular hours which are defined as between 18.30pm and 07:00am

- i) An average of at least four but less than eight hours per week are - 7.5% of salary



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worked between the above times

- ii) An average of at least eight hours per week are worked between the above times - 10% of salary

Pro rata to the hours worked

### 13.0 **EXCESS TIME ACCRUED AS A RESULT OF ATTENDING EXTERNAL COURSES/CONFERENCES AND MEETINGS.**

- 13.1 Staff will be recompensed time off in lieu at plain time for all travelling time accrued on the first and last day of any external course/conference meetings etc. in excess of an employee's travelling time on a normal working day

If authorised to travel on a rest day staff will be reimbursed with time off in lieu for the hours actually accrued.

### 14.0 **PUBLIC HOLIDAYS**

- 14.1 A public holiday will be any such day recognised by the Police and Victims Crime Commissioner which falls during a member of staff's normal working week. For shift workers, this will also include public holidays which fall on a weekend.
- 14.2 Public holidays are pro rata to a 37 hour working week. Staff who alter their working hours are reminded that their entitlements to public holidays may change.
- 14.3 For staff who are required to work on a public holiday as part of a planned shift pattern, or at the request of their Line Manager, recompense will be made in addition to normal pay for the day at plain time pay for the day. Recompense will be plain time for the actual number of hours worked, plus time off in lieu equal to the actual number of hours worked. An individual can choose to be recompensed in one of the following ways:-

- all payment
- half payment / half time off
- all time off

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Where time off in lieu earned in relation to section 14.3 has not been taken within three months from the date it was originally planned, a claim for payment can be made for the TOIL earned. These hours will be paid at plain time. Finance 107 should be completed and submitted to Pay and Pensions to generate a payment.

14.4 Public holidays which fall on a rest day will be recompensed with a toil credit of 7 hours and 24 minutes. This TOIL credit cannot be requested for payment.

14.5 Job Share/Part Time Staff

Staff employed on a job share/part time contract will be entitled to public holidays on a pro-rata of 8 x PH basis.

14.6 **Public Holiday Working – Communications Staff Only**

- Communications staff who are not on annual leave and would normally be subject to a planned shift on a public holiday will be considered for filling the posts available.
- Staff who are due to work a full shift, i.e. at least 11 hours, will be considered first.
- If the required number of full shift positions cannot be filled, staff who are planned to work a short shift will be offered the opportunity to work the full shift with the extra hours worked as paid overtime. (see paragraph 6.1)
- Should the offer of overtime be declined, the full shift will then be offered on a voluntary basis to staff on a rest day as a paid overtime shift. (This will include staff on casual (zero hours) contracts.
- If a member of staff volunteers to fill this position, staff due to work a short shift will not be required to work.
- If there are no volunteers then the staff due to work a short shift will be required to work the full 12 hour shift and will have their short shift planned to another day at the earliest opportunity. Efforts will be taken to ensure a similar weekday is identified.

15.0 **STANDBY AND CALL-OUTS**

15.1 **Standby Duty**

A period of standby duty is defined as either:

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- the period from the end of normal office working hours to the beginning of normal office working hours the next day; or
- a 12 hour period at weekends and public holidays

15.1.2 Standby payment covers the requirement to standby at home or within 45 minutes travelling distance by car of the workplace, deal with issues on the telephone and complete necessary paperwork arising from the standby period. Up to the point an individual is called out the period is deemed 'in-active on call time'.

### 15.2 **Call-out**

For the purposes of Working Time Regulations (WTR), call-out only counts as working time from the moment a member of staff is interrupted for a work related matter (over the telephone or otherwise). This will be deemed to be 'active' on call time.

15.2.1 If called out a member of staff should be paid in accordance with 6.1 above for all time necessarily spent working. In the case of call outs during periods of planned standby duty the normal restriction on enhanced payments for staff on a Durham Senior 1 and above does not apply.

15.2.2 WTR does not specify a minimum period of rest from the end of call out to the commencement of planned duties, but a common sense approach should be taken by managers to ensure an appropriate rest period has been afforded to all staff as required by Health and Safety.

### 16.0 **PAYMENTS FOR OVERNIGHT ABSENCES**

A member of staff shall be paid, subject to prior agreement, an allowance of £50 to be known as the 'Away from Home Overnight Allowance' in respect of every night they are away from their normal place of work and required to stay away overnight rather than being able to return home.

A member of staff will not receive the overnight allowance if they are on a training course, attending a meeting or conference, or carrying out any activity that forms part of their role or normal work.

**17.0      ATTENDANCE AT COURT**

- 17.1      A member of staff warned to attend Court whilst on a rest day must attend and will be compensated appropriately.

**18.0      HOLIDAY PAY**

For the purpose of the four week (20 days) annual leave payment, under Regulation 13 of the UK Working Time Regs the below should be reckoned as normal remuneration for payment:-

- All forms of non-contractual overtime, for both full time and part time staff (including plain time overtime where applicable) including that payable as part of rest day working compensation.
- Standby
- Acting up allowances

**19.0      HONORARIA PAYMENTS**

- 19.1      An honorarium payment may be paid when an individual is required to undertake temporary additional duties over an extended period and Heads of Command/Department must submit a report to HR outlining the reasons for such a request along with details of the payment which should be based on job evaluation data.
- 19.2      The Head of HR will discuss the request with the Assistant Chief Officer and the appropriate Commander. If the request is approved payment will be progressed with Pay Office.
- 19.3      N.B. In exceptional circumstances an honorarium payment may be replaced with time off up to a maximum of 5 days.
- 19.4      An honoraria can be paid as a lump sum or temporary addition to salary.

**20.0      PAYMENT ARRANGEMENTS FOR TEMPORARY DEVELOPMENT OPPORTUNITIES**

- 20.1      Appointment to a temporary development post will be confirmed once all clearances have been received. For internal applicants this will be 28 days following receipt of all clearances. If an internal applicant is not appointed to the temporary development post within 4 weeks of receipt of all clearances and the reason is organisational demand, an adjustment will be made to their salary as if they had been appointed from the date they

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should have commenced in their new post. The outgoing Command/Department will be responsible for the payment of such

- 20.2 A qualifying period of 74 working hours is required for each occasion of temporary development opportunity and non-consecutive days of acting up can be aggregated towards the 74 hours threshold in any one financial year. If there is a break in the qualifying period due to any reason of absence the qualifying period will continue from the date of return to duty.
- 20.3 If the temporary development opportunity is at a higher grade the member of staff will be paid at the higher salary with retrospective effect from the first day of undertaking such duties subject to the qualifying period outlined at para (20.2)
- 20.4 Payment at the higher salary will only be made after the 74 qualifying hours have been fully completed however staff will receive their substantive salary for any periods of absence whilst undertaking a temporary development opportunity except in respect of the 20 days annual leave entitlement under regulation 13 of the UK Working Time Regulations when it will be payable (see para 20.11). Apprentices will be paid at the relevant national minimum wage during the qualifying period.
- 20.5 If a member of staff does not have a substantive post whilst undertaking a temporary development opportunity, the staff member will be temporarily appointed into the role and assume the higher rate salary from day one. A qualifying period will not be required. The individual will be paid at the higher rate when on annual leave and for any periods of sickness absence.
- 20.6 If the arrangement continues into the next fiscal year it will be classed as the previous year's duty and payment will continue until there is a break.
- 20.7 Payment will be at the minimum spinal column point of the scale of the higher post. Increments at the higher salary rate will only be paid after a period of 12 calendar months has elapsed. Any further increments thereafter will be paid on the 1<sup>st</sup> April. Payment will cease on the last working day of the temporary development opportunity arrangement
- 20.8 In respect of Vehicle Fleet Workshops Branch, to ensure health and safety requirements are satisfied, full ongoing supervision to cover short term absences will be applied to Vehicle Fleet Workshops. The 74 hours qualifying period will be waived and payment will be made from day 1 of the acting duties. Only full days will be subject to payment.
- 20.9 If the performance of higher duties is long term eg to cover for

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maternity leave, a new Performance Development Agreement should be made to take account of the changed priorities and development needs of the acting members of staff.

- 20.10 The standard of performance during a period of acting should be documented for PDR purposes, immediately after the acting ends and considered as part of the next or full performance review.
- 20.11 For the purposes of the four week (20 days) annual leave payment under the Regulation 13 of the UK Working Time Regulations the below will be reckoned as 'normal remuneration' for payment:-
- All forms of non-contractual overtime for both full time and part time workers (including plain time overtime where applicable) including that payable as part of rest working compensation:-
  - Standby
  - Acting Up allowances
  - The calculation for payment is 20/365 of total of payments identified in the list above paid during a 12 month reference period, which is the rolling 12 month prior to commencement of the allowance.

## 21.0 **NOTES**

- 21.1 Payments for hours worked in excess of an average of 37 hours per week should not be made in addition to the other allowances set out in this document.
- 21.2 A member of staff should not be paid allowances for night work and shift work at any one time.
- 21.3 Enhancements should be calculated on the basis of plain time rates so that no member of staff receives a premium payment based on an already enhanced rate.

## 22.0 **INDIVIDUAL ROLES AND RESPONSIBILITIES**

- 22.1 Where applicable standby and call out payments are included in the base budget. It is the responsibility of line managers to monitor and manage call out procedures which are outside these provisions.
- 22.2 Extra time/overtime worked by Police staff is authorised by the line manager and certified by a member of the Senior Leadership Team as appropriate and in accordance with the following procedure.
- 22.3 Line managers should refer requests for extra/overtime working to a member of the Senior Leadership Team who, if after consideration of the circumstances is satisfied that the need is justified will approve

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overtime. In exceptional circumstances approval can be given by the duty Inspector.

- 22.4 The duty Inspector should ensure that the appropriate claim form is completed at the end of the tour of duty, signed and authorised and forwarded to the Senior Leadership Team, together with an explanatory note, who will establish the source of funding in retrospect.
- 22.5 Extra time/overtime performed by Crime Scene Investigators for clerical work, other than the recording of evidence, must be authorised by the appropriate Forensic Manager.
- 22.6 Authorising officers should always review the reason for the extra time/overtime working prior to signature.
- 22.7 If the deadline for the receipt of claim forms for processing for payment is brought forward e.g. Christmas, it will be the responsibility of the Pay and Pensions Officer to inform Heads of Command/Department.

### **23.0 ADMINISTRATION**

- 23.1 Where extra time/overtime working is operationally essential Crime Scene Investigators should forward their completed claim forms to the Area Forensic Manager for authorisation.
- 23.2 Completed claim forms in respect of extra time/overtime performed by Crime Scene Investigators should be forwarded to the Scientific Services Manager for authorisation.
- 23.3 Details of authorised extra time/overtime working by full-time police staff should be recorded by the claimant on form Finance 59.
- 23.4 Details of authorised extra time/overtime working by part-time police staff should be recorded by the claimant on form Finance 110.
- 23.5 Completed claim forms should be submitted to the officer who authorised the extra time/overtime working for signature.
- 23.6 Authorising officers should forward the completed claim forms to the Head of Command/Department, as appropriate, for certification.
- 23.7 Certified claim forms should be submitted to reach Support Services Command - Payroll Section.
- 23.8 Payment for the extra time/overtime duty worked will be included in the salary received at the end of the month submission.
- 23.9 In respect of Working Time Regulations monitoring, a record of overtime worked will be recorded on the reverse side of the Flexible Working Hours Record Sheet (Pers 186).

**24.0**

**APPEALS PROCEDURE**

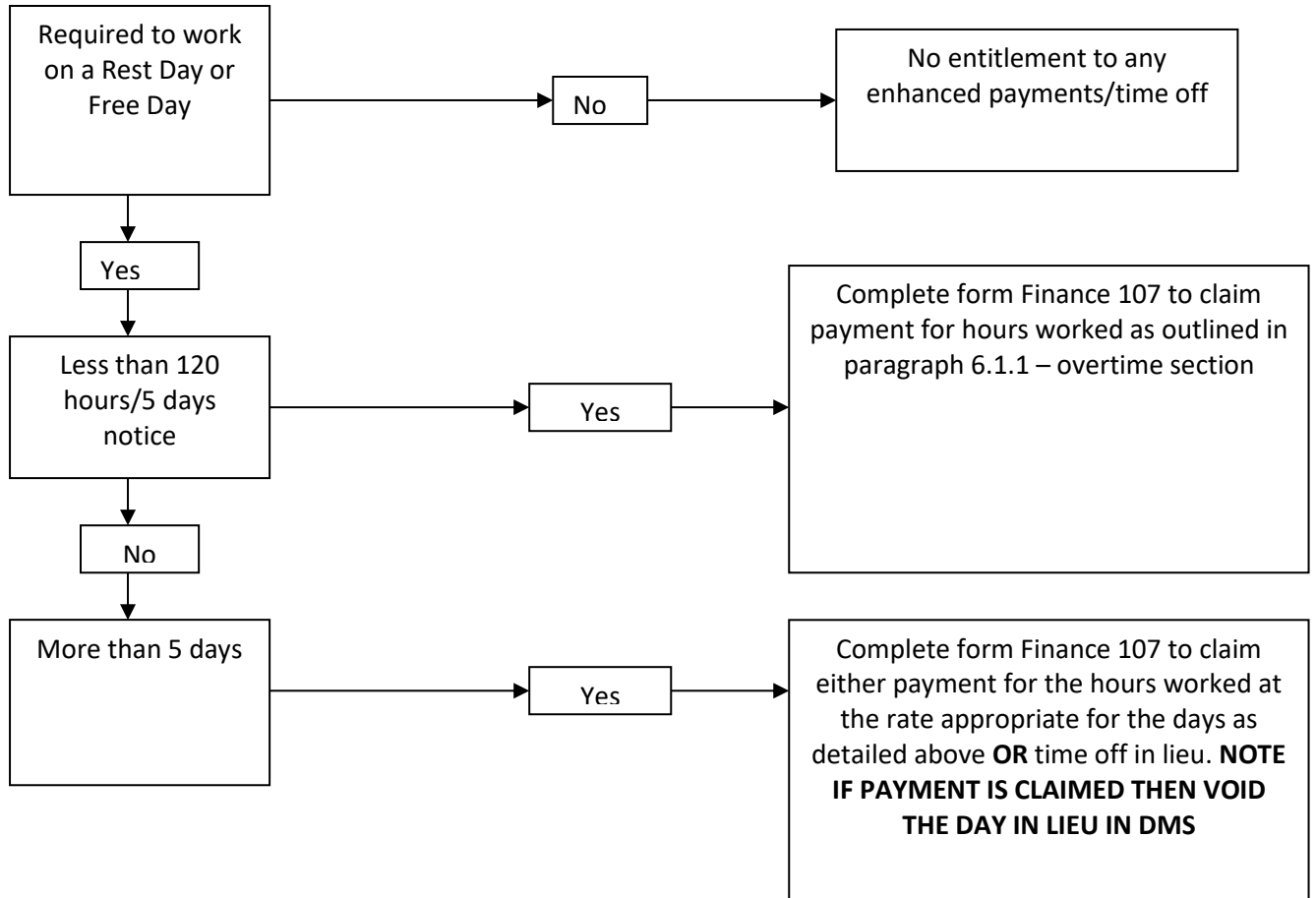
If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable  
c/o Human Resources  
Police Headquarters  
Aykley Heads  
Durham  
DH1 5TT  
Email [human.resources@durham.pnn.police.uk](mailto:human.resources@durham.pnn.police.uk)

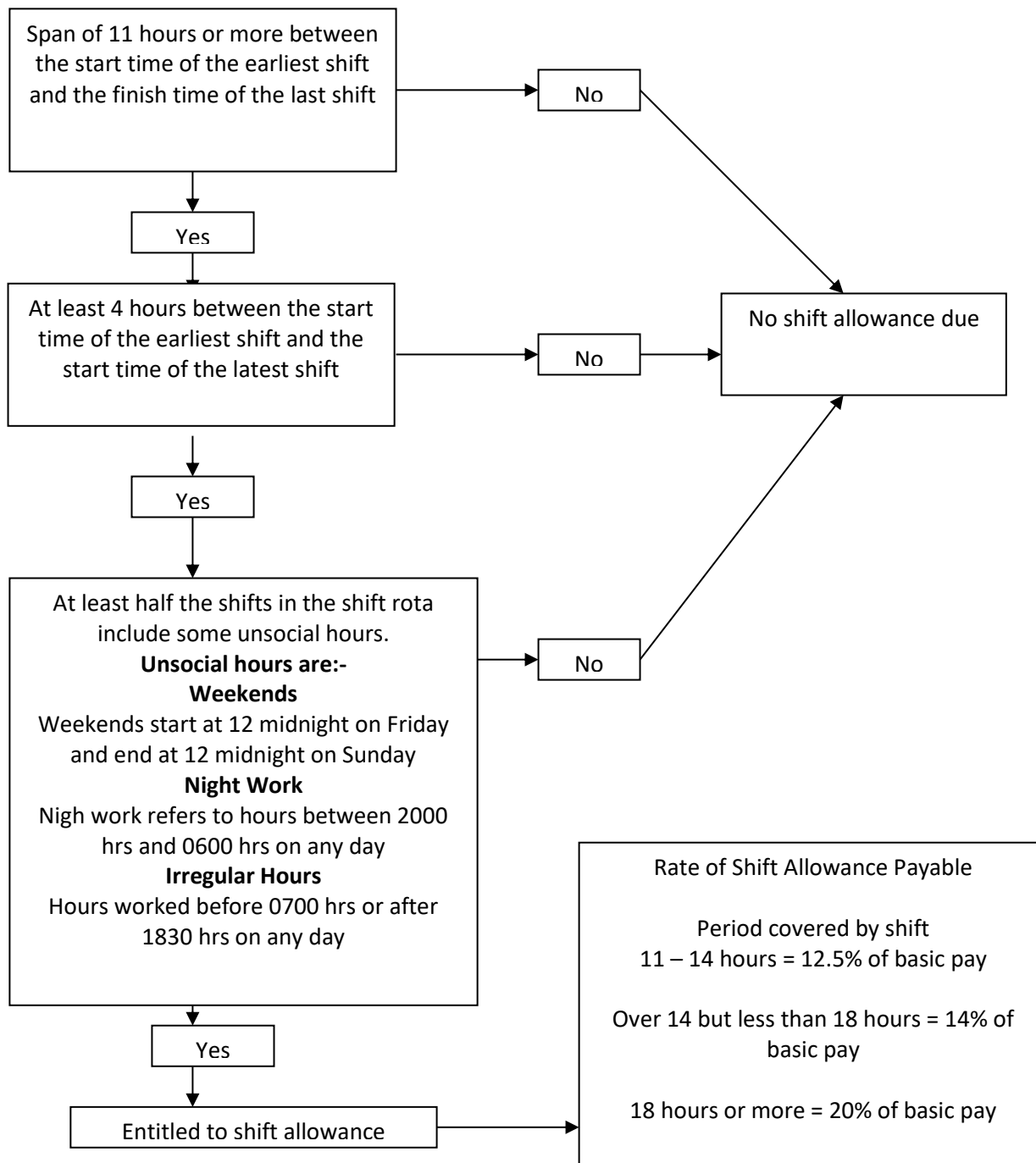


APPENDIX A

**Short Notice Rest Day/Free Day Working – Shift Worker**



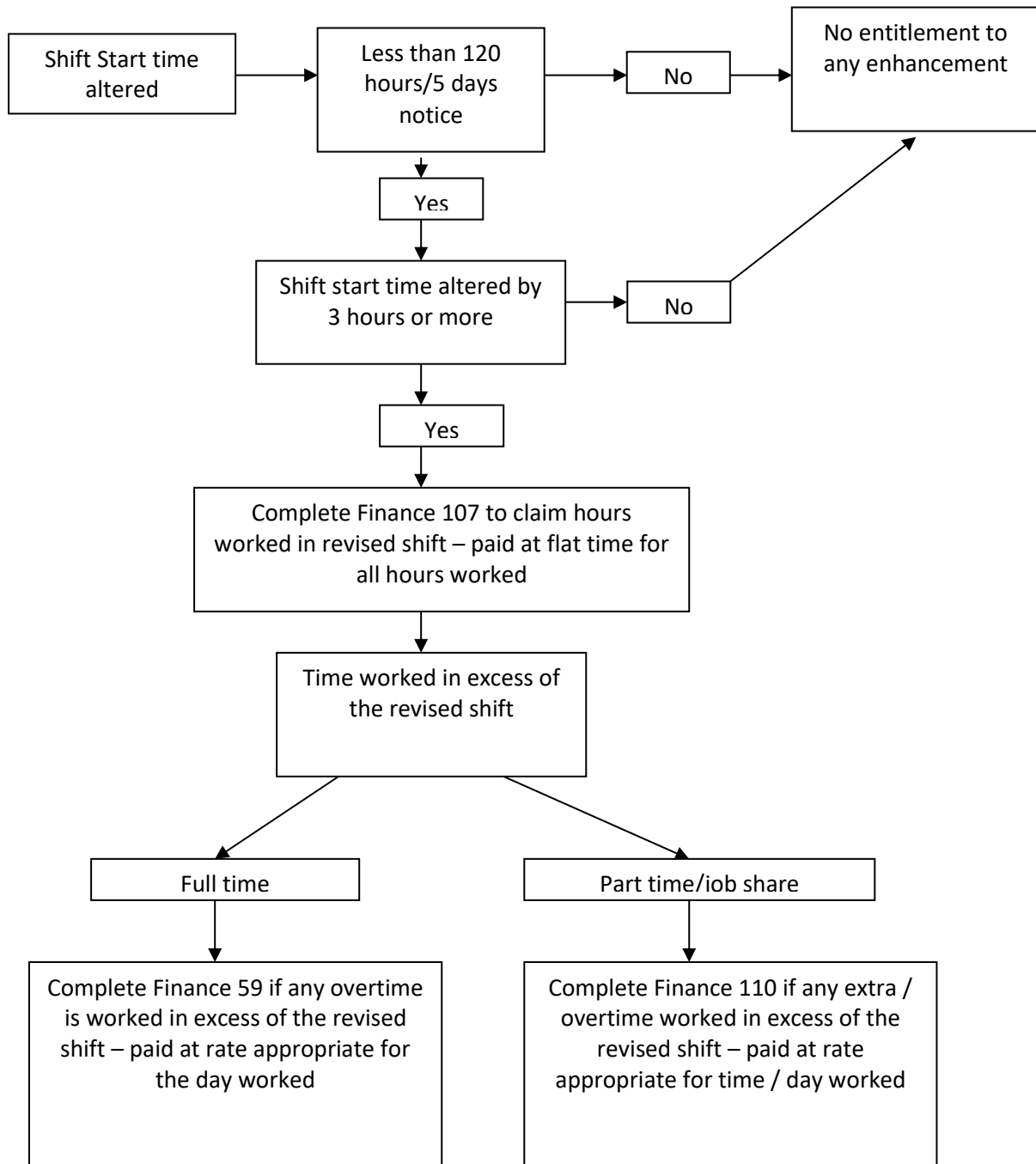
Reviewed by Pay and Pensions May 2017

**APPENDIX B****Shift Allowance Qualification Criteria**

Reviewed by Pay and Pensions May 2017

**APPENDIX C**

**Short Notice Shift Change – Shift Workers**



Reviewed by Pay and Pensions May 2017

**EQUALITY IMPACT ASSESSMENT (EIA)****OVERTIME AND ADDITIONAL PAYMENTS POLICY**

An equality impact assessment (EIA) form **must** be completed by the Policy/Function lead when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-

- Give due regard to the impact it will have on protected groups
- Undertake an assessment **prior to** any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and
- Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups.

The EIA must be completed **before** decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating

This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification

**1) Purpose of the policy. Why do we need it and what will it achieve**

The purpose of this policy is to assist managers to meet the requirements of the service through the use of overtime to manage occasional peaks in workload and appropriately recognising and rewarding Police staff

**2) Explain briefly why the Policy/Procedure is being developed or reviewed?**

Policy updated to:-

- Provide sentence clarity with regard to the arrangements regarding voluntary mutual swapping of shifts
- Clarity with regard to short notice requirement to work on a day not originally planned as a working day i.e. free day, or rest day (excluding public holiday)
- Clarity provided re time off in lieu earned in relation to section 14.3 which has not been taken within three months from the date it was originally planned, can result in a claim for payment for the TOIL earned

**3) What research/resources have been used or considered in the initial stages of this assessment?****4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure**

All support networks.	Force Executive (AC0)
HR Staff	Independent Advisory Groups (IAG's)
Staff associations	Business Disability Forum
Legal Services	
Heads of Command	

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<p><b>5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?</b></p> <p>A <b>Positive Impact</b> – will actively promote equality of opportunity or improve relations between one or more groups</p> <p>An <b>Adverse impact</b> – will cause some form of disadvantage or exclusion.</p> <p><b>Neutral impact</b> is when there are no notable consequences for any diversity group</p> <p><b>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact. If an adverse (negative) impact has been identified question 5 must be completed.</b></p>				
	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
Age			X	
Disability			X	
Transitioning from one sex to another (either thinking of, in the process of or have)			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race			X	
Religion or Faith			X	
Gender			X	
Sexual Orientation			X	
<p><b>6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 5). How any negative impact can be justified for this initiative.</b></p>				

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	<b>Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.</b>
	<b>Signature...</b>
	<b>Name</b> Sylvia Horsfield <b>Date</b> 6 <sup>th</sup> December 2018
	<b>7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group</b>
	<b>Meeting/Group:-</b> HR PUG
	<b>Chair of Meeting/Group:-</b> Gary RIDLEY