

## IMPACT ASSESSMENT – SUMMARY REPORT

Diversity Ref No.	06/06	Date Allocated	13/2/2007
Document Name:	Adoption Rights (Support Staff) Policy		
Document Type:	Policy		
Owner:	HR Manager		
Reviewing Officer:	HR Manager		
Policy Grading:	Low		

**NOTE: When a policy is referred to in this document it encompasses a proposed, current or amendment to a policy/force standing order/function.**

What is the purpose of the policy?

The purpose of this policy is to set out an employee's adoption leave rights as per the Paternity and Adoption Leave Regulations. It should also highlight any relevant internal processes which the employee and Dumfries and Galloway Constabulary must adhere to in terms of making an application for Adoption or Adoption Support Leave.

Who is intended to benefit from the policy and how?

Any member of support staff who is eligible to apply for Adoption or Adoption Support Leave and wishes to do so.

Give a description of how the policy was assessed against the potential of discriminating against a group or individual on the grounds of colour, race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief?

Consideration was given to force statistics via the HR System (SCOPE), Flexible Working Applications, Exit Interviews conducted and raised Grievances.

Consultation methods used and summary of findings

No external consultation has been carried out, however, the following force policies have been referred to:

- Flexible Working Policy
- Time off for Dependents
- Equal Opportunities Policy
- Exit Interview Policy
- Grievance Policy
- Paternity and Maternity Support Leave Policy
- Parental Leave Policy / Application Form

No issues were identified which would highlight that this policy could be deemed discriminatory. At the time of writing this report no applications had been received from any member of staff in relation to the Adoption Leave Policy.

Conclusions reached from assessment and consultation

Due to the lack of evidence the Adoption Policy has not been fully tested yet, however, the intention and wording of the policy is clearly non specific in its application towards any group of staff. The impact of this policy is therefore low.

Amendments made to the policy or amendments following consultation. Please state why these changes were made.

No amendments were made, however, the policy will be updated as and when legislation requires.

How the policy is to be monitored, how often and by whom

The HR system SCOPE will be used to collate data on Adoption Leave as and when it occurs. The information will be supplied via the Personnel Department onto SCOPE once notification has been received from a member of staff.


As and when applications for Adoption Leave are received, Personnel will monitor the application of the policy by line management to ensure consistency and fairness of approach in terms of decision making.

A review of the effects of the policy is required to ensure that it does not discriminate against any group or individual on the grounds of colour, race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief.


<b>Recommended Review Date:</b>	<b>April each year.</b>
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This summary contains details of the Impact Assessment carried out relating to this policy. Under Dumfries & Galloway Constabulary's Freedom of Information Publication Scheme a copy of the full report and consultation are available on request.

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 write to: Ruth Hawksworth  
Diversity Officer  
Dumfries and Galloway Constabulary  
Police Headquarters  
Cornwall Mount  
DUMFRIES  
DG1 1PZ

Or  telephone: 0845 600 5701;

Or  Textphone: 01387 250701

Or  email: [diversity@dg.pnn.police.uk](mailto:diversity@dg.pnn.police.uk)