

IMPACT ASSESSMENT – SUMMARY REPORT

Diversity Ref No.	12/07	Date Allocated	06/06/07
Document Name:	Career Break Scheme		
Document Type:	Policy		
Owner:	HR Manager		
Reviewing Officer:	HR Manager & personnel Officer		

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 to current policy?

The provision of a career break scheme is intended to supplement, not replace, compassionate or special leave, job share or part time working. Its intention is to ensure that the skills and resources of the staff within Dumfries and Galloway Constabulary are utilized to the full by retaining, or assisting the return of, trained staff.

Who is intended to benefit from the policy and how?

Full consultation should take place with the employee regarding all the options available and each request should be considered on its own merits and a consistent approach adopted with each application. This policy applies to both police officers and support staff who are eligible to apply.

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?

This policy was assessed through analysing the following information available in force:

Number of Applications to take a Career Break
SCOPE HR System Reports / Statistics of officers currently on a Career Break

This information was then cross referenced with the agreements which were put in place in each case to establish any significant differences or trends in the application of the policy. This was with a view to considering whether one group was being marginalised in any discriminatory fashion.

Consultation methods used and summary of findings

The following force policies were consulted and compared with the Career Break Policy to ensure consistency and accurate cross referral of information.

Equal Opportunities Policy
Police (Scotland) Regulations 2004
Police Conduct and Efficiency Regulations
Support Disciplinary Policy
Police Pension Scheme
Local Government Pension Scheme

Consideration was also given to enquiries made by members of the force currently on a Career Break to ensure any common queries were fairly dealt with in the policy for the benefit of future applicants. The Diversity Officer was consulted on the policy and provided some feedback on areas to simplify/clarify, however, nothing discriminatory was noted.

Overall, the findings showed that the policy was one which was difficult to apply in an unfair manner due to the parameters set out for agreements to be reached and the process for applications to be administered.

Conclusions reached from assessment and consultation

No evidence exists to suggest this policy is likely to have a positive or negative impact for any group other than the positive nature of having this policy in place and available. The conclusion of the assessment and consultation was that there was no relevance to any potential level of adverse effect of this policy to particular groups.

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

Amendments made to the policy were few, however, legislative updates were incorporated in terms of references made to retirement ages for police officers and support staff and Civil Partnerships were referred to where appropriate when referring to pension matters.

A notice period was also incorporated into the policy for those wishing to return from a Career Break. This was set at three months in order to be fair to the force and any individual(s) covering any vacancy left open by the Career Break. It allows for careful planning of practicalities such as retraining etc as well as the management of people in terms of feelings, motivation and the potential need for redeployment etc.

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

This policy is to be monitored every 2 years by the force HR Manager. Such monitoring or review will take into account similar information as assessed in this document and cognisance will be taken of any future legislative changes.

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.

Recommended Review Date:	May 2009
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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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