



Policy Impact Assessment

(including Equality Impact Assessment)

The purpose of conducting this Policy Impact Assessment is

- to ensure that the activities of the Force when delivering policy, strategy, function or working practice do not have an unjustified and adverse impact on policing minority groups and communities of Devon, Cornwall and Isles of Scilly.
- to ensure that the activities of the Force when delivering policy, strategy, function or working practice does not have an unjustified and adverse impact on its staff, particularly those from minority groups.
- to ensure any new or revised policy, together with its associated **working practices** complies with our obligations, some of which are statutory, in respect of:
 - Reducing Bureaucracy – Section A
 - Freedom of Information – Section B
 - Data Protection – Section C
 - Management of Police Information – Section E
 - Health & Safety/Environmental – Section D
 - Equality and Human Rights Impact (screening decision) – Section F
 - Equality Impact Assessment (full) - Section G

Please complete this form in conjunction with the Force Policy Handbook and assessment guidance notes available on the Force Policy Admin Website or by contacting the Force Policy Admin Team on 22826/22336/22557.

Policy (function/procedure/working practice/strategy) Title and Number	Police Volunteer Programme (PVP) Policy		
Name and contact details of Assessor	Local Policing and Partnership (LPP) Policy Officer Ext 23642		
Policy Owner (Department)	Local Policing and Partnership (LPP)		
Portfolio Owner (COG)	ACC Netherton		
Date of Assessment	15/07/12		
Policy Version date (to be completed by Policy Admin)	26/07/12		
Verified by : (Policy Officer)	LPP Policy Officer		
Associated working practices :	None		
Date submitted to Policy Admin	16/07/12	Check completed and registered	26/07/12

- **For the purposes of ease of reference 'Policy' as referred to within this Assessment equates to : Policy/Function/Project/Procedure/Working Practice/Strategy/Step by Step Guidance.**

Reducing Bureaucracy – Section A (to be completed for new policies only)

Please complete in conjunction with the guidance notes

1.1 What has changed or emerged to trigger this new policy and are the objectives of the policy clear and linked with Force Strategy?

This policy has been created to provide a policy framework for PVP volunteers.

It is the aim of this Police Volunteer Programme (PVP) policy is to clarify the important partnership between Devon & Cornwall Police and PVP Volunteers by providing a framework for a consistent and appropriate approach to volunteering across the entire Force area.

This policy brings together a wide range of both internal and external good practice measures and demonstrates the commitment of Devon & Cornwall Police to develop an effective partnership which is of mutual benefit. These practices further demonstrate the Force's commitment to clearly differentiate between procedures in place for paid staff and for PVP Volunteers. This policy demonstrates that due care and consideration has been given to involving PVP Volunteers within the force.

1.2 Does the new policy impact unnecessarily on any front-line staff. If it does, how?

No

1.3 What is the full impact on implementing this new policy? (eg are new processes required/cost implications/bureaucratic burden/risks involved)

All new processes involved are fully detailed within the draft policy.

Freedom of Information – Section B

Please complete in conjunction with the guidance notes

2.1 Has the Policy been FOI marked in accordance with the relevant exemptions? (Where a paragraph/section is 'Closed' one or more of the 23 exemptions must be identified and justified – for further details see guidance notes)

Policy is FOI open, and is marked appropriately.

Data Protection – Section C

Please complete in conjunction with the guidance notes

3.1 Does the Policy refer to personal information? (i.e. any information which identifies a living individual)

No

If yes please complete the following :

If No – go to Section D

3.2 Please list the personal information that will be collated? (eg name, dob, address etc)

3.3 How will it be collated? (Where will we get the personal information? the individual?)

3.4 Why is it to be collated and how will it be kept up to date?

3.5 Are the time periods for retention of the personal information defined? (See Policy D32)

3.6 Is the process for removal and disposal of the personal information defined?

3.7 Are access controls in place, for the defined personal information, in accordance with the Government Protective Marking Scheme? (ie Not Protectively Marked, Restricted or Confidential) - Please contact the Information Assurance Unit for further guidance. Their contact details can be found on the attached [link](#)

3.8 If personal information is to be routinely disclosed please identify the relevant lawful basis - (please contact the Data Protection Unit for guidance on this issue) Their contact details can be found on the attached [link](#)

Records Management and Management of Police Information – Section D

Please complete in conjunction with the guidance notes

4.1 Will the application of this policy generate information which will be held for policing purpose? ie

- Protecting life and property
 - Preserving order
 - Preventing the commission of offences
 - Bringing offenders to justice
 - Any duty or responsibility on the police arising from common or statute law
- OR

Does it generate formal records? - If it “comprises sufficient content, context and structure to provide evidence of the activity – that is, it contains information that is worthy of preservation in the short, medium or long term”.

This will mainly incorporate the information held to meet **legal** requirements **or** information that is required to be maintained for operational and/or business reasons, e.g. MoPI, PACE, HR Records etc. The managers of your specific business function will provide the guidance on what is encompassed in this scope.

If Yes - list the records generated by this Policy :

NOT PROTECTIVELY MARKED

POLICY PARAGRAPH NUMBER	RECORDS GENERATED	RETENTION PERIOD	AUTHORITY FOR RETENTION
3.2.3	PVP Personal file	As per policy D32	Policy D32
3.4.3, 3.4.4, 3.8.1, 3.9.15, 3.9.18, 3.9.19	PVP10	As part of PVP file	Policy D32
3.9.7 – 3.9.8	Written complaint	As part of PVP file	Policy D32
3.9.27	PVP13	As part of PVP file	Policy D32
3.10.2	PVP12	As part of PVP file	Policy D32
3.10.3	Copy of Exit interview	As part of PVP file	Policy D32

4.2 Does this policy have any connection with :

- Collection
- Recording
- Evaluation and actioning
- Sharing
- Review retention and disposal of information

If No - then this policy does not fall under MoPI requirements - go to Section E

If Yes - does the Policy contain links to documented working practices/guidance covering roles and responsibilities?

Health & Safety/Environmental/Green Agenda – Section E

Please complete in conjunction with the guidance notes

5.1 Does this policy have health and safety implications for the public or for our staff? If yes – are they detailed within a generic risk assessment? (please include GRA reference if a risk assessment has been completed. If not covered by a generic risk assessment – a specific risk assessment should detail any significant risks.)

No

5.2 Who has been consulted in respect of health and safety issues? (eg Health & Safety Advisor/Occupational Health/Operations/Federation/Unions)

Force Health & Safety Manager

5.3 Has compliance with environmental legislation and the 'green agenda' been considered with respect to this policy?

If so, please provide details
If not, explain why

Not considered relevant

Equality Impact Screening and Human Rights – Section F

- Initial Impact Screening - decision checklist -

Please complete in conjunction with the guidance notes

(6.1-6.10 - to be completed by Policy Officer/Assessor)

6.1	What is the purpose of the policy?
<p>It is the aim of this Police Volunteer Programme (PVP) policy is to clarify the important partnership between Devon & Cornwall Police and PVP Volunteers by providing a framework for a consistent and appropriate approach to volunteering across the entire Force area. This policy brings together a wide range of both internal and external good practice measures and demonstrates the commitment of Devon & Cornwall Police to develop an effective partnership which is of mutual benefit. These practices further demonstrate the Force's commitment to clearly differentiate between procedures in place for paid staff and for PVP Volunteers. This policy demonstrates that due care and consideration has been given to involving PVP Volunteers within the force.</p>	

6.2	Does the policy contain any potential interference with an individual's rights as set out in the Convention Articles listed within the Human Rights Act? (the articles most likely to impact are listed within the guidance notes at Appendix 'A')
No	

6.3	Does the policy contain a statement explaining what the specific legal basis is for any potential interference within the Human Rights Act? Explain in full (including whether the interference is justifiable, necessary and proportionate)
Yes	

6.4	What are the positive/adverse impacts of the implementation of the policy? Explain in full
<p><u>Positive</u> This policy will provide a framework for PVP volunteers which will provide the entire PVP infrastructure with quantified guidance.</p>	

6.5	Proceeding to full Equality Impact Assessment?
YES	NO

6.6	Date of screening decision

6.7	Deadline for completing assessment or proposed deferred date

6.8	If NOT proceeding to a full Equality Impact Assessment, complete ONE of the following :
6.8.1	Policy Officer's/Assessor's reasons for deciding there is insufficient resource to proceed (eg insufficient time, staff, competing priorities, etc):

6.8.2 Policy Officer's/Assessor's reasons and evidence why it is not necessary to do an assessment on this policy (eg no adverse equality impacts likely within or between equality groups):

No adverse equality impacts likely within or between equality groups

6.9 Advice taken?

6.9.1 Has advice been taken from the Equality & Diversity Department?	YES/NO
6.9.2 Date advice taken and contact name within E&D Department	Sent to Equality & Diversity 8 th March 2012

6.10 What was the advice provided or reason as to why advice was not sought?

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(6.11 - 6.13 to be completed/verified by Departmental Head / Function Owner or appropriate Chief Officer)

6.11 What level of risk would the organisation be exposed to by not proceeding with an assessment?

Reason to support decision : very little – low risk

6.12 Decision whether to proceed with assessment and supporting comments

Reason to support decision : No assessment required as there is no adverse impact on equality groups likely.

Deadline for completing the assessment or deferred proposed	Date
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6.13 Decision approval by Departmental Head / Function Owner or appropriate Chief Officer:

Name: Superintendent

Position held: Local Policing and Partnership Departmental Commander

Date: 15/07/20112

Once completed an electronic copy of this completed form must be sent to Policy Admin