



Police Scotland
Screening and Equality Impact Assessment Form

EIA Author's Name:	Michaela Kerr	Designation:	Inspector	Date:	21/3/13
Version Number of Policy:	V1.2				
Name of Policy	West Lothian Local Policing Plan				

Note: This form should be completed in line with the attached guidance and in conjunction with Equality and Diversity resources working within Police Reform. Completed EIAs must be retained with other project paperwork and the outcomes must be reported to project leads/decision makers to be considered when making decisions.

The term Policy refers to: Policies; Provisions; Criteria; Functions; Practices; and Activities hereafter referred to as 'policy'.

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Name of Policy	
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STAGE 1: SCREENING FOR POTENTIAL IMPACT(S)

Use this section to identify and document the potential impact of your policy and note the action planned or taken to eliminate (or justify) any potentially adverse impact. This section may also be used as an evidence log.

1.1 What is the main aim(s) or purpose of the policy?
<p>The local policing plan for West Lothian sets out the key strategic priorities for policing and has been developed in collaboration with local communities, partners and our staff whilst taking National Policing priorities and crime analysis into consideration. It prioritises the issues that really matter to all people living and working in West Lothian.</p> <p>It is produced as part of a planning process which takes account of the Scottish Governments overarching vision for public services, the Strategic Police Priorities set by Scottish Ministers, the Scottish Police Authorities Strategic Police Plan and the Chief Constable of Scotland's Annual Police Plan.</p>
1.2 What outcome(s) are you trying to achieve?
<p>The Scottish Policing Assessment sets out the priorities for the Police Service of Scotland to the year 2015. It is a key document for the police in the continuous process of meeting future policing challenges and ensuring that the service the police provide to the communities of Scotland is of a high standard.</p> <p>This plan is the first under the new policing arrangements for Scotland. When it comes to local police services, one size doesn't fit all. Communities across Scotland have different need but clearly all want access to the best expertise and services in policing to meet their area's needs and priorities. Ensuring our community can live their lives free from the fear of crime is a high priority in West Lothian and we have an excellent record of working in partnership with other agencies to ensure our service provision is the best it can be.</p> <p>This plan sets out the local policing priorities and objectives for West Lothian for 2013-2014 and is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.</p> <p>The local police plan for West Lothian represents a critical part of the delivery process for the new service, demonstrating our commitment to local policing within the national planning framework and enabling us to respond effectively to the concerns of local communities as well as meet</p>

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and tackle nationwide demands.

This local authority plan will be supported by nine community policing plans, which respond directly to local needs and demands.

The 2012-2015 Strategic Assessment was the third undertaken by West Lothian's Community Safety Partnership, and forms the basis of a three year Community Safety Strategy in West Lothian.

Throughout 2012 we consulted with people from across West Lothian about the issues that were of greatest concern to them. It is essential that we respond appropriately to the needs of the communities of West Lothian and ensure that our policies, procedures and practices recognise their diverse nature.

All our work is underpinned by our commitment to equality and diversity, in our dealings with the public generally, the communities we serve and our own staff. These consultation results made a critical contribution to identifying issues for local communities and these have been translated into the key policing priorities for West Lothian.

We recognise that effective and fair policing is about reflecting the needs and expectations of individuals and local communities. Survey results show that different communities have differing expectations and contrasting experiences of the service provided by the police. Our aim is to ensure that our service to all is fair and consistent, keeping those who are most vulnerable safe and enhancing their quality of life.

Our plans have been written taking into account all of this.

1.3 Collect Information: what evidence is available on how this policy might affect equality groups and what does this tell you? Consider inspections/audit recommendations, surveys, monitoring data, research. Are there any gaps in the evidence? (attach relevant research/evidence/monitoring)		
Source/Title of evidence	Gaps in evidence remaining	Further evidence to be gathered
West Lothian Community Safety partnership Strategic Assessment 2012-2015	No specific gaps identified at this time (see above)	Community teams will continue to speak to the public through established local networks and they will be in a position to monitor impact of local police plans after introduction. A review of this first plan is planned for 2014
West Lothian Community Planning Strategic Assessment September 2012-2015	No specific gaps identified at this time (see above)	The first West Lothian Community Planning Strategic Assessment is underway in West Lothian and this will be used to inform policy development and partnership spending in future years. There has been significant work carried out as part of this assessment including actively involving local forum groups representing people with protected characteristics at the information gathering stage at the start of the process to ensure that their needs were considered and represented where appropriate.
Public Consultation Surveys	Further analysis may be required to identify if issues raised in surveys relate to quality of service issues, justified concerns or unrealistic expectations regarding service provision.	The process of gathering evidence is an ongoing cycle incorporated into the NIM process and analysis of all data sources is an integral part of a strategic assessment and decision-making process. Should additional data be captured which demonstrated the needs of a protected group were not being met this could be used to bring positive changes to future plans.
Daily analysis of information from all available	Ongoing process	

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sources and intelligence		
(Continue rows as necessary)		
1.4 Is there any potential for the policy or practice to discriminate, directly or indirectly, or disadvantage any particular group/s?		
No. The local policing plan is a strategic document that has been set using significant data sources and extensive consultation both internally and externally to Police Scotland. The Local policing plan has been designed with the needs of the community at the centre, especially those most at risk, while at the same time meeting the requirements of policing at a local and national level, all to keep our communities safe.		
1.5 Is there any opportunity to advance equality for any group/s by removing an existing inequality/disadvantage? Yes/No		
Yes. The local policing plan is a strategic document that has been set using significant data sources and extensive consultation both internally and externally to Police Scotland. The Local policing plan has been designed with the needs of the community at the centre, especially those most at risk, while at the same time meeting the requirements of policing at a local and national level, all to keep our communities safe.		

1.6 Is there any potential for impact (negative or positive) on relations between different groups? E.g. Can it lead to tension between any groups and cause damage to relations or will it help to foster good relations? Yes/No					
No. The nature of the policy should help foster good relations as it is designed to protect all of our communities whether they live or work in West Lothian.					
1.7 Which of the protected groups is the potential impact relevant to and to what level?					
	High	Medium	Low	No Relevance	Reasons

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Age				X	This is a generic plan intended to support everyone living in the community regardless of their individual needs
Disability				X	As above
Gender				X	As above
Gender Reassignment				X	As above
Marital / Civil Partnership Status				X	As above
Pregnancy & Maternity Leave				X	As above
Race				X	As above
Religion or Belief				X	As above
Sexual Orientation				X	As above

Note: If the impact of the policy is considered to be of no relevance to **any** equality group/s, then there is no need to progress to a full equality impact assessment. However if the screening above has high, medium or low against any of the aims of the public sector general equality duty, then a full impact assessment should be done.

In a very few cases where the relevance is considered to be low, it may be necessary to postpone the full impact assessment – if this is decided the reasons should be recorded and the date for reviewing this decision inserted below.

1.8 Quality Assurance and Decision: On completion of Screening for Relevance, seek advice from your Equality and Diversity resources working within police reform
Comments from the Equality and Diversity Police Reform resource regarding the above screening level:

EIA Author's Name: Michaela Kerr	Designation: Inspector	Date: 21/3/2013
E&D Resource's Name: PC 350 Mike Parsons	Designation: Equalities and Diversity Officer	Date: 02/04/2013
Note: If a full equality impact assessment is not required, the senior manager who is the policy's owner must also sign off the screening, OR if it is decided that a full EIA cannot be done at this time, the reasons given and a date for reviewing this decision given below.		
		Date for reviewing: April 2014
Policy Owner's Name: Chief Inspector Kevin Kerr	Designation: Local Area Commander	Date: 9 May 2013

STAGE 2: GATHERING EVIDENCE INCLUDING CONSULTATION/INVOLVEMENT

Consultation: This section should be used to record **all** consultation conducted by the author in creating **this version** of the policy with a consultation record being developed for every individual or organisation consulted with. **The Owning Department/Author must retain all correspondence (emails, letters, notes, draft/final document versions, etc) during the creation of the procedure, policy, function or activity.** Copy and paste issues raised into 4th column below.

2.1 Log on consultation undertaken				
Consultee	Date sent	Date received	Response – issues/concerns raised	Amendments etc. made

2.2 Evidence/Information from Other Sources (attach relevant research/evidence/monitoring)	
Source/Title of evidence	Further evidence gathered

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STAGE 3: ANALYSIS

3.1 Analysis of Evidence Obtained: summarise the findings from 2.1 and 2.2 above and what does it tell us.	
Issue/concern raised	Analysis/Comment

STAGE 4: DECISION / MITIGATION ACTION / JUSTIFICATION

4.1 What is your decision? (see page 11 of guidance)	Please tick only 1 box
A. No Change is required (no adverse impact)	
B. Adjust the policy (to remove or minimise the adverse impact)	
C. Continue the policy (despite adverse impact being identified – complete 5.1 below)	
D. Stop and remove the policy (in case of unlawful discrimination)	

Note: if options A or D are chosen, then stage 5 (mitigation) is not required.

MITIGATION /JUSTIFICATION

4.2 Can any negative impact be justified on a legal or objective ground? If so, please give full details here - attach any EHRC and /or legal guidance or similar received"

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4.3 MITIGATING ACTION PLAN: What mitigating or positive action/s have been or will be taken to minimise/eliminate any potential for adverse impact on our ability to meet the aims of the Public Sector Equality Duty? And, how will this action be monitored to see if it is reducing any adverse impact?					
Issue / Concern identified	Mitigating Action taken/ to be taken	Evaluation/ Monitoring method	Timescale & Updates	Action Owner	Strategic Ownership & Links to Equality Outcomes

STAGE 5: IMPLEMENTATION AND REVIEW

5.1 What arrangements /systems are / will be in place to monitor the effect of the policy once it is implemented and how will this relate to our duty to advance equality?
Please provide details

5.2 Who will be responsible for the above monitoring?

Please provide details

5.3 When will the policy be reviewed and who will be responsible for this review?

Please provide details

STAGE 6: PUBLICATION. LEGISLATION REQUIRES THIS TO BE PUBLISHED IN AN ACCESSIBLE FORMAT AND AVAILABLE IN A REASONABLE TIME.

Place(s) published:

Date(s) published:

STAGE 7: FINAL EQUALITY IMPACT ASSESSMENT SIGN OFF

Statement by Author of the Policy - This policy has been developed in accordance with the EIA guidance notes having considered the impact and effect of this policy against the general equality duty and taken appropriate steps to mitigate, reduce, eliminate, or provide justification for any adverse impact it may have.

Name:

Designation:

Date:

Quality Check: Full Impact Assessment Checked by Police Reform Equality & Diversity Resource

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Name:	Designation:	Date:
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Police Reform Executive Delivery Officer

The final stage of the EIA is to formally sign off the document as being a complete rigorous and robust assessment.
Decision makers must take account of the results of Equality Impact Assessments when considering whether to approve a new or revised policy.

Name:	Designation:	Date:
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