

# Corporate Policy Workbook

Version 6

Name of Policy and/or Standard Operating Procedure

Reference Numbers

**PCH Ref No.:**

**Registered File No.:**

PERSON COMPLETING WORKBOOK

**Name:**

**Unit or Department:**

**Contact Tel. No.:**

Strategic Committee responsible for the policy/SOP

**Name of Strategic Committee:**

**Date policy/SOP was approved:**

Date the Workbook was completed and forwarded to Policy Clearing House

Quality Assurance check by Policy Clearing House

**Name of PCH member:**

**Date QA check completed:**

*The following assistance is available to staff completing this workbook:*

- 1) *PCH intranet site – hyperlink:*  
[http://intranet.aware.mps/DCC/Policy\\_Clearing\\_House/Policy\\_Workbook\\_and\\_Guide/index.htm](http://intranet.aware.mps/DCC/Policy_Clearing_House/Policy_Workbook_and_Guide/index.htm)
- a) *Corporate Policy Guide – available on the PCH intranet site*
- 2) *Policy Review Training – half-day course run by PCH*
- 3) *One-to-one advice from your PCH rep.*

### **PLEASE NOTE**

The answers to Section B, D and L will be published on the Internet under the MPS Publication Scheme. There must be:

- 1) No individual's names
- 2) No contact numbers
- 3) No use of first person singular ("I, my")
- 4) No unexplained abbreviations
- 5) No unit designations (e.g. not "DCC2" but "Reform & Growth")
- 6) No vague terms, for example
  - a) Not "a number of staff associations" but "Police Federation or Black Police Association"
  - b) Not "a number of community representatives" but "3 members of Race Equality Councils"
- 7) No information that is exempt under the Freedom of Information Act – for example, restricted information about police tactics

### **SECTION A: COPY OF ORIGINAL POLICY**

- 1) **For reviews of existing policies only:** State where the original policy can be found – the original policy might be a Notice or a series of Notices.

### **SECTION B: RESEARCH & CONSULTATION**

*This section will be available to the public on the Internet – see note above Section A*

**Before starting the Workbook send an unregistered docket, with a full copy of any available papers re. the policy, to Supt Martin Bagg, Diversity Directorate, Room 903, NSY for an initial diversity assessment**

- 2) ***Outline the research or data you have used to assess the impact of this policy***

- a) ***What research material or data have you used to assess the impact of this policy?***
  - b) ***Summarise the findings***
  - c) ***Outline what you propose to do as a result of the research or data***

- 3) ***Outline how you have consulted, internally or externally, to assess the impact of this policy***

- a) ***Who was consulted and how was the consultation carried out?***
  - b) ***Summarise the responses***
  - c) ***Outline what you propose to do as a result of the consultation***

**SECTION C: INITIAL REVIEW**

***Consider whether this policy needs to be decommissioned***

**4) State briefly why the MPS needs this policy.**

*In considering this, you will need to be clear about the purpose of your policy – how having the policy will benefit the MPS.*

*Examples of reasons why a policy may be decommissioned: -*

- There is widespread non-compliance with the policy. (This may be a reason either to decommission the policy or to reinforce it with a new Implementation Plan).*
- The policy places excessive demands on the Service, especially front line policing, which exceed the benefits of the policy.*
- The policy is not the most efficient, effective and economic way to deliver the intended benefits.*
- The policy is inconsistent with other MPS/national strategies or initiatives.*

**If this policy can be decommissioned, end the review process here.**

**SECTION D: RACE EQUALITY REVIEW**

***This section will be available to the public on the Internet – see note above Section A***

**5) Does the data or consultation indicate that the policy has a different impact on particular racial groups?**

**6) If so, which racial groups are affected?**

**7) Is the different impact an adverse one for those racial groups – i.e. does it put those racial groups at a disadvantage?**

**8) Is there evidence that this policy:-**

**a) Is discriminatory or perceived as discriminatory?**

**b) Is damaging good race relations/failing to promote good race relations?**

**If so, what is the evidence?**

9) ***If the policy adversely affects people from certain racial groups, can it be justified because of its overall objectives? Explain in full***

- N.B. Direct discrimination is not, in law, capable of justification; only indirect discrimination can be objectively justified.

10) ***What changes, if any, have you made to the policy as a result of the Race Equality Review?***

**SECTION E: DIVERSITY REVIEW**

11) ***What might the possible implications of this policy be for the public or MPS staff on the basis of their: -***

- a) Gender
- b) Sexual orientation
- c) Disability
- d) Age
- e) Religion or belief
- f) Part-time or flexible working?

12) ***Is there any evidence that this policy discriminates, directly or indirectly against the public or MPS staff on the basis of their: -***

- a) Gender
- b) Sexual orientation
- c) Disability
- d) Age
- e) Religion or belief
- f) Part-time or flexible working?

13) ***If the policy does discriminate indirectly against certain groups, can it be justified because of its overall objectives? Explain in full***

- N.B. Direct discrimination is not, in law, capable of justification; only indirect discrimination can be objectively justified.

14) ***What changes, if any, have been made to the policy to decrease the impact on those groups? Give details.***

## SECTION F: HUMAN RIGHTS REVIEW

**15) Does the policy have significant human rights implications, either for the public or for MPS staff?**

**IF YES, ANSWER THE FOLLOWING QUESTIONS AND CONSIDER SEEKING ADVICE FROM THE DIRECTORATE OF LEGAL SERVICES**

**IF NO, GO STRAIGHT TO QUESTION 24**

**16) Who is the policy directed at?**

- Identify whether it is the public in general, a particular group of people or MPS staff.

**17) Which of their rights are being protected?**

- E.g. the right to life; right to security; freedom of belief, expression or assembly; right to family life; right to privacy; right to property.

**18) Who will be affected by this policy?**

- Consider not only the direct subject of the policy, but also other people who may be affected (e.g. bystanders, victims, general public, MPS staff, subject's family).

**19) For each person or group of people, which of their Convention rights may the policy potentially interfere with and how?**

- E.g. right to life; prohibition of degrading treatment; right to liberty; right to fair trial; right to due process; right to privacy; freedom of belief, expression, assembly and association.

**Answer the following questions in respect of each interference with a right: -**

**20) Is the interference legal? Explain in full**

- E.g. European legislation, Act of Parliament, statutory instrument, statutory codes, common law.

**21) Is the interference necessary? Explain in full**

- It may for example be justified if it protects others' rights, e.g. right to life; right to security; freedom of belief, expression or assembly; right to family life; right to privacy; right to property.
- What "legitimate aims" under the Convention are being pursued in interfering with the right?

**22) Is the interference proportionate? Explain in full**

- What practical alternative actions are available? Will any of these not interfere or interfere less with a right? If they will, why are they not being used?
- Is the interference the least intrusive means available?

**ANSWER THE FOLLOWING QUESTION IN RESPECT OF THIS POLICY: -**

**23) Having considered the above points, do you consider that the policy:**

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**a) Breaches a Convention right?**

**b) Is vulnerable to challenge?**

- Note: interference with a right does not equal a breach – if an interference is justified, there is no breach.
- If the answer to a) or b) above is "Yes", see below.

**If you consider that there is a breach of a Convention right or that the policy is vulnerable to challenge, seek advice from the Directorate of Legal Services.**

**SECTION G: DATA PROTECTION REVIEW**

**24) Does this policy relate in any way to the processing of personal data?**

**If so, outline how it complies with the Data Protection Act, listing the principles.**

*The Principles are summarised below – see the Corporate Policy Guide or the MetSec Code for more detailed information*

**a) Personal data shall be processed fairly and lawfully ...**

**b) Personal data shall be obtained only for one or more lawful purposes ...**

**c) Personal data shall be adequate, relevant and not excessive in**

relation to the purpose for which it is processed

- d) Personal data shall be accurate and, where necessary, kept up to date
- e) Personal data processed for any purpose shall not be kept longer than is necessary for that purpose
- f) Personal data shall be processed in accordance with the rights of data subjects under the Act
- g) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data ...
- h) Personal data shall not be transferred to any country outside the European Economic Area (EEA) unless the country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to processing of personal data

#### SECTION H: HEALTH & SAFETY REVIEW

If there are **significant** health and safety issues in your policy and you wish to obtain the assistance of Health & Safety Branch, please speak to your PCH rep as early as possible.

**25) Does this policy have significant health and safety implications for the public or for MPS staff? Give details.**

**If YES, answer questions 26 & 27. If NO, go to question 28**

**26) Explain how the risks to health and safety have been assessed and what control measures have been put in place.**

**27) What are the health and safety duties and who is responsible for them? Explain in full.**

#### SECTION I: BUREAUCRACY REVIEW

**28) List the forms or databases that MPS staff have to complete as part of this policy/SOP**

**29) Give details of how you have reviewed the need for, content of and appropriateness of the forms or databases. Have you reduced their quantity or content?**

Factors to consider: -

- Whether the benefit of gathering the information exceeds the effort
- The cumulative impact – especially when there is repeated entry of the same information
- Retention period – is the information disposed of at the optimum time?

**SECTION J: IMPLEMENTATION PLAN**

**30) Write the Implementation Plan**

**TRAINING AND DEVELOPMENT PLAN**

**Compliance Plan**

**Publication and Marketing Plan**

**SECTION K: FREEDOM OF INFORMATION REVIEW**

**31) Is this reviewed policy exempt from publication under the FOIA? If YES, give full details of the exemptions that apply and the reasons for them.**

**SECTION L: MONITORING**

**This section will be available to the public on the Internet – see note above Section A**

**32) State how the on-going effects of this policy will be monitored.**

a) How will it be monitored?

b) By whom?

c) When?

**SECTION M: NEXT REVIEW**

**33) When is it planned to review this policy next?**



- Policy reviews are required at least every 3 years under the RRAA. If you consider that an earlier review is needed, please give the reasons and explain what process is in place to prompt those in post at that time to conduct the review.

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**Send to your Policy Clearing House contact by e-mail: -**

- 1. *The policy***
- 2. *Standard Operating Procedures***
- 3. *Completed Workbook***

This must be done at least 3 weeks before presenting the policy to the relevant strategic committee for approval.