

**HMI Probation**  
**Diversity Impact Assessment**  
**Initial Assessment**

<b>1</b>	<b>Title of policy or practice or procedure:</b> YOTI Planning Meeting guidance
<b>2</b>	<b>What is the purpose of the policy or practice or procedure?</b>  Practical guidance to lead HMI Probation staff through what to cover in a planning meeting
<b>3</b>	<b>Is there any evidence that some individuals or groups could be affected differently by its implementation? Consider the groups or individuals below and the impact on each and put your comments in the boxes.</b>  <b>What could the different impact be?</b>  <b>Is it positive or negative?</b>  <b>Would the impact be high, medium or low?</b>  <b>Be as specific as you can</b>
<b>Categories</b>	
Women	No. Specific information is requested for part time workers, and caring responsibilities, including travelling times across wide areas.
Men	No. Specific information is requested for part time workers, and caring responsibilities, including travelling times across wide areas.
Black or minority ethnic groups	No
People with a disability	Yes- Those who have additional needs i.e. Dyslexia may need additional time to complete core tasks. Yes-Assistive technology-Those staff who have assisted technology should be interviewed with access to the assistive technology that they usually have. The current arrangements do not consider this aspect.
Lesbian, gay men, bisexual people	No
Transgender people	No
Age-older, younger, adults and children	No

Faith groups	Yes-There could be a negative impact in scheduling for those who follow religious observances during the normal working week.						
Welsh Speakers and People who's first language is not English	Yes - Welsh speakers are available for interviews with staff in Wales. The standard forms that we routinely provide should be in both English and Welsh including questionnaires. The meeting introductions should make reference to this.						
4	<p><b>Could the policy or practice or procedure actually promote equality, diversity or contribute to the elimination of discrimination?</b></p> <p>Yes, it could do once Action points have been attended to. Yes, as there is an emphasis on diversity and discrimination within the documents.</p>						
5	<p><b>Do you need more information in order to complete this task? Are you aware of any data or other evidence that would assist you to decide if there are differences?</b></p> <p>NO</p>						
6	<p><b>At the end of your deliberation, do you think that there should be a more in-depth assessment of this policy or practice or procedure? (A full impact assessment needs to be completed where you find a medium or high negative impact on the groups above.)</b></p> <p>No</p>						
7	<p><b>Outcome of Assessment:</b></p> <table border="1" data-bbox="357 1370 1061 1489"> <tr> <td>High Negative Impact</td> <td></td> </tr> <tr> <td>Medium Negative Impact</td> <td></td> </tr> <tr> <td><b>Low Negative Impact</b></td> <td>√</td> </tr> </table> <p><b>Action Points arising from the assessment:</b></p> <ol style="list-style-type: none"> <li>1. YOTI. Send listed items to office by courier, rather than expect staff to carry heavy loads.</li> <li>2. YOTI. Recommend that more emphasis on diversity and meeting individual needs to be added to the discussion as in the OMI format. The guidance needs to be more proactive, despite the request for a diversity champion to attend the meeting which is seen as positive.</li> <li>3. YOTI. Point <b>9 b</b> on the notes should say that the Case Manager should offer assistance</li> </ol>	High Negative Impact		Medium Negative Impact		<b>Low Negative Impact</b>	√
High Negative Impact							
Medium Negative Impact							
<b>Low Negative Impact</b>	√						

	Review undertaken on...13 <sup>th</sup> August 2007 By...Helen Boocock, Ray Wegrzyn, Yvonne McGuckian, Anita McGuckin, Pippa Bennett, Oliver Kenton , Ushma Sharma
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