

HMI Probation
Diversity Impact Assessment
Initial Assessment

1	Title of policy or practice or procedure: OMI Annotated Planning Meeting Agenda
2	What is the purpose of the policy or practice or procedure? Practical guidance to lead HMI Probation staff through what to cover in an area planning meeting
3	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. What could the different impact be? Is it positive or negative? Would the impact be high, medium or low? Be as specific as you can
Categories	
Women	No. Information in the sample spreadsheet and on the planning meeting agenda show that in planning an OMI we proactively seek out information about staff diversity needs e.g. their use of assistive technology. In such cases we ensure that they have access to this in interview. Specific information is requested for part time workers, and caring responsibilities, including travelling times across wide areas. Applies to all categories below.
Men	No
Black or minority ethnic groups	No
People with a disability	No
Lesbian, gay men, bisexual people	No
Transgender people	No
Age-older, younger, adults and children	No

Faith groups	No						
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>Could the policy or practice or procedure actually promote equality, diversity or contribute to the elimination of discrimination?</p> <p>Yes.</p>						
5	<p>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?</p> <p>NO</p>						
6	<p>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.)</p> <p>No</p>						
7	<p>Outcome of Assessment:</p> <table border="1" data-bbox="359 1263 1061 1379"> <tr> <td>High Negative Impact</td> <td></td> </tr> <tr> <td>Medium Negative Impact</td> <td></td> </tr> <tr> <td>Low Negative Impact</td> <td>√</td> </tr> </table> <p>Action Points arising from the assessment:</p> <p>1 The standard forms that we routinely provide should be in both English and Welsh including questionnaires.</p> <p>Review undertaken on...13th August 2007 By...Helen Boocock, Ray Wegrzyn, Yvonne McGuckian, Anita McGuckin, Pippa Bennett, Oliver Kenton , Ushma Sharma</p>	High Negative Impact		Medium Negative Impact		Low Negative Impact	√
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