

# Lincolnshire Police

## Policy Document



## Awards Policy

### PD 63

### Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Reference Number:	PD 63 (11)
Policy Sponsor:	Deputy Chief Constable
Policy Owner:	Support Services Business Manager
Author:	Support Services Officer
Publication Date:	February 2018
Review Date:	February 2020

Version:	Date:	Reason For Issue:
10	Aug 17	Forfeiture of Honours – requested by CC and PSD
11	June 2018	Amended to DPA 2018

## Legislative Compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individual and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

### ***Other legislation/law which you must check this document against (required by law):***

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

### **Security Classification**

**Policy to be published on Intranet: Yes**

**Policy to be published on Force Website: Yes**

## Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

- This Policy has been checked against APP and there is none in relation to the subject matter of this Policy.

### 1. Policy Aims: (purpose)

To ensure that excellence and long service receive the appropriate recognition

- 1.1 Excellence, long service and outstanding contributions to service are recognised by the Force and that the criteria for such awards are published throughout the Force via the Intranet.
- 1.2 Information regarding the presentation of such awards also needs to be published.

### 2. Policy Statement: (Key information)

During the course of police work and investigations, acts of gallantry, courage, humanity and outstanding work by both staff and members of the public come to notice. It is essential that these acts are properly recorded and reported in order that suitable and appropriate recognition is made. Long service to the Force is also recognised.

### 3. Other Related Documents/Appendices:

Appendix 1 – Awards Procedures and Protocols

Appendix 2 – Awards Summary

Appendix 3 – National Awards Schedule

Appendix 4 – Internal Recognition Award Criteria

Appendix 4a – Internal Recognition Award Nomination Form (P269)

Appendix 5 – Annual Recognition Awards Nomination Form (P269a)

Appendix 5a – Annual Recognition Awards Criteria

Appendix 6 – PRIDE Award Nomination Form (P269b)

#### **4. Monitoring/Review:**

Reviewed every two years or as required for major changes by Duncan Watson, Support Services Business Manager.

#### **5. Who to contact about this policy:**

This policy is owned by [Duncan Watson, Support Services Business Manager]. Any enquires about this policy should be directed to [Support Services, Support Services Administrator, Kaye Chaplin, 01522 558176].

Protective Security Marking:

NOT PROTECTIVELY MARKED

### PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

<b>Department:</b>	Support Services	<b>Section:</b>		<b>Person responsible for initial assessment:</b>	Kay Chaplin
<b>Name of the Policy to be assessed:</b>	Awards	<b>Date of Assessment:</b>		<b>Is this a new or existing policy?</b>	Existing Policy
1. Briefly describe the aims, objectives and purpose of the policy.		To ensure that excellence and long service receive the appropriate recognition.			
2. Are there any associated objectives of the policy? Please explain.		None.			
3. Who is intended to benefit from the policy and in what way?		Officers, PCSO's, Police Staff, G4S Staff, Volunteers and Members of the Public.			

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4. What outcomes are wanted from this policy?	Award nominations to be considered fairly and records of the decision making process will be retained.	
5. What factors/forces could contribute/detract from the outcomes?	The presentation of awards internally at Shared Headquarters provides value for money and budgeting for ceremonies will be funded from existing budgets.	
6. Who are the main stakeholders in relation to the Policy?		
7. Who implements the policy and who is responsible for the activity?		
8. Is there any likelihood the policy <b>could</b> have a differential impact on racial groups? (including Gypsies and Travellers)	<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?		
9. Is there any likelihood the policy <b>could</b> have a differential impact due to gender?	<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?		

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10. Is there any likelihood the policy <b>could</b> have a differential impact on due disability?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
11. Is there any likelihood the policy <b>could</b> have a differential impact on people due to sexual orientation?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
12. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their age?		<b>N</b>	<b>Please explain</b>
12a Is there any likelihood the policy <b>could</b> have a differential impact on Young People and Children?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
12b Is there any likelihood the policy <b>could</b> have a differential impact on Older People?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			

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13. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their religious belief?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
14. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them having dependants/caring responsibilities?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
15. Is there any likelihood the activity <b>could</b> have a differential impact on people due to Marriage or Civil partnership?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
16. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them being Transgender or Transsexual?		<b>N</b>	<b>Please explain</b>
What existing evidence (either presumed or otherwise) do you have for this?			
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?		<b>N</b>	<b>Please explain</b>



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18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		<b>N</b>	<b>Please explain for each equality heading (question 8-16) on a separate piece of paper</b>
19. If Yes, is there enough evidence to proceed to a full EIA? <i>Is there enough concern about a policy or practice to do an in depth assessment.</i>			<b>NO</b>
20. Date on which Full impact assessment to be completed by.			

Signed (completing officer) Kay Chaplin \_\_\_\_\_

Signed (Lead officer) \_\_\_\_\_ Duncan Watson \_\_\_\_\_

**Groups Affected**

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
<b>Disability</b> - Physical ,Sensory, Learning Disability, Mental Health, Carers		✓	
<b>Gender</b> - Male , Female		✓	
<b>Transgender</b>		✓	
<b>Race</b> - Traveller and Gypsy etc		✓	
<b>Sexual Orientation</b> - Lesbian, Gay , Bisexual		✓	
<b>Religion and Belief</b>		✓	
<b>Age</b> - Young and Old		✓	
<b>Marriage and Civil Partnerships</b>		✓	

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