

LEICESTERSHIRE POLICE AUTHORITY

IMPACT ASSESSMENT OF RECRUITMENT OF INDEPENDENT MEMBERS FOR 1 APRIL 2007

Brief Description of Impact Assessment Process

On 13 September 2006 the Clerk wrote to 19 community contacts and 27 external members of the Police Advisory Group on Racial Incidents, setting out a provisional impact assessment and asking for comments. Formal written responses were received. In addition, the issue was discussed at the meeting of PAGRI on 22 September. The rest of this document replicates the provisional impact assessment and adds the comments received from consultees, and the Authority response to those comments.

Brief Description of Recruitment Process

Pursuant to the Police Act 1996 and various statutory instruments, the Police Authority appoints independent members to the Authority. No independent members are entitled to participate in the recruitment process. A first stage selection panel of 3 receives and sifts the applications. This First Stage Panel comprises a Home Office appointee, a Police Authority member, and a person appointed by those two. The First Stage Panel's task is to sift the applications and provide a longlist to the Home Secretary. The longlist must contain 4 times as many names as there are vacancies. Thus on this occasion the First Stage Panel will provide a longlist of 16 names. The Home Secretary will consider that longlist and present 8 names to the Police Authority. The Authority has set up a Third Stage Panel of 3 members to interview the 8 candidates to make the 4 appointments. The First and Third Stage Panels are advised by the Clerk to the Authority.

It is thought the impact of this process can adversely affect groups as described in the first 3 columns of the table below:

Description	Issue	Measures in place to correct any potential disadvantage	Comments received from consultation	Police Authority Response to comments
Publicising the vacancy.	Insufficient advertising / publicity will not provide groups with the opportunity to apply.	The advert for the vacancies will make clear that application packs are available in different formats. The advert will be placed in the 'Leicester Mercury' and 'Rutland Times', and in Vista, a monthly tape for 800 visually impaired people in Leicestershire. A regional advert will be placed in 'Black History Month' and hopefully also in "Disability Now". A media release and interviews will be offered to local media including BME media channels. Adverts, documents and information will be placed on the Police Authority website. A letter will be sent to Constabulary's key stakeholders notifying them of the vacancies. The national Association of Police Authorities will place adverts in various national specialist media.	<ol style="list-style-type: none"> 1. Go live on BBC Asian Network, Sabras Radio as these are radio stations for Asian listeners. Go on Midlands TV channels including MATV. A step further-newspapers mainly read by BME. 2. This covers the range well. 3. Suggest advert in City Council's 'Link' which goes to every household in the City. 4. Could reach more members of all communities through advertising in the Voluntary Action newsletter that goes to all voluntary organisations in the City and County. 5. I hope the advert will include Asian papers too, eg Asian Times etc. 6. Could place advert in Loughborough Echo, free paper on the buses and rail, also speak to Force Recruiting Officer who has had recent success in opening up receiving applications from BME communities. Ensure details go to both Council of Faiths in the Police area. 7. I thought the publicity for this vacancy was varied and appropriate. 8. Measures placed seem fine. Need to ensure the message sent in different formats is the same across the board, that we don't say different things to different groups. Who are the key stakeholders? 	<ol style="list-style-type: none"> 1. Trying to obtain air time on these radio stations and MATV. Media release will include wide variety of newspapers. 2. Noted. 3. Subject to available budget. 4. See 3 above. Also, various voluntary groups included in letter to key stakeholders. 5 See 1 above. 6. Subject to available budget. Will speak to recruitment section. Council of Faiths on list of key stakeholders. 7. – 8. We will endeavour to ensure consistency of measures by adapting national template. Key stakeholders are organisations identified through Constabulary and Authority to try to ensure we reach as many

				community groups as possible.
Making an application.	If the documentation is unclear or the application form focuses on matters that are likely to favour some groups above others, this may create inequality.	The application form and supporting documentation is based upon national criteria. All documents produced locally will be in Ariel font size 12.	<ol style="list-style-type: none"> 1. Form is fine and very clear. 2. It meets the equal opportunities criteria. 3. Seems satisfactory. 4. Could offer to print on pink paper for those with dyslexia and yellow paper for those with sight difficulties. Why not size 14 font? Job description is very light, maybe a bad copy- something to watch? 5. Good clear application form. 6. – 7. The application process was simple to follow and clear instructions were available. 8. Fine. 	<ol style="list-style-type: none"> 1. to 3. Noted 4. Will continue to bear in mind coloured paper and offer size 14 versions if requested. Will ensure printing of forms is of good quality. 5. Noted. 6 to 8. -
Sifting process by First Stage selection panel.	The panel should have a balanced profile and be trained in equality issues.	The panel comprises 1 white female, 1 BME male and 1 white male. All panel members and Clerk will be reminded of the equality duties and trained as necessary.	<ol style="list-style-type: none"> 1. The panel is fine - BME male can be 1 x Asian and 1 x Afro Caribbean. 2. Very comprehensive. 3. Agreed. 4. Panel should also be trained in recruitment issues. Needs to be awareness and understanding that equality is not just about race and gender, but also age and disability etc. Should give information on how recruitment process works and how criteria are judged to make the process transparent. 5. The panel should be 1 male, 1 female and 1 BME member (male or female). 6. – 	<ol style="list-style-type: none"> 1. Noted 2. Noted. 4. Agreed that training should cover both recruitment process and equalities issues including all aspects of diversity. Application packs include information about recruitment process for transparency. 5. It is. 6. – 7. –

			<p>7. The quality assurances seemed to be in place.</p> <p>8. What was the equality training given to members?</p>	<p>8. Training proposed will be to cover process and diversity recruitment issues.</p>
<p>Selection process for Third Stage panel of Police Authority.</p>	<p>The panel should have a balanced profile and be trained in equality issues.</p>	<p>Composition of panel still to be determined but a balanced profile is hoped for from within the Police Authority membership. Training will be provided as necessary.</p>	<p>1. Should include PA staff, solicitor, community leaders, youth worker and be a mix of males and females.</p> <p>2. Good representation on panel</p> <p>3. Agreed</p> <p>4. As for First Stage Panel.</p> <p>5. Good to know there will be a training opportunity.</p> <p>6. –</p> <p>7. See previous box.</p> <p>8. What was the equality training given to members?</p>	<p>1. The Third Stage panel must be made up of PA members and will be advised by the Clerk. Arrangements are in place to have a BME observer when the Panel meets.</p> <p>2 - 3. Noted</p> <p>4. See above.</p> <p>5. Noted</p> <p>It is intended that the profile of the third stage panel will include BME observer and both genders</p> <p>6. Noted.</p> <p>7. –</p> <p>8. Training proposed will be to cover process and diversity recruitment issues.</p>

Other Comments			<p>1. - 2. This is a very clear process and meets the equal opportunities criteria. 3. - 4. None 5. Thank you for giving me the opportunity to participate in the recruitment process. 6. Thank you for this opportunity to provide feedback on this important issue. 7. I actually have first hand experience of this process. 8. How are you monitoring what is happening? How is the data held, is it publicly available, can we liaise with the young and elderly?</p>	<p>2 - 6. Noted 7. – 8. Monitoring information can be provided to the panels and also reported to the full Authority with a paper in open session. The impact assessment results are being placed on the web. Liaising with the young is a renowned difficulty, will consider placing literature in cinemas and fitness clubs. Liaising with the elderly – fair representation in key stakeholders.</p>
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Dated 4 October 2006