



## **LEICESTERSHIRE POLICE AUTHORITY**

### **EQUALITY SCHEME**

#### **Incorporating:**

**Race Equality Scheme      2008 - 2011**

**Disability Equality Scheme 2009 - 2012**

**Gender Equality Scheme    2007- 2010**

If you require any information contained in this publication in an alternative format e.g. Easy to Read, large print, Braille, audio tape or another language please contact:-

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## CONTENTS

	<u>Section</u>	<u>Page Number</u>
1.	<b>STATEMENT FROM THE CHAIRMAN OF THE AUTHORITY</b>	<b>6</b>
2.	<b>DIVERSITY STATEMENT</b>	<b>7</b>
3.	<b>CURRENT AND PENDING LEGISLATION</b>	<b>8</b>
4.	<b>LEICESTERSHIRE POLICE AUTHORITY</b>	
	4.1 Functions and Responsibilities	<b>9</b>
	4.2 Composition of staff and organisational structure	<b>9</b>
	4.3 Values and Standards	<b>10</b>
	4.4 Strategic Aims	<b>10</b>
	4.5 Diversity Panel	<b>11</b>
5.	<b>EQUALITY IMPACT ASSESSMENTS</b>	<b>13</b>
6.	<b>PROCUREMENT</b>	<b>24</b>
7.	<b>TRAINING</b>	<b>26</b>
8.	<b>ARRANGEMENTS FOR ENSURING PUBLIC ACCESS TO INFORMATION</b>	<b>27</b>
9.	<b>REGIONAL COLLABORATION</b>	<b>30</b>

	<u>Section</u>	<u>Page Number</u>
10.	<b>COMPLAINTS PROCEDURE</b>	<b>31</b>
<b><u>RACE EQUALITY SCHEME 2008-2011</u></b>		
11.	<b>RACE RELATIONS (AMENDMENT) ACT 2000</b>	<b>33</b>
12.	<b>MEETING THE GENERAL AND SPECIFIC DUTIES</b>	<b>35</b>
13.	<b>EQUALITY IMPACT ASSESSMENTS</b>	<b>36</b>
	13.1 Assessing and consulting on likely impact of proposed policies on the promotion of race equality	<b>36</b>
	13.2 Arrangements for monitoring policies for adverse impact	<b>40</b>
	13.3 Arrangements to publish the results of such assessments	<b>41</b>
	13.4 Specific duties in relation to employment	<b>42</b>
14.	<b>MONITORING THE CONSTABULARY</b>	<b>43</b>
	14.1 Stops and Stop and Search	<b>44</b>
15.	<b>RACE EQUALITY ACTION PLAN</b>	<b>45</b>
16.	<b>REVIEW OF THE SCHEME</b>	<b>52</b>
<b><u>DISABILITY EQUALITY SCHEME 2009-2012</u></b>		
17.	<b>FOREWORD</b>	<b>54</b>

<b>18.</b>	<b>DISABILITY DISCRIMINATION ACT 1995 (AMENDMENT) REGULATIONS 2003 &amp; 2006</b>	<b>55</b>
<b>19.</b>	<b>PREVIOUS WORK ON DISABILITY – THE STARTING POINT</b>	<b>57</b>
<b>20.</b>	<b>INVOLVEMENT OF DISABLED PEOPLE IN DRAFTING THE SCHEME</b>	<b>58</b>
	20.1   Future Involvement	<b>60</b>
<b>21.</b>	<b>GATHERING AND ANALYSING EVIDENCE</b>	<b>61</b>
	21.1   Targets and Indicators	<b>63</b>
<b>22.</b>	<b>MAINSTREAMING</b>	<b>64</b>
	22.1   Equality Impact Assessments	<b>64</b>
<b>23.</b>	<b>ARRANGEMENTS FOR ENSURING ACCESS TO INFORMATION</b>	<b>66</b>
<b>24.</b>	<b>MONITORING EMPLOYMENT</b>	<b>67</b>
<b>25.</b>	<b>MONITORING THE CONSTABULARY</b>	<b>68</b>
<b>26.</b>	<b>DISABILITY EQUALITY ACTION PLAN</b>	<b>69</b>
<b>27.</b>	<b>REVIEW OF THE SCHEME</b>	<b>75</b>
<b><u>GENDER EQUALITY SCHEME 2007-2010</u></b>		
<b>28.</b>	<b>THE VISION</b>	<b>77</b>
<b>29.</b>	<b>FOREWORD</b>	<b>78</b>

<b>30.</b>	<b>THE GENDER EQUALITY DUTY</b>	<b>79</b>
	30.1 The General Duty	<b>79</b>
	30.2 The Specific Duty	<b>80</b>
<b>31.</b>	<b>GENDER IN LEICESTER, LEICESTERSHIRE AND RUTLAND</b>	<b>82</b>
	31.1 Leicestershire Police Authority	<b>82</b>
	31.2 The Police Service	<b>83</b>
<b>32.</b>	<b>THE GENDER AGENDA</b>	<b>85</b>
<b>33.</b>	<b>CONSULTATION WITH INTERNAL AND EXTERNAL STAKEHOLDERS</b>	<b>86</b>
<b>34.</b>	<b>GENDER EQUALITY OBJECTIVES</b>	<b>87</b>
<b>35.</b>	<b>GENDER EQUALITY ACTION PLAN</b>	<b>89</b>
<b>36.</b>	<b>REVIEW OF THE SCHEME</b>	<b>94</b>
Appendix 'A'	Leicestershire Constabulary Police Area	<b>95</b>
Appendix 'B'	Terms of Reference of Committees and Panels	<b>96</b>
Appendix 'C'	Initial Equality Impact Assessment Template	<b>108</b>
Appendix 'D'	Diversity Checklist	<b>112</b>
Appendix 'E'	Equality Monitoring Form	<b>114</b>
<b>GLOSSARY OF TERMS</b>		<b>116</b>

## 1. STATEMENT FROM CHAIRMAN OF THE AUTHORITY

I am pleased to present the Leicestershire Police Authority's Equality Scheme. The Scheme was originally introduced in 2002 in response to the Race Relations (Amendment) Act 2000. Since this time the Scheme has been revised and amended and in response to more recent legislation now incorporates a separate section to address disability.

The Authority has welcomed the general and specific duties placed upon it to tackle race and disability discrimination, all of which build upon the Authority's existing values. The Race Relations (Amendment) Act 2000 required all public bodies to eliminate racial discrimination, promote equality of opportunity and promote good race relations. The Disability Discrimination Act 1995 (Amendment) Regulations 2003 & 2006 (S.I.s 2003/1673 and 2006/1721) has brought the requirement to promote disability equality to allow disabled people to have full opportunities to improve their quality of life and be respected and included as equal members of society.

By implementation of the Scheme the Authority will endeavour to provide an improved service to the communities it serves by being fully committed to breaking down barriers and challenging discriminatory behaviour or practices.

As Chairman, I welcome the increased accountability and scrutiny applied to the Police Authority and I ask that everyone remain dedicated to ensuring that the spirit of the Scheme be followed rigorously, ensuring continued equality of opportunity for years to come.



Byron Rhodes  
Chairman

## **2. DIVERSITY STATEMENT**

Leicestershire Police Authority recognises and values individual differences and is committed to developing understanding and to increase confidence amongst all groups within the community.

We aim to ensure that in our organisational structures, decision-making processes, our ways of working, communicating and managing, diversity is welcomed and embraced.

We shall treat all individuals, regardless of age, colour, disability, ethnic or national origin, gender, gender reassignment, marital status, nationality, race, religion and belief and sexual orientation with dignity and respect. We shall provide a working environment, which is free from harassment, bullying, victimisation or discrimination and in all our contacts with members of the community the principles of respect, dignity and fairness will be upheld.

Members, staff and volunteers of the Authority will demonstrate their commitment to this statement by ensuring that all policies and procedures reflect these aims and by challenging any behaviour which fails to uphold these principles.

Leicestershire Police Authority extends this commitment to cover all aspects of diversity.

This document will be referred to as The Leicestershire Police Authority's Equality Scheme. Within the scheme the specific areas which relate to age, disability, ethnic or national origin, gender, gender reassignment, religion and belief and sexual orientation will be clearly identified. Combining all strands of diversity, and measuring the impact of any policy, function or procedure across all strands will ensure that no group either inside or outside the organisation is marginalised.

### **3. CURRENT AND PENDING LEGISLATION**

The UK and other states in the European Union (EU) have established a common framework to tackle unfair discrimination on six grounds: sex, race, disability, religion or belief, sexual orientation and age. The framework is laid out in the EU Race Discrimination Directive and the EU Framework Employment Directive commonly known as the 'Employment and Race Directives'. The Directives set out minimum, non-regressive standards – therefore the protection afforded by our current legislation can only be enhanced, not reduced. The Regulations are:-

- Race Relations (Amendment) Act 2000 & Race Relations Act 1976 (Amendment) Regulations 2003 (SI 2003/1626)
- Disability Discrimination Act 1995 (Amendment) Regulations 2003 & 2006 (SIs 2003/1673 & 2006/1721)
- Sex Discrimination Act 1975 (Amendment) Regulations 2003 (SI 2003/1657)
- Employment Equality (Religion or Belief) Regulations 2003 (SI 2003/1660)
- Employment Equality (Sexual Orientation) Regulations 2003 (SI 2003/1661)
- Employment Equality (Age) Regulations 2006 (SI 2006/1031)

The new Commission for Equality and Human Rights (CEHR) will have powers of enforcement. This new body will succeed the current separate commissions for the different equality areas.

## **4. LEICESTERSHIRE POLICE AUTHORITY**

### **4.1 Functions and Responsibilities**

Leicestershire Police Authority was established by the Police and Magistrates Courts Act 1994. The Authority has three key functions, which are to secure an efficient and effective police service, to secure best value and to make arrangements for obtaining the views of local people about the policing of their area and the co-operation of local people in preventing crime. A map showing the police area is attached at Appendix 'A' to the Scheme. These functions form the core business of the Police Authority. In addition the Authority has a number of key responsibilities placed upon it in order to carry out its functions. These responsibilities along with all policies and procedures used by the Authority are assessed to determine their relevance in meeting both the general and specific duties placed upon it. Priority is given to work judged to have the greatest impact on any of the six strands of diversity.

This Equality Scheme will form the foundation of how the Authority will ensure cohesion between all aspects of diversity and equality, both internally with our own staff and externally in how we deliver a fair and equitable service. It will be monitored, reviewed and amended where necessary and will be made widely available.

### **4.2 Composition of staff and organisational structure**

The Police Authority is made up of 17 members, of which 3 are magistrates, 9 are councillors, and 5 are independent members. The Authority also currently has six staff, which include the Chief Executive, Treasurer, Deputy Chief Executive, Engagement and Communications Officer, Members' Services Officer and Authority Administrator.

The Authority has in place a committee structure providing the framework for addressing its statutory duties. Decisions are made by the Authority or one of its main committees. The full Authority meet five times a year and all meetings of the Authority and its main committees are held in public, with agenda papers being distributed and available to the public five days in advance of meetings. All meetings of the Authority and its five main committees are minuted. It is the responsibility of each committee and panel of the Authority to consider its own area of business and assess how its decision making could impact on the equality placed upon it. A copy of the Authority's current committee structure and terms of reference is enclosed at Appendix 'B' to the Scheme. Amendments are placed from time to time on the Authority's website.

### 4.3 Values and standards

The Police Authority's diversity statement is set out in paragraph 2 above. The Authority has adopted a Code of Conduct for members and there is a requirement for each member, on appointment to the Authority, to sign an undertaking declaring their commitment to abide by the Code.

The Code includes duties to promote equality and treat others with respect. It directs that members are expected to behave in a professional, ethical, fair and non-discriminatory way. Any failure to uphold the Code would be reported to the Standards Board for England. The Standards Board would implement the appropriate procedures for investigation thereby ensuring accountability and transparency in the process. Sanctions could result with the member in question being suspended or dismissed from the Authority.

The Police Authority adopted an Equal Opportunities Policy in February 2003. A copy of this policy can be accessed on the Authority's website. The policy aims to prevent acts of direct and indirect discrimination and acts of victimisation. It also provides for positive action to overcome under representation of particular groups at all levels and areas within the Authority. In addition there is a recognition that the organisation values and recognises diversity.

### 4.4 Strategic aims

A key strategic aim of the Authority is reflected in National Community Safety Plan 2005-08, which is to:

***“Provide a citizen-focused police service which responds to the needs of communities and individuals, especially victims and witnesses, and inspires public confidence in the police, particularly among minority ethnic communities”.***

In addition the Authority has adopted the following equality strategic aims and objectives, as follows: -

- mainstreaming equality by making it central to the day to day operation of the police authority
- incorporating equality aims and objectives into all strategies and plans
- working in partnership with the Constabulary to ensure an integrated and complimentary approach to equality issues

- developing a fuller understanding of the communities the Authority serves
- engaging with local partners and stakeholders to deliver this agenda
- liaising with partner agencies to provide an integrated approach
- rigorously monitoring and scrutinising the Constabulary's approach to equality.

#### **4.5 Diversity Panel (Formerly the Equality Working Party)**

In April 2002 the Authority established an Equality Working Party, comprising 5 members, to oversee implementation of the Authority's obligations under the Race Relations (Amendment) Act 2000. The Working Party ensured that the initial requirements for the legislation were met. The Working Party produced for the Authority the Equality Scheme 2002-05 and Race Equality Action Plan which prioritised future work. Responsibility for the subsequent progress, evaluation and monitoring of the scheme was delegated to the Working Party to determine the detail and make recommendations to the full Police Authority. All work carried out in this area was recorded and evidence maintained, and reported to the Authority on an annual basis. It was also made widely available in accessible formats, which included alternative languages.

The Working Party has been renamed the Diversity Panel. The Panel comprises 6 members of the Authority and reports directly to the full Police Authority. Its current terms of reference are to:-

- Oversee and monitor the implementation of the Authority Equality Scheme under the Race Relations (Amendment) Act 2000.
- Monitor the Force Equality Scheme under the Race Relations (Amendment) Act 2000; and
- Advise the Authority on diversity issues generally (including the Disability Discrimination Act 2005).

The Terms of Reference provide the framework within which regular detailed analysis is undertaken to ensure that outcomes do not show disproportionality. The Panel meet twice a year and at other times when appropriate. Invitees to the meeting include representatives from the Black Police Association, the Gay Police Association, the British

Association of Women in Policing, the Disability Network, UNISON, the Police Federation, GMB and the Superintendent's Association. Consideration will be given by the Panel to extending invitations to other minority groups either on request or when thought appropriate.

## 5. EQUALITY IMPACT ASSESSMENTS

Equality impact assessments are a systematic way of finding out whether a policy, procedure or function affects all groups equally.

The basic question to ask is 'How does this function or policy affect different groups in the community we serve?'

The Authority's approach to equality impact assessments has been to assess all policies and functions against all six strands of diversity and not just those which are currently legislated. The Authority have been undertaking equality impact assessments across all six strands of diversity since 2002. The results are outlined in each strand of equality contained within the scheme.

Undertaking equality impact assessments will ensure that the organisation and the service it delivers modernises. It will also assist the Authority by keeping it better informed thereby aiding the decision making process.

The Association of Police Authorities have devised a new equality impact assessment form. The new form, for both initial and full impact assessments enables greater scope for an audit trail of the thought processes leading to a decision on the impact of a particular policy or function; it also provides space for recording evidence gathered to inform the assessment. The Disability Rights Commission also provides guidance on the format of templates for impact assessments. The Authority will introduce a new impact assessment form prior to revisiting the impact assessments previously undertaken on all six strands of diversity across all its functions and policies. A copy of the current impact assessment template to be used for any new policies or functions to be introduced is included at Appendix 'C' to the Scheme. It takes into account the six strands of equality being:-

- Age
- Disability
- Gender and gender identity
- Race and ethnicity
- Religion and belief
- Sexual orientation.

In addition the template assesses the impact of the policy or function to members of the public or staff, evidence as to whether the outcome

shows disproportionality and whether there are community concerns on the application of the policy.

A standardised list of policies and functions is enclosed under each diversity strand within the Scheme including the results of the impact for that particular group. Utilising a standardised list for the grading of policies and functions for each diversity strand will assist in ensuring a more uniform compliance across all six strands of diversity.

The Association of Police Authorities produced and circulated a priority list of functions and policies in July 2005 as guidance to ensure consistency across the service. The priority areas identified are as follows:-

1. Holding the Chief Constable to account
  - For Force Performance in relation to operational matters, employment, equality and diversity
2. Production of Strategic Plans
  - Annual Policing Plan
  - Three Year Strategic Plan
3. Budget Setting and Resource Allocation
  - Agree the annual policing budget and set the precept
  - Budget monitoring
4. Independent Custody Visiting (ICV)
  - Manage an ICV Scheme
5. Consultation and Community Engagement
  - Engagement with the full range of diverse communities which the authority represents, including key stakeholders.
  - Work with staff associations and support groups
6. Keeping the public informed
  - Producing an annual report
  - Production of precept leaflets
7. Appointments and discipline
  - Chief Officers
  - Members
  - Authority Staff
8. Partnership work

- e.g. Crime and Disorder Reduction Partnerships
9. Promotion of Equality and Diversity
- Producing and consulting on equality schemes
  - Monitoring of staff in post, recruitment, promotion and training.

The ten key policies identified by the Association of Police Authorities are:-

1. Consultation Strategy
2. Communications and Media Strategy
3. Equal Opportunities/Diversity Strategy
4. Training Strategy
5. ICVS Policy
6. Member Appointments
7. Chief Officer Appointments
8. Chief Officer Discipline/Complaints Policy
9. Staff Complaints/Grievance Policy
10. Direction and Control Complaint Policy

Following guidance from the APA these functions and policies will be prioritised as areas having significant relevance to the general duty for race, diversity and gender.

In undertaking new impact assessments across all functions and policies assessments will be based on existing knowledge, data and best estimates of the scope of the issue and the people it will affect. If the function or policy is identified as having an adverse impact on any one group a full equality impact assessment will be undertaken. This will include the results of external consultation, final recommendations and arrangements for monitoring and evaluating the assessment.

Consideration will be given to what changes can be made to that policy or function before implementation in order to remove or lessen the adverse impact. If this is not possible, consideration will be given to introducing a new policy altogether which still achieves the aims and objectives of the original proposal but avoids any adverse impact on equality.

If a policy or function is identified as possibly having an adverse impact on one group consideration will be given to ensuring that by adopting another option that reduces this impact, an adverse impact is not created for another group. If this proves to be unavoidable, the Authority will satisfy itself that this can be justified and that there are no non-discriminatory

alternatives possible that would achieve the same policy aims and objectives. In some cases the Authority may need to resort to legal advice to ensure that they can justify what may be an indirectly discriminatory policy.

A list of all policies of the Authority is maintained on the Authority's website. The Clerk acts as gatekeeper to ensure all policies comply with human rights, data protection, health and safety legislation and diversity legislation.

Following equality impact assessments the below policies, functions and procedures of the Authority have been screened as being of either high, medium or low impact in relation to the six strands of diversity:-

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
To secure the maintenance of an efficient and effective police force for its area	F	High
Publish an annual policing plan and Three-Year Strategy Plan including the best value performance plan	F	High
Appoint and dismiss the Chief Constable, Deputy Chief Constable and Assistant Chief Constables	F	High
To collaborate with other police authorities to jointly provide equipment, premises or other material	F	High
To keep itself informed of the workings of the complaints and discipline procedures	F	High
To conduct best value reviews of its functions in accordance with any order made by the Secretary of State	F	High

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
As a responsible body formulate and implement crime and disorder audits and strategies for each district/unitary authority in its area	F	High
Produce a Race Equality Scheme	F	High
To have due regard to <ul style="list-style-type: none"> <li>➤ Eliminating unlawful racial discrimination</li> <li>➤ Promoting equality of opportunity</li> <li>➤ Promoting good race relations between people of different racial groups</li> </ul>	F	High
To maintain an effective Independent Custody Visiting Scheme	F	High
To establish a Standards Committee for promoting and maintaining high standards of conduct	F	High
Monitor Force recruitment, promotion, training and use of disciplinary / grievance procedures	F	High
Complaints Against Chief Officers	P	High
Communications & Media Strategy	P	High
Training Strategy for Diversity	P	High
Best Value Guide	P	High

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
Complaints Procedure for the Authority's Equality Scheme	P	High
Consultation Strategy	P	High
Equal Opportunities Policy	P	High
Estates Strategy	P	High
Health and Safety Policy	P	High
Property Strategy	P	High
Staff Grievance Resolution Policy	P	High
Crime and Disorder Strategy	P	High
Protocol for the Recruitment of Chief Officers	P	High
Support Staff Appeals Procedure and Process	P	High
Complaints of Direction and Control	P	High
To determine local policing priorities, after consulting with local people and the Chief Constable	F	High
Agree the police budget and precept and monitor the police budget	F	High
Issue precept leaflets to all households within the Force area.	F	High

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
Engage with a full range of diverse communities and work with Staff Associations and Support Groups	F	High
To investigate complaints about the conduct of ACPO officers or where appropriate refer complaints to the IPCC	F	High
Report back to the community at the end of the year on the extent to which the policing plan/BVPP has been met	F	High
Decide the charges for the provision of special police services	F	High
Hold the Chief Constable to account for performance, employment and race equality and diversity matters.	F	High
To secure Best Value having regard to economy, efficiency and effectiveness	F	Medium
Appoint the Chief Executive and Treasurer to the Authority	F	Medium
Nominate member of the PA to answer questions at meetings of the relevant council	F	Medium
To pay out of the police fund any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim	F	Medium

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
Arrangements for the management of risk	P	Medium
Complaints and Discipline Guidance for Members	P	Medium
Contract Standing Orders	P	Medium
Fraud and Corruption Policy	P	Medium
Procedural Standing Orders	P	Medium
Member Disqualification and Unfitness	P	Medium
Protocol for members inspection of complaint files	P	Medium
To hold the police fund and maintain accounts	F	Low
To provide advice and assistance to an international organisation, institution or a police body outside the UK, subject to the consent of the Home Secretary. The authority can charge for such assistance/advice.	F	Low
To comply with any direction given by the Secretary of State on performance indicators and standards	F	Low
To comply with any direction given by the Secretary of State relating to the discharge of police authority functions	F	Low

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
To comply with any direction given by the Secretary of State as to the budget requirement	F	Low
To comment on any HMIC report on the Force and any comments made by the Chief Officer about the report and to publish these comments	F	Low
To have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters	F	Low
To receive grants from any local council, which falls wholly or partly within the authority area either unconditionally, or subject to conditions, agreed with the Chief Officer of police	F	Low
To accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the authority or force on such terms as appear to be appropriate	F	Low
To publish any audit report on its best value performance plan	F	Low
To exercise its functions with due regard to the likely effect of the exercise of those functions on, on the need to do that it reasonably can to prevent crime and disorder in the area	F	Low
To comply with the requirements of the Freedom of Information Act 2000	F	Low

<b>Policy/Function/Process</b>	<b>Policy (P) Function (F) Process (Pr)</b>	<b>Priority Rating</b>
Capital Spending Strategy	P	Low
Code of Conduct for Members	P	Low
Complaints against ACPO officers procedure	P	Low
Conference Attendance Criteria	P	Low
Sale of police houses and police stations	P	Low
Treasury Management Strategy and Treasury Management Statement	P	Low
Monitoring Officer Protocol	P	Low
Environmental Policy	P	Low
Financial Regulations	P	Low
Forfeiture of Police Pensions Guidance	P	Low
Gifts, Loans and Sponsorship Policy	P	Low
Members' Allowances Scheme	P	Low

All new policies will be written using the Policy Guidance document introduced by the Constabulary. The guidance includes a Diversity Checklist to ensure that the proposed policy will meet all the requirements of the general duty. A copy of this checklist is enclosed at Appendix 'D' to the Scheme.

Impact assessments of new policies and practices are undertaken as they are developed. The results of all equality impact assessments, Action Plans and consultation exercises will be reported to the Diversity Panel as

the assessments are undertaken and a summary provided to the Police Authority as part of the annual review of the Equality Scheme.

## 6. PROCUREMENT

The Police Authority will ensure that all its policies and practices in relation to procurement comply with equality legislation.

Procurement for goods, services and staff undertaken by the Constabulary are overseen by the Police Authority and monitored by the Chief Executive of the Police Authority. Regular meetings are held between the Chief Executive, Deputy Chief Executive and the Constabulary's Procurement Manager to discuss all issues relating to contracts. To ensure that current practices comply with equality legislation the following approach is adopted:-

- Standard terms and conditions for contracting out services to include information on equality legislation.
- Ensuring that any relevant government guidance on social or equality issues in procurement is considered.
- Including a requirement in every contract document that the contractor must comply with anti-discrimination legislation.
- Where relevant, specify what evidence the contractor may need to gather to demonstrate its compliance with the general or specific duties.
- Ensuring that equality is appropriately reflected and given due weight in the specification, selection, award criteria, contract conditions and ensuring consistency with EC and UK procurement rules.
- Within the law, ensuring contractors understand and comply with equality requirements of the contract. Contractors must demonstrate to the Police Authority that they do not discriminate and that they promote equality of opportunity.
- Monitoring of performance of equality where relevant to the contract. In particular ethnicity and diversity monitoring against specific contracts and where appropriate publication of information on the Police Authority website.
- Providing training for staff involved in procurement work to ensure full awareness and understanding of the provisions contained in equality legislation.

- Where appropriate further guidance, assistance and communication is provided by the Force Diversity Manager.

## **7. TRAINING**

A training strategy will be devised to ensure all staff, members and volunteers are trained and informed on the requirements of the RR(A)Act and the DDA. The strategy will include learning objectives and evaluation of all training delivered. Assessment will be undertaken by way of evaluation forms to ascertain if the objectives have been met and to inform future training delivery. All staff, members and volunteers will receive their own copy of the Scheme to ensure they are aware of their own responsibilities and those of the Authority. Any new developments will be included on the weekly newsletter to members and staff and the quarterly newsletter to volunteers.

Training for members and staff will concentrate on why the general and specific duties are important, how to develop and put into practice an Equality Scheme, how to carry out impact assessments, consultation and monitoring and how to publicise results and the Authority's duties and responsibilities under the legislation. Additional training will be provided by external consultants and will focus on raising awareness of all aspects of diversity to challenge attitudes and values. Wherever possible training will be delivered on a regional basis with other East Midlands police authorities.

Volunteers will receive training on the general and specific duties under the RR(A) and the DDA and general training on all aspects of diversity. This will be supplemented by training at team level to further endorse sessions delivered centrally.

Induction training for both groups will also highlight the responsibilities in relation to all relevant legislation.

Training for all staff, members and volunteers will be mandatory.

## **8. ARRANGEMENTS FOR ENSURING PUBLIC AND OTHERS' ACCESS TO INFORMATION AND SERVICES WHICH IT PROVIDES**

The Authority's website will provide the main source of information. The website contains a wealth of information and is regularly updated. The website includes information about the Authority, its role and responsibilities, its membership and contact details for members and the secretariat. Also included on the website are dates and venues of future meetings, agendas listing the business to be addressed, all publications produced by the Authority, policies, membership of the Authority, a consultation page where members of the public can provide a response on a given topic, terms of reference for all committees and panels and requests made under Freedom of Information legislation together with the reply supplied. Hard copies of information are provided on request. The website also includes the statement, in a variety of languages that any information contained on it can be supplied in other languages on request. Future development of the website will include revising the Diversity Page where information will be provided on recruitment monitoring data, monitoring data from consultation exercises, the work of the Diversity Panel and information on progress of the Action Plans contained within the Equality Scheme. Development will also include all sections being available in large print. The use of the website enables members of the public to access information 24 hours a day thereby not discriminating against shift workers, young or old or minority ethnic communities. However the Authority recognise that not all groups have access to computers e.g. asylum seekers, travellers and gypsies and for these groups direct contact with the Authority can be made by telephone, fax., text or personal appointment. Contact details are made widely available.

Where there is a specific need there is a commitment to ensure that translations will be available, whether that is in different languages or in large print, Braille or audiocassette. The Authority will ensure that during community consultation exercises, disability aids and adaptations will be available, where required.

Internally, members and staff of the Authority and senior officers of the Constabulary are provided with a weekly newsletter updating them on forthcoming events, current issues and documentation received.

A quarterly Newsletter has been introduced for volunteers undertaking the role of Independent Custody Visitors to keep them informed of latest

developments. Custody visitors also utilise 'Language Line' which provides a translation service of all the major languages spoken in the police area, whilst undertaking custody visits to enable them to converse with detainees for whom English is not their first language.

The Authority also produces an information leaflet which informs members of the public of its role and responsibilities. The leaflet includes information about the Authority's statutory duties, its Committees and their areas of business, details of its consultation exercises and pictures of members of the Authority together with contact details. The leaflet is distributed widely to members of the public at consultation events, via display stands at County, City and Rutland Councils and District Councils, all libraries within the police area, front counters at Local Policing Units. A copy of the leaflet will be produced in different languages upon request.

The Police Authority produce a Finance Leaflet on an annual basis which is distributed to every household within Leicester, Leicestershire and Rutland prior to the start of the new financial year. Apart from providing information on the finances of the Authority for the past and forthcoming year, the leaflet is also utilised to provide information on policing activities during the past year and the approach to be taken in the forthcoming year. The leaflet also provides the opportunity for members of the public to respond to questions on how well they perceive the Constabulary to be performing by way of a questionnaire which contains a pre-paid reply facility. The leaflet is produced in a variety of languages and apart from distribution to all households copies of the leaflet in a variety of languages is also forwarded to all District Councils, Local Policing Units and all libraries within the police area. Responses are collated and made available by distribution to the press and public and via the Authority's website.

Consultation with the local community is undertaken by a variety of methods. The Authority have a Consultation Strategy which is available on the Authority's website and its Community Consultation Committee approve a Consultation Programme each year containing a set of initiatives to be implemented throughout the year. The programme is made widely available by distribution to the public and press and included on the Authority's website. This programme can include members of the Authority actively taking part in public meetings held at each Local Policing Units within the Constabulary. The programme has also included members attending major events throughout the year e.g. Caribbean Carnival, Belgrave Mela, Gay Pride March, and attending at supermarkets and shopping centres in order to reach the maximum number of people.

The Authority and Constabulary has produced a joint leaflet specifically informing members of the public about their Equality Schemes. The leaflet is distributed widely at all public consultation events and includes details of the general and specific duty and contact details of where to obtain copies of the Schemes.

Members of the Authority also attend consultation meetings in each Local Policing Unit throughout the police area every year. Meetings take place in a variety of venues i.e. church halls, schools, community centres. At these meetings information on the Authority is provided and members of the public have the opportunity to raise questions on a variety of issues. The meetings are widely publicised and venues chosen which are accessible to all sections of the community.

The Authority has published a Freedom of Information Scheme which is available on the Police Authority's website and in different languages upon request.

A standard statement is included in all publications produced by the Authority stating that if an alternative language or format is required then this will be facilitated.

## **9. REGIONAL COLLABORATION**

Some functions will be common to all Police Authorities within the East Midlands region and there may be some scope to undertake generic impact assessments where this is the case. This will bring savings in time, resources and effort without compromising the quality of the impact assessment. Care will be taken to ensure that the demography and economic factors for each police authority area are taken into account and data will need to be compiled in this regard prior to any generic equality impact assessment on a policy or function for the East Midlands Region.

## **10. COMPLAINTS PROCEDURE**

Any member of the public wishing to make a complaint regarding the operation of this scheme or the failure of the Authority or any of its staff to meet the duties of the Race Relations (Amendment) Act 2000 or Disability Discrimination Act s1995 and 2005 may do so by writing to the: -

Chief Executive of the Police Authority  
Leicestershire Police Authority  
St John's  
Enderby  
Leicester LE19 2BX

**Telephone: (0116) 229 8980**

**Fax (0116) 229 8985**

**Text: 07847 359130**

**email: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)**

**website: [www.leics-pa.police.uk](http://www.leics-pa.police.uk)**

## **Race Equality Scheme**

**2008 – 2011**

**04 DECEMBER 2006**

## 11. RACE RELATIONS (AMENDMENT) ACT 2000

The Race Relations (Amendment) Act 2000 came into force on the 2 April 2001 and the Police Authority became subject to the general duty on 3 December 2001. The Amendment Act strengthened and extended the Race Relations Act 1976 by placing general and specific duties on the Authority. The Act extended the existing Race Relations Act 1976 by prohibiting a public authority from discriminating against someone on racial grounds, whilst carrying out any of its functions. It also made the Police Authority responsible for ensuring the Constabulary were carrying out their new responsibilities under the legislation.

In addition the Act placed a new, enforceable positive general duty on public authorities. Thus the Police Authority must have “*due regard*” in everything they do to: -

- eliminate racial discrimination
- promote equality of opportunity
- promote good relations between people of different racial groups

The Police Authority has also had specific duties placed on it. These are to: -

- Prepare and publish a race equality scheme setting out how the Authority intends to meet the general and specific duties. This is to include identifying which policies, procedures and functions are relevant to the general duty. The Authority will then identify how it will assess, consult on and monitor the impact of policies, procedures and functions on eliminating racial discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups.
- Make arrangements to publish the results of such assessments, consultation and monitoring.
- Make arrangements for ensuring public access to the information and services the Authority provides.
- Make arrangements for training staff in connection with the duties imposed by the Race Relations (Amendment) Act.

The Police Authority can reap valuable benefits from implementing the requirements of the race equality duty placed upon it. In terms of policy and delivery it will ensure that policies are properly targeted, encourage greater openness in policy making and aid informed decision making. Overall, meeting the challenges of this legislation will assist in improving satisfaction of the service delivered bringing with it greater confidence in the service, especially among minority ethnic communities.

## **12. MEETING THE GENERAL AND SPECIFIC DUTIES**

The aim of the general duty is to 'mainstream' the elimination of racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups, by making these an integral part of the way public functions are carried out. In practice the three areas will frequently overlap, depending on the nature of the policy, procedure or function. If one measure does not fulfil all three parts of the general duty, separate measures may be required to satisfy each part.

The work generated by the action plan will be monitored by each relevant committee under which an area of work falls. This will be co-ordinated by the Chief Executive of the Police Authority and reviewed by the Diversity Panel who will meet to review progress, identify future action and incorporate the commitment into all areas of the Authority's actions. The work emanating from the scheme will also add, and at times direct, the future work of all relevant committees.

This race equality scheme is reviewed annually. In 2008 the Authority will undertake an overall review. The results will be reported to the full Police Authority meeting and members of the community via a range of media. The review will allow the Authority to ensure the scheme: -

- Is updated.
- Shows evidence of achievement made towards meeting the general duties.
- Demonstrates targets achieved, revised or altered.
- Highlights the results of community consultation.
- Outlines continued commitment to mainstreaming race equality and all diversity issues.

## 13. EQUALITY IMPACT ASSESSMENTS

The CRE have defined 'functions' as 'the full range of activities carried out by a public authority to meet its duties'. Policies have been defined by the CRE as being 'the sets of principles or criteria that define the different ways in which an organisation carries out its roles or functions and meets its duties. Policies also include formal and informal decisions made in the course of their implementation'.

Initial impact assessments for race equality have been undertaken and all functions/policies have been graded as having high, medium or low impact. The definitions of these three terms are as follows:-

- High impact – potential to have impact on all three areas of the race general duty and affect staff/public
- Medium impact – potential to have impact on two of the areas of the race general duty and has an impact on staff/public.
- Low impact – potential to have impact on one of the three areas of the race general duty but which monitoring has not indicated as an issue of concern.

Where a policy is identified as having potential for impacting on race a wider consultation exercise will be undertaken both internally and externally.

### 13.1 Assessing and consulting on the likely impact of proposed policies on the promotion of race equality

Assessing the likely impact of proposed policies on the need to eliminate racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups is a necessary part of the RR (A) Act. To assist with the impact assessment the following questions will form part of the review:-

- Which of the three parts of the general duty, i.e. promote equality of opportunity, eliminate discrimination and promote good race relations, is relevant to the policy, or function?

- Is there any evidence or reason to believe that people from some racial groups are being, or could be, negatively/adversely affected by the function or policy?
- If yes, which racial groups does the function or policy affect?

There is then a need to identify a prioritised order for carrying out further work in areas of identified need. Some of the questions which may be considered in this area are:-

- How much evidence is there of an adverse impact? Is there none, a little, some or a lot, that the policy is affecting some racial groups differently. If so, how is it different?
- Is there public concern amongst some communities that certain functions or policies are discriminatory?

Consultation will be undertaken with a variety of community groups on the assessments made of the Authority's policies and functions and all responses taken into account. The list of policies and functions of the Authority and the assessment made in respect of race is outlined in Section 5 of the Scheme. The assessments for race were compiled based on responses received in consultation exercises. Consultation in this area will continue and the list amended accordingly in light of responses received. Consultation was originally undertaken with the following groups:-

- African Caribbean Citizen's Forum
- Age Concern
- Barbuda Association UK
- Beaumont Leys Young People's Project
- Belgrave Baheno
- Centre for the Deaf
- Gurdwara Shri Deshmesh Sahib
- Hijaz College
- Indian Workers Association
- Leicester Gay, Lesbian, Bi-sexual and Transgender Forum
- Leicester Maher Community
- Pakistani Youth Community
- Sikh Temple
- Swamiwarayan Hindu Mission
- Carers of Leicester Action Project

- Traveller Education Service
- Traveller and Gypsy Liaison
- Travelling Family Services.

Consultation was also be undertaken with the following:-

- Association of Police Authorities
- Commission for Racial Equality
- Community group contacts
- County, City, Rutland Councils and District Councillors
- Crime and Disorder Reduction Partnerships
- Internal support networks within Leicestershire Constabulary, which are the Black Police Association, Christian Police Association, Disability Support Network, the Gay Police Association and the Women's Association.
- Leicester and Leicestershire Racial Equality Council
- Leicestershire Citizen's Panel
- Leicester Community Safety Forum
- Leicestershire Constabulary Strategic Equality and Confidence Group
- Leicestershire Constabulary's Policy Advisory Group on Race Issues
- Leicester Lesbian, Gay, Bisexual and Transgender Community Safety Forum
- Leicester Strategic Partnership
- Neighbourhood Watch
- Police Authority members and staff
- Police Authority Consultation Panel which includes members representing minority ethnic groups and travellers and gypsy organisations
- Police Authority Liaison Panel
- Police Federation, UNISON, GMB, Superintendents Association and COPSA
- Rural Commissioning Council
- Rutland Local Strategic Partnership

- Support groups within the Constabulary - Black Police Association, Gay Police Association, Disability Support Network, Women's Association, Christian Association.

The following groups are now represented on the Authority's Consultation Panel and further consultation will be undertaken with these groups in respect of the race equality scheme and the gradings allocated to each policy and function. New contacts for consultation are as follows:-

- Moat Community College
- East Midlands Bangladeshi Development Association
- Kata Duara Women's and Youth Development
- Leicestershire Association of Zimbabweans
- Asian Tower Club
- Sahan Group Organisation (Formerly Somali Elders)
- Jamaica Community Services Group
- Association of Afghan United in Britain
- Asian Community Association
- Khidmah Organisation
- Leicestershire Asian Business Association
- Kenyan Simba Community
- Leicester Chinese Community Centre
- Guru Nanak Community Centre
- Raaj Radio
- Narborough Road Somali Women's Centre
- Evington Muslim Education Trust
- Narborough Road Islamic Centre
- Leicester Council of Faiths
- Djibouti Community
- Leicestershire Ethnic Elderly Advocacy Project
- Leicestershire Congolese Mutual Group

When undertaking consultation on the scheme an equality monitoring form will be used to compile data to ensure proportionality. A copy of the Equality Monitoring Form is enclosed at Appendix 'E' to the Scheme. Other forms of data may be used to inform the process, e.g. census data.

All proposed policies will be made available to the press and public prior to being approved by distribution of agenda papers and the Authority's website. Members of the public will also be provided with time allocated on the agenda for each full Police Authority meeting to raise a question in the public forum on any aspect of Police Authority business providing them with the opportunity to question or challenge any proposed policy.

Comments received will be evaluated as to whether or not they amount to adverse impact. The evaluation will be undertaken by assessing against the checklist for likely impact within the CRE guidance.

The results of consultation will be made widely available by reports being provided to the relevant committee and the distribution of such reports to the public and press.

### **13.2 Arrangements for monitoring policies for adverse impact**

Monitoring the adverse impact of all policies and functions which have a relevance to the three general duties is critical to ensuring that discrimination does not occur and that the Authority provide a fair and accessible service to all communities. Monitoring will be undertaken involving quantitative as well as qualitative data.

The Authority equality monitoring form utilised by the Authority (see Appendix 'E') in its methods of consultation will be used to inform the range of views captured and identify the needs and views of differing communities within Leicestershire. It will also be used to ascertain whether there are disparities of satisfaction from different communities, whether services and functions are provided effectively to all communities and whether differing needs are being met where possible.

All data will be gathered to ascertain the following:-

- Whether there are disparities of satisfaction from different communities.
- Whether services and functions are provided effectively to all communities.
- Whether differing needs are met where possible.

If as a result of the varying monitoring data, an adverse impact on a particular group is shown, or if it has an adverse impact on promoting equality, then a variety of measures will be taken. These include: -

- Can the policy, function be altered to remove the adverse impact?
- Can differing needs be met by the policy or function?
- Can the policy/function be justified?
- How will future monitoring of the policy or function be carried out?

The results of any differential impact on any policy, procedure or function will be reported to the Diversity Panel with recommendations for future action. The Diversity Panel will then report direct to the Police Authority who will be asked to approve future action and will delegate to the appropriate committee/panel to implement thus ensuring ownership of the issues. The Police Authority or relevant committee will resolve whether or not to adopt the proposed policy and/or whether or not to subject the policy to a pilot implementation period to assess for adverse impact. The Police Authority or relevant committee will decide the consultation process to be undertaken and methods for evaluation.

### **13.3 Arrangements to publish the results of such assessments**

The Authority will develop a Communications Strategy to accompany the publication of the Scheme with particular emphasis on communicating with minority groups not currently being engaged.

The Authority will provide information on a wide range of issues and in varying formats. In the main this information will be available on the Authority's website in keeping with the Government's wishes regarding e-government.

The website will include a summary of assessment, consultation and monitoring undertaken on all its policies and functions and this will be included on the website. In addition, internally the results will be distributed to all members and a copy made available for wider circulation.

In publishing the results of community consultation and assessments of policies the following will be considered:-

- Methods and arrangements of publication of the consultation.
- The need for any press awareness/PR information.
- Results to be fed back into the training of staff, members and volunteers.
- The need to publicise progress made against the Action Plan.

Externally the results will be reported to the full Police Authority, a copy posted onto the web-site ([www.leics-pa.police.uk](http://www.leics-pa.police.uk)) and available for any member of the public requesting a copy.

#### **13.4 Specific duties in relation to employment**

The Authority is not subject to the Race Relations (Amendment) Act requirements on employment due to the small number of staff directly employed. However monitoring of age, disability, race, religion or belief, sex and sexual orientation will take place within the spirit of the Act. These figures will be published annually as part of the scheme. The Authority will ensure that monitoring of age, disability, race, religion or belief, sex and sexual orientation will take place for staff in post and applicants for employment, training and promotion.

Monitoring of sexual orientation will also be undertaken however the results of such monitoring will not be published if an individual can be identified owing to the small number of staff employed.

Any future statistics which are published will be reviewed beforehand to ensure personal identification cannot be made due to the small number of staff and members.

The Authority will monitor information in relation to its own staff as follows:-

- Age
- Applicants for promotion
- Applicants for training
- Current grade/post/position and length of time at that grade
- Earnings & benefits and conditions of employment

Statistics will be published on the Authority's website.

Monitoring will also be undertaken as to the ethnicity of composition of the Authority to identify areas of under-representation.

## 14. MONITORING THE CONSTABULARY

One of the Authority's responsibilities is to oversee the work of Leicestershire Constabulary to ensure that the Constabulary provide a fair and accessible service to all communities. Previously the Authority monitored the Constabulary's Community and Race Relations Strategy which was introduced in January 1999. The aim of the Strategy was to deliver a high quality service reflecting the needs of all communities and to work with communities to reduce prejudice and the fear of prejudice. The Strategy was reported to the full Authority as a standing item on its agenda. The Strategy has now been replaced by the Constabulary's Equality Scheme.

The Authority have continued to receive progress reports from the Constabulary on its Equality Scheme and the work undertaken against its Action Plan. The Authority receive quarterly reports on the Constabulary's Scheme to full Authority meetings with the Action Plan being discussed in greater detail at meetings of the Diversity Panel.

The Chairman of the Diversity Panel is a member of the Constabulary's Strategic Equality and Confidence Group which is chaired by the Chief Constable. The Group meet to review progress against the action plan of the Constabulary's Equality Scheme, identify future action and incorporate those actions into all areas of the Constabulary's operations. Recommendations for any future action approved by the Strategic Equality and Confidence Group are reported to the Diversity Panel.

Monitoring of the Constabulary is also undertaken through regular reports presented to the Authority's main committees. Reports which include monitoring information on diversity are produced as follows:-

Police Authority – assessment, consultation and monitoring reports, stops and stop and search data, satisfaction survey results.

Human Resources Committee – number of staff in post, applicants for employment, training and promotion, numbers of staff who receive training, performance development review, numbers and categories of grievances, number of staff who leave, progress against the Breaking Through Action Plan, sickness figures, ill health retirement, injury awards and appeals, employment tribunal cases, special priority payment scheme, results of staff surveys. The Committee will explore ways for members to dip sample grievance files. The Committee will receive additional information relating to the ethnicity of leavers including the

number of probationers required to resign/dismissed during the probationary period.

Community Consultation Committee – details of consultation undertaken by the Constabulary.

Professional Standards Committee – Statistics on complaints and discipline cases, details from the examination of complaint files.

The Authority also receive and scrutinise information on satisfaction surveys that are completed by members of the public in relation to racist and religious incidents. This information is provided in the quarterly performance report presented to Authority meetings.

#### **14.1 Stops and Stop and Search**

The Authority will monitor the impact of stops and stop and search by monthly figures being provided to all members and by way of data included in the quarterly performance report presented to full Authority meetings.

Stops and Stop and Search data is monitored by the Authority for any adverse impact. Two members of the Authority and the Chief Executive attend meetings of the Police Advisory Group on Racial Issues where this monitoring data is discussed.

The Constabulary's Policy on Stops and Stop and Search has been considered by the Diversity Panel including the form utilised by the officers for the recording of such data.

The Authority distribute information regarding an individual's rights over Stop and Search. This information is provided in colourful credit card size leaflets in a variety of languages and distributed widely to members of the public at consultation events. Posters are displayed on the Police Authority stand at consultation events, again, in a variety of languages and in Braille. An audio cassette containing this information is available on request. The Authority's website contains a link to the Association of Police Authorities website which holds this information.

In addition the Authority will continue to receive and review the Section 95 of the Criminal Justice Act and service delivery monitoring data from the Leicestershire Constabulary.

## 15. LEICESTERSHIRE POLICE AUTHORITY RACE EQUALITY ACTION PLAN

The following details an initial action plan proposed by Leicestershire Police Authority to meet the requirements of the Race Relations (Amendment) Act 2000. This action plan will be continually monitored, updated and reviewed. The results will be published annually and a complete review will take place in May 2008.

<b>POLICY, SERVICE DELIVERY AND TRAINING</b>			
<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Continue to identify and monitor all policies and functions of the Authority for the promotion of race equality, elimination of race discrimination and promotion of good race relations	Review existing policies annually and consult on priority list.	Clerk	May 2006
	Consultation will be undertaken with a wide range of groups and community contacts throughout the year.	Clerk	May 2006
	High priority areas to be addressed by relevant committee.	Clerk	May 2006
Assess and consult on the likely impact of all new and proposed policies for all three aspects of the general duty before they are adopted.	Policies to be written following policy writing guidelines and diversity checklist. All policies to go through an auditing process to ensure compliance.	Clerk	Review May 2006
	Wider consultation to be undertaken in areas identified as having race/diversity impact.	Clerk	May 2006

Monitor for any adverse impact of existing policies on the promotion of race equality, elimination of race discrimination and promote good race relations	Consultation feedback, quantitative and qualitative data, to be analysed for adverse impact.	Clerk	November 2005 & May 2006
	Internally, staff associations to be consulted on current and proposed new policies via meetings of the Liaison Panel and the Diversity Panel.	Clerk	May 2006
	Results to be reported to relevant committee for appropriate action to be taken thereby ensuring the equality scheme is mainstreamed into the Authority's business.	Clerk	May 2006

**POLICY, SERVICE DELIVERY AND TRAINING**

<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Publish the results of assessments, consultations and monitoring.	The Authority will develop a Communications Strategy to accompany the publication of the Scheme.	Clerk	June 2005
	The results of ongoing consultations will be published annually. Publication will be via the Authority's website. All information on the website will be available in hard copy and in different languages and formats on request.	Clerk	May 2006

Ensure public access to the information and services	Police Authority website will hold wealth of information on the role and responsibilities of the Authority and issues being currently addressed. Equality Scheme 2005-08 to be placed on website	Clerk	31 May 2005
	Diversity Page on website to be developed to contain further monitoring information and information on issues currently being addressed.	Clerk	September 2005
	Provision to be made for translation and interpretation facilities where necessary.	Clerk	On request
Train members, staff & volunteers on the Race Relations (Amendment) Act 2000	Training Strategy to be devised.	Clerk	August 2006
	All new members of the Authority, present members and staff to be trained on RR(A) and duties of PA. Training to also cover how to carry out impact assessments.	Clerk	19 September 2006
	Staff responsible for the impact assessments to receive additional training	Clerk	May 2006
	Volunteers to receive refresher training on general duty.	Clerk	May 2006

<b>EMPLOYMENT</b>			
<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Ethnically monitor staff in post and applicants for jobs, promotion and training	Ensure equality monitoring form utilised for all posts, applicants for jobs and promotion and training.	Clerk	Ongoing but annual review May 2006
	Analyse monitoring data to ensure elimination of unlawful discrimination.	Clerk	Analyse data every six months for patterns of inequality. Where necessary identify further actions, review or work to be carried out.
Publish annually the results of ethnic monitoring.	Results to be published on the Authority's website.	Clerk	May 2006
<b>MONITORING THE CONSTABULARY</b>			
<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Equality Scheme and progress against Action Plan	Reports to be provided to full Authority meetings.	Clerk	Quarterly throughout the year.
	Diversity Panel to scrutinise progress against Action Plan.	Clerk	To each Diversity Panel meeting throughout the year.

	Chairman of Diversity Panel to attend meeting of the Constabulary's Equality and Confidence Steering Group	Chairman, Diversity Panel	Dates to be attended throughout 2006
Breaking Through Action Plan	Personnel Committee to receive reports at each meeting of progress made against Plan.	Clerk	Quarterly throughout the year.
	Personnel Committee to also receive reports for analysis of numbers of staff who receive training, performance development review, numbers and categories of grievances, outcome of dip sampling of grievance cases number of staff who leave, progress against the Breaking Through Action Plan, sickness figures, ill health retirement, injury awards and appeals, employment tribunal cases, special priority payment scheme, results of staff surveys.	Clerk	Quarterly throughout the year.
	Personnel Committee to receive information on ethnicity of leavers including number of probationers required to resign/dismissed during their probationary period.	Clerk	May 2006

**MONITORING THE CONSTABULARY**

Specific Duty	Action	Responsible	Timescale
<p>Stops and Stop and Search</p>	<p>The Authority will monitor the impact of stop and search by figures being provided to all members in performance monitoring reports.</p> <p>Data will also be included in the performance report presented to full Authority meetings for scrutiny by members for any adverse impact.</p> <p>The Chairman of the Authority and/or the Chairman of the Diversity Panel to continue to attend meetings of the Police Advisory Group on Racial Issues where this monitoring data is discussed.</p> <p>The Authority to distribute information regarding an individual's rights over stop and search at public consultation events. Posters are displayed on the Police Authority stand at consultation events, again, in a variety of languages and in Braille.</p>	<p>Clerk</p> <p>Clerk/Police Authority members</p> <p>Chairman of the Authority/ Chairman of the Diversity Panel</p> <p>Clerk/ Police Authority members</p>	<p>To each Police Authority meeting (4 per year) and each Diversity Panel meeting (twice a year)</p> <p>Quarterly throughout the year.</p> <p>At meeting dates throughout the year</p> <p>At consultation events throughout the year. Dates provided on website</p>



## **16. REVIEW OF THE SCHEME**

This Race Equality Scheme will be reviewed annually by the Chief Executive to the Police Authority with a major review conducted in 2008. The review will consider the following areas: -

- How the Authority has complied with the duties under the Race Relations (Amendment) Act 2000
- How equality of opportunity and good race relations have been advanced during the scheme
- What improvements could be made to the scheme and can any improvements be made on what has already been achieved.
- What areas have not made as much progress as had been hoped
- Consultation with local communities in order to monitor public perception and satisfaction

**The results of the review will be available and published annually.**

**DISABILITY EQUALITY SCHEME**

**2009 – 2012**

**04 DECEMBER 2006**

**LEICESTERSHIRE POLICE AUTHORITY**

**DISABILITY EQUALITY SCHEME**

**2009 – 2012**

**09 DECEMBER 2009**

## 17. FOREWORD

The Disability Equality Scheme provides the framework for the Police Authority to address the barriers, both environmental and attitudinal, which have faced disabled people and which have restricted their full involvement in public life.

The Police Authority believe that disability is a social issue and this is the guiding principle directing the work of the Authority towards its aim of achieving full disability equality. Accepting that it is social structures and attitudes that 'disable' people rather than their individual impairments, the Authority will work towards dismantling identified barriers and promote a 'rights-based' approach to achieving disability equality.

The Police Authority has overall responsibility for the implementation of this Scheme and the Chairman of the Authority's Diversity Panel will be the lead person who will drive forward the Action Plan. The Diversity Panel will report directly to the Police Authority and will provide an annual report on developments within the Scheme and progress against the Action Plan.

In delivering a service to the public, and by employing people within its organisation, the Police Authority want to ensure equality for disabled people is achieved, even if that means treating disabled people more favourably. The Authority recognises that equality of opportunity cannot be achieved by treating disabled and non-disabled people alike. By recognising the skills and abilities of disabled people and by valuing the contribution they can make to service delivery greater social inclusion and equality can be achieved.

In developing the Scheme the Authority have involved disabled people and been guided by their comments and advice. The Scheme will continue to receive further comments from disabled individuals and organisations and will be amended throughout the life of the document to accommodate the ever-changing needs and expectations of disabled people.

In its service delivery, and its employment practices, the Police Authority will continue to promote the inclusion of disabled people in public life. It will continually reassess its policies and practices and strive towards breaking down barriers to social inclusion and equality of opportunity for disabled people in a proactive way.

## **18. DISABILITY DISCRIMINATION ACT 1995 (AMENDMENT) REGULATIONS 2003 & 2006**

From December 2006 the Disability Discrimination Act (DDA) 1995 will be amended to place a duty on all public bodies to promote disability equality. The Disability Equality Duty will require police authorities to actively promote disability equality.

This is a positive duty which builds in disability equality at the beginning of the process, rather than making adjustments at the end. It will bring about a shift from a legal framework which relies on an individual person with disabilities complaining about discrimination to one in which the public sector becomes a proactive agent of change.

The Disability Discrimination Act defines disability in these terms:-

*“A person has a disability if he or she has a physical impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities”.*

The DDA places a General Duty on police authorities to have due regard to:-

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled person's disabilities, even where that involves treating disabled persons more favourably than other persons.

To comply with the General Duty the Authority will take a proactive approach to mainstreaming disability equality into all decisions and activities. 'Due regard' has two elements, proportionality and relevance.

In all decisions and functions the Authority will give due weight to the need to promote disability equality in proportion to its relevance.

The Police Authority also has specific duties placed upon it as follows:-

- Produce a Disability Equality Scheme
- Involve people with disabilities in producing the scheme and developing the action plan.
- Identify how they will gather and analyse evidence to inform their actions and track progress.
- Set out how they will assess the impact of their existing and proposed activities on people with disabilities.
- Produce an action plan for the next three years.
- Report on their progress every year and review and make appropriate revisions to this scheme at least every three years.
- List the arrangements for gathering information in relation to employment.

The Specific Duty provides the framework for meeting the General Duty.

## **19. PREVIOUS WORK ON DISABILITY – THE STARTING POINT**

The Authority has previously undertaken some work towards gathering evidence and data on disability equality.

The Authority has utilised a consultation questionnaire which is completed by members of the public at consultation events held throughout the year. This questionnaire has been used for many years and the data collated. Each questionnaire contains an equality monitoring section which provides for respondents to state whether or not they define themselves as disabled. In this way the Authority have been able to monitor the percentage of people being consulted to ensure that a representation from wide cross-section of the community has been achieved.

The Authority has in place a Consultation Panel and equality monitoring data is collated from Panel members to ensure that disabled people are represented. The Authority has also collated a list of contacts of local

organisations who represent a variety of disabled groups within the local community. These organisations are contacted for specific purposes i.e. Disability Involvement Events and nomination of people to membership of the Consultation Panel.

Recruitment of members of staff, volunteers and members of the Authority has actively encouraged applications from disabled people. Monitoring data is collated for each stage of the recruitment process, commencing with requests for application forms to the successful applicant being appointed. This monitoring data is published on the Authority's website.

Public meetings of the Authority and its committees are held in accessible venues and each venue is assessed for ease of access, availability of disabled parking and the suitability of the room for individuals with physical and sensory impairments.

## **20. INVOLVEMENT OF DISABLED PEOPLE IN DRAFTING THE SCHEME**

In drafting the Scheme in **2006** the Authority involved disabled people through a series of 'Involvement Events' to which a wide range of disabled people had been invited. The events were organised in partnership with the Leicester Centre for Integrated Living who provided disabled facilitators and scribes and led the discussion on the day.

The initial approach was first to draw up lists of all the services provided by the Police Authority. As the services of the Police Authority were not well known information leaflets were also provided to aid discussion. The opening presentation also included an explanation on the link between the Police Authority and Leicestershire Constabulary.

A presentation at the start of each event gave the individuals who attended an overview of the changes taking place within the legislation and the reasons for the event taking place. Following this the larger group was broken into smaller groups consisting of not more than eight people. Each group was supported by a disabled facilitator and a disabled scribe. Two methods of engaging disabled people within these groups formed the basis of discussion. Each method was decided by the facilitator according to the make up of the group and the needs of the audience. The first method allowed for an open discussion with comments being taken as they were presented. However, a second approach, which allocated a set period of time in order that everybody could make an individual contribution, was also used. This ensured that everybody attending was both listened to and had the opportunity to engage.

The groups were asked to identify and discuss the issues in their agreed priority order from the shortened list that had been presented based on the views of what they felt was more important to them. The outcome was that some areas of discussion had greater detail than others and this accounted for the number of comments presented at the time. During group discussions many personal experiences were drawn out and the individuals taking part were very vocal in identifying the issues of importance to them. Five Involvement Events were held.

Prior to holding the event each venue was audited for access purposes by a disabled person trained in this area. At all events the following aids were available:-

- Magnifying sheets
- Portable induction loops
- Static induction loop system for small meetings
- Line magnifiers
- Pen grips
- Signature templates
- EFD guidance on a range of reasonable adjustments
- Back cushions
- Wide handled pens
- Clip boards with padding

These aids will also be available for all future involvement events with disabled people.

The events were advertised on the homepage of the Police Authority website, via the Leicester Centre for Integrated Living, Rutland County Council, posters in libraries, information on audio tape via VISTA for people with sight impairments, Deaf Action, Symbotica, Mosaic, Community Mental Health Teams, Leicester Gay and Bisexual Forum Disability Support Group, Voluntary Action Rutland and the Constabulary's VC Relay system which forwards information via a telephone ringmaster system to a large number of community contacts.

Advertisements for all events included the information that full travelling expenses would be paid in cash on the day and that disabled parking would be available. An information pack was provided to all participants at the conclusion of each event containing personal attack alarms, disability pens, magnifiers, cheque signing templates and information on the Authority.

In addition an internal event was held for disabled staff of the Police Authority and Leicestershire Constabulary at Police Headquarters, Leicester on 16 October 2006. The event was publicised via the Constabulary's Intranet site and community units on each policing area. A number of areas were discussed including external websites of the Constabulary and Authority, 'Access to Work', training for interviewers, text enhancement software, hidden disabilities, internal and external lighting, career development, Disability Support Network, doors and position of keypads, ramp angles and a buddy system. Areas that impact upon the Authority will be addressed in the action plan including monitoring of the Constabulary in all other issues relating to employees.

**In reviewing the Scheme in 2009 a joint involvement event was held with Leicestershire Constabulary and VISTA, an independent charity that provides services for partially sighted people in Leicester, Leicestershire and Rutland. The event was held on 13 November 2009 in Barwell and was attended by 18 people all of whom live independently and all with some form of visual impairment. The group received information on the role of the Police Authority and its duties in regard to disability equality. The group were asked how confident they felt in the local police service, the best methods for communicating with them and how the Authority could improve its service to them. Attendees were divided into two groups to discuss these issues in more detail. The outcome of the discussion has been included in the revised action plan for 2009-2012.**

**Further involvement events are planned for early 2010 with the deaf community and people with learning disabilities.**

Every person who has attended an involvement event will be provided with a copy of the report produced by the Leicester Centre for Integrated Living and will receive a summary copy of the Disability Equality Scheme when published.

## **20.1 Future Involvement**

The successful development and future implementation of the Scheme can only be achieved by the involvement of disabled people on a regular basis. This will be addressed within the Action Plan. The Police Authority budget for consultation and involvement in this regard will also be considered on an annual basis to ensure that an appropriate budget is allocated to this activity.

Dates for future involvement events will be arranged. Building on lessons learnt from previous events specific groups will be targeted i.e. people with physical impairments, sensory impairments, mental health conditions, learning disabilities and longstanding illnesses or health condition, to enable specific barriers for each impairment to be identified. This will assist in providing qualitative evidence to aid future development of the Scheme.

Disabled people will also be involved in evaluation of the Disability Equality Scheme at the end of the three-year cycle of the document and asked to provide critical analysis to inform subsequent Schemes.

Involvement events will also focus on gauging satisfaction levels and mechanisms for the gathering of data in areas where gaps have been identified through an impact assessment of a policy or function.

## **21. GATHERING AND ANALYSING EVIDENCE**

The Disability Equality Duty requires the Police Authority to gather and analyse evidence about disabled people as part of the Disability Equality Duty.

The Authority will collate information on the range of service it delivers to the community, in particular, it will need to gather information on the impact of its policies and practices regarding employment and the extent to which the service it provides takes account of the needs of disabled people. Currently the Authority collates quantitative data from its council tax leaflet, consultation questionnaire, local policing summaries and the Force CRAVE survey. Employment data on staff and members of the Authority is also recorded **and published on the Authority's website**. Qualitative data is collated from involvement events with disabled people, public meetings at each local policing unit within the Constabulary area and consultation open evening events.

**The last Census data has a count by Local Authority area of persons who have indicated that they have a “Limiting long-term illness”, this differs from the Disability Act which says “A physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out day to day activities” but may be as good a proxy measure as we can get. Since the figure for Leicestershire is 17% which is almost identical to the National “1 in 6” this would reaffirm it’s validity as a proxy.**

	Total Population	Limiting long-term illness	
		Total	%
Blaby	90252	13298	15%
Charnwood	153462	23025	15%
Harborough	76559	10524	14%
Hinckley & Bosworth	100141	16349	16%
Melton	47866	6959	15%
NW Leicestershire	85503	15255	18%
Oadby & Wigston	55795	8761	16%
Leicester City	279921	52500	19%
Rutland	16810	4945	29%
	<b>906309</b>	<b>151616</b>	<b>17%</b>

The Authority will gather evidence on all its functions and policies by way of equality impact assessments to ascertain if the Disability Equality Duty is being met. Against each function and policy it will be necessary to identify where there are gaps in data as to how a particular function or policy could adversely affect disabled people. Both quantitative data from questionnaires and surveys will be gathered together with qualitative data from involvement events with disabled people. In collating data the Authority will endeavour to capture the different impairment categories for disabled people to identify which barriers are being experienced by which groups.

Adopting the ‘social model’ of disability the Authority will involve disabled people in the approach to be adopted for the gathering and analysing of evidence during the first year of the Scheme. This will ensure that the information produced by the Authority is transparent and easily accessible for disabled people.

All data collated will be reported to the Authority’s Diversity Panel on an annual basis in order that the priorities contained in the three-year Action Plan can be reassessed.

### **21.1 Targets and Indicators**

Having gathered and analysed evidence across its range of functions and policies the Authority will look to set itself targets and indicators to measure change and encourage commitment. The first year of the action plan will focus on gathering and analysing the evidence for the inclusion of targets and indicators. Targets and indicators will be aimed at increasing equality of opportunity, greater levels of participation for

disabled people and ensuring that progress is being made to address the particular barriers identified. Disabled people will be involved throughout this process and will assist the Authority, not only in identifying gaps in data but also in the methods of collection and analysis.

## **22. MAINSTREAMING**

The Disability Rights Commission define policies and practices as covering all proposed and current activities which the authority carries out.

The work of the Authority is primarily undertaken through its committees and panels. All reports prepared for meetings will, as a matter of course, address diversity issues within the context of the subject matter. Reports written by the Chief Executive's office will be prepared following the report checklist sheet which directs the author of the report to include any issues which may impact on any strand of diversity. These checklist sheets are considered by another officer of the Authority who has not been involved in the drafting of the report prior to its publication. All checklist sheets are retained for future audit purposes.

The Authority has in place a High Level Risk Assessment Register which is considered during the compilation of agendas for each Authority, committee and panel meeting. The Register identifies risks in respect of recruitment, retention and development of staff and public confidence at times of change and financial constraint. These issues are taken into consideration during compilation of agendas for each Police Authority, Committee and Panel meeting.

Prior to any new function, policy or procedure being introduced an equality impact assessment will be undertaken (see Appendix 'C'). The assessment will determine which parts of the disability general duty are relevant to the policy/function and if there is any evidence of an likely adverse impact for this specific group.

### **22.1 Equality Impact Assessments**

All policies and functions of the Police Authority will be re-visited and new impact assessments undertaken to ensure that any actual or potential negative impact for disabled people is identified. In the first instance priority will be given to the functions and policies having the most relevance identified by the Association of Police Authorities and those identified from involvement events with disabled people. In light of the general duty impact assessments will also look for opportunities to further exploit any positive impacts that can be detected.

As a matter of course all new policies and functions will be subject to an equality impact assessment in regard to all six strands of diversity. The results of equality impact assessments undertaken previously are outlined in Section 5 of the Equality Scheme.

Future impact assessments will be undertaken by officers of the Police Authority who have been trained in this area. At the initial stage discussion will be undertaken with staff of the Authority not involved with the policy development. If a policy is identified as requiring a full impact assessment members of the Police Authority will be involved in further discussion and consideration will be given to involving external people who can provide advice on the specific area of work. Where appropriate external advice will include involving disabled people where it is seen that they can add considerable value to the assessment. However not every function or policy will necessarily require involvement of disabled people as in some cases this could prove to be overly burdensome and disproportionate.

In relation to disability policies and functions which require full impact assessments will be those that:-

- are major in terms of scale or significance for police authority activities;
- show a clear indication that they are likely to have major impact upon disabled people.

A policy will be 'minor' if:-

- it is not in itself major but could have a significant or major impact upon disabled people; and/or
- the policy or an element of it could be highly relevant for some disabled people although not necessarily applicable to large numbers of disabled people.

A policy will be 'major' if it:-

- affects a large number of people;
- involves significant costs and resources; and/or

- will have a high profile i.e. receive considerable public or media attention.

## **23. ARRANGEMENTS FOR ENSURING PUBLIC ACCESS TO INFORMATION**

The arrangements for ensuring public access to information on the service it provides is set out at the beginning of the equality scheme. However in relation to disability the Authority will ensure that its information will be provided in appropriate formats for ease of access for a wide range of disabled groups. This will include making revisions to the format of information contained on the Authority's website and in its statutory publications.

The outcome of equality impact assessments will also be made available on the Authority's website.

A summary of the Disability Equality Scheme will be produced in Easy to Read format illustrated with Change Picture Bank. The summary will be widely distributed and made available to a variety of disabled groups. Copies for individuals will be provided on request.

## **24. MONITORING EMPLOYMENT**

Monitoring is an important way of measuring the effects of policies in practice and ensuring that certain groups are not being discriminated against.

The Police Authority has five full time staff and one part time staff member. Equality monitoring data will be collated for all staff members but will not be published due to the small number and the possible risk of identifying an individual. For prospective new members of staff equality monitoring data will be collated during the recruitment process and published on the Authority's website. This will include the number of applicants to the post and the numbers shortlisted.

For existing staff the Chief Executive will maintain records of grades/salary, training courses attended, career progression, appraisals, disciplinary action, reports of disability harassment (and how resolved), duration of employment, numbers in full and part time work, numbers leaving and the reason for and an analysis of exit interviews. This same data will be collated for all Police Authority members.

Due to the small number of staff employed by the Authority, and the total membership of the Authority being only 17 individuals in total, any issue relating to a disabled member of staff, or Police Authority member, will be addressed through an informal discussion with the Chief Executive of the Authority.

## **25. MONITORING THE CONSTABULARY**

The Police Authority has a statutory duty to monitor the performance of the Constabulary. With regard to the General and Specific Duty under the Disability Discrimination Act the Authority will receive regular information on the progress against the Action Plan in the Constabulary's Disability Equality Scheme to its Diversity Panel. The Panel meet twice a year and this item will be a standing item on future agendas.

On an annual basis progress will be reported to the full Police Authority at its Annual General Meeting.

The Chairman of the Diversity Panel will also monitor the Constabulary's progress by attendance at meetings of the Constabulary's Strategic Equality and Confidence Board. This Board is chaired by the Chief Constable and includes representatives from all staff associations and support networks.

Monitoring will also be undertaken by reports received by each Committee and Panel of the Authority. Where disability issues are identified the report will address these having due regard to proportionality and relevance.

The Authority will also receive reports on the staff attitude survey undertaken by the Constabulary and monitor both police officers and police staff in relation to recruitment, retention, promotion, training, grievances, employment tribunals and exit interviews.

## **26. LEICESTERSHIRE POLICE AUTHORITY DISABILITY EQUALITY ACTION PLAN**

The following details an initial action plan proposed by Leicestershire Police Authority to meet the requirements of the Disability Discrimination Act. This action plan will be continually monitored, updated and reviewed. The results will be published annually and a complete review will take place in November 2012.

**POLICY, SERVICE DELIVERY AND TRAINING**

<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Eliminate discrimination unlawful under the Act	Impact assess principal existing policies and functions and involve disabled people where appropriate.	Chief Executive	February 2010 to February 2011
	Regional collaboration within the East Midlands on generic impact assessments for common policies and functions.	Chief Executive	December 2001 to November 2012
	All members and staff to receive training or refresher training in their responsibilities under the Act including how to undertake equality impact assessments	Chief Executive	December 2010
	All volunteers to receive training and refresher training on the general and specific duties under the Act.	Deputy Chief Executive	December 2010
	Members on CDRPs to ensure that the disability equality duty is built into each of the partnership's plans and activities.	Members appointed to CDRP's	December 2009 to December 2012
	Ensure procurement processes for all goods and services complies with the Act.	Chief Executive	June 2010
	Collate equality monitoring data on current staff and applicants for employment, applicants for promotions, training and leavers. Identify	Chief Executive	February 2010

	<p>any disproportionality.</p> <p><b>Implement involvement events with disabled people to ascertain their needs and priorities and accessibility to the service.</b></p>	Deputy Chief Executive/ Engagement and Communications Officer	January 2010, 2011 & 2012
Promote equality of opportunity.	<p>Review current budget head and consider requirement for forthcoming years.</p> <p>Produce easy to read summary version of the Scheme, incorporating Change Picture Bank software. Distribute widely.</p> <p>Review format of all publications to ensure ease of accessibility for disabled people.</p>	<p>Chief Executive/ Treasurer</p> <p>Deputy Chief Executive</p> <p>Chief Executive/ Publications Panel</p>	<p>December 2009, 2010, 2011, 2012</p> <p>August 2010</p> <p>January 2010 and at each subsequent meeting of the Panel</p>
Promote equality of opportunity.	<p>Arrangements for all public meetings of the Authority and its Committees to be easily accessible to disabled people.</p> <p>Communications Strategy to be produced to publicise the Scheme.</p>	<p>Chief Executive</p> <p>Engagement and Communications Officer</p>	<p>As per meetings schedule published on the website.</p> <p>July 2010</p>

	Place an article on role and responsibility of Police Authority in Disability Now publication, VISTA audio tapes and to disability organisations.	Deputy Chief Executive	November 2010
Encourage participation of disabled people in public life	Ensure advertisements for vacancies are advertised in appropriate format. Vacancies for members to be included in Disability Now and via newsletters from local Disability Organisations i.e. Mosaic, Vista, LCIL and Deaf Action.	Chief Executive	As and when vacancies arise for members and staff.
	Organise future 'Involvement Event' for discussions on the Action Plan and impact assessments.	Deputy Chief Executive	August 2010
	Organise an Involvement Event to evaluate the Scheme at the end of the three years	Deputy Chief Executive	September 2010
Encourage participation of disabled people in public life	Meet regularly with the Disability IAG to monitor the action plan and discuss equality impact assessments.	Deputy Chief Executive	Quarterly meetings throughout the year.
	Produce the annual consultation questionnaire in 'Easy Read' format and distribute widely to disability groups.	Engagement & Communications Officer	February 2010, 2011 & 2012

	<p>Membership of the Authority's Consultation Panel to incorporate disabled people.</p> <p>Advertise vacancies for Independent Custody Visitors via disability groups</p>	<p>Engagement &amp; Communications Officer</p> <p>Deputy Chief Executive</p>	<p>Annual breakdown of membership to Consultation Committee meetings in October 2010, 2011 &amp; 2012</p> <p>At each recruitment drive.</p>
Eliminate harassment of disabled persons that is related to their disabilities	<p>Introduce a harassment/bullying policy for Police Authority staff</p> <p>Monitor complaints received about Police Authority staff from disabled people.</p>	<p>Chief Executive</p> <p>Chief Executive</p>	<p>December 2010</p> <p>April 2010, 2011 &amp; 2012</p>
Promote positive attitudes towards disabled people	<p>Diversity and equality to be built into members' development interviews and Appraisal for staff members.</p> <p>Review training strategy for staff, members and volunteers to address responsibilities under the Act.</p>	<p>Chief Executive</p> <p>Standards Committee</p>	<p>Annually for both</p> <p>At each Committee meeting (3 per year)</p>

	Members appointed to Crime and Disorder Partnerships to promote disability issues and feedback to the Authority any areas/improvements made.	Members appointed to CDRP's	December 20090 - continuous
Take steps to account for disabled persons disabilities – including treating more favourably than others	Review protocol, and EIA for the recruitment process for disabled people who are applicants for membership to the Police Authority.	Chief Executive	March 2010
<b><u>MONITOR THE CONSTABULARY</u></b>			
All aspects of the General and Specific Duty	To receive regular reports on progress made against implementing a Disability Equality Scheme and progress made against the Action Plan.	Members of Diversity Panel	To all meetings of the Diversity Panel and an annual report to the Annual General Meeting of the Police Authority (dates advertised on the website)
	Results of impact assessments to be provided to the Diversity Panel.	Diversity Panel	A number of assessments to be provided to each meeting.
	Ensure harassment and bullying policy is reviewed	Human Resources Committee	December 2010

	<p>Monitor grievances raised by disabled members of the workforce.</p>	<p>Human Resources Committee</p>	<p>To each quarterly meeting</p>
	<p>Monitor data on disability hate crime and action taken to address.</p>	<p>Diversity Panel</p>	<p>To each Panel meeting.</p>
	<p>Monitor Employment Tribunal cases in relation to disability discrimination.</p>	<p>Human Resources Committee</p>	<p>Twice a year.</p>
	<p>Monitor action plan in aftermath of Operation Teak</p>	<p>Police Authority</p>	<p>Progress against plan to be reported to PA in January 2010 and November 2010</p>
	<p>Monitor training for vulnerable people and evaluation of such training.</p>	<p>Human Resources Committee</p>	<p>Each meeting of Committee</p>
	<p>Monitor the use of disabled people in the design and delivery of training in respect of induction training to new officers/staff and vulnerability</p>	<p>Human Resources Committee/Diversity Panel</p>	<p>Twice a year</p>

## **27. REVIEW OF THE SCHEME**

This Disability Equality Scheme will be reviewed annually, the first review being in December 2010 by the Chief Executive of the Police Authority with a major review conducted in 2012. The review will consider the following areas: -

- How the Authority has complied with the duties under the Disability Discrimination Act 1995
- How equality of opportunity for disabled has been advanced during the life of the scheme
- What improvements could be made to the Scheme and can any improvements be made on what has already been achieved.
- What areas have not made as much progress as had been hoped
- The outcomes of involvement with disabled people in implementing the Scheme and changes to public perception and satisfaction.

**The results of the review will be available and published annually.**

# **GENDER EQUALITY SCHEME**

**2007 – 2010**

**30 APRIL 2007**  
**Version 1.0**

## **28. THE VISION**

The aim of the Gender Equality Scheme is to ensure that the service provided by the members, officers and volunteers of Leicestershire Police Authority is fully inclusive of all regardless of their gender.

Over the lifetime of the Gender Equality Scheme the Police Authority are aiming to achieve greater equality between men, women and transgender people, the elimination of unlawful sex discrimination and unfair harassment of individuals because of their gender.

## **29. FOREWORD**

The Gender Equality Scheme provides the opportunity to bring together and prioritise the issues which are important to men, women and transgender people. The Scheme sets out how the Authority will carry out its duty to promote equality between men, women and transgender people, eliminate unlawful sex discrimination and unfair harassment of individuals because of their gender.

The Gender Equality Duty (GED) provides a powerful tool that will help deliver real practical developments and will help to change the lives of men and women. The Duty represents a significant shift from the current individual, complaints-driven approach of tackling discrimination once it has happened, to a more positive, proactive approach where the burden rests with the public body to address inequality in the first place.

Leicestershire Police Authority recognise that there are gender differences in people's life chances, what services they gain access to and the types of jobs they do. It is therefore important that our employees, service users and stakeholders are involved in the delivery of this Scheme to ensure that the aims and objectives are met resulting in a positive impact on people's lives.

Byron Rhodes  
Chairman – Leicestershire Police Authority

## **30. THE GENDER EQUALITY DUTY**

### **30.1 The General Duty**

The Equality Act 2006 amends the Sex Discrimination Act 1975 and places a statutory duty on all public authorities. The statutory duty placed on police authorities means that they must, in carrying out their functions, have due regard to the need to:-

- Eliminate unlawful sex discrimination and harassment; and
- Promote equality of opportunity between men and women.

'Due regard' comprises two linked elements: proportionality and relevance. The weight which public authorities give to gender equality should therefore be proportionate to its relevance to a particular function. The greater the relevance of a function to gender equality, the greater regard should be paid to it.

The Duty applies to all functions such as policy-making, service provision and in relation to enforcement or any statutory discretion and decision-making. It also applies with regard to services and functions which are contracted out.

The duty applies to both men and women, including transgender men and women with respect to employment and vocational training. After December 2007 the provisions in the Duty applying to goods, facilities and services will be expanded to include transgender people. The term 'transgender' is used to describe a person who intends to undergo, is undergoing or has undergone gender reassignment (which may or may not involve hormone therapy or surgery). This group of people are offered legal protection by UK sex discrimination law and so are covered by the gender equality duty. Throughout the Scheme the term 'transgender person' is used to indicate those who are specifically covered by the legislation.

The Gender Equality Duty does not mean that men, women and transgender people should be treated in the same way, it means they should be treated appropriately according to need.

## 30.2 The Specific Duty

To assist in meeting the general duty, specific duties similar but not identical to those that already exist in terms of both race and diversity are, through the Equality Act 2006, placed on police authorities. The goal of these specific duties is to assist public bodies in meeting the general duty and thereby fulfilling the objective of greater equality between men and women.

The specific duty provides that the police authority should:-

- **Prepare and publish a Gender Equality Scheme (GES)** showing how it intends to fulfil the general and specific duties and setting out its gender equality objectives.

In preparing a scheme the Authority will:

- **Consult employees, service users and others** (including trade unions)
- **Take into account any information it has gathered or considers relevant** as to how its policies and practices affect gender equality in the workplace and in the delivery of its services.
- In formulating its overall gender equality objectives, **consider the need to have objectives to address the causes of any gender pay gap.**

The specific duty ensures that the Scheme sets out the actions the Authority has taken or intends to take to:-

- **Gather information** on the effect of its policies and practices on men and women, in employment, services and performance of its functions.
- **Use the information** to review the implementation of the scheme objectives
- **Assess the impact** of its current and future policies and practise on gender equality

- **Consult relevant employees**, service users and others (including trade unions)
- **Ensure implementation** of the scheme objectives.
- **Implement the scheme and its actions for gathering and using information** within three years of publication of the scheme, unless it is unreasonable or impracticable to do so.
- **Review and revise the Scheme** at least every three years
- **Report on progress annually.**

Leicestershire Police Authority has a crucial role not only in meeting the General Equality Duty in its own right but also in holding the Chief Constable of Leicestershire Constabulary to account through effective oversight and scrutiny of the way in which the Force meets both the general and specific duties.

### 31. GENDER IN LEICESTER, LEICESTERSHIRE AND RUTLAND

The 2001 Census data reveals the following gender breakdown across the Constabulary area:-

*	Total Population	Male (% of total population)	Female (% of total population)
Leicester	279921	48%	51%
Leicestershire	695,081	49%	51%
Rutland	34,624	51%	49%

\* Stats taken from the East Midlands Observatory website

#### 31.1 Leicestershire Police Authority

Within Leicestershire Police Authority the gender breakdown is as follows:-

Total No. of Members	Male (%)	Female (%)
17	65%	35%

Total Staff	Male (%)	Female (%)
5 (1 post vacant)	2 (40%)	3 (60%)

One male member of staff works part time. There are no posts being undertaken on a job share basis.

Total No. of Volunteers (ICVs*)	Male (%)	Female (%)
46	44%	56%

\* *Independent Custody Visitors*

## 31.2 The Police Service

The Home Statistical Bulletin 13/06 (Police Service Strength in England and Wales at 31 March 2006), shows that nationally there are 143,271 police officers in England and Wales. Of these 31,723 were female representing 22% of the overall number. The proportion of women in more senior ranks remains low with only 10% at the rank of Chief Inspector and above compared to 25% of women at Constable rank.

During the 2005/06 financial year 33% of new joiners to the police service nationally were female.

The current total number of police officers and police staff in Leicestershire Constabulary is as follows:-

Police Officers	2257
Police Staff	1212

Broken down these equate to:-

	Full Time		Part Time	
	Male (%)	Female (%)	Male (%)	Female (%)
Police Officers	1728 (77%)	440 (19%)	10 (0.4%)	79 (3.5%)
Police Staff	371 (30.6%)	632 (52%)	23 (2%)	186 (15.3%)

Figures will be included in a future revision of the number of job share posts (male/female) and number of part time posts (male/female)

The gender of police officers within Leicestershire Constabulary as at 31 March 2007, according to rank is as follows:-

	Male	Female (%)
ACPO	4	0
Chief Superintendent	9	1 (11%)
Superintendent	12	4 (33%)
Chief Inspector	24	2 (8%)
Inspector	88	13 (14%)
Sergeant	278	45 (16%)
Constable	1323	454 (34%)

A sexual orientation monitoring exercise was undertaken with police officers and police staff of Leicestershire Constabulary during 2004. Of the 1,237 responses received 0.3% identified themselves as transgender.

During the financial year 2006/07 the Constabulary have exceeded their 30% percentage rate of female recruitment rate as follows:-

Police officers	49%
Police Staff	59%
Specials	39%
Police Community Support Officers	44%

## 32.THE GENDER AGENDA

The Gender Agenda was launched by the British Association of Women in Policing (BAWP) in 2001 with the aim of helping women achieve their full potential within the police service. Progress has been made with an increase from 16% to 22% women in the service from 2001 to 2006. Barriers identified for women included the initial fitness test which had a success rate of only 47% in 2001 of those women applying. In contrast the pass rate is now 84% and remains at 99% for men. Other developments have included the redesign of police body armour and specialist equipment/uniform to be more suitable to the female physique therefore allowing female officers to better fulfil their role. The public continue to have gender-led expectations, e.g. they expect male officers to deal with violence and female officers to deal children and sex offences.

Gender Agenda 2 was launched in October 2006 to provide a renewed focus on those issues that face women in the police service.

The five long term aims are:-

1. For the police service to demonstrate consistently that it values all women working in policing.
2. To achieve a gender, ethnicity and sexual orientation balance across the rank and grade structure and specialisms consistent with the proportion of women in the economically active population.
3. To have a woman's voice in influential policy forums, focusing on both internal and external service delivery.
4. To develop an understanding of the competing demands in achieving a work/life balance and a successful career in policing.
5. to have a working environment and equipment of the right quality and standards to enable women to do their job professionally.

The Police Authority will monitor the Constabulary's progress against the long terms aims of Gender Agenda 2 by reports presented to its Human Resources Committee.

### **33. CONSULTATION WITH INTERNAL AND EXTERNAL STAKEHOLDERS**

The Police Authority has undertaken consultation with internal and external stakeholders. Internally questionnaires have been attached to payslips for all police officers and police staff. A copy of the questionnaire is appended to this Scheme. In total 239 responses have been received (110 male, 123 female and 4 transgender).

Externally questionnaires have been provided to approximately 1,000 attendees to the LeicesHERday event held on 16 March 2007 at the Walkers Stadium, Leicester with the same questionnaire also being placed on the Authority's website. In total 10 responses have been received (3 male, 7 female).

Information from all responses has been collated to inform the action plan and the gender equality objectives.

Further consultation will be undertaken with unions and staff associations during their scheduled meetings with the Police Authority. Consultation questionnaires will also be forwarded to all volunteers and to members of the Authority's Consultation Panel.

### **34. GENDER EQUALITY OBJECTIVES**

The gender equality objectives of Leicestershire Police Authority aim to reflect the needs of men and women, including transgender people, who are employees, services users and stakeholders. They reflect the three elements of the general duty to promote equality of opportunity and eliminating unlawful sex discrimination and harassment.

1. To promote the representation of the Police Authority membership in terms of gender that reflects the wider population of the Leicestershire policing area.
2. Ensure that in all its communications the Police Authority uses gender neutral language where appropriate.
3. To ensure there are no pay inequalities between men and women within the Leicestershire Police Authority secretariat and police staff employed by the Constabulary, who are carrying out the same job or job of equal value.
4. To ensure that the same opportunities for recruitment, promotion, learning and development exist for men and women of the Police Authority and Constabulary.
5. Work with Leicestershire Constabulary to encourage the recruitment and progression of female officers.
6. Monitor and challenge any inequalities in the number of male and female officers undertaking specialised roles within the Constabulary.
7. Ensure that the Authority's scrutiny arrangements extend across all strands of work i.e. complaints against the police, personnel data, recruitment of ACPO officers, budget setting etc)
8. Ensure that all policies and functions of the Authority are impact assessed for gender inequality.
9. Monitor the Constabulary in all its functions and policies and challenge any identified gender inequalities.
10. Monitor, via its Independent Custody Visiting Scheme, that service delivery to detainees in police custody is sensitive and dignified for the service user.

The Action Plan accompanying the Scheme identifies individuals who will have clear responsibilities for implementing actions to achieve the equality objectives within a specified timeframe.

### 35. LEICESTERSHIRE POLICE AUTHORITY GENDER EQUALITY ACTION PLAN

The following details an initial action plan proposed by Leicestershire Police Authority to meet the requirements of the Equality Act 2006. This action plan will be continually monitored, updated and reviewed. The results will be published annually and a complete review will take place in April 2010.

<b>POLICY, SERVICE DELIVERY AND TRAINING</b>			
<b>Specific Duty</b>	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
Eliminate unlawful sex discrimination and harassment unlawful under the Act	Re-visit impact assessments undertaken on principal existing policies and functions for gender inequality.	Chief Executive	April 2007 to January 2009
	All members and staff to receive training in their responsibilities under the Act including how to undertake equality impact assessments	Chief Executive	December 2007
	All volunteers to receive training on the general and specific duties under the Act and be aware of specific gender based issues whilst conducting custody visits.	Chief Executive	November 2007
	Ensure procurement processes for all goods and services complies with the Act.	Chief Executive	December 2007
	Collate equality monitoring data on current staff and applicants for employment, applicants for promotions,	Deputy Chief Executive/ Engagement and Communications Officer	December 2007

Eliminate unlawful sex discrimination and harassment unlawful under the Act	training and leavers. Identify any disproportionality. Publish on the Authority's website.		
	Review posts and pay within the Police Authority secretariat to ensure no inequality between men and women undertaking the same work or work of equal value. Report any inequalities to the Police Authority.	Chief Executive	June 2007
	Ensure that the work of CDRPs takes account of the gender duty where it is relevant and proportionate. Feedback to be provided to the Authority.	Member representative on CDRPs	From April 2007 – feedback three times a year
	Liaise with unions and support networks on gender issues.	Liaison Panel/ Diversity Panel	Meetings to continue to be scheduled in programme
	Introduce a harassment/bullying policy	Chief Executive	November 2008
Promote equality of opportunity between men and women.	Ensure advertisements for vacancies are advertised widely and where possible target events aimed at under-represented groups	Chief Executive	Independent member recruitment process 2008
	Ensure Joint Committee for appointments of elected members are aware of	Chief Executive	May 2007 and for all subsequent

Promote equality of opportunity between men and women.	gender balance of Authority membership when making their appointments.		Joint Committee appointments
	Ensure that all Police Authority communication uses gender neutral language where appropriate including information on the website	Chief Executive/ Engagement and Communications Officer	October 2007 and ongoing
	Impact assess the process for recruitment for ACPO officers prior to each recruitment process	Chief Executive	As and when vacancies arise
	Monitor gender breakdown of Independent Custody Visitors and the Authority's Consultation Panel to ensure it reflects the local population.	Deputy Chief Executive	December 2007 and annually thereafter
	Impact assess all consultation events for accessibility for men and women.	Deputy Chief Executive	August 2007

## **MONITOR THE CONSTABULARY**

All aspects of the General and Specific Duty	Monitor progress made against implementing the Gender Equality Scheme and progress made against the Action Plan.	Diversity Panel/ Police Authority	To all meetings of the Diversity Panel and an annual report to the Annual General Meeting of the Police Authority (dates advertised on the website)
	Monitor results of impact assessments.	Diversity Panel	Meetings held three times a year (dates on website)
	Chair of the Authority's Diversity Panel to attend meeting of the Constabulary's Strategic Equality and Confidence Board.	Chair – Diversity Panel	At quarterly meetings held throughout the year.
	To receive regular reports on employment policies introduced and monitor employment data of the Constabulary including recruitment, promotions, training and development.	Human Resources Committee	Quarterly throughout the year

All aspects of the General and Specific Duty	Monitor the outcome of any equal pay audits undertaken in the Constabulary	Human Resources Committee	When audits undertaken
	Support and encourage the work of the Constabulary to recruit and progress female staff.	Human Resources Committee	Quarterly reports throughout the year
	Monitor gender differences in the number of grievances recorded.	Human Resources Committee	Quarterly throughout the year
	Monitor the number and gender of individuals bringing Employment Tribunal cases.	Human Resources Committee	Twice a year
	Monitor any gender inequality in the number of complaints made against the police. Publish this information on the Authority's Website.	Professional Standards Committee/ Engagement and Communications Officer	To meetings held three times a year. Update three times a year following Committee meetings.
	Monitor progress against Gender Agenda 2.	Human Resources Committee	Annually

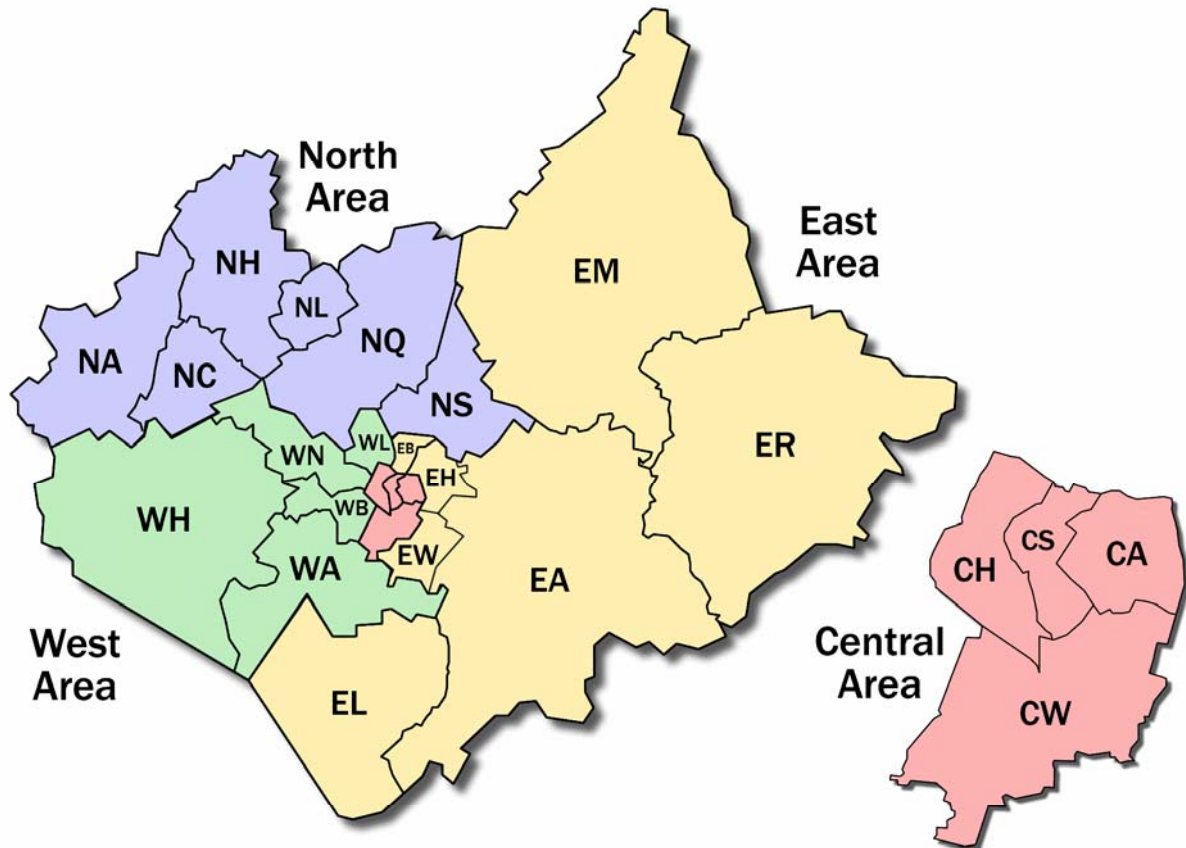
## **36. REVIEW OF THE SCHEME**

This Gender Equality Scheme will be reviewed annually, the first review being in April 2008 by the Chief Executive of the Police Authority with a major review conducted in 2010. The review will consider the following areas: -

- How the Authority has complied with the duties under the Equality Act 2006
- How equality of opportunity for men and women has been advanced during the life of the scheme
- What improvements could be made to the Scheme and can any improvements be made on what has already been achieved.
- What areas have not made as much progress as had been hoped
- The outcomes of consultation and any changes to public perception and satisfaction.

**The results of the review will be available and published annually.**

## Leicestershire Constabulary - Force Areas



<b>North Area</b>
Ashby (NA)
Coalville (NC)
Loughborough (NL)
Quorn (NQ)
Shepshed (NH)
System (NS)

<b>East Area</b>
Belgrave (EB)
Hamilton (EH)
Harborough and Lutterworth (EA/EL)
Melton (EM)
Rutland (ER)
Wigston (EW)

<b>Central Area</b>
Asfordby Street (CA)
City Centre (CS)
Hinckley Road (CH)
Welford Road (CW)

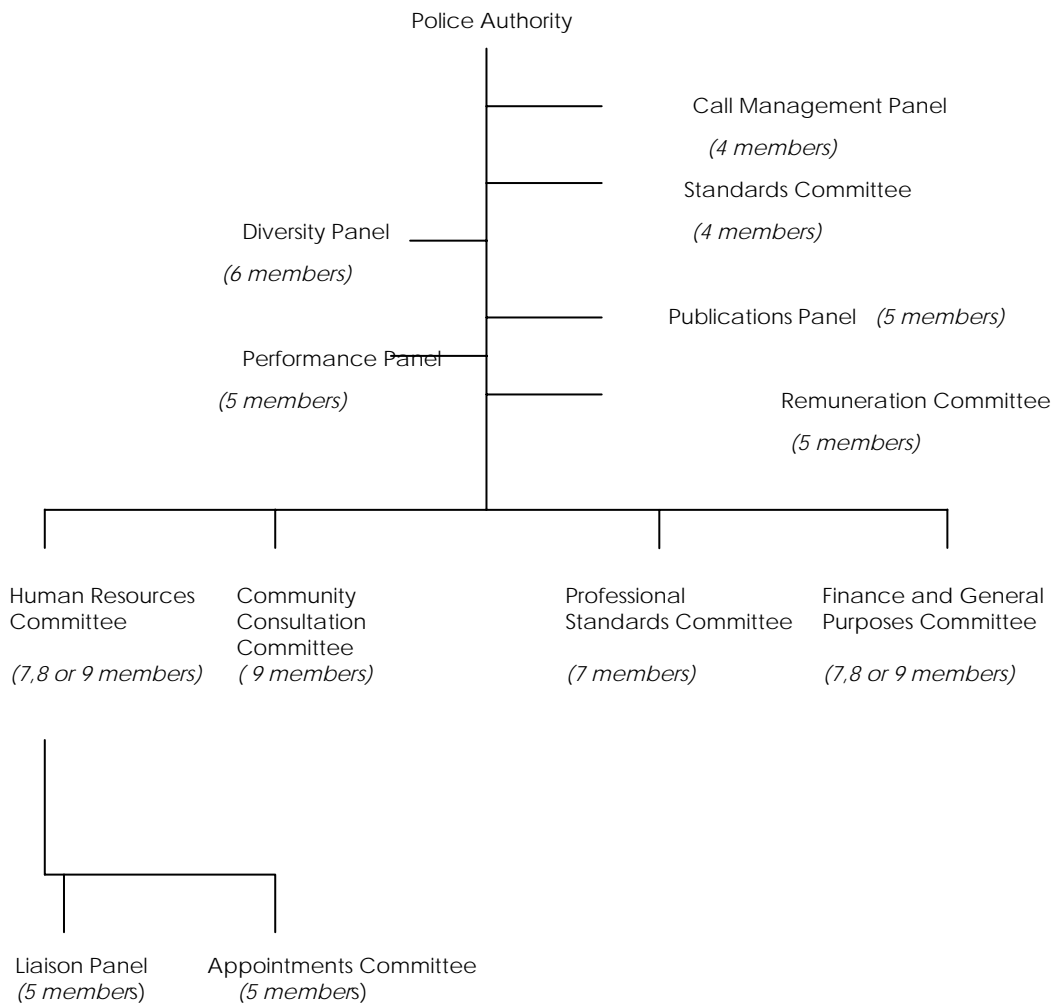
<b>West Area</b>
Beaumont Leys (WL)
Blaby (WA)
Braunstone (WB)
Hinckley (WH)
New Parks (WN)

1

**TERMS OF REFERENCE OF COMMITTEES AND PANELS**

**1. INTRODUCTION**

The structure and reporting lines of the Committees and Panels is as follows:-



**Note:** 1) Either the Chairman or Vice-Chairman (or both) shall be full or *ex officio* members of Finance and General Purposes, Human Resources, Professional Standards and Community Consultation Committees.

2) Chairman of each principal Committee are *ex-officio* members of any panel appointed by

that Committee, unless members in their own right.

## **2. GENERAL PRINCIPLES**

- (a) The most important factor in deciding the membership of committees and panels is to take account of members' skills, backgrounds and preferences. Secondly, as far as possible all committees and panels should reflect the composition of the Police Authority in terms of ethnicity, gender and type of membership; (e.g. Magistrate, Councillor or Independent).
- (b) All members shall be on two or three of the four main committees; (Human Resources, Community Consultation, Finance and General Purposes, and Professional Standards Committees). Allocation to panels should take account of equitable share of workload. Members are encouraged to serve on a particular Committee for at least 2 years.
- (c) The Community Consultation Committee shall comprise the 9 members who are the Authority's representatives on the Crime and Disorder Reduction Partnerships in the police area.
- (d) The Chairman of the Authority will Chair the Appointments Committee.
- (e) Members appointed to panels should also be members of the relevant main committees.
- (f) Membership of all committees and panels should be decided annually at the Police Authority Annual General Meeting. Committees have power to alter membership of panels in-year. Shortly prior to the Annual General Meeting the Clerk will write to all members asking if they wish to change their membership. The Chairman and Vice-Chairman will then meet and forward proposals to the Police Authority at the Annual General Meeting.

## **3. GENERAL**

- (a) In these terms of reference:-

- a 'referred' function is a matter which has been referred to the committee for discussion and the making of recommendations to the Authority;
- a 'delegated' function has been delegated to the committee with power to exercise the function.

(b) Delegated functions may only be exercised in accordance with the following conditions, and any other conditions which the Authority may from time to time impose:-

- There shall be compliance with the Police Authority's standing orders and financial regulations;
- The committee should not exercise any such delegated power if, in its opinion, the power ought more properly to be exercised by the Authority.

#### **4. FULL AUTHORITY**

The Full Authority has all the powers given in law to a police authority. The list below identifies those matters it would normally undertake as a full authority rather than delegate. However, it can at any time agree that such matters be delegated to a committee or officer unless statute requires it is only undertaken as a full authority.

- Setting the budget
- Approving the final accounts
- Receiving the annual audit letter
- Any step to obtain or dispose of any interest in land where the estimated value is at least £1m
- Agreeing the local objectives
- Information about the appointment of members to the Authority

#### **5. FINANCE AND GENERAL PURPOSES COMMITTEE**

##### **Referred Functions**

- Matters not otherwise allocated to another committee.

- Local and national policing objectives.
- The content of the Council Tax Leaflet.
- Preparation and monitoring of the budget.
- Consideration of external and internal audit reports, and matters arising therefrom.
- Preliminary consideration of budget matters.
- To consider property issues.
- To oversee the Authority's responsibilities in respect of Best Value.

#### Delegated Functions

- Agree the programme of auditing.
- Agree contract standing orders, financial regulations and other procurement protocols.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.
- Take any step to obtain or dispose of any interest in land where the estimated value does not exceed £1m.
- Respond to external and internal audit reports.
- All the duties and powers of the police authority relating to Best Value under the Local Government Act 1999 as amended.
- Take decisions on any matter not falling within any other committee's terms of reference and not listed at paragraph 4 above.

- Deal with any matters of urgency arising between Police Authority meetings.

## 6. **COMMUNITY CONSULTATION COMMITTEE**

### Referred Function

Any aspect of consultation by the Authority concerning policing of the area.

### Delegated Functions

- Agree arrangements for obtaining the views of people in the area about matters concerning the policing of the area, and for obtaining their co-operation with the police in preventing crime in the area.
- agree policies and protocols within its terms of reference.
- respond to any consultation paper on issues within its terms of reference.

## 7. **HUMAN RESOURCES COMMITTEE**

### Referred Functions

- To consider and make any necessary recommendations on strategic matters relating to police officers and support staff.
- To oversee the Force's Human Resources Plan.
- To oversee the appointment of Chief Officers, and for members' involvement in the selection process for equivalent graded support staff.
- Monitor grievances and Employment Tribunal decisions [minute 40/04].

### **Delegated Functions**

- Agree policies and protocols within its terms of reference.

- Respond to any consultation paper on issues within its terms of reference.
- Monitor, review and agree revisions to the Human Resources Plan.
- Agree terms of reference, schedule of meetings and appoint members to Liaison Panel [minute 32/03].
- The temporary scheme regarding the determination of police pensions provides for some decisions to be made by Human Resources Committee [minute 56/04].
- Appoint or suspend the Clerk and Treasurer.
- Determine all matters concerning contractual conditions or remuneration of the Clerk and the Treasurer.
- Determine the staffing arrangements, requirements and structure of the Authority employees.
- Make any necessary arrangements to discharge the Police Authority's responsibilities in relation to appeals from police officers in respect of business interests.
- Maintain the list of independent persons to serve on Misconduct Panels.
- Make any necessary arrangements to discharge the Police Authority's responsibilities in relation to appeals from police staff regarding dismissal.
- Appoint a police authority representative to hear Police Appeal Tribunals.
- Appointment of Chief Constable, Deputy Chief Constable and Assistant Chief Constables.

Note: The appointments of Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Clerk and Treasurer will be made on behalf of the Authority by an Appointments Committee comprising 5 members selected by rota from the Personnel Committee (save

that the Chairman of the Authority will always be invited to chair the Appointments Committee).

## **8. PROFESSIONAL STANDARDS COMMITTEE**

### Referred Functions

- Procedures relating to complaints against police officers.
- Procedures relating to police officer disciplinary matters.
- Any matter under Part 2 of the Police Reform Act 2002.
- Oversee the Independent Custody Visitors arrangements.
- Forfeiture of police pensions.

### Delegated Functions

- Keep itself informed of the workings of the police complaints and discipline procedures (Section 77, Police Act 1996) and provide feedback to the Chief Constable.
- Have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters (Section 83 and 87, Police Act 1996).
- Any powers of a police authority under Part 2 of the Police Reform Act 2002 (complaints).
- Determine cases of forfeiture of pension under Police Pension Regulations 1987 K5 & L4.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.
- Any powers of a police authority under section 51 of the Police Reform Act 2002 (Custody Visitors).

## 9. **STANDARDS COMMITTEE**

### Referred Functions

- To promote and maintain high standards of conduct by members and co-opted members of the Authority.
- To assist members and co-opted members to observe the Authority's Code of Conduct and monitor their operation.
- To advise members and co-opted members in relation to matters of conduct and make recommendations to the Authority on the adoption or revision of the Code of Conduct.
- To arrange training and development for members on all matters relating to standards, ethics, probity and the Code of Conduct.

### Delegated Functions

- Consider and issue dispensations to those members who have a prejudicial personal interest, in line with the regulations.
- Consider reports from the Monitoring Officer.
- Consider reports from the Standards Board, the Ombudsmen, the Authority's auditors, the Force or any other relevant organisation which deal with issues of conduct, probity and ethics.
- Implement Tribunal decisions relating to suspensions or partial suspensions of a member.
- Call for reports to review policies and procedures relating to conduct and anti-fraud procedures.
- Make any necessary amendments to the guide, offer any supplementary guidance and ensure that advice and guidance issued is reviewed and updated at appropriate intervals.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.

## 10. **REMUNERATION COMMITTEE** (5 members)

### Membership

Chairman of the Authority, Vice Chairman of the Authority, Chairman of Finance and General Purposes Committee, Chairman of Human Resources Committee and one other member.

### Referred Function

- To consider all aspects of pay and benefits for ACPO officer and equivalent level support staff, the Clerk and Treasurer of the Authority.

### Delegated Function

- Determine any matter on behalf of the Police Authority arising from the Police Negotiating Board Circulars affecting ACPO officers.

## 11. **APPOINTMENTS COMMITTEE**

### Delegated functions

- Make any appointment to the office of Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Clerk and Treasurer and agree terms of engagement within such appointment process.
- Appoint Independent Persons to sit on police misconduct panels [minute 13/04].

## 12. **DIVERSITY PANEL** (6 members)

- Oversee and monitor the implementation of the Authority Equality Scheme under the Race Relations (Amendment) Act 2000.
- Monitor the Force Equality Scheme under the Race Relations (Amendment) Act 2000.

- Advise the Authority on diversity issues generally (including DDA issues – Personnel Committee minute 48/04).

**13. PERFORMANCE PANEL (5 members)**

- Consider data relating to the effective and efficient performance of the force.
- Monitor performance data appearing in the Policing Performance Assessment Framework, or relevant to Baseline Assessment.
- Make recommendations to the Authority regarding its findings.

**14. PUBLICATIONS PANEL (5 members)**

- Look at draft strategic plans and make recommendations to the Authority on content.
- Consider the format, content and distribution of any Authority strategic plan or related publication (including all aspects of the Local Policing Summary (F&GP minute 22/05 25 Aug05)).

*nb. The Clerk has delegated authority to agree, in consultation with the Publications Panel the content of all statutory plans issued by the Authority.*

**15. CALL MANAGEMENT PANEL (4 members)**

- To monitor the how effectively the handling of calls are dealt with by the Constabulary.
- To participate on the Force's call management forum for overseeing the call handling performance.
- To provide the Force with comments, concerns and compliments that are made to members on call handling issues.
- To act as a key individual network to provide feedback on issues and initiatives from time to time.

- To monitor arrangements for the implementation of the Single Non-Emergency Number (SNEN).
- To inform itself of the workings of the call management centre.
- To make recommendations to the full Authority.

**16. LIAISON PANEL (5 members)**

- To provide a regular means of contact between the Police Authority and Staff Associations providing a free exchange of views where a relationship of mutual trust and understanding can be fostered.
- Consider any relevant matters referred to it by the Police Authority or by the Staff Associations.
- To enable views to be expressed to the Police Authority on the interpretation and application of nationally and locally negotiated agreements.
- Consider questions and issues put to the Police Authority by the Police Negotiating Board.

**17. AWARDS PANEL (3 members)**

The Awards Panel is not, strictly, a committee or panel of the Authority. It comprises members of the Force and Authority who consider suggestions for awards under the Leicestershire Constabulary Award Scheme and the Harry Wileman Memorial Rosebowl.

**18. MEMBER ATTACHMENT TO BASIC COMMAND UNITS (BCUs)**

- To meet with Area Commanders as and when required
- To keep themselves informed of local issues, initiatives, funding arrangements and performance information including iQuanta data and work being undertaken via CDRPs

- To attend community consultation meetings and events agreed as part of the Police Authority consultation programme held within the Area during the year.

**19. MEMBER ATTACHMENT FOR LOCAL POLICING UNIT CONSULTATION**

- To be the point of contact for arranging the Authority LPU consultation event including agreeing with the LPU Commander the date, time, venue and any appropriate publicity for the event
- To arrange for the attendance of member(s) at the event.

**Impact Assessment Template**

**Purpose**

The purpose of an Equality Impact Assessment is to work out how a policy will affect people from different groups, both externally in terms of our communities and internally in terms of our staff. This is so that we can ensure as far as possible our policies are developed in full recognition of the diverse needs, circumstances and concerns of the people who will be affected by them.

<b>Policy Title</b>		
<b>Version</b>		
<b>Publication</b>	<b>Yes / No</b>	<b>Internal / External</b>
<b>Policy Owner</b>	<b>Department / Area</b>	<b>Author</b>
<b>Date Impact assessment completed</b>		
<b>Policy Review Date</b>		
<b>Impact Assessment Author</b>		

**Section 1: Screening for Relevance to Equality**

Section 1 should be completed for all policies.<sup>1</sup>

On the basis of existing knowledge, data, and best estimates does this policy have an adverse impact on any of the following 4 areas:

(Please tick those areas in which there is adverse impact or potential for it.)

<b><u>Area 1: Promote Equality of Opportunity</u></b>					
<b>Age</b>	<b>Disability</b>	<b>Gender</b>	<b>Race / Ethnicity</b>	<b>Religion / Belief</b>	<b>Sexual Orientation</b>
<b><u>Area 2: Eliminate Discrimination and Harassment</u></b>					
<b>Age</b>	<b>Disability</b>	<b>Gender</b>	<b>Race / Ethnicity</b>	<b>Religion / Belief</b>	<b>Sexual Orientation</b>
<b><u>Area 3: Promote Good Relations Between Different Groups</u></b>					
<b>Age</b>	<b>Disability</b>	<b>Gender</b>	<b>Race / Ethnicity</b>	<b>Religion / Belief</b>	<b>Sexual Orientation</b>

<sup>1</sup> Note: A policy may be defined as a set of principles or a criterion an organisation develops to help carry out its functions as such, procedures and guidance is included also.

<b>Area 4: Does the Policy Impact on Disabled People?</b>					
Yes <input type="checkbox"/> No <input type="checkbox"/>					
If YES, and to comply with legislation, please answer the following:					
Have measures been taken to meet the needs of disabled people (even if this requires more favourable treatment)? Please answer here:					
Does the policy encourage participation by disabled people? Yes <input type="checkbox"/> No <input type="checkbox"/> Please summarise the findings by source: Please answer here:					

**If there is no evidence of adverse impact to equality issues highlighted in any of the 6 equality strands above and the research data supports this, there is no need to complete the rest of this template.** However, if the screening assessment shows there to be an adverse impact in any of the areas a full impact assessment will be required. You will need to complete the rest of this template. Please determine whether this policy is one that is deemed high, medium or low priority<sup>2</sup>.

High       Medium       Low

<sup>2</sup>

**High:** Policies which have an impact on three of the four areas of Section1 (Promote Equality of Opportunity; Eliminate Discrimination and Harassment; Promote Good Relations Between Different Groups; Does the Policy Impact on Disabled People) and where there are concerns.

**Medium:** Policies which only apply to two of the areas of the general duty.

**Low:** Policies which may have an impact on one of the general duties, but which monitoring has not indicated issues of concern.

**Note** High priority policies require a full impact assessment within a 6 month period, medium in 12 months and low in 18 months.

**Section 2: Full Impact assessment**

<b>Identify the aims and proposed outcomes of the policy?</b> Please answer here:	
<b>Is the policy being monitored? If no monitoring is taking place, please state what will be implemented?</b> Please answer here:	
<b>What monitoring data/ information/research has been considered?</b> Please answer here:	
Age	
Gender	
Disability	
Race/ Ethnicity	
Religion / Belief	
Sexual Orientation	

<b>What gaps in the monitoring data/ information/research have been identified?</b> (Note if gaps have been identified consideration should be given to commissioning new research) Please answer here:	
Age	
Gender	
Disability	
Race/ Ethnicity	
Religion / Belief	
Sexual Orientation	

<b>From the monitoring data/ information/research has any adverse impact been identified?</b> Please answer here:	
Age	
Gender	
Disability	

Race/ Ethnicity
Religion / Belief
Sexual Orientation

**Are there any factors that can explain or justify this adverse impact?**  
Please answer here:

**Has the policy been subject to consultation?** If no, please state why. If yes, please state who, how, outcomes and what the process of feedback was to consultees.  
Please answer here:

**Outline any findings/outcomes of this impact assessment.**  
Please answer here:

**Recommendations from assessment is: (please delete as appropriate)**

- A. **Policy maintained in current form** Please justify why especially if there is a possibility of adverse impact.
- B. **Policy amended** Please summarise the amendments.
- C. **Policy abandoned** Please state how the implications will be managed.

Please answer here:

**Any other comments:**

Please note that this template will be available as a public document unless otherwise stated.



## **Diversity checklist**

- 1. Does any part of the policy or the application of the policy have an adverse impact on a particular ethnic group, gender, disability, sexual orientation, age, religion, marital status? YES/NO**

If the answer to this is YES please consider the following. If NO go to question 2.

- How adverse is the impact, can it be measured?
- Can this adverse impact be justified? If yes how?
- Does the justification outweigh the adverse impact?
- Can the policy or function be altered to remove the adverse impact?

- 2. Does the policy use gender neutral language YES/NO**

If the answer to this question is NO please consider the following. If YES go to question 3.

- Is the use of 'he' or 'she' justified?
- Is the use of 'he' a direct result of quoting legislation and is that clearly understood by the reader?
- Have all the accompanying forms related to that policy been checked for gender neutral language?
- Are there any diagrams or clip art used. If yes have they been checked to ensure they are gender neutral if that is relevant?
- Has the appropriate and most up to date terminology been used to describe people?

**LEICESTERSHIRE POLICE AUTHORITY**  
**EQUALITY MONITORING FORM**

Leicestershire Police Authority has in place an Equality Scheme and is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other irrelevant factor. In order to monitor the effectiveness of our Scheme, we request that all applicants provide the following information by placing a tick in the appropriate box. The information will be treated in confidence and not used for any purpose except monitoring.

**A. GENDER (tick one box)**

<b>Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

**B. ETHNIC GROUP (tick one box)**

<b>White</b>	<b>British</b>	<input type="checkbox"/>
	<b>Irish</b>	<input type="checkbox"/>
	<b>Any other White background</b>	<input type="checkbox"/>
	Please write in	
<b>Mixed</b>	<b>White and Black Caribbean</b>	<input type="checkbox"/>
	<b>White and Black African</b>	<input type="checkbox"/>
	<b>White and Asian</b>	<input type="checkbox"/>
	<b>Any other Mixed background</b>	<input type="checkbox"/>
	Please write in	
<b>Asian or</b>	<b>Indian</b>	<input type="checkbox"/>
<b>Asian British</b>	<b>Pakistani</b>	<input type="checkbox"/>
	<b>Bangladeshi</b>	<input type="checkbox"/>
	<b>Any other Asian background</b>	<input type="checkbox"/>
	Please write in	
<b>Black or</b>	<b>Caribbean</b>	<input type="checkbox"/>
<b>Black British</b>	<b>African</b>	<input type="checkbox"/>
	<b>Any other Black background</b>	<input type="checkbox"/>
	Please write in	
<b>Chinese or</b>	<b>Chinese</b>	<input type="checkbox"/>
<b>other ethnic</b>	<b>Any other background</b>	<input type="checkbox"/>
<b>group</b>	Please write in	



## **GLOSSARY OF TERMS**

<b>ACPO</b>	-	<b>Association of Chief Police Officers</b>
<b>APA</b>	-	<b>Association of Police Authorities</b>
<b>BCU</b>	-	<b>Basic Command Unit</b>
<b>BSL</b>	-	<b>British Sign Language</b>
<b>BVPP</b>	-	<b>Best Value Performance Plan</b>
<b>CDRP</b>	-	<b>Crime and Disorder Reduction Partnerships</b>
<b>CEHR</b>	-	<b>Commission for Equality and Human Rights</b>
<b>CPOSA</b>	-	<b>Chief Police Officers Staff Association</b>
<b>CRE</b>	-	<b>Commission for Racial Equality</b>
<b>DDA</b>	-	<b>Disability Discrimination Act</b>
<b>DES</b>	-	<b>Disability Equality Scheme</b>
<b>DED</b>	-	<b>Disability Equality Duty</b>
<b>DRC</b>	-	<b>Disability Rights Commission</b>
<b>EFD</b>	-	<b>Employers Forum on Disability</b>
<b>EIA</b>	-	<b>Equality Impact Assessment</b>
<b>EU</b>	-	<b>European Union</b>
<b>F&amp;GP</b>	-	<b>Finance and General Purposes Committee</b>
<b>GES</b>	-	<b>Gender Equality Duty</b>
<b>GMB</b>	-	<b>A General Trade Union</b>
<b>HMIC</b>	-	<b>Her Majesty's Inspector of Constabulary</b>
<b>ICVS</b>	-	<b>Independent Custody Visiting Scheme</b>
<b>IPCC</b>	-	<b>Independent Police Complaints Commission</b>
<b>LCIL</b>	-	<b>Leicester Centre for Integrated Living</b>
<b>LPA</b>	-	<b>Leicestershire Police Authority</b>

<b>LPP</b>	-	<b>Local Policing Plan</b>
<b>LPU</b>	-	<b>Local Policing Unit</b>
<b>PF</b>	-	<b>Police Federation</b>
<b>REC</b>	-	<b>Racial Equality Council</b>
<b>RR(A) Act</b>	-	<b>Race Relations (Amendment) Act</b>
<b>SI</b>	-	<b>Statutory Instrument</b>
<b>SNEN</b>	-	<b>Single Non-Emergency Number</b>
<b>UNISON</b>	-	<b>A Police Staff Union</b>