



# **STAFFORDSHIRE POLICE AUTHORITY**

## **Equality Scheme**

**2008/11**

The Authority believe that every individual is different and are committed to promoting equality of opportunity for our staff and to the communities we serve

# **Staffordshire Police Authority - Equality Scheme 2008/11**

## **CONTENTS**

Foreword from the Chair of Police Authority

Introduction

Equality legislation

Our commitment to trust and confidence

What we are doing to promote equality

Accessing equality implications

Policing where you live

Staffordshire Police Authority – an equal opportunities employer

Developing our staff

Consultation/involvement/engagement

Addressing the strands of diversity

How we do business

Complaints

The future

Appendices

- A Glossary of terms
- B The meaning of disability
- C Gender terms
- D Authority's Governance Structure
- E Authority's Lead Member/Role Structure
- F List of functions and policies
- G Equality impact assessment flow chart of procedure
- H Procurement
- I Diversity action plan

## **FOREWORD**

Staffordshire Police Authority are committed to promoting equality of opportunity for our staff and the communities we serve and to work in partnership with the Staffordshire Police Force to achieve this outcome.

The Equality Scheme sets out how we aim to achieve this across all six strands of diversity. It incorporates how we intend to fulfil our duties as an employer as set out in the Race Relations (Amendment) Act 2000, the Equality Act 2006, the Disability Discrimination Act 2005 and the Human Rights Act 1998. Furthermore it reflects our commitment to challenge discriminatory behaviour or practice in how we deal with the public and the Force, and in our relations with Staffordshire's various communities.

It is our intention to continue to develop a culture and working environment where discrimination in any form is not tolerated. The single scheme for the Authority provides a rational way forward in providing clarity and demonstrating our intention to make sure that equality is at the heart of everything we do. Our Scheme is published in parallel with the Staffordshire Police Force's Equality Scheme, as the two Schemes relate closely to each other.

The Authority, through its Fit for Purpose Review (considered and approved by members in February 2010) has reiterated and reinforced that equality and diversity should be a golden thread through all its work and arrangements. To that end it has strengthened its governance arrangements for members, strategic committees and panels.

From time to time, tensions can arise, within and between community groups, and where this happens they are dealt with in a constructive and sensitive way. As the body responsible for securing an efficient and effective Police Force for Staffordshire, it is vital that the Authority, in partnership with the Force, ensures that these matters continue to be dealt with effectively, whilst maintaining individual and group equality rights.

In Staffordshire we seek to ensure that the Authority's and the Force's Equality Schemes both continue to develop to meet the needs of changing circumstances, and, to this end, we will continue to monitor our behaviours, practices and outcomes and those of the Force, to ensure that we continue to move ever closer to our joint goal of equality for all.

David Pearsall  
Chair of Staffordshire Police Authority



**David Pearsall**

April 2010

## **INTRODUCTION**

Over the last few years legislation has been introduced to prevent discrimination in the workplace and in the provision of goods and services. This legislation has made it unlawful to discriminate in employment on the grounds of age, disability, gender, race, religion or belief and sexual orientation. It has also made discrimination unlawful in the provision of goods and services on the grounds of disability, gender, race, religion or belief and sexual orientation.

The Acts do not just relate to preventing unlawful discrimination, they introduce a positive duty to promote equality.

The Race Relations (Amendment) Act 2000 (RR(A)) placed a positive duty on public authorities to promote race equality. The Act required Staffordshire Police Authority to meet general and specific duties by eliminating racial discrimination, promoting equality of opportunity and promoting good race relations. We had to produce a Race Equality Scheme (RES) outlining how we would promote race equality. The first scheme was produced in May 2002 for the period 2002/05 .The RES was reviewed and amended in 2005 and the second scheme was produced for the period 2005/08.

The Disability Discrimination Act 2005 (DDA) placed a positive duty on public authorities to promote disability equality and required Staffordshire Police Authority, therefore, to meet general and specific duties, which are listed later in the legislation section. We produced our first Disability Equality Scheme (DES) in December 2006 for the period 2006/09.

The Equality Act 2006 placed a positive duty on public authorities to promote gender equality and is aimed at men and women and people who identify as transsexual. The Staffordshire Police Authority, to meet general and specific duties which are listed later in the legislation section, produced their first Gender Equality Scheme (GES) in April 2007 for the period 2007/10.

As the Authority developed processes for each of the schemes it was evident that there were areas that were common to the fundamental duties applying to the Authority and their schemes to meet those duties, as well as other areas of diversity. The Authority's diversity action plan was developed by taking account of actions from the differing plans covering the area of diversity, including the RES/DES. It was therefore decided that the best way to deal with all equality issues was to have one Equality Scheme rather than individual schemes.

This scheme covers what are commonly referred to the six strands of diversity:

**Age**  
**Disability**  
**Gender**  
**Ethnicity**  
**Religion or belief**  
**Sexual orientation**

One Equality Scheme for the Authority is not about trying to dilute any of the previous schemes or strands of diversity, but about consolidating and mainstreaming equality as a whole into the way we all conduct our day to day business by addressing all of the strands of diversity. The Equality Scheme outlines how we will promote equality during the next three years across all six strands of diversity and shows how we will meet the general and specific duties under the three Acts. It covers the three year period 2008/11, but the actions set out in the Action Plan will be monitored regularly, and the scheme as a whole will be subject to triennial review.

It is important to note that from October 2007 the Commission for Equality and Human Rights (CEHR) took on all of the powers of the previous three commissions dealing with equality. This public body's purpose is to reduce inequality, eliminate discrimination, strengthen good relations between people and protect human rights. The CEHR will ensure the general duties under the RR(A)A the DDA and the Equality Act 2006 are met. If the Authority does not comply with the general duties, either by what we do or we do not do, this can be challenged. Claims can be made to the High Court for a judicial review by an individual, by a group of interested people, or by the CEHR.

This scheme has been considered in detail by the members of the Authority's Equality and Diversity Joint Board and has been reviewed and approved by the Police Authority. To assist a glossary of terms is included at **Appendix A**.

## **EQUALITY LEGISLATION**

As referred to in the introduction, legislation has been introduced for what are commonly known as the six strands of diversity.

### **Age**

The Employment Equality (Age) Regulations came into force on the 1 October 2006 and made it unlawful to discriminate against workers, employees, job seekers and trainees because of their age. Discrimination on these grounds is now unlawful and affects everyone regardless of age.

The legislation prohibits:

- direct discrimination - to treat one person less favourably than another on grounds relating to their age unless it can be objectively justified
- indirect discrimination - to apply a criterion, provision or practice which disadvantages people of a particular age unless it can be objectively justified
- harassment and bullying
- victimisation
- discrimination against someone, in certain circumstances, after the working relationship has ended

The Act only relates to employment and does not apply to the provision of goods and services.

## **Disability**

The Disability Discrimination Act 2005 (DDA) amends the Disability Discrimination Act 1995. The Act places general and specific duties on public authorities, including Staffordshire Police Authority, to promote disability equality. The general duty requires us to have due regard to the need in everything we do to:

- promote equality of opportunity between people with a disability and other people
- eliminate unlawful discrimination
- eliminate harassment of a person which relates to their disability
- promote positive attitudes towards disabled people
- encourage people with a disability to get involved in public life
- take account of people's needs even if that means treating those with a disability more favourably than others

The specific duties require the production of a Disability Equality Scheme which outlines how we will meet our general and specific duties and includes:

- involving people with a disability in the scheme's development
- a statement of how people with a disability have been involved in drawing it up
- ways to assess how effective the scheme is
- a three-year action plan to ensure these targets (under the general duty) are met
- arrangements for gathering information about employment, service provision and training
- systems to monitor progress
- an annual review.

A review of the scheme is required every three years.

The DDA defines a person as having a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. See **Appendix B** for more information about the meaning of disability.

## **Gender**

The Equality Act 2006 amends the Sex Discrimination Act 1975. It is aimed at men and women, including people who identify as transsexual. The Act places general and specific duties on public authorities, including Staffordshire Police Authority, to promote gender equality. The general duty requires us to have due regard to the need in everything we do to:

- eliminate unlawful discrimination
- eliminate unlawful harassment
- promote equality of opportunity between men and women

The gender equality duty aims to make gender equality central to the way we work in order to create:

- better informed decision making and policy development
- a clearer understanding of the needs of service users
- better quality services which meet varied needs
- more effective targeting of policy and resources
- better results and greater confidence in public services
- a more effective use of talent in the workforce.

The general duty to eliminate unlawful discrimination and harassment in employment and vocational training for employees also applies to employees that intend to undergo, are undergoing or have had gender reassignment. See **Appendix C** for a list of gender terms.

The specific duties require the production of a Gender Equality Scheme which includes the following:-

- a realistic plan that sets out our arrangements for meeting the general and specific duties
- ways to address the causes of any gender pay gap
- collection and use of information about how policies and practices affect gender equality in the workforce delivery of services
- consultation with men and women in order to determine our gender equality objectives
- assessment of the impact of current and proposed policies and practices on gender.

We are required to report on the scheme every year and to review the scheme every three years.

As well as protection from discrimination and harassment in employment, from 21<sup>st</sup> December 2007 those who identify as transsexual will also have their rights protected in the provision of goods and services.

The Gender Recognition Act 2004 provides legal recognition for trans people in their acquired gender. Since April 2005 trans people have been eligible to apply for a Gender Recognition Certificate (GRC) recognising their new gender.

On the issue of a full gender recognition certificate the individual will be entitled to a new birth certificate (provided a UK birth certificate already exists for that individual) reflecting the acquired gender with all its rights and responsibilities.

These rights include the right to marry someone of the opposite gender to his/her acquired gender.

## **Ethnicity**

The Race Relations (Amendment) Act 2000 (RR(A)) extends the Race Relations Discrimination Act 1976 by prohibiting discrimination on racial grounds by public authorities in carrying out their functions. It makes the Authority, for its direct employment, and the Chief Constable, for those under his/her direction and control, liable for all aspects of discrimination carried out by a member of staff unless it can be shown that reasonable steps were taken to prevent this.

In addition the Act places general and specific duties on listed public authorities, including Staffordshire Police Authority, to promote race equality. The general duty requires us to have due regard to the need in everything we do to:

- eliminate unlawful discrimination
- promote equality of opportunity
- promote good relations between persons of different groups.

The specific duties require the production and publication of a Race Equality Scheme which outlines how we will meet the general and specific duties and includes:

- functions and policies assessed as relevant to meet the general duty
- arrangements for assessing and consulting on the likely impact of proposed policies
- monitoring policies for any adverse impact
- publishing the results of such assessments, consultation and monitoring
- public access to information and services provided
- training of staff to meet the general and specific duties
- monitoring by ethnicity for applications for employment and promotion, staff in post, applications for training and training received, grievances, discipline, performance and development reviews and leavers.

A review of the Scheme is required every three years.

## **Religion or Belief**

Part 2 of the Equality Act 2006 came into effect on 30 April 2007 and made it unlawful to discriminate on the grounds of religion or belief in the provision of goods, facilities and services, education, the use and disposal of premises and the exercise of public functions.

The legislation prohibits discrimination on the basis of a person's actual or perceived religion or belief or the religion or belief of someone they are associated with. It also protects people who have no religion or belief.

The Employment Equality (Religion or Belief) Regulations 2003 came into effect on 2 December 2003 and made it unlawful to discriminate on the grounds of religion or belief or perceived religion or belief in employment.

The legislation prohibits:

- direct discrimination – to treat someone less favourably than others because of their religion or belief
- indirect discrimination – to apply a criterion, provision or practice which disadvantages people of a particular religion or belief unless it can be objectively justified
- harassment
- victimisation
- discrimination or harassment of someone in certain circumstances after the working relationship has ended

Religion or belief is defined as being any religion, religious belief or similar philosophical belief. The legislation also covers people without any religious belief.

## **Sexual Orientation**

The Equality Act (Sexual Orientation) Regulations 2007 came into effect on 30 April 2007 and made it unlawful to discriminate on the grounds of sexual orientation in the provision of goods, facilities and services, education, the disposal and management of premises and the exercise of public functions.

The regulations prohibit discrimination on the basis of a person's actual or perceived sexual orientation or the sexual orientation of someone they are associated with.

The Civil Partnership Act 2004 allows same sex couples to make a formal legal commitment to each other by forming a Civil Partnership, which has many of the same rights and responsibilities as marriage.

The Employment Equality (Sexual Orientation) Regulations 2003 came into effect on 1 December 2003 and made it unlawful to discriminate against workers on the

grounds of sexual orientation or perceived sexual orientation. This applies to all employment and vocational training.

The legislation prohibits:

- direct discrimination – to treat someone less favourably than others because of their sexual orientation
- indirect discrimination – to apply a criterion, provision or practice which disadvantages people of a particular sexual orientation unless it can be justified
- harassment
- victimisation
- discrimination against someone in certain circumstances after the working relationship has ended

Sexual orientation includes people who are lesbian, gay, bisexual and heterosexual.

## **Human Rights**

The Human Rights Act 1998 reflects the European Convention on Human Rights. It does not spell out things that you must or must not do, but establishes a set of principles called 'articles' or 'protocols'.

Human rights are based on core principles such as dignity, fairness, equality, respect and autonomy.

They are relevant to a person's day-to-day life and protect a person's freedom to control their own life, effectively take part in decisions made by public authorities which impact upon their rights and get fair and equal services from public authorities.

The Human Rights Act 1998 came into force in October 2000.

It means all public bodies must ensure that everything they do is compatible with the convention rights unless an Act of parliament makes that impossible.

Rights covered under the Act are:

- the right to life
- freedom from torture, inhuman or degrading treatment
- freedom from forced labour
- right to liberty
- right to fair trial
- freedom from retrospective penalties
- right to privacy
- freedom of conscience
- freedom of expression
- freedom of assembly

- right to marriage and family
- freedom from discrimination
- first protocol which covers: the right to peaceful enjoyment of possessions, right to education, free elections by secret ballot.

## **OUR COMMITMENT TO TRUST AND CONFIDENCE**

### **Policing Staffordshire Strategy and Plan 2010/13**

The corporate strategy of Staffordshire Police and Staffordshire Police Authority, "Policing Staffordshire Strategy and Plan 2010/13" puts into words our commitment and mission, and that of our people, to ensure an efficient and effective police service for people who live in, work in or visit the Staffordshire Police Authority Area, so that our communities are kept safe and reassured.

This mission is reflected throughout the corporate strategy and is emphasised by our values of:

- fairness, equality and integrity
- caring, encouraging and respecting others
- respecting the dignity of each person we deal with
- professional competence and willingness to learn
- recognising and celebrating success
- effective use of our resources

We will implement our mission by:-

#### **Understanding needs/delivering services**

- listening to and understanding local issues
- dealing with what matters to citizens
- recognising and responding to diversity
- delivering quality customer services
- being highly visible

#### **Reducing crime**

- working with our partners to reduce crime and disorder
- problem-solving – tackling causes not symptoms
- being pro-active and intelligence-led

#### **Protecting people**

- reducing serious violence and bringing offenders to justice
- protecting young and vulnerable people
- tackling threats from terrorism and violent extremism
- collaborating with other forces and local agencies

We will make effective use of resources for both the Authority and the Force through:

- our people and members – by effective recruitment, training and development
- effective leadership
- maximising the number of Force staff in frontline roles
- reducing unnecessary bureaucracy
- accountability for performance
- collaborating with partners and volunteers
- securing maximum benefit from our money and assets
- making best use of technology

### **Communities First Programme**

The Communities First Programme is a new approach to delivering the mission, values and Trust and Confidence. It is based on wide-ranging consultation with the public, communities, partners and staff and is based on the principles of Quality of Service, Professional Excellence and Value for Money.

Integral to this is promoting equality, diversity and human rights and respect for the same. The Authority is working with the Force to ensure the delivery of the national equality, diversity and human rights strategy for the police service in a local manner that serves the needs of communities and individuals across Staffordshire and Stoke-on-Trent.

## WHAT WE ARE DOING TO PROMOTE EQUALITY

The Police Authority consists of 17 members (nine councillor members, and eight independent members, one of which must be a Lay Justice). The Authority's key functions are (i) to secure an efficient and effective Police Service (for Staffordshire and Stoke-on-Trent); (ii) to hold the Chief Constable to account for the exercise of his functions and those of persons under his direction and control (iii) to secure best value; (iv) to make arrangements for obtaining (a) the views of local people about policing their area and (b) the co-operation of local people in preventing crime and (v) to promote equality and diversity within the Force and within the Authority . It also has a considerable number of key responsibilities that it is required to fulfil, and the summary of the major ones is set out in the Authority's Strategy and Plan, which is reviewed annually.

The Authority and the Force are committed to providing all members of the community with a service that is professional, fair and non-discriminatory. We aim to create a working environment free from discrimination, harassment or bullying and develop a workforce which reflects the diversity of the communities we serve.

Staffordshire Police is a medium-sized Force in the heart of England. It covers the whole county - an area of 1,048 square miles and serves a population of approximately 455,000 in the north of the county and 595,000 in the south. The Force is currently structured around four territorial divisions, with appropriate crime, operational and organisational support.

As at 1 April 2010, the Force consisted of 2190 police officers, 1381 police staff, 247 police community support officers and 340 special constables.

There are arrangements within the Authority's governance structure which ensure that equality and diversity issues are maintained as a clear priority. In particular there are the Police Authority's Equality and Diversity Joint Board and the Human Resources Committee. The Equality and Diversity Joint Board monitors the progress of both the Authority's and the Force's Action Plans in their Equality Schemes. The Human Resources Committee has overall responsibility for HR and training and development issues. The Authority also appoints lead members on equality who represents the Authority nationally on the Association of Police Authority's BME Network and the Regional Network. Additionally members receive diversity and equality training. The Authority's governance structure is as **Appendix D**, and the lead member/role structure is at **Appendix E**.

The Force's Tactical Diversity Group feeds into the Equality and Diversity Joint Board. Additionally, the Force Diversity Unit mainstreams diversity throughout the organisation and works with our diverse communities to improve trust, confidence and satisfaction in Staffordshire Police.

The Authority also maintains contact and liaison with the support associations that have been set up to support staff under the Chief Constable's direction and control. These include:

- Staffordshire Association for Women in Policing
- Staffordshire Police Disability Support Group
- Staffordshire Police Lesbian, Gay and Bi-sexual Group
- Staffordshire Police Multicultural Association

## **ASSESSING EQUALITY IMPLICATIONS**

Equality impact assessments have an important role to play in making sure equality underpins all the Authority's and the Force's policies and practices. The Authority and the Force look at the effect or likely impact these policies and practices will have across the six strands of diversity to make sure our decisions and activities do not disadvantage people from diverse backgrounds. This includes looking at how promoting equality of opportunity can be built into policies and practices.

### **The General Duty**

Functions and policies are looked at for their relevance to the general duty in all three Acts using equality impact assessment. This covers such areas as:

- what is the purpose of the policy?
- who is affected by the policy?
- who is the policy intended to benefit and how?
- is this a statutory function/policy?
- does this function/policy impact on the public?
- does this function/policy impact on our staff?
- does this function/policy eliminate discrimination?
- does this function/policy eliminate harassment?
- does this function/policy promote equality of opportunity?
- does this function/policy promote good relations between people from diverse backgrounds groups?
- does this function/policy promote positive attitudes towards people from diverse backgrounds?
- does this policy encourage people with a disability to get involved in public life?
- does this function/policy take account of people's needs?
- is there evidence/concern that this function/policy could have an adverse impact on some minority groups?
- is there any public concern that this function/policy is being operated in a discriminatory manner?

Functions or policies are rated as high, medium or low impact based on how they relate to the general duty and the potential effect they may have on equality.

#### High impact

- relevant to all or most parts of the general duty or
- there is substantial concern or evidence of adverse impact or
- there is substantial public concern that discrimination might happen.

#### Medium impact

- relevant to most parts of the general duty or
- there is some concern or evidence of adverse impact or
- there is some public concern of discrimination.

#### Low impact

- little relevance to the general duty or
- no concerns of adverse impact or
- no public concerns of discrimination.

All functions and policies were assessed initially for the duty under the RR(A)A. The assessments were then reviewed and revised to meet the duties under the DDA and the Equality Act. A list of functions and policies in respect of the Equality Scheme has been produced at **Appendix F**.

### **Equality Impact Assessment (EIA)**

An EIA is completed for all new and revised functions and policies in addition to those policies which were rated as 'high' or 'medium' under the relevance assessment.

An equality impact assessment consists of the following stages:

- identifying all the aims of the policy
- considering the evidence
- assessing any likely impact
- considering alternatives
- consulting formally
- deciding whether to adopt the policy
- making monitoring arrangements
- publishing assessment results.

See **Appendix G** for the EIA flow chart of procedure.

**Consultation / Involvement** - The principle of the Authority's and the Force's consultation and engagement strategy clearly sets out the commitment to engage effectively with all stakeholders. The Authority are reviewing their Consultation Programme and the Consultation/Engagement Action Plan and the role of the Joint Consultation Strategy Panel to support the outcomes articulated in the Policy Plan and the Trust and Confidence Strategy.

**Monitoring** –The Police Authority Equality and Diversity Joint Board monitors EIAs and outcomes, and they are published periodically on the website. EIAs are published on the Force website.

## **POLICING WHERE YOU LIVE**

The Authority works with the Force to ensure the information and services we provide are accessible and appropriate to the needs of all the communities within Staffordshire.

Twice a year the "Safer Staffordshire" publication is delivered to all homes in Staffordshire and provides direct contact information for officers and staff down to Neighbourhood Policing Unit level.

### **How to contact the Authority**

- Write to the Chief Executive of the Authority at the **Police Authority Offices, Police Headquarters, P O Box 3167, Stafford ST16 9JZ**
- Visit the authority's website at **staffordshirepoliceauthority.org.uk**
- Telephone **01785 232242**
- E-mail: **Alan.Wallis@staffordshire.pnn.police.uk**

### **How to Contact Staffordshire Police:**

- Telephone single number 0300 123 4455 for all non-emergency calls
- The website is [www.staffordshire.police.uk](http://www.staffordshire.police.uk)
- All police stations have an enquiry desk which is open to members of the public. Contact details for individual Neighbourhood Policing areas are included in "Safer Staffordshire", as referred to above.

### **Neighbourhood policing**

The Force has produced neighbourhood profiles to help adapt its services to the needs of local people. These give far more detailed information about local communities, their concerns and expectations. Neighbourhood beat officers, Police Community Support Officers (PSCOs) and other members of the extended police family are points of contact for communities. Also citizen contact records have been introduced, whereby police officers and PSCOs ask individuals to identify any problems and solutions in their area.

### **Partnership**

The Authority and the Force play active roles in partnership groups. These include Police Authority Community Consultation Committees at neighbourhood policing unit level, Crime and Disorder Reduction Partnerships and the Local Area Agreements for both the County Council and the City of Stoke-on-Trent.

## **Custody**

In line with the 'Safer Detention and Handling of Persons in Police Custody' guidelines, the Authority and the Force are committed to ensure anyone brought into custody is treated fairly and has their individual needs addressed.

The Police Authority's Independent Custody Visiting Scheme ensures people are treated fairly by enabling volunteers from the community to observe and comment on the conditions for people who are detained. The volunteers have the right to visit custody suites randomly and speak to detainees to check their rights and entitlements are being met.

## **Accessibility**

The Police Authority is committed to ensuring all building designs, acquisitions and adaptations in current and future capital programmes will be fully DDA compliant. They are working with the Force to ensure that future developments support and reinforce the authority's Trust and Confidence strategy.

## **Independent Advisory Groups (IAGs)**

The Authority has established an Independent Advisory Group with individuals from communities and interests within Staffordshire covering such areas as the general population of Staffordshire, black and minority ethnic, rural, disabled, young people and the voluntary sector.

The Force also has a Staffordshire-wide IAG and Divisionally-based IAGs and those specifically for critical incidents. Community members advise police on issues relating to an investigation or its review which have particular relevance to a community.

## **Community Consultation Committees**

As referred to above, the Authority has 21 Community Consultation Committees which engage and consult with local communities and neighbourhoods throughout its area – each one led by a designated member of the Authority.

## **STAFFORDSHIRE POLICE AUTHORITY – AN EQUAL OPPORTUNITIES EMPLOYER**

We and the Staffordshire Police Force recognise that employees and volunteers (for example special constables) are our most important asset and are committed to achieving a workforce that is representative of the communities we serve. Striving to achieve this outcome, over time, will be fundamental to the success of the equality scheme.

### **Disability**

In 1998 the Force was granted use of the ‘two ticks’ disability symbol. This demonstrates the commitment of both the Authority and the Force to employing people with a disability.

### **Investors in People**

The Force has been accredited Investors in People since February 1999, which underlines the strength of commitment from the Authority and the Force towards their personnel.

### **Stonewall Workplace Equality Index**

Staffordshire Police features highly in the country’s best places for lesbian, gay and bisexual staff/people to work, as published by Stonewall.

### **Recruitment and selection**

One of the Authority’s strategic intentions is to ensure the recruitment and retention of an effective workforce, committed to their’s and the Force’s values, including equality and diversity.

Each recruitment process (internal or external) contains an assessment against the behaviours identified in the National Competency Framework, including respect for diversity.

Information is reported to and analysed by the Human Resources Committee and the Equality and Diversity Joint Board.

### **Human resource (HR) strategy and plans**

The Authority’s HR strategy identifies a number of core principles which ensure diversity is reflected in all policies and practices and the annual HR plans include specific actions to support the recruitment and retention of police officers and staff who remain under-represented in the Force.

### **Police Authority**

As at April 2010 the 17 members of Staffordshire Police Authority consisted of five female members (29.4 per cent) and 12 male members (70.6 per cent). This compares with 23.5 per cent and 76.5 per cent respectively of the Authority's membership in 2007/09. The Authority has three BME members: two female and one male. All members of the Authority sign up to and must abide by a specified Code of Conduct.

As at 1 April 2010 there were seven direct employees of the Authority (ie not under the direction and control of the Chief Constable). The current establishment is 57% female and 43% male with no BME members of staff. This information is reported to and analysed by the Equality and Diversity Joint Board.

### **Proactive recruitment and Positive action**

Positive action refers to a range of lawful actions aimed at improving employment opportunities for those who have previously experienced disadvantage, been subject to discriminatory practices or are under-represented in the workforce. This can include encouraging people from under-represented groups to apply for vacancies or promotion, running training or familiarisation sessions and mentoring schemes.

With the full support of the Authority, the Force dedicates a full time resource to proactive recruitment and positive action. Additionally, the Force works in partnership with Staffordshire University to deliver one day training events for managers, and for those who aspire to reach management level, to enhance their mentoring skills.

The Authority and the Force support the positive action leadership programme (PALP), which encourages officers and police staff from under-represented groups to stay in the service and apply for progression, either laterally or through promotion when opportunities arise. The programme is open to all female, gay, black and minority ethnic police personnel, those with a disability, from faith groups, and, following the introduction of age discrimination legislation, those who feel they lack opportunity to achieve because of their age.

### **Equal pay**

The Equality Act 2006 states that public authorities should consider whether there are any differences between the pay of men and women. In order to comply with this requirement, the Authority will ensure that the Force conducts a further full pay audit. Additionally, there are also plans to review the job evaluation scheme in line with national guidelines.

## **Data monitoring**

A continuous improvement plan is in place to ensure information is accurately recorded and analysed against all identified data requirements. Currently gender and ethnicity information looks at issues including the make-up of the workforce, recruitment, promotion, retention, sickness absences and reasons for sickness, applications for part-time and flexible working, disciplines, grievances, appraisals, training and leavers.

This data is then reported to and analysed by the Police Authority's Human Resources Committee and the Equality and Diversity Joint Board. Trends are monitored and if barriers to recruitment, retention and progression are identified, action is taken to remedy these.

Internal satisfaction levels and feedback are identified through the Force staff survey which has been carried out every two years since 1998. An action plan is in place to address the diversity issues that are identified through the survey. The survey monitors across all six strands of diversity including transgender, and the outcomes and action plan are monitored by the Human Resources Committee.

## **Grievances and disciplinary procedures**

These are monitored for all Force staff by the reason and grounds for the grievance. Timescales for each stage are also monitored. Disciplinary procedures are monitored for all police staff based on the result of investigations. Appeals are also monitored.

The Police Authority's Professional Standards and Human Resources Committees monitor and scrutinise analysis in these areas. Additionally the Authority has established a Protocol on Member/Officer relations and a whistleblowing policy – which come within the remit of the Authority's Standards Committee.

## **Complaints**

Complaints from the public against police are monitored by ethnicity and gender or by disability if the complainant identifies themselves as having a disability. The Police Authority's Professional Standards Committee monitors and scrutinises analysis.

The Authority has its own complaints procedure which comes under the remit of the Authority's Standards Committee.

## **Exit interviews**

This information is collected for all Force personnel and special constables. All leavers are offered an exit interview. Issues covered include the reason for leaving, conditions of service and training and development opportunities. It also gives the employee an opportunity to raise any issues. All monitoring information is analysed for adverse impact.

## **Publication of employment monitoring data**

Employment data is monitored at a number of levels within the Authority and the Force. Data is published annually in the Equality and Diversity Monitoring report, and is on the website. Information includes staffing levels, recruitment, promotions, grievances, disciplines, leavers and training activity.

## **Occupational health, safety and welfare**

The Force's Occupational Health, Safety and Welfare Unit advises on disability and its effects on work. It reports regularly to the Human Resources Committee. The Unit supports disabled applicants and employees, helping them gain and keep fulfilling roles. Reasonable adjustments for individuals are recommended to enable the Authority and the Force to meet their duties under the DDA and to secure the best staffing resources.

## **DEVELOPING OUR STAFF**

The training and development of staff forms an integral component of the Authority's commitment to inculcating an ethos of promoting equality and valuing diversity in all of its functions and those of the Force.

Personnel need to be aware of their responsibilities, as employees of a public authority, in relation to the general duties that underpin the Equality Scheme.

The Authority's and the Force's response to diversity training and development is based on 'A strategy for improving performance in race and diversity 2004/09'. This is a Home Office document and is endorsed by the Association of Police Authorities (APA), the Association of Chief Police Officers (ACPO) and monitoring and implementation is through the National Policing Improvement Agency (NPIA).

A key goal of this strategic document is for everyone employed in the Police Service of England and Wales to be assessed as competent against National Occupational Standards (NOS) which aim to promote equality and value diversity.

The Authority firmly believe that a holistic approach to embedding diversity into all learning and development programmes and products is essential, to support operational performance and continue improvements in quality of service. In particular, this should benefit the following areas:

- increased and improved interaction with diverse communities will support the development of and outcomes sought in the "Policing Staffordshire – Strategy and Plan 2008/11"
- increasing trust and confidence in the Force should lead to greater levels of satisfaction and to better intelligence and information from the public
- improved performance by neighbourhood policing units, divisions, groups and the Force on diversity issues in service delivery and equality
- improved recruitment and retention of officers and staff from under-represented groups
- a level of competence which can readily be assessed through the performance development review and promotion processes.

The Head of Training and Development is responsible for implementing the Police Race and Diversity Learning and Development Programmes and reporting to the Human Resources Committee.

Recognising the Association of Police Authorities' guidance in 'Involving Communities in Police Learning and Development – A Guide 2004', the programme for the training of officer recruits includes 120 hours of community placements, including placements which are in partnership with local racial equality councils. This is set against a national minimum requirement of 80 hours.

## **Staff Performance Assessment and Development**

The annual Force compliance rate for the review of professional development (RPD) is kept under review by the Human Resources Committee. All staff are assessed against activities and behaviours, of which diversity and community focus are an integral part. The RPD process provides the opportunity to identify development needs for all staff at any time.

## **Leadership Development Programme**

It is essential for all line managers to assess, motivate and develop the personnel under their management. In order to develop the leadership skills of managers, the Authority fully supports the Force in its activities to provide a comprehensive portfolio of leadership development activity, including building on its well established partnership with the Centre for Professional Management at Staffordshire University. This activity helps shape the culture of the organisation in ways which promote equality and value diversity.

A series of one-day events and masterclasses are available to widen participation in leadership development and members of the Authority are encouraged to become involved in these. Also senior Force personnel are supported in participating in the NPIA Senior Leadership Development Programme, which includes elements to enable participants to improve their effectiveness in building, maintaining and developing good quality working relationships with diverse groups, both in the community and within the policing organisation. The Training and Development Department of the Force employs a robust evaluation process to ensure that all of its programmes and products are current, customer focused, and these are monitored by the Human Resources Committee. This is to meet both operational requirements and support the Authority's and the Force's commitment to promote equality and value diversity.

## **Police Authority training and development**

Members of the Authority continue to undertake further diversity development and training, and this is monitored through the Equality and Diversity Joint Board.

Members are also subject to a performance development and review process (on an annual basis) which identifies individual development and training needs and opportunities.

## **CONSULTATION / INVOLVEMENT / ENGAGEMENT**

The Authority has a statutory duty to consult / involve both internally and externally with service users when drawing up its Scheme. The Authority and the Force cannot identify and prioritise equality initiatives effectively unless they have the opportunity to consider such views.

In the second half of 2007 there was consultation and involvement in key aspects of the joint Scheme.

### **Engagement strategy**

The following groups were consulted:

- Staffordshire Association for Women in Policing
- Staffordshire Police Christian Police Association
- Staffordshire Police Disability Support Group
- Staffordshire Police Lesbian, Gay, Bisexual Group
- Staffordshire Police Multicultural Association
- Police Federation
- UNISON
- Superintendents Association
- Equal Opportunities Commission
- Disability Rights Commission
- Heads of Departments
- Domestic violence co-ordinators across the county
- Women's Institute
- Parish councils
- Community safety partnerships
- Local councils
- Disability Solutions
- Primary schools and secondary schools
- Staffordshire Police Disability Independent Advisory Group
- Staffordshire Police Independent Advisory Group members
- Police Authority Independent Advisory Group members
- Individual members of the Police Authority Force personnel
- Force Executive
- Race Equality Councils
- Staffordshire Police Equality Board members
- Other forces.

## **ADDRESSING THE STRANDS OF DIVERSITY**

### **AGE**

The Employment Equality (Age) Regulations came into force on 1 October 2006 and made it unlawful to discriminate against workers, employees, job seekers and trainees because of their age. Whilst the Act refers only to employment and not to the provision of goods and services, the Authority and the Force will not discriminate on the grounds of age in the services we provide.

These aspects include:

- reviewing human resources policies to ensure they do not discriminate against anyone due to age
- revising the retirement policy for police staff so individuals can request to work beyond the retirement age of 65
- revising the application form for personnel and Independent Members of the Authority, removing reference to age.
- changing the retirement age for police officers to 65 for superintendent rank and above and 60 for officers in federated ranks
- amending the retirement policy for police officers so individuals can request to work beyond the retirement age
- proactive Authority recruitment practices for both member and volunteer (including Independent Custody Visitors)
- monitoring employment figures, including age
- including age in victim satisfaction surveys
- monitoring recorded hate crime relating to age
- considering any adverse impact a policy may have on people due to age when completing equality impact assessments
- monitoring the progress of the Equality Schemes through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reviewing periodically the progress of the Equality Scheme
- reviewing the Equality Scheme every three years
- progressing the actions in the Action Plan.

### **DISABILITY**

The Disability Discrimination Act 2005 places general and specific duties on public authorities including the Police Authority, to promote disability equality. The duties are outlined in the legislation section and included producing a Disability Equality Scheme outlining how we will meet the general and specific duties.

These aspects include:

- producing a DES for 2006/09 which set out how we would meet the general and specific duties
- involving people with disabilities in the development of the scheme
- proactive Authority recruitment practices for both members and volunteers (including Independent Custody Visitors)
- producing an Action Plan
- authorising the completion of the building project for Cannock police station to make it DDA compliant
- endorsing the inclusion of disabilities on the monitoring form for applications for police officers from 1 April 2006
- monitoring employment figures, including disability
- reviewing victim satisfaction surveys in respect of disability
- monitoring recorded hate crime relating to disability
- considering any adverse impact a policy may have on people with disabilities when completing equality impact assessments
- monitoring the progress of the Equality Schemes through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reviewing periodically the progress of the Equality Schemes
- reviewing the Equality Scheme every three years
- reviewing the actions in the Action Plan.

## **GENDER**

The Equalities Act 2005 places general and specific duties on public authorities, including the Police Authority, to promote gender equality. It is aimed at men and women, including people who identify as transsexual. The duties are outlined in the legislation section of this publication but include producing a Gender Equality Scheme outlining how we will meet the general and specific duties.

These aspects include:

- producing a GES for the period 2007/10 which sets out how we will meet the general and specific duties
- when developing the GES we consulted with men and women and assessed the list of functions and policies that had previously been assessed for relevance for the duties under the RR(A)A and DDA and for the general duties under the Equality Act
- highlighting, through recruitment monitoring, that a significant number of females were failing the physical assessment section of the recruitment process. As a result, the Force now runs familiarisation courses in preparation for the fitness assessment to increase the number of successful female applicants
- proactive Authority recruitment practices for both members and volunteers (including Independent Custody Visitors)
- monitoring employment figures, including gender
- monitoring victim satisfaction surveys in respect of gender

- monitoring recorded hate crime relating to gender
- considering any adverse impact a policy may have on people due to gender when completing equality impact assessments
- monitoring the progress of the Equality Schemes through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reporting periodically on the progress of the Equality Schemes
- reviewing the Equality Scheme every three years
- continuing to engage with the Staffordshire Association for Women in Policing in particular in monitoring the progress of the equality scheme and action plan
- monitoring the review of the job evaluation scheme
- ensuring the Force conducts an equal pay review by 31 March 2009
- reviewing the actions in the Action Plan

## **ETHNICITY**

The Race Relations (Amendment) Act 2000 places general and specific duties on public authorities, including the Authority, to promote race equality. The duties are outlined in the legislation section but included producing a Race Equality Scheme ("RES") outlining how we will meet the general and specific duties.

These aspects include:-

- producing a RES for the period 2002/05 setting out how we would meet the general and specific duties, and reviewing this to produce a revised RES for the period 2005/08
- monitoring and publishing employment service delivery aspects relating to race annually in the Equality and Diversity Monitoring report
- producing an annual update of the Action Plan
- ensuring that pro-active recruitment and positive action is integrated into the Force
- reviewing and amended the stop and search policy through the Professional Standards Committee
- proactive Authority recruitment practices for members and volunteers (including Independent Custody Visitors)
- monitoring employment figures, including ethnicity
- monitoring victim satisfaction surveys in respect of ethnicity
- monitoring recorded hate crime relating to race
- considering any adverse impact a policy may have on people due to ethnicity when completing equality impact assessments
- monitoring the progress of the Equality Scheme through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reporting periodically on the progress of the Equality Scheme
- reviewing the Equality Scheme every three years
- continuing to engage with the Multicultural Association in particular in monitoring the progress of the Equality Schemes and Action Plan

- continuing to be proactive in scrutinising the attraction of more ethnic minority applicants
- ensuring ongoing liaison with the multicultural association
- reviewing the actions in the Action Plan.

## **RELIGION OR BELIEF**

The Employment Equality (Religion or Belief) Regulations 2003 came into effect on 2 December 2003 and made it unlawful to discriminate on the grounds of religion or belief or perceived religion or belief.

These aspects include:

- reviewing human resources policies to ensure they do not discriminate against anyone due to religion or belief
- endorsing the inclusion of religion or belief on the monitoring form for police and staff applications from 1 April 2006
- monitoring the workforce audit of staff in respect of religion or belief
- monitoring employment figures, including religion or belief
- monitoring victim satisfaction surveys in relation to religion or belief
- monitoring recorded hate crime relating to religion or belief
- considering any adverse impact a policy may have on people due to religion or belief when completing equality impact assessments
- monitoring the progress of the Equality Scheme through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reviewing periodically the progress of the Equality Scheme
- reviewing the Equality Scheme every three years
- reviewing the actions in the diversity Action Plan.

## **SEXUAL ORIENTATION**

The Equality Act (Sexual Orientation) Regulations 2007 and the Employment Equality (Sexual Orientation) Regulations 2003 have made it unlawful to discriminate on the grounds of sexual orientation in the provision of goods and services, the exercise of public functions and in employment.

These aspects include:

- Celebrating the Force's history of success in Stonewall's Workplace Equality Index
- Endorsing the inclusion of sexual orientation on the monitoring form for applications from 1 April 2006
- monitoring the workforce audit asking staff about their sexual orientation
- monitoring employment figures, including sexual orientation
- monitoring victim satisfaction surveys in relation to sexual orientation
- monitoring recorded hate crime relating to sexual orientation
- considering any adverse impact a policy may have on people due to sexual orientation when completing equality impact assessments
- monitoring the progress of the Equality Scheme through the Police Authority's Equality and Diversity Joint Board, the Force Equality Board and the support associations
- reviewing periodically the progress of the Equality Scheme
- reviewing the Equality Scheme every three years
- continuing to engage with Staffordshire Lesbian, Gay and Bisexual Group in particular in monitoring the progress of the Equality Scheme and Action Plan
- reviewing the actions in the Action Plan

### **Staff Associations**

As well as the support associations mentioned above the Police Federation and Superintendents' Association are staff associations that formally represent and support police officers. UNISON is a trade union that formally represents and supports police staff.

The Authority's Liaison and Consultation Committee meet regularly with representatives of the staff associations and members also engages with the support associations through the governance arrangements.

## **HOW WE DO BUSINESS**

### **Procurement**

Procurement is the process by which a public authority enters into a contract with an external contractor to carry out works or provide goods or services. The term 'procurement' covers the full range of public authority contracts.

The general duty applies to those functions and tasks carried out through procurement by an external contractor, as well as those carried out directly by public authorities such as Staffordshire Police Authority. We understand the importance of ensuring equality is included in all areas of procurement, whether undertaken by the Authority, or, on its behalf, by the Force

There are governance arrangements established for procurement, which include the involvement of Police Authority members. Guidance on procurement ensures

that equality issues are taken into account and contract monitoring includes equality issues.

It is important all contractors share the Authority's commitment to diversity and equality. Before contracts for major projects are awarded, there is a detailed process which must be followed to ensure contractors comply with the anti-discrimination provisions of all equality legislation (see **Appendix H**).

With the appointments of the Head of Procurement in early 2010, the policies and procedures are being reviewed to ensure that they meet all current and changing requirements, including diversity matters.

### **Information technology**

Staffordshire Police Authority recognises that information technology should be accessible, both internally and externally. Within the workplace the Authority and the Force only purchase standard office computer technology that conforms to European standards for usability.

The Authority's website provides access to information on members, governance arrangements and policies and plans, as well as advice on specific matters, such as stop and search rights.

## COMPLAINTS

The Authority has a statutory duty to keep itself informed as to the manner in which complaints from members of the public against members of the Force are dealt with by the Chief Constable. The Professional Standards Committee is charged with the monitoring and scrutiny of these arrangements, and review regularly analyses of complaints, stop and search and arrests and disproportionality levels, comparing white british with BME.

The Independent Police Complaints Commission (IPCC) is responsible for the way complaints about the police are handled. The IPCC was set up in April 2004 with the support of the police service, community and voluntary organisations.

Through the Professional Standards Committee the Authority liaises regularly with the Regional Commissioner of the IPCC.

Complaints can be made directly to the Authority or the Force or through the IPCC or another advice organisations. Whatever the route, all conduct complaints must be recorded by the Force or the Authority, as appropriate.

If you want to make a complaint you can:

- go into any police station and ask for your complaint to be recorded. Within Staffordshire Police any member of staff is authorised to record a complaint
- contact Staffordshire Police by phone on 08453 302010
- e-mail [professional.standards@staffordshire.pnn.police.uk](mailto:professional.standards@staffordshire.pnn.police.uk)
- fax us on 01785 232129
- contact your local Citizens' Advice Bureau, racial equality council, neighbourhood warden, youth offending team or probation service, all of whom can provide information
- contact a solicitor or your MP and ask them to make a complaint for you
- nominate a person to act on your behalf (they must have your written consent)
- write to the Chief Constable or the Police Authority at:

Police Headquarters  
P.O. Box 3167  
ST16 9JZ

- contact the Independent Police Complaints Commission at:

90 High Holborn  
London  
WC1V 6BH  
Tel:08453 002 002  
Email:[enquiries@ipcc.gsi.gov.uk](mailto:enquiries@ipcc.gsi.gov.uk)

Additionally, if you experience difficulties in leaving your home, arrangements can be made for someone to make a personal visit to receive your complaint.

Further information can also be found on the Independent Police Complaints Commission Website: [www.ipcc.gov.uk](http://www.ipcc.gov.uk)

Complaints against individual members of the Authority may be made to the Standards Board for England or to the Authority's Chief Executive. If a complaint relates to an officer of the Authority it should be referred to the Chief Executive, Police Authority Offices, Police Headquarters, P.O. Box 3167, ST16 9JZ and will be dealt with in accordance with the Complaints Procedure.

## **THE FUTURE**

We will continue to comply with the relevant duties, take into account the views of people from diverse backgrounds, further develop our practices by making use of impact assessments, continuing to monitor and scrutinise, review the Action Plan, continue to consult and engage and report our findings and progress publicly through our governance arrangements and the Annual Report referred to below.

### **Action plan**

The Action Plan (**Appendix I**) sets out key actions which the Authority are taking to promote equality over the next three years.

The Action Plan seeks to support:

- priorities as identified through consultation and engagement
- strategic priorities in "Policing Staffordshire Strategy and Plan 2010/13", including the Trust and Confidence Strategy outcomes sought to promote equality that both the Authority and the Force wish to achieve, set against realistic timescales
- measurable indicators of progress towards those outcomes
- accountability of the Authority to the people and communities of Staffordshire and Stoke-on-Trent.

The Action Plan will be monitored for progress and reviewed periodically – with a full review triennially.

### **Annual report**

Staffordshire Police Authority and the Force produce an annual equality and diversity monitoring report for the period April to March that is made available to the public. We plan to include details of progress and performance under the Equality Scheme in this publication.

**Glossary of Terms and Acronyms**

- **CEHR:** Commission for Equality And Human Rights
- **CLDP:** Core Leadership Development Programme
- **CPA:** Christian Police Association
- **CPS:** Crown Prosecution Service
- **DDA:** Disability Discrimination Act 2005
- **EIA:** Equality Impact Assessment
- **FSN:** Female Support Network
- **GES :** Gender Equality Scheme
- **IPCC:** Independent Police Complaints Commission
- **IPLDP:** Initial Police Learning and Development Plan : training for new intake police officers
- **LGB:** Lesbian Gay and Bisexual
- **LGBT:** Lesbian Gay Bisexual and Transgender
- **MCA:** Staffordshire Police Multi Cultural Association
- **NPIA:** National Police Improvement Agency
- **NPU:** Neighbourhood Policing Unit : a small unit headed by an inspector with around 50 officers working at a community level
- **PALP:** Positive action Leadership Programme
- **PCSO:** Police Community Support Officers
- **PDR:** Performance and Development Review
- **PRDLDP:** Police Race and Diversity Learning and Development Programme
- **RR(A):** Race Relations (Amendment) Act 2000
- **RES:** Race Equality Scheme
- **SAWP:** Staffordshire Association for Women in Policing
- **SPDG:** Staffordshire Police Disability Support Group
- **Stakeholders:** a person or group affected by or having an interest in the operations of an enterprise
- **Stonewall:** an organisation working for equality and justice for lesbians, gay men and bisexuals.

### **The Meaning of Disability**

This appendix is included to aid understanding about who is covered by the Disability Discrimination Act. A Government publication 'Guidance on matters to be taken into account in determining questions relating to the definition of disability' is also available from HMSO (Her Majesty's Stationery Office).

#### **When is a person disabled?**

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

#### **What about people who have recovered from a disability?**

People who have had a disability within the definition are protected from discrimination even if they have since recovered.

#### **What does 'impairment' cover?**

It covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

#### **Are all mental impairments covered?**

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

#### **What is a 'substantial' adverse effect?**

A substantial adverse effect is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

#### **What is a 'long-term' effect?**

A long-term effect of impairment is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or
- which is likely to last for the rest of the life of the person affected.

Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

### **What if the effects come and go over a period of time?**

If an impairment has had a substantial adverse effect on normal day-to-day activities, but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will return.

### **What are 'normal day-to-day activities'?**

They are activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport to a professional standard, or performing a skilled or specialised task at work.

However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition. The test of whether impairment affects day-to-day activities is whether it affects one of the broad categories of capacity listed below:

They are:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand, or perception of the risk of physical danger.

### **What about treatment?**

Someone with an impairment may be receiving medical or other treatment which alleviates or removes the effects (though not the impairment). In such cases, the treatment is ignored and the impairment is taken to have the effect it would have had without such treatment. This does not apply if substantial adverse effects are not likely to recur even if the treatment stops (ie the impairment has been cured).

### **Does this include people who wear spectacles?**

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

### **Are people who have disfigurements covered?**

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

### **Are there any other people who are automatically treated as disabled under the Act?**

Anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled.

People who are not registered or certified as blind or partially sighted will be covered by the Act if they can establish that they meet the Act's definition of disability.

### **What about people who know their condition will get worse over time?**

Progressive conditions are those which are likely to change and develop over time. Where a person has a progressive condition he or she will be covered by the Act from the point of diagnosis.

### **Are people with genetic conditions covered?**

If a genetic condition has no effect on the ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.

### **Are any conditions specifically excluded from the coverage of the Act?**

Yes. Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are:

- addiction to or dependency on alcohol, nicotine or any other substance (other than as a result of the substance being medically prescribed)
- seasonal allergic rhinitis (eg hay fever), except where it aggravates the effect of another condition
- tendency to set fires
- tendency to steal
- tendency to physical or sexual abuse of other persons
- exhibitionism
- voyeurism.

Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

### **Gender Terms**

The term 'sex' is used to describe biological differences between women and men. Gender role refers to the behaviour, social roles and relationships that society considers appropriate for males and females.

### **Gender Identity**

This refers to our personal experience of being a man or a woman, that is, a sense of ourselves as masculine or feminine.

### **Transsexual**

Transsexual is used to describe the condition of someone who feels their gender identity does not match with the biological characteristics they were born with. Transsexual people are those who feel a consistent and overwhelming desire to go through the transition process and change from male to female or female to male in order to live as a member of the opposite gender.

### **Transition Process**

The process of changing from male to female or female to male.

### **Gender Reassignment**

The medical procedure of changing a male into a female or a female into a male so that their body matches their gender identity.

### **Acquired Gender**

The gender of a person who has had their gender reassigned and/or legally recognised. It is possible for an individual to transition fully without surgical intervention.

### **Transvestism**

Wearing clothes usually associated with the opposite gender and is often referred to as 'cross dressing'. Generally transvestites do not wish to alter their body.

## **Transgender**

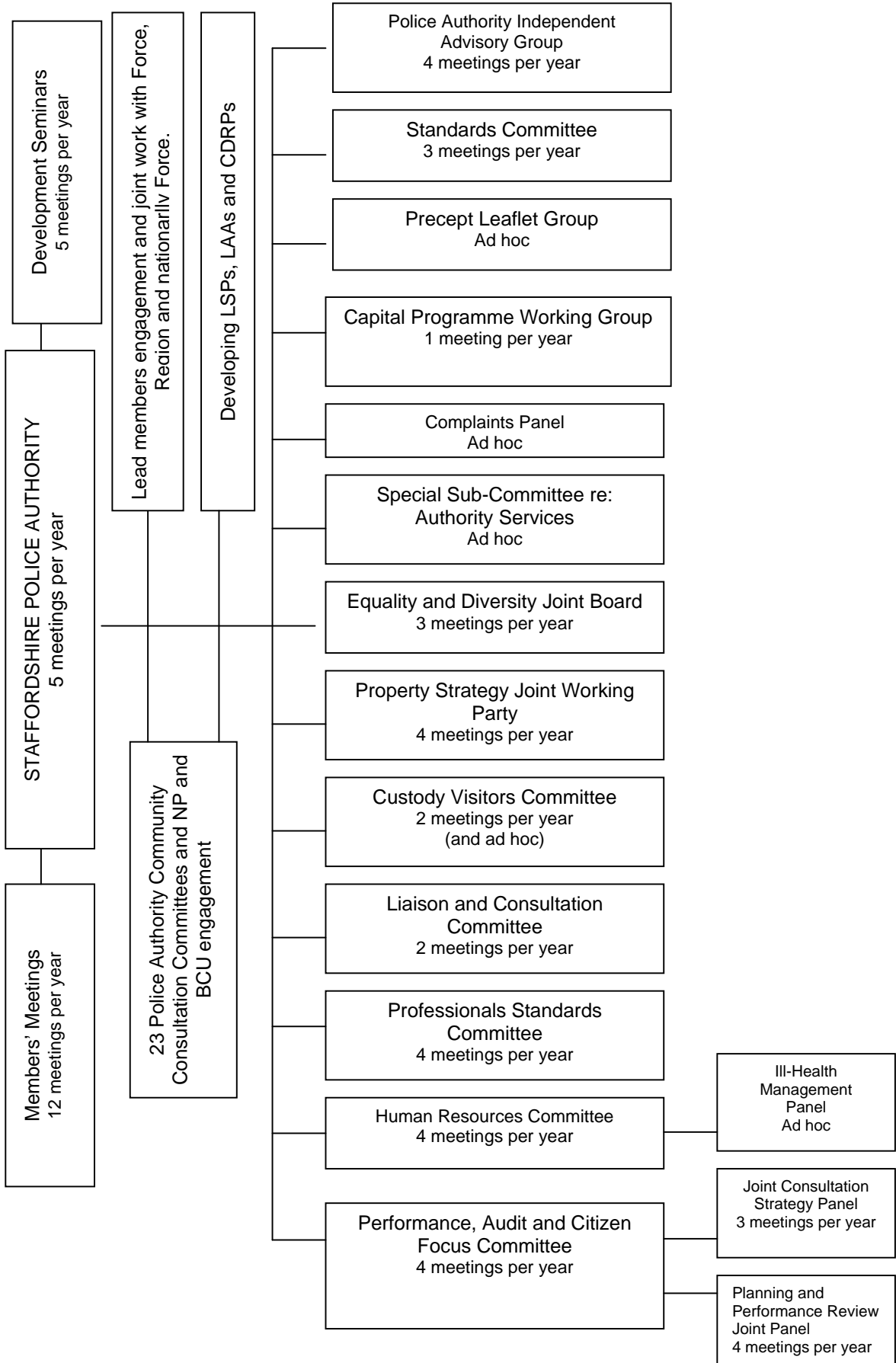
Literally means 'across gender'. It is often used as an umbrella term for all people with gender identity issues, running across the spectrum from occasional cross-dresser to post-operative transsexual.

Transgender can also be used to refer to someone who lives permanently in the opposite gender role but who does not intend to undergo treatment to alter their body.

## **Trans**

The shortened term 'trans' is often used instead of transsexual or transgender. Trans is a term that may be used without causing offence.

**POLICE AUTHORITY – GOVERNANCE STRUCTURE**



## APPENDIX E

### Appendix 1

## STAFFORDSHIRE POLICE AUTHORITY

### Agreed Committee etc Membership – Chairs and Vice-Chairs (with effect from 21 July 2009)

#### *Performance, Audit and Citizen Focus*

##### **Committee**

Mr. P.E.B. Atkins  
Mr. H.C. Brian  
Mr. A. Bowen  
Mr. A.B. Compton, MBE  
Mr. D.J. Davis  
Mr. E.L. Gothard, MBE (Chair)  
Mrs. C.R. Jebb  
Mrs. C.G. Heath  
Mr. F.W. Lewis, MBE (Vice-Chair)  
Mr. D.M. Pearsall

#### *Human Resources Committee*

Mr. P.E.B. Atkins  
Mr. H.C. Brian (Vice-Chair)  
Mr. A.B. Compton, MBE  
Mr. D.J. Davis  
Mrs. C. B. Edwards (Chair)  
Mr. E. L. Gothard, MBE  
Mr. F.W. Lewis, MBE  
Mr. I.M. Parry  
Mr. D.M. Pearsall  
Mr. P. F. Vigurs

#### **Professional Standards Committee**

Mr. P.J. Beresford  
Mr. A. Bowen (Chair)  
Mr. R. Conteh  
Mrs. R. Crawley  
Mrs. C.G. Heath  
Mrs. H.H. Iqbal (Vice-Chair)  
Mr. P. F. Vigurs

#### **Custody Visitors Committee**

Mr. P.J. Beresford  
Mr. R. Conteh (Vice-Chair)  
Mrs. R. Crawley  
Mrs. C.B. Edwards  
Mrs. H.H. Iqbal  
Mrs. C.R. Jebb (Chair)  
Mr. I.M. Parry

#### **Liaison and Consultation Committee**

Chair and Vice-Chair of Authority  
Chairs and Vice-Chairs of  
Committees

#### **Panel re Police Appeals Tribunals**

Mr. H.C. Brian  
Mrs. C.R. Jebb  
Mr. D.M. Pearsall  
Mr. P.F. Vigurs

#### **Property Strategy Working Group**

Mr. A. Bowen (Chair)  
Mr. A.B. Compton, MBE  
Mr. D.M. Pearsall

#### **Joint Consultation Strategy Panel**

Mrs. C.G. Heath  
Mr. H.C. Brian  
Mr. R. Conteh

Mrs. C.G. Heath

Mrs. R. Crawley  
Mr. E.L. Gothard, MBE (Chair)  
Mr. F.W. Lewis, MBE  
Mr. D.M. Pearsall

**Standards Committee**

Mr. A. Bowen (Independent Member)  
Mr. R. Conteh (Councillor Member)  
Mrs. L. Foulkes (Independent Person)  
Mr. A.B. Compton, MBE (Independent Member  
and Magistrate)  
Mrs. H.H. Iqbal (Independent Member)  
Mr. I.M. Parry (Councillor Member)  
Mr. H. Stemp (Independent Person) (Chair)  
Mrs. C.G. Heath (Councillor Member))

**Special Sub-Committee re Authority Services**

Mrs. C.B. Edwards  
Mrs. C. R. Jebb  
Mr. F.W. Lewis, MBE  
Mr. D. M. Pearsall (Chair)  
Mr. E.L. Gothard, MBE  
Mr. P.F. Vigurs

**Independent Advisory Group**

Mr. R. Conteh (Chair)  
Mrs. C.B. Edwards  
Mrs. C. G. Heath  
Mrs. H.H. Iqbal  
Mrs. C.R. Jebb  
Mr. D.M. Pearsall  
(plus Independent Invitees)

**Capital Programme Joint Working Group**

Mr. A.B. Compton, MBE  
Mr. D. M. Pearsall (Chair)  
Mrs. C. B Edwards  
Mr. E. L. Gothard, MBE  
Mrs. C. R. Jebb  
Mr. F. W. Lewis, MBE  
Mr. P. F. Vigurs

July 2009  
OX323Z

**Equality and Diversity Joint Board**

Mr. A. Bowen  
Mrs. R. Crawley  
Mr. R. Conteh (Chair)  
Mrs. H.H. Iqbal  
Mrs. C.G. Heath

**Complaints Panel**

Mrs. C. B. Edwards  
Mrs. C. R. Jebb  
Mr. D.M. Pearsall (Chair)  
Mr. P. J. Beresford  
Mr. P.F. Vigurs

**Editorial Group (Policing Plan/Annual Report/ Precept Leaflet)**

Mr. E.L. Gothard, MBE  
Mr. D.J. Davis  
Mrs. C.R. Jebb  
Mr. D.M. Pearsall (Chair)  
Mr. F.W. Lewis  
Mr. P.F. Vigurs

## Appendix 2

### POLICE AUTHORITY COMMUNITY CONSULTATION COMMITTEES (PACs)

<b>MOORLANDS</b>	
Moorlands East	Mrs. C.G. Heath
Moorlands West	Mrs. C.R. Jebb

<b>NEWCASTLE</b>	
Kingsgrove and Newcastle Rural	Mrs. H.H. Iqbal
Newcastle South	Mr. P.F. Vigurs

<b>STAFFORD</b>	
Stone	Mr. I.M. Parry
Stafford	Mr. A.B. Compton, MBE

<b>CANNOCK</b>	
Cannock	Mr. D.J. Davis
Rugeley	Mrs. R. Crawley

<b>SOUTH STAFFORDSHIRE</b>	
Watling Street	Mr. D.M. Pearsall
Wombourne	Mr. A. Bowen

<b>STOKE-ON-TRENT</b>	
Northern (Tunstall)	Mr. H. C. Brian
Western (Burslem)	Mr. R. Conteh
City Centre (Hanley)	Mr. H. C. Brian
Eastern (Bucknall)	Mr. H. C. Brian
South Western (Stoke)	Mr. R. Conteh
South Eastern (Longton)	Mr. R. Conteh

<b>LICHFIELD</b>	
Burntwood and District	Mrs. C.B. Edwards
Lichfield	Mr. F.W. Lewis, MBE

<b>TAMWORTH</b>	
Tamworth	Mr. E.L. Gothard, MBE

<b>EAST STAFFORDSHIRE</b>	
Burton	Mr. P. J. Beresford
Uttoxeter	Mr. P.E.B. Atkins

July 2009  
OJ403C

## Appendix 3

### LEAD MEMBERS' ROLES

AREAS	MEMBER ALLOCATION
Protective Services	Mr. A. Bowen, Mr. D.M Pearsall and Mr. P.F.Vigurs
Performance Management	Mr. E.L. Gothard, MBE and Mr. A. Bowen
Neighbourhood Policing	Mr. P.F. Vigurs and Mrs. C.G. Heath
Counter Terrorism	Mr. A. Bowen and Mrs. H.H. Iqbal
Regional Task Group re: supporting the Police response to counter-terrorism	Mr. A. Bowen (Mrs. H.H. Iqbal as substitute)
Crime and Intelligence Project Board/Criminal Justice	Mr. A.B. Compton, MBE
Trust and Confidence Implementation Board	Mr. D.M. Pearsall and Mr. P. F. Vigurs
Project Columbus	Mr. A.B. Compton, MBE, Mr. A. Bowen, Mr. D.M. Pearsall and Mr. P. F. Vigurs
Finance, Efficiency and Cost Reduction	Mr. A. Bowen and Mr. A.B. Compton, MBE
Local Area Agreement (LAA) Strategic Board	Chair of Authority (Vice-Chair of Authority as substitute) (ex-officio)
LAA Safer and Stronger Communities Steering Group	Mr. P.F. Vigurs (substitute Mr. E.L. Gothard, MBE)
Police Pay Reform Working Group	Mrs. C.B. Edwards
Diversity	Mr. R. Conteh
Personnel Policies, Workforce Modernisation, Training and Development, ETs, Equal Opportunities and Investors in People	Mrs. C. B. Edwards and Mr. H. C. Brian.
Independent Custody Visiting - Custody Policies	Mrs. C. R. Jebb and Mr. R. Conteh
Complaints, Discipline and Civil Claims	Mr. A. Bowen and Mrs. C.G. Heath
Information Management Group/MOPI	Mrs. R. Crawley and Mrs. C. R. Jebb
Human Rights/Protecting Vulnerable Persons (including Children and Young People)	Mr. P. F. Vigurs, Mrs. R. Crawley and Mr. E.L. Gothard, MBE
Health and Safety	Mr. H.C. Brian – attending Force Occupational Health, Safety and Welfare Committee
Mobile Data/Airwave/IT/E-Policing	Mr. E. L. Gothard, MBE and Mrs. H. H. Iqbal
Risk Management and Business Continuity	Mr. A. Bowen and Mrs. R. Crawley
Environmental Policy/Strategy and Sustainability	Mrs. R. Crawley, Mrs. C.G. Heath and Mr. D.M. Pearsall
Central Motorway Police Group	Mr. A. Bowen
Engagement and Consultation Strategy	Mr. E. L. Gothard, MBE
Media and Marketing	Mr. I.M. Parry
Citizens' Panel Working Group (including Budget Consultation)	Mr. D. J. Davis, Mr. E.L. Gothard, MBE, Mr. R. Conteh, Mr. D.M. Pearsall, Mrs. C.G. Heath, Mr. P.F. Vigurs, Deputy Chief Constable, Head of Corporate Services, Treasurer, Mr. A. Small, Ms. A. Hughes,

<b>AREAS</b>	<b>MEMBER ALLOCATION</b>
	Citizens' Panel Officer
Transport	Mr. D.M. Pearsall
Staffordshire Connects (E-Government Partnership)	Mr. A.B. Compton, MBE and Mr. P.J. Beresford
Independent Custody Visitors' Association	Mrs. C.R. Jebb and Mr. R. Conteh
Partnerships Assuring a Safer Staffordshire Limited	Chair and Vice-Chair of Authority (ex-officio)
Staffordshire Neighbourhood Watch	Chair and Vice-Chair of Authority (ex-officio)
Staffordshire Pension Fund Consultative Forum	Mr. P.J. Beresford and Mr. A.B. Compton, MBE
Participatory Budgeting (Community Spending)	Mr. E.L. Gothard, MBE and Mrs. C.G. Heath
2012 Olympics	Mr. A.B. Compton, MBE
Association of Police Authorities APA Council (2)	Chair and Vice-Chair of Authority (ex-officio)
Regional Joint Policy Networks (RJPNs): (i) People (3)	Mrs. C.B. Edwards, Mr. R. Conteh and Mr. H.C. Brian
(ii) Citizen Focus and Partnership (2)	Mrs. C.G. Heath and Mr. P.F. Vigurs
(iii) Corporate Business (3)	Mrs. R. Crawley, Mr. E.L. Gothard, MBE and Mr. F.W. Lewis, MBE
(iv) Strategic Policing Policy (3)	Mr. A. Bowen, Mr. D.M. Pearsall and Mrs. C.R. Jebb
APA Liaison Network Black and Minority Ethnic Network (BME)	Mr. R. Conteh, Mrs. R. Crawley and Mrs. H.H. Iqbal

July 2009 OX323Z

**RESPONSIBLE AUTHORITY GROUPS FOR CRIME AND DISORDER REDUCTION PARTNERSHIPS**

**POLICE AUTHORITY REPRESENTATIVES**

<b>DIVISION</b>	<b>LINK MEMBERS</b>	<b>SUBSTITUTE MEMBERS</b>
Staffordshire Moorlands	Mrs. C.R. Jebb	Mrs. C.G. Heath
Newcastle	Mr. P.F. Vigurs	Mrs. H.H. Iqbal
Stafford	Mr. A.B. Compton, MBE	Mr. I.M. Parry
South Staffordshire	Mr. D.M. Pearsall	Mr. A. Bowen
Cannock Chase	Mr. D.J. Davis	Mrs. R. Crawley
Stoke-on-Trent	Mr. R. Conteh and Mr. H.C. Brian	-
Lichfield	Mr. F.W. Lewis, MBE	Mrs. C.B. Edwards
Tamworth	Mr. E.L. Gothard, MBE	Mrs. R. Crawley
East Staffordshire	Mr. P.E.B. Atkins	Mr. P.J. Beresford

July 2009  
OX323Z

Appendix 5

**POLICE AUTHORITY BCU LINK MEMBERS**

<b>DIVISION</b>	<b>PAC/NPU AREA</b>	<b>LINK MEMBER</b>
<b>CHASE DIVISION</b>	CANNOCK	Mr. D.J. Davis
	RUGELEY	Mrs. R. Crawley
	STONE	Mr. I.M. Parry
	STAFFORD	Mr. A.B. Compton, MBE
	WATLING STREET	Mr.D.M. Pearsall
	WOMBOURNE	Mr. A. Bowen
<b>NORTH STAFFS DIVISION</b>	MOORLANDS EAST	Mrs. C.G. Heath
	MOORLANDS WEST	Mrs. C.R. Jebb
	KIDSGROVE AND NEWCASTLE RURAL	Mrs. H.H. Iqbal
	NEWCASTLE	Mr. P.F. Vigurs
<b>STOKE-ON-TRENT DIVISION</b>	NORTHERN (TUNSTALL)	Mr. H. C. Brian
	WESTERN (BURSLEM)	Mr. R.Conteh
	CITY CENTRE (HANLEY)	Mr. H. C. Brian
	EASTERN (BUCKNALL)	Mr. H. C. Brian
	SOUTH WESTERN (STOKE)	Mr. R. Conteh
	SOUTH EASTERN (LONGTON)	Mr. R. Conteh
<b>TRENT VALLEY DIVISION</b>	BURNTWOOD AND DISTRICT	Mrs. C.B. Edwards
	LICHFIELD	Mr. F.W. Lewis, MBE
	TAMWORTH	Mr. E.L. Gothard, MBE
	BURTON	Mr. P.J. Beresford
	UTTOXETER	Mr. P.E.B. Atkins

July 2009  
OJ412C & OX448A

## APPENDIX F

### List of functions and policies

The following is a list of functions and policies and the assessment they have been given for their relevance to the general duty.

Some relate directly and only to the Police Authority, whilst others relate to Force's policies which the Authority monitors and scrutinises to ensure that they are meeting their statutory duties and holding the Chief Constable to account in delivery outcomes.

Area/Governance Body	Function/Policy	Impact
<b>Human Resources; PA/HR Committee /Selection Panel</b>	Police Authority recruitment and selection – members, executive, staff	High
	Members PDR, development and training	High
	Discipline and conduct – PA staff	High
	Attendance – PA staff	High
	PDR, development and training – PA staff	High
	Equal opportunities	High
	Health and Safety	Low
<b>Force; HR Committee</b>	Discipline procedure – police staff	High
	Equal opportunities policy	High
	Exit interviews	High
	Grievance procedure	High
	Harassment policy	High
	Health surveillance	High
	Higher potential development scheme	High
	Managing attendance policy	High
	Maternity provisions	High
	Occupational health medical guidelines	High
	Personal protective equipment	High
	Police recruitment fitness	High
	Redeployment	High
	Secondments	High
	Special priority payment scheme	High
	Support staff capability procedure	High
	Training and development – officers and staff	High
	Unsatisfactory attendance –officers and staff	High
	Unsatisfactory performance –officers and staff	High
	Bonus payments scheme	Medium
	Business interest/secondary working	Medium
	Pay during sick leave	Medium
30+ scheme	Medium	
Accident reporting	Low	
Competency related threshold scheme	Low	

	First aid training	Low
	Fitness assessment -following injury/illness	Low
	Health and safety policy	Low
	Health promotion day process	Low
	Induction process	Low
	Job evaluation	Low
	Management of health and safety	Low
	Manual handling	Low
	Occupational health, safety and welfare strategy	Low
	Occupational stress policy	Low
	Probationer curriculum health and fitness	Low
	Risk assessment	Low
	Welfare services	Low

<b>Area/Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Operational Monitoring Information</b>	Collaboration and co-operation arrangements – Authority and Force (Protective Services and other areas) - joint	High
	PA /Professional Standards Committee/ Equality and Diversity Joint Board Performance management and scrutiny arrangements – joint	High
<b>Force</b> <b>PA / Professional Standards Committee/ Equality and Diversity Joint Board</b>	Call handling and graded response	High
	Child protection	High
	Critical incidents	High
	Domestic violence	High
	Family liaison	High
	Foreign nationals (asylum seekers, migrant workers, immigration)	High
	Gypsies and travellers	High
	Hate crime	High
	Force independent advisory groups	High
	Prevention of terrorism	High
	Repeat victimisation	High
	Stop and search	High
	Vulnerable and intimidated witnesses and victims	High
	Football policing	Medium
	Public order	Medium
	Road safety and casualty reduction - road safety strategy	Medium
Vehicle pursuit policy	Medium	
Firearms policy	Low	

	Major incidents – Contingency plans	Low
	Policing of major events	Low
	Use of speed	Low

<b>Area/Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Consultation Engagement</b>	Community engagement strategy – programme and advice - joint	High
	Corporate marketing strategy - joint	High
<b>PA / Equality and Diversity Joint Board / Consultation Strategy Panel / IAG</b>	Police Authority's Independent Advisory Group	High
	Self-defined ethnicity recording	High

<b>Area/ Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Criminal Justice /Detention</b>	Independent custody visiting scheme	High
	Custody Procedures and standards	High
	Dealing with victims and witnesses	High
	Stop/Searches procedures	Medium
<b>PA / Custody Visitors Committee/ Professional Standards Committee</b>	Vehicle accidents involving police officers	Low
<b>Force PA / Custody Visitors Committee/ Professional Standards Committee</b>	Interpreters and translators	High
	Mental health procedures and policy	High
	Young offenders	High
	Disposal and retention of information	Low

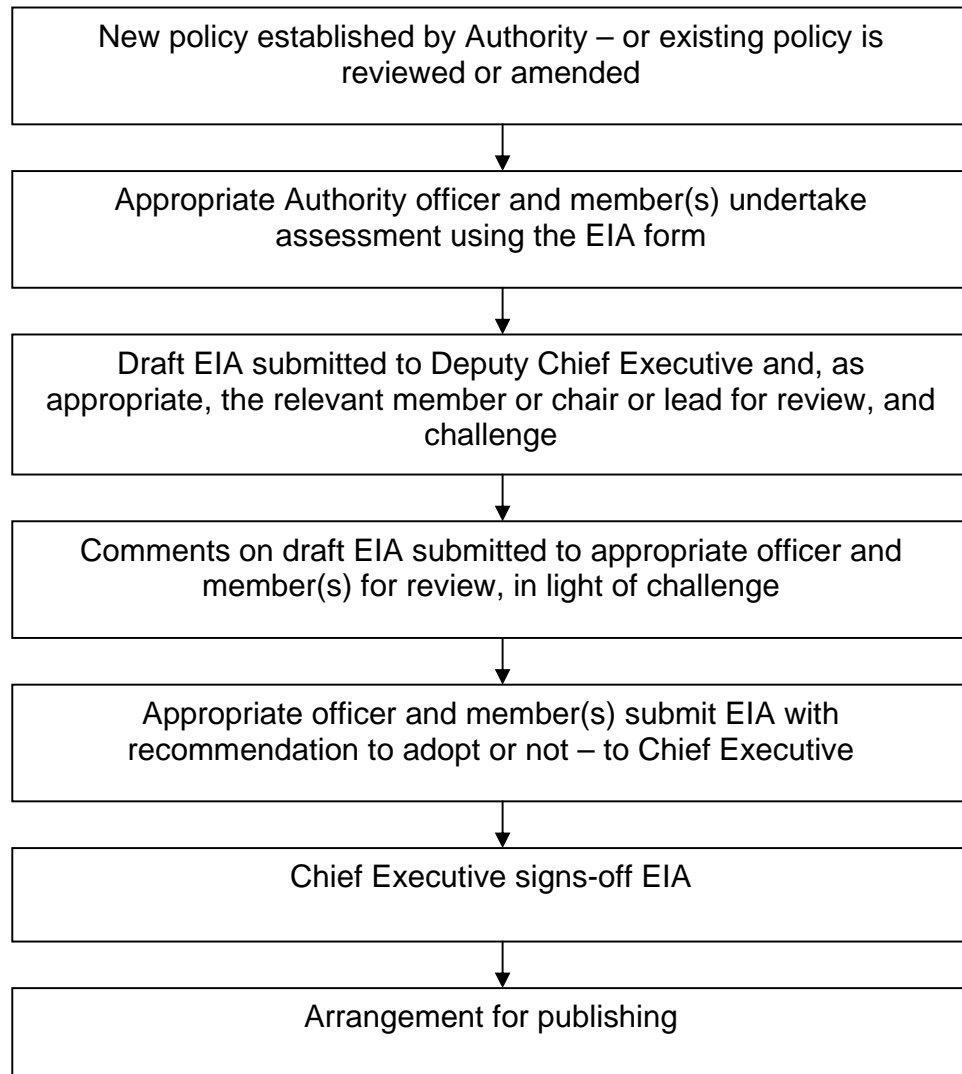
<b>Area/Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Professional Standards/Ethics</b>	Complaints by members of the public against Staffordshire Police Authority	High
	Complaints by members of the public against Staffordshire police and staff	High
	<b>PA/</b> Deaths in custody	High
	Managing complaints in the form of local resolution	High
	Members' Code of Conduct	High
	Members' register of gifts and hospitality	High
	Membership of external organisations	High
	Police Authority / Force - member/officers protocol	High
	Quality of service files – File inspection – Dip-sampling procedure	High
	Suspension of police officers	High
	Vetting policy – Authority members, officers, Force, others	High
	Whistleblowing policy and practice	Medium
<b>Force Professional Standards Committee</b>	Staff procedure for reporting corruption, dishonesty and serious misconduct	High
	Force policy on gifts, hospitality and discounts	Low

<b>Area/Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Resources and Finance</b>	Budget and Precept	High
	Audit	High
	Procurement	High
	Contract standing orders	Medium
	<b>PA/</b> Activity based costing	Low
	Financial delegations	Low
	Financial regulations	Low
	Risk management strategy	Low
	Sponsorship policy	Low
	Transport strategy	Low
	Vehicle replacement policy	Low
	Resource allocation policy – joint	Low
	<b>Reform and Performance Management Committee</b>	

<b>Area/Governance Body</b>	<b>Function/Policy</b>	<b>Impact</b>
<b>Legal and Governance</b>	Policing Plan (rolling 3 year)	High
	Scheme of Delegation	High
	Civil litigation	High
	Employment tribunals	High
	Police appeals tribunals	High
	<b>PA/HR</b> Service level contracts	High

<b>Committee</b>	Authority's publication scheme	Medium
	Authority's Corporate and Business Plan	Medium
	Authority's Procedural Standing Orders	Low
	Members' allowances scheme	Low

Equality Impact Assessment – Flow Chart



OX475A

### Procurement

The following statement is included in the standard terms and conditions for all formal tenders.

“The contractor shall not unlawfully discriminate within the meanings and provisions of the following:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations (Amendment) Act 2000
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- Civil Partnership Act 2004
- Gender Recognition Act 2004
- Disability Discrimination Act 2005
- The Employment Equality (Age) Regulations 2006
- Equality Act 2006
- Work and Families Act 2006

or any act of parliament or statutory modification or re-enactment thereof relating to discrimination in employment.

The contractor shall take all reasonable steps to secure the observance of the provisions of this clause by all servants, employees or agents of the contractor and all sub-contractors employed in the execution of the contract”.

The process for all formal tenders above the European Union threshold will normally follow the restricted procurement procedure.

The first part of this process is to complete a questionnaire, with top-scoring companies formally invited to tender for contract. The questionnaire includes a section on equal opportunities and employment performance and asks:

- has the applicant any finding of unlawful discrimination made against them by any court or industrial tribunal in the last three years?
- if they have, what steps did the applicant take as a consequence of these findings?
- in the last three years, has the applicant been the subject of formal investigation on the grounds of alleged unlawful discrimination?
- if the investigation commission made a finding adverse to the applicant what steps did the applicant take in consequence of these findings?

- for the applicant to enclose a copy of their document policies on employment and equal opportunities (including compliance with the Disability Discrimination Act), authorised by a senior officer of the applicant including the name of the senior officer(s) responsible for the policies
- for the applicant to enclose documentary examples that show how the applicant's employment and equal opportunities policies are implemented
- how the applicant monitors the implementation of its policies regarding employment and equal opportunities for their effectiveness in combating discriminatory behaviour
- to enclose documentary evidence of the monitoring undertaken, and of any steps taken by the applicant to rectify shortcomings in policy or its implementation that are disclosed by the monitoring.

An overall assessment of the applicant's performance is made and a score given against its stated employment and equal opportunities policies, management systems and standards as evidenced by convictions or adverse findings reported.

APPENDIX I

Equality Scheme 2008/11 – Diversity Action Plan 2010/11

Action	Diversity Strand	Responsible	Target Date(s)
All relevant policies and functions to be assessed against the general duty	all	Equality and Diversity Joint Board (EDJB)	January/February 2010 [Outcome: Updated Equality Scheme 2008/11 published on website by end of March 2010]
Authority to assess all new or amended functions and policies against the general duties.	all	EDJB	As required
Review progress on (safeguarding of vulnerable people, children, young people and adults) policy	age	Police Authority	Biannual review [Outcome: PA 10/02/10]
Ensure people who are in custody have their needs addressed effectively	all	Custody Visitors Committee and Property Group	Ongoing [Outcome: CV]
Review hate crime analysis	all	EDJB	May and October 2010 and February 2011 [Outcome: EDJB 31/01/11]
Review force policy, practice and outcomes regarding stop and search and stop and account, including associated awareness and training matters – including disproportionality	race	Professional Standards Committee	April, July and October 2010 January 2011 [Outcome: P Standards January 2011]
Scrutinise analysis in relation to disciplinary processes and grievances	all	Human Resources Committee  Professional Standard	April and November 2010 [Outcome: HR April 2011]  April, July and October 2010 January 2011

		Committee	[Outcome: PS January 2011]
Scrutinise analysis in relation to retention, promotion, number of leavers, and reason for leaving and retirement	all	Human Resources Committee  EDJB	April and November 2010 [Outcome: HR April 2011] May and November 2010 January 2011 [Outcome: May 2011]
Review data in relation to cases at employment tribunals	all	Human Resources Committee	April and November 2010, and April 2011 [Outcome: HR April 2011]
Review data in relation to sickness absence rates	age gender disability	Head of Human Resources Committee	April and November 2010, and April 2011 [Outcome: HR April 2011]
Review outcomes in respect of the management of sickness absence	age gender disability	Human Resources Committee	April and November 2010, and April 2011 [Outcome: HR April 2011]
Review practices and outcomes to ensure women and men are represented at all levels of the workforce and in all areas of work	gender	Human Resources Committee	April and November 2010, and April 2011 [Outcome: HR April 2011]
Monitor recruitment outcomes to ensure that barriers to representation are identified and removed	all	Human Resources Committee	April and November 2010, and April 2011 [Outcome: HR April 2011]
Review and approve the training, learning and development plan for Staffordshire Police	race disability gender	Human Resources Committee	April and November 2010 and April 2011 [Outcome: HR April 2011]
Monitor provision on equality impact assessment training to key stakeholders and policy developers	all	EDJB	May and November 2010, and January 2011 [Outcome: EDJB May 2011]
Monitor Force provision of training needs for those who deal with equality and diversity issues and review Members' training	all	Human Resource Committee  EDJB	April and November 2010, and January 2011 [Outcome: HR April 2011] Ongoing

needs			[Outcome: EDJB May 2011]
Review analysis of misconduct actions against Force Officer and staff	all	Professional Standards Committee	April, July and October 2010, and January 2011 [Outcome: PS April 2011]
Undertake annual review and scrutiny of Procurement Policy to ensure that the policy meets all current and changing requirements including diversity issues	all	EDJB	February 2010 [Outcome: EDJB May 2011]
Publish the updated Equality Scheme 2008/11 on Authority website - update as necessary	all	Chief Executive	March 2010 [Outcome: publish by end of March 2010]
Analyse the results of the staff perception survey including interim and full results analysis	all	Human Resources Committee	When future survey results available
Monitor the production of diversity performance information on all customer satisfaction surveys	all	Joint Consultation Strategy Panel  EDJB	June and October 2010 January 2011 [Outcome: JCSP January 2011]  May and November 2010 and January 2011 [Outcome: EDJB May 2011]
Review custody facilities regarding suitability in accordance with DDA and to meet Safer Detention policy requirements	all	Custody Visitors Committee	Ongoing [Outcome: CV July 2010]
At least sustain and seek to increase the proportion of female members serving on the Authority	gender	Selection Panel/Joint Appointments Committee/ PA	Ongoing (Independent quadrennial appointment- next April 2011) Councillor – June 2010 [Outcome: from July

			Independent appointments and Councillor appointments – M13 and F/M 4 (sustained)]
Seek to ensure that, at any one time, at least one member of the selection panel is female	gender	PA Home Secretary Selection Panel	Ongoing (Home Secretary's appointee - 2 yearly to August 2011 and Independent Assessor to March 2013) [Outcome: Currently 3M and 2 F/M (improved)]
Continue to positively encourage applications for ACPO/Force Executive positions and Police Authority officer positions from all eligible persons irrespective of gender, ethnicity, disability, sexual orientation, age or faith	all	PA Human Resources Committee (as Selection Committee)	Ongoing (on vacancies occurring) [Outcome: Currently 5M – appointment process for DCC post in hand]
Ensure all recruitment and selection processes and tools clearly reflect the Authority's commitments in the equality scheme	all	PA the Personnel Committee (as Selection Committee) Chief Executive	Ongoing [Outcome: Appointments of PA Executive Officers and to Secretariat – currently 3M and 4 F/M]
Ensure fair, proportionate and equitable allocation of chairs, lead roles and positions within the Authority's governance structure, including specific diversity and equality areas	all	PA	Ongoing (Annual - June 2010) [Outcome: From July 2009 Chairs/VCs – 7(8)M and 3(2) F/M (improved) – (2)1 BME (improved) – APA/Networks 10(13)M and 6(3) F/M (improved) – (5)2 BME (improved)]
All members' and Police Authority's officers	all	Chair and Vice Chair of	Annually (by June)

training, personal development plans and review procedures to reflect the Authority's policies and practices on equality and diversity		Authority/all Authority members/ Chief Executive	[Outcome: Chair and VC held PDRs with all members in 2009. Development Plans agreed]
Review Authority members' equality diversity training to refresh and update that already undertaken	all	EDJB	May and October 2010 and January 2011 [Outcome: EDJB May 2011]
Review Police Authority Independent Advisory Group constitution procedures and inputs	all	Chair of PA, Chief Executive and ACC	Currently under review [Outcome: IAG June 2010]
Sustain and develop engagement and contact with IPCC, including through Regional Commissioner	all	Chair of Professional Standards and Chief Executive	Biannually - January and July [Outcome: PS January 2011]
Review effectiveness and impact of Citizens' Panel	all	Joint Consultation Strategy Panel  EDJB	June and October 2010 and January 2011 [Outcome: JCSP January 2011]  May and October 2010 and January 2011 [Outcome: EDJB May 2011]
Continue and develop national engagement on equality and diversity issues and good practice	all	Police Authority/ EDJB Diversity lead (including Association of Police Authorities)	Ongoing  Quarterly feedback from lead member (at Authority/Force and national level) [Outcome: EDJB May 2011]
Review and scrutinise Equality Impact Assessments and outcomes	all	EDJB	May and October 2010 and January 2011 [Outcome: EDJB May 2011]
Approve Triennial Police Authority Equality Scheme – with annual review together with	all	EDJB (Triennial – with PA final approval)	Standing item on EDJB agenda [Outcome: EDJB February 2010.

developments in Authority's and Force's Action Plan - delivery			Updated Scheme to be published on website by end of March 2010]
Review engagement and consultation arrangements, results and feedback – including annual Programme and Action Plan	all	Joint Consultation Strategy Panel  EDJB	Annually – January [Outcome: JCSP January 2011]  Standing Item [Outcome: EDJB - now part of the Diversity Performance Hub]
Review implications progress and outcomes regarding Trust and Confidence Strategy and Communities First Programme	all	Police Authority and Development Seminar	Ongoing [Outcome: PA February 2011]
Consider recommendations of Fit for Purpose Review	all	Police Authority	PA February 2010
White Paper on Policing - scrutinise proposals, implications and actions required	all	Police Authority  Development Seminar	Ongoing [Outcome: PA December 2009]  [Outcome: PA and DS on specific developments]
Scrutinise, challenge and monitoring (key performance indicators- KPIs) including: <ul style="list-style-type: none"> <li>• relevant – KPIs and targets (Strategy and Plan 2005/08)</li> <li>• complaints (including direction and control)</li> <li>• stop and search</li> <li>• stops only</li> <li>• arrests</li> <li>• officers and police staff subject to misconduct action</li> <li>• grievances and employment tribunals cases</li> </ul>	all	Police Authority and other relevant governance bodies	Ongoing [Outcomes: PA February 2011 PS April 2011 HR April 2011 CV July 2010 EDJB May 2011]

<ul style="list-style-type: none"> <li>• local and national data on treatment within criminal justice system</li> <li>• PA membership</li> <li>• Force Executive Officers</li> <li>• Selection Panel membership</li> <li>• Independent Custody Visitors</li> </ul>			
Approve and review the three year Policing Plan	all	Police Authority	Annually (February) [Outcome: PA February 2011]
Ensure ready availability and accessibility to published material re: strategy/plan, performance, outcomes languages, formats	all	Safer Staffordshire  Neighbourhood Newsletters  Neighbourhood meetings	Annually – June [Outcome: June 2010]  [Outcome: Now implemented at NPU/NMA level]  Monthly [Outcome: Part of the delivery of the Policing Pledge]

April 2010  
OX475A