

Cumbria Police Authority

Gender Equality Scheme

2007-2010





English

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This is the Cumbria Police Authority's Gender Equality Scheme.

The scheme sets out how the Police Authority plans to meet its Gender Equality Duty.

A larger print copy of the scheme is available from -

The Policy and Performance Officer
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Our Vision

Cumbria Police Authority, both as an equal opportunities employer itself and in its primary role of monitoring the Constabulary's performance, is committed to the right of all individuals involved with or in receipt of the policing service to be treated with fairness, dignity and respect. As part of this commitment the Authority will ensure that we develop and monitor targets that promote gender equality and eliminate sex discrimination and harassment within the Authority and Cumbria Constabulary.

We recognise and value difference among all individuals and are committed to enhancing the levels of mutual confidence and understanding existing between the police service in Cumbria and different groups within our wider community. We want to ensure that everyone, regardless of gender, race, faith, disability, age and sexual orientation receive a policing service that is responsive to their needs.

We are also working hard to ensure that no Member of the Authority, its employees, or any members of the public find themselves subject to victimisation, harassment, verbal abuse, inappropriate behaviour, bullying or discrimination or favouritism of any kind. Those making such a complaint can expect any allegation or evidence of such behaviour to be taken seriously.

We recognise the importance of engaging with our diverse communities to help develop and deliver effective policing services. Through the implementation of the Gender Equality Scheme we will ensure that we continue to listen to the views of representatives to make sure that our services are delivered with fairness, equality and integrity.

Foreword by the Chair to the Police Authority

I am pleased to introduce to you Cumbria Police Authority's first Gender Equality Scheme and Action Plan. The Scheme sets out the promises we are making on gender equality, both as an equal opportunities employer and as the monitoring body to Cumbria Constabulary. This Scheme is part of the Police Authority's overall commitment to fairness and equality.

The Gender Equality Duty represents the biggest change in sex equality legislation for thirty years, since the introduction of the Sex Discrimination Act in 1975. It is a powerful tool that will help to deliver real practical developments and change to the lives of both men and women. It places a statutory duty upon us to show what we are doing to eliminate unlawful discrimination and harassment and promote equality of opportunity. This Gender Equality Scheme explains how we aim to achieve that.

An important part of this Gender Equality Scheme is consultation with staff and members of the community. We have communicated with a range of groups to draw up this Scheme but acknowledge that there is still more to be done. The consultation process will therefore be on-going throughout the life of this Scheme and will help to develop future schemes and action plans.

Together with Cumbria Constabulary we aspire to achieve equality of opportunity by ensuring that the services we provide meet the needs of everyone. We are also committed to achieving equality of opportunity in our employment practices and we work hard to ensure that no Member, employees, or any members of the public, find themselves subject to unlawful sex discrimination and harassment.

We want to inspire trust and confidence in our policing services so that all people in Cumbria feel safe, satisfied and reassured. We will only achieve this if we take account of the needs of all groups in the community.



Reg Watson, Chairman

Introduction

As Chair of Cumbria Police Authority's Communities, Equality and Diversity Committee, I am pleased to present our first Gender Equality Scheme and Action Plan.

Cumbria Police Authority recognises and values difference among all individuals. We are dedicated to ensuring that Members of the Authority, staff and members of the public can each receive and benefit from equality of treatment, service and opportunity from the Authority itself and Cumbria Constabulary.

We are working hard to ensure that our organisation structure, decision-making processes, ways of working and methods of communication are non-discriminatory and promote equality of opportunity in every way.

The Police Authority is committed to working closely with the Constabulary to ensure that the equality of opportunity exists for both men and women and that we take a firm stand on eliminating sex discrimination and harassment.

As the Lead Member for diversity issues, I am personally committed to driving forward the equalities agenda in the Police Authority and ensuring that the Constabulary's commitment to equality is also being delivered through its own policies and procedures.



William (Bill) Smith

Chair of the Communities, Equality and Diversity Committee

About Cumbria Police Authority

Aim of Cumbria Police Authority

Cumbria Police Authority's main responsibility is to ensure an efficient and effective police service for the whole of Cumbria.

How does Cumbria Police Authority work?

In its present form Cumbria Police Authority was set up under the Police Act 1996, as amended by the Police & Justice Act 2006.

Principal functions are:

- To manage the financial resources of the Authority.
- To manage the Authority's land and assets.
- To set the strategy, style, nature and priorities for policing and hold the Chief Constable to account for the delivery of them.
- To provide an effective, independent performance management framework through scrutiny of all aspects of Constabulary performance.
- In partnership with the Constabulary, to drive improvement to policing services in Cumbria through the management and oversight of improvement activity, risk, inspection and internal audit.
- To ensure effective management and leadership of the Constabulary.
- Through consulting and engaging with communities to improve policing services for the people of Cumbria on an informed basis.
- To build effective relationships with partner agencies so as to improve the governance framework and contribute to delivering operational policing objectives about reducing crime and disorder.
- To use these relationships with partner agencies so as to achieve more effective local and strategic involvement of the Authority within Cumbria.
- To ensure the Constabulary and Authority deliver the race and diversity agenda for the benefit of all the communities of Cumbria.

Diversity is high on our agenda. The Authority has a Communities, Equality and Diversity Committee which oversees the Police Authority's responsibilities with regards to equality, diversity, disability and community engagement on policing issues.

The Authority is also a member of the Cumbria Equality & Diversity Partnership (CEDP).

Demographics of Cumbria and the Police Authority

Although Cumbria is one of the biggest counties it is sparsely populated due to its rural environment. The county's population according to the last census completed in 2001 was 487,612 which was broken down into gender; 237,918 men and 249,694 women. The majority of both males and females living in Cumbria are aged over 50.

For further information on the demographic makeup of the county please visit www.cumbria-investment.co.uk or www.statistics.gov.uk

Cumbria Police Authority is made up of 17 members, of which 9 are Councillors appointed by Cumbria County Council, 5 are Independent Members selected through public advertisement and 3 are Lay Justice Members drawn from serving magistrates in Cumbria. All 17 Members of Cumbria Police Authority meet as a body 7 times a year to discuss and make decisions on strategic policing issues. Key meetings are the Annual Meeting in June and the budget setting meeting in February. 59 per cent of Members are male and 41 per cent are female.

The Authority is presently supported administratively by 4 full-time staff (of which 50 per cent are men and 50 per cent are female), 2 part-time staff (one male and one female), plus 3 occasional staff who support external consultation meetings (all of which are female).

Chapter 1: Legal Responsibility

Cumbria Police Authority has a legal responsibility to develop a Gender Equality Scheme that sets out the Authority's arrangements for meeting the new duty and its values and objectives for gender equality. Where applicable, Cumbria Police Authority will meet those legal obligations and duties defined for it by the:

- Sex Discrimination Act 1975
- Equal Pay Act 1970
- Equality Act 2006

Sex Discrimination Act 1975

The Sex Discrimination Act 1975 (SDA) prohibits discrimination against individuals in the areas of employment and vocational training, education and in the provision of goods, facilities or services.

The Act defines unlawful discrimination as:

- direct or indirect discrimination on grounds of sex;
- discrimination on the grounds of pregnancy and maternity leave;
- discrimination on the grounds of gender reassignment;
- direct or indirect discrimination against married persons and civil partners;
- victimisation; and
- harassment and sexual harassment.

Transgender

In 1999 the Sex Discrimination Act was amended to protect individuals undergoing gender reassignment from discrimination within employment. The protection did not specifically extend to the provision of facilities and services. However from 2005 individuals who have lived within their gender of choice for a specific period can apply for a Gender Recognition Certificate (GRC). Anybody who has a GRC has to be treated as being of that gender and so the Sex Discrimination Act would apply to such individuals on that basis.

After December 2007, the provision in the duty applying to goods, facilities and services will be expanded to include transsexual people.

Equal Pay Act 1970

The Equal Pay Act 1970 gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, or where the source of the pay is the same, where the man and the woman are doing:

- like work; or
- work rated as equivalent under an analytical job evaluation study; or
- work that is proved to be of equal value.

The Act applies to women and men of any age, including children.

For further information on equal pay please visit www.eoc.org.uk.

The Gender Equality Scheme

The Equality Act 2006 amends the Sex Discrimination Act 1975 and places a statutory duty on all public authorities, including Cumbria Police Authority, to meet both the general and specific duties in relation to gender equality.

The General Duty

This means that the Police Authority must, in carrying out its functions, have 'due regard' to the need to:

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

The duty applies to the Police Authority functions such as:

- policy making
- service provision
- employment matters
- enforcement or any statutory discretion and decision-making.

It also applies to services and functions which are contracted out.

'Due regard' means that the Police Authority should give due weight to the need to promote gender equality in proportion to its relevance.

The duty applies to both men and women, including transsexual men and women with respect to employment and vocational training (including further and higher education). After December

2007, the provisions in the Duty applying to goods, facilities and services will be expanded to include transsexual people.

Specific Duties

The specific duties are to support the Police Authority in meeting the general duty, and to assist the Authority with fulfilling the objectives of greater equality between men and women. The specific duties require the Police Authority to prepare and publish a **gender equality scheme (GES)** by 30 April 2007. The GES will show how the Authority will meet the general and specific duties and set out its gender equality objectives. The following elements should be included in the authorities GES:

- Objectives which address the causes of any gender pay gap.
- Collation and use of information on how our policies and practices affect gender equality both in the workforce and in the delivery of services.
- Consultation with stakeholders, taking account of relevant information in order to determine our gender equality objectives.
- Assessment of the impact of our current and proposed policies and practices on gender equality.

The Authority should implement the actions set out in the scheme within three years unless it is unreasonable.

Cumbria Police Authority's current work on promoting Gender Equality.

The following are examples which highlight what Cumbria Police Authority has done to date to support the development of gender equality.

Communities, Equality and Diversity Committee

The Communities, Equality and Diversity Committee will ensure that gender issues are kept as a priority. The Committee was established in November 2006 and oversees the Authority's duties with regards to equality, diversity and disability. It also oversees delivery of the Constabulary's Race Equality, Disability and Gender Equality Schemes.

Springboard

Cumbria Police Authority has access to the Constabulary's Springboard courses, which are development programmes for women. Springboard consists of four workshops run over three

months by internal qualified trainers. It is intended to give women within the organisation a boost to their confidence, greater awareness of their skills and abilities and to encourage them to achieve their full potential.

The Authority supports staff that wish to attend the Springboard courses.

Independent Advisory Group

The Authority recognises the importance of independent advice on areas of policy and can access independent advisory groups established by the Constabulary. The independent advisory groups cover all six strands of diversity and provide advice and guidance on a range of policies and issues.

Independent Custody Visiting

The Independent Custody Visiting Scheme enables members of the public to make unannounced visits to police stations in Cumbria. The purpose of the visits is to reassure the public with regard to the welfare and conditions of detainees held in police custody.

The Authority has a total of 53 volunteers; 23 men and 30 women. The flexibility allowed within the scheme means that visits take place at different times therefore attracting both male and female volunteers.

Chapter 2: Equality Impact Assessments – Monitoring for Adverse Impact

Our equality impact assessment process is an established and ongoing method for monitoring policies and their related procedures and guidance for adverse impact.

The impact assessment is a review and consultation exercise to establish whether or not a policy/procedure/guidance, or a particular part of it, has or may have an adverse impact on a particular group. In the context of this Scheme, this would include both men and women. If an adverse impact is identified the relevant policy/procedure/guidance will be amended.

The aim of the impact assessment process is to ensure that our policies/procedures/guidance do not unjustifiably discriminate against groups or individuals, increase the quality of service to all our communities, and comply with existing legislation.

All corporate policies are overseen by the Policy and Performance Officer but the owner of each policy is responsible for carrying out the equality impact assessment. The Police Authority uses an Equality Relevance and Impact Assessment template for all assessments, which checks the policy for adverse impact. Training is provided before an equality impact assessment is undertaken. (The paper work for this is shown at **Appendix 1**).

The Constabulary Head of Policy and their Diversity Unit are available to give advice to the Authority when carrying out equality impact assessments.

When an impact assessment is carried out, the owner is responsible for:

- Identifying shortfalls and taking remedial action to ensure the corporate policy becomes compliant;
- Building in mechanisms to ensure any changes can be monitored;
- Monitoring any remedial action to ensure any changes have been effective; and
- Highlighting any other issues in relation to the policy that need addressing.

Finished equality impact assessment paper work will be submitted to the appropriate committee for approval.

Cumbria Police Authority is in the process of carrying out an audit of all policy/procedures/guidance to make sure that the 'general duty' is applied.

Each policy/procedure/guidance is assessed to see how relevant it is to the general duty and the potential effect it may have on gender equality. Those considered to have the greatest impact on gender are graded 'High'. Those with a lesser impact are graded 'Medium', and those with the lowest impact are graded 'Low'.

The Authority has a review cycle, with all corporate policies being reviewed over a three-year period.

Chapter 3: Service Delivery and Customer Care

The Police Authority, jointly with the Constabulary undertakes structured consultation throughout the year to ensure that the views of the whole community are taken into account in the development of plans and priorities. This ensures that they are relevant to and meet the policing needs of everyone.

The performance of the Constabulary against plans, priorities and targets by the Authority, is one of the Authority's key functions and is undertaken by several committees depending upon the subject being monitored. The continued appropriateness of targets are reconsidered regularly in the light of experience and feedback.

The Authority specifically monitors domestic violence through the Policing Plan and Performance Committee and has a lead member for domestic violence.

All new Independent Custody Visitors receive diversity training, including gender issues. The Authority is consulting all Independent Custody visitors on the Gender Equality Scheme and they will receive information on gender equality issues through their periodic newsletter. The Custody Visitors monitor Constabulary performance within the rules set out in PACE and SDHP guidance which ensures the appropriate treatment of all detainees, regardless of their gender, race, faith, disability, age and sexual orientation.

The Authority has a lead member for custody issues, including custody visiting. The Member's role ensures that diversity issues are taken into account in relation to all custody matters.

Chapter 4: Employment

Recruitment/Retention and Progression

Cumbria Police Authority is committed to eliminating discrimination and promoting diversity within its organisation. We aim for our organisation to be fully representative of the communities we serve. In trying to achieve this, we will ensure that equality and fairness are provided to our service users, Members, staff and those who aspire to work for us.

We will ensure that all our Members and staff (both male and female), and those applying for vacancies with us, are treated in a fair and lawful manner. Where appropriate, we will offer flexible approaches to working and positive action to ensure that everyone, who wishes to work for us, is given fair and equitable opportunity to do so.

The Gender Equality Scheme is intended to ensure that the above objectives are met and to ensure that all Members and staff meet their full potential at work. This will be achieved by offering training, promotion and development prospects to all Members and staff.

We have policies in place that ensure that our recruitment and progression processes are fair and transparent. All of our recruitment processes are monitored and quality assured to ensure fairness to all applicants. In all of our assessment processes we ensure that there is a diverse mix of assessors.

The Authority's Personnel Committee monitors the Constabulary's gender recruitment, retention and career progression information on a quarterly basis by means of a report from the Chief Constable.

The Personnel Committee also monitors those recruitment processes directly undertaken by the Authority, receiving reports on the gender, age and ethnicity of applicants and short listed candidates. In its recruitment processes the Authority attempts to ensure that opportunities are brought to the attention of diverse groups within the County.

Transsexual Staff

The Gender Equality duty applies to transsexual people (meaning those who are intending to undergo, are undergoing or have undergone gender reassignment). Good practice would be to ensure that all policies and initiatives provide protection for those who identify themselves as transgender.

In line with good practice, Cumbria Police Authority will ensure that it has 'due regard' to the need to eliminate gender reassignment discrimination and harassment when discharging our Gender Equality Duty in relation to the provision of goods and services, before we are legally required to do so when the Sex Discrimination Act is extended in December 2007.

Gender Equality and Diversity Training

Cumbria Police Authority is committed to eliminating all forms of discrimination within the Authority and has developed, with Cumbria Constabulary, the 'Individual Standard for Eliminating Discrimination'. This outlines the expectations of staff and Members to help eliminate discrimination.

We have also developed an 'Anti-Discrimination Code of Conduct' which must be signed by all staff and Members. This is to prevent sexual, racial or any other form of discrimination, harassment or bullying towards everyone with whom they come into contact with, and to ensure they treat everyone with dignity and respect.

The Police Authority recognises that the training of its staff and Members is vital to comply with their general and specific duties of the act. All Police Authority staff and Members, including those that are new to the Authority, attend diversity training run by the Constabulary's Diversity Unit. A series of new diversity learning packages have been developed which will incorporate gender issues and are designed to provide training to the relevant areas of work.

The aim of Diversity training is to:

- Develop staff knowledge and understanding across the six strands of diversity.
- Where necessary, challenge inappropriate behaviour of individuals and the organisation.

The Police Authority will ensure that those people carrying out impact assessment work will have had the appropriate training.

Police Authority employees will be required to set themselves a minimum of 4 work objectives over a twelve-month period. One of these objectives will be about diversity.

We are committed to ensuring equality of access to training provision for all staff and Members. The Authority is currently in the process of developing a Member Development Policy and Programme for approval by the Authority.

Performance Development Reviews

As part of the Performance Development Review process (PDR) all staff will be assessed against their 'behavior' and whether they show a respect for diversity. Any negative observations or performance may lead to more training, or in the worse case scenario, disciplinary procedures.

The 'behaviour' assessed is:

- Considers and shows respect for the opinions, circumstances, and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.
- Understands the views of other people and takes them into account, is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times.
- Understands and is sensitive to social, cultural and racial differences.

Family Friendly Policies and Working Practises

Cumbria Police Authority is committed to ensuring all staff and Members are treated consistently and fairly through the adoption of its flexible working practice policies and procedures. The Authority recognises that it is important for individuals to get the right work-life balance as this can help to increase staff morale and retain a skilled workforce. It can also help to attract applicants from a wide pool of people.

For the benefit of its own staff the Authority is committed to flexible working hours and other family friendly policies, such as maternity, paternity and adoption leave, caring responsibilities and employment breaks, is set out in the police staff terms and conditions handbook.

The Authority does seek to apply similar principles to Members, for example by the inclusion of an entitlement to a carer's allowance within the Members Remuneration and Allowances Scheme.

The Authority has access to the Constabulary's dedicated personnel officer, who deals with all maternity issues and is a point of contact for anyone requiring information or wishing to discuss maternity issues. This person also offers the dedicated service in relation to paternity and adoption leave.

The policies also cover parental and dependants leave as well as leave granted for medical treatment, for example fertility treatment. Leave in relation to fertility treatment is covered for both sexes.

Monitoring of family friendly policies and working practices is undertaken by the Personnel Committee on a quarterly basis through the Personnel Data Report. We monitor the working-life balance of the Constabulary on a quarterly basis by reports to the Governance Committee.

The Authority has access to the Constabulary's Personnel Department for specialist advice.

Health Unit Services

Cumbria Police Authority has access to the Constabulary's Health Unit which provides a confidential service, and all medical files are confidential under the Data Protection Act. Any individual can request access to their files and will be supplied with a copy of their file. All the health professionals are selected with reference to Home Office circular "Guidance on the requisite qualifications of occupational health, safety and welfare staff." The main focus is to provide a professional and expert service in relation to relevant health issues. It is acknowledged that in some instances the health professional that a member of staff is referred to see, may for very personal reasons, be of a gender that they may find difficult to communicate with. This can apply to any professional offering a service.

Medical examinations: If an individual is uncomfortable with a particular professional, they can either bring a friend/colleague as a chaperone, or the unit will provide one from our own staff. No intimate examinations are carried out. In exceptional circumstances the Unit may try to seek a professional of the gender specified by an individual where practical. The Unit does offer treatment, if an individual does not feel comfortable with the therapist, they can change to another therapist or be referred back via their own GP into the NHS, which has the resources and does as policy offer a practitioner of a specified gender.

Staff and Members also have access to confidential counselling, with a balance of male and female counsellors. Physiotherapy services are available, although predominantly female, there are a few male practitioners who can be selected.

A general health screening service is offered to staff and Members, and specific health surveillance medicals to groups with a known occupational risk. Cumbria Constabulary offers a health promotion

service, which the Police authority can access. This service targets both gender specific conditions such as breast cancer and testicular cancer, as well as conditions related to age and lifestyle.

Equal Pay

The new legislation states that public authorities should consider whether there are any differences between the pay of men and women. Cumbria Police Authority is committed to ensuring that equality of pay is achieved for jobs of the same worth regardless of the diversity profile of the post-holder.

The published pay scales for police authority staff ensure transparency, and the Hay evaluation scheme for police authority staff posts ensures that jobs of a similar worth are graded accordingly to attract the same rates of pay.

In order to comply with the legislation, the Police Authority will conduct an equal pay review to assess whether any equal pay issues exist.

Complaints and Grievances

The Police Authority works both independently and in partnership with the Constabulary with regards to handling complaints and grievances.

Complaints about Policing

The table below shows who is responsible for dealing with different types of complaints about policing:

Nature of Complaint	Departmental Responsibility
Public Complaint about a police officer	Professional Standards Department Relevant BCU or Department
Public Complaint about a senior police officer (ACPO grade – ACC; DCC; CC)	Police authority (where is the 'appropriate body')
Internal Investigation of Police Officers	Professional Standards Department
Internal Investigation of Police Staff	Employee Relations

Nature of Complaint	Departmental Responsibility
Complaint about a Constabulary Policy or Procedure	Professional Standards Department Personnel & Development
Complaint related to police staff equal opportunity	Constabulary Line Manager Personnel & Development
Complaint related to police staff grievance procedure	Employee Relations (P & D)

The **Professional Standards Department** (PSD) is responsible for management of public complaints about the conduct of all Police Officers, Police Staff Members and Specials, who are under the direction and control of the Chief Constable.

The Constabulary aims for the highest levels of integrity. Its PSD monitors and polices the police organisation by maintaining a general intelligence overview and by monitoring all diversity issues.

All employees have a duty to ensure compliance with the Constabulary's policies, including the individual standard for eliminating discrimination.

When discriminatory behaviour or poor service delivery has been identified, a decision will be taken as to whether the director of the department or PSD will investigate. The facts of each case will be considered. It is important both the Constabulary and the individuals concerned learn from experience and the quality of service is improved.

Complainants also have the right to appeal to the **Independent Police Complaints Commission** (IPCC) against the non-recording of a complaint, the local resolution process, and the outcome of a local investigation into a complaint.

In addition, any complaint made that is aggravated by serious discriminatory behaviour on the grounds of a person's race, sexual orientation, gender, religion or disability will be referred to the IPCC under the terms of the **Police Reform Act 2002**. Full details of the IPCC can be obtained from their website www.ipcc.gov.uk.

The Professional Standards Department have made training on investigating discrimination compulsory for all Professional Standards Investigators.

Complaints against Police Officers and staff are monitored by the Police Authority's Professional Standards Committee.

Who can make a complaint?

- The person against whom the alleged conduct occurred;
- A person acting on the alleged victim's behalf with their written consent;
- A person who has personally witnessed the incident;
- A person adversely affected by the conduct; and
- A member of a different police force who was off duty at the time of the alleged conduct.

Who can a complaint be about?

- Police officers of all ranks;
- Police staff of all grades who are employed by the Police Authority and under the direct control of the Chief Constable; and
- Specials, Police Community Support Officers and contracted out escort and detention officers.

For further Information about the complaints procedure and the work of the PSD, please contact -

Professional Standards Department, Cumbria Constabulary

Carleton Hall, PENRITH Cumbria CA10 2AU

Email: PSDAdmin@cumbria.police.uk Telephone: 0845 3300 247.

Internal Complaints

A mechanism exists for confidential reporting by staff. Internal grievances and low level discrimination dealt with by supervisors are centrally collated and monitored for trends.

Cumbria Constabulary Website

You can also visit the constabulary website (www.cumbria.police.uk) where there is a direct link to the various IPCC leaflets on 'How to make a complaint' which are available in different languages, easy to read format, Braille, large print and audio.

The website also contains links to complaint access points, where complaints can be made without the need for initial contact with the police. E.g. Cumbria Library Service, AWAZ, Gay Cumbria, the Eden

Rural Foyer and the Barrow and South Branch of the Autistic Society.

Complaints about the Police Authority

The table below shows who is responsible for dealing with complaints about the authority:

Nature of Complaint	Responsibility
Public Complaint about an Authority member	The Standards Board of England The Monitoring Officer (Authority Chief Executive) Authority's Standards Committee
Public Complaint about the Authority	The Local Government Ombudsman The Monitoring Officer (Authority Chief Executive)
Public Complaint about a member of Authority staff	Authority Chief Executive Personnel Committee
Complaint about an Authority Policy or Procedure	Authority Chairman Authority Chief Executive
Complaint related to Authority staff - equal opportunities	Authority Line Manager Personnel Committee
Complaint related to Authority staff - grievance procedure	Authority Line Manager Personnel Committee

Grievances

The Police Authority monitors grievances within the Constabulary by means of reports every six months to the Personnel Committee. Information on grievances is provided in relation to gender, ethnicity and disability. Relevant issues are referred to the Communities, Equality and Diversity Committee and the Professional Standards Committee for detailed consideration.

Chapter 5: Procurement and Partnerships

Procurement

The Constabulary places and manages contracts on behalf of and in the name of the Police Authority. Constabulary staff administer the process.

Any function to be contracted out will be assessed for any potential impact upon equality. The Constabulary will ensure that all their future contracts for goods, works and services, meet the requirements of the equality legislation, regardless of who is carrying them out.

When entering into contracts for the provision of goods, services or works, potential suppliers will be asked to complete a 'Pre-Qualification Questionnaire' (PQQ) dedicated to interrogating potential suppliers about their attitude and performance in relation to Equal Opportunities.

Due regard to 'proportionality' is given during the evaluation of PQQs i.e. the weightings given to the Equal Opportunities section is proportional to its relevance to the items being procured. For example, if the contract is overtly public facing and/or directly affects the large internal Cumbria Constabulary community, then the weightings would be high.

Responses from the questionnaire, including the diversity section are scored accordingly as part of the tender evaluation.

Companies that fail to fully complete the questionnaire or do not abide by certain legislative requirements may be eliminated from further consideration.

In addition, companies that admit to any breaches of the above mentioned legislation will be required to explain the circumstances of the breach and will need to advise the Constabulary on the action taken to reduce or eliminate potential for future breaches.

Serious breaches may result in the elimination from further consideration, subject to the views of the legal adviser.

Companies are also requested to submit a copy of their equal opportunities policy in order to demonstrate their commitment to providing the principles of equality in their organisation. They are also asked for details of their complaints procedure and their ethical trading policy.

The questionnaire is reinforced by the appropriate contract clauses in the standard regional tender documentation for the supply of goods and services.

We strive only to engage in business with contractors and suppliers that share the same considerations, attitude and approach toward equality as we do.

The anti-discrimination clause found in Cumbria Constabulary's standard contract terms and conditions is as follows:

The Contractor shall employ only such persons as are careful, skilled, honest and sufficiently physically fit to undertake the duties required of them. The Contractor shall in respect of all persons employed by him (whether in execution of his contract or otherwise) in every factory workshop or place situate in the United Kingdom and occupied or used by him for the execution of the contract comply with the following conditions.

The Contractor shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act, 2000, the Equality Act 2006, the Disability Discrimination Act, 2005 or any statutory modification or re-enactment thereof relating to discrimination in employment. The Contractor shall take all reasonable steps to secure the observance of these provisions by all servants, employees or agents of the Contractor and all sub-contractors employed in the execution of the Contract.

Any breach of this clause could result in contract termination.

Any contracts managed solely by the Police Authority are managed in the same way as by the Constabulary.

Partnerships

The Police Authority will ensure that all our partners support us in meeting the general and, where appropriate, the specific elements of the Gender Equality Duty. We will also ensure that our partners receive a copy of our Gender Equality Scheme and that gender equality is considered at an early stage in our entering into partnership agreements.

The Police Authority is a member of the Cumbria Equality and Diversity Partnership (CE&DP), and is also represented on local Crime and Disorder Reduction Partnerships and some Local Strategic Partnerships.

Chapter 6: Communication and Marketing

The Police Authority is responsible for monitoring the Constabulary's Gender Equality Scheme, as well as publishing our own Scheme. There will be two strands to this:

- Internal communication will focus on increasing the awareness of gender-related issues to our own staff and Members; and
- External marketing will concentrate on communicating the Police Authority and Constabulary's approach to gender issues.

This will include using the intranet and internet.

Both strands will highlight how we will achieve the following objectives:

- To brief staff and members on the key elements of the Gender Equality Scheme and the links with other equality issues;
- To inform key stakeholders and partners of the commitments contained within the Gender Equality Scheme and to reassure them that the Police Authority and the Constabulary is active in delivering services designed to meet their individual needs.
- To raise awareness among the wider public of the Gender Equality Scheme.

The Police Authority is committed to providing information which is accessible to all groups in the community.

Chapter 7: Monitoring Arrangements

Internal Monitoring Arrangements

The Police Authority's 'Communities, Equality and Diversity Committee' will monitor the Authority's and Constabulary's Gender Equality Scheme and Action Plan.

Communities, Equality and Diversity Committee

The Committee meets quarterly and oversees the Police Authority's duties with regard to equality, diversity, disability and community engagement on policing issues.

The Committee's responsibilities include:

- Monitoring progress on the Police Authority and Constabulary Race Equality, Disability and Gender Equality Schemes, and to promote the achievement of race, disability and gender equality in a policing context.
- Overseeing and co-ordinating the training of Police Authority Members and staff in equality and diversity matters.
- Overseeing and promoting work in relation to the impact of policing on minority groups, sexual preference and disability etc.

The Chair of the Committee acts as the Authority's lead member for diversity issues. The Authority's Chief Executive is the lead officer for driving implementation forward whilst the Chairman and Members of the full Authority exercise oversight over the relevant committees and officers.

How will the Authority evaluate and review progress?

Each April, the Police Authority will publish a report covering the progress of its Gender Equality Scheme, updating and adding objectives to the Action Plan until the Scheme is revisited in 2010. The Constabulary's Diversity Unit will also publish a report on the progress of its Scheme each April and report to the Police Authority every quarter.

What will be the key outcomes?

The Police Authority will focus on the outcomes identified by the Equal Opportunities Commission (i.e. the General Duty):

- To eliminate unlawful discrimination and harassment; and
- Promote equality of opportunity between men and women.

External Monitoring Arrangements

The Equal Opportunities Commission (EOC)

The EOC will monitor the development of Gender Equality Schemes in line with their Statutory Code of Practice.

The EOC have the power to take legal action against bodies that have failed to comply with the requirements of the gender duty. Further information is available from the EOC website as follows:
www.eoc.org.uk

The Commission for Equality and Human Rights (CEHR)

This organisation will supersede the three current equality commissions; the Equal Opportunities Commission, the Disability Rights Commission and the Commission for Racial Equality and will come into being in October 2007. As such it will take over the enforcement responsibilities of the EOC for the Gender Equality Scheme.

Chapter 8: Consultation

The Police Authority has used the consultation undertaken by the Constabulary with various groups to support the development of this Gender Equality Scheme and Action Plan.

All staff and Members of the Police Authority were consulted on the draft Scheme and Action Plan in order to assist us in determining gender equality objectives. This work is reflected within the Action Plan.

The Communities, Equality and Diversity Committee was consulted in April before the Scheme and Action Plan were published.

A draft copy of the Scheme and Action Plan was made available on the Police Authority's website for consultation.

Volunteers involved in the Independent Custody Visitors Scheme have been consulted and their views have been incorporated into the Action Plan.

The Police Authority recognises that the consultation process is on-going as this is a living document which will continually be updated.

Cumbria Police Authority

Gender Equality Scheme Action Plan 2007-2010



Gender Equality Scheme Action Plan 2007 to 2010

1. Relevance and Impact Assessments

Ref No	Action	Due Date	Responsible Officer	Deliverables
1.1	Review current relevant and impact assessment process	Autumn 2007	Policy and Performance Officer	An effective relevant and impact assessment process to support the development of policy
1.2	To undertake relevance assessments of all policies and functions	Autumn 2007	Policy and Performance Officer	A list of policies and functions most relevant to the duty
1.3	Decide on the 'high risk' policies/functions for the first year of the scheme, promulgate to policy owners and plan community consultation. Complete the three year timetable	September 2007	Policy and Performance Officer	Timetable for the review for adverse impact
1.4	All new and revised Police Authority policies to be impacted assessed	Continuous	Policy and Performance Officer	List of assessed policies and timetable

Ref No	Action	Due Date	Responsible Officer	Deliverables
1.5	Impact Assessment Training to be delivered to relevant Police Authority staff and Members	Continuous	Deputy Chief Executive	Trained individuals to carry out impact assessments
1.6	Publish the results from consultation assessments and reviews	Continuous	Policy and Performance Officer	Quality Assurance (external)
1.7	Develop a Diversity section on the Police Authority website to publish the results of the impact assessment and review for adverse impact results	June 2007	Policy and Performance Officer	Quality Assurance (external)

2. Employment

Ref No	Action	Due Date	Responsible Officer	Deliverables
2.1	Monitor the recruitment and retention of staff, including volunteers and members	Continuous	Deputy Chief Executive	To ensure equality of opportunity in recruitment process
2.2	Review recruitment process and practices to identify additional means of increasing applications from diverse groups	September 2007	Deputy Chief Executive	To ensure equality of opportunity in recruitment process

Ref No	Action	Due Date	Responsible Officer	Deliverables
2.3	Identify any barriers to gender equality in relation to roles and responsibilities within the Police Authority	January 2008	Deputy Chief Executive	To address any identified gender inequalities
2.4	To collate diversity monitoring data for individuals who apply for flexible working/parental leave/careers breaks, etc	May 2007 and on-going	Deputy Chief Executive	To identify trends/patterns to help inform work-life balance policies
2.5	To develop a Member Development Policy and Programme	September 2007	Policy and Performance Officer	The Policy and Programme supports Members in their role
2.6	Conduct an Equal Pay Review to assess whether any equal pay issues exist	October 2007	Treasurer	Ensure that any identified pay gaps are addressed

3. Transgender

Ref No	Action	Due Date	Responsible Officer	Deliverables
3.1	Review policies to ensure they comply with Gender Recognition Act and Duty	March 2008 and on-going	Policy and Performance Officer	Policies comply with the Gender Recognition Act and Duty

4. Procurement

Ref No	Action	Due Date	Responsible Officer	Deliverables
4.1	Monitor contract procedures to ensure they include evidence of the Gender Equality Duty compliance where relevant	July 2007	Deputy Chief Executive	Contractors/supplier contracts are compliant with the Gender Equality Duty

5. Training

Ref No	Action	Due Date	Responsible Officer	Deliverables
5.1	Ensure all staff, Members and volunteers undertake diversity training	Continuous	Deputy Chief Executive	All staff, Members and volunteers are aware of their rights and responsibilities in relation to meeting the Gender Equality Duty
5.2	Ensure equal access to training opportunities	Continuous	Deputy Chief Executive	To ensure all staff, Members and volunteers have equal access to training
5.3	Police Authority employees set themselves a work objective in relation to diversity	Annually	Chief Executive	Promote fair and professional service delivery

6. Media and Communication

Ref No	Action	Due Date	Responsible Officer	Deliverables
6.1	Articles in "Independent Custody Visiting in Cumbria"	May 2007 and on-going	Deputy Chief Executive	Improved awareness amongst ICVs
6.2	News releases on related issues and compliance with the act	April 2007 and on-going	Deputy Chief Executive	Raised general awareness
6.3	Work with the Constabulary to promote diversity within the Police Authority and Constabulary	Continuous	Deputy Chief Executive	Raise awareness within the Authority/Constabulary of individuals rights and responsibilities in relation to meeting the Gender Equality Duty Raise public awareness of the Gender Equality Duty

7. Consultation

Ref No	Action	Due Date	Responsible Officer	Deliverables
7.1	Continue to consult on the Gender Equality Scheme and Action Plan to identify emerging issues for further action/solution	Continuous	Policy and Performance Officer	Gender Equality Scheme and Action Plan reflects the needs of the community, staff/Members and volunteers of the Police Authority
7.2	Consider forming an Independent Advisory Group (IAG) to provide consultation/advisory opportunities	September 2007	Deputy Chief Executive	Consultation Opportunities
7.3	Consult with Community Voice on diversity issues	June 2007	Policy and Performance Officer	Consultation Opportunities
7.4	Consult with the public through the Community Liaison Forums	Cycle of meetings commencing July 2007	Deputy Chief Executive	Gender Equality Scheme and Action Plan reflects the needs of the community
7.5	Review process for providing feedback to those participating in the consultation process and publish results	June 2007 and on-going	Policy and Performance Officer	Feedback process and published results

8. Partnerships

Ref No	Action	Due Date	Responsible Officer	Deliverables
8.1	Ensure key stakeholders are sent a copy of our Gender Equality Scheme and Action Plan	April 2007	Policy and Performance Officer	Stakeholders are informed of the Police Authority's commitment to gender equality.

9. Monitoring of the Scheme and Action Plan

Ref No	Action	Due Date	Responsible Officer	Deliverables
9.1	Report on progress of Gender Equality Scheme and Action Plan to the CE&DC on a quarterly basis.	July 2007 and on-going	Deputy Chief Executive	Effective monitoring of progress against the Gender Equality Duty
9.2	Report on progress of Cumbria Constabulary's Gender Equality Scheme and Action Plan to the CE&DC on a quarterly basis.	July 2007 and on-going	Deputy Chief Executive	The Police Authority is able to monitor the Constabulary's performance against the Gender Equality Duty
9.3	To review the Gender Equality Scheme and Action Plan on an annual basis and revise after three years	April 2008 April 2009 April 2010	Policy and Performance Officer	Evaluate performance against targets set and review contents and priorities for 2010

Ref No	Action	Due Date	Responsible Officer	Deliverables
9.4	Publish an annual summary of progress on the Gender Equality Scheme and Action Plan on the Police Authority's website	April 2008 April 2008 April 2009	Policy and Performance Officer	Summary of progress against action plan published on website and included in annual report Gender Equality Performance made public

Appendix 1: Equality Relevance and Impact Assessment

Relevance Assessment

Relevance Assessment			
Identify the function by number from the list below:			
1. Victim & Witness Support 2. Community Engagement 3. Operational Policing 4. Custody & Disposal 5. Crime Recording 6. Crime Investigation	7. Resource Allocation 8. Partnership Working 9. Professional Standards 10. Human Resources 11. Business Services 12. Estates and Property		
Is this a statutory policy?		YES / NO	
Does this policy impact on the public or employees?		YES / NO	
	Does this policy PROMOTE EQUALITY OF OPPORTUNITY?	Does this policy ELIMINATE DISCRIMINATION?	Does this policy PROMOTE GOOD RELATIONS BETWEEN PEOPLE OF DIFFERENT MINORITY GROUPS?
	Yes/No/Partially/NA	Yes/No/Partially/NA	Yes/No/Partially/NA
Race			
Religion			
Age			
Gender			
Disability			
Sexual			
Does this policy need to TAKE STEPS TO TAKE ACCOUNT OF DISABLED PERSONS DISABILITY?		YES / NO	
Is there evidence or belief that this could affect some groups differently?		YES / NO	

Is there public concern that this policy is being carried out in a discriminatory way?	YES / NO
RACE Relevance	H / M / L
DISABILITY Relevance	H / M / L
Has the policy been subject to an impact assessment?	YES / NO
(If NO - give reason)	

Impact Assessment

1. Identify all aims of the policy

1.1 Identify the aims and projected outcomes of the policy.

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1.2 Which individuals and organisations are likely to have an interest in the policy?

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2. Consider the evidence

2.1 What relevant quantitative data has been considered?

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

2.2 What relevant qualitative information has been considered?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

2.3. What gaps in data / information were identified?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

2.4. What consideration has been given to commissioning research?	
Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

3. Assess likely impact

3.1. From the analysis of data and information has any potential for differential / adverse impact been identified?

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

3.2. Explain intentional impact.

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

3.3. Explain justifiable impact with an example.

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

3.4 Are there any other factors that might help to explain differential / adverse impact?

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

4. Consider alternatives

4.1. Summarise what changes have been made to the policy to remove or reduce the potential for differential / adverse impact.

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4.2. Summarise changes to the policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this was the case.

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4.3. If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims.

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4.4 Consider good practice in other constabularies/organisations.

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5. Consult formally

5.1. Has the policy been subject to consultation? If no, please state why not. If yes, state which individuals and organisations were consulted and what form the consultation took.

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

5.2. What was the outcome of the consultation?

Age	
Disability	
Gender	
Race	
Religion / Belief	
Sexual Orientation	

5.3. Has the policy been reviewed and / or amended in light of the outcomes of consultation?

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5.4. Have the results of the consultation been fed back to the consultees?

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6. Decide whether to adopt the policy

6.1.

Provide a statement outlining the findings of the impact assessment process. If the policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation.

7. Make Monitoring Arrangements

7.1. What consideration has been given to piloting the policy?

7.2. What monitoring will be implemented at a national level by the policy owning agency and / or other national agency?

7.3. Is this policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are you placing on that agency?

7.4. What are the monitoring arrangements at Constabulary level? (Who is responsible, frequency and information to be considered).

8. Publish Assessment Results

8.1. Complete the web site summary and when the policy is approved forward it to the website administrator.