

Cumbria Police Authority

Race Equality Scheme

2008-2011



English

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

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

A larger print copy of the scheme is available from -

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Glossary

Set out below are abbreviations that you will find used in this Race Equality Scheme. They are also included in the text at the appropriate place but are set out here for ease of reference.

Assistant Chief Constable	ACC
Association of Chief Police Officers	ACPO
Association of Police Authorities	APA
Black and Minority Ethnic	BME
Chief Constable	CC
Commission for Equality and Human Rights	CEHR
Constabulary Professional Standards Department	PSD
Crime and Disorder Reduction Partnership	CDRP
Cumbria Equality and Diversity Partnership	CEDP
Cumbria Strategic Partnership	CSP
Deputy Chief Constable	DCC
Her Majesty's Inspector of Constabulary	HMIC
Independent Custody Visitor	ICV
Independent Custody Visiting Scheme	ICVS
Independent Police Complaints Commission	IPCC
Local Strategic Partnership	LSP
Police Basic Command Unit	BCU
Police and Criminal Evidence Act	PACE
Safer Detention and Handling of Persons in Custody	SDHP

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 a 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 race equality and eliminate racial discrimination and harassment both within the Authority and within 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, receives 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 many and diverse communities to help develop and deliver effective policing services. Through the implementation of our Race Equality Scheme, we will make sure that we continue to listen to the views of all the communities in Cumbria, so that our services are delivered to everyone with the same fairness, equality and integrity.

Foreword by the Chair to the Police Authority

I am pleased to introduce to you Cumbria Police Authority's Race Equality Scheme and Action Plan for the period 2008-2011. The Scheme sets out the promises we are making about race 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 assuring fairness and equality.

This Race Equality Scheme builds on our last Scheme and I believe that it is a powerful tool which will help to deliver real, practical improvements and change to the lives of everyone in our communities. It places a statutory duty upon us to show what we are doing to eliminate unlawful discrimination and harassment or to promote equality of opportunity and good race relations between different racial groups. This Race Equality Scheme explains how we propose to achieve that goal.

An important part of this Race Equality Scheme is consultation with our staff and members of the community. While we have consulted with a range of groups in preparing this Scheme, we acknowledge that there is still more to be done. Therefore the consultation process will be on-going throughout the life of this Scheme and will help to develop our future Schemes and action plans.

Together with Cumbria Constabulary, we at the Authority aspire to achieving real equality of opportunity by ensuring that the services we provide meet the needs of everyone. We are as committed to achieving equality of opportunity in our employment practices too, and we work hard to make sure that no member, employee, or any member of the public, finds themselves subject to unlawful sex discrimination or harassment in the course of any transaction involving policing or the Authority.

Our aim is to inspire trust and confidence in our policing services so that all people in Cumbria can feel safe, satisfied and reassured. We will only achieve this assurance if we take proper account of the needs and expectations of every group within our communities.



Reg Watson, Chairman

Introduction

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

Cumbria Police Authority recognises and values difference amongst all individuals. We are committed to ensuring that members of the Authority, our own staff and members of the public, can all receive and benefit from equality of treatment, of service and opportunity, from both the Authority itself and Cumbria Constabulary.

We are working hard together to make sure that our organisation's structure; its decision-making processes, ways of working and methods of communication are non-discriminatory; and that we promote equality of opportunity in every way.

This Police Authority is committed to working closely with their Constabulary to be sure that true equality of opportunity exists for everyone and that we all take a firm stand on eliminating any of the forms of discrimination or harassment which people may encounter.

As the Lead Member for diversity issues, I am personally committed to driving forward the equalities agenda within the Police Authority and to ensuring that the Constabulary's own strong commitment to equality is 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 whilst holding the chief constable to account for his delivery of policing.

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. The Police Authority's principal functions are:

- To manage the financial resources of the Authority.
- To set the strategic framework for managing Authority land and assets.
- To set the strategy and priorities for policing and hold the Chief Constable to account for their 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.

- To operate an Independent Custody Visiting Scheme.

The Police Authority's Vision and Values

The Police Authority refreshed its Vision and Values at a series of meetings and workshops during the autumn of **2007**. The Vision and Values adopted by the Police Authority are set out below –

Cumbria Police Authority's vision is to assist Cumbria Constabulary to be one of the country's leading police forces, inspiring trust and confidence so that Cumbria is policed to the highest standards of public satisfaction, safety and reassurance

Our values are:

- ***Accountable*** – to the Government and to the people of Cumbria for the delivery of the police service in Cumbria.
- ***Ambassadors*** – members are able to respect and represent community interests and those of the police service.
- ***Collaborative*** – work jointly with the Constabulary and partners to develop the strategic direction of the police service across Cumbria and so to make Cumbria a safe place in which to live, work and visit.
- ***Committed*** – the Authority and members have a role and commit to it.
- ***Independent*** – of the Constabulary.
- ***Innovative*** – embracing new ideas.
- ***Realistic*** – working within the legal framework and available resources.
- ***Supportive*** – of the Constabulary and to be a critical friend.

Diversity is high on our agenda.

The Authority has specifically appointed a dedicated "**Communities, Equality and Diversity Committee**" which oversees the Chief Constable's and the Police Authority's associated responsibilities in equality, diversity, disability and obtaining 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 English shire counties in size, it remains sparsely populated because of its rural environment. The county's population according to the last census (completed in 2001) was **487,607**. Cumbria has a relatively low proportion of ethnic minority groups, with **99.3%** of Cumbria's population being White. Cumbria has one of the lowest resident visible ethnic minority populations in England and Wales. In the **2001 Census** the Black and Minority Ethnic (BME) population of Cumbria consisted of:

- **0.7%** Black ethnic minority groups;
- **1.3%** White minority ethnic groups (including Irish people and Gypsy Travellers);
- A total BME population of **2%**.

However, **National Insurance data** since **2002** indicates a steady growth in the diversity of Cumbria's working population and we can expect those figures to be already significantly out of date. The table below provides a breakdown of the numbers of **non-British nationals with a National Insurance number** within Cumbria –

Year	Number of nationalities	Total non-British nationals and % increase on previous year
2002-3	20	790
2003-4	32	1,050 (+33%)
2004-5	33	1,730 (+65%)
2005-6	30	2,970 (+71%)
		Total increase since 2002: +276%

Breakdown of Communities in Cumbria – Ethnicity

Ethnic Origin		Number
All people		487,607
White	British	478,031
	Irish	2,023
	Other White	4,003
Mixed	White and Black Caribbean	361
	White and Black African	197
	White and Asian	470
	Other mixed	365
Asian or Asian British	Indian	332
	Pakistani	193
	Bangladeshi	172
	Other Asian	163
Black or Black British	Caribbean	99
	African	159
	Other Black	44
Chinese or other ethnic group	Chinese	681

(Source: 2001 Census)

The largest identifiable single minority group in Cumbria is currently **Polish**, with **Eastern Europeans** more generally predominating amongst our minority ethnic groups.

Breakdown of Communities in Cumbria – Religion

Religion	%
All people	487,607
Christian	82.15
Buddhist	0.17
Hindu	0.05
Jewish	0.04
Muslim	0.15
Sikh	0.01
Other Religion	0.16
No Religion	10.37
Religion not stated	6.91

(Source: 2001 Census)

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

Every year Cumbria attracts a significant number of tourists and migrant workers from all over the world, representing many different cultures. One striking example is the annual **Appleby Horse Fair**, which draws the largest single gathering of Travellers in Europe and far outweighs Cumbria's usually small resident **Traveller** population. With increased personal leisure and global mobility, in a **holiday season** becoming almost continuous, visitors from Britain and the rest of the world come to the Lake District, Eden Valley and the Scottish Borders throughout the year; so adding over **a million extra people** of all backgrounds to Cumbria's half million population, all of them needing the protections and assurance of professional policing

In order to respond effectively to this and similar issues, the Authority is alert to collecting relevant demographic information about race equality issues as it becomes available. We will use any such information to be sure that we are delivering our services in the most effective and appropriate ways for our communities.

Cumbria Police Authority is made up of **17 members**, of whom 9 are **Councillors** appointed by Cumbria County Council and **8** (at least one of whom is a **magistrate** or 'Lay Justice') will be **independent** members drawn from people living in Cumbria and selected through a publicly-advertised selection process. The 17 members of Cumbria Police Authority meet as a body 7 times a year to discuss and make decisions about strategic policing issues. Key meetings are the **Annual Meeting** in June and the **Budget-setting** meeting in February. Currently, all of the Police Authority's Members would say that they are White, with 15 being White British, 1 White Irish and 1 White European.

The Authority is presently supported administratively by 4 full-time staff, 2 part-time staff, plus 3 occasional staff who support external consultation meetings, all of whom are currently White British.

Cumbria Police Authority Anti-Discrimination Code of Conduct for Members and Staff

(Wording of the DECLARATION signed on appointment)

ANTI-DISCRIMINATION CODE OF CONDUCT FOR MEMBERS AND STAFF

1. As a member/member of staff of the Cumbria Police Authority, I do not accept and am committed to prevent sexual, racial, or any other form of discrimination, harassment or bullying.
2. I understand that a person can be subjected to discrimination on many grounds, including his or her:
 - Race;
 - Gender;
 - Religious or political beliefs;
 - Disability, sensory impairments or learning difficulties;
 - Age (or youth); and
 - Sexual orientation
3. I do not expect people to live or work in conditions where discrimination, harassment or bullying takes place.
4. I have a personal responsibility not to behave offensively to others either in work or deed. Offensive behaviour can manifest itself in many ways:
 - verbal remarks;
 - non-verbal suggestion;
 - physical bullying;
 - persistent criticism; and
 - other behaviour e.g. practical jokes and gossip.
5. As a member/member of staff of the Cumbria Police Authority, I undertake to treat everyone with whom I come into contact with dignity and respect and to carry out my

duties with integrity and to the highest professional standards.

6. As a member/member of staff of the Cumbria Police Authority, I will work to ensure that ethnic and other minority communities are treated fairly and without prejudice; that they are given every opportunity to comment on, and be involved in the work of the authority and force; and that they receive a policing service which is sensitive and appropriate to their needs.

Signed:

Member/member of staff of the Cumbria Police Authority

Chapter 1: Legal Responsibility

Existing legislation in the **Race Relations Act 1976** had already made it unlawful to discriminate on racial grounds in relation to employment, training and education, and the provision of goods, facilities and services. However, at that time, not all functions of public authorities were covered by the legislation and there was no general duty to promote race equality.

Police investigations into the unprovoked attack on, and murder of, **Stephen Lawrence** in London in **1993** led to the subsequent **Macpherson Report** highlighting how harmful consequences from unintended or unwitting prejudice in public organisations could be comparable to those arising from more overt or self-consciously prejudiced attitudes.

The aim of the **Race Relations (Amendment) Act 2000** was to tackle this issue. When it came into force on 2 April 2001, all Police Authorities became subject to the general duty with effect from 3 December 2001. The Amendment Act strengthens and extends the **Race Relations Act 1976** by placing General and Specific duties on a Police Authority. The Act extends the 1976 Act by prohibiting a public authority from discriminating against someone on racial grounds whilst carrying out any of its functions. It also makes a Police Authority responsible for ensuring their Constabulary are carrying out their new responsibilities under the legislation.

In addition, the Act places a new, enforceable positive **General duty** on public authorities to promote race equality. Hence, Cumbria Police Authority must have "*due regard to the need*", in everything we do, to: -

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

To help achieve the ultimate aim in their General duty, Cumbria Police Authority has also had **Specific duties** placed upon it, to: -

- Prepare and publish a **Race Equality Scheme** setting out the **strategy** by which the Authority intends to meet its general and specific duties. (This is to include how we **identify** which policies, procedures and functions are relevant to our general duty. We will then identify how to **assess, consult** on, and then **monitor** the impact of the Authority's policies, procedures

and functions on eliminating racial discrimination; **promoting** equality of opportunity; and promoting good relations between people of different racial groups); and

- Make arrangements to **publish** the results of such assessments, consultation and monitoring; and

Make arrangements for ensuring **public access to information and services** provided by the Authority; and

- Make arrangements for **training** staff in connection with the duties imposed by the 2000 Act.

Chapter 2: Cumbria Police Authority's Current Work on Promoting Race Equality.

The following examples highlight what Cumbria Police Authority has done to date to meet the requirements of the general and specific race equality duties.

Communities, Equality and Diversity Committee

The Communities, Equality and Diversity Committee, which was established in November 2006, oversees the Authority's duties with regards to equality, diversity and disability matters. It ensures that race equality issues are kept as a priority and are mainstreamed throughout the work of the Authority. The Committee monitors the Action Plans of all of the Authority's Equality Schemes four times a year at its quarterly meetings. The Committee also oversees delivery of the Constabulary's Race Equality, Disability and Gender Equality Schemes.

Community Advisors Group

The Authority recognises the importance of independent advice on areas of policy and can access community advisors groups established by the Constabulary. The community advisors 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 60 voluntary Independent Custody Visitors all of whom have been appointed through an open, non-discriminatory and well publicised recruitment process. As well as being advertised in the local media vacancies in the Scheme are brought to the attention of groups such as AWAZ, which represents BME groups in Cumbria. Clear job descriptions, as well as person specifications setting out the qualities Independent Custody Visitors require to carry out their role effectively, everyone expressing an interest in the role. As required by Home Office guidance all applicants complete a standard application form. No one is appointed as an Independent Custody Visitor without an interview taking place. All appointments are made solely on merit and the selection panel records the reasons for decisions about appointment

or non-appointment. All Independent Custody Visitors receive diversity training as part of their induction. Of the 60 Independent Custody Visitors in the Scheme, 56 say they are white British, 3 are other white and 1 is of mixed origin.

Cumbria Equality and Diversity Partnership

The Police Authority is a member of the Cumbria Equality and Diversity Partnership (CEDP), the "hub" group co-ordinated by both the Constabulary and Cumbria County Council. The CEDP aims to build equality and diversity into the work of the Cumbria Strategic Partnership (CSP) and to ensure that equality is an integral part of the Cumbria Community Strategy and the Local Area Agreement (LAA). The CEDP aims to promote equality for all groups in Cumbria, to eliminate unlawful discrimination, promote good race relations between people of different backgrounds, ensure that equality and diversity issues have a high profile in Cumbria, promote community cohesion, consult on the needs of hard to reach groups and to act as a critical friend on issues of equality and diversity. In 2005 the CEDP consulted BME people in Cumbria about service delivery and sustainable methods for future consultation, and feedback on the consultation was provided at community day in February 2006. The Authority is represented on the Group by the Chair of the Community, Equality and Diversity Committee and the Policy and Performance Officer also attends meetings.

Association of Police Authorities (APA) Groups

The APA is the national umbrella body for all police authorities in England and Wales. The Police Authority is represented on two APA Groups. The Chair of the Community Equality and Diversity Committee represents the Authority on the Race and Diversity Policy Group and a Member of the Authority is also a member of the APA Black and Minority Ethnic Member Network. Membership of these groups helps to ensure that the Police Authority is always aware of national developments with regard to race equality and diversity issues.

Cumbria Constabulary Confidence and Equality Board

The Police Authority is represented on the Constabulary's Confidence and Equality Board by the Chair of the Community Equality and Diversity Committee. The Board, which is chaired by the Deputy Chief Constable, is responsible for integrating equality into the every day activity of the Constabulary. Membership of the Board enables the Authority to directly undertake its monitoring and oversight role over the Constabulary.

Equality and Diversity Training

All Police Authority members, staff and volunteers are required by the Authority to undertake race and diversity training, either before or immediately after they have commenced in their roles, as part of their induction training. At the time of writing all members, officers and volunteers has received training. This training is delivered by Constabulary staff who have requisite and higher levels of expertise in race and diversity issues. The training is intended to raise awareness of diversity issues and to provide a better understanding of diverse communities and their needs. It also provides the legal context within which the Authority operates with regard to diversity. Training is also provided for anyone undertaking equality impact assessments.

Stop and Search

The Police Authority has appointed a lead member with responsibility for stop and search. It also monitors the Constabulary's use of stop and search powers through six monthly reports to the Community Equality and Diversity Committee. In 2005 the Authority undertook a major awareness raising programme in relation to stop and search, distributing widely information posters and leaflets and arranging role play demonstrations at Police Community Liaison Forum meetings and at a focus group meeting with the Barrow Multi Cultural Forum.

Monitoring the Constabulary

As well as monitoring the Constabulary's use of stop and search to ensure that it is proportionate the Police Authority, through the Personnel, Policing Plan and Performance, Professional Standards and Community Equality and Diversity Committees also monitor recruitment, access to training, retention, sickness, grievances, staff disciplinary processes, complaints and hate crime. What is monitored by each Committee is dependent on the Committee's responsibilities as set out in the Authority's *Committee Terms of Reference* document.

Chapter 3: 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 in relation to all of the six strands, including race and religion. The elimination of unlawful discrimination is one of the most important tasks for the Police Authority in meeting its general and specific duties.

A policy is a position statement, setting out clear boundaries and parameters, determining how decisions are made and who makes them. The Commission for Racial Equality defined a policy as the “*formal and informal decisions about how a public authority carries out its duties and powers*”. Functions are the full range of activities carried out by Cumbria Police Authority in the course of every day work.

An 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. 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 properly.

Each policy/procedure/guidance is assessed to see how relevant it is to the general duty and the potential effect it may have on race 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.

Relevance assessments of all the Authority's policies have already been undertaken.

Chapter 4: 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 race and diversity through the Community Equality and Diversity Committee and the Committee Chair acts as the lead member for race and diversity.

All new Independent Custody Visitors receive diversity training, including race. The Authority is consulting all Independent Custody visitors on the Race Equality Scheme and they receive information on race equality issues through their periodic newsletter and periodic training sessions. 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. That lead member's role includes ensuring that all relevant diversity issues are fully taken into account in relation to all custody matters.

Chapter 5: Employment

Recruitment, Retention and Progression

Cumbria Police Authority is committed to eliminating discrimination and promoting diversity within its organisation. The aim for our organisation is to be fully representative of the communities we serve. In trying to achieve this, we wish to assure equality and fairness for all our service users, members, staff and for people who aspire to work for us.

We will ensure that all our members and staff (regardless of race, religion, gender or disability), 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 Race Equality Scheme is intended to ensure that the above objectives are met and be sure that all members and staff reach their full potential at work. This will be achieved through the training, promotion and development prospects we offer to all our members and staff. The Authority is in the process of adopting a new training policy and plan for its members and has adopted the Constabulary's existing staff training policies for its own staff.

We have policies in place to ensure 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 make sure there is an appropriately diverse mix of assessors.

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

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

Race Equality and Diversity Training

Cumbria Police Authority is committed to eliminating all forms of discrimination within the Authority and has developed, along with

Cumbria Constabulary, their 'Individual Standard for Eliminating Discrimination'. This documents outlines the expectations of staff and members towards helping eliminate discrimination.

We have also developed our own 'Anti-Discrimination Code of Conduct' and a 'Members/Officers protocol', each of which must be signed by all staff and members. A copy of this Code of Conduct is included in this report at page 15. This is intended to prevent racial, sexual or any other form of discrimination, harassment or bullying towards anyone with whom staff or members may come into contact, and to ensure everyone is treated with dignity and respect.

The Police Authority recognises that the training of its staff and members is vital to complying with their general and specific duties under the Act. All Police Authority members and staff, including those that are new to the Authority, attend diversity training run by the Constabulary's Diversity Unit on joining the Authority or as a refresher course. A series of new diversity learning packages have also been developed, which will incorporate all six diversity strands and are designed to provide training to the relevant areas of work.

The aim of Diversity training is to:

- Develop 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 anyone carrying out impact assessment work on its behalf will have had the appropriate training.

Police Authority employees will be required to set themselves a minimum of 4 key work objectives over a twelve-month period. One of these key 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 Training Policy and Plan for approval by the Authority.

Staff supervision, appraisal and development

As part of our normal processes for staff supervision and appraisal, all staff will be assessed against their demonstrated attitudes and 'behaviours' in this field and whether they show a respect for diversity. Any negative observations or concerns about performance may lead to a diagnosis of developmental needs,

perhaps in the form of more training or, in the case of gross and obvious breaches, may even require disciplinary procedures.

The relevant 'behaviours' are measured or assessed in terms of whether the person:

- 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 Practices

Cumbria Police Authority is committed to ensuring all staff and members are treated consistently and fairly, through the adoption of flexible working practice policies and procedures. The Authority recognises how important it is 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) as set out in the police staff terms and conditions handbook. The Authority considers that these policies will only help it to recruit and retain staff from varied cultural backgrounds.

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

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 work-life balance within the Constabulary on a quarterly basis through formal reports to the Governance Committee.

As well as through the Association of Police Authorities, the Authority also has access to the Constabulary's Personnel Department for specialist advice in this field.

Religion

Cumbria Police Authority is supportive of staff wishing to express their religious belief and culture in appropriate ways at work. We hope that all staff will feel confident enough to tell us their religious and cultural identity and what their needs are – and in turn we will try to accommodate the religious and cultural needs of our staff.

Staff can wear smart traditional dress (for example a gallabia or a sari) to work. They can also wear religious garments and jewellery at work (for example a cross) so long as the object or clothing does not endanger their own or anyone else's health and safety at work in the context in which they work.

Similarly, if staff are planning to fast for religious reasons or would like to alter temporarily their working hours to accommodate this, we will try to vary their hours to enable it.

Staff may pray at work. If they would like a quiet room within the Police Authority's suite of offices in order to do so, then we will work with them to try to find an appropriate place. If they would like to take time to pray during the working day, we will also try to adjust their working hours appropriately, obviously providing that they make the time up sometime in the working week.

Staff may want to swap some or all of the 8 bank holiday dates a year for religious holiday dates and we always will try to give staff time off when it is required for religious holidays. However, there may be circumstances in which we cannot reasonably meet requests for changing working hours: for example if the services we provide to the public would be significantly disrupted; if we don't have the funding needed, or if there are other, legal reasons.

We will aim to apply the same principles to members of the Police Authority when they are on Authority premises or business.

Complaints and Grievances

The Police Authority works both independently and in partnership with the Constabulary in 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

Nature of Complaint	Departmental Responsibility
	Relevant BCU or Department
Public complaint about a senior police officer (ACPO grade – ACC; DCC; CC)	Police Authority (where it is the 'appropriate body')
Internal investigation of Police Officers	Professional Standards Department
Internal investigation of Police Staff	Employee Relations
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 Special Constables, who are all under the direction and control of the Chief Constable.

The Constabulary aims for the highest levels of integrity. Its Professional Standards Department (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 employing department or PSD will investigate. The facts of each case will be considered. It is important that both the Constabulary and the individuals concerned learn from experience and that 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 Constabulary's Professional Standards Department has made training on investigating discrimination compulsory for all its 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 ethnicity, gender and disability. Relevant issues are referred to the Communities, Equality and Diversity Committee and the Professional Standards Committee for detailed consideration.

Chapter 6: Procurement and Partnerships

Procurement

The Constabulary places and manages all contracts and procurements made for policing on behalf of and in the name of the Police Authority. Constabulary staff administer this process.

Any function needing to be contracted out will be assessed for any potential impact it may have upon equality issues. The Constabulary will ensure that all their future contracts, whether for goods, works or services, meet the requirements of the equality legislation, regardless of who is actually 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 are 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 overall tender evaluation. Companies that fail to complete the questionnaire fully or which do not abide by certain legislative equality requirements may be eliminated from further consideration.

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

Serious breaches may result in their 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 own organisation. They are also asked for details of their complaints procedure and their ethical trading policy.

This questionnaire is reinforced by the appropriate contract clauses being included in the standard regional tender documentation for the supply of goods and services. Our aim is only to engage in business with those contractors and suppliers which 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 instead by the Police Authority are managed in the same way as by the Constabulary above.

Partnerships

The Police Authority will ensure that all our partners support us in meeting the general and, where appropriate, the specific elements of the Race Equality Duty. We will also ensure that our partners receive a copy of our Race Equality Scheme and that race equality is considered at an early stage in our entering into any partnership agreements. Our Partnerships Guide makes clear the Authority's expectations with regard to race and diversity on those partnerships on which it is represented.

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 (CDRPs) and some Local Strategic Partnerships (LSPs).

Chapter 7: Communication and Marketing

The Police Authority is responsible for monitoring the Constabulary's Race 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 race-related issues amongst our members and staff; and
- External marketing will concentrate on communicating the Police Authority's approach to race issues.

This will include using the internet.

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

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

The Police Authority is committed to providing information which is accessible to all groups in the community. All of the Authority's key documents will be made available in different formats on request.

It is possible to access the Authority's documents on its website at www.cumbriapoliceauthority.org.uk or by e-mailing policeauthority@cumbria.pnn.police.uk Alternatively the Authority can be contacted by telephone by dialing 01768 217734 or by post by writing to –

Chief Executive,
Cumbria Police Authority,
Police Authority Office,
Carleton Hall,
Penrith,
Cumbria,
CA10 2AU.

It is also possible to visit the Authority in person during normal office hours (9.00am until 5.00pm Monday to Thursday and 9.00am until 4.30pm on Friday).

Chapter 8: Monitoring Arrangements

Internal Monitoring Arrangements

The Police Authority's 'Communities, Equality and Diversity Committee' monitors both the Authority and Constabulary Race Equality Schemes and Action Plans.

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, supported by the Deputy, 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 year, the Police Authority will publish a report covering the progress of its Race Equality Scheme, updating and adding objectives to the Action Plan until the Scheme is fully revisited in 2011. Every quarter the Constabulary will report on the progress of its Scheme to the Police Authority.

What will be the key outcomes?

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

- **eliminate racial discrimination**
- **promote equality of opportunity**

- **promote good relations between people of different racial groups**
- **prepare and publish a Race Equality Scheme that sets out how we will meet the General and Specific Duties**
- **arrangements to publish the results of assessments, consultation and monitoring undertaken in producing the Race Equality Scheme**
- **arrange to ensuring public access to information and services provided by the Authority**
- **arrange for staff training in connection with the duties imposed by the 2000 Act**

External Monitoring Arrangements

The Commission for Equality and Human Rights (CEHR)

This organisation superseded the three previous equality commissions; the Equal Opportunities Commission, the Disability Rights Commission and the Commission for Racial Equality and came into existence as a new and separate body in October 2007.

The CEHR took over the enforcement responsibilities of the Commission for Racial Equality for the Race Equality Scheme and, as a new organisation, is currently working towards creating its own Race Equality Scheme.

Chapter 9: Consultation

The Police Authority has consulted the Constabulary's Community Advisors Group in the development of this Race Equality Scheme and Action Plan. It has also used consultation undertaken by the Constabulary with various groups to support the Scheme's development.

In addition members of the Police Authority's Community Equality and Diversity Committee were consulted on this draft Scheme and Action Plan in order to assist us in determining race equality objectives. This work is reflected within the new Action Plan. They also participated in a review of our previous Race Equality Scheme.

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

Volunteers involved in the Authority's Independent Custody Visitors Scheme will also be consulted and their views 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

Race Equality Scheme Action Plan 2008-2011



Race Equality Scheme Action Plan 2008 to 2011

The right hand column of the Action Plan table is a grading of progress achieved against each action, as follows –

Progress Grading	Colour
Completed	Green
On target	Orange
Not on target	Red
Not yet started	Blue
Continuous	Purple

The Action Plan identifies the officer within the Police Authority responsible for undertaking each action. Responsibility for monitoring the Action Plan and approval any modifications or variations to the Action Plan lies with the Community Equality and Diversity Committee.

1. Relevance and Impact Assessments

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
1.1	Undertake relevance assessments of all policies and functions	January 2008	Policy and Performance Officer	A list of policies and functions most relevant to the duty	Completed
1.2	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	June 2008	Policy and Performance Officer	Timetable for the review for adverse impact	On target
1.3	All new and revised Police Authority policies to be impacted assessed	April 2008 and onwards	Policy and Performance Officer	List of assessed policies and timetable	Continuous
1.4	Impact Assessment Training to be delivered to relevant Police Authority staff and members	June 2008	Deputy Chief Executive	Trained individuals to carry out impact assessments	On target – training arranged for 02.07.08

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
1.5	Publish the results from consultation assessments and reviews	April 2008 and onwards	Policy and Performance Officer	Quality Assurance (external)	Continuous
1.6	Develop a Diversity section on the Police Authority website to publish the results of the impact assessment and review for adverse impact results	September 2008	Policy and Performance Officer (in conjunction with the Administration Manager)	Quality Assurance (external)	Not yet started

2. Employment

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
2.1	Monitor the recruitment and retention of staff, including volunteers and members	After each recruitment exercise	Deputy Chief Executive	To ensure equality of opportunity in recruitment process	Continuous

2.2	Review recruitment process and practices to identify additional means of increasing applications from diverse groups	September 2008	Deputy Chief Executive	To ensure equality of opportunity in recruitment process	Not yet started
2.3	Identify any barriers to race equality in relation to roles and responsibilities within the Police Authority	January 2009	Deputy Chief Executive	To address any identified inequalities, where they exist	Not yet started
2.4	Personnel Committee to continue monitoring Constabulary procedures for recruitment, retention, training, grievances.	May 2008 and onwards	Deputy Chief Executive	Reassurance with regard to the application of Constabulary policies.	Continuous
2.5	To collate diversity monitoring data for individuals who apply for flexible working/parental leave/careers breaks etc.	April 2008 and onwards	Deputy Chief Executive	To identify trends/patterns to help inform work-life balance policies	No applications received to date
2.6	To develop a Member Development Policy and Training Plan.	June 2008	Policy and Performance Officer	The Policy and Programme supports members in their role	Completed. Approved on 23.04.08 by Personnel Committee

3. Service Delivery and Customer Care

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
3.1	To ensure that Race and Diversity issues are considered as an integral part of the business of all meetings.	September 2008 and onwards	Deputy Chief Executive	Race and diversity mainstreamed inside, and integral to, all the work of the Police Authority.	Completed & continuous – is part of the committee reporting process
3.2	Race and diversity structures are developed within the Police Authority	December 2008	Deputy Chief Executive	A clear path through the Authority's business framework is apparent to anyone wishing to develop and progress a race equality issue for resolution.	Not yet started
3.3	Undertake an annual review of Committee and working group functions, including with regard to the Race Equality duties.	June 2008 June 2009 June 2010	Deputy Chief Executive	Annual review undertaken and any necessary amendments made to Committee and Working Group terms of reference.	On target

4. Procurement

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
4.1	Monitor contract procedures to ensure they include evidence of the Race Equality Duty compliance where relevant	July 2008	Deputy Chief Executive	Contractors/supplier contracts are compliant with the Race Equality Duty	Not yet started. Discussion with Constabulary the possibility of including this within the annual procurement report to Governance Committee.

5. Training

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
5.1	Ensure all staff, members and volunteers undertake diversity training	April 2008 and onwards	Deputy Chief Executive	All staff, members and volunteers are aware of their rights and responsibilities in relation to meeting the Race Equality Duty	Completed New Administration Assistant trained on 03.06.08
5.2	Ensure equal access to training opportunities	April 2008 and onwards	Deputy Chief Executive	To ensure all staff, members and volunteers have equal access to training	Completed Member Training Plan approved 23.04.08
5.3	Police Authority employees set themselves a work objective in relation to diversity	Annually	Chief Executive	Promote fair and professional service delivery	Completed Force PDR objective adopted

5.4	Diversity training to be included in the programme for a future Authority Away Day.	June 2009	Deputy Chief Executive	Demonstrable evidence of increased awareness amongst members. Race equality mainstreamed within all the work of the Police Authority.	Not yet started
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6. Media and Communication

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
6.1	Articles in "Independent Custody Visiting in Cumbria"	April 2008 and onwards	Deputy Chief Executive	Improved awareness amongst ICVs	Continuous
6.2	News releases on related issues and compliance with the Act	April 2008 and onwards	Deputy Chief Executive	Raise public awareness of the Race Equality Duty	Not on target

6.3	Work with the Constabulary to promote diversity within the Police Authority and Constabulary	April 2008 and onwards	Deputy Chief Executive	Raise awareness within the Authority/Constabulary of individuals rights and responsibilities in relation to meeting the Race Equality Duty	Needs to develop partnership work with Force. On its own PA includes equality statement in adverts, etc..
6.4	Develop the Authority's ability to communicate messages to all communities, including through the media.	March 2009	Deputy Chief Executive	Increased awareness of the Authority and its role.	Not yet started
6.5	Publicise the Race Equality Scheme	April 2008 and ongoing thereafter	Deputy Chief Executive	Race Equality Scheme published and circulated. Enhanced awareness of the Scheme.	Continuous Published on website. Will be distributed to partners once formally approved

6.6	Publicise the Authority's monitoring of the Scheme; the outcome of consultations; and amendments to the Action Plan in response to consultations.	April 2008 and onwards	Deputy Chief Executive	Increased public awareness and confidence.	Continuous
6.7	Ensure that information is available in different formats on request.	September 2008	Deputy Chief Executive	Information available in accessible formats on request.	Completed & continuous

7. Consultation

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
7.1	Continue to consult on the Race Equality Scheme and Action Plan to identify emerging issues for further action/solution. Wherever possible consultation will be undertaken jointly with the Constabulary's Diversity Unit in line with a jointly agreed Action Plan	April 2008 and ongoing	Policy and Performance Officer	Race Equality Scheme and Action Plan reflects the needs of the community, staff/Members and volunteers of the Police Authority. Consultation undertaken in accordance with the agreed Action Plan	Not yet started. Discussions to be held with Constabulary to develop an Action Plan.
7.2	Discuss with the Constabulary the possibility of the Police Authority making increased use of the Strategic county-wide IAG and the Community Advisors Group.	September 2008	Deputy Chief Executive	Consultation opportunities increased	Not yet started

7.3	Consult with 'Community Voice' on diversity issues	June 2008	Policy and Performance Officer	Consultation Opportunities	Not yet started. To be discussed with Constabulary
7.4	Consult with the public through the Community Liaison Forums	Cycle of meetings commencing July 2008	Deputy Chief Executive	Race Equality Scheme and Action Plan reflects the needs of the community	Not yet started
7.5	Review process for providing feedback to those participating in the consultation process and publish results	June 2008 and on-going	Policy and Performance Officer	Feedback process and published results	Continuous
7.6	To update with the Constabulary the joint Consultation Strategy and Action Plan	September 2008	Policy and Performance Officer	Updated Strategy. Revised Action Plan to be monitored quarterly by the Community Equality and Diversity Committee	Not yet started

7.7	Regularly review consultation arrangements to ensure that all groups in the community are being reached	September 2008 September 2009 September 2010	Policy and Performance Officer	Increased response to consultations, including increased diversity in the responses received	Not yet started
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8. Partnerships

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
8.1	Ensure key stakeholders are sent a copy of our Race Equality Scheme and Action Plan	June 2008	Policy and Performance Officer	Stakeholders are informed of the Police Authority's commitment to race equality.	Completed
8.2	To encourage partnerships to develop equality schemes and that they meet the general and specific duty	April 2008 and ongoing	Deputy Chief Executive	Partnerships of which the Authority is a member have race equality schemes and comply with the duties.	Not on target

9. Monitoring of the Scheme and Action Plan

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Grading
9.1	Report on progress of Race Equality Scheme and Action Plan to the CE&DC on a quarterly basis.	July 2008 and on-going	Deputy Chief Executive	Effective monitoring of progress against the Race Equality Duties	Continuous

9.2	CE&DC to monitor progress on Cumbria Constabulary's Race Equality Scheme and Action Plan on a quarterly basis.	July 2008 and on-going	Deputy Chief Executive	The Police Authority is able to monitor the Constabulary's performance against the Race Equality Duties	Continuous
9.3	CE&DC to monitor progress on Cumbria Constabulary's impact assessment of Constabulary policies on a quarterly basis.	July 2008 and on-going	Policy and Performance Officer	The Constabulary's impact assessment programme is monitored.	Continuous
9.4	To review the Race Equality Scheme and Action Plan on an annual basis and revise after three years	April 2009 April 2010 April 2011	Deputy Chief Executive	Evaluate performance against targets set and review contents and priorities for 2011	Not yet started
9.5	Publish an annual summary of progress on the Race Equality Scheme and Action Plan on the Police Authority's website	April 2009 April 2010 April 2011	Deputy Chief Executive	Summary of progress against Action Plan published on website and included in annual report. Race equality performance made public.	Not yet started

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.

--

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

--

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.

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.

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

4.4 Consider good practice in other constabularies/organisations.

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?

--

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

--

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.

Appendix 2: Equality Relevance and Impact Assessment

Cumbria Police Authority is committed to promoting equality and diversity. It values the rights 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 has developed Race Equality, Disability and Gender Equality Schemes.

The Police Authority also makes sure that Cumbria Constabulary meets the needs of all the community and monitors the Constabulary's Race Equality, Disability and Gender Equality Schemes.

Members and officers of the Police Authority were divided into three groups and were asked to think about the functions below and decide how important each one is towards delivering a fair and equitable service. They scored them from 1 (Most important) to 27 (Least important). These scores have then been added together and the functions placed in order with the first being the one with lowest total score and the last the one with the highest total score.

Functions	1	2	3
1 = The Police Authority consults with local communities	3	6	1
2 = The Police Authority has a legal duty to develop and monitor Race Equality, Disability and Gender Equality Schemes	1	4	7
2 = The Police monitors the recruitment, retention and training of police officers and staff	7	1	4
2 = The Police Authority monitors Hate Crime Incidents in Cumbria	8	2	2
5 = The Police Authority monitors the use of stop and search powers in Cumbria	9	3	3
5 = The Police Authority monitors the Constabulary's Race Equality, Disability and Gender Equality Schemes	2	5	8

Functions	1	2	3
7 = The Police Authority chooses who should be independent Members of the Police Authority	4	10	9
8 = The Police Authority checks that the police look properly into complaints	11	7	6
9 = The Police Authority chooses who will hold four senior jobs in Cumbria police force, from the best selection of applicants when vacancies arise	5	12	13
9 = The Police Authority makes sure that the people who are in police custody are visited by independent people, to make sure that they are being treated properly	10	8	12
11 = The Police Authority appoints its own staff	6	16	10
12 = The Police Authority investigates if complaints are made about high-ranking police officers	12	9	14
13 = The Police Authority makes sure that the authority Members and their staff are properly trained and supported	18	11	11
14 = If something (within the Police Authority's responsibility) is not being done properly within the local police force, they make sure that things are put right as quickly as possible	14	15	15
15 = The Police Authority makes sure that the local police do everything in a proper way as the government has advised	19	21	5
16 = The Police Authority collaborates with other police authorities to provide joint services/share good practice	15	13	19
16 = The Police Authority builds effective relationships with local partner agencies to contribute to delivering operational policing objectives about reducing crime and disorder	13	14	20

Functions	1	2	3
18 = The Police Authority sees all the reports that are made about the local police force by external and internal audit, inspection agencies and other relevant bodies, and gives their opinion about them	17	17	17
19 = The Authority chooses which are the most important things for the Police to do in your area	16	20	21
19 = The Police Authority tells people about what the police will do next year and check that it is done well	21	18	18
21 = The Police Authority lets everyone know what the police have done during the year	22	22	16
22 = The Police Authority checks that all the people working for the police, and the money given to the police are used efficiently	24	19	23
23 = The Police Authority do all the things that the government says it should about checking that the police use money wisely and do their work well	20	23	25
24 = The Police Authority oversees the health and safety arrangements for Police Staff	23	26	22
25 = The Police Authority decides how much the cost of the police force shall be for all the ratepayers in Cumbria and agree how the money will be spent	25	24	24
26 = The Police Authority is responsible for police land, assets and facilities	26	25	26
27 = The Police Authority decides which person in the Authority will speak about police matters at the County Council	27	27	27

Police Authority Policies - Relevance to Race

Document	Relevance
	H/M/L
Scheme of Delegation	M
A Member/Officer Protocol	M
Flexible Working Hours Scheme	M
Anti-Discrimination Code of Conduct for Members and Staff	H
Joint Individual Standard for Eliminating Discrimination	H
Race Equality Scheme	H
Disability Equality Scheme	M
Gender Equality Scheme	M
Police Authority Annual Report	M
Annual Policing Plan	M
Joint Strategy Plan	M
Strategic Risk Register	L
Standing Orders for the regulation of the business of the Police Authority	L
Standing Orders relating to Contracts	M
Joint Consultation Strategy	M
Financial Regulations	L
Scheme of Members' Allowances and Remuneration	L
Joint Anti-Fraud & Corruption Policy Statement & Code of Practice	L
Custody Visitor Code of Conduct	H
Custody Visiting Scheme Memorandum of Understanding	H
Visits to Police Stations – Guidelines for Independent Custody Visitors	H

Document	Relevance
	H/M/L
Treasury Management Strategy	L
Protocol between Treasurer and Director of Finance and Resources	L