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CUMBRIA POLICE AUTHORITY



DISABILITY EQUALITY SCHEME 2009-2012

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Cumbria Police Authority Disability Equality Scheme

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 equality and eliminate 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 Disability 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.

We are mindful of our duties and responsibilities under the Human Rights Act. Our work on Human Rights provides the overarching framework and sets out our aspirations for the society within which we would like to deliver our services. In many ways the various equality strands are a practical expression of what we are doing to achieve that ideal. As such it is impossible to separate out the Authority's work on equality and Human Rights.

Foreword by the Chair of the Police Authority

I am pleased to present to you our Disability Equality Scheme. This sets out how the Police Authority will carry out its duty to promote Disability Equality. It is part of an Equality Strategy setting out the Authority's vision to eliminate unlawful discrimination, promote equal opportunities, and to promote good relations between different groups of people.

The scheme reflects my commitment to ensure all members of our society, the Constabulary and Authority have equality of service and a safe environment in which to live. Four principles will govern our efforts to meet our duty to promote disability equality:

- proportionality
- effectiveness
- involvement
- transparency

The confidence of all members of our community is something we seek and we are committed to treating everyone fairly and sensitively regardless of ethnic origin, religious belief, sexual orientation, gender, age, disability or cultural background. We aim to provide a first class service, which treats each member of the community and our own work force, with honesty and integrity.

Ray Cole
Chair, Cumbria Police Authority



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 Disability Equality Scheme reflects the Police Authority's commitment to ensuring that all members of our society have equality of service and a safe environment in which to live. The confidence of all members of our community is something we seek and we are committed to treating everyone fairly and sensitively regardless of disability, ethnic origin, religious belief, sexual orientation, gender, age or cultural background. We aim to provide a first class service, which treats each member of the community and our own work force, with honesty and integrity.

Joke Maes
Chair, Communities, Equality and Diversity Committee.

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.

Chapter 1: Legal responsibility

Cumbria Police Authority will meet the legal obligations and duties defined by the....

- **The Disability Discrimination Act 1995**
 - The Disability Discrimination (Meaning of Disability) Regulations 1996 (SI 1996/1455)
 - The Disability Discrimination (Blind and Partially Sighted Persons) Regulations 2003 (SI 2003/712)
 - The Disability Discrimination Act 1995 (Amendment) Regulations 2003 (SI 2003/1673)
 - The Disability Discrimination Bill 2004
 - The Disability Discrimination Act 2005
 - The Disability Discrimination (Guidance on the Definition of Disability) Appointed Day Order 2006 (SI 2006/1005)
 - The Disability Discrimination Code of Practice (Services, Public Functions, Private Clubs and Premises) (Appointed Day) Order 2006 (SI 2006/1967)
 - The Disability Discrimination (Public Authorities) (Statutory Duties) (Amendment) Regulations 2008 (SI 2008/641).
 - Protection from Harassment Act 1997:
- The Building Regulations Act 2000
- The Building (Amendment) Regulations 2003. Part M requirement
- Fire Precautions Act 1971 and Fire Precautions (Workplace) Regulations 1997 as amended 1999
- Human Rights Act 1998
- Equality Act 2006

Cumbria Police Authority will work within the guidance and future proposals from....

- Equality & Human Rights Commission
- Single Equality Bill

Disability Discrimination Act 1995

The Disability Discrimination Act 1995 (DDA) places a duty on the Police Authority to work proactively towards a more equal society, by mainstreaming disability equality into all that we do, as an employer and service provider We must have 'due regard' for the need to:

- Eliminate unlawful disability discrimination
- Eliminate disability related harassment
- Promote equality of opportunity between disabled persons and other people
- The need to take steps to take account of disabled persons disabilities, even where that involves treating the disabled person more favourably than other persons
- The DDA makes it illegal to victimise someone because of their disability

'Due regard' means that 'disability equality' should be factored into all Police Authority functions in proportion to its degree of relevance to the issue.

The **'General Duties'** require the Police Authority to:

- make 'reasonable adjustments' to ensure the disabled people can access employment and occupations, education and training, goods, facilities, services, functions and premises.
- go beyond non-discrimination and actively promote equality of opportunity
- to proactively mainstream disability equality, rather than providing restitution when a person has been the subject of discrimination
- move towards a situation where policies and services are designed from the start with disabled people in mind
- involve disabled people in decision making and policy writing
- tackle the consequences of poor quality decisions in the past
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life

There are also **'specific duties'** the Police Authority carry out to achieve the outcomes required by the general duty. The main requirement is to produce a Disability Equality Scheme. We are also required to produce:

- a statement of how disabled people have been involved in developing the scheme. P14
- an action plan – the steps that the constabulary is going to take to fulfill its general duty to promote disability equality. Appendix 6.
- arrangements for gathering information about the performance of the constabulary on disability equality P14
- arrangements for assessing the impact of the activities of the constabulary on disability equality P17.
- details of how the constabulary is going to use the information P17

Understanding the ‘social model’

The duty requires the Police Authority to tackle systemic institutional discrimination against disabled people. Poverty, disadvantage and social exclusion experienced by disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from environmental barriers. Such barriers include the attitude of employers, lack of financial services to access support and equipment, the way things are organized and built.

This way of thinking about people with a disability is called the ‘social model’ and was created by disabled people. The model sees a solution to the problems of disablement where society as a whole takes responsibility for removing the barriers currently restricting the lives of disabled people. The model sees disabled people as active members of society who expect to contribute their particular skills and abilities.

Definition of disability

The Act defines a disabled person as a person with ‘a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.’

Meaning of long-term effect

One which has lasted at least 12 months;
is likely to last 12 months; or
is likely to last for the rest of the person’s life.

Meaning of day-to-day activity

This is not defined, but covers activities people do on a daily or regular basis such as shopping, reading and writing, talking, social activities, caring for oneself and others (washing, getting dressed, eating etc), walking and travelling by various forms of transport.

List of capacities

A normal day-to-day activity must affect one of a list of capacities, which the Act sets out:

Mobility;
Manual dexterity;
Physical co-ordination;
Continence
Ability to lift, carry or otherwise move everyday objects;
Speech, hearing or eyesight;
Memory or ability to concentrate, learn or understand; or
Perception of risk of physical danger.

There are some special provisions, for example:

- anyone who would meet the above criteria in the absence of medication are covered by the DDA
- anyone that has been diagnosed as having cancer, HIV infection or multiple sclerosis is automatically covered by the DDA.
- where in the past the person was disabled they are still covered by the DDA

Chapter 2 - How did we write the scheme?

Our Disability Equality Scheme was written having considered the results of:

- the Police Authority annual public consultation undertaken in the summer 2009;
- A review of the action plans since 2006;
- a review of disability related work completed in the last year which is summarised in our Equality Schemes Annual report available at www.cumbriapoliceauthority.org.uk

How have we involved people with a disability?

- **Community consultation with the Constabulary's Community Advisory Group** which has worked with us in order to review and Impact Assess our Equality schemes and action plans
- There are Constabulary **Strategic Independent Advisory Groups**
- **Neighbourhood Policing teams** provide a conduit for information between the Authority, Constabulary and local residents
- The Authority has an effective form of access to **Cumbria Disability Network** through the Constabulary's service level agreement on issues that are relevant to disability.
- At a more strategic level, the Authority engages with disability support groups through **the Cumbria Equality and Diversity Partnership**.

How do we find out about satisfaction with the service we deliver?

- **The Annual Public Consultation Survey** asked the people who replied to identify if they had a disability and this helps the Authority to understand their particular concerns.
- We use the **Cumbrian Observatory**, www.cumbriaobservatory.org.uk to understand the profile of disability in our area.
- **The Place Survey** is a bi-annual survey carried out in every local authority to create a snapshot of public perceptions about their area as a place to live, the quality of public services and priorities for improvement. The survey identified a number of inequalities. The following are of particular relevance:

-15% less likely than non disabled people to feel safe after dark (women black and minority ethnic people and 18-24yr olds were also more likely to consider this a problem).

-7%less likely to feel safe during the day
-6%more likely to consider rubbish and litter a problem
-8%more likely to consider drunk and disorderly behaviour a problem (Black and minority ethnic people and 18-24yr olds were also more likely to consider this a problem).

- **Independent Custody Visitors** are members of local communities who visit police stations, in order to observe and comment on the way people are treated while in police custody. They all receive diversity training before starting to make visits. In addition their periodic newsletter includes articles on equality issues and training events have included disability awareness. They have raised an issue with regard to the positioning of a computer screen in the custody suite in Carlisle which was addressed.
- **Community consultation with our Community Advisory Group** which works with us in order to review and Impact Assess our Equality schemes and action plans

How do we find out about employee satisfaction on issues of disability?

Currently none of the Authority's directly employed staff have a disability. The Authority has policies and procedures in place should a member of staff have a disability.

Constabulary Disability Support Group

The Constabulary has a Staff Disability Support Group which aims to

- raise awareness of disability issues amongst members of the Constabulary,
- provide support and advice to colleagues
- help colleagues to deal more confidently with their disability.
- provide a clear channel of communication for any employee to raise an issue.

It currently has 35 full and 18 associate members. The Authority can access this Group and be informed of its activities.

**What progress have we made since we wrote our
2006-2009 Disability Equality Scheme?**

- Embedded the process for monitoring progress against the Authority's Disability Equality Scheme Action Plan within the work of the Community, Equality and Diversity Committee.
- The Community, Equality and Diversity Committee have received regular reports from Cumbria Constabulary on their progress with implementing their Disability Equality Scheme Action Plan.
- The Chair of the Community, Equality and Diversity Committee sat on the Constabulary's Confidence and Equality Board.
- The Chair of the Communities, Equality and Diversity Committee represents the Authority on the Cumbria Equality and Diversity Partnership.
- We have undertaken consultation through the Constabulary's Community Advisors Group and with both the Eden Access for All Forum and Cumbria Deaf Association.
- Processes have been put in place to monitor all applicants for appointment as Members, staff or volunteers. The results of the monitoring are reported to the Authority's Personnel Committee.
- A checklist has been developed to enable us to judge the suitability of the meeting accommodation we use with regard to accessibility.
- We have established access to list of accessible venues suitable for holding meetings, conferences, etc..
- Through the Estates Working Group we continue to monitor the Constabulary's work to make premises Disability Discrimination Act compliant.
- The template for papers to go to senior boards now includes an equality section so the relevance to equality of what is proposed is identified at an early stage.
- All new Members, staff and volunteers are required to undertake diversity training.
- With the Constabulary we have reviewed the management information on personnel matters – including appointments, dismissals and grievances – submitted to the Personnel Committee on a quarterly basis to ensure that it meets statutory requirements and enables the Authority to monitor the impact of the service on people with a disability.
- Regular reports on Hate Crime are being submitted to the Policing Plan and Performance Committee.
- Articles on disability have been included in the newsletter produced for Independent Custody Visitors.
- The theme of the 2008 Cumbria Independent Custody Visiting Conference was "Vulnerable People in Police Custody" and in 2009 the theme was "Mental Health Issues in Custody".
- Mental health issues were the main focus of the North West Region Independent Custody Visiting Conference in 2009 and the 2008 Regional Conference included an interactive session on disability.

The Authority has specifically appointed a dedicated “**Communities, Equality and Diversity Committee**” which oversees both the Constabulary’s and the Police Authority’s associated responsibilities in equality. The Committee is responsible for oversight of activity to comply with the Human Rights Act and also oversees the work of the Authority and Constabulary in obtaining community engagement on policing issues.

The Authority has Lead Members for Human Rights and Every Child Matters.

However, we have not made the progress we would have wished to make in some areas, for example the impact assessment of existing policies and consultation and these areas will be priorities for us in our new Action Plan (**Appendix 9**), for example ensuring Members receive impact assessment training and the appointment of a Community Engagement Officer.

We have considered our achievements and our current position and it is against this background that we have set our strategic priorities and actions.

Chapter 3 – Strategic priorities

Strategic Priority 1. Equality Relevance and Impact Assessment

This will be our main strategic priority over the life time of the Scheme.

One of the most important tasks for the Authority is to assess all work to ensure the decisions we make do not unfairly affect people with a disability. We make this assessment of all current and proposed policies, functions, procedures and guidelines. The owners of each policy, are responsible for all aspects of the assessment. They will receive training before starting this work. Members will also receive training to enable them to effectively carry out their oversight and scrutiny roles. The paper work is shown in **Appendix 3**.

The process has three parts:

- Relevance assessment
- Impact assessment and
- Review for adverse impact

What is a policy?

A policy is a position statement, setting out clear boundaries and parameters, determining how decisions are made and who makes them.

The Equality and Human Rights Commission defines a policy as “the formal and informal decisions about how a public authority carries out its duties and powers”.

What are functions?

Functions are the full range of activities carried out by the Authority when delivering its services

The following ‘families’ of functions and activities were identified as being particularly important to the Disability Legislation.

Community engagement/consultation
Employment/Human Resources
Equality and Human Rights
Finance
Governance
Information Services
Partnerships/Collaboration
Performance Scrutiny and improvement
Policing Strategy
Procurement
Complaints.

We have carried out an assessment of all functions and with the help of the Community Advisors Group have re-assessed which functions are likely to be most relevant to people with a disability or long term condition.

The functions list will be reviewed and reassessed for relevance in three years time. The Authority equality impact assesses all paper policies and all functions.

Relevance is assessed as high, medium or low. Time spent and the detail of the other two assessments will reflect the relevance of the policy to disability. The differences will usually be reflected in the following way:

	High	Medium	Low
Consultation	Internally and Externally	External or/and internal depending on the policy	Internally
Review of Policy/function	Every 12 months	Every 2 years	Every 3 years
Involvement of people with a disability	Cumbria Disability Network (CDN)/ Other relevant disability/access group(s)/Community Advisors Group.	Local Disability/access group(s)/ Community Advisors Group.	Community Advisors Group.

Impact assessment

Impact assessment is part of the process of writing a new policy and it must be completed before the policy is approved. The time spent and detail of the impact assessment, will reflect whether **relevance** has been assessed as high medium or low.

The impact assessment requires the policy /function owner to consider

- the key stakeholders,
- the aims of the policy/function,
- the qualitative and quantitative evidence as to whether the policy/function has been applied unfairly to people with a disability
- steps taken to reduce any unfairness
- monitoring arrangements for the policy
- consult with the key policy stakeholders.

This will make sure that none of the Authority’s policies has an adverse impact on anyone with a disability.

People with a disability will be involved in proposals for new policies, procedures and guidelines and in consultation. There is a legislative responsibility to consult as part of the process. How much they are involved depends on the relevance assessment.

The finished policy and information on the relevance and impact assessments will be submitted to the full Police Authority or the appropriate Committee for approval.

Review for adverse impact: This is an assessment for all existing policies and procedures. Policies/functions will be reviewed as follows:

High - every 12 months
Medium - every 2 years
Low – every 3 years

Each individual policy includes a review date. The Authority will produce a review plan so that all this information is gathered in one place.

The time spent and detail of the impact assessment, will reflect whether it has been assessed as high medium or low relevance.

The process requires the 'policy/function owner to consider again:

- the key stakeholders,
- the aims of the policy/function,

The monitoring arrangements set up when the policy was written should provide qualitative and quantitative evidence as to whether the policy/ function have been applied unfairly to people with a disability.

The evidence is considered and decisions taken as to whether the policy needs to be modified or rewritten.

The policy/function owner needs to decide on the basis of the evidence whether consultation is necessary.

Monitoring

The Authority will monitor each policy or function area to make sure the policy does not affect anyone unfairly. The level of monitoring will reflect the relevance of the policy to people with a disability. The monitoring and review arrangements will examine –

- level of compliance with the policy
- success of implementation plan (and any lessons to be learnt)
- levels of satisfaction with the policy
- statistical evidence (where available)
- number of complaints made
- other comments raised through correspondence or meetings (including with members of the public)

The Authority will seek advice from the Constabulary's specialist Diversity Advisor on monitoring if necessary.

Monitoring will be conducted by the policy or function owner (or representative) at least annually. The minimum level is to ensure that the

policy is working as intended. If after a monitoring exercise the Authority finds unfair practices in any area, remedial action will be taken.

Quality Assurance

Quality Assurance of the assessment process will happen in the following ways:

For Relevance and Impact Assessment

- The Policy and Performance Officer is responsible for checking all the paper work has been completed and will assess the quality of the impact /review process, prior to the policy going to the full Authority or appropriate Committee for approval.
- The Authority will not approve a policy without the appropriate impact assessment.

For review for Adverse Impact

- The Policy and Performance Officer is responsible for checking all the paper work has been completed and will assess the quality of the impact /review process,

The Constabulary has adopted a Policy Review Diary, as a way of overseeing and monitoring the timeliness of all policy review work. The Authority will consider either whether it should adopt a similar approach for its own policies or whether to explore with the Constabulary the inclusion of its policies within the Constabulary's Policy Review Diary. Any joint Authority and Constabulary policies will already be included within the Diary.

Consultation

The Authority will consult as necessary with all employees and the community as part of the impact assessment process.

Methods of consultation for the external consultation will include the following:

- Surveys and Questionnaires
- Public meetings
- Conferences
- Workshops
- Community Contacts
- Face to face interviews
- Focus groups
- Community Advisors group

Publishing the Results of Consultation, Assessment & Monitoring:

- The Authority will publish the results of consultation, assessment and monitoring.
- The table below sets out how the results of consultation, assessment and monitoring are published and where these can be found

Publication Name	Where can it be found?
Annual Report & Policing Plan	Police Authority website www.cumbriapoliceauthority.org.uk or from the Chief Executive
Her Majesty's Inspectorate of Constabulary inspection reports	The HMIC website http://inspectrates.homeoffice.gov.uk/hmic/
Police Authority Committee reports	Police Authority website or from the Chief Executive
Disability Scheme Annual Report	Authority website or from the Chief Executive
Results from Relevance Assessment and Impact Assessment	Police Authority website or Chief Executive
Local Policing summaries	Police Authority website or from the Chief Executive

Strategic priority 2

Community Engagement/Consultation

The Police Authority has identified community engagement and consultation as a key area in which it needs to improve, in particular with regard to minority and hard to reach groups. To address this the Authority has agreed to the appointment of a dedicated Community Engagement Officer. This officer will take up their post in early 2010. A key part of their role will be engaging and consulting with disability groups and disabled people.

Methods of consultation for the external consultation will include the following:

- Surveys and Questionnaires
- Public meetings
- Conferences
- Workshops
- Community Contacts
- Face to face interviews
- Focus groups
- Community Advisors Group

The results of consultations will be reported to the Authority's Communities, Equality and Diversity Committee and on the Police Authority's website www.cumbriapoliceauthority.org.uk

Strategic priority 3

The Communities, Equality and Diversity Committee monitors the Constabulary's Disability Equality Scheme and receives reports on the Constabulary's Equality Impact Assessment process. The Committee believes that their oversight of the Scheme and the Impact Assessment process could be improved. We will look to improve oversight and scrutiny by ensuring that Members receive appropriate training on monitoring performance and undertaking impact assessments.

Chapter 4 - Employment

Current Monitoring Data

We currently monitor the number of disabled applicants for all Member, staff and volunteer vacancies and the information is reported to the Personnel Committee.

Currently we are committed to –

- Interview all applicants with a disability who meet the minimum criteria
- Make every effort if staff became disabled to make sure they stay in employment.
- Ensure that there is a mechanism in place to discuss, at any time, with disabled staff what both parties can do to make sure disabled staff can develop and use their abilities.
- Take action to ensure that all Members, staff and volunteers develop the appropriate level of disability awareness needed to make these commitments work.

Positive Action

We strive to provide positive action for disabled applicants. For example, allowing a candidate to take notes into interview with them, providing information in different formats etc.

Reasonable adjustment process

If a potential staff member is successful at interview, they are asked to complete a medical questionnaire and attend for a medical assessment where their medical fitness is assessed. If there are issues to consider, the possible adjustments and implications are highlighted to the Authority, who make the decisions about how and whether to proceed with the appointment.

Becoming disabled during employment

The Authority has adopted the Constabulary's 'The Management of Long Term Ill Health' Policy which applies if a member of staff becomes ill or disabled during their career. The main aims of the policy are to help people back to work and support them to stay in work. Both short and long term solutions are considered.

In some circumstances, the Authority may provide a managed return to work with limitations on either duties and/or hours. If necessary, discussions will take place to consider what adjustments can be made to accommodate an individual. If it is not practical to adjust the role, redeployment will be considered. Wherever practical an individual is continued in their original role.

When someone is identified as permanently disabled the Authority will try to retain them in a role to match their capabilities and appropriate adjustments

are made. If this is not a feasible option then the member of staff may be retired on grounds of ill health. Retention of staff is the preferred option.

Recording of sickness

Every episode of sickness is recorded. There is an option for an individual to flag up where they believe their sickness is disability related. This will be recorded on a central information system.

If an individual with a disability or long term condition undergoes a course of planned treatment, they can request this be considered as disability leave. The Authority will be advised by the Constabulary's Occupational Health Unit. Disability leave is excluded from sickness calculations with regard to occupational sick pay. An example of this would be a planned course of chemotherapy for someone diagnosed with cancer.

Training & Development

The Authority recognises that the training of Members, staff and volunteers is vital to comply with the General and Specific duties. The Authority requires all Members, staff and volunteers to undertake diversity training on the six "strands" of diversity - Race, Gender, Disability, Age, Sexual orientation, Religion & belief. The training is delivered by specialist Constabulary trainers.

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 Authority is in the process of reviewing its Member Development Policy and Plan for its Members and has adopted the Constabulary's existing staff training policies for its own staff

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 document 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 at **Appendix 5**. This is intended to prevent any 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.

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. Appraisal is a positive process and staff are supported to meet any training needs identified as part of the appraisal process. They are also encouraged to undertake personal development.

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 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 an annual basis through formal reports by the Chief Constable to the Governance Committee.

The Authority has access specialist advice in this field from the Constabulary's Personnel Department and through the Association of Police Authorities.

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 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 demonstrates the highest levels of integrity. Its Professional Standards Department (PSD) monitors and polices the Constabulary by maintaining a general intelligence overview and by monitoring all equality 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 is taken as to whether the director of the employing department or PSD will investigate. The facts of each case are considered. It is important to the Constabulary that both they 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, age, 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

Arrangements exist for staff to make a confidential report about any matter. Internal grievances and low level discrimination is dealt with by supervisors and the resulting information is gathered centrally and monitored for trends.

Cumbria Constabulary Website

The Constabulary website (www.cumbria.police.uk) has 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

Cumbria Police Authority’s website (www.cumbriapoliceauthority.org.uk) has a page that explains the different types of complaint and to whom they should be made, including links to the Constabulary, the Independent Police Complaints Commission, the Standards Board for England and the Local Government Ombudsman.

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 5 - Procurement and Partnerships

Procurement

The Constabulary places and manages all contracts and procurements made for policing in the name of the Police Authority. This includes items procured on behalf of the Authority itself. The process is administered by Constabulary staff.

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. The aim is only to engage in business with those 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 instead by the Police Authority are managed in the same way as by the Constabulary above.

The Police Authority's oversight of procurement activity is undertaken by the Governance Committee, which receives the annual procurement strategy and an annual procurement report.

Partnerships

The Police Authority will endeavour to 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 Equality Scheme and that equality is considered at an early stage in our entering into any new partnership agreements. Our Partnerships Guide makes clear the Authority's expectations with regard to equality on those partnerships on which it is represented.

The Police Authority expects all its partners to have regard to the Nolan Principles of Standards in Public Life (Appendix 7).

The Police Authority is a member of the Cumbria Equality and Diversity Partnership (CE&DP). The Police Authority is also currently represented on the following partnerships –

- Association of Police Authorities (Council; Citizen Focus Policy Network; and the BME Policy Network)
- Crime and Disorder Reduction Partnerships (Barrow; Carlisle and Eden; South Lakeland; and West Cumbria)
- Crime Stoppers Board
- Cumbria Equality and Diversity Partnership
- Cumbria Pensions Forum
- Cumbria Road Safety Partnership
- Cumbria Strategic Partnership

- Forensic Analytical Services Joint Committee
- Local Strategic Partnerships (Barrow; Carlisle; Eden; South Lakeland; and West Cumbria)
- North West Police Authorities Joint Committee
- Safer and Stronger (Cumbria) Communities Thematic Partnership

The Authority undertakes partnership working to seek to achieve wider benefits for the communities of Cumbria. The Authority's Partnerships Guide, which is available on our website, sets out in full the benefits expected from partnership working.

Chapter 5 - Communication and Marketing

The Police Authority is responsible for informing people about its Disability Equality Schemes and how it monitors the Constabulary's Scheme. There will be two strands to our communication and marketing activity:

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

This will include using our website.

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

- To brief staff and members on the key elements of the Disability Equality Scheme;
- To inform key stakeholders and partners of the commitments contained within the Disability 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 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

The Authority's website is classified as WIA-AA rated, indicating that its content conforms to the Level Double-A Conformance to Web Content Accessibility Guidelines 1.0. The Authority has developed its website so that the information on it is accessible in different font sizes and with different coloured text and backgrounds. The website has a 'read-speak' facility (which generates speech from the words typed on the pages).

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 6: Outcomes

How will we ensure our Scheme is effective?

The Action Plan for the Disability Equality Scheme will be monitored four times a year by the Authority's Communities, Equality and Diversity Committee. To do this it will receive all necessary data and performance information to enable it to form sound judgements with regard to the progress that has been achieved. The Committee also has a role in providing the necessary leadership to ensure that the actions within the Action Plan are implemented to enable the Authority to meet the aims set out in this Scheme.

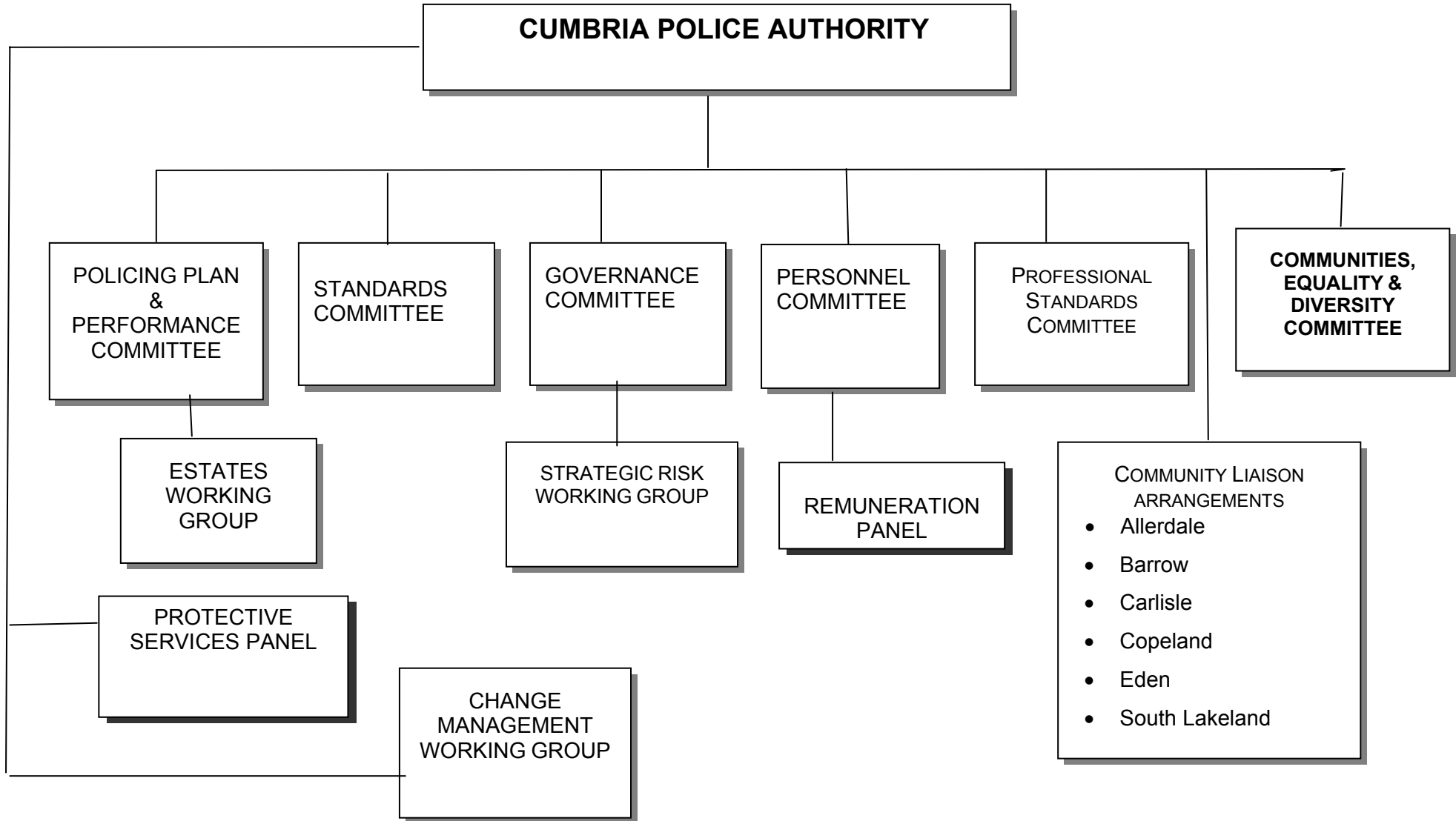
The Committee will also oversee the delivery of actions within the Constabulary's Disability Equality Scheme.

Each year, the Police Authority will publish a report covering the progress of its Disability Equality Scheme. It will also review and update the Action Plan annually until the Scheme is fully revisited in 2012.

The Authority will focus on the achievement of the outcomes identified by the Disability Rights Commission:

- Eliminate unlawful harassment of disabled people;
- Promote equality for disabled people;
- Eliminate unlawful disability discrimination;
- Promote positive attitudes towards disabled people;
- Encourage the participation of disabled people in police business.

Appendix 1 Cumbria Police Authority Committee Structure



Appendix 2 Communities, Equality and Diversity Committee Terms of Reference

Introduction

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

Terms of Reference

- To develop, in conjunction with the Constabulary a comprehensive Communication and Consultation Strategy, including an action plan
- To oversee the development of the Communication and Consultation Strategy for approval by the Police Authority and subsequently to monitor and review the Strategy and the supporting Action Plan
- To coordinate the Police Authority's role within the above Strategy
- To develop the Police Authority's Race Equality, Disability and Gender Equality Schemes before submission to the full Police Authority for approval.
- To monitor progress on the Police Authority and Constabulary Race Equality, Disability and Gender Equality Schemes and to promote the achievement of race, gender and disability equality in a policing context.
- To monitor progress on black and minority ethnic recruitment by the Constabulary.
- To oversee and co-ordinate the training of Police Authority Members and staff in equality and diversity matters.
- To oversee and promote work in relation to the impact of policing on minority groups, sexual preference and disability etc.
- To oversee the operation of the Police Community Liaison Forums or other similar responses to the Authority's duty to consult on policing issues, including Police Authority representation at such meetings.
- To positively encourage and develop all aspects of partnership working.
- To oversee the Authority's arrangements for partnership working.
- To monitor and review those strategic risks falling within the purview of the Committee.
- To receive Members Report Back forms on activity and issues arising from member attendance at partnership meetings relevant to the committee.

Appendix 3: Equality Relevance and Impact Assessment

Screening process for 'Relevance' to Equality			
Is this a statutory policy?			YES / NO
Does this policy impact on the public?			YES / NO
Does this policy impact on employees?			YES / NO
	Is the policy likely to negatively affect EQUALITY OF OPPORTUNITY?	Will any part of this policy be directly or indirectly DISCRIMINATORY?	Is the proposal likely to adversely affect RELATIONS BETWEEN ANY PARTICULAR GROUP or between the Constabulary and those 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
What is the likelihood of something going wrong, with any part or the proposal that is an equality issue?			H / M / L
What would be the impact of something going wrong, that was an equality issue?			H / M / L
Is there evidence or belief that this could affect some groups differently?			YES / NO
Will the proposal have a significantly higher impact on a particular group, community or person the Constabulary employs or serves?			YES?NO
Is there public concern that this policy is being carried out in a discriminatory way?			YES / NO
Relevance to RACE			H / M / L
Relevance to DISABILITY			H / M / L
Relevance to GENDER			H / M / L

C2 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 4: Disability Communication strategy**Short-term actions**

Action	Proposed timescale	Internal / External	Responsibility
Staff Matters – introductory DES article re comments on the draft	December 2009	Internal	Copy - SE
Website	January 2010	External	Copy SE LDR to facilitate
Website update with final version of DES	January 2010	External	Copy SE LDR to facilitate

Appendix 5: Police Authority Anti-Discrimination Code of Conduct for Members and Staff

CUMBRIA POLICE AUTHORITY

(DECLARATION to be signed on appointment)

ANTI-DISCRIMINATION CODE OF CONDUCT FOR MEMBERS AND STAFF:

1. As a 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 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 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

Appendix 6:

Cumbria Constabulary & Cumbria Police Authority Individual Standard for Eliminating Discrimination

The individual standard for eliminating discrimination is that every member of the Cumbria Constabulary must:

Avoid the use of discriminatory words or behaviour;

Treat all colleagues and members of the public with care, compassion, respect & dignity – according to their individual needs and concerns;

Actively identify, challenge and reject discriminatory words and behaviour within Cumbria Constabulary;

Actively identify, challenge and reject discriminatory practices, policies or procedures which are discriminatory, especially in the areas of race, culture, gender, age, disability, religious belief, social background and sexual orientation;

Actively use Police powers to combat unlawful discrimination, racism and hate crime in the community;

Strive to understand better the issues and viewpoints relating to discrimination;

And in doing all this recognise that:

- The fact that discrimination may be unwitting or unintended does not make it less harmful in its effect **and**
- That the way to treat everybody fairly and without discrimination is not to treat everyone as the same, but to recognise and respect diversity in order to determine the appropriate need.

Craig Mackay
Chief Constable

Ray Cole
Police Authority Chairman

Appendix 7: The seven principles of public life (As identified by the Committee on Standards in Public Life, July 1997)

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Appendix 8: Police Authority Policies - Relevance to Disability

Document	Relevance
	H/M/L
Scheme of Delegation	M
A Member/Officer Protocol	M
Flexible Working Hours Scheme	H
Anti-Discrimination Code of Conduct for Members and Staff	H
Joint Individual Standard for Eliminating Discrimination	H
Race Equality Scheme	L
Disability Equality Scheme	H
Gender Equality Scheme	L
Police Authority Annual Report	L
Annual Policing Plan	L
Joint Strategy Plan	L
Strategic Risk Register	M
Standing Orders for the regulation of the business of the Police Authority	L
Standing Orders relating to Contracts	M
Joint Consultation Strategy	H
Financial Regulations	L
Scheme of Members' Allowances and Remuneration	M
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
Treasury Management Strategy	L
Protocol between Treasurer and Director of Finance and Resources	L

A list of Cumbria Constabulary's policies can be found on the Constabulary's website www.cumbria.police.uk

Appendix 9: Disability Equality Scheme Action Plan December 2009 – 2012

Disability Equality Scheme Action Plan 2009 to 2012

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. Development of the Disability Equality Scheme

Ref No.	Action	Due Date	Responsible Officer	Deliverables	Progress Update and Grading
1.1	Incorporate the DES into the Single Equality Scheme	March 2010	Deputy Chief Executive	Single Equality Scheme	
1.2	Bring the Gender Disability and Race Equality Scheme action plans together into one plan	March 2010	Deputy Chief Executive	Single action plan	
1.3	Review the Single Equality Scheme	March 2013	Deputy Chief Executive	Rewrite of Single Equality Scheme	
1.3	Embed Equality Scheme actions in strategic work programme	Jan 2010	Policy and Performance Officer	Equality actions mainstreamed.	

2. Communicating the Disability Equality Scheme

Ref No.	Action	Due Date	Responsible Officer	Deliverables	Progress Update and Grading
2.1	Launch draft Disability Equality Scheme in December 2009 and final version February 2010	December 2009 and February 2010	Deputy Chief Executive	Awareness of draft and final Disability Equality Scheme	
2.2	Launch Single Equality Scheme	March 2010	Deputy Chief Executive	Awareness of Single Equality Scheme	
2.3	Develop the Diversity pages on PA website.	December 2009 and ongoing	Deputy Chief Executive	Increased awareness of the Disability Equality Scheme	
2.4	Consider the development of an "easy read" leaflet of the Disability Equality Scheme	April 2010	Deputy Chief Executive	A more accessible Disability Equality Scheme	

3. Relevance and Impact Assessments

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Update and Grading
3.1	Undertake relevance assessments of all policies and functions	January 2010 onwards	Policy owners	A list of policies and functions most relevant to the duty	
3.2	Identify 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 2010	Policy and Performance Officer	Timetable for the review for adverse impact	
3.3	Consider the development of a stand alone Policy Review Diary for PA policies or whether to explore the possibility of inclusion in the Constabulary's Diary.	April 2010	Policy and Performance Officer	Framework for overseeing and monitoring policy work established.	
3.4	Develop a process for quality assuring relevance and impact assessments of all PA policies.	June 2010	Policy and Performance Officer	Quality assurance process established and embedded.	
3.5	All new and revised Police Authority policies to be impacted assessed. No new policy to be approved without the appropriate impact assessment	April 2008 and onwards	Policy and Performance Officer	List of assessed policies and timetable	
3.6	All Members of CED Committee to undertake Impact Assessment Training	June 2010	Policy and Performance Officer	All Members of CED trained leading to improved scrutiny of policies and EIA processes.	
3.7	All Members of the Police Authority to undertake Impact Assessment Training	January 2011	Policy and Performance Officer	All Members trained leading to improved scrutiny of policies and EIA processes.	
3.8	Continue regular Member scrutiny of PA impact assessment work through continued quarterly reports to CED Committee	January 2010 and ongoing	Policy and Performance Officer	Improved scrutiny of PA impact assessment work leading to improved quality of the process	
3.9	Enhance Member scrutiny of Constabulary impact assessment activity at CED Committee	April 2010 and ongoing	Policy and Performance Officer	Enhanced scrutiny of Constabulary impact assessment activity leading to improved public reassurance.	
3.10	Publish the results of equality impact	December	Policy and	Transparent equality impact	

Ref No	Action	Due Date	Responsible Officer	Deliverables	Progress Update and Grading
	assessments and reviews for adverse impact results on the PA website	2009 and ongoing	Performance Officer	assessment process	

4. Consultation

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
4.1	Review the feedback from Community Advisors Group and where comments have made a difference. Feed back information to consultees. This should be done on at least an annual basis to comply with legislation	January 2010 and annually thereafter	Deputy Chief Executive	Report to CED Committee and policies and procedures informed by the consultation.	
4.2	Re-confirm PA access to Constabulary SLA with ORC, CDN, AWAZ	April 2010	Deputy Chief Executive	Access to disability organisations	
4.3	Consider disability information to be obtained as a result of the annual consultation survey	March 2010	Community Engagement Officer	Improved information available to the PA to inform policy development and review	
4.4	Develop the PAs engagement and consultation activity with disability groups and disabled persons	September 2010	Community Engagement Officer	Improved information available to the PA to inform policy development and review	

5. Annual Reports

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
5.1	Produce Annual Report for 2009/10	April 2010	Deputy Chief Executive	Annual report produced and circulated; increased awareness of the Authority's disability equality activity.	
5.2	Produce Annual Report for 2010/11	April 2011	Deputy Chief Executive	Annual report produced and circulated; increased awareness of the Authority's	

				disability equality activity.	
5.3	Produce Annual Report for 2011/12	April 2012	Deputy Chief Executive	Annual report produced and circulated; increased awareness of the Authority's disability equality activity.	

6. Procurement

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
6.1	Improve the reporting and scrutiny of equality issues in procurement activity	September 2010	Deputy Chief Executive	Improved scrutiny and awareness of any equality issues in procurement activity.	

7. Independent Custody Visitors

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
7.1	Include equality within regional and local training events.	June and October 2010 and annually	Deputy Chief Executive	Enhanced awareness of equality issues.	
7.2	Include equality matters within the Independent Custody Visitors' newsletter.	June 2010 and ongoing	Deputy Chief Executive	Enhanced awareness of equality issues.	

8. Partnership Working

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
8.1	Consider equality in any future review of partnership working	As part of the PA review of	Policy and Performance Officer	Equality embedded in partnership working	

		partnerships			
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9. Estates

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
9.1	Estates Working Group to continue to monitor work on the police estate to ensure compliance with the Disability Discrimination Act (DDA)	March 2010	Deputy Chief Executive	The police estate is DDA compliant	

10. Monitoring

Ref No.	Action	Due date	Responsible Officer	Deliverables	Progress Update and Grading
10.1	Continue to monitor the PA Disability Equality Scheme quarterly at CED Committee	January 2010 and quarterly thereafter	Deputy Chief Executive	Scrutiny of the delivery of actions in the DES	
10.2	Continue to monitor the Constabulary DES quarterly at CED Committee	January 2010 and quarterly thereafter	Deputy Chief Executive	Scrutiny of the delivery of actions in the Constabulary DES	
10.3	Consider enhancements to the process for the monitoring of the Constabulary DES	April 2010	Deputy Chief Executive	Enhancements to the scrutiny of the Constabulary DES.	