

# Combined Equalities Scheme For Hampshire Police Authority

## Hampshire Police Authority's Vision For Equality and Diversity

Hampshire Police Authority's vision for equality and diversity is that every person and every employee who receives, or is affected by the Authority's activities and services should perceive their experience to be fair and equitable.

The Authority expects all people of Hampshire and the Isle of Wight, whether a resident, visitor or someone who works in the two counties, to be treated fairly and with dignity, free from harassment, bullying, victimisation or discrimination. The Authority wishes to be open and transparent in the way in which the Authority functions and the ways in which its policies, roles and responsibilities are delivered.

In short, the promotion of equality and diversity shall be at the heart of the Authority's work

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The first full report on progress will be made to the  
full Authority at its meeting in June 2009**

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## Foreword:

Cllr Mrs Jacqui Rayment – Chair Hampshire Police Authority

I am delighted to introduce Hampshire Police Authority's first Combined Equalities Scheme. The Authority is responsible for securing and maintaining an efficient and effective police service for the people of Hampshire and the Isle of Wight. The Authority is independent of the Constabulary and acts as a critical friend, supporting or challenging the actions and performance of the Force, as appropriate.

The Authority decided to combine its equalities scheme to ensure all policies, practices and procedures were accessible by all. We hope you find it a proactive and progressive step in light of the formation of the Equality and Human Rights Commission, the publication of the Equalities Review, the recent Discrimination Law Review consultation, and in advance of the anticipated Equalities Bill.

There is no statutory duty (currently) to take this approach, but the business case is clear. No one in our society, no matter any difference, which they may have, should be discriminated against, be it because they are:

- people of different age, economic status, gender, marital status, political opinion, racial group, religion and belief or sexual orientation;
- people with a disability and people without;
- people who present as transgender and people who do not;
- people with dependents and people without; and
- people with different language needs.

Respect for equality and respect for diversity is fundamental in policing. If it is not in place, then undoubtedly the trust and confidence of communities which the service needs in order to police by consent and effectively keep the peace and prevent and detect crime, will not be there.

A range of people, organisations and partners, together with the staff and Members of Hampshire Police Authority have helped to shape this document. Without their support, this document would not have been so comprehensive. The Authority wishes to thank all involved and looks forward to their continued support in the future.

Hampshire Police Authority is a learning organisation with help from you and our partners we believe that the Authority can deliver an improved service that meets the needs of the diverse people we serve. If we get things right or wrong, we want to know. Let us, together, make Hampshire and the Isle of Wight the safest place to live, learn, work, play and visit, where all people are treated fairly and with dignity – no matter what their circumstances.

## Executive Summary

This is Hampshire Police Authority's first Combined Equalities Scheme<sup>1</sup>. The scheme aims to bring the three existing equality schemes for Race, Disability, and Gender into a single document. This scheme goes beyond the legal duties, to cover additional aspects of life that may lead to unequal treatment or lack of access to service. This scheme describes how Hampshire Police Authority will fulfil its legal and moral obligations to put the promotion of equality and diversity at the heart of the Authority's work.

As a public authority, Hampshire Police Authority has certain legal requirements under existing legislation to promote equality in the areas of disability, gender, and race. These are often collectively referred to as the general duties to promote equality. To help the Authority meet the general equality duties, there are some specific duties, such as the requirement to produce and publish an equality scheme. This scheme sets out what the Authority will do to meet the general and specific duties and extends to include the other areas of equality such as – age, religion or belief, and sexual orientation, as well as human rights.

These are Hampshire Police Authority's main priorities for action in this scheme:

- monitor the work of Hampshire Constabulary for compliance with relevant equality duties;
- ensure that the appointment of Association of Chief Police Officers and Chief Officer Performance Development Reviews is compliant with equality duties;
- attract a wide range of candidates to future Independent Member Appointments, to reflect the people of Hampshire and the Isle of Wight;
- make sure that our buildings and working practices are accessible to all;
- make sure that our publications and website are accessible;
- consult and involve representatives and networks covering all equality areas to help inform our future activities. Such as Equality Impact Assessments, Authority Documents, Partnership working and setting of Policing Priorities;
- monitor the effectiveness of our services to ensure that it reaches all groups and that people are satisfied with our service;

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<sup>1</sup> The Combined Equalities Scheme replaces the Authority's previous Race, Disability and Gender Equality Schemes.

- establish monitoring and analysis systems for Authority Members and staff across all equality areas;
- train Members, staff, selection panels and Independent Custody Visitors on equality, diversity and Human Rights;
- ensure that the Authority's Crime Prevention Grants process is open, fair and transparent; and
- make sure that contractors providing goods, facilities and services to us meet our procurement criteria for all equality areas.

This Combined Equality Scheme is a working document, intended for use by not only Members of the Authority and its staff but also members of the public, the Force, and our partners.

To assist with Authority's commitment to ensuring that the general and specific duties of equality legislation have real outcomes and leads to improvement in service, a supporting action plan has been developed (please see appendix B).

A range of people, organisation and partners together with the staff and Members of Hampshire Police Authority have helped to shape this document. Without their support, this document would not have been so comprehensive. The Authority wishes to thank all involved and hope for their continued support in the future. (Please see Appendix C)

The Authority recognises that a real commitment to Equality, Diversity and Human Rights is a continuous act and this document is a living document that will be monitored, reviewed and updated on an ongoing basis.

## Section 1: The Combined Equality Scheme

This section considers what Hampshire Police Authority is and what equality and diversity legislation and duties mean to the Authority.

### What is Hampshire Police Authority?

The aim of Hampshire Police Authority is to:

*Secure and maintain an efficient and effective  
police service for the people of  
Hampshire and the Isle of Wight.*

Hampshire Police Authority is an independent body - separate to Hampshire Constabulary - that has a statutory role to ensure that the policing service provided by the Chief Constable and Hampshire Constabulary is both efficient and effective. The Authority has seventeen Members; nine Councillors, three Magistrates,<sup>2</sup> and five Independent Members of the public (Please see Appendix A).

The roles, responsibilities and functions of the Authority (please see Appendix D) many of which are laid down in statute, are conducted via a variety of Committees (please see Appendix A). The Authority is supported by the Chief Executive's Office (please see Appendix A).

### Ten things you need to know about Hampshire Police Authority<sup>3</sup>

- Hampshire Police Authority is a group of 17 local people who hold the police to account on behalf of communities;
- Hampshire Police Authority consults with local communities to find out what you want from your local police;
- Hampshire Police Authority's job is to make sure that the Chief Constable delivers a police service, which balances both the concerns of local people and national strategic priorities;
- Hampshire Police Authority hires and, if necessary, fires Chief Constables and senior police officers – and checks on complaints against police;

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<sup>2</sup> From October 2008 the composition of the Authority will change to 9 Councillors and 8 Independent Members

<sup>3</sup> Based on the APA document which can be found at: <http://www.apa.police.uk>

- Hampshire Police Authority publishes a policing plan, based on consultation with local people, setting out the services your police force should deliver, and the targets it should achieve;
- Hampshire Police Authority has a legal duty to promote equalities and good relations between different groups of people;
- Hampshire Police Authority holds the police budget. It consults with local people before it sets police council tax to ensure you get value for money;
- Hampshire Police Authority sets the strategic direction of local policing to ensure that everyone benefits from a better police service;
- Hampshire Police Authority works in partnership with local authorities and other police authorities to improve services across the two counties and the southeast region; and
- Hampshire Police Authority makes sure the police service does everything it can to keep improving policing for your community.

## What is the difference between Hampshire Police Authority and Hampshire Constabulary?

Hampshire Police Authority governs the work of Hampshire Constabulary; the Constabulary provides policing to the communities of Hampshire and the Isle of Wight.

The Chief Constable is responsible for the operational day-to-day provision of policing such as:

- investigating crime;
- arresting suspects;
- patrolling the streets to make them safer; and
- responding to emergencies.

It is important to have an independent organisation to monitor and scrutinise the work conducted by the Force to ensure that the policies and practices of use of resources are fair, open and transparent.

## How diverse is Hampshire and the Isle of Wight?

The Census<sup>4</sup> data gathered in 2001<sup>5</sup> provides the most up-to-date demographic information. In brief:

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<sup>4</sup> Please visit <http://www.statistics.gov.uk/census/default.asp> for full Census data

<sup>5</sup> The next Census will be conducted in 2011

- 49.1% of the population are Male;
- 45% of the female population within Hampshire and the Isle of Wight are economically active;
- 3.2% of the population identified themselves as Black Minority Ethnic, of which 2.8% are economically active;
- 2394 households stated they were living as a same sex couple;
- 73.85% of people identified themselves as Christian, the next largest group were those who considered themselves to have no religion or belief at 16.89%;
- 16% of the population have a limiting long term illness;
- 31% of the population are aged under 25;
- 21.22% of the population are over the age of 65; and
- 96.88% identified themselves as White.

The Authority recognises communities change and that this data is now very historic. The introduction of Civil Partnerships and new countries entering the European Union may have changed some of the figures. Hampshire also has a history of Gypsy and Traveller Communities, which may by the transient nature of their lifestyle, have been omitted from the data. Work is ongoing by local authorities across the two counties to map the changing profile of our communities.

## **Background to Race Equality**

In 2001, the Race Relations Act 1976 was amended to give public authorities a statutory duty to promote race equality; this duty is commonly referred to as the race equality duty. The race equality duty aims to provide fair and accessible services, and to improve equal opportunities in employment.

The legislation was necessary to ensure that members of the public receive the best from their public services. Previously, many public authorities were failing to address the problems of racial discrimination and inequality, as was highlighted by the inquiry into the murder of Stephen Lawrence.

The race equality duty helps to ensure that Hampshire Police Authority is accountable to the people it serves and allows everyone the opportunity to give their views about the services that affect them. It helps to further equality of opportunity and improve race relations.

## Background to Disability Equality

The Disability Discrimination Act (1995) was introduced in order to improve opportunities for disabled people. It is unlawful to discriminate against a person because they experience disability. Organisations must also make 'reasonable adjustments' to ensure that the person can access services and employment.

Although the law has been in place for 10 years, there are still many barriers, which prevent disabled people from fair and equal access. The Government has set out a vision for disability equality:

*“By 2025, disabled people in Britain should have full opportunities and choices to improve their quality of life and will be respected and included as equal members of society”*

There is also a specific requirement to publish a Disability Equality Scheme, which sets out the action that will be taken to meet these requirements.

The Disability Equality Scheme requires the involvement of disabled people through both its construction and lifetime. There is a responsibility for disabled people to work with statutory organisations to ensure that the views of disabled people are taken into account. This is best reflected by the quote of the then chair of the Disability Rights Commission Sir Bert Massie CBE:

*“Nothing about us, without us”*

## Background to Gender Equality

The Equality Act 2006 amends the Sex Discrimination Act 1975 and places a statutory duty on all public authorities. Although the 1975 legislation sought to address inequality between men and women within the work force, the new legislation went further to protect men and women, including transgender and transsexual men and women in the provision of goods and services as well as in the work place.

## What other pieces of legislation exist to protect communities and provide equality of opportunity?

Since the introduction of the Sex Discrimination Act 1975, a raft of legislation has been introduced to improve access to services, protect the work force, and improve equality and the rights of individuals. The key pieces of legislation (not previously mentioned) are reflected below<sup>6</sup>.

- Human Rights Act 1998;

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<sup>6</sup> All Acts can be found online at the Office of Public Sector Information website: <http://www.opsi.gov.uk/>

- Sex Discrimination (Gender Reassignment) Regulations 1999;
- Part Time Workers (Less Favourable Treatment) Regulation 2000;
- Employment Act 2002;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Part 2 of the Equality Act 2006 (Discrimination in relation to Religion and Belief);
- Equality Act (Sexual Orientation) Regulation 2007; and
- Police and Justice Act 2006.

## **What does Hampshire Police Authority's Combined Equalities Scheme commit to?**

Hampshire Police Authority's combined equality scheme commits the Authority to meeting general and specific duties, as defined by equality legislation. The scheme is supported by an action plan (please see Appendix B) which is intended to focus on real outcomes for improved service delivery over the life of the scheme.

## **What are the General Equality Duties?**

Below is listed the requirements of each equality duty.

The Authority has to pay due regard to the following requirements of the race equality duty:

- eliminate unlawful discrimination;
- promote equality of opportunity; and
- promote good relations between people of different racial groups.

The Authority has to pay due regard to the following requirements of the disability equality duty:

- eliminate unlawful discrimination;
- eliminate harassment of disabled people that is related to their disabilities;
- promote equality of opportunity between disabled people and others;
- take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others;

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life.

The Authority has to pay due regard to the following requirements of the gender equality duty:

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

The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment based on gender reassignment.

Where possible, the Authority aims to extend these general duties to include the 'newer' areas of equality (age, religion or belief and sexual orientation). Where actions relate specifically to age, religion or belief/lack of religion or belief and sexual orientation it is highlighted.

## What is due regard?

Due regard comprise two linked elements: proportionality and relevance. The weight that public authorities give to any strand of equality should therefore be proportionate to its relevance to a particular function. The greater the relevance of a function to a particular group of people in securing equality, the greater regard should be paid to it.

The duty applies to all public authorities in respect of their functions such as policy-making, service provision and in relation to enforcement or any statutory discretion and decision-making. It also applies to a public authority with regard to services and functions that are contracted out.

## What are the Specific Duties?

Hampshire Police Authority has a specific duty to prepare a race, disability, and gender equality scheme. This Combined Equalities Scheme should be read as meeting the publication of these equality schemes. It sets out the Authority's functions and policies, or proposed policies that are assessed as relevant to its general duty to promote equality.

The scheme also sets out the Authority's arrangements for:

- assessing and consulting on the likely impact of its proposed policies on the promotion of equality;
- monitoring policies for any adverse impact on the promotion of equality;

- publishing the results of such assessments and consultation;
- ensuring equality of access to information and services the Police Authority provides;
- training staff and Members in connection with the general and specific duties;
- consulting race, and gender groups and involving disabled and other interested people in the production of the scheme and its development;
- identifying how evidence will be gathered to inform actions and track progress;
- setting out how policies, functions and processes impact on disabled people;
- producing a three year action plan; and
- reporting annually on progress and review the scheme at least every three years.

## What is 'Human Rights'?

At the heart of human rights is the belief that everybody should be treated equally and with dignity – no matter what their circumstances. This means that nobody should be tortured or treated in an inhumane or degrading way. It also means that nobody has the right to 'own' another person or to force him or her to work under threat of punishment. It means that everybody should have access to public services and the right to be treated fairly by those services. This applies to all public services, including the criminal justice system. For example, if you are arrested and charged, you should not be treated with prejudice and your trial should be fair. UK law includes a range of human rights which protect you from poor treatment and prejudice, and which require you to have equal and fair treatment from public authorities. For a list of the rights protected by the Human Rights Act 1998 please see Appendix D.

Hampshire Police Authority will comply with Human Rights and will also monitor the compliance of Hampshire Constabulary.

## What does this mean for the Authority?

Hampshire Police Authority, therefore, has a three-fold responsibility:

- to meet the general and specific duties in relation to the Police Authority's own functions/policies and staff;
- to ensure that the Force meets the general and specific duties, and

- to ensure that the Authority meets the new duty of the 'Police and Justice Act' (2006) that:

*“ A Police Authority shall promote equality and diversity within the police force maintained for its area and within the Authority”*

In addition, Hampshire Police Authority is:

- responsible for securing an efficient and effective police service; and
- the “employer” of Force staff.

Therefore, the Authority also needs to be satisfied that Hampshire Constabulary is compliant with the equality legislation. In this respect, Hampshire Police Authority will monitor and scrutinise the arrangements made by Hampshire Constabulary to meet the duties. This will be done by regular progress reports to the full Authority or one of its Committees.

## Section 2: Equality Impact Assessments

**This section considers how Hampshire Police Authority's functions, policies, processes, and procedures will be subject to equality impact assessment.**

### What is an Equality Impact Assessment?

An impact assessment is a way of systematically and thoroughly assessing, and consulting on, the effects that a proposed policy is likely to have on our communities.

The assessment extends to monitoring the actual effects of the policy, once it is put into practice, possibly as a test run, and being alert to any concerns about the way it is (or is not) working.

The main purpose of an equality impact assessment is to pre-empt the possibility that a proposed policy could affect some members of our communities unfavourably.

An impact assessment is made up of two stages:

- **Stage 1:** involves screening policy or legislative proposals to see for relevance to equality impact assessment.
- **Stage 2:** involves fully assessing policies identified as being relevant to make sure they do not have adverse effects on any groups. Policies may be defined as the sets of principles or criteria an organisation develops to help carry out its functions or role, and to meet its duties.

The method used by the Authority to conduct equality impact assessments can be found at Appendix E.

### Benefits of meeting the duties and using equality impact assessment

Hampshire Police Authority benefits from implementing the requirements of equality duties and equality impact assessments in many ways.

Some general examples are:

- better targeted policies;
- representation of different groups at all levels;

- improvements in perceptions of services, and more satisfaction with services;
- greater confidence in services;
- better consultation and more participation by members of the public; and
- better access to public services.

In terms of policy and service delivery, Hampshire Police Authority will be able to:

- contribute to more informed decision-making;
- make sure that policies are properly targeted;
- improve the organisation's ability to deliver suitable and accessible services; and
- increase confidence in public services

Meeting the duty can also bring considerable advantages to the Authority in terms of employers of the Force. To:

- achieve and attract a more representative workforce;
- avoid losing or undervaluing staff;
- improve staff morale and productivity; and
- avoid claims of unlawful discrimination.

## **What happens to the equality impact assessments?**

Equality Impact Assessments are published on the Authority's website at [www.hantspa.org](http://www.hantspa.org).

## Section 3: Breaking down barriers

**This section considers how Hampshire Police Authority will break down barriers to access to the Authority's services. The section goes further to monitor the employment and composition of the Authority so as to identify barriers that might exist within the Authority's selection and appointment process.**

### How will information be accessible?

Hampshire Police Authority recognises that a critical part of its role is to communicate effectively with local communities. The Authority is committed to ensuring that there are no barriers preventing any community from knowing about or accessing information and services.

To meet this specific duty, Hampshire Police Authority will:

- ensure that the 'language' of the Authority's documentation is not gender, disability, age, race or sexual orientation biased;
- find out what information people in its local communities need or want;
- monitor how people use this information and obtain feedback from local communities on how they think the Authority could improve communications with the public;
- identify and remove any barriers to full access by ensuring that information is available in a range of formats, as appropriate, such as
  - Different languages
  - Large print
  - Braille
  - Audio-tape/CD
- consider how information can best be distributed and publicised;
- ensure that information is regularly fed back and the public kept informed of the Authority's work; and
- ensure that the Authority's accessible and alternative format statement continues to appear on Authority publications, such as committee agenda.

Authority publications, Committee papers, and information can be found by visiting the Authority website. In particular, people may wish to view the Authority's:

- publications web site page;

- Communication Strategy; and
- Consultation and Engagement Strategy.

## **Monitoring applicants**

The Police Authority wishes to understand if its policies and practices with respect to the recruitment or selection of Authority Members, staff and Independent Custody Visitors is fair and attracts a range of people from the demographic profile of the two counties. In respect of applicants, the Authority will monitor:

- Ethnic origin
- Age
- Gender
- Disability
- Faith and belief / or non faith or belief
- Sexual orientation
- Differences in success rates at different stages in the selection process
- Reasons for rejection

The Authority will also monitor Hampshire Constabulary's recruitment procedure for both police officers and civilian employees to ensure it complies with relevant legislation.

## **Monitoring the composition of the Authority**

Although, not strictly required by the legislation, as a matter of good practice, the Authority will monitor:

- Authority Members;
- Authority Staff (despite being less than 150 staff);
- Members of Selection Committees; and
- Independent Custody Visitors.

The Authority will also include monitoring details as part of the records kept of applicants for Independent Members.

## **Monitoring the composition of the Authority's Committees**

The Authority will monitor the composition of its committees. The monitoring will help to ensure each committee has a balance of appointments, whether it is by category, such as Councillor or Independent or other equality and diversity factor, such as gender or age. In particular, the Authority will monitor Members who receive additional payments, such as Chairs of Committees, and ensure that the process by which they were appointed is fair and transparent.

## **Employment monitoring of staff**

Members of staff, within the Chief Executive's office, are subject to Hampshire County Council's employment monitoring arrangements<sup>7</sup>, which like the Authority's Combined Equalities Scheme must be fully compliant with the specific duty to monitor employment procedures and practice. Please see Appendix F.

### **Equal Pay Review**

The County Council introduced an equal pay review as part of their wider pay and benefits review. The new Pay and Benefits framework was introduced in April 2008

### **Work and Life Balance initiatives**

The County Council operates a variety of policies to improve work life balance and be family friendly, such as flexible working, maternity and paternity leave/pay and benefits of cost reduced childcare vouchers.

## **Monitoring the equality of access by those affected by Authority policies and procedures**

To ensure the Authority is providing fair and equal access to its policies, functions and services a new equal opportunities monitoring form has been produced. The form can be found at Appendix G

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<sup>7</sup> Please visit [www.hants.gov.uk](http://www.hants.gov.uk) for more information and Hampshire County Council's equality schemes.

## **Section 4: Actions**

**This section considers how the Authority will ensure that equality and diversity is considered in its work and what the Authority will put into place, in order to meet its duties under equality and diversity legislation.**

### **Why have an action plan?**

The Authority's three-year action plan and timetable is attached to the Scheme at Appendix B and aims to bring together in a realistic way the arrangements that the Authority has made for assessing, monitoring, consulting, publishing results and training.

The Authority and Force will report annually on progress made to the full Authority meeting following 31 May (usually mid-June). At least every 3 years the scheme will be reviewed.

### **How will we train staff and members to carry out their duties?**

Arrangements will be made to provide training to Members and staff on all aspects of the general and specific duties. In particular, the Authority will ensure that Members of Selection Committees and Independent Custody Visitors are aware of and understand how the duties affect their responsibilities.

Staff and Members will be surveyed to see where additional training would be appropriate or required.

### **How does the Authority Monitor the Force?**

The Authority is responsible for holding Hampshire Constabulary to account for its progress on equality duties. The Authority will monitor Hampshire Constabulary's compliance with its equality schemes, to ensure it meets the general and specific duties of the relevant legislation. The Authority also ensures that effective processes are in place for the Chief Constable to report on a regular basis to the Authority as to how the Constabulary is complying and consider appropriate monitoring information regarding the activities of the Constabulary and the employment of staff.

Reports considered by the Authority in connection with the exercise of these responsibilities are published on the Police Authority website under the relevant Authority Meeting.

Respect for equality and diversity is a key competency for the purposes of Chief Officer Selection and Chief Officer Annual Performance Development Reviews.

The Authority will receive regular (at least annual) updates from the force on how its Equality Schemes are working. The Authority and its committees also receive reports on other aspects of the Force's work that impacts upon equality and diversity; examples can be found below:

### Procurement

The Authority will ensure, through its Finance Committee that the procurement procedure is accessible to a variety of firms and that small firms or those owned by diverse groups are not treated unfairly, through delegated responsibilities to the Force's Finance Director.

### Stop and Search/Stop and Account

The Authority recognises that some Members of our society are more likely to be stopped and searched or stopped and held to account, in particular young people and members of minority ethnic communities. The Authority through its Performance Committee will monitor the force's use of stop and search powers. The Community Affairs Committee is responsible for ensuring that communities understand their rights and responsibilities and this is done by provision of information at Stop and Search Road shows and Community Consultation events.

The Authority has two members who report to the relevant committees on work conducted by the Constabulary concerning Stop and Search/Stop and Account. The Members attend the Force's Equality of Service Delivery Committee meetings.

### Complaints

The Authority will monitor complaints made by members of the public on their treatment and will ensure, through its Complaints and Professional Standards Committee, that complaints regarding discriminatory behaviour are dealt with effectively and lessons learnt are considered by the Force.

### Performance

The Performance Committee considers the performance of the force. In respect of equality and diversity the committee considers items such as:

- Hate Crime (by type);
- Parity of User Satisfaction (of victims of crime); and
- Stop and Search.

### Personnel

The Authority's Personnel Committee, ensures that the staffing strength of the Force is appropriate. The Committee monitors the number of staff/officers employed by the Constabulary against rank/position, gender, age, ethnicity, disability and so forth.

## Policing by consent

The Authority conducts consultation events to gather the policing priorities of the residents of Hampshire and the Isle of Wight to inform the Policing Plan. A plan<sup>8</sup> is agreed by the Community Affairs Committee and specific events are held with groups with which the Authority may have historically been unsuccessful in reaching. The Authority uses the information gathered at consultation events to set local policing priorities, which the force then uses to inform the drafting of the Policing Plan.

## A champion for Equality and Diversity

The Authority has a Member with specific responsibility for Equality and Diversity. The Member is currently Mr Bob Purkiss, who also chairs the Association of Police Authorities Race and Diversity Policy group.

*Members and Officers appreciate that the responsibility to ensure that services, policies and procedures are fair and equitable, lies with each and every individual.*

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<sup>8</sup> Please visit the Community Affairs Committee meeting papers for additional details. The programme for the coming year is usually adopted at the committee's April meeting.

## Section 5: Compliments, Comments and Complaints

This section looks at the methods Members of the public can use to compliment, comment or complain about the service they receive.


### How can I find out more information or give feedback on the Authority's Combined Equality Scheme or service?


The Authority is a learning organisation and welcomes compliments, comments and complaints, which will help to improve the delivery of functions and services.


If you would like to feedback to the Authority please visit our website, click the "Contacts" button, and complete the on-line comment form at:

 [www.hampshirepoliceauthority.org](http://www.hampshirepoliceauthority.org)

or contact the Chief Executive's Office at:

 Chief Executive  
Hampshire Police Authority  
Westgate Chambers  
Staple Gardens  
Winchester  
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 01962 871595

 01962 851697 (Fax)

 [policeauthority@hampshire.pnn.police.uk](mailto:policeauthority@hampshire.pnn.police.uk)

The Freedom of Information Act 2000 places duties on all public authorities, including Police Authorities and Police Forces. The Freedom of Information Act is part of a wider initiative to make local authorities and its decision-making processes more open and accountable; and provide authorities with an opportunity to review their openness and accessibility. <http://www.dataprotection.gov.uk/>

The Information Commissioner is responsible for promoting freedom of information, advising on good practice and may overrule an authority's decision not to disclose information.

### What is the Freedom of Information Act?

The Freedom of Information Act 2000 was implemented fully in January 2005. Any individual or body will have the right of access to information held by the authority. This right of access includes both a right to be told whether the

information exists, as well as the right to receive it. In June 2003, the Police Authority created a 'publication scheme'. A copy can be found on the Authority website.



[www.hantspa.org](http://www.hantspa.org)

## Compliments, Comments and Complaints against the Constabulary

The Constabulary has introduced a quality of service commitment and a method of compliment and comments via the Your Voice Counts leaflet. Complaints against officers and police staff are dealt with in accordance with the Police Reform Act 2002. In very serious cases (e.g. death, serious injury or serious assault) a case must be referred to the Independent Police Complaints Commission (IPCC).

The Authority cannot investigate Individual complaints by members of the public against the actions of police officers directly, unless the officer complained about is an Assistant Chief Constable or above. Complaints against police officers below the rank of Assistant Chief Constable are a matter for the Hampshire Constabulary and can be reported in person at a police station, by a third party or in writing to the:



Professional Standards Department  
Police Headquarters  
West Hill  
Winchester  
Hampshire  
SO22 5DB



0845 045 45 45







[www.hampshire.police.uk](http://www.hampshire.police.uk)

The Authority has an overarching duty to ensure that the complaints procedures operated by the Hampshire Constabulary are fair. It discharges this responsibility by receiving quarterly monitoring reports of the overall statistics and consulting complainants on their treatment. In addition, the Authority, through its Complaints and Professional Standards Committee, also conducts regular random dip sampling of completed complaint files to check for the thoroughness and fairness of the action taken.

The Authority has specific statutory responsibilities to record and take action in respect of complaints against officers of ACPO rank (Assistant Chief Constables, Deputy Chief Constable, and the Chief Constable). The Chief Executive to the Authority reports direct to the Complaints and Professional Standards Committee on any such complaints.

## The Independent Police Complaints Commission

The Independent Police Complaints Commission (IPCC) started 1 April 2004. It is funded by the Home Office, but by law entirely independent of the police, interest groups and political parties and whose decisions on cases are free from government involvement. It has a legal duty to oversee the whole of the police complaints system. Its aim is to transform the way in which complaints against the police are handled.

-  The Independent Police Complaints Commission  
90 High Holborn  
London  
WC1V 6BH
-  08453 002 002 (Local rate)
-  [enquiries@ipcc.gsi.gov.uk](mailto:enquiries@ipcc.gsi.gov.uk)
-  [www.ipcc.gov.uk](http://www.ipcc.gov.uk)

## Complaints against the Authority

Any member of the public, or a nominated third party, such as a friend or relative (with your consent) can complain if they think the Authority or a member of staff has:

- treated them unfairly;
- not done something they should have done;
- done something badly; or
- not delivered a service within the time promised.

Complaints, against Authority Members are dealt with through separate procedures. Authority Members are bound to adhere to the Members Code of Conduct and complaints should be addressed to the Chief Executive of the Authority. If a person believes that the Authority is failing to comply with its Combined Equalities Scheme, they can make a complaint.

### Monitoring

The Authority will monitor the number and outcome of complaints in relation to the Combined Equalities Scheme and the profile of complainants, in order to ensure equality of access to the process.

## What is the role of the Equality and Human Rights Commission?

*The Equality and Human Rights Commission champions equality and human rights for all, working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society<sup>9</sup>.*

In the event of any investigation by the Commission on non-compliance, Hampshire Police Authority will co-operate fully and provide access to such relevant documentation as the Commission may require.

Further information can be found at:

-  Equality and Human Rights Commission Helpline  
Freepost RRLL-GHUX-CTRX  
Arndale House  
Arndale Centre  
Manchester  
M4 3EQ
-  [info@equalityhumanrights.com](mailto:info@equalityhumanrights.com)
-  0845 604 6610 (Telephone – alternative languages available)
-  0845 604 6630 (textphone)
-  [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

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<sup>9</sup> Statement from the Equality and Human Rights Commission website:  
<http://www.equalityhumanrights.com/en/Pages/default.aspx>

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

### Members of Hampshire Police Authority

Each of the Authority's 17 members serve four-year terms. The membership is comprised as follows:

- nine members are councillors appointed to reflect the political balance of Portsmouth and Southampton unitary authorities and Hampshire and the Isle of Wight county councils taken as a whole;
- three are magistrates appointed by a magistrates' selection panel (this will change to cover three additional Independent Members from October 2008 or which at least 1 must be a magistrate); and,
- five are independent members of the public who are appointed following a rigorous selection process.

#### Councillor Members<sup>10</sup>

- Cllr John Bryant
- Cllr Adrian Collett (Vice-Chair)
- Cllr David Gillett
- Cllr Peter Mason
- Cllr Mrs Jacqui Rayment (Chair)
- Cllr Mrs Paula Riches
- Cllr Mrs Margaret Snaith
- Cllr Mrs Diana Tuson JP
- Cllr Seán Woodward

#### Magistrate Members

- Frances Hoare JP
- Malcolm King BEM JP
- Michael Knott JP

#### Independent Members

- Venika Kingsland
- Ray Palmer
- Bob Purkiss
- Pete Sanders
- Judy Venables

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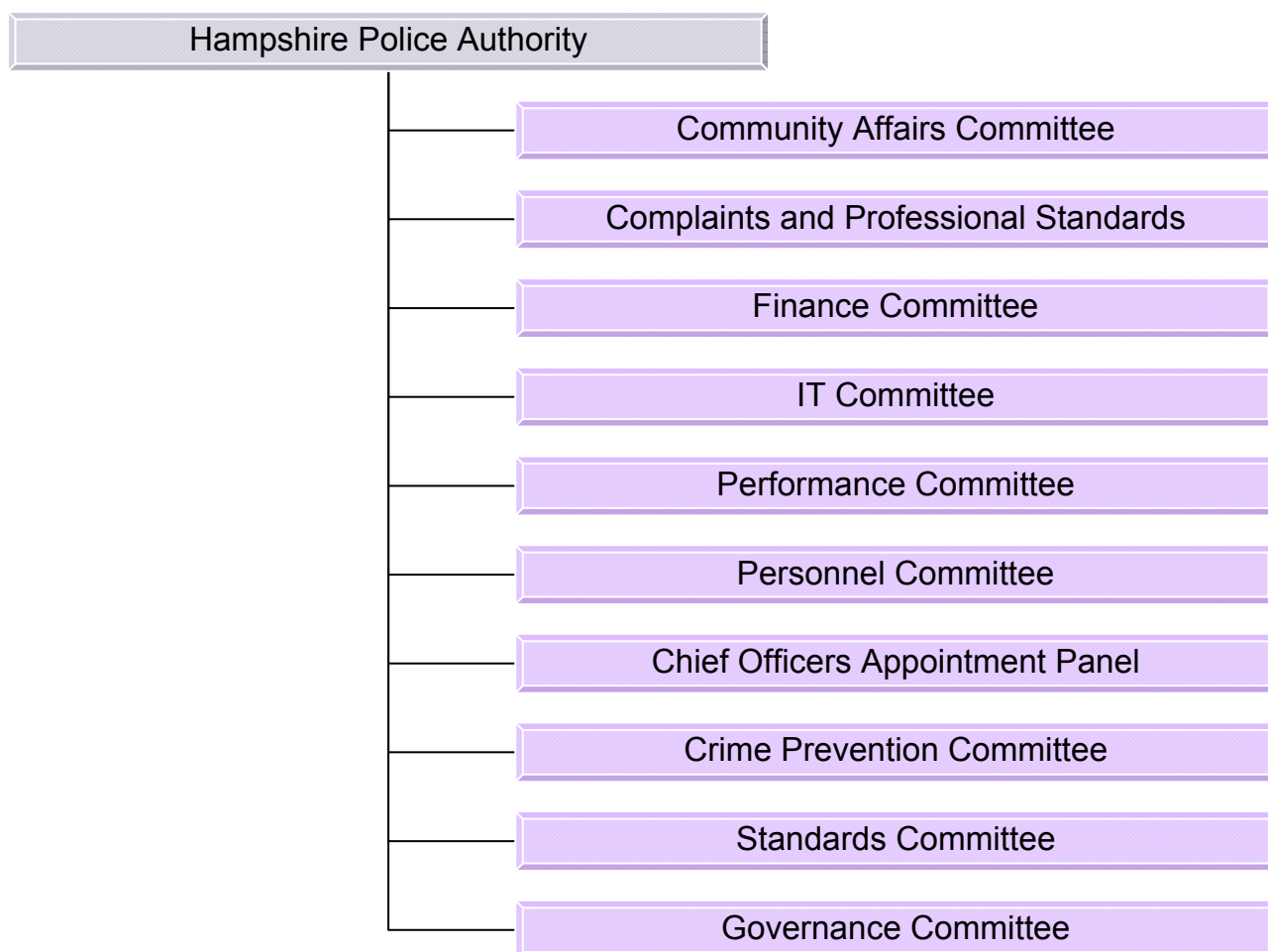
<sup>10</sup> Member details at 31 May 2008 – will be updated when a new Member is appointed.

## **APPENDIX A – HAMPSHIRE POLICE AUTHORITY**

Work of the Authority is conducted through a variety of committees, supported by the Chief Executive's Office – all committee dates and papers can be found at [www.hantspa.org](http://www.hantspa.org)

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

### Authority Committees and Chief Executive's Office



The Authority is supported by the Chief Executive's Office

- Chief Executive
- Treasurer
- Administrative Manager
- Policy and Engagement Manager
- Performance Manager
- Communications Officer
- 2 x Local Engagement and Performance Officers
- 2 x Senior Administrative Officers
- Administrative Officer

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY



### Functions and Policies Relevant to the General Duty of the Race Relations (Amendment) Act

#### Background

Action A5.1 of the Interim Race Equality Action Plan for the police service (that ACPO and the APA jointly developed with the Home Office, Centrex and HMIC) created the following action:

- ACPO and APA to identify and prioritise a list of the functions and common policy areas that are most relevant to the promotion of race equality.

This document is part of the ACPO / APA response to this action and relates to the functions and policies of forces. The APA will produce separate guidance for Police Authorities regarding their generic functions and policies.

#### Introduction

Whilst policies will vary between forces across the UK, it is recognised that a standardised list of functions and policies that have been nationally agreed to have significant potential for adverse impact would be useful for forces. This would minimise inconsistencies between forces on the grading of policies in their Race Equality Schemes and help to ensure a more uniform compliance by forces.

The attached list of functions and policies is intended as guidance to ensure consistency regarding priorities across the service; it is not a complete list of policies that have the potential to have an adverse impact. As part of their Race Equality Scheme, each force is required to create their own list of such policies based on their individual audit.

#### Priority Functions & Policies

The Commission for Racial Equality (CRE) defines functions as “The full range of activities carried out by a public authority to meet its duties.” 11 service wide functions that have relevance to race equality have been identified:

Victim & Witness Support  
Operational Policing  
Crime Recording  
Resource Allocation  
Partnership Working  
Human Resources

Community Engagement  
Custody & Disposal  
Crime Investigation  
Professional Standards  
Business Services

Policies created to support these Functions are those that are most likely to have a significant relevance to the general duty. The CRE define a policy as “sets of principles or criteria that define the different ways in which an organisation carries out its role or functions and meets its duties.” A total of 77 broad policy types have been identified under these 10 Functions (based upon a scope of policies in place in a sample of forces). No force will have a discrete policy in place for every single policy area listed, some will be

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

contained in larger, wide-ranging policies, and some forces will have chosen not to develop policy in a particular area.

### **Recommendations: It is recommended that forces:**

- Classify any of their policies relating to the below list as a “Priority Policy”.
- Add to the list of Priority Policies any other of its policies the force identifies, through initial assessment, as having significant relevance to the Duties.
- Review Priority Policies during the first six months of a Race Equality Scheme and ensure that appropriate measures to monitor for adverse impact are instigated in the first year of the Scheme.

### **List Of Priority Functions and Policies**

#### **Function: Victim & Witness Support**

Victims & Witnesses  
Special Measures for Vulnerable Witnesses  
Repeat Victimisation  
Family Liaison  
Interpreters and Translation Services

#### **Function: Community Engagement**

Independent Advisory Groups  
Community Consultation Mechanisms  
Publication of Ethnic Monitoring Data  
Communications & Media Strategy  
Community Relations / Diversity Strategy  
Community Cohesion  
Mental Illness

Asylum Seekers / Refugees

Gypsies / Travellers

Migrant Workers

#### **Function: Operational Policing**

Stops / Stop & Search  
Search of Vehicles  
Fixed Penalty (all types)  
Driving Document Production  
Vehicle Defect Rectification Scheme  
Breath Tests  
Cannabis / Street Warnings  
ASBOs  
Summons  
Arrest

#### **Function: Professional Standards**

Recording & Investigating Complaints  
Civil Litigation  
Recording & Investigating Misconduct  
Whistle Blowing

#### **Function: Human Resources**

Equal Opportunities  
Bullying & Harassment  
Grievance / Fairness at Work  
Standards of Behaviour / Appropriate Language  
Membership Of External Organisations  
Dress Code  
Recruitment  
Retention  
Selection to Specialist Posts  
Assessment Centre & Promotion  
Transfers & Redeployment  
Exit Interviews  
Performance Appraisal  
High Potential Development Scheme  
Learning & Development / Training  
Occupational Health  
HIV / Blood Borne Virus  
Force Chaplains  
Staff Support Networks  
Employment Tribunals

#### **Function: Custody & Disposal**

Independent Custody Visitors  
Post Arrest Procedure  
Notice to Detained Person  
Immigration Offences  
Identification of Detained Person  
Cautions, Reprimands & Final Warnings  
Gravity Factors  
Summons  
Charging

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

Disciplinary / Formal Hearings	Bail
Death In Custody	
Security Vetting	
Function: Crime Recording	Function: Resource Allocation
Self Defined Ethnicity Recording	Graded Response
Crime Recording	Critical Incidents
Call Handling	Trespass & Civil Dispute
Function: Crime Investigation	Missing Persons
Hate Crime	Function: Partnerships
Domestic Violence	Partnership protocols, agreements and policies
Child Protection	Function: Business Services
Victims Of Homicides	Procurement
RIPA Authorities	
Counter Terrorism	

National Race Equality Action Team, on behalf of ACPO and APA  
December 2004

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

Below is a summary of police authority statutory duties and key responsibilities

Police Authority Function/Duty/Policy	Priority	Equality					
		Race	Disability	Gender	Age	Faith	Sexual Orientation
To determine the local priorities for policing, after consulting local people and the Chief Constable	✓✓✓	✓	✓	✓	✓	✓	✓
To publish a three year rolling policing plan including local policing objectives, ministerial priorities and any performance targets set by the Authority	✓✓✓						
To report back to local communities on the performance of the force, through the Annual Report and Local Policing Summaries	✓✓✓						
To keep itself informed of the workings of the complaints and discipline procedures and to have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters	✓✓✓	✓	✓				
Co-operate with the 'responsible authorities' in formulating and implementing crime and disorder audits and Strategic Assessment for each district, unitary and county authority	✓✓✓						
To implement recommendations following the Stephen Lawrence Inquiry	✓✓✓	✓					
To appoint and dismiss the Chief Constable, subject to the approval of the Secretary of State	✓✓✓	✓	✓	✓	✓	✓	✓
To appoint and dismiss Deputy and Assistant Chief Constables	✓✓✓	✓	✓	✓	✓	✓	✓
To investigate complaints about the conduct of Association of Chief Police Officers (ACPO) officers or where appropriate refer complaints to the Independent Police Complaints Commission (IPCC)	✓✓	✓	✓	✓	✓	✓	✓
To hold the Police Fund and maintain accounts	✓						

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

Police Authority Function/Duty/Policy	Priority	Equality					
		Race	Disability	Gender	Age	Faith	Sexual Orientation
To agree the police budget and set the precept	✓✓				✓		
To comply with any direction made by the Secretary of State as to the budget requirement.	✓						
To respond to the Police Use of Resources findings	✓						
To maintain a Risk Register for business continuity	✓		✓				
To nominate one or more members of the Authority to answer questions on the discharge of the Authority's functions at a meeting of a relevant council when given reasonable notice of this by the Council	✓						
To collaborate with other police authorities to provide jointly equipment, premises, or other material or facilities, where appropriate	✓						
To decide the charges for the provision of special police services	✓						
To provide advice and assistance to an international organisation, institution or a police body outside the United Kingdom, subject to the consent of the Home Secretary. The Authority can charge for such advice/assistance	✓✓						
To comply with any direction given by the Secretary of State on performance targets for ministerial priorities	✓✓						
Maintain an effective Independent Custody Visiting (ICV) scheme	✓✓✓	✓	✓	✓	✓	✓	✓
Maintain an effective Independent Police Dog Welfare Scheme	✓						
To comply with any Code of Practice issued by the Secretary of State relating to the discharge of police authority functions	✓✓✓	✓	✓	✓	✓	✓	✓

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

Police Authority Function/Duty/Policy	Priority	Equality					
		Race	Disability	Gender	Age	Faith	Sexual Orientation
To comply with any direction made by the Secretary of State following an adverse report by Her Majesty's Inspector of Constabulary (HMIC)	✓						
To comment on any HMIC report on the Force and any comments made by the Chief Officer about the report and to publish those comments	✓✓						
To pay out of the Police Fund any damages or costs awarded the police in respect of torts or in relation to the settlement of a claim	✓						
To accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the Authority or Force on such terms as appear to it to be appropriate	✓						
To make decisions on appeals against business interests	✓✓						
To make decisions about forfeiture of police pensions	✓✓						
To maintain a register of Member Interests	✓✓						
To respond to findings (as appropriate) of future Police Authority inspection	✓✓	✓	✓	✓	✓	✓	✓
To induct new members onto the Authority	✓✓✓	✓	✓	✓	✓	✓	✓
To train members, staff and custody visitors including equality duties	✓✓✓	✓	✓	✓	✓	✓	✓
To exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (s17 of the Crime and Disorder Act)	✓✓	✓	✓	✓	✓	✓	✓
To fund initiatives through the Crime Prevention Grant System	✓✓	✓	✓	✓	✓	✓	✓
To comply with the requirements of the Race Relations Act (as amended)	✓✓✓	✓					

## APPENDIX A – HAMPSHIRE POLICE AUTHORITY

Police Authority Function/Duty/Policy	Priority	Equality					
		Race	Disability	Gender	Age	Faith	Sexual Orientation
To comply with the requirements of the Disability Discrimination Act (as amended)	✓✓✓		✓				
To comply with Equality Act	✓✓✓			✓			
To comply with the requirements of the Children Act 2004	✓✓✓				✓		
To comply with the requirements of the Data Protection Act 1998	✓✓✓						
To comply with the requirements of the Freedom of Information Act 2000	✓✓✓						
To publish Committee Reports and Agendas for the public on website 4 whole working days before meeting	✓✓	✓	✓				

## APPENDIX B – ACTION PLAN

	Action	Owner	Timescale
<b>Oversight and Scrutiny of the Force</b>			
To ensure parity of service experienced by all groups.	Monitor parity of treatment between white and non-white service users. To monitor action taken arising from Hate Crimes	Performance Committee/ Community Affairs Committee	Ongoing
To ensure that the use of Stop and Search/Stop and Account is appropriate	Representation of the Authority on the Equality of Service Delivery Committee. To publish appropriate reports submitted on the use of Stop and Search/Stop and Account	Performance Committee/ Community Affairs Committee	Ongoing
To ensure complaints process is open fair and transparent	Monitor the type of complaints. Survey the experience of the complaints process.	Complaints Committee and Chief Executive's Office	Ongoing
<b>Monitoring Policies</b>			
To assess new functions and policies for relevance	Complete Equality Impact Assessment	Police Authority appropriate Committee and Chief Executive's Office	Ongoing
To continue assessment of relevant functions and policies	Complete Impact Assessment for: High Priority Medium Priority Low Priority	Police Authority appropriate Committee and Chief Executive's Office	Year 1 Year 2 Year 3
<b>Assessing and Consulting on proposed policies</b>			
Identify whether any proposed policies will treat a person less favourably due to their gender, race, age, disability, sexual orientation, faith or belief	Set up consultation exercises with those groups most likely to be affected by these functions or policies.	Community Affairs Committee and Community Consultation Officer	Ongoing
	Engage in joined up consultation exercises with local partners.		Ongoing
Develop consultation techniques.	Review list of groups consulted and consider adding new groups if necessary.		Ongoing
	Review Consultation Strategy		Year 1

## APPENDIX B – ACTION PLAN

	Action	Owner	Timescale
<b>Publication</b>			
To publicise approval of the Authority's Combined Equalities Scheme and its availability.	News release	Communications Officer/ Local engagement and performance Officers.	Year 1
To ensure that information is provided to the Communities of Hampshire and the Isle of Wight on Stop and Search	Roadshows		
Ensure communication on the Combined Equalities Scheme is relevant and up to date	Combined Equalities Scheme communication strategy		Year 1 Review ongoing
<b>Procurement</b>			
Ensure goods and services provided to the Authority meet Equality and Diversity standards	Review procurement procedure	Finance Committee	Year 1
<b>Policing Priorities</b>			
Ensure that all sections of the Community help to inform and shape Authority publications	Conduct consultation programme Feed results back to the community and partners Feed results into the Policing Plan	Community Affairs Committee/ Policy and Engagement Manager, Local Engagement and Performance Officers	Year 1 Year 2 Year 3
<b>Access to Information</b>			
To make sure any information relating to the work of the Authority is accessible to all people regardless of gender, race, age, disability, sexual orientation, faith or belief.	Ensure that documents produced by the Authority include alternative format statement and documents made available on the Police Authority Website	Communications Officer / Chief Executive's Office	Ongoing
Review existing arrangements for providing information in alternative formats.	Assess demand for information requests		Year 2

## APPENDIX B – ACTION PLAN

	Action	Owner	Timescale
<b>Training</b>			
To ensure that the new duties are communicated effectively to: <ul style="list-style-type: none"> <li>• Police Authority Members</li> <li>• Staff</li> <li>• Independent Custody Visitors</li> <li>• Independent Members of the Standards and Governance Committee</li> <li>• Independent Members of Misconduct Tribunals</li> </ul>	Consult all Members and staff on their training requirements.	Chief Executive's Office	Year 1
	Organise and carry out awareness training		Year 1 (ongoing)
	Produce a three-year training plan to ensure member and staff knowledge and awareness kept up-to-date.		Year 1
<b>Employment</b>			
To ensure a fair process for the appointment of ACPO officers	To monitor applicants attracted to ACPO vacancies.	Police Authority	As required Year 1
Ensure that the Force's commitment to Equality and Diversity is recognised at the highest levels.	To ensure Equality and Diversity features as part of the Chief Constable's Performance Development Review process.	Chair of the Authority	Annually
As a matter of good practice to examine and keep records of the extent to which Members of the Authority, reflect the diversity of local communities.	Survey Members and analyse the results. Attract a wide range of candidates for Independent Member Vacancies	Chief Executive/ Selection Panel.	Year 1 And ongoing
<b>Continual Improvement</b>			
The Authority is keen to ensure that services continually improve and that it is compliant under both the general and specific duties.	Monitor the number and outcome of complaints in relation to the Combined Equalities Scheme and monitor the profile of complainants in order to ensure equality of access to the process.	Chief Executive	Ongoing

## APPENDIX B – ACTION PLAN

	Action	Owner	Timescale
<b>Crime Prevention Initiatives</b>			
To monitor the Equality of provision of grants made to prevent crime and disorder and improve community safety	To understand the demographics of grant applicants To publish details of grants made	Crime Prevention Committee	Annually
To ensure Equality and Diversity is considered within partnership working	Members representing the Authority to ensure that relevant Equality and Diversity legislation is adhered to by supporting the partnership where appropriate	Link Members/ Community Affairs Committee	As required.
<b>Review of the Scheme</b>			
To regularly review the Authority's action plan and Combined Equalities Scheme.	Police Authority to receive regular monitoring reports and a full report annually	Chief Executive	Year 1 Year 2 Year 3
	Committees to consider work to achieve actions set out as part of core business	Authority Committees	Year 1
To regularly monitor the implementation of the Constabulary's Equalities Schemes	Police Authority to receive updates and full report annually	Chief Constable	Year 1 Year 2 Year 3
<b>FULL Review of Scheme</b>			
Assess and Review what has been achieved over the three-year life of the Scheme.	Consider how lessons learned can be incorporated into the Authority's review of the Combined Equality Scheme	Police Authority, Member Champions and Community Consultation Officer	Year 3

***These Actions will be reported upon annually and updated as appropriate. Resource implications will be monitored and also included in the feedback***

## APPENDIX C – CONSULTATION

To ensure that a cross section of organisations and individuals can contribute to the development of the scheme the following organisation were contacted:

Age Concern (x18 across the two counties)
Eastleigh Southern Parishes Older Peoples Forum
Happy Bunch Over 60's Club
The Phoenix Over 55 Club
Royal British Legion
Black Heritage
Basingstoke and Deane Over 55s Forum
Youth Service (x12 across the two)
Women's Institute IOW, Southampton, Basingstoke, Portsmouth, Andover, Lyndhurst, Romsey, Alton
Lesbian and Gay Christian Movement - Hampshire
North Hampshire Get Real GLBT Gay Group
Chandlers Ford Evening Townswomen's Guild
Eastleigh Hard of Hearing Club
Dysphasia Support Group
Four C's Care Group
Motor Neurone Disease Association
New Forest & Southampton Amputee Help Group
Southampton Depression Group
IW Society for the Blind
RNID
Asian Welfare & Cultural Association
Dante Alighieri Society of Southampton and District
Sociedad Hispanica
Bangladesh Welfare Association
PRENO
Breakout Youth Project
The Ribbon Centre
Healthy Gay Hampshire
Eastleigh and District Disability Forum
Romsey Disability Forum
Hampshire Coalition OF Disabled People
Parity for Disability
Portsmouth Disability Forum
Hart Access Group
New Forest Access for All
Basingstoke Access Group
Winchester Group for Disabled People
Fareham Access Group
Island Access Group
Muslim Council of Southampton
Sikh Council of Gurdwaras
Basingstoke Hindu Temple
Aldershot & District West Indian Association
Basingstoke and Deane Caribbean Network

## APPENDIX C – CONSULTATION

Greater Rushmoor Nepalese Community
Refugee Action
Members of Hampshire and IOW Race and Equality Network
Members of Hampshire LGBT IAG
Hampshire Constabulary (Various departments)
Members of Hampshire Police Authority

**More than 60 organisations and Individuals received a copy of the document for comment. In addition, two small focus groups were held. The report can be found on the next page**

## APPENDIX C – CONSULTATION

### Consultation Group Details:

**What: Equalities Scheme Focus Groups**

**Where: Westgate Chambers**

**When: 15th May 2008 (Winchester) & 16<sup>th</sup> May 2008 (Newport – IOW)**

**Why: To consult with interested parties on Hampshire Police Authorities Combined Equalities Scheme**

### Key Themes And Topics Raised:

- The Scheme has a good underlying ethos
- The Scheme has a good level of depth and take account of all relevant legislation
- Some of the explanation of legislation and policy could be put into appendix
- To produce a small leaflet covering the main aspects of the document and action plan.

### Detailed Report:

Hampshire Police Authority invited representatives from a variety of organisations who have an interest in equality and diversity issues to comment on the Authorities Combined Equalities Scheme.

32 organisations requested a copy of the Scheme to comment on. 5 Organisations and 3 Police Authority Members took part in 2 focus groups to discuss the scheme and the Action plan which aims to put the scheme into practice within the Authority. Although the focus groups were small, they were very productive and many valid and interesting points were raised.

The initial thoughts on the document concluded:

- It was clear
- Succinct
- Bullets helped to demonstrate quickly content
- It was a good length

The group felt that there should be an introductory paragraph written by the chair of the Authority that also outlines the role of the authority and its aims. The relationship between the Authority and the constabulary also needs more clear definition within the document as members of the public often confuse the two.

Several members of the group were concerned that in general people were still unclear what equality and diversity is and what it aims to do, because of this, the group agreed that the two should be clearly defined with examples of what it means in practical terms to the Police Authority. It was felt that these statements should be short and simple.

## APPENDIX C – CONSULTATION

A small discussion took place about how The Equalities Bill would affect the Scheme, it was decided that elements of the bill were already incorporated within the Scheme and that the scheme was a living document and could be changed to encompass new legislation, and a paragraph would be added to explain this.

The group discussed the fact that the document was large, full of legislation, and difficult for the layperson to understand, but recognised that it had to be this way because of the statutory duty and legislation regarding how organisations form these documents. Aspects of the document, such as the Human Rights Act section could be incorporated into the appendices, to shorten the document.

The readability of the document needed in areas to be simplified to making it much more accessible to a wider audience. (Parts of the Action Plan need to be reworded, as it is hard to comprehend).

The group took the decision that in order to make the document more accessible to all, that a shortened information booklet should be produced, which provides basic information on the scheme and where the full scheme can be found. The group felt that this booklet should be taken to public events and published as much as possible.

The group felt that it was important to have a joint scheme, as it encompassed everybody. It was recognised that in equality and diversity an individual might recognize themselves as belonging to more than one group. By joining up the individual schemes, everyone has an opportunity to understand their rights and how the Police Authority is working to enable everyone to have equal access to information and services.

The group also discussed the use of examples, pictures and charts to break up the text and put the wording into context.

It was felt by one participant that the document needed to focus much more on gender and age (both young and old) issues, and felt that the document in certain areas had been weighted to disabled people.

Overall, the group felt that the scheme was a fully inclusive and in-depth scheme that took into consideration all the elements of equalities and diversity.

### **Participants:**

Members: Bob Purkiss, Michael Knott, Diana Tuson

### **Representatives from:**

Age Concern  
Asian Cultural Welfare Association  
LGBT resource Group  
Voluntary sector  
Women's Institute

## APPENDIX D – HUMAN RIGHTS

### Human rights that are protected by the Human Rights Act 1998:

- Right to life
- Protection from torture
- Protection from slavery and forced labour
- Right to liberty and security
- Right to a fair trial
- No punishment without law
- Right to respect for private and family life
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry
- Protection from discrimination
- Protection of property
- Right to education
- Right to free elections

For the full Act please visit:

[http://www.opsi.gov.uk/ACTS/acts1998/ukpga\\_19980042\\_en\\_1](http://www.opsi.gov.uk/ACTS/acts1998/ukpga_19980042_en_1)

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

QUESTION	Answer
<b>Name of Policy to be assessed:</b>	
<b>Date of assessment:</b>	
<b>Is this a new or existing policy?</b>	
<b>Officer responsible for policy:</b>	
<b>Committee responsible for policy:</b>	
1. Briefly describe the aims, objectives and/or purpose of the policy	
2. Are there any associated objectives of this policy? Please explain	
3. Who is intended to benefit from this policy, and in what way?	
4. What outcomes are wanted from this policy?	
5. What factors/forces could contribute/detract from the outcomes?	
6. Who are the main stakeholders in relation to this policy?	
7. Who implements the policy and who is responsible for the policy?	
8. Are there concerns that the policy <b>could</b> have a differential impact on <b>racial groups</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
9. Are there concerns that the policy <b>could</b> have a differential impact due to <b>gender</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
10. Are there concerns that the policy <b>could</b> have a differential impact due to <b>disability</b> ?	Y/N

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

QUESTION	Answer
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
11. Are there concerns that the policy <b>could</b> have a differential impact due to <b>sexual orientation</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
12. Are there concerns that the policy <b>could</b> have a differential impact due to <b>age</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
13. Are there concerns that the policy <b>could</b> have a differential impact due to <b>religion or belief</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
14. Are there concerns that the policy <b>could</b> have a differential impact due to dependants/caring responsibilities?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
15. Are there concerns that the policy <b>could</b> have a differential impact due to an <b>offending past</b> ?	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
16. Are there concerns that the policy <b>could</b> have a differential impact on persons who are <b>transsexual or transgender</b> ?	Y/N

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

QUESTION	Answer
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
<b>17. Are there concerns that the policy would not meet the requirements of the Children Act 2004?</b>	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
<b>18. Are there concerns that the policy would not meet s.17 of the Crime and Disorder Act 1998?</b>	Y/N
What evidence (either presumed or otherwise) do you have for this?	
What measures could be taken to ensure equal access?	
<b>19. Could the differential impact identified amount to there being the potential for adverse impact in this policy?</b>	Y/N
<b>19a If YES Can the adverse impact be justified on the grounds of promoting equality of opportunity for one group or other reason?</b>	Y/N
<b>20. Is there sufficient evidence to proceed to a full Equality Impact Assessment?</b>	Y/N
<b>20a. If Yes: when is it due to be completed by?</b>	

Assessment conducted by:

Potential Impact

High / Medium / Low

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

### Consideration of alternatives:

	Response
Summary of what changes have been made to remove or reduce the potential for differential/adverse impact	
Summary of changes consider but not implemented and why	
If potential for differential/adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims	

### Formal consultation:

	Response
Has the policy been subject to consultation? If no, why not if yes, state who was involved and form of consultation (See Table 1 below)	
Consultation outcome summary	
Has policy been amended in light of formal consultation?	
Have results and any actions been Fedback to consultees?	

### Adoption of policy:

	Response
Statement of Equality Impact Assessment process including justification for policy implementation	

### Monitoring arrangements:

	Response
Will this policy be piloted?	
Who will monitor progress	
When will it be reviewed?	

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

TABLE 1 – Formal Consultation

Question	Answer
<p><b>a. Who do you need to speak with to obtain this data?</b></p>	
<p><b>b. Which groups or individuals have legitimate interests?</b> <i>E.g. Service Users, Partners, Members of the community</i></p>	
<p><b>c. How do you ensure these groups/individuals are included in the consultation?</b></p>	
<p><b>d. Which type of methods should you use to consult?</b> <i>E.g. Questionnaires, Internet polling, Focus Groups, Telephone Interviews, Face-to-face interviews, Public Workshops, Compliments/ Complaints forms</i></p>	
<p><b>e. How do you ensure that the consultation process is accessible?</b> <i>E.g. Think about consultation venues, are they approachable and accessible? Think about the timing of consultation events – will they be excluding certain groups? Are questionnaires available in alternative formats? (large print, Braille, audio-tape)</i></p>	
<p><b>f. What resources are available to support this process?</b> <i>E.g. Staff time/ financial resources.</i></p>	

## APPENDIX E – EQUALITY IMPACT ASSESSMENT PROCESS

Table 2 - Action Plan

Question	Answer
1) What action/s needs to be taken?	
2) What is the proposed timescale for the above action?	Date:
3a) Who needs to be involved?	Name/s:
3b) Which Officer/Member is signing off this action?	Name:
4) Who needs to be consulted? <i>(e.g. service users/ stakeholders)</i>	
5) How will this consultation take place?	
6) When will this consultation take place?	Date:
7) What is the review date? <i>(a review is needed to check that the new arrangements are working and the policy, strategy, service or plan is no longer discriminating )</i>	Date:

## **APPENDIX F – HAMPSHIRE COUNTY COUNCIL STAFF POLICY**

### **The County Council's Corporate Equalities in Employment Policy states:**

In implementing this policy, the County Council recognises the different and special needs of the following groups of people who may experience discrimination and be disadvantaged in society.

#### **Men and women**

The County Council is opposed to discrimination on the basis of gender and recognises that social structures deprive women of opportunities to realize their full potential. The policy aims to improve the opportunities available to women. Women and men will be encouraged to apply for all jobs unless there are genuine occupational qualifications, which restrict a job to one gender as defined by law. Opportunities for career counselling will be introduced and where either gender is under-represented, the County Council will provide encouragement to the under-represented gender to apply for such jobs. It will also create more equal access by providing personal development opportunities to equip potential candidates with the skills to apply for those jobs.

The County Council confirms that its employment practices are designed to support women and men who have responsibilities for children and dependents whilst ensuring an effective and efficient workforce. Flexible working systems will be promoted to support people with responsibility for dependents.

The County Council will take necessary measures to prevent discrimination against employees or potential employees on grounds of gender reassignment in accordance with the Sex Discrimination (Gender Reassignment) Regulations 1999.

Employees undergoing gender reassignment treatment who require time off work for medical or surgical procedures will be treated as all other employees regarding the County Council's sickness reporting procedures. Personnel procedures will take into account through developed procedures, the relevant amendments required to records and systems.

#### **Disabled people**

The County Council is opposed to discrimination on grounds of disability.

Disabled applicants will not be barred from selection on grounds of their disability nor will disability in itself be acceptable as a reason for dismissal from any County Council job. The County Council will take reasonable steps to provide and adapt premises, facilities, or equipment' wherever possible to meet the needs of disabled people.

Positive steps will be taken to attract disabled people to County Council jobs through the efficient operation of the "two ticks" scheme and other County Council initiatives.

The County Council will take steps to eradicate any oppressive attitudes towards disabled people among its workforce and will run training courses to this end.

Individuals living with HIV/AIDS are protected by the Disability Discrimination Act. The County Council aims to treat employees who are HIV infected or who have AIDS in accordance with its normal ill-health policy and procedure. The County Council will not discriminate against employees with HIV or AIDS, and harassment or victimisation of an employee on account of an AIDS associated condition will not be tolerated.

## **APPENDIX F – HAMPSHIRE COUNTY COUNCIL STAFF POLICY**

### **Race**

The County Council recognises that Britain is a multi-racial, multi-cultural society with a diversity of cultures and religion represented in its population.

It acknowledges the existence of institutional racism and accepts that "it can be seen or detected in the process, attitudes and behaviour which amounts to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people."

The County Council will not tolerate any form of racism, defined as "conduct or words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin." Steps will be taken to eradicate all forms of unwitting prejudice, and racist stereotyping within the structures of the organisation, and in its processes, policies or practices.

Incidents of racial harassment including verbal or physical abuse or attack against colleagues or members of the public will be dealt with under the grievance and disciplinary procedures.

Within this policy, a racist incident is defined as "any incident, which is perceived to be racist by the victim or any other person."

### **Age**

The County Council recognises that inaccurate assumptions based on prejudice and stereotypes are often made about the abilities and characteristics of younger or older people, which adversely affect them. It acknowledges that discrimination against people exists because they are "too old or too young." Action will be taken to combat this discrimination and to afford equality of opportunity for older and younger people. Age related criteria will not be used in recruitment or development and training decisions. The County Council is committed to the removal of all age discrimination for and in employment.

### **Lesbian, gay and bisexual people**

The County Council recognise that lesbian, gay and bisexual people experience very different forms of oppression. A person's sexuality is not a matter, which the County Council will take into account in determining suitability for recruitment, promotion, training or transfer for any post and will not be grounds for dismissal from any County Council job.

Harassment, whether physical or verbal, of lesbian, gay or bisexual people and their children by members of the public or colleagues will not be tolerated. The County Council is committed to maintaining grievance, disciplinary and other codes of practice to deal effectively with any incident that may occur. Information and training to increase awareness and support for the policy relating to lesbian, gay and bisexual employees is an essential aspect of its development.

PLEASE VISIT [www.hants.gov.uk](http://www.hants.gov.uk) for most recent and up-to-date Equality Schemes and employment information

## APPENDIX G – EQUAL OPPORTUNITIES MONITORING

Hampshire Police Authority's vision for equality and diversity is that every person and every employee, who receives or is affected by the Authority's activities and services, should perceive their experience to be fair and equitable. The Authority expects all people of Hampshire and the Isle of Wight, whether a resident, visitor or someone who works in the two counties, to be treated with respect; free from harassment, bullying, victimisation or discrimination. The Authority wishes to be open and transparent in the way in which the Authority functions and the ways in which its policies, roles and responsibilities are delivered.

To assist the Authority to monitor the effectiveness of its policy and process it is kindly requested you complete and return this form. *This information is for statistical monitoring purposes only.*

**Please note, if there are any sections of this form you do not wish to complete then you do not have to**

### Age

- Younger than 18
- 18 – 20
- 21 – 25
- 26 – 40
- 41 – 55
- 56 – 70
- Older than 70

### Gender

- Female
- Male
- Neither of these

### Gender identity

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No
- Prefer not to say

### Sexual orientation

- Opposite sex
- Same sex
- Both
- Prefer not to say

### Disability

Do you consider yourself as disabled as defined by the Disability Discrimination Act?\*

- Yes
- No

\*Under the Disability Discrimination Act 1995 and Disability Discrimination Act (Amendment) 2005, a person is disabled if they have (or have recovered from) a physical or mental impairment (including learning disabilities) which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities such as those involving mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight or communication, or a permanent condition which is controlled by medication, e.g. diabetes or epilepsy. Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.

## APPENDIX G – EQUAL OPPORTUNITIES MONITORING

### Ethnic origin

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

*Please Specify:*

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#### Black or Black British

- Caribbean
- African
- Any other Black background

*Please Specify:*

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#### Chinese

- Chinese

#### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

*Please Specify:*

---

#### White

- British
- Irish
- Any other White background

*Please Specify:*

---

#### Other ethnic group

- Any other background

*Please Specify:*

---

### Religious belief or faith

How do you identify your religious belief or faith, or lack of religious belief or faith?

- Prefer not to say

**Thank you for completing this form**