



**Lancashire**  
**POLICE AUTHORITY**  
Your County, Your Police, Your Say

# **Equality Scheme**

## **2009/2012**

## How to Provide Feedback

Feedback from members of the public on this scheme, or any other aspect of the Authority's work, is welcomed by the Authority. There are a number of ways to send feedback:

Online: <http://www.lancspa.gov.uk/contribute/consultation/>

By post: Chief Executive  
Lancashire Police Authority  
PO Box 653  
Preston  
PR2 2WB

By telephone: 01772 531209

## Where and how to access this Scheme

This Equality Scheme and related annual monitoring reports and action plan are available

- as a downloadable and printable PDF file
- in large print
- audio version

from the Authority's website [www.lancspa.gov.uk](http://www.lancspa.gov.uk)

If you would like

- a printed version of this document
- or a summary of the Scheme and the Action Plan in an alternative format eg Audio CD, Easy Read or a language other than English please contact us in one of the following ways:

email to [info@lpa.lancscc.gov.uk](mailto:info@lpa.lancscc.gov.uk)

or write to us at:

The Lancashire Police Authority  
Chief Executive  
PO Box 653  
Preston  
PR2 2WB

or telephone us on 01772 531209

The Authority will endeavour to meet all reasonable requests in a proportionate way.

# Lancashire Police Authority Equality Scheme

## Foreword

Lancashire is made up of many diverse communities. As a Police Authority, part of our job is to ensure that Lancashire Constabulary delivers its services to Lancashire's diverse communities in a way which is fair, and does not discriminate or treat people unfairly. The Police Service is delivered 24/7 for everyone, regardless of who they are. We want to see that our police are accessible to all people who need the services of Lancashire Constabulary.

Much progress has been made in Lancashire in recent years to change the policing service so that it is both more accessible to and representative of the diverse communities we serve. We celebrate our successes, but both the Authority and Constabulary recognise that there is still work to do.

Our ultimate aim is that within the Authority and Constabulary, consideration of equality and diversity matters will simply be part of the way we carry out our normal business. To assist in working towards this, the Authority has developed this combined Equality Scheme. This brings together in one document a framework for how we intend to meet the race, gender and disability equality duties and regulations in relation to age, religion and belief, and sexual orientation, over the next three years.

However, our approach is not about meeting the letter of the law for its own sake, it is about us having a better understanding of different communities' needs and delivering a service to people in a way which meets their needs appropriately. I know the Authority members and staff, and indeed the Chief Constable and his officers and staff, will continue to work towards achieving our aim as they carry out their day to day business. That way we can ensure truly citizen-focused services that meet the needs of the diverse communities we serve.

**Councillor Malcolm Doherty, OBE**  
**Chair of the Authority**

# Contents

To be completed by JN

# 1. Vision

The ambition of Lancashire Constabulary is to consistently be the best police force in the country. The Police Authority will support the Chief Constable to deliver that ambition, in a way that provides best value to people and sees the Constabulary continuously improving its service provision.

The Authority sees its role as being to secure the maintenance of efficient, effective policing for Lancashire, which remains focused on local communities and responds to and re-assures community concerns. Delivering policing to our community is all about people and, therefore, equality and diversity go to the heart of the both Authority's and Constabulary's business. The Authority's commitment to equality and diversity is that:

- we will strive to ensure that everybody who is affected by, or comes into contact with, the Authority, including Members, staff, volunteers, the police, our partners and the public, believes their experiences to be fair, equitable and non-discriminatory;
- we will hold the Constabulary to account and expect from it the same as we expect from ourselves.

## 2. The Executive Summary

This combined Equality Scheme sets out how the Authority intends to meet the general and specific equality duties for disability, gender and race, and the regulations relating to sexual orientation, religion and belief, and age. The document contains a brief introduction to the Authority, its roles and responsibilities, structure and working arrangements (section 4). A short explanation of the equality duties and the purpose of this scheme is provided (section 5), together with information about consultation undertaken and the feedback used to help to develop the scheme. Details of our new equality impact assessment processes are set out in section 7 and Appendices G and H. Details of how we make information accessible to the public are set out in section 8. An overview of training, employment, procurement and partnership matters is provided in sections 9 to 11. The Scheme is supported by a number of appendices details of which are set out on page18.

## 3. Introduction

### Overview of Lancashire

Lancashire is a diverse county with a mix of urban and rural areas with a population of over 1.4 million. The 2001 census showed a total minority ethnic population 6.6%, the largest racial group being of Asian origin (5.3%). Since the last census, there has been a growing eastern European population in Lancashire. The 2006 estimates show an ethnic breakdown of White 91.1%, Asian, 6%, Mixed 0.9%, Chinese/Other 0.7% and Black 0.5%.

The ratio of men to women is 48.5% to 51.5% respectively (2001 census).

The Mid-2007 statistics for age groups show the following:

0-14 17.8%; 15-24 13.8 %; 25-44 25.8%; 45-64 25.7%; 65+ 16.8%.

It is estimated that around 1 in 10 people in the UK are lesbian, gay or bisexual. Blackpool has a sizeable and thriving gay community, thought to be one of the five largest gay communities in England. In 2005-2007 there were 645 civil partnerships in Lancashire.

The 2001 census showed the main religions practised in Lancashire are Christianity 76.9%, Islam 4.7%, Hinduism 0.4%, other 0.2%, Buddhism 0.1%, Judaism 0.1% and Sikhism 0.1%; 10% have no religion and 7.2% did not state their religion.

<sup>1</sup>

## **An Overview of the Authority**

The Police Authority is responsible for ensuring that policing in Lancashire is efficient and effective and it holds the Chief Constable to account for the police services delivered. Police authorities are one partner of the "tripartite structure" which governs policing in England and Wales. The other partners are the Home Secretary (responsible for national planning, financing and inspection) and the Chief Constable for the area (responsible for all operational policing matters and for the direction and control of Constabulary staff). The Authority is independent of the Constabulary.

## **Historical Perspective**

February 2009 marked 10 years since the publication of the report by Sir William MacPherson into the death of Stephen Lawrence. The police service countrywide used the report's 70 recommendations to take a long hard look at the way it delivered policing to its diverse communities and, in particular, to the Black and Minority Ethnic communities. This, and other landmark reports such as the formal investigation by the former Commission for Racial Equality into the police service in 2004/05, was a catalyst for review, action and change, both nationally and here in Lancashire.

Until 2006, the focus of activity was very much around race issues. During the last four years, increasingly, the Authority (and the Constabulary) have given greater attention to the strands of diversity other than race, that is: age, disability, gender, religion & belief and sexual orientation. Consideration of equality and diversity is now embedded in the Authority's structures, its activity and its scrutiny of Constabulary business.

Considerable progress has been made in the last 10 years. Successes at the Authority have included:

- the Authority's award winning website, which was redeveloped in consultation with disabled people, to ensure that it is more easily accessible for people with visual and hearing impairments;
- research into the recruitment, retention and progression of minority ethnic communities in Lancashire Constabulary;
- Investors in Policing Campaign - public engagement campaign about how the investment made in policing through the payment of council tax gives the public 'consumer and scrutiny' rights;
- consultation and engagement with black and minority ethnic communities, young people, people with disabilities, women and gay/lesbian young people;
- establishment of regular discussions between the Authority, Constabulary and staff side representatives;

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<sup>1</sup> Population data source from Lancashire County Council website.

- diversity and equality briefing and training for new members and staff and for volunteers.

However there remains plenty to do and the challenge for the Authority will be continue to secure improvements in the way the Authority and Constabulary carry out their respective business within our diverse communities.

### **Focus of current activity**

The Authority's Corporate Plan 2007/2011 has seven medium term objectives. The Equality and Diversity Objective is for the development of the Authority's oversight of Constabulary business and its own arrangements, with emphasis on:

- the development of Authority and Constabulary Single Equality Schemes
- the review of the Authority's impact assessment processes
- the retention and progression of minority staff
- oversight of compliance with human rights legislation.

### **Purpose of the Scheme**

This Equality Scheme sets out in one document how the Authority proposes to meet the equality duties set out in **Section 5** below, in the way it carries out its business in maintaining and efficient and effective police force for Lancashire and how it proposes to make continuous improvements in the way the Authority's services are delivered to the community and to those in its employment.

The scale and impact of the Constabulary's business and employment responsibilities, with almost 6500 officers and staff delivering operational policing to the community of Lancashire, is much greater than that of the Authority with 17 Members and 12 staff. So, whilst the equality duties apply to both the Authority and Constabulary independently, much of the focus for the Authority is concerned with scrutiny of how the Constabulary is meeting the duties. Throughout the Scheme, and particularly in Sections 7 to 12, there are references to the Authority's arrangements for its oversight of the Constabulary.

Lancashire Constabulary is also bound by the equality duties and has its own separate Equality Scheme this can be accessed on its website [Lancashire Constabulary website](#) or from its Equality Scheme Manager on 01772 412017.

## **4. How the Authority Carries out its Business**

### **Roles and Responsibilities**

The Lancashire Police Authority is an independent body which sets the strategic direction for policing in Lancashire, ensures that the police service is run efficiently and effectively, and holds the Chief Constable to account on behalf of the local community for the policing service delivered. The Authority's main jobs are to:

- consult and engage with the people of Lancashire about policing, antisocial behaviour and the prevention of crime
- set local policing priorities and challenging targets for achievement
- monitor and scrutinise policing performance

- secure continuous improvement in policing
- publish an annual policing plan which tells local people what they can expect from their police service
- publish an annual local policing summary which reports on performance achieved
- set and monitor the police budget and decide how much council tax local people should pay for policing in Lancashire
- co-operate with other constabularies, where this is in the interests of efficient and effective policing
- appoint the Chief, Deputy and Assistant Chief Constables
- oversee complaints made against the police
- work with local partners (eg Community Safety Partnerships and local authorities)
- manage an independent visiting scheme
- carry out our responsibilities having due regard to the equality duties.

The Police Authority has 17 Members

- seven County Councillors from Lancashire County Council
- two Unitary Authority Councillors, one each from Blackburn with Darwen and Blackpool Councils
- eight Independent Members, one of whom is a Magistrate.

Members serve a four year term. They carry out their role through formal Authority and committee meetings, informal briefings, seminars, and a range of Constabulary and partnership meetings across Lancashire (Find out more about our Committee Meetings by clicking [here](#)). They may also be involved in regional and national meetings.

The Authority is supported by a full-time Chief Executive and eleven members of staff who are directly employed. For a brief overview of the staffs' areas of responsibility click [here](#). Specialist support is bought in for a number of services.

## **Equality and Diversity Roles**

In carrying out all their duties, Members and staff are expected to treat everyone with respect, seek to eliminate unlawful discrimination, victimisation and harassment, uphold human rights, promote equality of opportunity, and promote good relations between people of different groups. Contractors too are expected to uphold the equality duties when carrying out business for the Authority.

The Police Authority appoints one of its members to hold a special interest in Diversity. This role helps to mainstream equality and diversity matters, and implement new initiatives in the context of both the Constabulary's and the Authority's statutory equality and employment monitoring duties. Over the years, it has also been supplemented with other Members' interests in community cohesion, domestic violence and child protection, minority engagement, stop and search, young people, and minority recruitment, retention and progression.

Lead responsibility at officer level for equality and diversity lies with the Deputy Chief Executive. Other members of the team (Lead Officers) work closely with the Deputy on equalities, in accordance with their areas of responsibility. This is intended to help develop greater awareness and understanding and ensure that equality and diversity are integrated into the way the Authority carries out its day to day business.

## Formal Decision Making and Monitoring Processes

At its formal Committee meetings, the Authority makes the key decisions, such as agreeing the budget and the policing priorities, and holds the Chief Constable and his chief officer team to account for policing, through formal monitoring and scrutiny of the Constabulary's business. In addition, Members attend the Constabulary's strategic Boards and divisional quarterly performance reviews, where performance scrutiny and monitoring also take place.

The Human Resources Committee has general oversight of equality and diversity the other Committees consider equality and diversity matters that are relevant to their areas of work. A full monitoring list is attached at [Appendix A](#).

## 5. Equalities Legislation and Duties

### The Equality Duties

For disability, gender and race, each of the relevant Acts of Parliament contains a number of specific and general duties. A summarised guide is given below. A fuller explanation can be found in [Appendix B](#).

#### General Duties

- **promoting equality of opportunity** between people of different racial groups, disabled and non-disabled people, women and men;
- **eliminating** race, disability, gender and transgender **discrimination**;
- **eliminating** race, disability, gender and transgender **harassment**;
- **promoting good relations** between people of different racial groups;
- **promoting positive attitudes** towards disabled people;
- **promoting the participation** of disabled people in public life; and
- **taking steps to take account** of disabilities, even where this involves treating disabled people more favourably.

The Authority recognises that the elements of the general statutory duties overlap and are complementary, yet they are also distinct. Progress on one area will not necessarily, of itself, lead to progress in relation to the other aspects; indeed it may have the opposite effect. The Authority will, therefore, continually ensure that it addresses all the elements of these duties.

The equality duties are of greater relevance to some of the Authority's functions than others. Those functions which affect the community it serves and the staff it employs have the greatest relevance. The Authority will, therefore, endeavour to meet the equality duties proportionately, giving greater weight to those functions which have most relevance, and in doing so, it will seek to build on its existing processes and procedures to improve the way it works.

#### Specific Duties

The Authority's specific duties are:

## **Disability**

- publish a Disability Equality Scheme demonstrating how the Authority intends to fulfil its general and specific duties
- involve disabled people in the development of the Scheme.

## **Gender**

- publish a Gender Equality Scheme in consultation with employees and stakeholders and review progress within three years
- set out the Authority's overall objectives for gender equality
- conduct and publish impact assessments on new functions/policies.

## **Race**

- publish a Race Equality Scheme demonstrating how the Authority intends to:
  - assess and consult on the likely impact of its proposed policies on the promotion of race equality
  - monitor its policies for any adverse impact on the promotion of race equality
  - publish the results of such assessments and consultation and of such monitoring
  - ensure public access to information and services which it provides
  - train staff in connection with the duties imposed by section 71 (1) of the Race Relations Act 1976 and the Order
  - review the assessment of functions for relevance to the General Duty within a period of three years
  - carry out ethnic monitoring in relation to recruitment, retention, progression, training, discipline, complaints and leavers.

## **Sexual orientation, religion and belief, or age**

Regulations in relation to sexual orientation, religion and belief and age:

- cover all aspects of employment, including recruitment, terms and conditions, promotions, transfers, dismissals and training
- make it unlawful to discriminate, either directly or indirectly on the grounds of sexual orientation, religion and belief, or age
- make it unlawful to subject anyone (whether they are internal or external to the Authority) to harassment or to victimise because they have, or are about to, complain
- make it so that people cannot be discriminated against or harassed, in certain circumstances, even after employment has ceased
- make it unlawful to refuse to provide, or to provide inferior goods, facilities or services, or to provide them on less favourable terms based on someone's sexual orientation or religion and belief.

## **The Equality Scheme**

Our combined Equality Scheme 2009/12 sets out how the Authority intends to meet the general and specific duties for disability, gender (including transgender) and race, and the regulations relating to sexual orientation, religion and belief (including no belief), and age. In doing this, the Authority recognises that this is not a one size fits all approach and that different activity will be needed to meet the different duties.

This is a three year scheme covering April 2009 to March 2012, with an action plan covering April 2009 to March 2010. The scheme will be reviewed in three years' time, the action plan in March 2010. The scheme replaces the Disability Equality Scheme 2006/2009 and the Gender Equality Scheme 2007/2010. The previous Race Equality Scheme covered 2005/2008.

## 6. Compliance with the Equality Duties

### Results from the Authority's equality scheme consultation 2009

As part of its preparation for developing this Scheme, the Authority surveyed the Constabulary, Constabulary staff side representatives (unions, staff associations and staff support networks), Independent Advisory Group members and Police Authority Members via bespoke questionnaires and Authority staff via a half day consultation workshop. These arrangements included consultation with people who have disabilities.

The consultation related to setting employment targets for the Constabulary, followed by a series of tailored questions about improving the ways the Authority and Constabulary meet the equality duties. It also sought suggestions on improvements that could be made to the way the Authority monitored the Constabulary's performance.

Overall, the main theme emerging from the consultation was that the Authority and Constabulary should, increasingly, have regard to all six diversity strands in carrying out their business. This is the approach that both organisations are taking. The Authority took account of this feedback when developing the employment indicators and targets and equality action plan for 2009/10. Full details of the consultation are set out [at Appendix C.](#)

The Authority also took part in two Constabulary workshops which involved a wide range of stakeholders, community representatives and disabled people from across Lancashire. The key messages received related to communication and engagement with the community, recruitment, retention, ongoing training and diversity awareness, and access to services. The summary results of this consultation are attached at [Appendix D.](#)

The Authority undertook two bespoke consultation exercises with disabled people in 2006 and 2007 and some development work will continue in relation to those as part of the Authority's action plan for 2009/10. The key actions relate to the involvement of disabled people in advising on the development of new buildings and in establishing arrangements for disabled people to provide advice and be involved in the Authority's work on an ongoing basis. See [Appendix E.](#)

## 7. Identifying, Assessing and Monitoring Policies for Relevance, Priority and Adverse Impact

The Authority's **main functions** concern

Community engagement/consultation  
Employment/Human Resources/Members  
Equality and Human Rights  
Finance  
Governance  
Information Services

Partnerships/Collaboration  
Performance Scrutiny and improvement  
Policing Strategy  
Procurement  
Professional Standards/Complaints.

The key policies and procedures supporting these functions are attached at [Appendix F](#).

## **Equality Impact Assessment Process**

As part of meeting the equality duties, the Authority is required to assess the impact of its policies on those people affected by them. In 2005, as part of its Race Equality Scheme, the Authority developed its own equality impact assessment processes having regard to the guidance of the Commission for Racial Equality. The processes focused on race issues, with provision for consideration of other diversity strands where appropriate. These processes have been reviewed in 2009 to include all six diversity strands and to make them a simple and practical tool to use. A new equality impact screening form (a relevance test) [Appendix G](#) and a full impact assessment form [Appendix H](#) have been developed.

The processes for all new policies and those policies which are altered substantially are now as follows. A new policy is first assessed for relevance using the Equality Impact Screening form. This is to assess if the policy is likely to have a positive or actual/possible negative impact on the people affected by the policy because of their age, race, gender, sexual orientation or religion & belief, or because they have a disability.

A policy will have high relevance if it is likely to impact significantly on those affected by it. For example, the Authority would need to consider what reasonable adjustments it could make to accommodate an employee who had physical disabilities. In some cases, there might be public concern about the policy. For example, some community groups such as young people might have concern about the use of stop and search powers, because they think that the police stop them more often than they stop older people, and that the police stop them because they are young. The Authority monitors the use of these powers to ensure that the police use them appropriately. Where there are higher numbers of stop/searches for some groups, the police research the use to ensure that they check that the use of these operational powers is proportionate and justifiable.

If a policy is deemed not to be relevant, it is signed off at that stage, with no further work. If it is relevant, a full impact assessment will be carried out within a three year period. Policies which have a high relevance/impact for those affected will be assessed in year one of the scheme, those of medium relevance/impact will be assessed in year two and those of low relevance/impact in year three.

The full impact assessment involves looking at the available information, assessing the likely impact on the affected groups, consulting with those affected and others who have an interest (eg unions, partners), considering all the evidence gathered, making decisions about what action needs to be taken, (eg to remove barriers to access or help address under-representation for specific groups), making arrangements to monitor progress and reporting on the assessment, consultation and action. There is a commitment to review the policy within three years.

The screening and assessments will be done by the lead officers for their areas of responsibility and checked by the Deputy Chief Executive /Chief Executive. This assessment procedure is as yet untried and the Authority will review it following use and consider whether it appropriately meets the Authority's needs. The Authority reserves the right to amend its impact assessment procedure in the light of experience. During 2009, consideration will also be given to whether human rights issues should be included as part of the impact assessment processes.

## Information gathering and consultation

The Authority's new [Engagement Strategy 2008/2011](#)<sup>2</sup> takes an inclusive approach and seeks to involve the community by different means and in different activities to ensure a broad cross section is reached. Views about the experiences and needs of different community members will be obtained and used to influence the work that the Authority and the Constabulary do and the way that we do it. Information may be gathered from a wide range of sources including:

- Performance Information
- Ethnic data collection and monitoring
- Committee reports
- Consultation/research findings/analysis
- Census/population/demographic data
- Correspondence/feedback/complaints from the public/service users
- Comparison with other authorities
- National publications.

The Authority will consult people or representatives of those groups directly affected by the policy and other interested parties as appropriate, for example:

- Members of Opinion, the joint Authority/Constabulary Citizens' Panel, Opinion, which is broadly representative of the community of Lancashire
- BME Community Members
- Police Authority Staff/Members/Specialist Service Providers
- Members of the Constabulary, its trade unions/staff associations and staff support networks, including Members of the Black Police Association, the Womens' Network, Disability Support Network and the Gay Police Association
- Constabulary Independent Advisory Group Members
- Members of the gay/lesbian/transgender communities
- Disabled people
- Young/Older People
- Travellers/Asylum seekers/refugees/migrant workers.

The Authority undertakes both general and targeted consultation. The method(s) used are determined for each assessment and the consultation arrangements are made with the consultees in mind, for example:-

- Discussion groups/Focus Groups/Workshops
- Face to face interviews
- Open public consultation meetings
- Paper and telephone surveys of Opinion Panel Members
- Street surveys
- Targeted discussion groups with representative samples of Lancashire population
- Use of video, vox pop approaches
- Website surveys
- Website views page.

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## **Analysis and action planning**

The criteria used by the Authority to determine whether the policies are being implemented fairly and equally, will vary depending on the nature of the policy and the extent of its relevance to the equality duties, but might include, for example:-

- how different groups are affected by the policies
- whether policies/services are adapted to meet needs of different groups
- whether services are provided effectively to all communities/people affected
- whether people from all groups are equally satisfied with the way they are treated
- whether there is under/over representation of different groups
- whether any differences in the impact of different groups causes any adverse impact on any of those groups.

If monitoring showed that any of its policies were having an adverse impact on any groups, the Authority would consider for example whether there was another way to meet its aims, if the policy could be adapted to compensate for any adverse effects or even if the policy could be justified because of its overall objectives. The Authority would look to make changes where possible and appropriate.

## **Publishing the Results of Assessments, Consultations and Monitoring**

The outcomes of full impact assessments will be reported to the Human Resources Committee, and appended to the Equality Scheme. The reports will be published on the Authority's website under the [LPA Publications](#)<sup>3</sup> banner or be available in alternative formats on reasonable request. Consultees will be informed of the outcomes of the consultation and the actions being taken by the Authority as a result of the impact assessment. This will be done in a way which is appropriate to their needs.

Where relevant and appropriate, information will be shared with the Constabulary and partners locally and nationally, to help influence policy and procedure. This may include, for example, informing partners how they may have a part to play in positive action or where there might be a positive impact on the community if we worked together such as community cohesion issues.

In 2009, the Authority will establish arrangements which will enable it to have oversight of Constabulary Equality Impact Assessment Processes.

## **Key Activities for 2009/10**

Key activities for the 2009/10 Action Plan include:

- Reviewing Authority policies and procedures and equality monitoring
- Development and roll out of equality and diversity training
- Member and staff appointments
- Involvement of the community, including disabled people, in aspects of the Authority's work
- Rolling out revised equality impact assessment procedures.

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<sup>3</sup> [www.lancspa.gov.uk/documents/publications](http://www.lancspa.gov.uk/documents/publications)

## 8. Arrangements for Ensuring Public Access to Information and Services

The Authority shares information with the public, partners, stakeholders and other interested parties in a range of ways. The primary means of access to the Authority's material, including this scheme, is [our website](#)<sup>4</sup>. The 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. Following consultation with disabled people in 2006, the Authority developed its website so that the information on it is accessible in different font sizes and with different coloured text and backgrounds. All of the site can be listened to via a 'read-speak' translation which generates speech from the words typed on the pages. The vast majority of the site is available as a summary in BSL sign language (apart from the news section, which changes regularly). In 2008, the Authority won the Association of Police Authorities' Award 'Recognising Excellence for Innovation' for its website development.

### Freedom of Information

In accordance with the Freedom of Information Act 2000, the Authority has produced a Publication Scheme. This sets out information held by the Authority which the public can access and the services the Authority provides to the public. The full scheme is available on the Authority's [website](#)<sup>5</sup>.

### Reporting Back to the Community

The main vehicle for reporting back to the community is via the Authority's website.

Once a year, the Authority, together with the Constabulary, produces and circulates free to households throughout the county a community magazine, 'Spotlight'. Spotlight provides information about local policing performance, services, achievements and successes. It promotes new services and avenues that the public can use to become involved in shaping Authority and Constabulary services, such as attendance at meetings and website surveys. Spotlight is available on audio CD and on our [website](#).

Three times a year the Authority publishes 'Dialogue', a divisional magazine which provides information about local policing successes, the role of neighbourhood policing teams, what the Police Authority is scrutinising, consultation outcomes and how communities can get more involved in shaping local policing. Previous issues of Dialogue can be accessed on our [website](#)<sup>6</sup>.

## 9. Training to Understand and Carry Out the Duties

Members and staff are encouraged to develop their skills and abilities to enable them to carry out their roles effectively. For equality and diversity, this covers general awareness for everyone and specific courses for others eg. equality impact assessment for Lead Officers. The Authority has given a commitment to provide to all Members and staff with general equality and diversity awareness training on Equality and Diversity on appointment

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<sup>4</sup> [www.lancspa.gov.uk](http://www.lancspa.gov.uk)

<sup>5</sup> <http://www.lancspa.gov.uk/documents/foi/>

<sup>6</sup> <http://www.lancspa.gov.uk/contribute/consultation/newsletters/>

and then every two years. The Authority is currently reviewing this training and will roll out new training in 2009. It will seek to involve the community in this training.

Members' contribution to the work of the Authority and their personal training/development needs are considered during their annual Member Development Meetings with the Chair/Vice-Chair and Chief Executive of the Authority. An annual member training plan is agreed by the Authority. In 2009, the Authority will review the support given to Members' training and development needs as part of its preparation to apply for the North West Employers' Organisation Member Development Charter.

Staff performance and training needs are considered during the Performance Development Review process, although specific training needs might be identified at other times.

Briefing and training sessions for Independent Custody Visitors (ICVs) are held on appointment and thereafter twice a year and these include input on equalities matters. In recent years, volunteers have received briefings and discussed issues relating to disability (mobility and sight impairment), religion and culture (particularly in relation to prayers, food and clothing) and transgender and their relevance for custody. ICVs have also discussed cultural and faith issues with a local Imam. Constabulary policy has been amended as a result of this work. There are also opportunities for equalities issues to be discussed at the ICV quarterly panel meetings.

Training has been identified as an area for member special interest. One Independent Member, a consultant trainer, has held this special interest since 2004. The focus of this interest relates to the constabulary learning and development. This is supported by another member who has a focal point interest in training.

The Human Resources Committee maintains oversight of training matters for the Authority and Constabulary.

## **10. Employment**

The Authority is a small organisation employing twelve permanent staff. The Authority's Equal Opportunities Policy provides the overarching framework for the Authority's requirements, arrangements and procedures to create an environment where there is equality of opportunity for staff and prospective staff.

The Authority employs the Constabulary's Police Staff, who are under the direction and control of the Chief Constable, and also has oversight of human resources matters affecting police officers. The Authority and Constabulary are currently examining Human Resources policies and procedures with a view to aligning the Authority's policies and procedures more closely with those of the Constabulary, where possible.

The Human Resources Committee maintains oversight of human resources and employment matters for the Constabulary. Oversight of Authority human resources and employment matters is shared between the Human Resources Committee and the Resources Committee.

## **Member, Staff, Volunteer and Applicant Monitoring**

### **Data Requirement and Monitoring Undertaken**

The Authority undertakes a wide range of employment monitoring covering both the Authority and the Constabulary. Full details are set out at [Appendix A](#).

The diversity make up of the Authority's Members and staff and applicants for vacancies is monitored annually by the Human Resources Committee. The Independent Member Selection Panel also monitors applicants for Independent Member vacancies. The diversity of ICVs, ICV applicants, complainants and police officers complained against is monitored by the Professional Standards Committee. The monitoring reports for 2007/08 are shown in [Appendix I](#).

A standard equalities questionnaire is used in all recruitment processes ([Appendix J](#)). Due to the small numbers of Members appointed and staff employed by the Authority, in publishing data the Authority is mindful to maintain confidentiality and not publish monitoring information which might lead to an individual being inappropriately identified. This does not mean that the monitoring is not carried out, rather, it is not always published.

Information about contracted staff is collected as part of the tendering process.

### **Review of Monitoring 2009**

As part of the preparation of this Scheme, the Authority has carried out a full review of its equality and diversity monitoring. It sought views from the Constabulary, Constabulary staff side representatives, Independent Advisory Group members and Police Authority Members and Authority staff about the setting employment targets whether the Authority should monitor any other areas of business. The key messages coming out of the consultation were to:

1. continue to focus on the recruitment, retention and progression of Black and Minority Ethnic (BME) and female police officers, including progression to specialist posts; and
2. widen out the focus of monitoring to all six diversity strands.

As a result of this, in 2009/10 the Authority will expand its Constabulary employment monitoring to cover also:

Black and Minority Ethnic (BME) Police Officer strength  
BME Police Officers of Inspector Rank and above  
BME Police Community Support Officer (PCSO) strength  
BME PCSO recruits  
Female PCSO strength and  
Female PCSO recruits.

### **Analysis and action**

If analysis of the monitoring data showed that the Authority's policies, procedures or practices were leading to patterns of inequality, or unlawful discrimination towards a particular group, then the Authority would examine its policies, procedures and practices and consult with its staff/applicants/unions and others, as appropriate to

- see whether any barriers might be lifted to promote equality of opportunity,
- establish how discrimination might be happening, and
- consider whether any changes could be introduced to the policies/procedures/practices to prevent this and/or to promote greater equality of opportunity.

The Authority would expect Constabulary to do likewise.

## **Social Model of Disability**

The Authority recognises the social model of disability. This model suggests that the barriers which disable people and lead to exclusion, are the attitudes, behaviour and social and organisational structures, rather than the physical/mental condition of the person themselves. This model lies at the heart of meeting the disability equality duties; it's about removing the barriers which lead to discrimination, harassment and exclusion of people who have disabilities.

## **Making Reasonable Adjustments**

Whether or not they meet the recognised medical definition of disability, the Authority's approach is to support staff and Members and provide reasonable adjustments, where appropriate, and in agreement with the person concerned, e.g.,

- altering working hours/the pattern of working
- allowing time off for medical appointments/treatment
- providing modified/alternative equipment
- facilitating suitable travel/accommodation arrangements for attendance at meetings outside of Lancashire
- ensuring appropriate and regular refreshments during lengthy meetings/events.

Other reasonable adjustments to meet individuals' needs have included: making documents available in alternative formats, ensuring that meetings are held in accessible accommodation and on appropriate days of the week and suitable times of the day, avoiding religious festivals and ensuring that prayer facilities are available. Health and safety considerations may override reasonable adjustments in some circumstances eg for police officers ensuring personal protective equipment/high visibility clothing is whilst worn on operational duties.

## **Gender Equality Objectives**

The Authority's Gender Equality objectives are to:-

1. have due regard to the gender equality duties when carrying out its business with the purpose of eliminating unlawful discrimination and harassment under the Sex Discrimination Act 1975 and discrimination that is unlawful under the Equal Pay Act 1970; and
2. to maintain strategic oversight of how the Constabulary is meeting the Gender Equalities Duties.

## **Equal Pay**

The Authority initially scheduled a review of pay in 2007/08, but on reflection, decided that it would be better to link into work that the Constabulary are doing on this in respect of police

staff rather than deal with it separately for the Chief Executive's staff. The Constabulary's equal pay review has recently started.

## **Gender Balance**

Following the two most recent staff recruitment processes in early 2007, the staffing establishment in the Chief Executive's office stands at 10 females and 2 males. During a review of the staff structure in 2007/08, changes were made to job roles and titles being mindful of equality considerations, including having posts which would be attractive to both men and women, in the longer term, as and when vacancies arose.

## **Family Friendly Policies, Caring Policies and Work/Life Balance**

The Authority is committed to improving opportunities for staff to achieve the optimum work-life balance. Options available include flexible working patterns, maternity and paternity arrangements, care of dependants of all ages and partners (including same sex partners) adoption leave, part-time working, job share, voluntary reduced hours, career breaks and child care support.

The Authority has approved short and long term flexible working arrangements to enable individual staff members to meet their caring/parental responsibilities, and to assist with return to work following a period of absence. Over the last two years, staff have had greater flexibility and been provided with IT and other equipment to enable them to work from home on a regular basis.

A number of Members also have caring/family responsibilities and consideration is given to the timing of meetings (e.g. avoiding school holidays, where possible). The Members' Allowance Scheme also includes carers'/dependants' allowances, maternity/paternity arrangements and provision for long term sickness absence.

## **Data Protection Issues**

Information will be gathered on a proportionate basis, having regard to the data protection principles. This will be with a view to informing the Authority about progress against its Equality Scheme and Action Plan, in meeting the specific equality duties, and to inform the development of future schemes and action plans.

# **11. Procurement**

The Authority's procurement arrangements are governed by a financial control framework which includes standing orders, financial regulations, scheme of delegation to Chief Officers, financial instructions and manuals of guidance/work procedures. The Chief Constable and Chief Executive have delegated authority to enter into contracts up to a value of £610,000; tenders above that sum require member approval.

All contracts and orders are made in the name of Lancashire Police Authority, although the vast majority of contracts are dealt with by the Constabulary. The Authority has contracts and service level agreements to procure a number of specific services. These are the appointment of Monitoring Officer and Treasurer; accountancy/treasury management/insurance services; distribution of the police authority/constabulary

newspaper to households in the Authority's area; human resources; internal audit; information technology and communications; legal services; media services; public opinion surveys/research; records management; and website maintenance.

Where the contractor is providing services on behalf of the Authority, the obligation to comply with the duty in relation to the function remains with the Police Authority. Where a contractor is carrying out the Authority's function, the Police Authority is responsible for meeting the duty in relation to the procurement process and monitoring the contract; the contractor is bound by the general duty in how it carries out the function.

The tender process includes an equality monitoring questionnaire seeking information about the tenderers' equality and diversity policies and practices and their ability to meet the equality duties in carrying out the Authority's business. Individual medium to long term contracts are monitored on a regular basis through meetings with the Authority and the contractors. Contractual specifications and arrangements are reviewed as they become due for renewal.

The Resources Committee maintains oversight of the Authority's and Constabulary's procurement arrangements.

## 12. Partnerships

The Authority is a statutory partner on the 14 Crime & Disorder Reduction Partnerships in Lancashire and the Safer Lancashire Board. Some members also represent the Authority on other local partnerships. Whilst these Partnerships are not bound collectively by the equality duties, individual partners, such as the Police Authority, still have to comply with the general duty and, where applicable, the specific duties as the work of the Partnership is carried out.

The Authority was instrumental in ensuring that appropriate reference was included in the Terms of Reference of the Safer Lancashire Board to having due regard to its duties under equalities legislation and consider the impact of its work on the diverse communities of Lancashire.

The External Relations Committee maintains oversight of the Authority's and Constabulary's partnership arrangements.

## 13. Complaints

### Role of the Police Authority in respect of complaints

The Authority has a statutory duty to keep itself informed of the working of the Police Complaints procedures and this is done by the Professional Standards Committee. Copies of the relevant committee papers can be found on Lancashire Police Authority [website](#)<sup>7</sup>

The Authority has a complaints procedure which is available on the Authority's [website](#)<sup>8</sup> or which can be sent as hard copy upon application to the Chief Executive at Lancashire Police Authority, PO Box 653, Preston, Lancashire, PR2 2WB or by e-mail to: [info@lpa.lancscc.gov.uk](mailto:info@lpa.lancscc.gov.uk). If you wish to make a complaint about the Police Authority or a

<sup>7</sup> [www.lancspa.gov.uk/lpa/committee/professionalstandards](http://www.lancspa.gov.uk/lpa/committee/professionalstandards)

<sup>8</sup> [www.lancspa.gov.uk/documents/publications/policies](http://www.lancspa.gov.uk/documents/publications/policies)

Member of its staff or member of the Constabulary, you may use one of the methods detailed in [Appendix K](#).

The Authority also has a Whistle-blowing Policy, which exists to cover confidential reporting relating to serious concerns about any aspect of the Authority’s work which are in the public interest. This has been produced for any current staff or members to use, and forms part of the Authority’s Staff Handbook.

In recent years the number of complaints has been very small and it is not possible to identify any trends.

### Monitoring of Public Satisfaction

The Authority carries out numerous public engagement activities. These range from having direct interaction with the public at events such as meetings, stands at supermarkets and stalls at major events such as the Lancashire Show, focus groups, specific questionnaires/surveys, and letters, emails to the Authority. The Authority has found that these activities are ideal for gathering the views of the public as they provide a real snapshot of public experiences.

We also regularly collect information via a Lancashire residents’ panel, Opinion. The panel is recruited to be representative of Lancashire communities and has a membership of just over 4000 residents. Panel members are surveyed 4 times a year and asked questions about their confidence in the police, experience of any contact with the police, and subsequent impact on their confidence and satisfaction with the service. We also seek views on various elements of the policing service – such as awareness of information campaigns, introduction/adaptation of policy. This is an on-going process which is used to highlight trends in public opinion and satisfaction with the level of service received.

The External Relations Committees maintains oversight of public satisfaction.

## 14. Contacts

To request a copy of this scheme in an alternative format please use the Lancashire Police Authority Contact at the top of the table.

| Contact   | Postal address   | Telephone  | Email  |
|---|--|--|--|
| The Lancashire Police Authority Chief Executive | PO Box 653<br>Preston<br>PR2 2WB   | 01772 533587   | <a href="mailto:info@lpa.lancscc.gov.uk">info@lpa.lancscc.gov.uk</a>                                     |
|   |  |  | Website  |
|   |  |  | <a href="http://www.lancspa.gov.uk">www.lancspa.gov.uk</a>   |
| Lancashire Constabulary                         | Headquarters<br>PO Box 77<br>Hutton<br>nr Preston<br>Lancashire<br>PR4 5SB | Enquiries and non-urgent incidents:<br>0845 125 3545<br><br>In genuine emergency:<br>999 | Email (not fully monitored 24/7)   |
|   |  |  | <a href="mailto:lancashirepolice@lancashire.pnn.police.uk">lancashirepolice@lancashire.pnn.police.uk</a> |
|   |  |  | Website<br><a href="http://www.lancashire.police.uk">www.lancashire.police.uk</a>                        |
| Association of Police Authorities (APA)         | 15 Greycoat Place<br>London<br>SW1P 1BN                                    |  | Email  |
|   |  |  | <a href="mailto:apa.info@lga.gov.uk">apa.info@lga.gov.uk</a>   |
|   |  |  | Website<br><a href="http://www.apa.police.uk">www.apa.police.uk</a>                                      |

| Contact  | Postal address   | Telephone   | Email  |
|--|--|---|--|
| Equality Human Rights Commission<br>(Northern Offices) | Arndale House<br>The Arndale<br>Centre<br>Manchester<br>M4 3AQ | Enquiries:<br>0161 829 8100<br><br>Helpline:<br>0845 604 6610 | Email  |
|  |  |   | <a href="mailto:info@equalityhumanrights.com">info@equalityhumanrights.com</a> |
|  |  |   | Website  |
|  |  |   | <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a>   |

## 15. Appendices

- [Appendix A](#) – Lancashire Police Authority Equality Monitoring
- [Appendix B](#) – Equality Legislation Explained
- [Appendix C](#) – Results from Authority Equality Scheme Consultation
- [Appendix D](#) – Results from Constabulary Equality Scheme Consultation
- [Appendix E](#) – Police Authority Equality Action Plan
- [Appendix F](#) – Policy List with Relevance and Timetable for Review
- [Appendix G](#) – Relevance Test – Equality Impact Assessment Screening
- [Appendix H](#) – Full Equality Impact Assessment Template
- [Appendix I](#) – Monitoring of Members, Staff, Applicants and Volunteers
- [Appendix J](#) – Equality Monitoring Questionnaire
- [Appendix K](#) – How to Make a Complaint
- [Appendix L](#) – Ethnic Classifications
- [Appendix M](#) – Glossary of Terms and Acronyms

## Lancashire Police Authority Scrutiny of Lancashire Constabulary Equality Monitoring

| Item Identifier                        |   | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|--|---|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| <b>Constabulary Officers and Staff</b> |   |      |        |            |     |                  |                    |                               |
| 1                                      | Percentage of minority ethnic police officers compared to the overall force strength  | ✓    |        |            |     |                  |                    | 3                             |
| 2                                      | Percentage of police officer recruits from minority ethnic groups compared to the percentage of people from minority ethnic group in the economically active population | ✓    |        |            |     |                  |                    | 3                             |
| 3                                      | Proportion of minority ethnic applicants for the position of police constable   | ✓    |        |            |     |                  |                    | 3                             |
| 4                                      | Percentage of minority ethnic police officers of Inspector rank and above compared to the percentage of all police officers of inspector rank and above.                | ✓    |        |            |     |                  |                    | 3                             |
| 5                                      | Percentage of female Police Officers compared to the overall force strength   |      | ✓      |            |     |                  |                    | 3                             |
| 6                                      | Proportion of female police officer recruits compared to the proportion of females in the economically active population  |      | ✓      |            |     |                  |                    | 3                             |
| 7                                      | The percentage of female police officers of Inspector rank and above compared to the percentage of male police officers of Inspector rank and above                     |      | ✓      |            |     |                  |                    | 3                             |
| 8                                      | Proportion of female applications for the position of police constable  |      | ✓      |            |     |                  |                    | 3                             |
| 9                                      | Percentage of minority ethnic police and community support officer recruits   | ✓    |        |            |     |                  |                    | 3                             |
| 10                                     | Percentage of female police and community support officer recruits  |      | ✓      |            |     |                  |                    | 3                             |
| 11                                     | Percentage of minority ethnic police and community support officers compared to overall police community support officers   | ✓    |        |            |     |                  |                    | 3                             |
| 12                                     | Percentage of female police and community support officers compared to overall police community support officers  |      | ✓      |            |     |                  |                    | 3                             |
| 13                                     | Update on Constabulary's Equality and Diversity matters, including innovation and good practice   | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 3                             |
| 14                                     | Breaking through action plan - recruitment, retention and progression of police officers  | ✓    | ✓      |            |     |                  |                    | 3                             |
| 15                                     | Leavers and reasons for leaving   | ✓    | ✓      |            |     |                  |                    | 3                             |

| Item Identifier |  | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|-----------------|--|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| 16              | Numbers of officers/staff lodging grievances   | ✓    | ✓      |            |     |                  |                    | 3                             |
| 17              | Number of discrimination-related cases reaching Employment Tribunal                                  | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 3                             |
| 18              | Other equality/diversity issues as appropriate   | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | ad hoc                        |
| 19              | The Managing Diversity and Resourcing Priorities in the HR Costed Plan                               | ✓    | ✓      | ✓          |     | ✓                |                    | 6                             |
| 20              | Summary of employment (police officers & staff) and service delivery indicators for the Constabulary | ✓    | ✓      |            |     | ✓                |                    | 12                            |
| 21              | Police Volunteers  | ✓    | ✓      |            | ✓   |                  |                    | 12                            |
| 22              | Police Race and Diversity Learning and Development Programme (PRDLDP)                                | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 3                             |
| 23              | Number of applications for training and development  | ✓    | ✓      |            |     |                  |                    | 6                             |
| 24              | Number of recipients of training and development   | ✓    | ✓      |            |     |                  |                    | 6                             |
| 25              | Recruitment, retention and progression action plan   | ✓    |        |            |     |                  |                    | 6                             |
| 26              | Chief Police Officer applications  | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | ad hoc                        |

## Police Authority Staff

|    |   |   |   |   |   |   |   |    |
|----|---|---|---|---|---|---|---|----|
| 27 | Police Authority staff - number of applicants   | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 12 |
| 28 | Applications for, and take up of, training  | ✓ | ✓ | ✓ | ✓ |   |   | 12 |
| 29 | Applicants for promotion  | ✓ | ✓ |   |   |   |   | 12 |
| 30 | Number of staff involved in grievance or discipline procedures                                    | ✓ | ✓ | ✓ | ✓ |   |   | 12 |
| 31 | Numbers of staff who benefit/suffer disadvantage as a result of performance assessment procedures |   |   |   |   |   |   | 12 |
| 32 | Leavers (resignation, redundancy, retirement)   | ✓ | ✓ | ✓ | ✓ |   |   | 12 |

## Police Authority Members

|    |                                     |   |   |   |   |   |   |    |
|----|-------------------------------------|---|---|---|---|---|---|----|
| 33 | Number of Police Authority members  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 12 |
| 34 | Applications for Independent Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 12 |

| Item Identifier     |  | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|---------------------|--|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| 35                  | Applications for Independent Audit Standards Committee members   | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 12                            |
| <b>Constabulary</b> |  |      |        |            |     |                  |                    |                               |
| 36                  | Update on Constabulary's Equality and Diversity matters, including innovation and good practice  | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 3                             |
| 37                  | Comparison of satisfaction between white users and users from minority (White victims).  | ✓    |        |            |     |                  |                    | 3                             |
| 38                  | Comparison of satisfaction between white users and users from minority (Minority Ethnic victims)   | ✓    |        |            |     |                  |                    | 3                             |
| 39                  | Satisfaction of victims of racist incidents and the overall service provided by the police.  | ✓    |        |            |     |                  |                    | 3                             |
| 40                  | Number of children killed or serious injured in road traffic collisions per 100 million vehicle kilometres travelled.  |      |        |            | ✓   |                  |                    | 3                             |
| 41                  | Percentage of PACE searches which lead to arrest by ethnicity of person searched (White persons).  | ✓    |        |            |     |                  |                    | 3                             |
| 42                  | Percentage of PACE searches which lead to arrest by ethnicity of person searched (Minority Ethnic persons).  | ✓    |        |            |     |                  |                    | 3                             |
| 43                  | Number of 'Assaults with less serious injury' (including racially and religiously aggravated) offences per 1,000 population as a proxy for alcohol related violent offences. | ✓    |        |            |     | ✓                |                    | 3                             |
| 44                  | Sanction detection rate for racially and religiously aggravated crimes.  | ✓    |        |            |     | ✓                |                    | 3                             |
| 45                  | Rate of proven re-offending by adults under Probation supervision  |      |        |            | ✓   |                  |                    | 3                             |
| 46                  | Rate of proven re-offending by young offenders aged 10 to 17   |      |        |            | ✓   |                  |                    | 3                             |
| 47                  | Number of first-time entrants to the Youth Justice System aged 10 to 17  |      |        |            | ✓   |                  |                    | 3                             |
| 48                  | Service delivery (Professional Standards)  | ✓    |        |            |     | ✓                |                    | 3                             |
| 49                  | Number of detainees seen   |      | ✓      |            | ✓   |                  |                    | 3                             |
| 50                  | Complainants   | ✓    |        |            |     |                  |                    | 3                             |
| 51                  | Gender of officer/staff subject of complaint   | ✓    |        |            |     |                  |                    | 3                             |
| 52                  | Scrutiny Plan of Policing Plan   | ✓    | ✓      | ✓          | ✓   | ✓                | ✓                  | 3                             |
| 53                  | Cases of misconduct  | ✓    | ✓      |            |     |                  |                    | 3                             |
| 54                  | Workforce headcount data   | ✓    | ✓      |            |     |                  |                    | 6                             |

| Item Identifier |  | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|-----------------|--|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| 55              | Vetting applications received & finalised          | ✓    | ✓      |            |     |                  |                    | 6                             |
| 56              | Personnel suspended/referred to alternative duties | ✓    | ✓      |            |     |                  |                    | 6                             |

## Police Authority

|    |   |   |   |   |   |   |   |        |
|----|---|---|---|---|---|---|---|--------|
| 57 | Progress Report on the Police Authority's Equality Action Plans           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 12     |
| 58 | Progress in implementing the Community Engagement Strategy                | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 4      |
| 59 | Report from Association Police Authorities Race and Diversity Lead member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 2      |
| 60 | Report from member with Special Interest in Diversity                     | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 6      |
| 61 | Independent custody/animal welfare visitors                               | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 12     |
| 62 | Applications for Independent Misconduct Panel members                     |   |   |   |   |   |   | Ad hoc |

## CONFIDENCE AND EQUALITY MONITORING REPORT 2007/08 Service Delivery Data

|    |  |   |  |  |  |  |  |  |
|----|--|---|--|--|--|--|--|--|
| 63 | Victims of all crime by racial group           | ✓ |  |  |  |  |  |  |
| 64 | Detections of crime by racial group            | ✓ |  |  |  |  |  |  |
| 65 | Detection rates of violence against the person | ✓ |  |  |  |  |  |  |
| 66 | Stop/Search per 1000 population                | ✓ |  |  |  |  |  |  |
| 67 | Stop/Search percentage arrest rate             | ✓ |  |  |  |  |  |  |
| 68 | Stop/Account per 1000 population               | ✓ |  |  |  |  |  |  |
| 69 | Arrest rates                                   | ✓ |  |  |  |  |  |  |
| 70 | Cautioning rates                               | ✓ |  |  |  |  |  |  |
| 71 | Release without charge rates                   | ✓ |  |  |  |  |  |  |
| 72 | Issue of Penalty Notices for Disorder          | ✓ |  |  |  |  |  |  |
| 73 | Satisfaction with service delivery             | ✓ |  |  |  |  |  |  |

| Item Identifier                          |  | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|--|--|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| <b>Racist Incident/Racist Crime Data</b> |  |      |        |            |     |                  |                    |                               |
| 74                                       | Racist incidents recorded and further investigated       | ✓    |        |            |     |                  |                    |                               |
| 75                                       | Detection rates of Racially/Religiously Aggravated Crime | ✓    |        |            |     |                  |                    |                               |
| 76                                       | Satisfaction of victims of racist incidents              | ✓    |        |            |     |                  |                    |                               |
| <b>Vulnerable People</b>                 |  |      |        |            |     |                  |                    |                               |
| 77                                       | Domestic Abuse   | ✓    |        |            |     |                  |                    |                               |
| 78                                       | Honour Based Violence                                    | ✓    |        |            |     |                  |                    |                               |
| <b>Road Traffic Data</b>                 |  |      |        |            |     |                  |                    |                               |
| 79                                       | Breath Tests Administered per 1                          | ✓    |        |            |     |                  |                    |                               |
| 80                                       | Number of HO/RT 1s issued per 1                          | ✓    |        |            |     |                  |                    |                               |
| 81                                       | Endorsable Fixed Penalty Tickets issued per 1            | ✓    |        |            |     |                  |                    |                               |
| <b>EMPLOYMENT DATA</b>                   |  |      |        |            |     |                  |                    |                               |
| <b>Applications for Employment</b>       |  |      |        |            |     |                  |                    |                               |
| 82                                       | Police Officers  | ✓    |        |            |     |                  |                    |                               |
| 83                                       | Special Constables                                       | ✓    |        |            |     |                  |                    |                               |
| 84                                       | Community Support Officers                               | ✓    |        |            |     |                  |                    |                               |
| 85                                       | Communication Operators                                  | ✓    |        |            |     |                  |                    |                               |
| <b>Staff in Post</b>                     |  |      |        |            |     |                  |                    |                               |
| 86                                       | Police Officers - By rank                                | ✓    | ✓      |            |     |                  |                    |                               |
| 87                                       | Police Officers – Specialism                             | ✓    | ✓      |            |     |                  |                    |                               |
| 88                                       | Police Officers – Specialism                             | ✓    | ✓      |            |     |                  |                    |                               |
| 89                                       | Police Staff   | ✓    | ✓      |            |     |                  |                    |                               |

| Item Identifier                               |   | Race | Gender | Disability | Age | Religion /Belief | Sexual Orientation | Monitoring timescale (months) |
|---|---|------|--------|------------|-----|------------------|--------------------|-------------------------------|
| 90  | Police Staff - By Specialism  | ✓    | ✓      |            |     |                  |                    |                               |
| 91  | Police Staff – by Specialism  | ✓    | ✓      |            |     |                  |                    |                               |
| 92  | Special Constables  | ✓    | ✓      |            |     |                  |                    |                               |
| 93  | Volunteers  | ✓    | ✓      |            |     |                  |                    |                               |
| <b>Police Officer Promotions</b>              |   |      |        |            |     |                  |                    |                               |
| 94  | Applications for promotion  | ✓    | ✓      |            |     |                  |                    |                               |
| 95  | Officers promoted   | ✓    | ✓      |            |     |                  |                    |                               |
| <b>Staff involved in grievance procedures</b> |   |      |        |            |     |                  |                    |                               |
| 96  | Number of police officers/police staff who have raised a formal grievance | ✓    |        |            |     |                  |                    |                               |

## Equality Legislation Explained<sup>9</sup>

### Disability

The main statute is the Disability Discrimination Act 1995. The Disability Discrimination Act 2005 has amended the 1995 Act and is supplemented by the Disability Discrimination (Public Authorities) (Statutory Duties) Regulation 2005 SI No.2966.

There is a range of legislation which imposes both general and specific duties on police authorities. The General Duty set out in s49A of the Disability Discrimination Act 1995 applies to all public authorities. The duty requires that the police authority shall, in carrying out its functions, have due regard to the need to:

- promote equality of opportunity between disabled persons and other persons
- eliminate discrimination that is unlawful under the Disability Discrimination Act 1995
- eliminate harassment of disabled persons that is related to their disabilities
- promote positive attitudes towards disabled persons
- encourage participation by disabled persons in public life, and
- take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

The specific duties require the police authority to:

- publish a Disability Equality Scheme (DES) demonstrating how it intends to fulfil its general and specific duties, and
- have involved disabled people in the development of the DES.

Our DES has been developed in accordance with these statutory requirements and is incorporated in this equality scheme.

### Gender and gender identity

Discrimination on the grounds of someone's gender in employment and the provision of goods, facilities and services has long been prohibited under the Sex Discrimination Act 1975 and the Sex Discrimination Act 1998. There are general and specific duties imposed as a result of these pieces of legislation. The general gender equality duty will require police authorities to have due regard to:

- eliminate unlawful discrimination; and to
- promote equality of opportunity between men and women and take active steps to promote gender equality (including equal pay) when carrying out functions and activities

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<sup>9</sup> Thanks to the London Probation Service. This explanation of the legislation is based on that found on their website.

- The specific duties which include:
- publish a gender equality scheme in consultation with employees and stakeholders
- set out its overall objectives for gender equality
- conduct and publish impact assessments on new functions/policies, and
- review progress within three years of publication and publish a revised scheme.

The Equal Pay Act 1970 made discrimination in pay unlawful. The Gender Recognition Act 2004 made it unlawful to discriminate on the grounds that a person has undergone or is undergoing gender reassignment. The Equality Act 2006 introduces a positive duty on public authorities to promote gender equality in undertaking their key functions, including equal pay.

## **Race**

The Race Relations (Amendment) Act 2000 amended the Race Relations Act 1976 to include a duty to promote race equality. It contains both general and specific duties. The general race equality duty requires the police authority to have due regard to the need to:

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

In addition there is a specific duty imposed on the Authority to publish a Race Equality Scheme which sets out how it intends to meet the general duty and to review the scheme every three years.

The Act also places specific duties on public bodies to:

- assess and consult on the likely impact of proposed policies for promoting race equality
- monitor policies for any adverse impact on promoting race equality
- publish the results of assessments, consultation and monitoring
- ensure public access to information and services we provide, and
- train staff on the duty to promote race equality.

There is a specific duty to carry out ethnic monitoring in employment of:

- staff in post
- applicants for employment, training and promotion
- staff receiving training
- staff who benefit from or who suffer detriment from performance assessment
- staff involved in grievance procedures
- staff subject to disciplinary procedures, and
- staff leaving employment.

## **Religion or belief**

The Equality in Employment Regulations (Religion or Belief) came into force in December 2003 and applies to vocational training and all aspects of employment, including recruitment, terms and conditions, promotions, transfers, dismissals and training. They make it unlawful for the Authority to discriminate directly or indirectly against anyone on

grounds of religion or belief/non-belief, to subject them to harassment or to victimise them because they have made or intend to make a complaint or allegation or intend to give evidence to a complaint of discrimination or discriminate or harass someone in certain circumstances after they have ceased to be employed.

Section 46 of the Equality Act 2006 makes it unlawful for a public authority involved in providing goods, facilities or services to discriminate on grounds of religion or belief/non-belief by:

- refusing to provide a person or a section of the public to which that person belongs with goods, facilities or services if they would normally do so, or
- providing goods, facilities or services of an inferior quality rather than those that would normally be provided, or in a less favourable manner (for example hostile or less courteous) or on less favourable terms than would normally be the case.

## **Sexual orientation**

The Equality in Employment (Sexual Orientation) Regulations came into force in December 2003 and applies to vocational training and all aspects of employment, including recruitment, terms and conditions, promotions, transfers, dismissals and training. They make it unlawful to discriminate directly or indirectly against anyone on grounds of sexual orientation, to subject them to harassment or to victimise them because they have made or intend to make a complaint or allegation or intend to give evidence to a complaint of discrimination or discriminate or harass someone in certain circumstances after they have ceased to be employed.

The Equality Act (Sexual Orientation) Regulations 2007, enabled by s.81 of the Equality Act 2006, makes it unlawful for a public authority involved in providing goods, facilities or services to discriminate on grounds of sexual orientation by:

- refusing to provide a person or a section of the public to which that person belongs with goods, facilities or services if they would normally do so, or
- providing goods, facilities or services of an inferior quality rather than those that would normally be provided, or in a less favourable manner (for example hostile or less courteous) or on less favourable terms than would normally be the case.

## **Age**

The Employment Equality (Age) Regulations made it unlawful from October 2006 prohibit unjustified direct and indirect age discrimination, and all harassment and victimisation on grounds of age, of people of any age, young or old; and if have made or intend to make a complaint or allegation or intend to give evidence to a complaint of discrimination or discriminate or harass someone in certain circumstances after they have ceased to be employed.

The regulations:

- ban age discrimination in terms of recruitment, promotion and training
- ban unjustified retirement ages of below 65
- remove the current age limit for unfair dismissal and redundancy rights.

The regulations introduce:

- a right for employees to request working beyond retirement age and a duty on employers to consider that request
- a new requirement for employers to give at least six months' notice to employees about their intended retirement date so that individuals can plan better for retirement, and be confident that "retirement" is not being used as cover for unfair dismissal.

#### The regulations:

- remove the upper age limit for unfair dismissal and redundancy rights, giving older workers the same rights to claim unfair dismissal or receive a redundancy payment as younger workers, unless there is a genuine retirement
- allow pay and non-pay benefits to continue which depend on length of service requirements of 5 years or less or which recognise and reward loyalty and experience and motivate staff
- remove the age limits for Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay and Statutory Paternity Pay, so that the legislation for all four statutory payments applies in exactly the same way to all
- remove the lower and upper age limits in the statutory redundancy scheme, but leave the current age-banded system in place
- provide exemptions for many age-based rules in occupational pension schemes.

#### Relevant Legislation:

- Sex Discrimination Act 1975 as amended
- Race Relations Act 1976 as amended
- Welsh Language Act 1993 (where relevant)
- Disability Discrimination Act 1995 as amended
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part Time Workers (Less Favourable Treatment) Regulation 2000
- Employment Act 2002
- Police and Justice Act 2006
- Human Rights Act 1998
- Employment Equality (Age) Regulations 2000
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003



## Results from LPA Equality Scheme Consultation 2009

The Authority consulted with Constabulary, Constabulary staff side representatives, Independent Advisory Group members and Police Authority Members via bespoke questionnaires and Authority staff via a half day consultation workshop.

### Summary of Key findings:

Overall the main theme emerging from the consultation is the Authority and Constabulary should increasingly have regard to all six equality strands (age, disability, gender (including transgender), race, religion and belief and sexual orientation) in carrying out their business.

### 1. Employment targets

#### a) Indicators and targets

All consultees were asked for their views about the setting employment targets, which the Authority would be required to do, for the first time, for 2009/10, following local consultation. (Previously employment targets have been set nationally.) The top two suggestions which appeared most consistently across the consultees were to:

1. continue to focus on the recruitment, retention and progression of Black and Minority Ethnic (BME) and female police officers, including progression to specialist posts; and
2. widen out the focus of monitoring to all six equality strands.

There were a number of suggestions received about progression and monitoring of specific minority groups (e.g. disabled officers, officers from minority groups in higher ranks and in specialist posts, transgender). Nearly all of these can be encompassed within the top two suggestions; other comments are set out below.

#### b) Other comments on employment matters

**Constabulary (Human Resources, Diversity, Training):** We are still of the opinion that focusing on BME and Female, and specifically police officers remains the priority. We recognise the importance of other strands, but we know that there can be a danger of establishing indicators/ targets which may be achieved but actually achieve very little. As HRS2 is developed to its potential, the Constabulary's ability to capture, and monitor, across other strands will become more tangible.

**Constabulary Staff side:** (3 responses received). Look at equal pay (gender). Targeting all groups will avoid resentment and segregation and feeling under valued, and will create a feeling of unity. Setting targets where there are small numbers can be difficult e.g. specialist posts. Turnover in specialist posts is slow so it can be difficult to create opportunities for staff from minority groups to move to such posts. A move of a minority

officer from a specialist to a generalist post would impact negatively on the specialist target, whilst being positive in terms of progression. Existing targets for recruitment should remain. We can, however, monitor all these areas and Divisional Commanders and Heads of Departments should have a good understanding of their workforce make up and evidence (via Quarterly Performance Reviews) what they are doing to promote a more diverse workforce.

**IAG members:** (3 responses received): Encourage flexible and part time working. Encourage minority representation in senior and specialist roles. Monitor police officers and staff.

**LPA Members:** (3 responses received): Compare with other public sector organisations and other police forces.

**LPA staff** (14 staff involved): The Authority should monitor police staff not just police officers.

## 2. Other matters

The consultees were then asked a series of tailored questions relating to the Authority and Constabulary implementing the equality duties, the Authority's oversight of the Constabulary and seeking suggestions on improvements that could be made.

### Constabulary

**Equality Impact Assessment (EIA):** All policies are formally reviewed and assessed at creation, and on a regular basis thereafter. The Policing Plan identifies priorities, and policies, processes, and procedures assist in the delivery of those priorities. The Confidence and Equality Board is the appropriate vehicle for the Authority to have scrutiny of Constabulary EIA processes.

**Internal Hate crime:** The Constabulary has an internal Hate Crime Policy and monitors the use of the Grievance Resolution Procedure.

**Equal pay:** A Job Evaluation Scheme exists. The setting of starting salaries is undertaken centrally to ensure consistency (approval is from the Head of HR). Plans are in hand to consider an Equal Pay Review – preparation and initial considerations have started.

**Awards and commendations:** The ownership for Awards and Commendations has changed recently. It will be necessary to consider the monitoring arrangements.

**Provision of diversity training of officers and staff to NOS AA1:** There is assessment of all staff against the Equality and Diversity Standards with priority staff assessed against NOS AA1.

### Constabulary staff side

All respondents indicated that they were confident in raising issues at the Staff Consultative Forum and that these were dealt with appropriately.

A number of comments and suggestions were made:

- Some staff members are still reluctant to report incidents of victimisation, discrimination harassment and hate crime. Fear of any adverse impact on their careers or fear of victimisation from peers was cited as the main reasons.
- The Staff Consultative Forum should monitor employment tribunals, grievances, misconduct investigations, exit interviews conducted, lessons learnt & how they are being implemented. There should be a debrief following each incident, involving appropriate staff associations/ support networks, lessons learnt, if any, and an agreed way forward on how they are to be implemented. Different divisions deal with discrimination matters in different ways; there is no continuity. There are good examples where incidents have been 'nipped in the bud' by individual line managers, but this depends on whether the line manager has the confidence and ability to deal with those issues.
- Further training of middle management in dealing with equality issues would help.

### **IAG members**

- Officers, staff and new recruits should undergo cultural awareness training, including awareness of different religions.
- The Authority membership should include representatives from the BME community.
- Some contacts for diversity training were provided.

### **LPA Members**

Support was expressed for a suggestion to explore with the Authority's Independent Member Selection Panel Members whether they would be willing to be involved in future appointments of Independent Audit and Standards Committee Members, Chief Executive and Treasurer.

**Support to Members, LPA Staff, ICVs, Constabulary Police Staff and the public.** More policy briefings and exchanges with members in other NW authorities were suggested. More LPA staff are needed and better working conditions. Assign one staff member to support each new LPA member – it is difficult at first to know who is responsible for what.

**Partnership working:** Brief Members on the roles and expectations of Members on outside bodies

**Community engagement:** The Authority should engage with as many people as possible across all strands. It should not prioritise particular groups.

**Training:** Should cover all six equality strands.

**Performance Scrutiny:** The Authority and Constabulary should cover all six equality strands, not just gender and race.

### **LPA staff**

Staff fed in their views about equality monitoring, functions and policies in support of the preparation of the Equality Scheme.

Views received on other matters:

- The Authority should be openly involved in the Constabulary Staff Surveys and their results, e.g. recruitment, progression.
- Employ a policy officer to support the Authority in meeting the equality duties.
- Training was sought on Lancashire's diverse cultures, customs and practices and different people's views on the police service. Specific suggestions included Eastern European and Black Afro Caribbean cultures, Islam, Gypsy/Travellers, older people, understanding barriers faced by people with disabilities, understanding how mental health can manifest in behaviours (e.g. in complainants).

GOV/CMD

11 February 2009



## Constabulary Equality Scheme Consultation Events

A vast amount of information was forthcoming and this is presented below in summarised note format. These are some of the main issues raised during the consultation processes undertaken during October and November 2008:

### Communication

- Poor communication between departments
- More sharing of best practice between forces and other organisations
- Improve management of expectations
- More variety in the methods of engagement is required
- Beware of 'consultation fatigue'
- An increase in the number and variety of surgeries held out in the community
- Longer tenure of posts for community officers to build trust and meaningful relationships
- More positive use of the media to highlight good practice and work to reduce the fear of crime
- Recontact – victims need to be kept informed

### Training

- There is a need for more wide-ranging diversity training
- Some diversity training should be conducted in partnership with other public sector services

### Access to Service

- Share skills database with other public sector organisations
- Appropriate adaptation of the format and language of publications to suit differing communities
- Improved third party reporting mechanisms

### Recruitment / Retention

- More imaginative advertising and marketing
- Clear messages that opportunities are available to all
- Actively evidence awareness of cultural issues and understanding
- Travellers are excluded from employment opportunities
- Publicise the employment of employees from minority groups

## Equality Action Plan April 2009 – March 2010

| Action  | Intended Outcome  | Relevance to Diversity strands | Lead Officer                         | Proposed Timescale for Completion |
|---|---|--------------------------------|--------------------------------------|-----------------------------------|
| <b>Function: Human Resources/Employment</b>   |   |                                |                                      |                                   |
| Complete the review of Authority and Constabulary human resources policies and procedures   | To align the Authority's human resources policies and procedures as closely as possible to the Constabulary's policies and procedures.                | All diversity strands          | Resources Manager                    | July 2009                         |
| Encourage applications from men for all staff vacancies in the Chief Executive's office   | Greater numbers of men apply for Authority vacancies.<br><br>In the longer term, to achieve a more equally balanced male: female ratio in the office. | Gender                         | Resources Manager                    | March 2010                        |
| To provide the County Council with information about the Authority and its membership which will support the Council's considerations when making appointments to the Joint Committee of Relevant Councils (whose members are then appointed to the Police Authority) | An appropriate skill and diversity mix amongst the councillor membership on the Police Authority  | All diversity strands          | Policy and Performance Officer (SLP) | May 2009                          |
| To deliver induction diversity training for new members and staff   | Members and staff are aware of the equality duties and are able to have due regard to them when carrying out Police Authority business.               | All diversity strands          | Deputy Chief Executive               | March 2010                        |
| To deliver refresher diversity training for members and staff who have received induction diversity training  |   |                                |                                      |                                   |
| Submit the annual employment monitoring data for the Chief Executive's Office for 2008/09 to the Human Resources Committee  | Authority maintains oversight of employment in the Chief Executive's office and identifies areas for further action as necessary.                     | All diversity strands          | Deputy Chief Executive               | July 2009                         |
| Explore with the Authority's Independent Member Selection Panel Members their possible involvement in future appointments of Independent Audit and Standards Committee Members, Chief Executive and Treasurer, and make arrangements as appropriate.                  | Encourage independent community involvement in the Authority's Selection processes<br><br>Ensure a fair and open recruitment process                  | All diversity strands          | Policy and Performance Officer (SLP) | July 2009                         |

| Action   | Intended Outcome  | Relevance to Diversity strands   | Lead Officer                   | Proposed Timescale for Completion |
|--|---|----------------------------------|--------------------------------|-----------------------------------|
| Briefings to be given to Custody Visitors on mental health issues and on drugs and alcohol matters.  | Awareness of the effects of drugs and alcohol on detainees' health and behaviour in custody<br>Awareness of the behaviours that can be displayed by detainees who have mental health disabilities   | Disability/All Diversity Strands | Volunteer Scheme Co-ordinator  | May 2009                          |
| <b>Function: Community Engagement</b>  |   |                                  |                                |                                   |
| Target the recruitment of disabled people onto our community review panels.                          | Ensure that disabled people have a voice in support of the Authority's work on an ongoing basis   | Disability                       | Deputy Chief Executive DCE/HCE | March 2010                        |
| To publish the ACE (Accessible Communications for Everyone) Newsletter                               | Use ACE as a recruitment vehicle for community review panels as well as to maintain contact with our consultees and encourage greater involvement in the work of the Authority/Constabulary   | Disability                       | Head of Community Engagement   | October 2009                      |
| Review the Authority's arrangements for involving the community in monitoring stop and search data   | Strengthen the Authority's dialogue with community members about the use of stop and search by the Constabulary.<br>Gain a greater understanding of the impact of stop and search on community members<br>Build trust and confidence in the community | Race, age                        | Head of Community Engagement   | October 2009                      |
| <b>Function: Impact Assessment</b>   |   |                                  |                                |                                   |
| Provide training for lead officers on the revised equality impact assessment procedures              | Lead Officers understand the new procedures and are able to apply them  | All diversity strands            | Deputy Chief Executive         | July 2009                         |
| Roll out revised equality impact assessment procedures, including reporting arrangements             | New procedures are implemented<br>Policies are reviewed and amended where appropriate to ensure compliance with the equality duties   | All diversity strands            | Deputy Chief Executive         | July 2009                         |
| Establish arrangements for the oversight of the Constabulary's equality impact assessment processes. | The Authority has oversight of the Constabulary's impact assessment processes in compliance with the APA equality standard for police authorities   | All diversity strands            | Deputy Chief Executive         | July 2009                         |

| Action  | Intended Outcome   | Relevance to Diversity strands | Lead Officer                                   | Proposed Timescale for Completion |
|---|--|--------------------------------|--|-----------------------------------|
| Explore good practice in police authorities and other public organisations in the assessment of the potential impact on equality and diversity of their committee reports | Consideration is given to the establishment of appropriate arrangements, in line with the APA equality standard for police authorities, that all reports prepared for Authority meetings are assessed for potential impact on equality and diversity                               | All diversity strands          | Deputy Chief Executive                         | March 2010                        |
| <b>Function: Performance Scrutiny</b>   |  |                                |  |                                   |
| Establish arrangements for Authority oversight of the Constabulary's involvement of disabled people in advising on new capital projects and ongoing estates maintenance   | Annual report to Resources Committee commencing May 2009<br><br>Reports on all new capital projects to include information about the involvement of disabled people in advising the Constabulary, the outcomes of the consultation and action taken as a result of advice received | Disability                     | Deputy Chief Executive/Committee Administrator | May 2009<br><br>Ongoing           |
| Explore with the Constabulary arrangements to involve the Authority in future Constabulary staff/cultural surveys   | The Authority is involved in the planning and evaluation of staff/cultural surveys and monitors the implementation of recommendations in compliance with the APA equality standard for police authorities  | All diversity strands          | Deputy Chief Executive                         | July 2009                         |
| Review the employment monitoring undertaken by the Human Resources Committee  | The Authority is able to monitor progress in relation to current issues and priorities   | All diversity strands          | Deputy Chief Executive                         | June 2009                         |
| Submit the annual employment monitoring and services delivery data for the Constabulary for 2008/09 to the Human Resources Committee                                      | Confidence and Equality monitoring report is presented to the Committee enabling the Authority to have oversight of Constabulary current position in employment and service delivery and areas for improvement   | Race and gender for 2008/09    | Deputy Chief Executive                         | July 2009                         |

## Lancashire Police Authority Current Policies Relevant to the Equality Duties

The Authority's policies are shown below with the timescale for the next review. Some policies have yet to be equality impact assessed (denoted by TBA).

|  | Diversity strand/s (TBA - to be assessed) | Lead Officer    | Review in 2009/10 | Review in 2010/11 | Review in 2011/12 |
|--|---|-----------------|-------------------|-------------------|-------------------|
| <b>Professional Standards and Complaints</b>           |   |                 |                   |                   |                   |
| Complaints procedure                                   | TBA                                       | DCE/CA          | X                 |                   |                   |
| Draft Vexatious Complaints Policy                      |   |                 | X                 |                   |                   |
| <a href="#">Anti-Fraud and Corruption Policy</a>       |   |                 | X                 |                   |                   |
| <b>Governance</b>                                      |   |                 |                   |                   |                   |
| Local Code of Corporate Governance                     | TBA                                       | PPO (SLP)       |                   |                   | X                 |
| Annual Governance Statement                            |   |                 | X                 | X                 | X                 |
| <a href="#">Scheme of Delegation to Chief Officers</a> |   | MO              | X                 |                   |                   |
| Risk Policy and Strategy                               |   | PPO (BAW & SLP) | X                 |                   |                   |
| <b>Equality and Human Rights</b>                       |   |                 |                   |                   |                   |
| Equality Scheme  | ALL                                       | DCE             |                   |                   | X                 |
| APA Human Rights Guidance to be considered             | ALL                                       | MO/DCE          | X                 |                   |                   |
| <b>Finance</b>   |   |                 |                   |                   |                   |
| Financial Regulations                                  | TBA                                       | MO/T            | X                 |                   |                   |
| <a href="#">Reserves policy</a>                        | TBA                                       | CA/T            | X                 |                   |                   |
| <b>Employment/Human Resources *</b>                    |   |                 |                   |                   |                   |
| Anti discrimination Code of Conduct                    | TBA                                       | RM              | X                 |                   |                   |
| Attendance Policy                                      |   |                 |                   |                   |                   |
| Capability Procedure                                   |   |                 |                   |                   |                   |
| Code of Conduct  |   |                 |                   |                   |                   |
| Disciplinary Procedure                                 |   |                 |                   |                   |                   |
| Equal Opportunities Policy                             |   |                 |                   |                   |                   |
| Grievance Resolution Procedure                         |   |                 |                   |                   |                   |
| Health and Safety Policy                               |   |                 |                   |                   |                   |
| Induction Procedure                                    |   |                 |                   |                   |                   |
| No Smoking Policy                                      |   |                 |                   |                   |                   |
| Special Leave  |   |                 |                   |                   |                   |
| Termination of Appointment Procedure                   |   |                 |                   |                   |                   |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Unacceptable Repeated Absence Due to Sickness Policy |  |  |  |  |  |
| Whistle Blowing Policy                               |  |  |  |  |  |

|  |                  |           |  |  |   |
|--|------------------|-----------|--|--|---|
| <b>Members</b>   |                  |           |  |  |   |
| <a href="#">Members' Allowance Scheme</a>  | TBA              | PPO (SLP) |  |  | X |
| <a href="#">Members' Code of Conduct</a>   |                  |           |  |  | X |
| Local Determination procedures for Member Misconduct and related protocols on confidentiality and notification |                  |           |  |  | X |
| Complaints Form  | Disability, Race |           |  |  | X |

|  |                  |            |   |   |   |
|--|------------------|------------|---|---|---|
| <b>Information Services and Access to meetings</b> |                  |            |   |   |   |
| <a href="#">FOI Publication Scheme</a>             | Disability, Race | PPO (BAW)* | X | X | X |
| Data Protection Policy                             | ALL              |            |   |   |   |
| Information Security Policy                        | TBA              | RM         | X |   |   |
| Records Retention Policy                           |                  | RM         | X |   |   |
| Destruction and Archive Policy                     |                  | RM         | X |   |   |

|   |     |           |   |   |   |
|---|-----|-----------|---|---|---|
| <b>Scrutiny/Performance</b>                 |     |           |   |   |   |
| Annual Policing Plan                        | ALL | PPO (BAW) | X | X | X |
| Annual Human Resources Plan                 |     | DCE       | X | X | X |
| Annual Learning and Development Plan        |     | CA        | X | X | X |
| <a href="#">ICV Guidance and Procedures</a> |     |           |   |   |   |

|   |     |  |   |  |   |
|---|-----|--|---|--|---|
| <b>Community Engagement/Consultation</b>      |     |  |   |  |   |
| <a href="#">Community Engagement Strategy</a> | ALL |  |   |  | X |
| Stop and Search Policy                        |     |  | X |  |   |

|  |     |  |  |  |   |
|--|-----|--|--|--|---|
| <b>Partnerships</b>  |     |  |  |  |   |
| Partnerships Policy (within the Community Engagement Strategy) | ALL |  |  |  | X |

|   |     |  |   |  |  |
|---|-----|--|---|--|--|
| <b>Procurement</b>                                    |     |  |   |  |  |
| <a href="#">Standing Orders relating to Contracts</a> | TBA |  | X |  |  |

\* Following the review in 2009, it is expected that future work on Human Resources Policing will be linked into and led by the Constabulary's review framework.

## Lead Officers

CA – Committee Administrator  
DCE – Deputy Chief Executive  
MO – Monitoring Officer  
PPO – Policy and Performance Officer  
RM – Resources Manager  
T – Treasurer



## Relevance Test – Equality Impact Screening

\*Delete the answers below as appropriate.

|   |   |  |                 |
|---|---|--|-----------------|
| 1   | Name of Policy  | <b>Overtyping name here</b>  |                 |
| 2   | In brief, what are the main aims and objectives of the policy?  |  |                 |
| <b>Overtyping your answer here</b>  |   |  |                 |
| 3   | This policy is ...  | New*<br>A significant change to an existing policy*<br>A routine review of an existing policy*   |                 |
| 4   | Who is affected by this policy?   | LPA members*<br>LPA staff*<br>Independent custody visitors*<br>Police officers*<br>Police staff*<br>Community of Lancashire*<br>Specific community groups*<br>Other, please state* |                 |
| 5   | Is the policy likely to have a positive impact on any of those affected because of their age, race, gender, sexual orientation or religion & belief, or because they have a disability?                     | <b>Yes/No*</b>   | <b>Comments</b> |
| 6   | Is the policy likely to have a potential or actual negative impact on any of those affected because of their age, race, gender, sexual orientation or religion & belief, or because they have a disability? | <b>Yes/No*</b>   | <b>Comments</b> |
| <b>If the answer to questions 5 AND 6 is 'NO' then the policy is not relevant to equality. You should sign the screening form. The form should be reviewed by the Deputy Chief Executive/Chief Executive and retained by the Deputy Chief Executive. If the answer to question 5 OR 6 is 'YES' then the policy is relevant to equality and you must carry out a Full Impact Assessment.</b> |   |  |                 |
| Is this policy going to be subject of a Full Impact Assessment?<br>(If 'Yes' then attach this form to the back of the Full Impact Assessment template)  |   |  | <b>Yes/No*</b>  |
| <b>Relevance assessment carried out by:</b>   | Print name  | Signed   |                 |
|   | Position  | Date   |                 |
| <b>Relevance assessment reviewed by:</b>  | Print name  | Signed   |                 |
|   | Position  | Date   |                 |



## Full Equality Impact Assessment

|  |                     |
|--|---------------------|
| <b>Name of policy:</b>   | <b>Overtyp here</b> |
| <p>A full equality impact assessment should be carried out as part of the development of <b>all new</b> Authority policies. It should also be completed for any <b>existing</b> policies when determined by the Initial EIA Screening process.</p> <p>The purpose of the Assessment is to help:</p> <p>a) ensure that those groups affected by the policy are not unlawfully discriminated against;<br/> b) provide a better service which meets the different users' needs;<br/> c) identify where the Authority can promote equality for disadvantaged/under-represented groups;<br/> d) identify where the Authority can promote good relations between different groups; and<br/> e) put people at the heart of policy development and review.</p> |                     |

| <b>1. Information Gathering</b>   |                             |                             |                   |
|---|-----------------------------|-----------------------------|-------------------|
| Review the completed Equality Impact Screening Form and then work through the following questions.  |                             |                             |                   |
| What information is already available which will help you assess the impact of the policy on the affected groups? (e.g. monitoring data, consultation feedback, service user feedback, complaints, audit/inspection reports, staff surveys, contract monitoring reports, committee reports, population data)  |                             |                             |                   |
| Overtyp here  |                             |                             |                   |
| <b>2. Assessing the likely impact</b>   |                             |                             |                   |
| a) From the information available, state whether the policy will have a positive or negative impact on the groups affected (e.g. could there be barriers to access due to the first language of the service users, could some service users have different needs such as access to documents in alternative formats, is there under-representation of some groups?) |                             |                             |                   |
| b) Is the policy likely to be of high, medium, or low relevance to the users?   |                             |                             |                   |
| Diversity strand  | Positive Impact on group:   | Negative Impact on group:   | Evidence/Comments |
|   | High/ Medium/ Low relevance | High/ Medium/ Low relevance |                   |
| Age   |                             |                             |                   |
| Disability  |                             |                             |                   |
| Gender  |                             |                             |                   |
| Race  |                             |                             |                   |
| Religion/belief   |                             |                             |                   |
| Sexual Orientation  |                             |                             |                   |

|   |   |
|---|---|
| <b>3. Consultation</b>  |   |
| Is any further information needed to fully assess the impact on any groups?   |   |
| Overtyping here   |   |
| Who are you going to consult about what the policy is trying to achieve and the issues identified in sections 1 and 2 above? (Consultation needs to be proportionate to the relevance of the policy to those affected. Concentrate on what the policy is trying to achieve. Focus on identifying and filling gaps for service users/tackling under-representation and achieving practical outcomes) |   |
| Groups to be consulted (e.g. community groups/contacts, unions, staff, members, Opinion Panel Members)  | Consultation method (e.g. email/telephone request, letter, survey, focus group, one to one meeting) |
|   |   |
|   |   |

**Summary of findings and conclusions**

|  |
|--|
| What are the findings from the consultation?                                       |
| Overtyping here  |
| What conclusions have been reached as a result of the assessment and consultation? |
| Overtyping here  |

**Action**

|   |                |             |                         |
|---|----------------|-------------|-------------------------|
| Action needs to be proportionate to the relevance of the policy for the people affected.  |                |             |                         |
| As a result of the assessment and consultation, what modifications/alternative/additional measures will be introduced to the way the policy is implemented/the way the service is provided to   |                |             |                         |
| <ul style="list-style-type: none"> <li>a) ensure that those groups affected by the policy are not unlawfully discriminated against;</li> <li>b) provide a better service which meets the service different users' needs;</li> <li>c) promote equality for disadvantaged/under-represented groups;</li> <li>d) promote good relations between different groups?</li> </ul> |                |             |                         |
| <b>Action</b>   | <b>By whom</b> | <b>When</b> | <b>Diversity Strand</b> |
|   |                |             |                         |
|   |                |             |                         |
| What changes to the policy document/supporting procedures will be made as a result of the consultation? (Note: If the revised policy will have some adverse impact upon any group, this statement should include justification for the implementation.)   |                |             |                         |
| Overtyping here   |                |             |                         |

## Monitoring

| How will implementation of the policy be monitored? |         |      |
|---|---------|------|
| What  | By whom | When |
|   |         |      |

## Reporting back

| Explain how you have fed back to those consulted                   |                        |               |
|--|------------------------|---------------|
| Group  | How feedback was given | Date provided |
|  |                        |               |
|  |                        |               |
| Date assessment appended to the Equality Scheme on the LPA website |                        |               |
| Date assessment reported to Human Resources Committee              |                        |               |
| Date for policy review (maximum three years)                       |                        |               |

## Signing off the Assessment

|                                   |            |        |
|-----------------------------------|------------|--------|
| <b>Assessment carried out by:</b> | Print name | Signed |
|                                   | Position   | Date   |
| <b>Assessment reviewed by:</b>    | Print name | Signed |
|                                   | Position   | Date   |



## Monitoring of Members, Staff, Applicants and Volunteers

### MEMBERS 2007/2008

| MEMBERS IN POST AT 31 MARCH 2008 |        |        |                    |            |     |              |    |             |            |
|----------------------------------|--------|--------|--------------------|------------|-----|--------------|----|-------------|------------|
| RACE                             |        |        |                    |            |     |              |    |             |            |
| White                            |        | Indian |                    | Pakistani  |     | Not stated   |    |             |            |
| 9                                |        | 1      |                    | 1          |     | 6            |    |             |            |
| GENDER                           |        |        |                    |            |     |              |    |             |            |
| GENDER                           |        | AGE    |                    |            |     | DISABILITY   |    |             |            |
| Male                             | Female | <25    | 26-40              | 41-55      | >55 | Yes          | No | Not stated  |            |
| 11                               | 6      | 0      | 1                  | 7          | 9   | 1            | 9  | 7           |            |
| RELIGION/BELIEF                  |        |        |                    |            |     |              |    |             |            |
| RELIGION/BELIEF                  |        |        | SEXUAL ORIENTATION |            |     |              |    |             |            |
| Christian                        |        | Muslim |                    | Not Stated |     | Heterosexual |    | Gay/Lesbian | Not Stated |
| 7                                |        | 2      |                    | 8          |     | 9            |    | 1           | 7          |

### STAFF IN POST 2007/2008

| STAFF IN POST DURING 2007/08 |        |            |                    |              |     |            |    |            |
|------------------------------|--------|------------|--------------------|--------------|-----|------------|----|------------|
| RACE                         |        |            |                    |              |     |            |    |            |
| White                        |        | Asian      |                    | Black        |     | Chinese    |    | Not stated |
| 12                           |        | 0          |                    | 1            |     | 0          |    | 0          |
| GENDER                       |        |            |                    |              |     |            |    |            |
| GENDER                       |        | AGE        |                    |              |     | DISABILITY |    |            |
| Male                         | Female | <25        | 26-40              | 41-55        | >55 | YES        | NO | Not stated |
| 2                            | 10     | 1          | 4                  | 7            | 0   | 1          | 10 | 1          |
| RELIGION/BELIEF              |        |            |                    |              |     |            |    |            |
| RELIGION/BELIEF              |        |            | SEXUAL ORIENTATION |              |     |            |    |            |
| Christian                    |        | Not stated |                    | Heterosexual |     | Not stated |    |            |
| 11                           |        | 1          |                    | 10           |     | 2          |    |            |

## Applicants for employment

There were no staff vacancies for permanent positions during the year. The Authority approved a management appointment to the temporary role of Interim Treasurer.

## Applicants for promotion

The opportunities for internal promotion are extremely limited within the Chief Executive's office. During 2007/08, more formalised links were established between the Authority and Constabulary so that staff in the Chief Executive's office now have access to internal Constabulary police staff vacancies.

A review of the Staff Structure was undertaken in 2007/08. As part of this, one white female of staff was offered and took up promotion and three white female members of staff were offered and took up the opportunity to slot into posts that were either of a higher grade or had the option to progress to a higher grade.

## Benefit/suffer disadvantage as a result of performance assessment procedures

The performance and development review process is not linked to any form of performance related payments.

## Grievance/disciplinary procedures

No members of staff were involved in grievance procedures during the year, nor did any staff have disciplinary procedures invoked against them.

## Leavers

No staff ended their employment with the Authority during 2007/08.

## INDEPENDENT CUSTODY & ANIMAL WELFARE VISITORS 2007/2008

| NUMBER OF ICVs AT 31 MARCH 2008 |        |            |           |            |                    |               |              |            |            |
|---------------------------------|--------|------------|-----------|------------|--------------------|---------------|--------------|------------|------------|
| RACE                            |        |            |           |            |                    |               |              |            |            |
| White                           |        | Indian     |           |            | Pakistani          |               | Not stated   |            |            |
| 49                              |        | 3          |           |            | 1                  |               | 0            |            |            |
| GENDER                          |        |            |           |            |                    |               |              |            |            |
| GENDER                          |        |            | AGE       |            |                    |               | DISABILITY   |            |            |
| Male                            | Female | Not stated | <25       | 26-40      | 41-55              | >55           | Yes          | No         | Not stated |
| 25                              | 26     | 2          | 0         | 5          | 15                 | 33            | 8            | 39         | 6          |
| RELIGION/BELIEF                 |        |            |           |            |                    |               |              |            |            |
| RELIGION/BELIEF                 |        |            |           |            | SEXUAL ORIENTATION |               |              |            |            |
| Christian                       | Hindu  | Muslim     | No belief | Not Stated | Bisexual           | Hetero sexual | Gay/ Lesbian | Not stated |            |
| 42                              | 1      | 3          | 3         | 3          | 1                  | 41            | 0            | 11         |            |



## Lancashire Police Authority Equality Monitoring Form

Lancashire Police Authority is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of age, disability, ethnic origin, gender, religious belief, sexual orientation or any other relevant factor. We therefore ask you to complete this questionnaire to enable us to monitor the effectiveness and fairness of our policy and processes. This information is for statistical monitoring purposes only. **It will not form part of the selection process and will be removed prior to any consideration taking place.**

|   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
|---|------------|--|---------------|--|------------------------|--|---------------------------|---|-------------------|---|---------------------------|--|--|----------------------|--|----------------------------------|---|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;"><b>Age</b></td> </tr> <tr> <td> <input type="checkbox"/> &lt;25<br/> <input type="checkbox"/> 26-40<br/> <input type="checkbox"/> 41-55<br/> <input type="checkbox"/> &gt;55         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Gender</b></td> </tr> <tr> <td> <input type="checkbox"/> Male<br/> <input type="checkbox"/> Female         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Gender Identity</b></td> </tr> <tr> <td>           If you identify as transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with:<br/> <input type="checkbox"/> Transsexual<br/> <input type="checkbox"/> Transgender<br/> <input type="checkbox"/> Intersex<br/> <input type="checkbox"/> Prefer not to say         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Sexual Orientation</b></td> </tr> <tr> <td> <input type="checkbox"/> Bisexual<br/> <input type="checkbox"/> Gay or lesbian<br/> <input type="checkbox"/> Heterosexual<br/> <input type="checkbox"/> Prefer not to say         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Disability</b></td> </tr> <tr> <td>           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, eg., diabetes or epilepsy. Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.<br/> <input type="checkbox"/> Yes<br/> <input type="checkbox"/> No         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Vacancy Monitoring</b></td> </tr> <tr> <td>Where did you find out about this vacant position?<br/><br/></td> </tr> </table> | <b>Age</b> | <input type="checkbox"/> <25<br><input type="checkbox"/> 26-40<br><input type="checkbox"/> 41-55<br><input type="checkbox"/> >55 | <b>Gender</b> | <input type="checkbox"/> Male<br><input type="checkbox"/> Female | <b>Gender Identity</b> | If you identify as transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with:<br><input type="checkbox"/> Transsexual<br><input type="checkbox"/> Transgender<br><input type="checkbox"/> Intersex<br><input type="checkbox"/> Prefer not to say | <b>Sexual Orientation</b> | <input type="checkbox"/> Bisexual<br><input type="checkbox"/> Gay or lesbian<br><input type="checkbox"/> Heterosexual<br><input type="checkbox"/> Prefer not to say | <b>Disability</b> | 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, eg., diabetes or epilepsy. Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Vacancy Monitoring</b> | Where did you find out about this vacant position?<br><br> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;"><b>Ethnic Origin</b></td> </tr> <tr> <td> <b>White</b><br/> <input type="checkbox"/> British<br/> <input type="checkbox"/> Irish<br/> <input type="checkbox"/> Any other white background<br/> <b>Mixed</b><br/> <input type="checkbox"/> White and Black Caribbean<br/> <input type="checkbox"/> White and Black African<br/> <input type="checkbox"/> White and Asian<br/> <input type="checkbox"/> Any other mixed background<br/> <b>Asian or Asian British</b><br/> <input type="checkbox"/> Indian<br/> <input type="checkbox"/> Pakistani<br/> <input type="checkbox"/> Bangladeshi<br/> <input type="checkbox"/> Any other Asian background<br/> <b>Black or Black British</b><br/> <input type="checkbox"/> Caribbean<br/> <input type="checkbox"/> African<br/> <input type="checkbox"/> Any other black background<br/> <b>Chinese or other ethnic group</b><br/> <input type="checkbox"/> Chinese<br/> <input type="checkbox"/> Any other background         </td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>Religious Belief or Faith</b></td> </tr> <tr> <td> <input type="checkbox"/> Buddhist<br/> <input type="checkbox"/> Christian<br/>           State Christian Denomination if you wish:<br/>           .....<br/> <input type="checkbox"/> Hindu<br/> <input type="checkbox"/> Jewish<br/> <input type="checkbox"/> Muslim<br/> <input type="checkbox"/> Sikh<br/> <input type="checkbox"/> None<br/> <input type="checkbox"/> Any other religious belief or faith<br/>           Please specify .....<br/> <input type="checkbox"/> Prefer not to say         </td> </tr> </table> | <b>Ethnic Origin</b> | <b>White</b><br><input type="checkbox"/> British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Any other white background<br><b>Mixed</b><br><input type="checkbox"/> White and Black Caribbean<br><input type="checkbox"/> White and Black African<br><input type="checkbox"/> White and Asian<br><input type="checkbox"/> Any other mixed background<br><b>Asian or Asian British</b><br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Any other Asian background<br><b>Black or Black British</b><br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> African<br><input type="checkbox"/> Any other black background<br><b>Chinese or other ethnic group</b><br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Any other background | <b>Religious Belief or Faith</b> | <input type="checkbox"/> Buddhist<br><input type="checkbox"/> Christian<br>State Christian Denomination if you wish:<br>.....<br><input type="checkbox"/> Hindu<br><input type="checkbox"/> Jewish<br><input type="checkbox"/> Muslim<br><input type="checkbox"/> Sikh<br><input type="checkbox"/> None<br><input type="checkbox"/> Any other religious belief or faith<br>Please specify .....<br><input type="checkbox"/> Prefer not to say |
| <b>Age</b>  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <input type="checkbox"/> <25<br><input type="checkbox"/> 26-40<br><input type="checkbox"/> 41-55<br><input type="checkbox"/> >55  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Gender</b>   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <input type="checkbox"/> Male<br><input type="checkbox"/> Female  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Gender Identity</b>  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| If you identify as transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with:<br><input type="checkbox"/> Transsexual<br><input type="checkbox"/> Transgender<br><input type="checkbox"/> Intersex<br><input type="checkbox"/> Prefer not to say  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Sexual Orientation</b>   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <input type="checkbox"/> Bisexual<br><input type="checkbox"/> Gay or lesbian<br><input type="checkbox"/> Heterosexual<br><input type="checkbox"/> Prefer not to say   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Disability</b>   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| 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, eg., diabetes or epilepsy. Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Vacancy Monitoring</b>   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| Where did you find out about this vacant position?<br><br>  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Ethnic Origin</b>  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>White</b><br><input type="checkbox"/> British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Any other white background<br><b>Mixed</b><br><input type="checkbox"/> White and Black Caribbean<br><input type="checkbox"/> White and Black African<br><input type="checkbox"/> White and Asian<br><input type="checkbox"/> Any other mixed background<br><b>Asian or Asian British</b><br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Any other Asian background<br><b>Black or Black British</b><br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> African<br><input type="checkbox"/> Any other black background<br><b>Chinese or other ethnic group</b><br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Any other background  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Religious Belief or Faith</b>  |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <input type="checkbox"/> Buddhist<br><input type="checkbox"/> Christian<br>State Christian Denomination if you wish:<br>.....<br><input type="checkbox"/> Hindu<br><input type="checkbox"/> Jewish<br><input type="checkbox"/> Muslim<br><input type="checkbox"/> Sikh<br><input type="checkbox"/> None<br><input type="checkbox"/> Any other religious belief or faith<br>Please specify .....<br><input type="checkbox"/> Prefer not to say   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |
| <b>Thank you for completing this form</b>   |            |  |               |  |                        |  |                           |   |                   |   |                           |  |  |                      |  |                                  |   |



## How to Make a Complaint About the Authority or the Police

There are various ways to make a complaint. These depend upon who and what you want to complain about.

### Complaints about the Lancashire Police Authority or its staff, other than Members

You can make a complaint directly to the Police Authority who will investigate a complaint if it concerns one of the following:

- The level of service provided by the Authority or an officer of the Authority;
- The conduct of an officer of the Authority.
- Complaints against the Treasurer or Monitoring Officer.
- Complaints in relation to the work of an Independent Custody Visitor or Animal Welfare Visitor.

Complaints can be made in writing to the Chief Executive, Lancashire Police Authority, PO Box 653, Preston, Lancashire, PR2 2WB, by telephone on 01772 533587 or by e-mail to: [info@lpa.lancscc.gov.uk](mailto:info@lpa.lancscc.gov.uk)

### Complaints about the Lancashire Police Authority Chief Executive

If your complaint is against the Chief Executive you should place it in writing to the Chair of Lancashire Police Authority, PO Box 653, Preston, Lancashire, by telephone on 01772 533587 or by e-mail to: [info@lpa.lancscc.gov.uk](mailto:info@lpa.lancscc.gov.uk)

### Complaints about the Lancashire Police Authority Members

If your complaint concerns a breach of the code of conduct by a Member of Lancashire Police Authority, please put your complaint in writing to the Chief Executive, Lancashire Police Authority, PO Box 653, Preston, Lancashire, PR2 2WB, by telephone on 01772 533587 or by e-mail to: [info@lpa.lancscc.gov.uk](mailto:info@lpa.lancscc.gov.uk)

### Complaints about Lancashire Constabulary Senior Police Officers<sup>10</sup>

The Authority handles individual complaints where the complaint relates to the conduct of a senior officer. Complaints against a senior officer can be made in writing to the Chief Executive, Lancashire Police Authority, PO Box 653, Preston, Lancashire, PR2 2WB.

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<sup>10</sup> A senior officer is defined as an officer of rank above Chief Superintendent and includes civilian staff of equivalent seniority.

## Complaints about other ranks of Lancashire Constabulary police officer<sup>11</sup> and police staff<sup>12</sup>

Complaints can be made directly to Lancashire Constabulary, by contacting the Independent Police Complaints Commission (IPCC) or via the Police Authority. Whatever the route, all complaints will be recorded by the Lancashire Constabulary itself.

To make a complaint you can:

- go into any police station and ask for your complaint to be recorded
- contact Lancashire Constabulary on telephone number 01772-412601, write to the Detective Chief Superintendent, Professional Standards Department, Police Headquarters, PO Box 77, Hutton, Preston, PR4 5SB; or email via the Constabulary [website](#)<sup>13</sup>
- contact a solicitor or your MP and ask them to make a complaint for you
- contact Lancashire Police Authority – telephone 01772 533587
- nominate a person, who must have your written consent, to act on your behalf
- contact The Independent Police Complaints Commission at 90 High Holborn, London WC1V 6BH, telephone number 0845 300 2002 or by email [enquiries@ipcc.gsi.gov.uk](mailto:enquiries@ipcc.gsi.gov.uk). They will pass on details of your complaint to the constabulary.

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<sup>11</sup> Police Constable to Superintendent, including officers of the Special Constabulary.

<sup>12</sup> All civilian staff (other than those with Chief Superintendent equivalent rank), including PCSOs.

<sup>13</sup> <http://www.lancashire.police.uk/index.php?id=378>



## 16+1 Ethnic Classification System

| 16+1 Ethnic Classification System |      |                            |           |
|-----------------------------------|------|----------------------------|-----------|
| Major Categories                  |      | Sub-Groupings              |           |
| Description                       | Code | Description                | Code      |
| White                             | W    | White British              | <b>W1</b> |
|                                   |      | White Irish                | <b>W2</b> |
|                                   |      | Any other white background | <b>W9</b> |
| Mixed                             | M    | White and Black Caribbean  | <b>M1</b> |
|                                   |      | White and Black African    | <b>M2</b> |
|                                   |      | White and Asian            | <b>M3</b> |
|                                   |      | Any other mixed background | <b>M9</b> |
| Asian or Asian British            | A    | Asian - Indian             | <b>A1</b> |
|                                   |      | Asian - Pakistani          | <b>A2</b> |
|                                   |      | Asian - Bangladeshi        | <b>A3</b> |
|                                   |      | Any other Asian background | <b>A9</b> |
| Black or Black British            | B    | Caribbean                  | <b>B1</b> |
|                                   |      | African                    | <b>B2</b> |
|                                   |      | Any other black background | <b>B9</b> |
| Chinese or any other ethnic group | O    | Chinese                    | <b>O1</b> |
|                                   |      | Any other ethnic group     | <b>O9</b> |
| Not stated                        | NS   | Not stated                 | <b>NS</b> |

## Acronyms and Definitions<sup>14</sup>

The table below gives a brief explanation of some of the terms and acronyms used in this document and other conversations within the area of diversity.

| Term/Acronym          | Explanation   |
|-----------------------|---|
| ACPO                  | Association of Chief Police Officers – also used to describe collectively those officers of the rank of Chief Constable, Deputy Chief Constable, Assistant Chief Constable and civilian staff forming part of the Chief Officer Team.   |
| APA                   | Association of Police Authorities   |
| Asylum Seeker         | An asylum seeker is someone of any age who has fled his/her home country to find a safe place elsewhere. In the UK, asylum seekers are officially people who have lodged a claim with the Government and are waiting to find out if they can stay in this country. If they are allowed to stay, they become “refugees”.                               |
| Bisexual              | A person who is emotionally/ sexually attracted to people of both sexes.  |
| BME                   | Black/Minority Ethnic – Minority ethnic groups including those self-defining as black. See also VME.  |
| CC                    | County Councillor   |
| CES                   | Combined Equality Scheme, synonymous with Single Equality Scheme.   |
| Cllr                  | Councillor  |
| DED                   | Disability Equality Duty  |
| DES                   | Disability Equality Scheme  |
| Direct discrimination | Treating a person less favourably on the ground of their sex, sexual orientation, gender reassignment, status as a married person or civil partner, race, religion or belief, disability or age, compared with a person who does not possess the relevant characteristic. Only in the case of pregnancy/maternity/leave is a comparator not required. |
| Disability            | A physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities   |
| EIA                   | Equality Impact Assessment – a formal process for assessing the impact functions/activities/ policies upon diverse groups and considering what action can be taken to prevent discrimination and promote equality of opportunity in access to services and employment.  |
| Functions             | The full range of a public authority's duties and powers  |
| Gay Man               | A man who is emotionally and or sexually attracted to other men.  |
| GED                   | Gender Equality Duty  |
| Gender Dysphoria      | A condition whereby the biological sex of the individual does not match the external appearance.  |
| Gender                | The process whereby a person suffering from Gender Dysphoria undergoes surgical   |

<sup>14</sup> Some of these definitions are from the Government's response to the consultation on the Equality Bill, Annex B. The full document can be found at <http://www.equalities.gov.uk/PDF/EqBillGovResponse.pdf>

|                                    |   |
|------------------------------------|---|
| Reassignment                       | procedures to correct external features in order to match the true biological identity of the individual.   |
| GES                                | Gender Equality Scheme  |
| Harassment                         | Unwanted conduct which focuses on a person's individual characteristics (e.g. their ethnicity, disability, gender or sexual orientation), and which has the purpose or effect of violating their dignity/demeaning them or creating an intimidating, hostile, degrading humiliating or offensive environment for that person.   |
| Heterosexual                       | Describes relationships of an emotional/sexual nature between people of opposite genders. It also describes a person who is emotionally and or sexually attracted to a person of the opposite sex.  |
| Homosexual                         | Describes relationships of an emotional/sexual nature between people of same gender. It also describes a person who is emotionally and or sexually attracted to a person of the same sex.   |
| Independent Member Selection Panel | The Selection Panel oversees the first stage of the appointment process for Independent Members vacancies on the Police Authority. The Panel comprises Members of the Police Authority, a Home Office representative and an Independent Assessor who are responsible for advertising vacancies, conducting initial shortlisting and recommending applicants for interview by the Police Authority   |
| Indirect discrimination            | Broadly speaking, indirect discrimination occurs when a provision, criterion or practice is applied equally to everybody, but creates a disproportionate disadvantage for people who share a protected characteristic (race, gender, disability etc), when compared to the impact on people who do not have that characteristic. It may be justified if there is a legitimate reason for doing it and what is done is proportionate to the aim being pursued.   |
| IPCC                               | Independent Police Complaints Commission – became operational on 1 April 2004. It is a non-departmental public body funded by the Home Office, but by law entirely independent of the police, interest groups and political parties. Its decisions on cases are free from government involvement. It has a legal duty to oversee the whole of the police complaints system, created by the Police Reform Act 2002.  |
| Institutional Racism               | Defined in the Macpherson report as “The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people”.   |
| Investors in Policing Campaign     | Investors in Policing (IIP) is a sustained, targeted, public engagement campaign about how the investment made in policing through the payment of council tax gives the public ‘consumer and scrutiny’ rights. It encourages the public to think of itself as an ‘investor of policing services’ entitled to scrutinise how policing is delivered locally, to review and question decisions made or actions taken and to shape delivery of local policing services. The campaign has been very successful and received the Centre for public scrutiny award for community engagement as well as recognition by the Association of Police Authorities. |
| Lesbian                            | A woman who is emotionally and or sexually attracted to other women.  |
| LPA                                | Lancashire Police Authority   |
| Minority Ethnic                    | An inclusive term recognising that everyone belongs to an ethnic group but that some are in a minority.   |
| Policy                             | The formal and informal decisions about how a public authority carries out its duties and uses its powers   |
| Positive action                    | Methods designed to counteract the effects of past discrimination and to help abolish   |

|                         |  |
|-------------------------|--|
|                         | stereotyping. It is lawful.  |
| Positive discrimination | Employing someone because they come from a particular deprived group in preference to others equally or better qualified. It is currently almost always unlawful.  |
| Reasonable Adjustment   | The Disability Discrimination Act requires ' <a href="#">reasonable adjustments</a> ' to be made by employers and service providers etc. in order to accommodate the needs of disabled people. In practice this means doing things differently if the usual way would significantly disadvantage a disabled person. Or it might mean providing additional services or equipment.           |
| RED                     | Race Equality Duty   |
| Refugee                 | An asylum seeker who has been granted the right to stay in this country.   |
| RES                     | Race Equality Scheme   |
| SES                     | Single Equality Scheme, synonymous with Combined Equality Scheme.  |
| Sex harassment          | Harassment (unwanted conduct as defined as above) which is related to a person's sex, for example using a derogatory term which is generally used about women.   |
| Sexual harassment       | Sexual harassment is unwanted conduct with the purpose or effect described under 'harassment', but which differs from sex harassment in that it is unwanted conduct of a sexual nature. For example, a worker, female or male who has been told to attend a team outing to a strip-club despite making it clear that s/he was not happy to do so might have a claim for sexual harassment. |
| Transgender             | A person who is to undergo, is undergoing or has undergone gender reassignment. See also Gender Dysphoria  |
| Victimisation           | The less favourable treatment of a person because they have done, or intend to do (or are suspected of doing or intending to do) a protected act. Protected acts include making a complaint of discrimination or bringing proceedings, supporting someone else's complaint, or raising any other concerns under the discrimination legislation.  |
| VME                     | Visible Minority Ethnic – a term used to define those people who have the visible appearance of belonging to a minority ethnic group. The Authority prefers not to use this term as it could be construed as imposing the perceptions of others on a individual, usually without their consent. It is included here as it is found in some literature. See also BME.                       |