

DORSET POLICE AUTHORITY



DISABILITY EQUALITY SCHEME

Version 1.0

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STATEMENT BY THE CHAIRMAN OF THE DORSET POLICE AUTHORITY

I am pleased to introduce the Dorset Police Authority's Disability Equality Scheme that sets out the Authority's arrangements for meeting the general and specific duties under the Disability Discrimination Act. I am also pleased to use this opportunity to explain the values, principles and standards that guide the Authority's approach to disability equality.

The Authority's overarching vision is that every employee and every person who receives or is affected by the Authority's activities and services should perceive their experience with the Police Authority to be fair and equitable. We expect all such individuals to be treated with respect free from harassment, bullying, victimisation or discrimination and wish to ensure transparency and accountability for the way in which both the Authority and the Force deliver their functions, policies and services.

Our aim is positively to promote disability equality in everything we do and we seek to achieve this by making the promotion of disability equality central to the way the Police Authority works. The Authority welcomes diversity and is committed to promoting greater understanding and confidence within the community.

In support of our vision and aims, we recognise the importance of effective consultation and information strategies that reach out and seek to engage with the diverse range of communities within the County. We also recognise the importance of working closely with the Force and other strategic partners to promote disability equality and foster a joined up approach to disability equality issues.

We are committed to working to increase trust and confidence in policing amongst the diverse communities we serve, including people with disabilities and recognise that a greater focus on the needs of communities and individuals has the capacity to deliver real benefits in terms of more informed decision-making and better targeted services and policies.

The Police Authority has a key role in holding the Force to account for its own progress on disability equality and it operates rigorous arrangements to monitor the Force's performance to ensure that it meets both the general and the specific duties of the Act. This includes regular monitoring of the Force's specific employment duties including monitoring of employment data as the means to measure progress in achieving equality of opportunity. In this regard, the Police Authority and Force share a commitment to making the workforce representative of the communities we serve.

The Police Authority shares the Force's vision to "Make Dorset Safer and Feel Safer" and we appreciate that what we need to do to deliver this vision will change over time as our functions or policies change or as the communities we serve change. Consequently, the Scheme's operation will be reviewed regularly and an annual report will be produced to report changes as the scheme develops.

Michael Taylor CBE
Chairman of the Dorset Police Authority

1. THE DISABILITY EQUALITY SCHEME

1.1 The Disability Discrimination Act 1995 amended by the Disability Discrimination Act 2005 places a **general duty** on all public authorities to do the following:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment

1.2 The **general duty** provides a framework for Public Authorities to carry out their functions more effectively, by being aware of the impact all of their policies, procedures and activities it carries out has on the disabled community and to tackle discrimination and its causes in a proactive way. Disability equality should be mainstreamed into all decisions and activities and due regard should be given to the issues arising.

1.3 Public authorities will be required to publish a **disability equality scheme** describing their response to the general duty and this document sets out the Dorset Police Authority's Disability Equality Scheme. Our scheme should be read in conjunction with the Dorset Police Scheme, which can be found at Appendix 'E' and also on the Dorset Police Website www.dorset.police.uk.

1.4 Key to the success of the Disability Equality Scheme is the involvement of people who have a disability in its development. A joint consultation event was held by Dorset Police, Dorset Police Authority, South Western Ambulance Service NHS Trust and Dorset Fire and Rescue Service, which enabled those agencies to gain the views of those for whom the scheme is intended. The event was structured around a set of workshops relating to four significant aspects of the scheme: Employment, Communication and Marketing, Involving Disabled People and Accessing Services. The event was supported by a postal survey that provided further information from those unable to attend the event and the results of consultation undertaken by the Poole Partnership.

- 1.5 Together with good practice and statutory guidance these consultation findings have informed the development of the Police Authority Scheme. An action plan has been developed to describe how we will develop our approach over the next three years, which can be found at Appendix 'F'.

- 1.6 The scheme will continue to develop to reflect new information and adjustments will be made as necessary to ensure that the scheme demonstrates how the Police Authority will promote equality for people with disability. We will therefore review the operation of this Scheme on an annual basis and any resulting changes will be incorporated into the Scheme and be reported in the Authority's Disability Equality Scheme Annual Report.

2. THE ROLES AND RESPONSIBILITIES OF THE DORSET POLICE AUTHORITY

2.1 The governance of policing in England and Wales is undertaken by a tripartite relationship between The Home Secretary, chief officers of police and local police authorities.

2.2 The Chief Constable is responsible for delivering Police Services, which he does through his Officers and Staff. The Police Authority has a responsibility to ensure that policing is provided in an efficient and effective way that meets the needs of our communities.

2.3 The Dorset Police Authority is an independent body of local people and comprises 17 Members made up of 9 Local Councillors, 3 Magistrate Members and 5 Independent Members.

2.4 The Police Authority has the following key responsibilities:

- It consults widely with the public on policing matters and priorities; and promotes the engagement of local communities in the reduction of crime and disorder.
- It agrees policing objectives and targets in consultation with the Chief Constable.
- It monitors force performance and reports back to the local communities on how performance has been achieved.
- It publishes the local policing plan and local policing summaries prepared by the Chief Constable for the area.
- It approves the Police budget and decides how much council tax should be raised to finance Dorset Police.
- It appoints the Chief Constable and the Force's Chief Police Officer Team.

2.5 Police Authority decisions are made at meetings of the whole Authority or at smaller committee meetings under delegated powers. The Authority's committee structure is shown at Appendix 'A'. All formal meetings of the Authority are held in public and

papers are accessible to members of the public except where the subject matter means that we have to deal with matters confidentially.

- 2.6 The Authority maintains an Independent Custody Visiting (ICV) Scheme using volunteers to make random unannounced visits to police stations. They are totally independent of the Police Service and perform an important role in checking that the rights of individuals held in police custody are respected by police officers and checking the conditions under which they are held. The Scheme is closely monitored by the Independent Custody Visiting Panel and is the subject of regular reports to the Police Authority.
- 2.7 This Disability Equality Scheme sets out the arrangements we operate to fulfil these duties and responsibilities. We recognise that general duty is a continuing duty and that what we need to do to meet our responsibilities will change over time as our functions or policies change or as the communities we serve change.
- 2.8 The Authority also considers its arrangements to meet its duties under the Act within the Disability Equality Scheme. The Professional Standards and Diversity Committee has responsibility for the Scheme and detailed work including prioritising policies and functions and undertaking impact assessment is carried out by the Authority Equality Working Group.
- 2.9 The Police Authority is responsible for holding the Force to account for its own programme on disability equality. The Police Authority therefore monitors the way that Dorset Police implements its own Disability Equality Scheme, which includes monitoring how the Force complies with its own duties relating to equality. The Police Authority also monitors complaints against the Force, including those that relate to equality issues.

3. HOW WE ASSESS THE LIKELY IMPACT OF THE POLICE AUTHORITY'S FUNCTIONS AND POLICIES

3.1 Equality **impact assessment** is a way of systematically and thoroughly assessing, and consulting on, the effects that a proposed policy is likely to have on people, depending on their disability enabling the Authority to pre-empt the possibility that a proposed policy could affect some people unfavourably.

3.2 The Police Authority has established an Equality Working Group to develop arrangements and consider and prioritise the full range of its functions and policies according to their relevance to disability equality. Functions are defined as the full range of activities carried out by a public authority to meet its duties.¹ A policy is defined as sets of principles or criteria that define the different ways in which an organisation carries out its role or functions and meets its duties.¹

3.3 An impact assessment is designed to:

- Gauge whether a decision and/or activity disadvantages disabled people
- Identify where improvements to policies and practices could be introduced; and
- Highlight how those improvements could be introduced.²

3.4 In the interest of clarity, it is to be noted that the responsibility for assessing and prioritising the Police Force's own functions and policies falls to Dorset Police and full details of their approach can be found in their own disability scheme at Appendix 'E'.

3.5 The Impact Assessment process is described in three stages:

Stage 1 - Initial Assessment of Existing Functions and Policies

3.6. The Police Authority will undertake an initial assessment of whether a given function or priority is relevant to disability equality. The Association of Police Authorities has already identified a list of priority functions and policies that should be considered and this list will be prioritised locally for Impact Assessment.

1. Commission for Racial Equality

2. Disability in the Police Service, Home Office 2006

3.7 All existing functions and policies will be the subject of an impact assessment process over the next three years:

- The function or policy will be screened to assess whether they could have a differential impact due to disability and whether there is the potential for unjustifiable adverse impact on people with disability.
- An evidence-based judgement will be made to consider if any changes need to be made to improve the police in relation to the equality agenda or if the policy should proceed to a full impact assessment.
- Completed templates will be subject to review and consideration by the Professional Standards & Diversity Committee.
- The completed templates will be published.

3.8 The Authority's functions and policies will be assessed at least every three years in accordance with the **specific duty** under the Disability Discrimination Act and details of how we arrange our ongoing monitoring of our policies appear in Section 4 of this policy.

Stage 2 - Full Impact Assessment

3.9 The full equality impact assessment will ensure that any new policies that the Authority introduce will meet the requirements of the scheme and these will always be the subject of a full impact assessment as described in this section.

3.10 Any existing functions or policies that have been referred through the initial impact assessment will also be the subject of a full equality impact assessment.

3.11 The policy will be subject to review by the Equality Working Group comprising Police Authority Members and Officers in addition to appropriate specialists. The Impact Assessment Template can be found at Appendix 'C'.

3.12 The key stages of the Impact Assessment are:

- Setting clear policy aims and objectives.
- Collecting existing data.
- Using the data to decide whether the policy is likely to affect different groups directly or indirectly in different ways.

- Considering changes to the policy to prevent any adverse impact or unlawful discrimination while still delivering the aims of the policy.
- Consulting interested parties, service users and members of the public on the preferred policy.
- Taking account of all assessments and consultations before making a final decision on the policy.
- Making arrangements for monitoring and reviewing the policy and its impact.
- Publishing the results of the impact assessment, consultation and monitoring.

3.13 For the purposes of undertaking the assessment reference will be made to available published information which may include previous research, records of complaints, surveys, etc. These also help to identify which specific services are used by particular groups, what people think of those services, whether they feel the services are being provided fairly to people from different groups and whether they have experienced difficulties of accessibility.

3.14 Reference may also be made to other relevant information that is already available; for example, public opinion, surveys, census data, etc. Overall, the assessment of such information and data assists in identifying how different groups are affected by the function or policy as employees, users or potential users of services. In certain circumstances the Authority will undertake or commission additional research or data collection if it considers this to be necessary.

3.15 The Police Authority will also consult with and involve staff, their representatives and, in relation to service delivery, interested parties. Consultees will be drawn from a database of contacts that will be maintained to ensure that the most appropriate advice can be gained. In that regard, Dorset Police operate a wide range of mechanisms to consult on policy and procedure within the impact assessment process and the Police Authority will access the same consultation mechanisms to facilitate their own consultation requirements. (See Section 5: Dorset Police Force Equality Scheme).

3.16 The Authority recognises that the use of different methods of consultation may sometimes be advantageous for different issues or groups. Consequently the use of consultation meetings, focus groups or inclusion of relevant questions on survey questionnaires may be applicable in individual cases.

3.17 Wherever possible the Authority will aim to provide a period for response of not less than eight weeks and all reasonable steps will be taken to remove any barriers to communication and engage fully with affected groups. We also aim to make information available in alternative formats whenever there is a need to do so and we are reasonably able to do so.

Stage 3 - Action Plans

3.18 Where the process of reference and consultation shows evidence of unlawful discrimination or unjustifiable adverse impact, we will formulate an action plan which sets out how the policy should be monitored, amended or implemented in order to meet all parts of the general duty.

3.19 In the consideration of such action plans, measures to be considered will include:

- Are there any alternative measures or mitigation that could be taken which would achieve the desired aim without the identified adverse impact?
- Could the alternative measures or mitigation lead to adverse impact for other racial or other equality strands?
- Can you justify proceeding with an indirectly discriminatory policy by credibly evidencing that the policy aims and objectives were essential and justifiable to the organisations and that the means you employed in achieving them were appropriate and necessary?
- How will future monitoring of the policy be carried out?
- What targets and performance measures need to be put in place for the purposes of reviewing the effectiveness of the agreed action plan?

3.20 To support our consideration of such measures, further consultation with relevant individuals and groups will be undertaken if appropriate and, where necessary, further research or data collection may be arranged.

3.21 The resulting action plan will set out key tasks and responsibilities as well as target dates that will then be subject to annual review. Action plans and the results of annual reviews will be published in accordance with Police Authority publishing arrangements and summarised in our Disability Equality Scheme Annual Report.

4. HOW WE ARRANGE THE ONGOING MONITORING OF OUR POLICIES

- 4.1 All policies that have been assessed as relevant to the general duty are subject to ongoing monitoring for any adverse impact on equality and reviews will be carried at least once every three years. However, interim changes will be made as issues arise that require a change or modification to the policy.
- 4.2 The results of the monitoring will be summarised in the Authority's Equality Scheme Annual Report.
- 4.3 These arrangements are intended to ensure that all relevant policies once adopted and in operation, are subject to continuous monitoring to make sure that they work as intended for everyone, regardless of their disability.
- 4.4 Monitoring is a three-stage process involving the following activities:
 - (a) collecting and analysing information to highlight any inequalities;
 - (b) investigating their underlying causes; and
 - (c) removing any unfairness or disadvantage in the way the policy or service is developed or provided.
- 4.5 Reviews carried out by the Equality Working Group and reported to the Professional Standards and Diversity Committee will take into account the monitoring regime identified when the policy was proposed which is likely to include as a minimum: complaints, comments and suggestions received from different groups and any other evidence obtained of adverse impact. This will include consideration of any factors that have been identified that relate to difficulties of accessibility.
- 4.6 If a likely adverse impact on a particular group, or a likely adverse impact generally on equality, is identified in the course of an interim or three yearly reviews, the impact assessment arrangements detailed in Section 3 will be applied.

5. HOW WE PUBLISH THE RESULTS OF ASSESSMENTS, CONSULTATION AND MONITORING

- 5.1 Reports on assessments, consultation and monitoring will be published on the Authority's website, made available at all public libraries in the County and supplied to any member of the public requesting a copy. This will include publication of agreed action plans and action plan reviews as well as the Disability Equality Scheme Annual Report that is described below.
- 5.2 At the end of each twelve-month period, the Professional Standards and Diversity Committee is responsible for approving a Disability Equality Scheme Annual Report that identifies activities undertaken and progress made in respect of this Scheme. Specifically, each Equality Scheme Annual Report will include a summary of the assessment, consultation and monitoring reports as well as a summary of any agreed Action Plans and Action Plan Reviews. This will also include a summary of monitoring data against the Authority's employment duties insofar as it relates to Police Authority staff. We will also publish monitoring data relating to Police Authority members, independent custody visitors, and members of misconduct panels and chief officer selection panels that may have been undertaken that year.
- 5.3 The report will include details of any consultations that have taken place, how they were carried out and who was consulted, a summary of the responses received, an assessment of the options and details of the decision made by the Police Authority following the consultation. It will give details of any adjustment made to a policy as a consequence, as well as any plans to monitor the policy's impact in practice. We recognise that the general duty is a continuing one and that what we need to do to meet that duty will change over time as our functions or policies change or as the communities we serve change. We therefore review the operation of this Scheme on an annual basis and any resulting changes to the Disability Equality Scheme itself will also be included in the annual report.
- 5.4 The Annual Report will be presented to the full Police Authority and included as an appendix to this Scheme. In order to ensure that the Annual Report is circulated and available widely, the report will be published on the Authority's website and forwarded to community and interest groups. If you would like to be added to our list of groups, please contact us. We will also be pleased to forward the report to any member of the public who requests a copy.

5.5 The Police Authority is responsible for holding the Force to account for its own progress on disability equality and for the effective operation of its own disability equality scheme. Force reports will be published on the Authority's website in addition to being available at public libraries and supplied to any member of the public requesting a copy.

6. HOW WE ENSURE PUBLIC ACCESS TO THE AUTHORITY'S INFORMATION AND SERVICES

- 6.1 The Authority recognises that some sections of the community are not always able to enjoy equal access to the information and services we provide.
- 6.2 Assessments that are undertaken in respect of particular functions, policies or proposed policies will include an examination of their accessibility to the community as a matter of course. This is intended to highlight any factors that may make particular services less accessible to particular groups so that informed alteration may be considered to overcome such inequalities of access. Monitoring arrangements and data will also be used to identify such difficulties of accessibility on an ongoing basis.
- 6.3 Information about the Police Authority including its roles, structure, policies and publications is available on our website and will also be supplied to any member of the public on request. We are currently reviewing our website and accessibility to information about our functions, services and activities will be a key consideration in this review. The Authority also publishes an annual newspaper that is delivered to each household in the County.
- 6.4 The Authority does not translate its information, policies and publications into different languages or alternative formats as a matter of course. However, as a general principle, the Authority would wish to make its information and services available to everyone and will deal with all specific requests as far as it is reasonably able to do so.
- 6.5 The Police Authority use a number of locations to deliver its functions including the Police Authority Offices, at Police Headquarters in Winfrith, Committee rooms at County Hall in Dorchester as well as a number of specific locations the Police Authority use that the public may require access to. A review of all venues will be undertaken to ensure that physical barriers that people face are understood and that reasonable adjustments are made when necessary.
- 6.6 The Force and the Police Authority consultation and communication strategy sets out how we engage, consult and inform our local communities. An assessment of barriers that may prevent communication as intended will be made in the first year of the scheme. This will include reviewing how public access to our services and

information can be improved and how our consultation arrangements may be strengthened to better engage with the diverse community we serve. It will also include an assessment of barriers to communication. The results of this review will be published in the Authority's first Disability Equality Scheme Annual Report.

- 6.7 The Authority recognises the importance of evidencing that our communication and consultation is successfully reaching the diverse range of communities in the County of Dorset. Consequently the review will also examine how a comprehensive monitoring system can be introduced to capture the ethnicity, gender, age and disability of users and those it engages in consultation.
- 6.8 We recognise that consultation is fundamentally a two way process. The results of consultations will therefore be published in accordance with the Authority's publishing policy and we will also report back to those consulted directly.

7. HOW WE TRAIN POLICE AUTHORITY STAFF, MEMBERS, INDEPENDENT CUSTODY VISITORS, ETC

- 7.1 The Police Authority is developing a Training Plan for the purposes of providing relevant training and information on the requirements of the Disability Equality (Amendment) Act to all staff, members, independent custody visitors and misconduct panel members. Our Training Plan will be included in this Scheme at Appendix 'D'.
- 7.2 The Training Plan aims, as a general principle, to ensure that all staff, members and other relevant people are aware of and have a good understanding of the requirements of the legislation. This includes incorporating relevant training into the briefing and induction of new staff, the provision of in-house or external training courses (including refresher courses) on at least an annual basis and the provision of specialist training where required.
- 7.3 Underpinning the operation of the Authority's Training Plan is the principle of assessing individual training needs in order to determine the level and extent of training each person should receive. This will also enable the requirement for specialist training to be identified and met, for example, training in undertaking impact assessments. It also means we can target extra training to individuals if necessary. Overall, the aim is to ensure that people who are responsible for meeting the duties have the necessary skills to carry them out.
- 7.4 Feedback provided by all course participants will be evaluated and monitored by the Authority for the purposes of reviewing the effectiveness of the training and to ensure that individual training needs are met. Where necessary, training courses will be revised in line with the feedback received.
- 7.5 Three Police Authority members have been designated as "Lead Members" on Diversity issues and their work includes keeping up to date with the national situation and attending relevant training courses, working groups and meetings organised by the Association of Police Authorities and other appropriate bodies.
- 7.6 Access to the Authority's Disability Equality Scheme is given to all Police Authority staff and members through the use of hard and electronic copies and the availability of the document on our website.

8. HOW WE MEET OUR SPECIFIC DUTIES IN RELATION TO EMPLOYMENT

- 8.1 The Authority appreciates the importance of monitoring as a tool for measuring our progress in achieving equality of opportunity in recruitment, retention and employment.
- 8.2 The Police Authority recruitment processes conform to standards set by either the Association of Police Authorities or the Dorset Police recruitment standards. Dorset Police has attained the two-tick charter as set out in section 8 of the Dorset Police Disability Equality Scheme. All Police Authority recruitment processes will endeavour to attain the same standards as set out in the Dorset Police Scheme.
- 8.3 The Police Authority operates arrangements to monitor its employees and members by reference to the numbers of employees and applicants for employment, training and promotion. Our Disability Equality Scheme Annual Report will also include a summary of monitoring data against the Authority's employment duties insofar as it relates to Police Authority staff and this report is also published on our website. Reports will be available at any public library in the County and will be supplied to any member of the public on request.
- 8.4 Monitoring of ethnicity, gender, age and disability will include members, independent custody visitors and members of misconduct panels. These figures will be published in our Disability Equality Scheme Annual Report though, given the very small number of staff and members involved, the statistics will be reviewed beforehand to minimise the risk of personal identification. The information we publish will also cover any chief officer selection process panels that may have been undertaken that year.
- 8.5 All staff, members, etc, will be encouraged to provide their self-classified status voluntarily and at the time of seeking the information clear reasons will be given as to the reasons for collecting and monitoring the data, how it will be used as well as the provisions of the Data Protection Act governing how the information may be processed.

9. HOW WE MONITOR THE FORCE

- 9.1 The Police Authority is responsible for holding the Force to account for its own progress on disability equality. The Authority therefore monitors the Force to assess the Dorset Police Disability Equality Scheme and to determine whether it meets the general and specific duties of the Act and is compatible with the Authority's own Disability Equality Scheme. The Authority also ensures that effective processes are in place for the Chief Constable to report on a regular basis to the Authority as to how the Force is complying with the Act and consider appropriate monitoring information regarding the activities of the Force and the employment of staff. This includes how the Force has taken the general and the specific duties into account when contracting out particular functions or services.
- 9.2 Reports considered by the Authority in connection with the exercise of these responsibilities are published when they are presented to the Professional Standards and Diversity Committee.
- 9.3 Respect for race and diversity is a key competency for the purposes of Chief Officer Selection and Chief Officer Annual Performance Development Reviews.

Monitoring the Operation of the Dorset Police Disability Equality Scheme

- 9.4 Full reports on the operation of the Force's Scheme are reviewed by the Professional Standards and Diversity Committee on a six monthly basis which, in particular, address the following questions:
- Has the Force properly assessed, prioritised and consulted on the full range of its functions and policies?
 - For "highly relevant" functions, has the Force agreed action plans setting out how such functions should be monitored, amended or carried out to meet all parts of the general duty?
 - Has the Force properly assessed and consulted on the likely impact of proposed policies on the promotion of disability equality?
 - Does the Force operate effective ongoing arrangements to monitor its policies for adverse affects on disability equality?
 - Does the Force operate effective arrangements to publish the results of assessments, consultation and monitoring?

- Does the Force operate effective arrangements to ensure public access to the Force's information and services?
 - Does the Force provide appropriate training and information to ensure that all officers, staff, volunteers, etc, are aware of their responsibilities under the Act and have the necessary skills to carry them out?
 - How does the Force reflect its partnership work in its Disability Equality Scheme and how does it work with its partners to take account of the implications of the general duty, and any specific duties, and adopt these as governing principles for the partnership's activities?
- 9.5 The Chief Constable is required to report the Force's progress to the Authority's Professional Standards and Diversity Committee six monthly. This includes submitting update reports resulting from the Force's three-year action plan for the Authority's consideration. In the event that the monitoring revealed difficulties in the Force's progress, the Chief Constable would be requested to arrange for the causes to be investigated and to keep the Authority updated as to the actions taken and timetable set to address the identified difficulties.
- 9.6 Section 2 of the Dorset Police Disability Equality Scheme sets out the Force Governance arrangements in relation to equality. Members of the Police Authority are represented on key Force Strategic Boards including the Professional Standards Board, The Strategic Diversity Board and the Public Confidence Board as well as other portfolio boards including the Continuous Improvement Board, the Police Reform Board, the Human Resources Executive and the Strategic Crime Board.
- 9.7 The work of the Police Authority to monitor and review the Force's Disability Equality Scheme complements and supports assessments which are undertaken by the bodies responsible for inspection and audit of the Force including the Audit Commission and HM Inspectorate of Constabulary (HMIC). In the case of HMIC, an examination of Disability Equality Schemes will form part of baseline assessments.

Monitoring the Force's Specific Duties in Relation to Employment

- 9.8 The Authority acknowledges the importance of monitoring employment data as a means to measure progress in achieving equality of opportunity in public sector employment. Employment monitoring is important for assessing the effectiveness of the Force's equal opportunity policies and for measuring progress in removing barriers to equality of opportunity. It can also guide initiatives that could lead to a more representative workforce.

- 9.9 The Authority therefore operates arrangements to satisfy itself that the Force is complying with its duty to collect and publish monitoring data. This includes being satisfied that the Force's information systems are able to provide the necessary information to show what progress the Force is making on disability equality. Where significant differences between groups are identified these should be flagged up for further investigation. The Authority also needs to be satisfied that the Force operates effective arrangements to confirm that external contractors working on behalf of the Force are collecting necessary ethnic monitoring data about their own staff.
- 9.10 In order to measure the Force's progress in achieving a representative workforce and equality of opportunity, reports detailing the Force's monitoring data are reviewed quarterly at meetings of the Authority's Human Resources Committee. This data includes comparisons with both internal and external benchmarks such as population data.
- 9.11 The reports provide for:
- The composition of the workforce
 - Applications for employment training and promotion
 - Training and development provision
 - Performance Appraisals
 - Individuals involved in grievance procedures
 - Individuals who leave the Force or cease employment
 - Details of all reasonable adjustments performed

Monitoring the Force's Specific Duties in Relation to Discipline and Grievance

- 9.12 We recognise that it is essential the Authority and the Force should have in place disciplinary and grievance procedures that are open, fair and transparent and inspire the trust and confidence of officers and staff. Lack of confidence in the systems may impact on the willingness of staff to use the procedures and we acknowledge that we have a responsibility to ensure that the Force's procedures are of the highest standard.
- 9.13 Grievance and Employment Tribunal (ET) cases provide a significant insight into the health of any organisation and police authorities need to hold forces to account for how they deal with such cases through regular strategic analysis and scrutiny. To

achieve this we are in the process of putting in place an agreed protocol for reporting and scrutiny based upon guidance from the Home Office.

9.14 In support of these arrangements, the Force will aim to provide quarterly update reports on grievances and ETs (ie numbers and overall trends) to the Human Resources Committee that include:

- The number and outcome of formal grievances relating to disability.
- The number and outcome of informal complaints relating to disability.
- The number and outcome of incidents relating to race that are reported via “Concern Line”, the Force’s confidential reporting facility.
- The number and outcome of employment tribunal cases relating to disability.

9.15 If the monitoring data identifies an area of concern, reports considered by the Human Resources Committee will highlight:

- The results of work undertaken to identify the reasons for such differences.
- Any action (including positive action) that is being taken to tackle under-representation or unlawful discrimination.
- How the Force is setting targets to measure performance and evaluate progress against those targets.
- Monitoring to ensure procurement processes are compliant with the general duty.

Monitoring the Force’s Specific Duties in Relation to Procurement

9.16 The Force and Authority remain responsible for meeting the general duty in respect of functions that are carried out on their behalf by external suppliers. This includes the procurement of all goods, works and services from external suppliers. It follows that disability equality considerations need to be built into procurement processes so that all functions meet the requirements of the Disability Discrimination Act regardless of who is carrying them out.

9.17 The Police Authority will be working closely with the Force to ensure that the Force’s Procurement Strategy is further developed to encompass these responsibilities. The Authority will also monitor how, within the policy and legal framework for public procurement, the Force takes account of the duty to promote disability equality in its

procurement policies and practices and, so far as individual contracts are concerned, at each stage of the procurement process.

- 9.18 To enable the Authority to monitor progress, the Chief Constable presents an annual review of the Force's procurement function to the Authority's Audit, Resources and Continuous Improvement Committee. Additional monitoring is carried out by the Authority's Internal Auditors who undertake periodic internal audit reviews of procurements and procurement processes as part of the Authority's approved Annual Audit Plans. The results of such audits are included in the Internal Audit Annual Report that is presented to the Audit & Performance Review Committee.

Monitoring Complaints Against the Force

- 9.19 Complaints against officers and police staff (including any that relate to equality issues) are dealt with in accordance with the Police Reform Act 2002. In very serious cases (eg death, serious injury or serious assault) a case must be referred to the Independent Police Complaints Commission (IPCC).
- 9.20 The Police Authority deals with complaints relating to Chief Officers. Those relating to other officers and staff are dealt with by the Chief Constable but are subject to monitoring through the Authority's Professional Standards and Diversity Committee.

Monitoring Hate Crime

- 9.21 Hate crime is considered a high priority. As part of an overall objective to reduce crime, the Force has set targets across a range of activity including increasing satisfaction levels for victims of incidents and increasing detections for hate crime.
- 9.22 This area is subject to close monitoring by the Police Authority through quarterly reports by the Chief Constable to the Professional Standards and Diversity Committee and also forms part of baseline assessments that are undertaken by HMIC and reported to the Authority.

10. INVOLVING PEOPLE WITH DISABILITIES

10.1 Section 9 of the Dorset Police Disability Equality Scheme sets out how the Force will engage with the public in a focused, influential, proportionate and transparent manner to help the Force improve its awareness of issues that people with disabilities face in policing matters.

10.2 Similarly the Police Authority is keen to promote opportunities for people with disabilities and their carers to become actively engaged in helping the Force and Authority to ensure the delivery of high quality policing services.

10.3 We welcome the views and involvement of any person that can help the Police Authority to develop the way that it delivers its services, and there are a number of opportunities for people with disabilities to become involved in helping to influence decisions on local policing. Further details can be obtained by:

- Clicking the “Contact Details” button of the Police Authority page of the Authority’s website pages on www.dorset.police.uk and forwarding an e-mail to the Clerk.
- Sending an e-mail directly to the Clerk: martin.goscomb@dorset.pnn.police.uk.
- Telephoning the Police Authority offices on (01202 or 01305) 223966.
- Sending a fax to the Police Authority offices on (01202 or 01305) 223967.
- Writing to Mr Martin Goscomb, Clerk to Dorset Police Authority, Force Headquarters, Winfrith, Dorchester, Dorset DT2 8DZ.

11. WHAT DO I DO IF I HAVE A COMPLAINT ABOUT THE AUTHORITY'S DISABILITY EQUALITY SCHEME?

11.1 Complaints received by the Police Authority relating to disability equality issues will be investigated thoroughly by the Clerk to the Police Authority initially and the complainant will be advised of the outcome of the investigation and any actions proposed. If the complainant is still not satisfied, a report will be presented to the Professional Standards and Diversity Committee of the Police Authority and the complainant will be advised of the outcome.

11.2 Any complaints relating to the Authority or to an individual member of the Authority will initially be investigated by the Clerk and, if appropriate, will be referred to the Authority's Professional Standards and Diversity Committee.

12. WHAT IS THE ROLE OF THE DISABILITY EQUALITY COMMISSION?

12.1 The Disability Rights Commission (DRC) is an independent body established in April 2000 by Act of Parliament to stop discrimination and promote equality of opportunity for disabled people.

12.2 The DRC works with disabled people, employers and service providers to find practical solutions for everyone. Many disabled people still do not know that they are entitled to rights and assistance in their daily lives. And employers and service providers often are not sure how to help. The DRC is there to advise and its main role includes:

- Gives advice and information to disabled people, employers and service providers.
- Supports disabled people in getting their rights under the DDA.
- Helps solve problems - often without going to a court or employment tribunal.
- Supports legal cases to test the limits of the law.
- Provides an independent Disability Conciliation Service for disabled people and service providers through Mediation UK.
- Campaigns to strengthen the law.
- Organises campaigns to change policy, practice and awareness.
- Produces policy statements and research on disability issues; and publications on rights and good practice for disabled people, employers and service providers.

12.3 Further information about the Commission is available on the DEC website:

Or by contacting them at:

Telephone: 08457 622 633

Textphone: 08457 622 644

(You can speak to an operator at any time between 8am and 8pm, Monday to Friday)

Fax: 08457 778 878

Post: DRC Helpline

FREEPOST MID02164

Stratford upon Avon

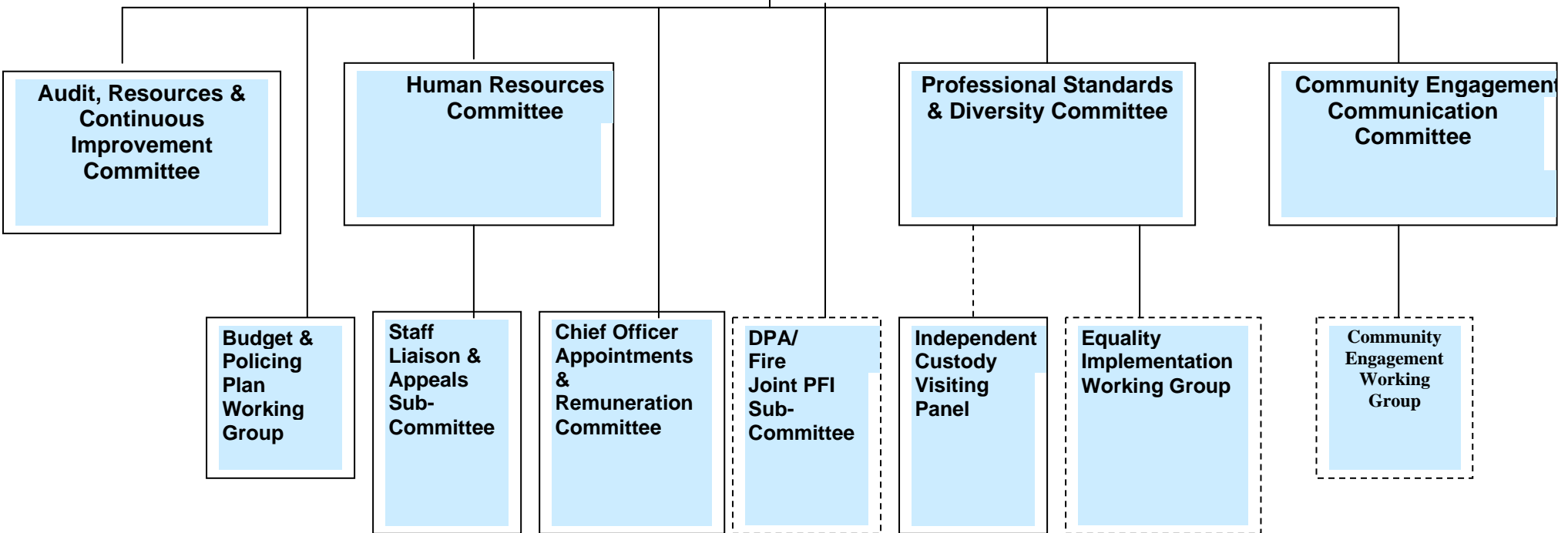
CV37 9BR

13. VERSION CONTROL

Version	Approval	Date
0.1	Community Engagement Committee	30 November 2006
1.0	Dorset Police Authority	21 December 2006



DORSET POLICE AUTHORITY



PRIORITY FUNCTIONS FOR IMPACT ASSESSMENT

- **Holding the Chief Constable to account**
For Force Performance in relation to operational matters, employment, race equality and diversity etc
- **Production of strategic plans**
Annual Policing Plan/Three Year Strategic Plan
- **Budget setting and resource allocation**
Agree the annual Policing Budget and set the precept
Budget Monitoring
- **Independent Custody Visiting**
Manage an ICV Scheme
- **Consultation and Community Engagement**
Engagement with the full range of diverse communities, which the authority represents including key stakeholders e.g. business
- **Keeping the public informed**
Production of annual report/Precept Leaflet
- **Appointments and discipline**
Chief Officers/Members/Authority Staff
- **Partnership Work**
Crime and Disorder Reduction Partnerships (CDRP's)
- **Promotion of Equality and Diversity**
Producing and consulting on Equality Schemes
Monitoring of staff in post, recruitment, promotion and training

PRIORITY POLICIES FOR IMPACT ASSESSMENT

- Consultation Strategy
- Communications and Media Strategy
- Equal Opportunities and Diversity Strategy
- Training Strategy
- ICVS Policy
- Member Appointments
- Chief Officer Appointments
- Chief Officer Discipline/Complaints Policy
- Staff Complaints/Grievance Policy
- Direction and Control Complaints Policy

**EQUALITY IMPACT ASSESSMENT
TEMPLATE**

The APA has recently published guidelines in relation to impact assessment.
A revised template will be published in this section.

Appendix 'D'

TRAINING PLAN

Please Note:

The Authority is currently in the process of developing a Training Plan focused on the requirements of the Disability Discrimination Act. This will be linked to arrangements for assessing individual training needs and will cover the provision of relevant training and information to all staff, members, independent custody visitors and misconduct panel members.

Full details of our Training plan will be included at this Appendix as soon as it has been finalised and approved.

Appendix 'E'

DORSET POLICE DISABILITY EQUALITY SCHEME

Please Note:

The Force's current Disability Equality Scheme is available on the Dorset Police website:
www.dorset.police.uk



Equality Scheme Implementation Plan - Year One

Appendix 'F'

Specific Duty	Year 1	Year 2	Year 3	
Strategic Planning				
In determining the local priorities for policing the Police Authority will consult with local people which will include representatives of the Disabled Community	Annual Planning Process.	Annual Planning Process.	Annual Planning Process.	
Integrate equality impact assessment as a fundamental aspect of all functions.	Provide equality impact assessment training to Members and Officers	Provide equality impact assessment training to Members and Officers	Provide equality impact assessment training to Members and Officers	
All new and existing policies and strategies will be subject to an equality impact assessment that will grade them according to any negative impact or potential discrimination against people with a disability	Formalise Impact Assessment Methodology Prioritise policies for assessment. Assess 6 existing policies Impact assess all new policies	Assess 8 existing policies Impact assess all new policies	Assess 8 existing policies Impact assess all new policies	
An annual review of the disability scheme will be undertaken and published	Annual Review	Annual Review	Annual Review	
Retain close links with partner agencies Authorities to minimise areas of duplication and opportunities to improve scheme.	Explore opportunities to maximise opportunities to work with partner agencies.	Explore opportunities to improve by exploring other Police Authority schemes		

Specific Duty	Year 1	Year 2	Year 3	
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Force Scrutiny				
Six Monthly reports will be provided to the Professional Standards and Diversity Committee of the Police Authority on the progress of the Dorset Police Disability Equality Scheme based on relevant performance information.	Paper to be presented to the Committee in May 2007	Paper to be presented to the Committee in May 2008	Paper to be presented to the Committee in May 2009	
Annual Review Reports will be provided to the Professional Standards and Diversity committee of the Police Authority.	Paper to be presented to the Committee in November 2007	Paper to be presented to the Committee in November 2008	Paper to be presented to the Committee in November 2009	
Members will be represented on the Dorset Police Strategic Diversity Board who will monitor the Dorset Police Disability Scheme Action Plan	Lead members will be nominated and represent the Authority at this meeting	Lead members will be nominated and represent the Authority at this meeting	Lead members will be nominated and represent the Authority at this meeting	
The Human Resources Committee will monitor matters in relation to recruitment, retention and progression including disability issues.	Four Committee meetings will be held during the year	Four Committee meetings will be held during the year	Four Committee meetings will be held during the year	
The Professional Standards and Diversity Committee will monitor the management of Hate Crime issues through a standing agenda item.	Four Committee meetings will be held during the year	Four Committee meetings will be held during the year	Four Committee meetings will be held during the year	

Specific Duty	Year 1	Year 2	Year 3	
Access and Communication				
All locations used by the Authority will be assessed to ensure they meet the requirements of disabled attendees.	Police Authority Offices will transfer to ground floor accommodation at Police Headquarters.	Assessment procedures will be formalised to ensure that all facilities meet the requirements of the disability scheme	Continued review of facilities.	
The Police Authority will work with the Force to make its website, policing plan, annual report and other publications available in formats that are accessible to people with disabilities wherever it is possible to do so.	Budget and Policing Plan working group to consider issues raised at recent disability equality event in relation to publication of the Policing Plan.	Budget and Policing Plan working group to consider issues raised at recent disability equality event in relation to publication of the Policing Plan.	Budget and Policing Plan working group to consider issues raised at recent disability equality event in relation to publication of the Policing Plan.	

Specific Duty	Year 1	Year 2	Year 3	
Involvement and Engagement				
To develop access to disability advisory groups that can assist the Police Authority in assessing the impact of all functions and policies.	Clarify the structure of opportunities to access disability advisory groups.	Promote involvement of the disabled community in assessing the impact of function and policy	Promote involvement of the disabled community in assessing the impact of function and policy	
To promote opportunities for people with disabilities and carers to become actively engaged in the delivery of high quality policing services.	Clarify the structure of opportunities for people with disabilities to become actively engaged.	Promote involvement of the disabled community.	Promote involvement of the disabled community	
To promote the feedback/complaints process that enables people with disabilities and their carers to report any issues that are causing barriers and need to be addressed.	Record and analyse feedback to develop the disability equality scheme	Record and analyse feedback to develop the disability equality scheme	Record and analyse feedback to develop the disability equality scheme	

Specific Duty	Year 1	Year 2	Year 3	
Recruitment, Development and Retention				
To explore the commitments required by the two ticks charter and ensure that they are fulfilled within all future appointment processes.	Undertake an impact assessment of the recruitment policy and procedure.			
To survey Members, Officers, Independent Custody Visitors and Members of Misconduct Panels to define disability profile and identify any reasonable adjustments that may be required.	Prepare and despatch survey questionnaire. Provide details and any actions arising in first year annual report.			
To undertake a training needs analysis and provide a structured training programme for Members, Officers, Independent Custody Visitors and Members of Misconduct Panels to enable them to carry out their functions on behalf of the Police Authority.	Undertake training needs analysis and develop a training plan to address any gaps identified.	Implement training plan	Implement training plan	

GLOSSARY

1. Glossary of Abbreviations used in this Scheme

ACPO	Association of Chief Police Officers
APA	Association of Police Authorities
BCU	Basic Command Unit
DEC	Disability Equality Commission
DAWN	Dorset Action for Women Group
ET	Employment Tribunal
HMIC	Her Majesty's Inspectorate of Constabulary
HR	Human Resources
ICV	Independent Custody Visiting
IPCC	Independent Police Complaints Commission
LGPA	Lesbian and Gay Police Association
PACE	Police and Criminal Evidence Act
PCA	Police Complaints Authority (now IPCC)

2. Glossary of Key Terms used in this Scheme

Due regard	In practice this means giving greater consideration and resources to functions and policies that have most effect on the public, or on the authority's employees.
Function	The full range of activities carried out by a public authority to meet its duties.
General Duty	See the definition in this Scheme's Introduction on page 4.
Policies	Principles or criteria defining the different ways in which an Organisation carries out its roles, functions and duties.
Public authority	This term includes Police Authorities for the purposes of The Disability Discrimination Act (as amended).
Equality Impact Assessment	A systematic way of finding out how a proposed policy is likely to affect the promotion of race equality.
Race Equality Scheme	A document setting out how a public authority plans to meet its statutory duties under the Race Relations Act (as amended).
Relevance	Relevance is about how far a function or policy affects people as members of the public or employees of the authority.
Specific Duty	See the definition in this Scheme's Introduction on page 4.