



DORSET POLICE AUTHORITY

RACE EQUALITY SCHEME

Revised October 2004

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STATEMENT BY THE CHAIRMAN OF THE DORSET POLICE AUTHORITY

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

In short, our aim is positively to promote race equality in everything we do and we seek to achieve this by making the promotion of race 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 race equality and foster a joined up approach to race equality issues.

We are committed to working to increase trust and confidence in policing amongst the diverse communities we serve, including ethnic minority communities, 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 race 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 ethnic 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 Authority shares with the Force the objective of eliminating disproportionality between white and non-white persons in relation to stops/searches and is currently engaged in overseeing the implementation of Recommendation 61 of the Stephen Lawrence Inquiry Report. The new arrangements are designed to promote trust and confidence in the use of stop and search and will be closely monitored by the Authority.

Finally, we appreciate that what we need to do to meet the general duty will naturally change over time as our functions or policies change or as the communities we serve change. Consequently, our arrangements include annual reviews of the Scheme's operation as well as the publication of an annual report.

Michael Taylor CBE
Chairman of the Dorset Police Authority

1. INTRODUCTION

- 1.1 This document sets out the Dorset Police Authority's Race Equality Scheme. The Scheme complements the Scheme of the Dorset Police and therefore should be read in conjunction with that Scheme. The Dorset Police Race Equality Scheme is available on the Force's website www.dorset.police.uk and is also attached at Appendix 'F'.
- 1.2 The Race Relations Act 1976 (as amended by the Race Relations Act 2000) places a general duty on specified public authorities to promote race equality. This **general duty** means the Police Authority must have due regard to:
- The need to eliminate unlawful race discrimination;
 - The need to promote equality of opportunity; and
 - The need to promote good race relations between people of different racial groups.
- 1.3 In order to comply with this general duty, the Police Authority has a **specific duty** to:
- Prepare and publish a Race Equality Scheme; and
 - Monitor the Authority's employment procedures.
- 1.4 As part of its overall responsibility to secure an efficient and effective police service, the Authority monitors the way that Dorset Police has implemented its own Race Equality Scheme and monitors the exercise of the Force's specific duties in relation to employment. This includes monitoring how the Force complies with its duties relating to procurement and partnership working and how it reflects these activities in its Race Equality Scheme. The Police Authority also monitors complaints against the Force, including those that relate to race equality issues, and monitors PACE stop/searches and racial incidents.
- 1.5 It should be noted that the Authority considers it useful to include its arrangements to meet its own employment duties under the Act within this Race Equality Scheme and these appear at Section 8 of this Scheme.
- 1.6 This Race Equality Scheme sets out the arrangements we operate to fulfil these duties and responsibilities but we also recognise that the general duty is a continuing duty 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 will be incorporated into the Scheme that we publish and reported in the Authority's Race Equality Scheme Annual Report (see Section 5).
- 1.7 Complete reviews of the Authority's functions, policies and proposed policies will be undertaken every three years in accordance with article 2(3) of the Race Relations Act 1976 (Statutory Duties) Order 2001.

1.8 The Police Authority comprises 17 members (9 local authority councillors, 3 magistrates and 5 independent members). 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', though it should be noted that this is currently subject to an internal review. All meetings of the Authority are held in public and papers are accessible to members of the public (see Section 5 below) except where the subject matter means that we have to deal with matters confidentially.

2. HOW WE ASSESS AND PRIORITISE THE POLICE AUTHORITY'S FUNCTIONS AND POLICIES

2.1 In order to meet the general duty, the Police Authority operates arrangements to consider and prioritise the full range of its functions and policies according to their relevance to race equality.

2.2 In the context of the Race Relations (Amendment) Act, functions mean the full range of Dorset Police Authority powers. The term policy in this context has a wide meaning; as well as strategies and policies, it includes formal and informal decisions made by the Authority in carrying out its duties and the principles or criteria we develop to help us carry out the Authority's functions, roles and duties.

2.3 In the interest of clarity, it is to be noted that the responsibility under the Act for assessing and prioritising the Force's functions and policies falls to Dorset Police under the Force's own Race Equality Scheme. References to how the Authority monitors the Force's arrangements appear at Section 9.

2.4 The Authority's initial assessment of whether a given function or policy is relevant to race equality and the extent of the relevance was undertaken by the Standards Committee and the current prioritised list of functions and policies that the Committee has assessed to be "relevant" is included at Appendix 'B'.

2.5 Our arrangements provide for further re-assessments of the Authority's functions and policies to be undertaken every three years in accordance with article 2(3) of the Race Relations Act 1976 (Statutory Duties) Order 2001 and the first such re-assessments must be completed before 31 May 2005. In our planning for the re-assessments, opportunity is being taken to expand the assessment process on the following basis:

- All functions and policies will be initially screened by policy "owners" for their relevance, and extent of relevance, to race equality using the Authority's Policy and Function Assessment Template (shown at Appendix 'C').
- Completed templates will be subject to review and consideration by the Standards Committee.
- The resulting prioritised list of functions and policies that have been assessed as relevant to race equality will be presented to the Standards Committee for formal approval.

- The final prioritised lists of functions assessed as relevant to race equality will be included as an appendix to this Scheme and published in accordance with the Authority’s publishing policy (see Section 5 below).
- The list we publish will be expanded to include a statement of aims for each function or policy, reference to who is affected by the function or policy and which of the three parts of the general duty are affected.

Prioritisation of Functions and Related Policies

2.6 Our arrangements for prioritising functions and policies according to their relevance to race equality are designed to address the following questions:

- Are different racial groups affected by the function or policy and if so does it put certain racial groups at a disadvantage?
- Does the function or policy, or the way they are carried out, have a negative impact on race equality or on relations between different racial groups?
- Is there a public concern (especially among minority communities) that a particular function or policy will cause discrimination or damage good race relations?

Sources of Information and Data

2.7 For the purposes of undertaking the assessment, prioritisation and monitoring processes detailed in this scheme, reference will be made to available published information which may include previous research, records of complaints, surveys etc. These help to identify which specific services are used by particular racial 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. Reference may also be made to other relevant information that is also already available; for example, public opinion, surveys, census data etc. Overall, the assessment of such information and data assists in identifying how different racial 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.

Arrangements for Undertaking Consultation

2.8 The Police Authority will consult with and involve staff, their representatives and, in relation to service delivery, interested parties. Consultees will normally be drawn from the following list though additional individuals or groups may be added as and when necessary according to the subject matter of the policy or function that is being considered.

- Dorset Race Equality Council.
- Dorset Police Black and Ethnic Minority Advisory Panel (BEMAP).
- Community Group Contacts.

- Independent Advisory Groups.
 - Dorset Police Diversity Issues Steering Group.
 - Internal support groups within the Force such as the Disability Support Network, the Dorset Action for Women Group (DAWN) and the Lesbian and Gay Police Association (LGPA).
 - Police Federation, UNISON, Superintendents' Association.
- 2.9 However, 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.
- 2.10 Background information of the type referred to in paragraph 2.7 will be made available to those consulted to enable them to give informed responses. 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 languages or formats whenever there is a need to do so and we are reasonably able to do so (see paragraph 6.4).

Action Plans

- 2.11 Where, the process of reference and consultation shows evidence of unlawful racial discrimination or unjustifiable adverse impact, the Standards Committee will formulate an action plan which sets out how the policy should be monitored, amended or carried out in order to meet all parts of the general duty. In the consideration of such action plans, measures to be considered will include:
- How can the policy be altered to remove the discriminatory or adverse impact?
 - How can the differing needs of particular racial groups be met by the policy?
 - 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?
- 2.12 To support the Committee's 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.
- 2.13 The resulting action plan will set out key tasks and responsibilities as well as target dates that will then be subject to annual review by the Standards Committee. Action plans and the results of annual reviews will be published in accordance with the Authority's publishing policy (see Section 5 below) and will also be summarised in our Race Equality Scheme Annual Report to be included with this Scheme at Appendix 'E'.

3. HOW WE ASSESS AND CONSULT ON THE LIKELY IMPACT OF PROPOSED POLICIES ON THE PROMOTION OF RACE EQUALITY

- 3.1 We are also required to undertake assessments of the likely impact of all proposed policies on the promotion of race equality. This also includes proposed changes to existing policies resulting from the ongoing monitoring of our policies (see Section 4). We define such policies as including principles or criteria that we develop to help us carry out the Police Authority's functions, role and duties, and a race equality 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 racial group.¹ This enables us to pre-empt the possibility that a proposed policy could affect some racial groups unfavourably.
- 3.2 Our arrangements are designed to ensure that new or revised policies will only come into operation following a structured process of assessment and approval. All proposed policies will include a race impact assessment at the time they are presented to the Police Authority for consideration and the impact assessment will include consideration of the likely impact of the proposed policy on each racial group affected including, where relevant, asylum seekers, refugees, gypsies and travellers. Proposed policies will also include details of how their operation will be monitored if implemented (see Section 4 below). The results of impact assessments will be published in accordance with the Authority's publishing policy (see Section 5 below).
- 3.3 Stage one of the impact assessment involves a screening process to see if the proposed policy is relevant to race equality. This screening process which we apply to all proposed policies is carried out by the Standards Committee and involves the following key activities:
- Identification of the main aims of the policy.
 - Collection and evaluation of background information.
 - Consideration of whether the policy is relevant.
- 3.4 Stage two of the impact assessment involves fully assessing a proposed policy that has been identified as relevant to race equality during the course of the policy's development to make sure that it does not have adverse effects on any racial groups. This involves the following key activities:
- Identification of all the aims of the policy.
 - Consideration of the available evidence.
 - Assessment of any likely impact.
 - Consideration of the available alternatives.
 - Formal consultation.
 - Decide whether to adopt the policy.
 - Agree monitoring arrangements.
 - Publication of the results of the assessment.

¹ Commission for Racial Equality – Race Equality Impact Assessment: a step by step guide. Published September 2004.

- 3.5 As part of its review of this Scheme, the Authority is considering options for undertaking Stage 2 impact assessments. One option is to establish a Race Equality Assessment Advisory Group comprising relevant officers and members of the Police Authority with appropriate representatives drawn from the list of groups detailed at paragraph 2.8. Other specialists and experts could be co-opted to the Group at any stage of the assessment process according to the policy proposals being assessed. Alternatively, there may be benefit in working with the Force to jointly establish such a group and this option is also under active consideration.

Sources of Data

- 3.6 To support these impact assessments the Authority will refer to sources of data and information that are already available, for example, public opinion, surveys, census data etc (see paragraph 2.7). In certain circumstances the Authority will undertake or commission additional research or data collection if it considers this necessary.

Considerations to be Included in Impact Assessments

- 3.7 Each individual impact assessment will need to be adapted to each specific proposed policy but the assessment will include, as a minimum, consideration of the following questions in respect of each proposed policy:
- Whether, and how, each of the three parts of the general duty apply?
 - Who will be affected by the proposed policy?
 - Are different racial groups likely to be affected by the proposed policy and if so will it put certain racial groups at a disadvantage?
 - Is the proposed policy or the way the policy will be carried out likely to have a negative impact on race equality or on relations between different racial groups?
 - Is there a public concern (especially among minority communities) that the proposed policy will cause discrimination or damage good race relations?

Consultation

- 3.8 Our arrangements are intended to ensure that both the screening and full assessment stages are based on regular consultation with people who are likely to be affected by the proposed policy, or who have an interest in it, as well as formal consultation when the draft policy is nearing completion. For this purpose the Police Authority will consult with the groups detailed in paragraph 2.8. Other groups or individuals may also be consulted as appropriate according to the nature of the proposed policy under consideration. The use of consultation meetings, focus groups or inclusion of relevant questions on survey questionnaires may be applicable in individual cases. The results of each consultation will be published in accordance with the Authority's publishing policy (see Section 5 below) and will be reported back directly to those consulted.

Measures to be considered in the Event of Adverse Impact

- 3.9 If the process of reference and consultation shows evidence of unlawful racial discrimination or unjustifiable adverse impact, the Standards Committee will consider how the proposed policy should be monitored, amended or carried out in order to meet all parts of the general duty. Measures to be considered will include:
- How can the proposed policy be altered to remove the discriminatory or adverse impact?
 - How can the differing needs of particular racial groups be met by the proposed policy?
 - How will future monitoring of the proposed policy be carried out?

4. HOW WE ARRANGE THE ONGOING MONITORING OF OUR POLICIES

- 4.1 All policies that have been assessed as relevant to the general duty to promote race equality are subject to ongoing monitoring for any adverse impact on race equality and this is achieved through annual reviews of all relevant policies. These reviews are carried out by the Standards Committee and are subject to approval by the Police Authority. The results of the monitoring are summarised in the Authority's Race Equality Scheme Annual Report.
- 4.2 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 racial group.
- 4.3 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.
- 4.4 Reviews carried out by the Standards 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 racial groups (using the 2001 census categories) 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.
- 4.5 If a likely adverse impact on a particular racial group, or a likely adverse impact generally on race equality, is identified in the course of an annual review, the impact assessment arrangements detailed in Section 3 earlier will be applied.

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

- 5.1 Reports to and by the Standards Committee 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 Race Equality Scheme Annual Report that is described below.
- 5.2 At the end of each twelve-month period, the Standards Committee is responsible for approving a Race Equality Scheme Annual Report that identifies activities undertaken and progress made in respect of this Scheme. Specifically, each Race 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 ethnic monitoring data against the Authority's employment duties insofar as it relates to Police Authority staff. We will also publish ethnic monitoring data relating to Police Authority members, independent custody visitors, members of misconduct panels and relating to any chief officer selection process that may have been undertaken that year.
- 5.3 In the case of consultations, the report will detail why each consultation took place, how it was 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 Race 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 race equality and for the effective operation of its own race equality scheme. This includes reviewing the activities of the Force and employment of its staff in key areas such as ethnic monitoring, complaints against the Force, stop and search and the reporting of racial incidents. These responsibilities are set out later in this Scheme at Section 9 including details of how, and at what frequency, relevant reports are considered by the Authority. These 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. Members of ethnic minority groups who do not understand or who are not fluent in English may have particular difficulty in addressing or understanding information that is only provided in English.
- 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 a twice-yearly 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 Force and the Police Authority will be reviewing the current joint consultation and communication strategy. The review will provide an opportunity to consider 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 in liaison with the groups referred to in paragraph 2.8 as well as other identified groups/stakeholders. The results of this review will be published in the Authority's first Race Equality Scheme Annual Report.
- 6.6 The review will give the Authority an opportunity to learn how people from different backgrounds access and use information about the Authority's activities and services as well as confirming what information people from different ethnic groups want from us.
- 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 customers 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 (see Section 5 above) 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 Race Relations (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 we are developing 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. Key areas to be covered will include the following:

- A general awareness of race equality issues, including the concept of 'institutional racism', as they affect public authorities.
- The general and specific duties and why they are important.
- The concept of a race equality scheme and how to develop one and put it into practice.
- How to develop and introduce policy.
- How to carry out policy assessments, consultations, and monitoring, and how to produce reports for publication.

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 who need it. Overall, the aim is to ensure that people who are responsible for meeting the general and specific 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 Two Police Authority members have been designated as "Lead Members" on Race and 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 Race 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 ethnic monitoring as a tool for measuring our progress in achieving equality of opportunity in employment.
- 8.2 The Police Authority operates arrangements to monitor the ethnicity of its employees by reference to the numbers of employees and applicants for employment, training and promotion. We will formally present a monitoring report to the Human Resources Committee of the Authority on an annual basis and this report will be published on our website. Our Race Equality Scheme Annual Report will also include a summary of ethnic 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. Both reports are available at any public library in the County and will be supplied to any member of the public on request.
- 8.3 Owing to the small number of staff directly employed, the Authority is not subject to the rest of the Race Relations (Amendment) Act requirements on employment. However, monitoring of ethnicity, gender, age and disability will take place within the spirit of the Act. This will include the ethnicity, gender, age and disability of its members, independent custody visitors and members of misconduct panels. These figures will be published in our Race 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 that may have been undertaken that year.
- 8.4 All staff, members etc will be encouraged to provide their self-classified ethnicity 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. Where such information is not provided voluntarily and additional attempts so to do have been unsuccessful, we will assess the person's ethnicity in accordance with the Code of Practice issued by the Commission for Racial Equality and note that the assessment has been made in that way.

9. HOW WE MONITOR THE FORCE

- 9.1 The Police Authority is responsible for holding the Force to account for its own progress on race equality. The Authority therefore regularly monitors the Force to assess the Dorset Police Race Equality Scheme and determine whether it meets the general and specific duties of the Act and is compatible with the Authority's own Race 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 in accordance with the arrangements detailed in paragraph 5.5.
- 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 Race Equality Scheme

- 9.4 Full reports on the operation of the Force's Scheme are reviewed by the Standards 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 race equality?
 - Does the Force operate effective ongoing arrangements to monitor its policies for adverse affects on race 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 Race 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 Standards 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 The work of the Police Authority to monitor and review the Force's Race 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 Race Equality Schemes will form part of baseline assessments.

Monitoring the Force's Specific Duties in Relation to Employment

- 9.7 The Authority acknowledges the importance of monitoring employment data as a means to measure progress in achieving equality of opportunity in public sector employment. Ethnic 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.
- 9.8 The Authority therefore operates arrangements to satisfy itself that the Force is complying with its duty to collect and publish ethnic monitoring data. This includes being satisfied that the Force's information systems are able to provide the necessary information about different racial groups to show what progress the Force is making on race equality. Where significant differences between ethnic 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.
- 9.9 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.
- 9.10 The reports provide for:
- Monitoring by reference to the racial groups to which they belong, the numbers of staff in post and numbers of applicants for employment and promotion.
 - Monitoring the numbers of staff from each such group who receive training.
 - Monitoring the numbers of staff from each group who benefit or suffer detriment as a result of performance assessment procedures.
 - Monitoring the numbers of staff from each such group who cease employment.

- 9.11 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.
- 9.12 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 Association of Police Authorities.² This will involve the following:-
- Monitoring trends over time, in comparison with other forces and across different BCU's/Departments within the Force and across different types of discrimination.
 - Monitoring the frequency of review of current cases.
 - Reviewing reports detailing lessons identified from key cases and any action plans for implementing lessons learnt.
 - Dip-sampling of completed cases.
 - Dip-sampling of exit interviews.
 - Arrangements for regular contact with staff associations and UNISON.
- 9.13 In support of these arrangements, the Force will provide quarterly update reports on grievances and ETs (i.e. numbers and overall trends) to the Human Resources Committee that include:
- The number and outcome of formal grievances relating to race.
 - The number and outcome of informal complaints relating to race.
 - 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 race.
 - The number and outcome of disciplinary investigations and misconduct proceedings for alleged racial misconduct.
- 9.14 Where the monitoring data identifies significant differences between ethnic groups, 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 racial discrimination.
 - How the Force is setting targets to measure performance and evaluate progress against those targets.

² People Matters – Tackling Discrimination: Police Authority Oversight and Scrutiny of Grievance Procedures and Employment Tribunals – APA Guidance. Published January 2004.

Monitoring to Ensure Procurement Processes are Compliant with the General Duty

- 9.15 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 race equality considerations need to be built into procurement processes so that all functions meet the requirements of the Race Relations Act regardless of who is carrying them out.
- 9.16 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 race equality in their procurement policies and practices and, so far as individual contracts are concerned, at each stage of the procurement process.
- 9.17 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 & Performance Review 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

- 9.18 Complaints against officers and police staff (including any that relate to race 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).
- 9.19 Complaints relating to Chief Officers are dealt with by the Police Authority. Those relating to other officers and staff are dealt with by the Chief Constable but are subject to monitoring through the Authority's Complaints Monitoring Committee.

Monitoring “Stops” and “Stops and Searches”

- 9.20 The implementation of Recommendation 61 of the Stephen Lawrence Inquiry Report requires the Police Service to put in place arrangements for recording all “stops” and “stops and searches” made under any legislative provision by 31 March 2005. These arrangements will include:
- An effective recording and monitoring system for stops.
 - All officers and supervisors to be adequately trained as to their responsibilities.
 - Data held from the recording of stops to be compliant with relevant legislation.
 - A strategy for the use of stops that reflects the needs of the community and is subject to regular review.
- 9.21 The Police Authority is required to have in place effective arrangements to oversee and support the implementation process and is responsible for:
- Approving the Force’s policy on stops, and stops and searches, including the content of the stops form or IT design.
 - Checking that that the Force has made appropriate arrangements for all officers to receive training on the recording of stops.
 - Raising awareness amongst local people about the recording of stops and their entitlement to an immediate record (Recommendation 63).
 - Engaging in a dialogue with local people about the police use of stops and the impact of recording stops on relationships with the police.
 - Assessing the impact of recording stops on trust and confidence in the police particularly amongst minority ethnic communities and younger people.
- 9.22 The Police Authority has representation on the Force’s Stop and Search Working Group that is considering the detailed implementation arrangements. These arrangements will then be subject to approval at a meeting of the full Police Authority.
- 9.23 For the purposes of monitoring the Force’s implementation of these arrangements, monitoring and analysing stop and search records, and monitoring the Force’s overall performance towards achieving proportionality, the Chief Constable will provide quarterly reports to Audit & Performance Review Committee. Such reports will be published in accordance with the arrangements detailed in paragraph 5.5.

Monitoring Racial Incidents

- 9.24 Hate crime, including racially motivated 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 racist incidents and increasing detections for racially aggravated crime.

- 9.25 This area is subject to close monitoring by the Police Authority through quarterly reports by the Chief Constable to the Audit & Performance Review Committee and also forms part of baseline assessments that are undertaken by HMIC and reported to the Authority.

Independent Custody Visiting

- 9.26 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.
- 9.27 These arrangements are designed to secure greater public understanding and confidence in these matters from all sections and communities. The Scheme is closely monitored by the Independent Custody Visiting Panel and is the subject of regular reports to the Police Authority.

10. WHAT DO I DO IF I WANT MORE INFORMATION, WANT TO GIVE FEEDBACK OR WANT TO BE CONSULTED?

- Click the “Contact Details” button of the Police Authority page of the Authority’s website pages on www.dorset.police.uk and forward an e-mail to the Clerk.
- Send an e-mail directly to the Clerk: peter.harvey@dorset.pnn.police.uk
- Telephone the Police Authority offices on (01202 or 01305) 223966.
- Send a Fax to the Police Authority offices on (01202 or 01305) 223967.
- Write to Mr Peter Harvey, 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 RACE EQUALITY SCHEME?

- 11.1 If any complaints are received by the Police Authority relating to race equality issues, they 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 Standards Committee of the Police Authority (or any other Committee which has responsibility for overseeing the Authority’s Race Equality Scheme), 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 Standards Committee.

12. WHAT IS THE ROLE OF THE COMMISSION FOR RACIAL EQUALITY?

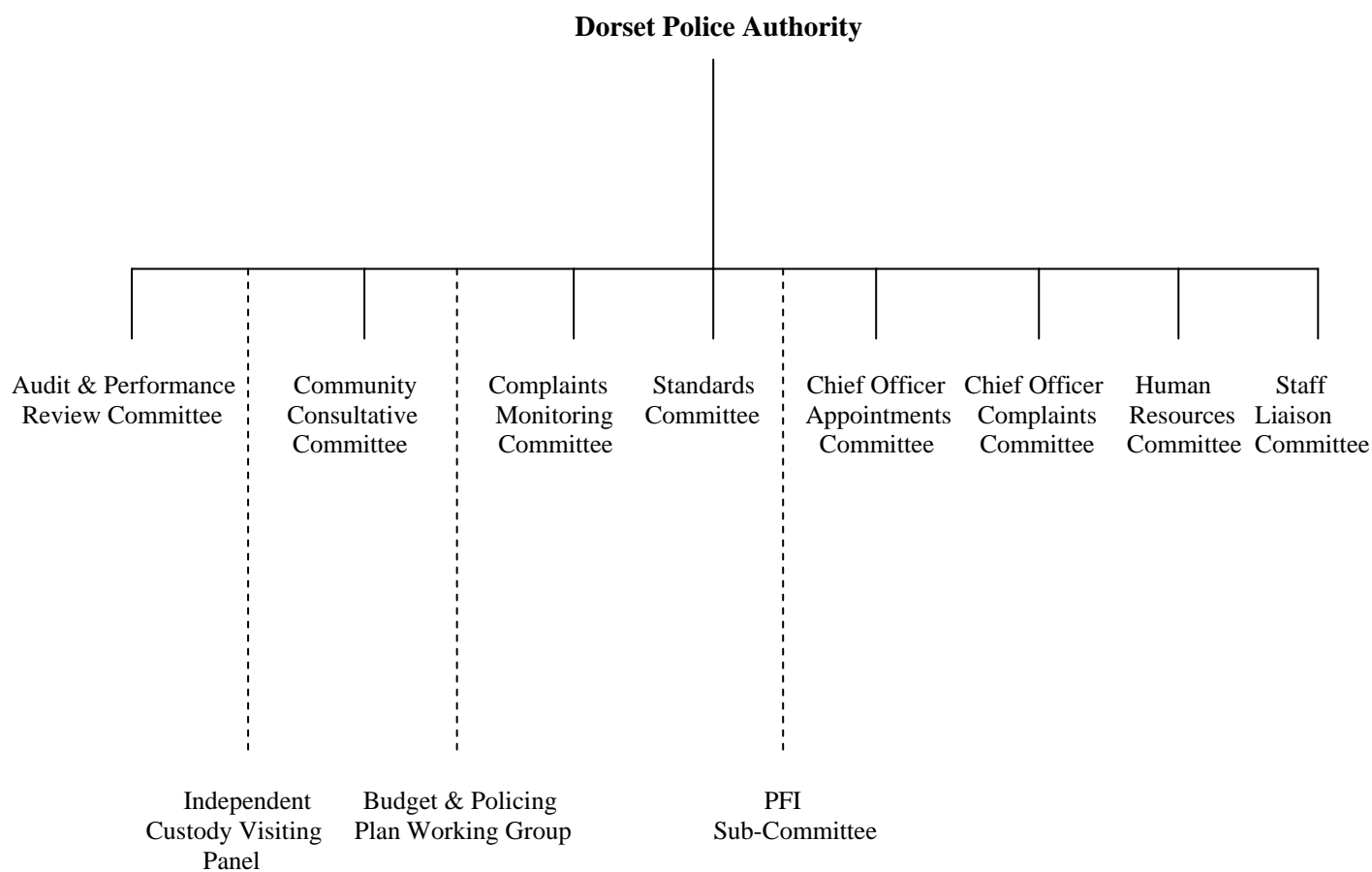
- 12.1 The Commission for Racial Equality (CRE) reports annually to the Home Secretary and is under a duty to work with public authorities to assist them to meet their general and specific duties under the Act. The Act provides the Commission with powers to enforce compliance against both the general and specific duties.
- 12.2 The Commission and individuals are given the right by the Act to take legal action against public authorities for unlawful racial discrimination. Where a public authority has not met the general duty, the Commission or a person with an interest in the matter can challenge their actions by applying for a judicial review. Powers to conduct formal investigations and to service compliance notices on public authorities that are not complying with their specific duties are also invested in the Commission.
- 12.3 In the event of any investigation, the Authority will co-operate fully and provide access to such relevant documentation as the Commission may require.
- 12.4 Written complaints and requests for copies of the Code of Practice on the Duty to Promote Race Equality should be made to the Commission for Racial Equality at the following address:

Commission for Racial Equality
Elliot House
10/12 Allington Street
London
SW1E 5EH

Telephone: 0207 828 7022
Fax: 0207 630 7605
Minicom: 0207 932 5419

- 12.5 Further information about the Commission is available on the CRE website: www.cre.gov.uk

STRUCTURE OF DORSET POLICE AUTHORITY*



* It should be noted that the Authority is currently reviewing its committee structure. A Race Equality Scheme Sub-Committee will be established to undertake certain key functions in respect of the Authority's revised Scheme.

PRIORITISED LIST OF FUNCTIONS AND POLICIES ASSESSED TO BE RELEVANT TO RACE EQUALITY

Relevant Functions and Policies Categorised as “High Risk”

Function or Policy
Determine the local priorities for policing – after consulting local people and the Chief Constable
Publish an annual policing plan including Ministerial Priorities, local policing objectives and any performance targets set by the Authority and including the Best Value Performance Plan
Report back to local communities at the end of the year on the extent to which the Policing / Best Value Performance Plan has been met
Keep itself informed of the workings of the complaints and discipline procedures
Conduct Best Value reviews of its functions in accordance with any order made by the Secretary of State
Co-operate with the ‘responsible authorities’ in formulating and implementing crime and disorder audits and strategies for each district / unitary authority in its area
Exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area
<p>Have due regard for the need to:</p> <ul style="list-style-type: none"> • eliminate unlawful racial discrimination, • promote equality of opportunity , and • promote good race relations between people of different racial groups

Relevant Functions and Policies Categorised as “Medium Risk”

Function or Policy
Appoint and dismiss the Chief Constable, subject to the approval of the Secretary of State
Agree the police budget and set the precept
Appoint and dismiss Deputy and Assistant Chief Constables
Provide advice and assistance to an international organisation, institution or a police body outside the UK, subject to the consent of the Home Secretary. The Authority can charge for such advice / assistance
Comply with any direction given by the Secretary of State on performance targets for Ministerial priorities
Investigate complaints about the conduct of ACPO officers or where appropriate refer complaints to the PCA/IPCC
Have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters
Accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the Authority or Force on such terms as appears to it to be appropriate
Maintain an effective Independent Custody Visiting (ICV) scheme

Relevant Functions and Policies Categorised as “Low Risk”

Function or Policy
Hold the Police Fund and maintain accounts
Nominate one or more members of the Authority to answer questions on the discharge of the Authority’s functions at a meeting of a relevant council when given reasonable notice of this by the council
Collaborate with other police authorities to jointly provide equipment, premises, or other material or facilities, where appropriate
Decide the charge for the provision of special police services
Comply with any Codes of Practice issued by the Secretary of State relating to the discharge of police authority functions
Comply with any direction made by the Secretary of State following an adverse report by HMIC
Comply with any direction made by the Secretary of State as to budget requirement
Comment on any HMIC report on the Force and any comments made by the Chief Constable about the report and to publish those comments
Pay out of the Police Fund any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim
Receive grants from any local council which falls wholly or partly within the Authority area either unconditionally or, subject to conditions agreed with the Chief Constable
Publish any audit report on its Best Value Performance Plan
Comply with the requirements of the Freedom of Information Act 2000



POLICY AND FUNCTION ASSESSMENT TEMPLATE

How relevant is the policy or function to the General Duty?

PERSON COMPLETING:	
DATE:	

FUNCTION/ POLICY	Is it relevant to the General Duty?		How relevant is it?	
	Which of the 3 parts does it apply to (if any):	Is there evidence or reason to believe that some racial groups could be differently affected?	How much evidence do you have?	Is there any public concern that the function or policy is being carried out in a discriminatory manner?
What is the policy or function? Include a brief statement of aims.	1. Eliminating discrimination? 2. Promoting equal opportunities? 3. Promoting good race relations?	Which racial groups are affected?	1. None 2. A little 3. Some 4. Substantial	1. None 2. A little 3. Some 4. Substantial

In the context of the Race Relations (Amendment) Act, **functions** means the full range of Dorset Police Authority powers. The term **policy** in this context has a wide meaning; as well as strategies and policies, it includes formal and informal decisions made by the Authority in carrying out its duties and the principles or criteria we develop to help us carry out the Authority's functions, roles and duties.

TRAINING PLAN

Please Note:

In conjunction with the Dorset Police Organisational Development Unit, the Authority is currently in the process of developing a Training Plan focused on the requirements of the Race Relations (Amendment) 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. Please refer to Section 7 for further details.

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

RACE EQUALITY SCHEME ANNUAL REPORT

Please Note:

Our Race Equality Scheme Annual Report is a new provision arising from the revision of the Authority's original Scheme. It is intended that the provision of such annual reports will play an important role contributing to the overall effectiveness and transparency of our arrangements.

Further information about our Race Equality Annual Reports is included in this Scheme at Section 5 but, in summary, our Race Equality Scheme Annual Report will include:

- The activities undertaken and progress made in respect of our Race Equality Scheme.
- A summary of any agreed Action Plans and Action Plan Reviews.
- A summary of the assessment, consultation and monitoring reports.
- A summary of ethnic monitoring data in respect of Police Authority staff.
- Ethnic monitoring data relating to Police Authority members, independent custody visitors, members of misconduct panels and relating to any chief officer selection process that may have been undertaken that year.
- Details of consultations with responses and outcomes.
- Changes to the Scheme itself resulting from our annual reviews.

The production of our first Race Equality Scheme Annual Report will follow the first full year's operation of our revised Scheme, at which time the report will be presented to the full Police Authority and included at this Appendix to our Scheme. It will also 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.

Subsequent Race Equality Annual Reports will appear annually thereafter.

DORSET POLICE RACE EQUALITY SCHEME

Please Note:

We are aware that Dorset Police is in the process of revising the Force Race Equality Scheme. The Force's revised Scheme will therefore be included at this Appendix as soon as it has been finalised and approved.

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

GLOSSARY

1. Glossary of Abbreviations used in this Scheme

ACPO	Association of Chief Police Officers
APA	Association of Police Authorities
BCU	Basic Command Unit
BEMAP	Black and Ethnic Minority Advisory Panel
CRE	Commission for Racial Equality
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

Adverse impact	Differences in outcomes or patterns of representation that cause Detriment for one or more racial groups.
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 Race Relations Act (as amended).
Race 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).
Racial group	A group of people defined by race, colour, nationality and ethnic or national origins.
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.