



Derbyshire Constabulary

Gender Equality Scheme Annual Report

2008

Introduction

The Equality Act 2006 amends the Sex Discrimination Act (SDA) 1975, to place statutory general and specific duties on all public authorities to promote equality between men and women. This extends to people intending, in the process or have undergone gender reassignment. It also includes the provision of services and facilities.

This report summarises the progress made by Derbyshire Constabulary to meet that duty.

In April 2007, we published our Gender Equality Scheme (GES). Over the last year significant progress has been made. This report highlights some of the best practice established locally and nationally.

Arrangements for managing the GES

The GES is managed by the Force Diversity Advisor with support from the Head of the Confidence & Equality Unit, but as with our other equality schemes, it is owned by every member of the Constabulary.

The strategic lead for the GES is the Assistant Chief Constable (Support). She chairs quarterly Confidence & Equality and the Gender Agenda Steering Group meetings which key stakeholders attend. This includes the Heads of Confidence & Equality Unit, Procurement, Learning & Development, Corporate Development, Professional Standards, Personnel, Community Safety, staff associations, support networks and the Diversity Manager and Advisor. These groups will develop, promote and monitor the GES.

The GES action plan is reviewed and updated after each of these meetings. It encompasses the 5 long term aims identified by the British Association of Women in Policing. Each police force is expected to deliver the action plan.

The full version of our GES can be viewed on our website- www.derbyshire.police.uk

Policies and functions

Assessing and consulting on the likely impact of policies

The Force categorised 146 policies/functions as being of high risk. All such policies/functions were also assessed across the six strands of diversity, as well as their impact on bureaucracy, Human Rights Act and Freedom of Information requirements. The Force met its statutory obligation to fully review and amend all of its 146 high risk policies ahead of the 31 May 2006 deadline.

The Force also categorised 35 policies/functions as being medium risk. 34 of these were reviewed and amended by the deadline of 31st May 2007. The final medium risk policy review was completed in June 2007.

During 2007 116 policies/functions were categorised as low risk. As at 31st March 2005, 105 had been reviewed. The remaining are due to be completed by end of June 2008.

All reviewed documents were consulted upon with relevant internal and/or external stakeholders. Reviews were carried out by trained policy review officers in every department and division.

The full list of the 'Low risk' policies reviewed over the last year can be found at **Appendix A**.

In addition the following 'High' risk policies have been reviewed or introduced during the last year:

- Agency Staff Guidelines
- Anti Social Behaviour Policy
- Attendance Management Policy
- Call Grading
- Child Abuse Investigations and Safeguarding Children Policy
- Closure of Licensed premises (Police Powers to Close Premises)
- Consultation Strategy
- Covert Policing Policy
- Crime Reporting and Recording Standard Operating Procedures
- Crime Scene Attendance Policy
- Critical Incidents
- CSAA (Community Safety Accreditation Scheme)
- Dispute Resolution Procedure
- Domestic Violence Policy
- Drug and Alcohol Policy
- Evidence Gathering Team Guidance
- Extension to Service Policy
- Financial Assistance for Study
- Flexible Learning
- Force Crime Audit Policy
- Freedom of Information Policy
- Guidance – Arrest of prisoners and suspects
- Guidance for the Provision of Interpreters Services
- Guidance Notes for the Issue of FPN for Disorder
- Guidance on Police Staff Disciplinary Procedure for Managing Performance
- Guide for the Management of Road Death Investigations
- Hazchem Policy

Health & Safety Policy
Information Security Policy
Management of Major Crime Investigations
Management of Police Information Policy
Offences Taken into Consideration
Police Staff Acting Up Policy
Proceeds of Crime – Seizure of Cash
Procurement Policy
Professional Standards Policy
Protected Persons Policy
SO B4 Road Traffic Collisions Reports and Procedures
Force Suspension & Redeployment Procedure
Professionalizing Investigation Programme Policy
Tasking & Co-ordinating Policy
Pursuits Policy
Incident Audit Policy
Safeguarding Vulnerable Adults - Guidance

Arrangements for monitoring policies and functions for adverse impact

Where reviewed policies were identified as 'High' risk a monitoring system was built in where appropriate allowing for trends and patterns of disproportionality to be identified.

The Confidence & Equality Steering Group meets at least quarterly and it is chaired by the ACC (S). This group reviews the employment duty and continues to monitor/action data across all strands of diversity.

The Gender Agenda Steering Group meets at least quarterly and it is chaired by ACC (S). They make recommendations to the Force in generating a thriving police service which supports women in achieving their full potential and making their full contribution to policing.

The Service Delivery Group which is chaired by the ACC (O) meet bi-annually and reviews service delivery activity around the areas of gender hate crime, including female vulnerable victims/ witnesses, the detention of female and trans prisoners and have issued management guidance in relation to Trans gendered and Transsexual people.

There are plans to merge the Confidence & Equality Group and Service Delivery Group in autumn of 2008.

Arrangements for publishing assessments, consultation and monitoring reports

A number of internal and external groups and individuals have been consulted with during the review procedure. The type and level of consultation has been in general determined by the nature of the policy/function however outlined below is a summary of some key stakeholders who have assisted in providing advice and guidance throughout the consultation process:

Force Diversity Manager
Force Diversity Advisor

Police Federation
UNISON
British Association of Women in Policing
Gender Agenda Steering Group
Black Police Association
Independent Advisory Group
Rape Crisis
Gypsy and Traveller Liaison Group
Disability Network
Race Equality Council

Arrangements for making sure the public have access to services and information

A language line facility is now in place in our call centres and enquiry offices. This allows members of the public to have a three way conversation with a person in their own language and allows our staff to deal with the person's needs. This removes barriers such as language difficulty and assists our staff to give a quality service.

We have continued to use translated documents where appropriate and the GES summary has been translated into six other languages. We have also developed a Short Message Service (SMS) text scheme to provide equality of access for deaf, hard of hearing or speech impaired people to contact us.

Arrangements for training staff

The Home Office's Strategy for improving performance in race and diversity 2004-2009, which integrates new National Occupational Standards in race and diversity, informs our learning and development strategy. The six identified threads, of race, disability, age, religion and belief, gender and sexual orientation are all reflected in the learning and development programme, to help all staff achieve Occupational Competency.

The learning and development strategy has been delivered in 2 phases, and has been developed in partnership with the portfolio lead for diversity and leadership within Skills for Justice, the Justice Sector Skills Council, who lead on the implementation of Occupational Standards.

In Phase 1 of PRDLDP (Police Race and Diversity Learning and Development Programme) all 750 managers received extensive assessing and performance management skills development training in order to mainstream, lead and quality assure the achievement of competency of all staff. In the mandatory Phase 1 courses (Parts 1, 2 and 3) the occupational standards in promoting race and diversity are integrated with the positive general and specific duties of the SDA (1975). This not only develops the understanding and application of the general duty, but also establishes a clear auditing line for monitoring the implementation of the general duty through NOS.

In Phase 2, in line with Centrex guidance (Home Office, 2006) development is then based on contextualised need, to ensure development is both relevant and focused on performance outcomes. In addition to a dedicated Diversity Champion supporting individuals/sections across the force, Field Trainers are located across all divisions,

within the workplace to follow through on development progress in achieving the national competencies. Where skills gaps are identified a series of supporting tools are available. These include the national Centrex materials (which cover the 6 threads of diversity, including specifically gender), a 'toolkit' which includes guidance on GES and Equality Impact Assessment, and the Implicit Association Test (IAT), which explores personal bias in all areas of diversity, including race. IAT results are independently scrutinized by the Department of Law at the University of Derby. In 2007, the Force moved to a national occupational standard of promoting equality and valuing diversity to further enhance understanding and application of the duties.

All learning and development is monitored and equality impact assessed using a matrix to identify how Gender Equality is represented across all training, not just 'specialist' interventions. All learning and development staff have received training on integrating the general and specific duties into all training they carry out, from driver training through to firearms.

Further training has been carried out for 66 nominated individuals across the force responsible for contributing to Equality Impact Assessments, provided by the Diversity Manager, Diversity Advisor and Corporate Development.

Bespoke interventions have been carried out for Command Teams concerning implementing the GES, by the ACC, Diversity Manager and Diversity Advisor.

In addition, all personnel who apply for specialist or promotions are questioned on how they have implemented the general duty and supported the GES. This further integrates the duties within the SDA (1975) and culturally embeds them as priorities. As a follow up to the training provided to supervisors all members of staff have a Race & Diversity action within their PDR and all Divisions and Departments include diversity issues within their Business Plans.

The communication strategy for GES has included the distribution of a summary leaflet on the general and specific duties for all staff.

Employment duty

All the employment duty actions from the GES action plan have been progressed. A full report on our employment monitoring data is attached at <http://www.derbyshire.police.uk/sei/s/846/f28.pdf>

Key developments over the financial year 2007/08 have included -

- Implementation of the Mainstreaming Diversity Strategy which aims to integrate good practice in diversity across all areas of the organisation through devolved diversity objectives to divisions and departments. Integral to this strategy is the introduction of a national occupational standard on diversity for all staff; this sets out what the organisation expects of its staff in terms of behaviour and performance in diversity. Derbyshire Constabulary's approach to this initiative has been identified as best practice by the Home Office and Skills for Justice.
- Ongoing six-monthly detailed reviews of employment monitoring data by gender leading to thorough analysis and actions. Furthermore, quarterly monitoring of the data by the Confidence & Equality Steering Group and Gender Agenda Steering Group is undertaken with input from diverse staff associations and support networks. This monitoring ensures that where trends suggest disproportionality or

low take-up of opportunities across different groups, this can be identified and remedial actions tasked to the appropriate managers.

- All 'high and medium impact' personnel and training policies have undergone an equality impact assessment including consultation with diverse user groups. These reviews have included policies on attendance management, professional competence procedure for student officers, specialist posts, fixed term contracts, health and safety, lone working and seconded officers. This has led to improvements in policy and practice including greater positive action initiatives adopted to promote gender equality throughout all our people management procedures. These policies were also impact assessed with regard to age, disability, race, religious belief and sexual orientation.
- Continued achievement of Home Office targets for the representation of female staff among police officers in the areas of recruitment & retention and in the Special Constabulary.
- As at 31st March 2008, there are currently 506 (24%) female police officers, of which 44 (40%) were new starters. Both these figures are above national targets. 109 are part time/job share. 68 females are in specialist posts and 3 were successful at promotion. The highest ranking female officer is at ACPO level. There are also 2 female Chief Superintendents.
- As at 31st March 2008, there are currently 1112 (67%) female police staff, of which 125 (69%) were new starters. 392 females are part time/job share. 81 females are Police Community Support Officers and 173 are Special Constables.
- Continued delivery of the Springboard Women's Development Programme. Successful delivery of the first Navigator Men's Development Programme. As a result further programmes will be delivered in autumn 2008. Introduction and delivery of the first Fresh Steps Programme to help address some of the issues around the age profile within the workforce.
- The Core Leadership Development Programme for all first time supervisors has been successfully run from January 08 with extremely positive feedback. The programme brings together male & female police officers and police staff to assess leadership qualities. The course structure and learning environment has proved key in allowing individuals to recognise their skills and areas for development.
- Criminal Justice Unit have successfully piloted a new flexi-time policy which allows police staff to work outside of their core hours. The benefit to morale and productivity has been extremely positive, particularly in addressing work/life balance commitments. It is hoped the scheme will be rolled out across the Force.
- Divisional Training Managers, with support from HR ensure returnees to work from maternity/paternity leave, career breaks etc receive a training needs analysis/refresher training tailored to individual needs. Keeping In Touch Days and regular contact is in place for staff away from the organisation.
- The Force Gender Agenda Steering group highlights trends and raises concerns which may impact on gender issues within the appropriate forums for action – Uniform & Equipment Sub-Committee, Confidence & Equality Steering Group,

Disability Support Network, Employee Relations, Health Management Unit & Learning & Development.

- Gender Agenda 2 Survey has gone out to all staff, including male. The survey has been broken down into specific categories including career progression, feelings about current role and work/life balance. The results will be available late 2008.
- Gender Agenda 2 Launch due to take place in September 2008, which will feedback on the key findings of the Gender Agenda 2 Survey.
- Improved procurement processes to ensure our extended workforce through suppliers and contractors is also diversity-friendly and promoting gender equality.
- An executive position acquired by the Derbyshire Black Police Association on the Derby City Council Gender Diversity Forum – a committee made up of local elected councillors, council employees and community leaders who focus specifically on inequalities relating to service delivery within the communities we serve. This group has welcomed police representation, particularly for sign posting individuals/community representatives to appropriate channels for action and support.
- Increased confidence in procedures to resolve perceived inequality in the workplace, including an improved dispute resolution procedure and an in-house mediation service; this has achieved an increased take-up among under represented groups, showing improved confidence in the organisation's approach to resolving staff disputes and addressing equality issues. This initiative has been recognised with a national best practice award.
- Firearms with smaller stocks for both male and females within the Armed Response Unit are currently being assessed. 2 piece PSU overalls for all PSU officers have now been approved nationally.
- The British Association of Women In Policing are producing a Gender Agenda 2 Good Practice document for every police force. This will incorporate examples of good practice from forces, including Derbyshire.
- The National Senior Women In Policing will focus on 3 key areas during 2008 – Uniform & Equipment, healthy workforce and a more representative workforce.

Other Areas

- The Diversity Unit has been expanded, and re-titled the Confidence & Equality Unit. The appointment of a Superintendent has resulted in a review of the Force's approach to diversity issues. The new Unit is independent of all departments and reports directly to the ACC (S).
- The imminent recruitment of a Network Support Co-ordinator and an Analyst within the Unit will allow key initiatives to be driven and gaps highlighted to be closed.

- The review has enabled a holistic and task focused approach to diversity. It provides support and guidance to divisions and departments in delivering the gender equality duty. A Confidence & Equality assessment has been developed and endorsed, which forms the basis of tasking and co-ordinating at the regular Confidence & Equality Group meeting.

Actions for 2008/09 –

- Continued employment monitoring and action
- On-going and new positive action initiatives in partnership with the Staff Associations and support networks to improve recruitment, retention and progression targets.
- Collating feedback from our staff survey on equality indicators and take appropriate action
- Developing and addressing the actions arising from our Confidence & Equality Assessment
- Re-evaluation and assessment of all diversity networks to ensure a consistent and equitable approach and avoid duplication.
- Continued promotion, implementation and quality assurance of the national occupational standard in diversity, which all staff are required to achieve
- Implementing recommendations for continuous improvement from the HMIC

	<i>POLICY/FUNCTION</i>	<i>DEPARTMENT</i>	MILESTONE DATE FOR REVIEW COMPLETION	<i>UPDATE ON PROJECTS</i>
	Research Policy	Corporate Development	30 Dec 06	<u>With Data Protection Officer awaiting publication of ACPO Policy after which this force policy will be withdrawn – 29.03.07</u>
	Representative Organisations SO A62	Corporate Development	30 Dec 06	Complete
	Duties at Elections SO A53	Corporate Development	30 Dec 06	Complete
	Drug Education	Community Safety	30 Dec 06	To be withdrawn; superseded by ACPO document 'Joining Forces' confirmation to be sought from Force Youth Development Manager that document has been withdrawn.
	Voluntary Workers	Community Safety	30 Dec 06	Complete
	Youth Involvement Officers	Community Safety	30 Dec 06	To be superseded by a new Youth Involvement Strategy currently being developed by Force Youth Development Manager.
	Neighbourhood Watch	Community Safety		Complete
	PNC Use	Crime Support	30 Dec 06	Complete
	POCA	Crime Support	30 Dec 06	Complete
	Foreign Travel	Crime Support	30 Dec 06	Now covered by Home Office Guidance. Staff directed via link on Force Intranet. Information provided to the force on CC's orders 11-12-06
	Removal of Property	Crime Support	30 Dec 06	No document exists
	Protected Witness	Crime Support	30 Dec 06	Policy currently being rewritten by DCI Crime Support, EIA to be completed once contents are finalised
	Coroners Sudden Death SO A48	Crime Support	30 Dec 06	New guidance document being developed which will incorporate EIA. Once complete S/O A48 to be deleted
	Treatment of Offenders SO C16	Crime Support	30 Dec 06	S/O removed. To be incorporated into new Force Information Sharing Agreement.
	DNA Fingerprints/Footmarks	Crime Support	30 Dec 06	Previous Force policy replaced by ACPO

			Guidance already subject to EIA Review
Independent Custody Visitor	Criminal Justice		This was incorporated within a standing order A32. The contents have been reviewed and have been shown to replicate legislation and national procedure. In view of this S/O A32 to be deleted Any future guidance will be developed in accordance with EIA template. After consultation any future guidance to be medium risk.
Custody – Display of Posters	Criminal Justice		No separate document exists; incorporated within Crimestoppers Policy already reviewed as 'high'
Firearms Training/Firearms Safe Working	Operations	30 Dec 06	Complete
Method of Entry	Operations	30 Dec 06	Complete
Car Cruises	Operations	30 Dec 06	Complete
ANPR (Guidance)	Operations	30 Dec 06	Complete
Section 165 Seizure	Operations	N/A	New guidance. Complete.
Hazchem Prohibition Policy	Operations	N/A	New Policy awaiting submission to PAG. Review complete.
Road checks (SO B14)	Operations	30 Dec 06	Review complete
Debrief Police Operations	Operations (previously listed under Criminal Justice)	30 Dec 06	Now replicated within other policies already subject to EIA review.
Probationary Period – Guidance	Personnel	30 Dec 06	Complete.
Police Staff Specialist Posts	Personnel	30 Dec 06	Now superseded by Recruitment and Selection to Police Staff Posts Policy
Temporary/Fixed Term Contracts	Personnel	30 Dec 06	To be with drawn. Report received from HR 20.12
Personal Records SO A7	Personnel	30 Dec 06	Standing Order withdrawn as the information contained is a duplication of Police Regs. 21.02.07

Special Constables SO A26	Personnel	30 Dec 06	To be withdrawn – 29.03.07
Traffic Wardens SO A27	Personnel	30 Dec 06	The Personnel aspects within the SO no longer apply. Operational matters now covered within PNLD. SO to be deleted
Health & Safety Policy Statement	Personnel	30 Dec 06	Previously impact assessed during review of high risk policies/functions
Seconded Officers Policy	Personnel	30 Dec 06	Complete
Lone Working – Police Staff (Guidance)	Personnel	30 Dec 06	Complete
Pesticides & Poisons – Safe Handling (Guidance)	Personnel (H& S)	30 Dec 06	Complete
Drug and Alcohol Policy	Professional Standards	30 Dec 06	EIA completed. New policy approved
Freedom of Information Policy	Professional Standards	30 Dec 06	Complete

POLICY/FUNCTION	DEPARTMENT	CONSULTATION	APPENDIX B Brief Summary of amendments made as a result of consultation
Research Policy	Corporate Development	Diversity Manager Data Protection Officer	Awaiting ACPO advice - requires amendment to bring up to date.
Representative Organisations SO A62	Corporate Development	ACPO Diversity Manager Federation Superintendent's Association Unison Black Police Association Health and Safety	No amendments made as a result of consultation.
Duties at elections	Corporate Development	Diversity Manager	No changes made as a result of consultation.
Drug Education	Community Safety	Document withdrawn.	
Voluntary Workers	Community Safety	Diversity Advisor Legal Department Data Protection Officer Amber Valley Council for Voluntary Services (CVS)	Amendments were made by the Data Protection Officer. A paragraph was added by the Diversity Advisor re. Accommodating volunteers with disabilities. Minor amendments were also made by CVS.
Youth Involvement Officers	Community Safety	Superseded by a new Youth Involvement Strategy .	
Neighbourhood watch	Community Safety	County NW plus Divisional and Section Support Groups NW Schemes Section Inspectors Legal Department Data Protection officer Diversity Manager	Comments from South Derbyshire District Council Community Engagement Officer that they actively promote and attend launch meetings. Comments from the Chesterfield Neighbourhood Watch Office that they have their own development worker who can launch schemes on their behalf in consultation with the local Divisional Police.
PNC Use	Crime Support	National document consulted upon nationally.	

POLICY/FUNCTION	DEPARTMENT	CONSULTATION	APPENDIX B Brief Summary of amendments made as a result of consultation
POCA	Crime Support	Diversity Manager	No amendments made as a result of consultation.
Foreign Travel	Crime Support	Now covered by Home Office Guidance.	
Removal of Property	Crime Support	No document exists.	
Protected Witness	Crime Support	Policy to be re-written.	
Coroners Sudden Death SO A48	Crime Support	New guidance document being prepared - Standing Order withdrawn.	
Treatment of Offenders SO C16	Crime Support	Information incorporated into Information Sharing Agreement – Standing Order withdrawn.	
DNA Fingerprints/Footmarks	Crime Support	Replaced by ACPO Guidance already subjected to Equality Impact Assessment.	
Independent Custody Visitor	Criminal Justice	Already replicated national guidance – Standing Order A32 withdrawn.	
Custody – Display of Posters	Criminal Justice	Incorporated within Crime Stoppers Policy which was impact assessed as part of high risk reviews.	
Firearms Training/Firearms Safe Working	Operations	Diversity Manager	No amendments made as a result of consultation.
Method of Entry	Operations	Diversity Advisor Diversity Manager	Consultation resulted in the removal of the requirement to be MOE trained to be on PSU.
Car Cruisers	Operations	Diversity Manager	No amendments to policy as result of this consultation.
ANPR (Guidance)	Operations	Force Solicitor Diversity Manager Data Protection Officer Federation	Minor typing errors corrected. No amendments made. Addition of correct data protection principles. No amendments.
Section 165 Seizure	Operations	Force Solicitor Diversity Manager Data Protection Federation	Minor grammatical change. Include reference to active monitoring of diversity impact. Include reference to retention of data. No amendments made.

POLICY/FUNCTION	DEPARTMENT	CONSULTATION	APPENDIX B Brief Summary of amendments made as a result of consultation
Hazchem prohibition	Operations	Diversity Manager	Minor typing errors corrected.
Road checks (SO B14)	Operations	Diversity Manager	
Debrief Police Operations	Operations	Replicated within other policies which have already been subjected to Equality Impact Assessment.	
Probationary Period – Guidance	Personnel	UNISON HR Managers Health Management Unit Diversity Advisor	As a result of this consultation, minor changes were made to the wording. The review also introduced a three stage dismissal procedure to mirror legislative requirements.
Police Staff Specialist Posts	Personnel	Now superseded by recruitment and selection to Police staff posts policy.	
Temporary/Fixed Term Contracts	Personnel	Policy to be withdrawn.	
Personal Records SO A7	Personnel	Personnel aspect within the S.O no longer relevant, operational matters now covered by PNLD therefore the Standing Order has been withdrawn.	
Special Constables SO A27	Personnel	Standing Order withdrawn	
Traffic Wardens SO A27	Personnel	The Personnel aspects within the Standing Order no longer apply and operational matters are covered within PNLD – Standing Order to be deleted.	
Health and Safety Policy Statement	Personnel	Fairness at Work Officer	
Seconded Officers Policy	Personnel	Diversity Advisor	No amendments made as a result of this consultation.
Lone Working – Police Staff (guidance)	Personnel	Diversity Advisor	No amendments made as a result of consultation.
Pesticides and Poisons – Safe Handling (guidance)	Personnel (H&S)	Diversity Advisor Wildlife Liaison Officer	No amendments made as a result of consultation.
Drug and Alcohol Policy	Professional Standards	UNISON Federation Equality and Diversity Managers Superintendents Association Force Executive	No amendments made as a result of consultation.

<i>POLICY/FUNCTION</i>	<i>DEPARTMENT</i>	<i>CONSULTATION</i>	<i>APPENDIX B</i> Brief Summary of amendments made as a result of consultation
Freedom of information Policy	Professional Standards	ACPO (DCC) Home Office Information Commission Dept of Constitutional Affairs Public interest groups National and local media Head of Professional Standards Performance Support Policy/Strategic Planning Diversity Manager	No amendments made as a result of consultation.