

# Terms of Reference

## Women's Voices Advisory Group

### OUR PRIORITIES



Vulnerability



Fighting  
Crime



Our  
People



Prevention and  
Partnerships



Responsive and  
Visible Policing



Service to  
the Public



Trust and  
Legitimacy

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## Terms of Reference – Women’s Voices AG

### Purpose

Derbyshire Constabulary is committed to creating an environment where women and girls can feel safe and be safe within Derbyshire, free of fear and harassment.

All women and girls have their own unique experiences of discrimination and oppression, and we must develop an intersectional lens to be truly inclusive and alert to all issues that have the potential to marginalise women and girls, whether it be race, class, sexual orientation, gender identity, ability or disability.

The Women’s Voices group creates a safe space for Women to speak openly, have challenging, constructive and reflective conversations about the VAWG agenda and the critical role women play in the solution in keeping women and girls safe and feeling safe.

**All Women play a critical role in this work.**

Certain crimes and behaviours disproportionately affect women and girls, manifest themselves in different ways and demand targeted solutions. Crimes such as domestic abuse, rape, female genital mutilation, stalking, harassment, and digital crimes such as cyber-flashing, ‘revenge porn’ and ‘up-skirting’ are taking place every day. Behaviours in public and the workplace such as ‘cat calling’, wolf whistling and sexualised comments all further compound these issues and disproportionately affect and impact on women and girls.

The tragic cases of Sarah Everard, Julia James, Bibaa Henry and Nicole Smallman touched us all. But for every high-profile case, there are sadly many more. We must honour these women and girls by doing more to prevent violence, support victims and pursue perpetrators.

### The Women’s Voices AG will focus on three key priorities:

1. Increasing trust and confidence in policing
2. Pursuit of perpetrators,
3. Creating safe spaces (in private, public, online and schools)

The Women’s Voices AG consultation will influence decision making which focusses on how we design and deliver our policing services and how we become more inclusive as an employer.

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## Terms of Reference – Women’s Voices AG

### Membership: Women Only

- Chairperson – (Elected Member of the VAWG AG) will hold the position of Chairperson, as agreed by AG members. In the absence of the Chairperson the Vice Chair will assume the role.
- AG members - will be individuals who live or work in the Derbyshire policing area.
- HMICFRS Liaison Officer, Derbyshire Police (ad hoc)
- Derbyshire Combined Authority representative.
- Senior Leadership Team Member Public Protection/Safeguarding
- Force Lead – VAWG (Culture Board member)
- OPCC representative

### Roles and Responsibilities

Chairperson –

The Chairperson will set the agenda and include items of interest from VAWG Women’s Voices AG Members and focus on the three VAWG Strategy key priorities:

1. Increasing trust and confidence in policing
2. Pursuit of perpetrators,
3. Creating safe spaces (in private, public, online and schools)

The Chairperson will chair the Women’s Voices AG meeting, proactively review the Women’s Voices AG membership and ensure the demographic makeup is reflective of the Women we serve in Derbyshire.

Women’s Voices AG members will: -

- Proactively contribute through sharing individual lived experiences and knowledge to inform and constructively challenge the development and delivery of Policing services.
- Attend a minimum of two meetings per year.
- Share open-source information with their communities and feedback on how information is received.

During a Force critical incident, Women’s Voices AG members may be required to act as a ‘critical friend’, communicate corporate messages to their networks and relay back vital information which will contribute to the safety and wellbeing of any persons connected with Derbyshire.

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AG Members will adhere to the Code of Conduct, Confidentiality Arrangements and Women’s Voices AG Member Information outlined in **APPENDIX ONE, TWO and THREE**.

The VAWG Force Lead will act as conduit between Derbyshire Constabulary internal stakeholders and Women’s Voices AG members, advise the Chairperson on current issues affecting communities, co-ordinate the meeting arrangements and oversee actions and provide updates from any relevant partnership meetings or internal policing board.

Following each Women’s Voices AG, Minutes to be circulated to the Force’s Strategic AG lead.

Any learning, recommendations or good practice that is identified during these meetings will be collated within an action plan and communicated to the Force's Culture Board, who will have oversight on all issues raised within this AG.

The Force’s HMICFRS Liaison Officer and VAWG lead will provide a regular overview of previous and future Force inspections in terms of focus, actions, recommendations, and national position.

The National Police Chief’s Council (NPCC) VAWG Taskforce will be a focal point for communicating key national messages to the group which Derbyshire are actively engaged with and conversely the AG will be pivotal in providing focus back to the VAWG Taskforce.

### Meetings

Woman’s Voices AG meetings will be held quarterly at different locations in the Derbyshire Force area.

Ad hoc consultation with Women’s Voices AG members will be carried out using a variety of communication channels.

Women’s Voices AG members may claim mileage or submit public transport receipts incurred from Women’s Voices AG meeting attendance. In the case of expenses to support reasonable adjustments this will be agreed on an individual basis with the Lead.

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### APPENDIX ONE – CODE OF CONDUCT

#### This Code of Conduct is applicable for members of the advisory group

Every member shall act with integrity, fairness, politeness, tolerance, respect openness and truthfulness and without fear or favour. In particular, every independent member of the public or a representative of a partner agency shall:

- Respect each person’s differences and will not harass, victimise, discriminate, be abusive, express derisive attitudes or behaviour towards other individuals or groups.
- Not behave in a manner that brings discredit to the group
- Not demonstrate favouritism to any particular individual or group
- Treat any information that comes into their possession during the course of their membership as **restricted** and shall not use it for personal benefit, nor divulge information to other parties except in the proper course of Women’s Voices AG business

If the conduct of a member is deemed to be inappropriate the matter must be raised with the **Chairperson** or **Police SLT** representative who will deal with the matter proportionally and in line with existing Force guidance.

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# Terms of Reference – Women’s Voices AG

## APPENDIX TWO - CONFIDENTIALITY ARRANGEMENTS

### DERBYSHIRE CONSTABULARY

#### UNDERTAKING OF CONFIDENTIALITY

I ..... as a member of the VAWG/Male Voices AG and visitor to locations operated by The Police and Crime Commissioner of Derbyshire or Derbyshire Constabulary hereby acknowledge the responsibilities arising from this Undertaking of Confidentiality.

I understand that during my visit to Derbyshire Constabulary I may have access to Police Information which shall mean any information relating to Police business or affairs which is confidential to the Police and may include ‘Personal Data’ and ‘Sensitive Personal Data’ as defined in Sections 1,2 and 6 of the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR).

The Police information I will be afforded access to may be in the form of:

- a) the viewing and hearing of information held on computer, notice boards, screens or displayed by some other electronic means; or
- b) reading or viewing manually held information in written, printed or photographic form.

The above is not a definitive list.

I undertake that:

1. I shall not communicate to nor discuss with any other person the contents of the personal or non-personal information used or discussed at the VAWG/Male Voices AG.
2. I shall not retain, extract, copy or in any way use personal or non-personal information used or discussed at the VAWG/Male Voices AG to which I have been afforded access during my visit or for any other purpose.
3. I shall not remove from the premises any documentation containing any form of Police Information.

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4. I shall not broadcast or disseminate to any other third party any Police Information, to include any knowledge of any operational Police business or tactics.
5. I will comply with the appropriate physical and system security procedures made known to me by the Designated Police Manager.
6. I will act only under instruction from the Designated Police Manager or other designated deputy whilst on Police premises and whilst Police Information is available to me.

I understand that the Police Information is subject to the provisions of the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR), and that by knowingly or recklessly acting outside the scope of this Undertaking I may incur criminal and/or civil liabilities.

I undertake to seek advice and guidance from the Designated Police Manager or other designated deputy of the Data Controller in the event that I have any doubts or concerns about my responsibilities regarding the Police Information and this Undertaking of Confidentiality.

I have read, understood and accept the above.

Name .....

Signed ..... Date.....

Privacy Notice: Derbyshire Constabulary processes personal data in accordance with the Data Protection Act 2018 and other associated legislation. Personal details that are provided for this Undertaking will be securely retained by Derbyshire Constabulary. This information will only be used for the purpose of ensuring compliance with the Data Protection Act 2018 and will not be further disclosed unless there is a legal basis to do so.

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## Terms of Reference – Women’s Voices AG

### APPENDIX 3 - Personal Information Consent Form

Thank you for being part of the Women’s Voices Independent Advisory Group.  
We need you to agree to sharing your details with us as part of the membership.

#### Why do we need your consent?

- Under the new GDPR 2018 and Data Protection Act 2018, we need to have a written confirmation from you that you agree to sharing your details with us.
- You can withdraw your consent at any time after signing this document.
- If you decide that you do not wish to share your details, you can also change your mind and give your consent at a later date.

#### How will we use your information?

- We will use information to help us create a list of people who want to take part in the Men’s Voices Independent Advisory Group
- Your information will only be shared with members of Derbyshire Constabulary
- The Data Controller for the project is Chief Constable of Derbyshire Rachel Swann

#### Where will your information be stored?

- Your details will be stored on Derbyshire Constabulary’s secure computer systems
- Your information will **not** be made available to people who are not employed by Derbyshire Constabulary

#### Statement of Consent to Process Personal Data - Data Subject - adults and children aged 13 years and above.

I confirm that I have received and understood the privacy information in relation to the processing of my personal data and I hereby consent to the processing of my personal data for the purpose of the  
Men’s Voices Independent Advisory Group

Signed

Date

Print Name

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## Terms of Reference – Women’s Voices AG

### Consent to Process Personal Data - Data Subject – vulnerable adults and children aged below 13 years (if relevant)

I confirm that I have received and understood the privacy information in relation to the processing of the personal data and I hereby consent on behalf of the data subject to the processing of my personal data for the purpose of the Men’s Independent Advisory Group.

Signed

Date

Print Name

#### Capacity:

Parent/Guardian/Appropriate Adult/Other

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### APPENDIX 4 – Women’s Voices AG MEMBER INFORMATION / APPLICATION

Name:

Preferred Name (known as):

Address:

Postcode:

Email:

Telephone / Mobile:

1. Tell us about your current occupation or daytime activity.

2. What kind of personal expertise and experience do you consider you can bring to the AG?

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3. Give a brief summary on the skills and knowledge you would bring as an ICIA (Independent Critical Incident Advisor)

4. Are there specific communities you are involved with?

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5. What else would you like to tell us about?

### DECLARATION

**For you to sign.** I certify the information on this form is accurate.

Signed:

Date:

PRINT NAME:

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## Equality and Diversity Monitoring Form

Derbyshire Police is an Equal Opportunities Employer. The personal and special category information you voluntarily provide will be treated in the strictest confidence and only used for monitoring purposes.

<p><b>What is your age?</b></p> <p>16-24 <input type="checkbox"/>    25-29 <input type="checkbox"/>    30-34 <input type="checkbox"/>    35-39 <input type="checkbox"/>    40-44 <input type="checkbox"/>    45-49 <input type="checkbox"/></p> <p>50-54 <input type="checkbox"/>    55-59 <input type="checkbox"/>    60-64 <input type="checkbox"/>    65+ <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p>					
<p><b>What best describes your gender?</b></p> <p>Female <input type="checkbox"/>    Male <input type="checkbox"/>    non-binary <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p> <p>Prefer to self-describe <input type="checkbox"/> .....</p>					
<p><b>Do you identify as Trans?</b></p> <p>No <input type="checkbox"/>    Yes <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p>					
<p><b>What is your ethnicity?</b></p> <p><i>Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box</i></p> <p><b>White</b></p> <p>English <input type="checkbox"/>    Welsh <input type="checkbox"/>    Scottish <input type="checkbox"/>    Northern Irish <input type="checkbox"/>    Irish <input type="checkbox"/></p> <p>British <input type="checkbox"/>    Gypsy or Irish Traveller <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p> <p>Any other white background, please write in:</p> <p><b>Mixed/multiple ethnic groups</b></p> <p>White and Black Caribbean <input type="checkbox"/>    White and Black African <input type="checkbox"/>    White and Asian <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/>    Any other mixed background, please write in:</p> <p><b>Asian/Asian British</b></p> <p>Indian <input type="checkbox"/>    Pakistani <input type="checkbox"/>    Bangladeshi <input type="checkbox"/>    Chinese <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p> <p>Any other Asian background, please write in:</p> <p><b>Black/ African/ Caribbean/ Black British</b></p> <p>African <input type="checkbox"/>    Caribbean <input type="checkbox"/>    Prefer not to say <input type="checkbox"/></p> <p>Any other Black/African/Caribbean background, please write in:</p> <p><b>Other ethnic group</b></p> <p>Arab <input type="checkbox"/>    Prefer not to say <input type="checkbox"/>    Any other ethnic group, please write in:</p>					

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<p><b>What is your sexual orientation?</b> Heterosexual <input type="checkbox"/>      Gay /lesbian <input type="checkbox"/>      Bisexual <input type="checkbox"/>      Prefer not to say <input type="checkbox"/> If you prefer to use your own term, please specify here. .....</p>
<p><b>Do you consider yourself to have a disability or health condition?</b> Yes <input type="checkbox"/>      No <input type="checkbox"/>      Prefer not to say <input type="checkbox"/></p>
<p><b>What is your religion or belief?</b> No religion or belief <input type="checkbox"/>      Buddhist <input type="checkbox"/>      Christian <input type="checkbox"/>      Hindu <input type="checkbox"/>      Jewish <input type="checkbox"/> Muslim <input type="checkbox"/>      Sikh <input type="checkbox"/>      Prefer not to say <input type="checkbox"/> If other religion or belief, please write in:.....</p>

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