

# **Surrey Police Authority**

## **Equality Scheme**

### **2008-2011**



#### **Foreword**

Valuing diversity is fundamental to achieving Surrey Police Authority's overall aim to provide an efficient and effective police service. We are committed to embracing difference whilst working to tackle discrimination, prevent harassment and ensure that our work with Surrey Police, our Members and staff and the wider community at large promotes equality of opportunity.

Surrey Police Authority is pleased to publish its first single Equality Scheme. The scheme builds upon our existing equality schemes for race, disability and gender to take on board issues relating to other areas of diversity and social division not currently covered by the requirement to develop a scheme. These include, but are not limited to age, sexual orientation and faith or belief. It sets out how we will ensure our policies and practices do not cause discrimination and how we will actively promote equality and diversity.

In developing the scheme, we have recognised the progress made to date to improve and promote equality. We acknowledge however, that there is much to be done to ensure our policies recognise the differing needs, roles, opportunities and responsibilities of our communities.

This scheme has been drawn up in consultation with Members, staff, stakeholders and partners. It is important that our equality objectives reflect the views of the population we serve and we therefore continue to welcome feedback from Surrey residents.

The action plan at the end of this document is intended to make real and tangible changes to how we carry out our business. We will ensure that this Equality Scheme is effectively implemented and scrutinised so that we meet the obligations placed upon us.

**James Smith OBE**  
Chairman, Surrey Police Authority

**Lynn Hawkins JP**  
Chairman of HR Panel

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এই লেখাটির বাংলা অনুবাদও পাওয়া যাবে। দয়া করে সারے পুলিশ অথরিটির সঙ্গে যোগাযোগ করবেন।

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## Contents

	page
1 Foreword	1
2 A Single Equality Scheme – the Legal Framework	5
3 About Surrey Police Authority	6
4 Our Commitment to Equality	8
5 Assessing the Impact of our Policies and Practices	11
6 Consultation and Involvement in Developing this Plan	12
7 Working Towards Equality – Where are We Now?	13
• Consultation, Engagement and Communication	
• Contributing to Public Life	
• Employment of Authority Staff	
• Access to Buildings	
• Procurement and Working with Contractors	
• Monitoring and Scrutiny of Surrey Police	
8 Action Plan	29
9 Review and Reporting of the Scheme	35
10 Annex A - the Authority's Policies and Practices	39
11 Timetable of Equality Impact Assessments	42

## **A Single Equality Scheme - The Legal Framework**

The requirements for publishing equality schemes are set out in:

- The Race Relations (Amendment) Act 2000
- The Disability Discrimination Act 2005; and
- The Equality Act 2006.

These pieces of legislation contain specific equality duties, including a requirement for public authorities to publish equality schemes. All three also have a common aim – to ensure the public sector works to promote equality and eliminate discrimination in all of its activities.

In addition, we must recognise other legislation relating to matters including employment, discrimination and human rights when carrying out our business. More information can be found on the Commission for Equality and Human Rights' website.

### **A Single Equality Scheme**

Surrey Police Authority has decided to adopt a single Equality Scheme. As our three current equality schemes have developed, it has become clear that there are issues of commonality. Equally, there are areas of diversity not currently covered by the requirement to develop a scheme. We therefore made a decision to develop one scheme to cover all types of diversity or social division – some 'visible', some not visible - including the following 'seven strands':

- Race
- Disability
- Religion or Belief
- Sexual Orientation
- Transgender
- Age
- Gender

## **About Surrey Police Authority**

Surrey Police Authority is an independent body, comprising local people, which exists to make sure that Surrey residents have an efficient, effective and locally accountable police force.

Our role is to represent the interests of all local people, businesses and communities in our work with Surrey Police. There are 43 police authorities in England and Wales – one for each police force - and our key responsibilities are laid down by Parliament. The Authority:

- Holds the police budget and decides how much council tax should be raised for policing
- Appoints (and dismisses) the Chief Constable and senior police officers
- Consults widely with local people to find out what they want from their local police force
- Sets local policing priorities based on what local people say matters to them and targets for achievement
- Monitors everything the police does and how well they perform against the targets set by the Authority
- Publishes a Local Policing Plan which tells local people what they can expect from their police service and reports back at the end of the year on progress made
- Makes sure local people get best value from their local police
- Oversees complaints against the police and disciplines senior officers.

Surrey Police Authority sets the strategic direction for the Force and holds the Chief Constable to account on behalf of the local community. We do not get involved with operational policing. That is the role of the Chief Constable.

## **Who We Are**

There are 17 Members of Surrey Police Authority, currently comprising elected councillors, appointed by Surrey County Council, magistrates appointed by a panel of fellow magistrates and independent members, appointed after responding to a public advertisement. All Members live or work in Surrey and are required to be representative of, and in sympathy with, the range of communities that make up the county.

The Authority is based at Surrey Police Headquarters in Guildford. Members are supported by a small secretariat comprising a Chief Executive and eight members of staff.

## **How the Authority Carries Out its Business**

The Authority holds around seven meetings over the course of each municipal year which are open to the public. These usually take place at Police Headquarters in Guildford. In addition to formal Authority meetings, there are a number of panels and committees which are able to work more informally with officers of the Force in key areas of work. Members also attend meetings with many partner organisations and community groups in order to gather views from the public on how the county is policed.

## **Our Commitment to Equality**

Surrey Police Authority will put equality at the centre of its work when forming a policy or strategy, providing a service, consulting with the public or employing people. We want to identify and remove any barriers that currently prevent anyone from being an equal citizen.

We believe that we have made good progress in mainstreaming equality in what we do and identifying ways to improve the services we deliver. We are committed to making sure our Members and staff all fully understand how they can make a difference, through their work, to improve and promote equality.

As well as being aware of its legal responsibilities, the Authority recognises the benefits and positive developments that can be brought about by valuing diversity and providing opportunities to those who may not normally be involved in the Authority's business. Later in the document, we have set out how we intend to make changes to the way we work to achieve this.

## **Our Equal Opportunities Policy**

Our wider Equal Opportunities Policy reaffirms our commitment to equality and diversity:

- Surrey Police Authority is committed to equality and will treat all people fairly. It will provide a fair and comfortable environment in which to work and will operate in a fair and open way in carrying out its responsibilities in securing the maintenance of an efficient and effective police force in Surrey.

- The Authority will ensure that its policies, practices, activities and functions do not cause discrimination. It recognises that discrimination and disadvantage can occur because of a person's race, gender or gender identify, sexual orientation, disability, age or religious belief and is committed to ensuring that nothing the Authority does causes such discrimination.
- The Authority will act in full compliance with relevant legislation, codes of practice, guidance and best practice.
- The Authority will ensure that equality of opportunity is a core value in carrying out its main functions including consultation, delivering continuous improvement in service provision, monitoring the performance of Surrey Police and dealing with complaints. It will also ensure that it follows fair recruitment and employment procedures.
- It will ensure that appropriate training is provided to enable Members, staff and volunteers to fulfil their responsibilities under this policy and relevant legislation.
- The Authority carries out many activities in partnership with other agencies and will ensure that other agencies also reflect our equal opportunities commitments.
- Where necessary, the Authority will consider positive action to meet the special needs of particular individuals or groups in any aspect of the service it provides.

## **Our Overarching Aims and Objectives**

The overarching objectives for the Authority in publishing this equality scheme are to:

- Ensure that everyone, whether working for, affected by, or receiving services from the Authority, perceives their experiences with the Authority to be fair, equitable and non-discriminatory.
- Hold Surrey Police to account and apply the same principles in carrying out the Authority's scrutiny function and with equal vigour, as we apply to the Authority itself.
- Ensure that the commitments made in our Equal Opportunities Policy are met.

## **What is Success?**

In producing this scheme, we have tried to keep sight of what would constitute success. How will we know that our equality scheme is an effective one? Broadly speaking, we consider success to be:

- Staff, Members and service users considering they have been treated fairly and equitably.
- Improved confidence and trust of people in how Surrey is policed.
- An ability to demonstrate that we have provided leadership to other organisations with whom we work to enhance their appreciation of diversity issues.

We will be looking at ways to measure these factors over the life of this scheme to gauge whether the scheme has been successful.

It is important to note that we will apply these measures equally to the Authority and to the Force.

## **Assessing the Impact of Police Authority Policies, Practices, Activities and Functions**

This section sets out how Surrey Police Authority will assess the impact of its policies and practices, or the likely impact of its proposed policies on equality.

The Authority has a large number of policies, practices, activities and functions with a wide and varied scope and impact. These need to be examined to make sure they do not disproportionately disadvantage any particular group or groups of people, as well as identifying those areas where we could better promote equality of opportunity.

### **What is an Equality Impact Assessment?**

An Equality Impact Assessment (EIA) is a means of making sure our decisions and activities do not disproportionately disadvantage anyone and also identifying where we might better promote equality of opportunity.

We examine impact and identify necessary actions against all 'seven strands' of diversity. The assessment is not an end in itself but merely the process which is carried out to identify and act on the need to modify policies.

### **Our Existing Programme of Equality Impact Assessments**

The Authority has an established procedure for carrying out EIAs. Currently, our EIA reports are submitted to the Authority highlighting any proposals for action to be taken as a result of the assessment. Reports are also published on our website. Members

of the Authority and its secretariat have been trained in how to carry out EIAs and also how to effectively monitor and scrutinise EIAs carried out by Surrey Police.

### **Reviewing our Programme of Equality Impact Assessments**

Our timetable of EIAs was drawn up by assessing each of the Authority's policies and practices to determine its impact against the seven strands of diversity. The list of policies and procedures, as set out at Annex A, was subject to widespread consultation and the results were used to draw up a timetable, set out at Annex B.

### **Next Steps**

The Authority recognises that to assess all our existing and future policies and procedures is a significant and ongoing piece of work. If EIAs are to be effective and realise meaningful changes, we will need to fully mainstream them into the way our organisation works. A rigorous but realistic timetable will help us achieve this and we continue to keep ours under review. We will continue to publish our EIA reports, together with any changes we make as a result.

### **Consultation and Involvement in Developing this Plan**

From the outset, we recognised that for this scheme to be effective, meaningful and realise actual changes, relevant groups and individuals must be involved at every stage of its development. In drawing up the scheme, we have consulted widely and also taken on board the outcomes of involvement events that have been held to assist with the development of our previous race, disability and gender equality schemes. We appreciate the time that people have taken to feed in their views.

## **Working Towards Equality – Where Are We Now?**

In order to understand which of our activities have the greatest relevance to promoting equality, we need to use both qualitative and quantitative information to understand how people are affected by our policies and procedures. We must examine the extent to which we currently promote equality and how we take account of different people's needs when providing services.

We have various systems in place to ensure we obtain and monitor information where appropriate on the profile of Members, staff from both the Authority and Force, service users and of other people affected by our activities and functions. This information will continue to be gathered and analysed in order to review the effectiveness of our scheme in future years.

We have also gathered information on equality across a broad range of areas of both the Force and Authority's work as follows:

- Consultation, Engagement and Communication
- Contributing to Public Life
- Employment of Authority Staff
- Access to buildings
- Procurement and Working with Contractors
- Monitoring and Scrutiny of Surrey Police

The changes we will make as a result of examining this information are included in our action plan.

## **Consultation, Engagement and Communication**

Every police authority has significant responsibilities for accounting to local people. These include consulting with local people about their policing priorities and feeding back on any outcomes, explaining how decisions are made, how the budget is set and making sure Members have an understanding of their local communities and neighbourhoods.

The Authority has published a Local Engagement Strategy which sets out how we will meet our statutory duties. The Strategy is underpinned by the principles of accessible, inclusive, ethical and representative consultation and engagement activity. This section details how we set out to achieve this.

### **Consultation Methods**

Every year the Force and the Authority publish a Local Policing Plan, a public document which outlines the key policing priorities and performance targets for the following three years ahead and reports on our achievements over the past year.

In drawing up a challenging yet pragmatic Local Policing Plan, we must reflect not only national priorities and those of our partners, but also the priorities of local people. The plan must be informed by consultation with the communities of Surrey and our consultation mechanisms and target-setting processes must be meaningful and effective.

The Authority runs an annual consultation programme in partnership with the Force. The target audience includes partners,

stakeholders, the wider public and local businesses. We also make use of our comprehensive contacts database which covers a range of diverse groups. In the past year, we have used a variety of methods including a newspaper survey, an online survey and a series of 'Expos' held in a variety of public places across Surrey. The priorities identified help to form the basis of our Local Policing Plan.

Other more informal consultation techniques we have employed include holding focus groups, particularly for 'usually excluded groups' and a youth conference to learn the main issues concerning young people in Surrey. We make every effort to ensure the views we receive are as representative of the wider population as possible.

### **Expos and Conferences**

Any public events organised by the Authority are held at accessible venues such as shopping centres, town halls or supermarkets. We also ensure these are widely publicised in order to reach as many people as possible.

The Authority's conference is held at a large Surrey venue every other year. It provides an opportunity for stakeholders to meet with members of the Force and Authority and find out more about the work we have been undertaking.

Access and facilities which are suitable for people with physical or mental impairments and those with learning disabilities people are always investigated prior to booking the event and attendees are

asked to make us aware of special requirements so that they can be accommodated.

### **Authority Publications**

The Authority routinely produces a range of documents, both statutory and non-statutory, that must be accessible to the whole community. As part of the commitments made in our earlier equality schemes, we already make provision to produce key documents in languages other than English and in alternative formats such as large print or audio.

### **Correspondence with the Authority**

Good customer service is vital to ensure access to our information and services. This includes providing prompt replies to written correspondence or complaints and an informed telephone service.

### **Surrey Police Authority Website**

The Authority uses its website as a primary method of communicating information to the public. It is therefore imperative that it can be accessed by everyone. We have set up a text only version of the site to help people with poor vision read the text and links more clearly. We have also translated our home page text and key pages into the six main languages spoken in Surrey.

### **Stop and Search**

Surrey Police carries out 'stops' to help prevent crime and make communities safer. The Authority has a role in monitoring records of stops to ensure the Force is using its power fairly, appropriately and without discrimination. To fulfil this, the Authority is

represented on the Force's 'Stopwatch' group and regular reports are made to its Control of Crime Panel. We also discharge our responsibilities to make sure the public are aware of their rights in relation to stop and search through information on our website and by distributing leaflets at our consultation events.

## **Contributing to Public Life**

Everyone who wants to have an active involvement in public or community life should feel able to do so. Our consultation has shown that not everyone who wants to be more involved feels able or knows how to. There are many ways to participate in the Authority's work and this section sets out how we will try and ensure a representative balance of people are taking part in our activities.

### **Independent Custody Visitor Scheme**

Independent Custody Visitors (ICVs) are members of the public, recruited by the Authority, to visit police stations unannounced and carry out checks on the treatment of people held in custody.

ICVs are volunteer adults who come from a variety of backgrounds. We encourage as wide a range of people as possible to join the scheme and are currently working with the Force to make our custody centres more accessible for those with restricted mobility. Recruitment is carried out through volunteer bureaux, our website, community events and adverts in speciality media.

As well as being representative of the community they serve, our custody visitors must be fully aware of their obligations under equality legislation. They have an important role in ensuring the fair and effective management of offenders and need to consider issues such as the provision of hygiene facilities, the safety of vulnerable people who are released late at night and the availability of both male and female custody staff.

### **Attending Police Authority Meetings**

The full Authority holds around seven meetings a year. These provide an opportunity for Surrey residents to make sure that Members understand, respond to and reflect public needs in decision-making, service delivery and ultimately police actions. All Authority meetings are open to the public and there is an opportunity to ask questions of Members on relevant issues.

The Authority seeks to ensure that all members of the public can attend its meetings if they so wish and are made to feel welcome. Meetings are publicised on our website and are advertised locally. We hold meetings in accessible venues and will make all reasonable efforts to accommodate particular needs.

We want to encourage the public to attend our meetings and are always looking for ways to promote attendance. This has resulted in a number of initiatives such as raising awareness through improved advertising and launching a series of web-casts to allow people to watch our meetings online if they are unable to attend.

## **Independent Members of the Authority**

Five members are independent representatives who responded to a public advertisement and have been through a selection process. The Authority has a role in their recruitment to ensure an open process that encourages people from all backgrounds to apply. The outcome must be an Authority that is properly representative of, and able to represent, the community it serves.

In publicising vacancies, all sectors of the community must be encouraged to apply and not intentionally prevented or obstructed from submitting an application if they meet the criteria. Monitoring data from each round of recruitment helps us to target our publicity if any groups are found to be under-represented. We provide carers' allowances and travel expenses to all members in addition to their basic allowance and would also make any necessary adjustments for appointees with a physical or mental impairment and those with learning disabilities.

## **Independent Advisory Groups (IAGs)**

The aim of Surrey's IAGs is to work closely with the police to build confidence and trust within communities. They provide advice and guidance, particularly when dealing with potentially sensitive issues and act as independent advocates where there may be mistrust or misunderstanding of police actions or procedures.

The Authority advertises widely for new IAG members and successful candidates are appointed for their specialist knowledge, experience or links with specific minority groups.

## **Employment of Authority Staff**

We are committed to providing equality of opportunity to all employees or potential employees. This includes through our recruitment processes, training and development, workplace facilities and benefits as well as treatment in relation to grievances and disciplinary action.

The Authority is supported by a secretariat, currently comprising five full-time and three part-time members of staff. We aim to provide an effective and motivated service and can help to achieve this by making sure our employment procedures are fair to all groups and barriers to equality of opportunity are removed.

Our staff have been consulted in the development of this plan and we have made sure the objectives we set in it are linked to the secretariat's own diversity plan and business plan.

### **Employment Monitoring**

Due to its small size, analysis of diversity information in relation to the secretariat staff who are already in post, is not carried out. Firstly, it would not be statistically robust and secondly, it could lead to concerns around privacy.

The Authority does however routinely send out equality monitoring forms when advertising for all vacancies, including those for independent Members and Chief Officers. An assurance is given that the information received is confidential and will not be made available to those assessing applications. Forms ask for information on the seven strands of diversity and the results are

analysed, with any differentials addressed. For example, we will reconsider the focus of our recruitment campaigns if we are failing to target a representative section of the population.

### **Employment Policies**

Authority staff are employed by Surrey County Council (SCC) and are bound by its wider HR policies and procedures on issues such as recruitment, selection, pay, performance assessment, retention, harassment, discrimination, grievance, redundancy and retirement. SCC has reviewed its policies and processes to ensure they do not discriminate against particular groups of people, are compliant with legislation and are applied consistently across the organisation.

### **Maternity and Paternity Policies, General Caring and Work - Life Balance Policies**

It is recognised that effective policies in this area in particular can not only enable the Authority to meet its obligations under equality legislation, but will also improve its ability to recruit and retain staff and improve the effectiveness of its workforce.

Wherever possible, we ensure that the way these policies are implemented results in a fair balance between accommodating employees' needs and the provision of an effective secretariat service. The Authority favourably considers requests for part-time or flexible working arrangements to accommodate employees' caring responsibilities, whilst balancing this with the overall workload of the team as a whole.

## **Equal Pay Audit**

Surrey County Council is currently undertaking an audit to ensure equal pay for men and women employed by the Council.

## **Harassment, Complaints and Grievances**

We must all endeavour to ensure that harassment is prevented before it occurs. Our personnel policies are designed to provide fair treatment to all employees, although it is acknowledged that problems might still arise. We therefore have in place a grievance procedure that aims to settle staff grievances fairly, promptly and as near as possible to the point of origin to bring matters to a speedy and mutually acceptable conclusion wherever possible. Members are also subject to an acceptable behaviour policy, set out in their members' handbook.

## **Training Issues**

The Authority already has a strategy which sets out how we intend to deliver our commitment to training Members and staff on issues relating to diversity. We will make sure that all Members and staff are aware of their obligations under relevant equality legislation and currently ask everyone to complete an e-learning package covering all seven strands of diversity as an absolute minimum.

## **Access to Buildings**

The Authority's offices are based at the Police Headquarters in Guildford. This is also the venue for most of our public meetings. Whenever we use other venues, we always take account of accessibility issues both to the building itself and in terms of ease of access by both car and public transport.

Access to our premises for some people with a physical or mental impairment and those with learning disabilities or those who rely on public transport is not ideal. We have ensured however that recent building work to the Authority's offices have taken account of the need to accommodate physically and mentally impaired visitors, staff and Members.

We recognise also that accessibility is not just about getting in and out of our buildings, but also how easy it is for people to make use of facilities and how easy situations are to participate in. We will continue to examine our current arrangements in terms of the venues and facilities, materials provided and times and dates and make adjustments as necessary.

## **Procurement and Working with Contractors**

Surrey Police Authority will ensure that all procurement policies and procedures take account of the legislative requirements in terms of equality. Surrey Police, who undertake procurement on behalf of the Authority, have in place systems for selecting providers of goods and services who support our equality and diversity requirements.

The terms and conditions that must be agreed to by all providers of goods and services demonstrate our commitment to equality and diversity and place an expectation on service providers to adhere to the same requirements.

## **Monitoring and Scrutiny of Surrey Police**

The overarching aim of Surrey Police Authority is to ensure that Surrey has an efficient and effective police force. It is recognised that, to be a successful organisation, the Force must reflect the diversity of the community in its staffing and respond professionally and appropriately to the special and different needs of the communities it serves.

It is the role of the Authority to oversee diversity and equality issues, ensuring that the Force takes regard of these in relation both to employment and service delivery. Under the Police and Justice Act, we must also ensure the Force and Authority actively promote equality and diversity.

Through the work of the panels, Members analyse performance issues and a range of diversity monitoring information and bring to the attention of the Authority any areas of achievement or concern. The Authority is made aware of trends and patterns within the Force's employment practices and policies that could indicate an adverse impact on particular groups of people and must take steps to redress any problems.

This section sets out the Authority's arrangements for overseeing the effect of the Force's policies and practices and promoting equality and diversity.

### **The Diversity Digest**

The Diversity Digest is monitored by the Authority's Human Resources (HR) Panel on a quarterly basis. The digest reflects key

diversity-related targets. Among the indicators that the panel examines are:

Human Resources indicators:

- Establishment – by ethnicity, gender, disability, sexual orientation, faith or religion and age
- Pre-appointment, applications, recruitment, retention and progression – by gender, ethnicity and age
- Representation in ranks, grades and specialist roles, training and development and flexible working

Crime and Detections Indicators:

- Hate crimes – including racially motivated, homophobic, faith and disability motivated crimes
- Gender based violence – rape crimes, sexual assaults and domestic violence

Professional Standards Indicators:

- Complaints and grievances – people with and subjects of, by ethnicity and gender
- Misconducts and formal warnings – by ethnicity and gender

Stop and Search Indicators:

- Ethnic disproportionality, arrest rates, repeat subjects, stops by age

Satisfaction Indicators:

- Customer satisfaction by ethnicity and indicators from the staff survey

The Authority receives this information together with a commentary providing a full analysis of the figures. Members can request that any areas of concern are explored in more detail. The digest continues to be subject to revisions to encompass as much relevant information as possible.

As well as performance data, Members receive reports on other diversity-related issues at panel meetings such as the Force's work-life balance strategy, uniform provision, progress against the Gender Agenda II and initiatives being undertaken by the Force to encourage more even representation in certain areas of its business.

### **Continuous Improvement Review of Hate Crime**

The Authority recently carried out a Continuous Improvement Review in conjunction with the Force into Hate Crime (defined as those crimes or incidents perceived by the victim, or any other person, to be motivated by prejudice or hate based upon race, sexual orientation, religion or belief). The review examined the service and quality of investigation provided to victims and the findings will be used to make improvements in this area. Full details are available on the Authority's website.

### **Meetings with Staff Representatives**

There are a number of staff networks and associations within Surrey Police that have been established to help personnel who may have specific issues related to their employment. These include the Surrey Police Association of Culture and Ethnicity

(SPACE), Surrey Women's Association (SWAY), Surrey Police Ability Network (SPAN), the Surrey Lesbian and Gay Association, known as SPectrum, Surrey Christian Police Association, Surrey Police Federation and Surrey Police Unison. The Chairman of the Authority holds yearly meetings with all of the staff networks so that they can bring any issues of concern to the attention of the Authority.

### **Member Champions**

Surrey Police Authority has appointed 'member champions' for key areas of its business. The role of member champions is to gain an in-depth knowledge of a particular issue and establish relationships within the Force in order to carry out effective scrutiny. They will update the relevant panel of their work and keep themselves aware of key developments and issues in their lead area.

Among the Authority's member champions is one for Equality and Diversity. However, all members are expected to take account of potential equality implications when carrying out their work.

### **The Force Staff Survey**

The Authority has a remit to monitor the Force's consultation with its staff and overall staff satisfaction. To assist with this, a report on the results of the staff survey, carried out every other year, is considered by the Authority. This gives information on indicators such as promotion and career development, quality of working life, leadership and views on Surrey Police as an employer. This

enables the Authority to keep track of the main issues arising and monitor any actions taken forward as a result.

## Action Plan

This section sets out the Authority's action plan for 2008-11. It is designed to show how, in practical ways, the Authority will fulfil its equality duties. In drawing up the plan, we have taken into account a number of factors, including:

- Feedback and comments from consultation and involvement events
- Information, both quantitative and qualitative, gathered from the Force, Members, staff and other stakeholders on the Authority's performance on equality issues
- The need to produce a meaningful and worthwhile series of actions whilst ensuring they are also achievable and proportionate.

The action plan is structured around a number of key areas of the Authority's work that have emerged through the development of this scheme.

Our Human Resources Panel has lead responsibility for ensuring the Authority carries out all its business with due regard to diversity and equality of opportunity. The panel will oversee the implementation, review and progress made against this action plan. Any areas of concern will be reported to the full Authority.

The full Authority will receive an annual report on progress and actions will be reviewed each year. This will also be published on the Authority's website.

## Draft Equality Action Plan for 2008-11

<b>Our Equality Scheme and Equality Impact Assessments</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
To monitor the Authority's policies and procedures to ensure they do not disproportionately disadvantage anyone and to identify where we might better promote equality of opportunity	Complete Equality Impact Assessments in accordance with the Authority's timetable and continually review and monitor emerging actions	All SPA officers and the HR Panel	Ongoing – see timetable
To keep Members, staff and the public informed about the progress made on delivering our equality schemes	Publish information on our website with regard to progress against this scheme and report progress to meetings of the full Authority annually	SPA Equality and Diversity (E&D) policy officer	May 2009
To set up effective mechanisms for scrutiny of the Surrey Police Equality Schemes	The HR Panel to continue to be responsible for overview and scrutiny of Force schemes and to receive relevant information through the Diversity Digest and other means as appropriate	HR Panel and E&D Member Champion	5x a year

## Consultation Engagement and Communication

Objective	Action	Who	When
To use consultation and engagement mechanisms that actively encourage 'usually excluded groups' to be involved and ensure their views can be heard and taken on board	Carry out a review of the Authority's contacts database to ensure adequate representation	SPA E&D / communications (comms) officer	Oct 2008
	Where appropriate through surveys or questionnaires, gather information on equality to check that consultation is engaging under-represented groups and take steps to address areas of concern	SPA E&D / comms officer	From Nov 2008
	Improve engagement with the lesbian, gay, bi-sexual and transgender communities	SPA E&D officer	Oct 2008
	Improve engagement with young people	SPA E&D officer	Oct 2008

	Increase awareness of the Authority among those groups with whom we are not currently engaged	SPA E&D officer	Ongoing
All information relating to the work of Surrey Police Authority should be accessible to everyone, taking on board the specific needs and requirements of different groups	As the Authority's website is its primary method of communicating information to the public, we will review and update the site to ensure it is user-friendly	SPA comms officer	Ongoing
	All future communication will clearly set out the different ways of contacting the Authority – postal, email, Minicom, telephone, fax etc – and, in the case of public documents, the alternative formats that can be made available	All SPA officers	Ongoing
	Take on board the advice set out in the government publication 'Positive Images of Disability' when producing literature	SPA comms officer	Ongoing

	Ensure all reports to full Authority meetings and Committees include consideration of equality implications	SPA Member Services	Ongoing
	Seek feedback from the Independent Advisory Group or other relevant bodies on the accessibility of the Authority's information	SPA comms officer	IAG meetings

<b>Contributing to Public Life</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
Encourage greater involvement of under-represented groups to increase their voice and influence in Authority business and offer more opportunities to participate in the Authority's work	Consider all aspects of accessibility to public Authority meetings and take forward any areas for action	SPA Member Services	Ongoing
	Actively promote the involvement of under-represented groups in activities administered by the Authority such as the	Custody visitor manager and Member	When recruiting

	Independent Custody Visitors Scheme and receive reports back on progress	Champion	
	For future rounds of recruitment to independent member posts, specifically target publicity to help address current under-representation among candidates	SPA panel, policy officer and Members	From Oct 2009
	Ensure that due consideration is given to important religious dates and festivals when arranging the timing of public meetings and events	SPA Member Services	May 2008

### Employment of Authority Staff and Members

Objective	Action	Who	When
To provide an efficient and effective secretariat that exercises fair employment procedures and swiftly identifies and addresses any barriers to equality of opportunity	Provide appropriate training for all staff and members to ensure awareness of our obligations under all relevant equality legislation and also highlight the wider benefits of diversity in the workplace	All	Ongoing

To improve the Authority's ability to recruit and retain staff and the overall effectiveness of its workforce	Review the local implementation of policies on flexible working and work-life balance to ensure these are fairly applied across the team	Policy Officer	Sept 2008
To develop systems for monitoring Authority performance in staffing matters and for taking action where there is a failing to achieve fair recruitment practices or we are not attracting staff representative of the local community	Routinely record and monitor diversity information from applications for all vacancies including those for independent members, staff and volunteers	Policy Officer	Ongoing
To analyse the training needs of Authority Members, custody visitors and staff in relation to equality duties. Devise and deliver a training plan to Authority members and staff	E-learning package on the 'seven strands' of diversity to be completed by all members and staff (within 6 weeks of starting for new appointments)	All	Ongoing. New members from Oct 2008
	Custody Visitors to be offered training in all 'seven strands' of diversity on an annual basis as a minimum	Custody visitor manager	July 2008

<b>Access to Buildings</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
To make sure meetings and other events are held at venues that meet the standards of accessibility set out in the Disability Discrimination Act	Carry out an equality impact assessment prior to any major consultation exercise or public event, such as the Annual Conference	SPA comms officer	Ongoing
	Introduce microphones and hearing loops at all public Authority meetings to ensure better accessibility for the deaf or hard of hearing	Member Services	August 2008

<b>Procurement and Working with Contractors</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
To ensure the Authority complies with equality requirements in its procurement arrangements with the Force	Monitor the Force's Procurement Strategy	Treasurer	Ongoing

<b>Monitoring and Scrutiny of Surrey Police</b>			
<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
To ensure that the Force takes regard of equality issues in relation to employment, recruitment and selection and the delivery of policing services, through effective support and scrutiny	Monitor performance information relating to diversity targets through the Diversity Digest	HR Panel	5 x year
To ensure the Force actively promotes equality and diversity in line with our duty under the Police and Justice Act	Monitor performance information relating to the promotion of diversity and attend the Diversity Programme Board	HR Panel and E&D Member Champion	5 x year
To monitor and scrutinise relevant plans, policies and data from Surrey Police to ensure that the Force is meeting its duties under the relevant legislation	Receive regular reports at the HR Panel on progress made against the Force's Equality Schemes	HR Panel	Annual
	Ensure Chairman continues to meet with representatives from staff associations on an annual basis	Policy Officer	January 2009

<p>To monitor the Force's performance in addressing issues of concern to particular groups – such as work-life balance, representation, uniform and equipment provision – that may not be immediately obvious through statistics</p>	<p>Maintain good working relationships with staff associations such as SWAY and SPectrum to ensure any concerns can be raised and addressed as necessary</p>	<p>All members</p>	<p>Ongoing</p>
<p>To ensure sufficient priority and resources are allocated to dealing with all hate crimes (including those that tend to be 'gendered' such as domestic violence) and victims are supported</p>	<p>Monitor information through the Diversity Digest and through meetings with staff associations</p>	<p>HR Panel / Chairman</p>	<p>5 x year</p>
	<p>Ensure sufficient priority and resources are being allocated to dealing with such crimes when setting the Local Policing Plan and annual budget</p>	<p>All members</p>	<p>From Nov 2008</p>

## **Review and Reporting of the Scheme**

This is the first single Equality Scheme for Surrey Police Authority and covers the period 2008-2011.

### **Annual Reporting**

On an annual basis, the Authority will publish a report summarising the actions taken to implement the scheme objectives. This information will be reported to the full Authority and will be published on our website.

### **Revising the Scheme**

The scheme will be revised every three years. This will involve a review of progress to date and consideration of the appropriateness of the previous set of equality objectives, with a view to continuous improvement.

The Authority's HR Panel will make any necessary amendments to the Action Plan in the interim as required.

### List of the Authority's Policies and Practices

The list of the Authority's policies, practices, activities and functions has been subject to widespread consultation in order to draw up a timetable of Equality Impact Assessments as set out at Annex B.

To help prioritise our list of policies and practices, we asked the following questions:

1. In carrying out this policy, could there be any implications for:
  - A Eliminating discrimination?
  - B Promoting equality of opportunity?
  - C Promoting positive attitudes?
2. Is there reason to believe that some minority groups could be differently affected?
3. Is there public concern that this policy is being operated in a discriminatory manner?

We realise that this is not an exact science and the list of policies and practices is not exhaustive, but the results have been used to help us identify those policies and practices that may need amending to improve equality.

The list we examined is set out overleaf.

<b>Policy or Practice</b>
To determine the local priorities for policing – after consulting local people and the Chief Constable.
To 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.
To report back to local communities at the end of the year on the extent to which the Local Policing Plan targets have been met.
To appoint and dismiss the Chief Constable, subject to the approval of the Secretary of State.
To appoint and dismiss Deputy and Assistant Chief Constables.
To hold the Police Fund and maintain accounts.
To agree the police budget and set the precept.
To nominate one or more members of the Authority to answer questions on the discharge of the Authority's functions at meetings of Surrey County Council.
To collaborate with other police authorities jointly to provide equipment, premises, or other material or facilities where appropriate.
To decide the charges for the provision of special police services.
To 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.
To comply with any direction given by the Secretary of State on performance targets for Ministerial priorities.

<b>Policy or Practice</b>
To comply with any direction made by the Secretary of State following an adverse report by HMIC.
To comply with any direction made by the Secretary of State as to the budget requirement.
To comment on any HMIC report on the force and any comments made by the chief officer about the report and to publish those comments.
To investigate complaints about the conduct of ACPO officers or where appropriate refer complaints to the IPCC.
To keep itself informed of the workings of the complaints and discipline procedures.
To have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters.
To 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.
To 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 appear to it to be appropriate.
To conduct best value reviews of its functions in accordance with any order made by the Secretary of State.
To publish any audit report in its best value performance plan.
To cooperate with the 'responsible authorities' in formulating and implementing strategic assessment and strategies for each district area.

<b>Policy or Practice</b>
To comply with the requirements of the Freedom of Information Act 2000.
To maintain an effective Custody Visitor scheme.
To maintain an effective secretariat.
To monitor and manage police performance.
To consult and engage with local communities.

## Timetable of Equality Impact Assessments

<b>Policy or Practice</b>	<b>Date for Sign Off</b>
Procedure for dealing with complaints against senior officers	June 2009
Member training plan	June 2009
SPA's Partnership Strategy	July 2009
Appointment of the Chief Constable and other senior officer posts as required	July 2009
SPA's role in Preventing Violent Extremism	July 2009
SPA's role in CONTEST2	August 2009
SPA's role in CDRP strategic assessments	August 2009
Feeding back the results of consultations	August 2009
SPA Business Plan	September 2009
Budget and planning process (including setting of budget and precept)	September 2009
Independent Custody Visitor Scheme	September 2009
Priorities consultation	September 2009
Member PDR	October 2009
Professionalism in public meetings	October 2009
Investigating complaints against ACPO.	October 2009
Implementation of Freedom of	December 2009

Information Act	
Process used for performance management	February 2010
Performance management training for members	February 2010