

## Equality Action Plan for 2008-11

<b>Our Equality Scheme and Equality Impact Assessments</b>		
<b>Objective</b>	<b>Action</b>	<b>Progress</b>
<p>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</p>	<p>Complete Equality Impact Assessments in accordance with the Authority's timetable and continually review and monitor emerging actions</p>	<p>The following EIAs have been completed:</p> <ul style="list-style-type: none"> <li>• SPA website</li> <li>• Recruitment of police authority members</li> <li>• The ICV Scheme</li> <li>• SPA public meetings</li> <li>• Members induction</li> <li>• Forfeiture of pension policy</li> <li>• Publication of Local Policing Summaries</li> <li>• Publication of Local Policing Plan</li> <li>• Revised Community Engagement Strategy</li> <li>• Equality and diversity training for members</li> <li>• Equality and diversity training for custody visitors</li> </ul>

		<ul style="list-style-type: none"> <li>• SPA Communications Plan</li> </ul> <p>All EIAs will be reviewed in 2009 and additional EIAs will be conducted on priority areas.</p>
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	A report of progress against the Single Equality Scheme will be published on the SPA website following the SPA meeting in 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	<p>The HR Panel has received the Diversity Digest at each of its meetings. The format of the digest was reviewed in April 2008 and it now incorporates extensive information across all 'strands of diversity' and covers a range of HR-related activity across the force. As a result of examining the digest and through discussions at its meetings, the panel has identified a number of issues which are being kept under close review:</p> <ul style="list-style-type: none"> <li>• Rewards and recognition - particularly the lack of representation</li> </ul>

	as appropriate	<p>among VME officers.</p> <ul style="list-style-type: none"> <li>• Progression - the lower rates among VME officers and women</li> <li>• Representation of women and VME officers in specialist roles</li> <li>• Uniform provision - including the suitability of uniform offered to women officers.</li> </ul> <p>There are no specific 'targets' in the digest for diversity; rather, performance is scrutinised by the panel. However, as a result of proposals from the Green Paper, discussions are being held with the Force to consider setting locally-relevant diversity targets for employment. The panel will be asked to monitor any targets that are set.</p> <p>The Lead Member for Equalities and Diversity, as well as her substitute, attend meetings of the Diversity Programme Board and report back with updates on the Force's work on promoting diversity.</p> <p>The HR Panel will receive a formal paper of the Force equality</p>
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		schemes in April 2009.
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<b>Consultation Engagement and Communication</b>		
<b>Objective</b>	<b>Action</b>	<b>Progress</b>
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	<p>The current SPA database is the product of years of accumulated contacts. It has grown in a logical and structured way, with our key stakeholders identified and the contact details refreshed accordingly. It reflects the diversity of our stakeholders and includes representatives such as the Independent Advisory Groups. The contact database will be reviewed in 2009 to make sure it continues to reflect our stakeholders accurately.</p> <p>SPA now has access to Surrey Police's Active Citizen Database which will assist in making any contacts in any community or sphere of activity in the county. This database allows the user to search for a contact or contacts in terms of: Name, Postcode, Division, Borough, Neighbourhood, Role Within the Community and Sphere of Influence. The Active Citizen Database will be used in future</p>

		stakeholder consultations.
	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	<p>The priorities consultation for 2009/10 received good representation against traditionally under-represented groups including non-white residents and disabled residents. The results were analysed by key demographic groups and evaluated by the Citizen Focus Panel as well as used to inform the EIA on the policing plan. The new Citizens' Panel will be used to run surveys in the future and the membership will be carefully monitored to ensure that it is as representative as possible. Respondents have been asked for their personal information in all six of the equality strands so that we can analyse future survey results for disproportionate impact.</p> <p>The new Community Engagement Strategy includes commitments to run focus groups and other qualitative consultation with usually excluded groups. These are underway now.</p>
	Improve engagement with the lesbian, gay, bisexual and transgender	A focus group is planned with the LGBT community in 2009. SPA has established links with Gay Surrey and supported the Gay Surrey Awards as part of the International Day Against

	communities	Homophobia. SPA used the event to recruit members to the Citizens' Panel. SPA also has an established relationship with the Independent Advisory Groups which includes representation from the LGBT community.
	Improve engagement with young people	A Youth Conference was held in 2007. SPA has consulted young people as part of Woking Mock Trials and is recruiting a pool of respondents that it can engage with regularly. The Communications Officer is developing a relationship with Connexions networks that will be used to engage with young people on Stop and Search. He is also planning to work with universities on this issue.
	Increase awareness of the Authority among those groups with whom we are not currently engaged	SPA is establishing a baseline of awareness of the Authority in the public which will be broken down by key demographic groups. The Communications Plan outlines how SPA will increase awareness. The Communications Plan has been subject to an EIA. This work is ongoing.
All information	As the Authority's	An EIA has been completed on SPA's website.

<p>relating to the work of Surrey Police Authority should be accessible to everyone, taking on board the specific needs and requirements of different groups</p>	<p>website is its primary method of communicating information to the public, we will review and update the site to ensure it is user-friendly</p>	<p>A review and refresh of the website was conducted in Spring/Summer 2008 to update its content and significantly simplify navigation. The site is now reviewed on a six-monthly basis</p> <p>It is now due its next review, which will again look at how user-friendly it is. In particular, one area identified for improvement is the image bar at the top of the site, which currently cycles through various images of SPA's activities in recent years.</p> <p>It is planned that this will be replaced with clear images explaining SPA's key responsibilities, with click-throughs to more detail. It is hoped this will make the site more instantly understandable and communicate the roles of SPA in a more widely accessible way.</p>
	<p>All future communication will clearly set out the different ways of contacting the Authority</p>	<p>Key documents, such as the Local Policing Plan have included different ways to contact the Authority. SPA's website includes information in different languages.</p> <p>All panel papers are available in different formats upon request.</p>

	<p>– postal, email, Minicom, telephone, fax etc – and, in the case of public documents, the alternative formats that can be made available</p>	<p>This is an area that SPA will continue to develop across the life of this scheme.</p>
	<p>Take on board the advice set out in the government publication ‘Positive Images of Disability’ when producing literature</p>	<p>The guidance issued by the Government in this regard is noted.</p> <p>A lack of actual images of disability within SPA archives has been identified and is being addressed - the Government Office for Disability Issues offers a library of positive images of disabled people in a range of situations to all Government bodies, this will be used in future communications.</p>
	<p>Ensure all reports to full Authority meetings and Committees include consideration of equality implications</p>	<p>A new template for reports has been developed which includes consideration for equality implications. This is being rolled out for all reports and the Committee and Member Services Officer routinely reminds report authors to complete the equality section.</p>

	<p>Seek feedback from the Independent Advisory Group or other relevant bodies on the accessibility of the Authority's information</p>	<p>Surrey Police's Diversity Directorate has been consulted on this area of work, and advised that the IAG would not be the most appropriate choice for reviewing the accessibility of the Authority's information.</p> <p>The Communications Officer is reviewing how information is presented with a view to comply with legislation in the first instance. SPA will also consult with residents (including usually excluded groups) to ensure that our information is accessible.</p>
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<b>Contributing to Public Life</b>		
<b>Objective</b>	<b>Action</b>	<b>Progress</b>
<p>Encourage greater involvement of under-represented groups to increase</p>	<p>Consider all aspects of accessibility to public Authority meetings and take forward any areas</p>	<p>An EIA has been carried out on this area and is regularly reviewed. SPA has implemented changes to facilitate access, these include:</p> <ul style="list-style-type: none"> <li>• Purchase of a hearing loop</li> <li>• Meetings take place at venues other than Mount Browne</li> </ul>

<p>their voice and influence in Authority business and offer more opportunities to participate in the Authority's work</p>	<p>for action</p>	<ul style="list-style-type: none"> <li>• Web casting of meetings</li> <li>• SPA actively offers to make adjustments to help residents access public meetings and encourages advance requests for help.</li> </ul> <p>The EIA was updated in May 2009, work will continue on this area.</p>
	<p>Actively promote the involvement of under-represented groups in activities administered by the Authority such as the Independent Custody Visitors Scheme and receive reports back on progress</p>	<p>SPA welcomes applications from all members of the community to join its Independent Custody Visitor Scheme. SPA has encouraged under represented groups to apply by advertising to the IAGs and through Gay Surrey and local voluntary councils. The most recent wave of inductions included an even gender balance as well as one BME volunteer. The new ICV Manager will pursue recruitment activities to promote the scheme to under-represented groups.</p>
	<p>For future rounds of</p>	<p>The last round of recruitment for independent members was in the</p>

	<p>recruitment to independent member posts, specifically target publicity to help address current under-representation among candidates</p>	<p>summer of 2008. Efforts were made to attract a more diverse range of applicants, specifically by targeting our advertising. Information on the roles was sent to all members of the IAG and to those people who had previously assisted the Authority in the publication of its Equality Schemes. An advert was placed on the Gay Surrey website. The roles were also widely advertised in the local press and information placed in public places such as libraries, council receptions and at Neighbourhood Panel meetings. This latest round of recruitment showed a marked improvement in the representation from disabled and VME applicants. Further work will still be needed in future to increase the representation from women and younger people.</p>
	<p>Ensure that due consideration is given to important religious dates and festivals when arranging the timing of public</p>	<p>The meeting dates for 2010 have been considered against major religious festivals. One public meeting was moved to avoid clashing with Rosh Hashanah, the Jewish New Year festival.</p>

	meetings and events	
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## Employment of Authority Staff and Members

Objective	Action	Progress
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	SPA staff underwent diversity and equality training in March 2009, this considered equality legislations, the benefits of diversity and how SPA improve its work in these areas. The discussions surrounding the training will inform future actions in the Single Equality Scheme.
To improve the Authority's ability to recruit and retain staff and the overall	Review the local implementation of policies on flexible working and work-life	Complete. Local arrangements were discussed and agreed at a recent team meeting. SPA officers will work together to ensure that the office is covered effectively in normal office hours. Where SPA officers regularly work beyond normal office hours, they are

effectiveness of its workforce	balance to ensure these are fairly applied across the team	encouraged to use flexible working hours to claim time back in lieu.
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	These records have been kept and are monitored. The records are used to help target recruitment in the future.
To analyse the training needs of	E-learning package on the 'seven strands' of	All staff joining the authority in 2008 have completed the e-learning package and all staff have completed face to face training.

<p>Authority Members, custody visitors and staff in relation to equality duties.</p> <p>Devise and deliver a training plan to Authority members and staff</p>	<p>diversity to be completed by all members and staff (within 6 weeks of starting for new appointments)</p>	<p>Members have been encouraged to complete the e-learning.</p> <p>Members will also be given face-to-face training in June 2009.</p>
	<p>Custody Visitors to be offered training in all 'seven strands' of diversity on an annual basis as a minimum</p>	<p>The ICVs have been offered diversity training and SPA will implement this from September 2009.</p>

**Access to Buildings**

<b>Objective</b>	<b>Action</b>	<b>Who</b>
<p>To make sure meetings and other events are held at</p>	<p>Carry out an equality impact assessment prior to any major</p>	<p>SPA has moved away from major consultation events. The new Community Engagement Strategy includes a range of different methodologies that will ensure that consultations are accessible.</p>

venues that meet the standards of accessibility set out in the Disability Discrimination Act	consultation exercise or public event, such as the Annual Conference	An EIA has been completed on this.
	Introduce microphones and hearing loops at all public Authority meetings to ensure better accessibility for the deaf or hard of hearing	A hearing loop system has been procured and SPA is waiting for delivery.

<b>Procurement and Working with Contractors</b>		
<b>Objective</b>	<b>Action</b>	<b>Progress</b>
To ensure the Authority complies with equality	Monitor the Force's Procurement Strategy	SPA's Treasurer has commissioned a paper to monitor the Force's compliance in this area.

requirements in its procurement arrangements with the Force		
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<b>Monitoring and Scrutiny of Surrey Police</b>		
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<b>Objective</b>	<b>Action</b>	<b>Progress</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	Complete – as outlined for previous actions.

<p>To ensure the Force actively promotes equality and diversity in line with our duty under the Police and Justice Act</p>	<p>Monitor performance information relating to the promotion of diversity and attend the Diversity Programme Board</p>	<p>Complete – as outlined for previous actions</p>
<p>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</p>	<p>Receive regular reports at the HR Panel on progress made against the Force's Equality Schemes</p>	<p>Progress against the Force's equality scheme is monitored at the Diversity Programme Board. The Authority is represented by the Lead Member for Equalities and Diversity at this meeting, as well as her substitute. Regular reports are then made to the HR Panel. A more formal, annual update will next be received in April 2009.</p>
	<p>Ensure Chairman continues to meet with representatives from</p>	<p>The Chair met representatives from all staff organisations in December 2009.</p>

	staff associations on an annual basis	The Chair will now meet staff organisations twice a year.
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	Maintain good working relationships with staff associations such as SWAY and SPpectrum to ensure any concerns can be raised and addressed as necessary	<p>The Chair met representatives from all staff organisations in December 2009.</p> <p>The Lead Member for Diversity and the Partnership Policy Officer attend the Diversity Programme Board where they regularly meet with and maintain a good relationship with staff associations.</p> <p>The Chair will now meet staff organisations twice a year.</p>
To ensure sufficient priority and resources are	Monitor information through the Diversity Digest and through	The HR Panel received information on hate crimes via the Diversity Digest.

<p>allocated to dealing with all hate crimes (including those that tend to be 'gendered' such as domestic violence) and victims are supported</p>	<p>meetings with staff associations</p>	<p>The Lead Member for Diversity and the Partnerships Policy Officer attend the Diversity Programme Board where they meet with staff associations.</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>The Local Policing Plan for 2009/10 prioritises serious violent crime as well as confidence and working with local communities. SPA works with the Diversity Programme Board to consider issues like hate crime and report these back into the Local Policing Plan process.</p>

