



LINCOLNSHIRE POLICE AUTHORITY
COMBINED EQUALITIES SCHEME

2008 - 2011

This information is available on request in alternative formats, for example: large print, Braille, audio tape or different languages.

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Executive Summary

Lincolnshire Police Authority recognises and values difference among all individuals and is committed to enhancing the levels of mutual confidence and understanding existing between the police service in Lincolnshire and different groups within our wider community. We want to ensure that everyone, regardless of their gender, race, religion/belief, disability, age or sexual orientation receives a policing service that is responsive to their needs

We aim to promote and deliver true equality both internally with our own staff and the Force and externally to the people of Lincolnshire in how we deliver a fair and equitable service. We aim to make significant moves over the next three years to improve the way the Authority conducts its business in relation to equality and diversity issues.

The Authority has adopted the following objectives in relation to equality and diversity:

1. to comply with our equalities duties through strategic action.
2. to work towards mainstreaming equality within all our functions both as an employer and in services provided.
3. to carry out employment monitoring.
4. to ensure public access to services, information and buildings.
5. to maintain a mechanism to monitor the progress and development of both Lincolnshire Police Force and the Authority in delivering equality and diversity aims.
6. to train, support and develop our workforce in equality and diversity and specifically in relation to the requirements of the equalities duties.
7. to contract in partnership only with bodies that have the commitment and the capacity to implement principles of equality and diversity.

This Combined Equalities Scheme enables the Authority to provide in one document the processes for involvement, monitoring, review and consultation of procedures, policies, functions and practices that affect and impact on all or any of the strands of diversity which includes age, disability, gender, race, religion and belief and sexual orientation. The Combined Equalities Scheme will outline the

areas that are common to several strands as well as those specific areas that are required by the individual pieces of legislation.

The Authority is committed to the following:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

The Authority will monitor the Combined Equalities Scheme Action Plan on a regular basis. An Annual Report will also be produced to review the progress and achievements made by the Authority during the previous year. This report will also identify the areas that require additional work.

1. Foreword

In light of the formation of the Equality and Human Rights Commission (EHRC), the publication of the Equalities Review, the Discrimination Law Review consultation and in anticipation of an Equalities Bill, I am pleased to present Lincolnshire Police Authority's Combined Equalities Scheme. No one in our society should be discriminated against, because they are people:

- of different age, economic status, gender, marital status, political opinion, racial group, religion and belief or sexual orientation;
- with a disability and people without;
- who present as transgender and people who do not;
- with dependents and people without; and
- with different language needs.

Respect for equality and respect for diversity is fundamental in policing. If it is not in place, then undoubtedly the trust and confidence of communities will not exist, the police need this trust in order to police by consent and effectively keep the peace and prevent and detect crime.

As Chairman of the Authority, I embrace the innovative challenges presented to us by the legislation and am confident that the Authority will meet the general and specific duties placed upon it, in respect of each strand of diversity. The Authority is committed to ensuring the Scheme is a continuing success and recognises that this will lead to providing a better service to the communities that it serves.

Within the Combined Equalities Scheme we aim to focus on valuing and respecting the individual and acknowledging that people have varied needs.

The Authority welcomes the opportunity to be held to account and I ask that all Members remain dedicated to ensure that the spirit of the legislation is followed rigorously ensuring equality of opportunity for years to come. The Authority will evaluate, review and publish the effectiveness of this scheme annually.

Angela Crowe JP

Chairman of Lincolnshire Police Authority

2. Vision

Our joint vision with Lincolnshire Police Force is 'Policing with PRIDE'. PRIDE stands for the following five characteristics that are important, both to the organisation and to local people. It can also be used to explain the organisational culture:

- **Professionalism** – consistently demonstrating the highest standards of behaviour
- **Respect** – showing consideration and courtesy to our community and our colleagues and respect for our Force
- **Integrity** – showing honesty, openness and fairness in the way we behave
- **Dedication** – being caring and committed to delivering excellent services
- **Empathy** – being able to see things from another's point of view and show understanding.

We aim to promote and deliver true equality both internally with our own staff and the Force and externally in how we deliver a fair and equitable service to our communities.

We aim to make significant moves over the next three years to improve the way the Authority conducts its business in relation to equality and diversity issues.

3. Introduction

Lincolnshire Police Authority is a body of 17 local people whose main duty is to secure the maintenance of an efficient and effective police force. From 1 April 2008, the Authority will comprise nine councillors and eight independent members, one of whom must be a magistrate. Members work together on wide range of responsibilities including setting the annual budget, agreeing policing priorities and monitoring the police performance.

The police service in the UK is governed nationally through a tripartite structure, consisting of the Home Secretary, Police Authorities and Chief Constables. Under the Police Act 1996 the primary responsibility of the police authority is to maintain an efficient and effective police force.

Our values

We serve an increasingly diverse multicultural community and achieve public satisfaction by:

- Listening to and seeking views from the whole community
- Caring about the public and being sensitive to individual needs
- Working to the best effect in the interest of the public and the wider police service.

We have personal responsibility and accountability and give our best by:

- Being ethical in everything we do
- Building trust and respect
- Being open and honest
- Valuing diversity
- Providing equality of opportunity for all
- Listening to and respecting one another
- Encouraging and promoting initiative and learning from experience.

Objectives

The Authority has the following 4 Strategic Priorities:

Performance

To maximise performance through effective monitoring of national performance frameworks, HMIC assessment, Policing Priority Targets and other areas of Force performance as appropriate.

Resource Management (Finance)

Continued sound financial management and securing an improved funding base.

Community Engagement

To engage communities through effective communication and consultation.

Collaboration

To collaborate with partners to secure a more efficient use of resources and strengthen protective services.

The Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006 have all introduced specific and general duties which Lincolnshire Police Authority can use to eliminate discrimination and encourage diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

The Authority has adopted the following objectives in relation to equality and diversity:

1. to comply with our equalities duties through strategic action.
2. to work towards mainstreaming equality within all our functions both as an employer and in services provided.
3. to carry out employment monitoring.
4. to ensure public access to services, information and buildings.
5. to maintain a mechanism to monitor the progress and development of both Lincolnshire Police Force and the Authority in delivering equality and diversity aims.
6. to train, support and develop our workforce in equality and diversity and specifically in relation to the requirements of the equalities duties.
7. to contract in partnership only with bodies that have the commitment and the capacity to implement principles of equality and diversity.

4. Background

This section details the legal framework that underpins the equality and diversity agenda. A list of definitions is attached at Appendix 1.

a). Race Relations (Amendment) Act 2000

The Race Relations (Amendment) Act 2000 implements Recommendation 11 of the Stephen Lawrence Inquiry report by extending the race legislation and also imposing new duties on a range of public authorities including Police Authorities.

The Race Relations (Amendment) Act 2000 came into force on 2 April 2001, and the Police Authority became subject to the general duty on 3 December 2001. The Amendment Act strengthens and extends the Race Relations Act 1976 by

placing general and specific duties on the Authority. The Act extends the existing Race Relations Act 1976 by prohibiting a public authority from discriminating against someone on racial grounds, whilst carrying out any of its functions. It also makes the Police Authority responsible for ensuring the Force is carrying out its new responsibilities under the legislation.

In addition the Act places a new, enforceable, positive general duty on public authorities. Thus the Police Authority must have “*due regard*” in everything they do to:

- eliminate racial discrimination
- promote equality of opportunity
- promote good relations between people of different racial groups.

To assist in meeting the general duty, the Home Secretary placed specific duties upon certain public authorities including police authorities. The specific duties must be published in a Race Equality Scheme and are as follows:

- Make arrangements to publish the results of such assessments, consultation and monitoring.
- Make arrangements for ensuring public access to the information and services the Authority provides.
- Make arrangements for training staff in connection with the duties imposed by the Race Relations (Amendment) Act.

b). Disability Discrimination Act 2005

The Disability Discrimination Act 2005 has strengthened the Disability Discrimination Act 1995 so that it places a duty on all public authorities including Lincolnshire Police Authority to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled people that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons disabilities even where that involves treating disabled persons more favourably than other persons.

The Authority also has specific duties placed on it. These are to:

- Publish a Disability Equality Scheme by 4 December 2006 which should demonstrate how the Authority intends to fulfil its general and specific duties. The scheme will include a statement on how disabled people have been involved in the development of the Scheme, methods for impact assessment and arrangements for gathering information relevant to employment, be that recruitment, development or retention.
- Within three years of the Scheme being published, take steps set out in its action plan and put into effect the arrangements for gathering and making use of information.
- Publish a report containing a summary of the steps taken under the action plan, the results of its information gathering and the use to which it has put the information.

c). Equality Act 2006

The Equality Act 2006 has amended the Sex Discrimination Act 1975 to produce the Gender Equality Duty, placing a statutory responsibility on all public authorities to promote equality between men and women. This means that we have a responsibility when carrying out our functions to have due regard to the need to:

- Eliminate unlawful discrimination and harassment; and,
- Promote equality of opportunity between men and women.

The general duties apply to us in respect of all our functions, policy development, service provision and employment practices. The duty also applies to any services or functions which we might contract out. To help meet the general duty we have a number of specific duties, which are:

- To prepare and publish a Gender Equality Scheme, showing how we will meet the general and specific duties, and setting out our gender equality objectives;
- To consider the need to include objectives to address the causes of any gender pay gap;
- To gather and use information on how our policies and practices affect gender equality in the workforce and in the delivery of our services;
- To consult with stakeholders (i.e. employees, service users, trade unions and others) and take account of relevant information in order to determine our gender equality objectives;

- To assess the impact of our current and proposed policies and practices on gender equality;
- To implement the actions set out in our scheme within three years; and,
- To report on our scheme every year and review the scheme at least every three years.

The general duty came into effect on 6 April 2007, with a requirement that the first scheme should be published by 30 April 2007.

The Sex Discrimination (Gender Reassignment) Regulations 1999 prevent discrimination against transsexual people on the grounds of sex in pay and treatment in employment and vocational training.

d). The Employment Equality (Sexual Orientation) Regulations 2003/The Civil Partnership Act 2004

The Regulations came into force in December 2003 and apply to all aspects of employment and vocational training. The Regulations make it unlawful to discriminate directly or indirectly against anyone on the grounds of their sexual orientation or perceived sexual orientation. It is also unlawful to subject a person to harassment or victimisation.

Part 3 of the Equality Act 2006 is also makes it unlawful for a public authority who provides goods, facilities or services to discriminate on the grounds of someone's sexual orientation or perceived sexual orientation, by:

- Refusing to provide a person with goods, facilities or services if they would normally do so.
- Providing goods, facilities or services of an inferior quality rather than those that would be normally provided, or in a less favourable manner, or on less favourable terms.

The Equality Act (Sexual Orientation) Regulation 2007 makes it unlawful to discriminate on grounds of sexual orientation in the provision of goods, facilities, services, education, management and disposal of premises and the exercise of public functions.

e). The Employment Equality (Religion and Belief) Regulations 2003

The Regulations came into force in December 2003 and apply to all aspects of employment and vocational training. The Regulations make it unlawful to discriminate directly or indirectly against anyone on the grounds of their religion or belief. It is also unlawful to subject a person to harassment or victimisation.

Part 2 of the Equality Act 2006 also makes it unlawful for a public authority who provides goods, facilities or services to discriminate on the grounds of someone's religion or belief, by:

- Refusing to provide a person with goods, facilities or services if they would normally do so.
- Providing goods, facilities or services of an inferior quality rather than those that would be normally provided, or in a less favourable manner, or on less favourable terms.

f). The Employment Equality (Age) Regulations 2006

The Regulations came into force on 1 October 2006 and apply to all aspects of employment. It is unlawful to discriminate against workers, employees, job seekers and trainees because of their age. The regulations prohibit discrimination in recruitment, terms and conditions, promotions, transfers, dismissals and training.

g). Other Employment Legislation

With regard to employment, it is also unlawful to:

- Discriminate against part-time workers (Part time Workers (Less Favourable Treatment) Regulations, 2000).
- Discriminate because someone is a member or a non-member of a trade union (Employment Relations Act, 2004).

The Employment Act 2002 came into force in April 2003 and brought about the following changes:

- Employees on fixed-term contracts must be treated as favourably as permanent workers
- All employers, regardless of size, must operate a minimum standard compulsory disciplinary and grievance procedure.
- Introduction of two weeks paid paternity leave for working fathers.

- Requests by working parents of young or disabled children to work flexibly must be considered by their employers.

h). Human Rights Act 1998

The Human Rights Act came into effect in the UK in October 2000. The Act enabled people in the UK to take cases about their human rights to a UK court. Previously they had to take complaints about their human rights to the European Court of Human Rights in Strasbourg. The human rights detailed in the Act are as follows:

- the right to life,
- freedom from torture and degraded treatment,
- freedom from slavery and forced labour,
- the right to liberty,
- the right to a fair trial,
- the right not to be punished for something that wasn't a crime when you did it,
- the right to respect for private and family life,
- freedom of thought, conscience and religion,
- freedom of expression,
- freedom of assembly and association,
- the right to marry or form a civil partnership and start a family,
- the right not to be discriminated against in respect of these rights and freedoms,
- the right to own property,
- the right to an education and
- the right to participate in free elections.

i). The Police and Justice Act 2006

The Police and Justice Act 2006 places a new duty on Police Authorities to promote equality and diversity within their local Force and within the Authority. The new duty means that Police Authorities should have due regard to, and consider in all that they do, the need to promote equality of opportunity and good relations between and within difference communities.

The Combined Equalities Scheme

The Lincolnshire Police Authority's Combined Equalities Scheme provides the framework for meeting all the statutory duties under the separate pieces of equalities legislation, which relates to the specific and general duties. The Authority agreed that publishing one combined equalities scheme was necessary to avoid any unnecessary overlap between separate schemes and to increase our focus on achieving positive outcomes. It also enables the Authority to provide in one document the processes for involvement, monitoring, review and consultation of procedures, policies, functions and practices that affect and impact on all or any of the strands of diversity¹. The Combined Equalities Scheme will outline the areas that are common to several strands as well as those specific areas that are required by the individual pieces of legislation.

The Authority has previously published their Race, Disability and Gender Equality Schemes and has made significant steps in implementing the associated action plans.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

Local demographics

With an area of 2,284 square miles, Lincolnshire is one of the largest geographical counties in England. It offers a high standard of living to its residents, from the coastline in the East, the Wolds in the North and the Fens in the South. The main

centre is Lincoln, a city with a population of 100,000, and, with its cathedral, castle and history is a busy tourist area. The other main towns are Boston, Gainsborough, Grantham, Skegness, Spalding and Stamford. This brings unique policing challenges, covering large agricultural businesses, market towns and the University. The population in Lincolnshire is rapidly expanding, encompassing traditional farming communities and increasingly vibrant ethnic minority community.

Lincolnshire's population includes people from a wide variety of backgrounds. The 2001 Census indicated that out of a total population of 646,645, 98.7% were described as White British/White Irish/White Other, the remaining 1.3% were from other ethnic groups, with the largest ethnic minority group being Asian or Asian British Indian (0.2%).

An analysis of Lincolnshire's population by ethnicity, gender, age, religion and disability taken from the 2001 Census is provided below.

Ethnicity	Headcount	%
White	637,918	98.7
Mixed	3184	0.49
Asian	2496	0.39
Black	1093	0.17
Chinese	1954	0.3
Age	Headcount	%
0 – 16	132,009	20.4
17 – 25	59,416	9.2
26 – 39	128,457	19.9
40 - 65	242,012	32.8
66 - 74	58,388	9
75+	56,333	8.7
Religion	Headcount	%
Christian	519,389	80.32
Buddhist	823	0.13
Hindu	839	0.13
Jewish	401	0.06
Muslim	1538	0.24
Sikh	427	0.07
Other	1311	0.2
No religion	76793	11.88
Religion not stated	45,124	6.98
Sex	Headcount	%
Male	316,584	48.9

¹ which includes age, disability, gender, race, religion and belief and sexual orientation

Female	330,061	51.1
Disability	Headcount	%
People with a limiting long term illness	125,104	19.3
People without a limiting long term illness	521,541	80.7

More detailed information is attached at Appendix 2.

There has been extensive population and demographic changes in the county over the last few years. The changes in the local demographics have brought challenges to the Force and Authority and as organisations we embrace this change and are committed to providing a better service to the communities we serve.

The Authority published a 'Race Equality Scheme 2005 – 2008' in May 2005, a 'Disability Equality Scheme 2006 – 2009' in December 2006 and a joint (with the Force) 'Gender Equality Scheme 2007 – 2010' in April 2007. The Authority has adopted various engagement, involvement and consultation processes for each of the schemes which are referenced in further detail in section 7 of this scheme.

5. Structures, Roles, Processes and Responsibilities

Lincolnshire Police Authority was established by the Police and Magistrates' Courts Act 1994. The Police Act 1996 consolidated the Police Act 1964, Part IX of the Police and Criminal Evidence Act 1984, Chapter I of Part I of the Police and Magistrates' Courts Act 1994 and certain other enactments relating to the police service.

The Authority has three key functions, which are to secure the maintenance of an efficient and effective police service, to achieve continuous improvements in policing performance and to make arrangements for obtaining the views of local people about the policing of their area and the co-operation of local people in preventing crime. These functions form the core business of the Police Authority.

A summary of current police authority statutory duties and key responsibilities is provided at Appendix 3.

These responsibilities along with all policies and procedures used by the Authority will be assessed to determine their relevance in meeting both the general and specific duties placed upon it.

This document is a living document and will form the foundation of how the Authority will ensure cohesion between all aspects of equality and diversity both internally with our own staff and externally in how we deliver fair and equitable services. It will be monitored and reviewed in light of guidance and amended where necessary and will be made as widely available as possible.

Organisational Structure and Decision-Making Process

- The membership of the Authority, its officers and support staff can be found on the Police Authority website at:
www.lincolnshire-pa.gov.uk/pages/membership.asp.
- Decisions are made via a Committee Structure, which meets in public. Papers are available in advance of the meeting unless the item is confidential or exempt. One of the committees has specific responsibility for ensuring that community consultation is carried out; this includes attracting the views and opinions from as wide a group as possible. Terms of Reference for Committees and the Committee structure can be found on the Lincolnshire Police Authority website or obtained from the Authority Secretariat Office.
- The Authority established a dedicated Equalities Working Group that monitors progress of the Force and Authority's race, disability and gender equality schemes. This group also provides advice to the Authority on all equality and diversity issues. The terms of reference for this group are attached at Appendix 4.
- The Chief Executive and Treasurer provide leadership, professional support and advice to the Authority. The Chief Executive is directly accountable to the Police Authority, reporting on a day to day basis to the Chairman.
- The Authority works closely with the Chief Constable of Lincolnshire Police to establish the strategic direction and objectives of the service, drawing upon

national and local priorities and to hold the Chief Constable to account through robust scrutiny of the service for his delivery of those objectives.

Values, Principles and Standards

- The Police Authority's Equality and Diversity Policy is set out at Appendix 5. Members, Staff and Volunteers of the Authority will demonstrate their commitment to this statement by ensuring that policies and procedures reflect these aims and by challenging any behaviour which fails to uphold those principles. The Authority has also developed a Bullying, Harassment and Victimisation Policy, an Employee Code of Conduct and a Grievance Policy that all staff are committed to.
- Each Member of the Authority must abide by a Code of Conduct that includes duties to promote equality and treat others with respect.
- Each Member and member of staff has signed up to an Anti-Discrimination Protocol. The Protocol directs that members and staff are expected to behave in a professional, fair and non-discriminatory way.
- The Authority has established a Standards Committee to oversee, promote and facilitate high ethical standards by our Members.
- The Police Authority undertakes community consultation and engages with a wide section of the population within Lincolnshire on all policing issues. The Authority reflects and takes account of the views of all the diverse communities in its area through its Annual Policing Plan Priorities.
- The Authority plays an important role in governance and maintains a two-part role in ensuring its own compliance to the equality and diversity agenda and in scrutinising, challenging and monitoring the chief officer's compliance.
- The Authority undertakes monitoring of its members, staff and of job applicants and is committed to providing a working environment where all staff are equally valued and supported. Monitoring data is held for all staff relating to age, gender disability, religion and sexual orientation. The Authority is committed to becoming an employer whose workforce is representative of the diverse

communities within Lincolnshire. The Authority will work towards identifying and removing any deterrent to attracting staff from a wide variety of backgrounds to work for the Authority.

The Authority engages with a number of key stakeholders, partners and partnerships. The Authority's stakeholders are identified as follows:

- Internal (Staff and Staff Associations),
- Key Local Partners
 - County and District Councils,
 - Criminal Justice System [Crown Prosecution Service, Courts],
 - Community Safety Partnerships,
 - MPs,
- Other Key Partners
 - Parish Councils,
 - Independent Advisory Groups,
 - Neighbourhood Watch,
 - Lincolnshire Assembly,
- National Partners
 - Home Office,
 - HMIC,
 - Treasury,
 - Department for Communities and Local Government,
 - Association of Police Authorities,
 - Association of Chief Police Officers,
 - Police and Crime Standards Directorate,
 - National Policing Improvement Agency)
- and the local communities (residents, workers and visitors to the County).

The needs of the stakeholders help to form the policing priorities in the county and the strategic direction of the Authority. Community engagement and consultation with local communities is at the centre of the Authority's business planning process.

6. Meeting Equalities Duties

The Authority aims to cover all strands of the diversity agenda in its Combined Equalities Scheme. The Scheme intends to address all parts of each of the

general and specific duties that differ slightly across the legislation. The separate general duties include:

- promoting equality of opportunity between people of different racial groups, disabled and non-disabled people, women and men
- eliminating race, disability, gender and transgender discrimination;
- eliminating race, disability, gender and transgender harassment;
- promoting good relations between people of different racial groups
- promoting positive attitudes towards disabled people
- promoting the participation of disabled people in public life
- taking steps to take account of disabilities, even where this involves treating disabled people more favourably.

The Authority is aware that while the specific and general duties which apply to the disability, gender and race duties are very similar, there are also specific points of difference which need to be accounted for and which need to be transparent within the scheme.

The Authority will adopt the following approach to ensure that the differences are upheld and met:

The Race Duty – ensuring compliance by:

- Ensuring that all the general duties are outlined in the scheme and actions undertaken in each of the duties.
- Consulting with members of the black and minority ethnic communities inside the organisation in identifying issues of concern and priorities and consulting with members of the local community to identify any barriers to accessing information or services as well as identifying any areas of good practice.
- Producing an action plan to enable ongoing work to be undertaken and progress to be monitored and measured.
- Identifying the methods for gathering and analysing evidence in connection with race and ethnicity which will inform the equality scheme and the race equality action plan.
- Ensuring all impact assessments also take into account race and ethnicity as well as ensuring the specific race duties are accounted for.
- Identifying the most appropriate ways to publish the information and ensure it is accessible to a wide range of people and in a wide range of formats.

The aim of the general duty is to 'mainstream' the elimination of racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups, by making these integral to the way public functions are carried out. The Authority is committed 'to increase trust and confidence in policing amongst minority ethnic communities', by:

- Integrating race equality policies and objectives within the process of continuous improvement.
- 'Mainstreaming' race equality by making it central to the day-to-day operation of the Police Authority.
- Incorporating equality aims and objectives into all its strategies and plans.
- Working in partnership with the Force to ensure an integrated and complimentary approach to race equality issues.
- Developing a fuller understanding of the communities the Authority serves.
- Engaging with local race equality organisations to deliver this agenda.
- Rigorously monitoring and scrutinising the Force's approach to race equality.

Disability Duty – ensuring compliance by:

- Ensuring that all the general duties are outlined in the scheme and actions undertaken in each of the duties.
- Involving disabled people inside the organisation in identifying issues of concern and priorities and also consulting with members of the local community to identify any barriers to accessing information or services as well as identifying any areas of good practice.
- Producing an action plan to enable ongoing work to be undertaken and progress to be monitored and measured, with a particular emphasis on outcomes.
- Identifying the methods for gathering and analysing evidence in connection with disability which will inform the equality scheme.

- Ensuring all impact assessments also take into account disability as well as ensuring the specific disability duties are also accounted for.
- Identifying the appropriate ways to publish the information and ensure it is accessible to a wide range of people and in a wide range of formats.

The Authority is committed to promoting equality of opportunity between disabled persons and other persons and eliminating unlawful discrimination against disabled persons by:

- Meeting the requirements of the Disability Discrimination Act and setting out our plans to improve disability access to employment and services.
- Making sure that we are taking the needs and views of disabled people into account when, for example, we design and deliver services, make access improvements or develop policies.
- Ensuring continuous monitoring and efforts to improve the ways in which we deliver services to disabled people.

Gender Duty – ensuring compliance by:

- Ensuring that all the general duties are outlined in the scheme and actions undertaken in each of the duties.
- Consulting with men and women inside the organisation in identifying issues of concern and priorities and consulting with members of the local community to identify any barriers to accessing information or services as well as identifying any areas of good practice.
- Producing an action plan to enable ongoing work to be undertaken and progress to be monitored and measured.
- Identifying the methods for gathering and analysing evidence in connection with gender which will inform the gender parts of the equality scheme.
- Ensuring all impact assessments also take into account gender as well as ensuring the specific gender duties are also accounted for.
- Identifying the appropriate ways to publish the information and ensure it is accessible to a wide range of people and in a wide range of formats.

The Authority is committed to eliminating unlawful discrimination and harassment and promoting equality of opportunity between men and women by:

- Meeting the requirements of the Equality Act 2006 and detailing our plans to improve gender equality in employment and services.
- Making sure that we are taking the needs and views of men, women and transgender people into account when, for example, we design and deliver services, make access improvements or develop policies.
- Continuously monitor and improve the ways in which we deliver services to men, women and transgender people.

7. Gathering Evidence/Information; Involvement and Consultation

Consultation with black and minority ethnic communities

As part of the race equality duty, there is a requirement to consult on all elements of the equality scheme. In 2005 the equality scheme was circulated to a number of different local and national community groups. This included the following:

Internal:

- Association of Police Authorities
- Police Authority Members
- Independent Lay Members
- Independent Members of Police Misconduct Panels
- Independent Custody Visitors
- Contractors and Staff of the Authority

External:

- Commission for Racial Equality
- Lincolnshire Race Equality Council
- Lincolnshire central Independent Advisory Group
- Lincolnshire County Council
- 7 District Councils in Lincolnshire
- Lincolnshire Police Force internal support networks:
- Lincolnshire Black Police Association
- Lincolnshire Gay and Lesbian Association
- Lincolnshire Police Christian Police Association
- Police Federation
- UNISON
- Superintendents Association

The Scheme was also published and advertised via the Authority's website and comments were invited from the general public. The results of this consultation were then fed back into the actions developed for the race equality action plan. The Authority's latest plans relating to race equality can be found in the Action Plan section of this report.

Consultation and involvement of disabled people

As part of the disability equality duty, there was a requirement, prior to developing the scheme and subsequent action plan, to involve and engage with disabled people. A wide range of local disability related groups and people were involved in the development and implementation of the Disability Equality Scheme. In the initial stages of the development of the scheme, a questionnaire was sent in October/November 2006 to the disability related organisations detailed in Appendix 6 within the county.

The questionnaire was accompanied by a letter asking the groups to distribute copies of the questionnaire to its members. Questions were asked about the respondent's disability or link to disability, as well as opinions on communication, access to buildings, training, employment and service delivery. There was an option to add any additional comments and the opportunity was taken to ask the respondents if they would like to be contacted again or become a member of an Independent Advisory Group (IAG).

In addition, the questionnaire was sent to all departments in the Police Headquarters, as well as Basic Command Unit (BCU) Commanders and Divisional Admin Managers.

A further telephone survey was conducted in April 2007 with respondents who indicated that they wished to discuss issues further. Action plans were drawn up and implemented following the questionnaire consultation exercise and telephone follow up. The Authority's latest plans relating to disability equality can be found in the Action Plan section of this report.

Consultation and engagement with men, women and transgender people

Lincolnshire Police Authority developed a consultation strategy for engaging people within our communities, including staff and stakeholders so that our policies, proposed practices and policies can be developed to reflect the diverse needs of all our customers. We have a number of existing consultation and communication mechanisms. We acknowledge that it is important that we assess how these current methods are providing men, women and transgender people with the means to effectively communicate with us. We also need to gather

information on how effectively we are communicating our key messages to people within Lincolnshire and the people in our employment about our equality agenda. The Authority's latest plans relating to gender equality can be found in the Action Plan section of this report.

Consultation on the Combined Equalities Scheme

In the production of the Combined Equalities Scheme, the Authority recognise the need to consult and engage with specific diverse groups, partners and stakeholders, service users and non users and employees. A full list of the groups we consulted with is attached at Appendix 6.

Lincolnshire's Independent Advisory Groups (IAGs) have been actively involved in the consultation process and the Authority is able to liaise with the IAGs when specialist advice on policy and strategy is required.

The Race, Disability and Gender Equality Schemes were published on the Authority's website and feedback on the schemes was encouraged through an online form. The draft Combined Equalities Scheme is published on the website for comments and feedback. The approved scheme will also be published and the opportunity for members of the public to become actively engaged in developing, monitoring and evaluating the scheme will be expressed and comments and suggestions welcomed.

8. Identifying, Assessing and Monitoring Functions/Policies for Relevance/Priority

One element of the commitment of the general duty is to identify all policies, procedures and functions carried out within the Authority. Functions are defined as "the full range of activities carried out by a public authority to meet its duties". Whilst 'policies' are defined as "the sets of principles or criteria that define the different ways in which an organisation carries out its roles or functions and meets its duties. Policies also include formal and informal decisions made in the course of their implementation".

Assessing the likely impact of proposed policies on the general duties is a necessary part of the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006.

Within the Authority, the Research and Performance Officer has responsibility to develop and maintain all existing and new policies and procedures. The Chief Executive provides strategic overview and undertakes final approval of all policies and procedures. All members of the secretariat team are involved in the production and review of policies/procedures in specific business areas that relate to their roles. A guidance document is available to assist staff in reviewing and developing policies and procedures. When developing or reviewing policies, each member of staff must ensure that checks have been undertaken to confirm that the policy complies with human rights, data protection, information security, health and safety and diversity legislation. Where it is identified that there is a potential for impact on any of the areas, a wider consultation exercise will be carried out both internally and externally. All current policies and procedures within the Authority are currently available on the internal network system and in the Office Policies and Procedures manual.

The Authority employs a dedicated Communication and Consultation Officer and part of this role is to carry out consultation with the public to obtain views about the policing of Lincolnshire, in accordance with the Police Authority's Consultation Strategy. The Authority is committed to monitoring and analysing respondent profiles of all consultation activities. The self monitoring system captures ethnicity, gender, age and disability for all those engaged in consultation. The data is used to ascertain whether there are disparities of satisfaction from different communities, whether services and functions are provided effectively to all communities and whether differing needs are met where possible. Monitoring data from paper, telephone and online surveys continues to be rigorously analysed and scrutinised.

In addition the Authority will continue to receive and review² service delivery monitoring data from the Lincolnshire Force. The Authority's Human Resources Committee will continue to receive reports on complaints, grievances and Employment Tribunals and will receive data in respect of recruitment, retention and promotion in order to provide scrutiny to these areas. The Complaints and Conduct Committee will continue to receive reports on complaints.

The Authority monitors and reviews the Force and Authority Race, Disability and Gender Equality schemes at the Equalities Working Group, and at the Human Resources Committee and Community and Consultation Committee where relevant.

Following the development of the race, disability and gender equality schemes and subsequent review, the Authority identified all its policies/functions which have a relevance to any of the general duties. (The form used to assess relevance is attached at Appendix 7).

Initial screening/Impact assessment template

In initial screening/impact assessment template was devised to assist in the process for future review. This template is in use to assess all the Authority policies/functions on the relevance to all strands of the general duties and areas outside the legislation.

The template is attached at Appendix 8. It takes into account the six strands of equality, those being: age, disability, gender and gender identity, race and ethnicity, religion and belief and sexual orientation. This is the template advocated by the Association of Police Authorities. The template suggests that the following steps are carried out:

- Identify the main aims of the function/policy, and who might have an interest in it
- Consider the available quantitative and qualitative evidence and identify data gaps
- Assess the likely impact
- Consider alternatives – changes to the function/policy
- Consult formally and revise the function/policy as necessary
- Make monitoring arrangements
- Publish assessment results.

The purpose of the Equality Impact Assessment process is to improve the way in which the Authority develops policies and functions by making sure there is no

² the Section 95 of the Criminal Justice Act

discrimination in the way that they are designed, developed or delivered and to ensure that, wherever possible, equality is promoted.

Evidence may be gathered from various sources, depending upon the function/policy being assessed. For the majority of impact assessments that relate to non-employment type functions and policies, data is gathered from reports to Authority Committees, Force impact assessments and secondary data sources such as the latest census.

Police Authority Members become involved in impact assessments at various stages as required. An Authority officer takes overall responsibility for producing the impact assessment. The officer involves Authority Members and other officers as required, depending upon specialisms.

Below is a table indicating the prioritised list of the Authority's policies/functions. This is subject to continual review.

All functions and policies will be assessed against its impact on the general duties as follows:

- High impact – potential to have impact on all areas of the general duty and affect staff and public
- Medium impact – potential to have impact on some areas of the general duty and affect staff and public
- Low impact – potential to have impact on one or none of the areas of the general duty but which monitoring has not indicated to be an area of concern

Prioritised list of the Authority's policies/functions

High Impact

Policy/Function		Priority Rating
Function	Holding the Chief Constable to Account for Force Performance in relation to: operational matters, employment, race equality and diversity	High
Function	Managing an Independent Custody Visiting Scheme	High
Function	Consultation and Community Engagement: engagement with the full range of diverse communities which the authority represents, including key stakeholders	High
Function	Members recruitment and appointment	High
Policy	Consultation Strategy	High

Policy/Function		Priority Rating
Policy	Communication and Media Strategy	High
Policy	Equal Opportunities/Diversity Policy	High
Policy	Training Strategy	High
Policy	Chief Officer Appointments	High
Policy	Chief Officer Discipline/Complaints Policy	High
Policy	Staff Complaints/Grievance Policy	High
Policy	Complaints Procedure	High
Function	Scrutiny of Force Stop and Search	High
Policy	Code of Conduct for Members	High
Policy	Members' Allowances Scheme	High
Policy	Register of financial and other interests	High
Policy	Harassment, victimisation and bullying policy	High
Policy	Confidential Reporting (whistle blowing) policy	High
Policy	Employee Code of Conduct	High
Function	Public meetings	High

Medium Impact

Policy/Function		Priority Rating
Function	Production of Strategic Plans: Three Year Strategic Plan including the Annual Policing Plan	Medium
Function	Consultation and Community Engagement: Work with staff associations and support groups	Medium
Function	Keeping the public informed: Producing of annual report	Medium
Function	Keeping the public informed: Production of precept leaflets	Medium
Function	Determine the local priorities for policing	Medium
Policy	Recruitment and selection Authority Staff	Medium
Function	Staff discipline: Authority Staff	Medium
Function	Procurement process	Medium
Function	Risk Management	Medium
Function	Scrutinise and monitoring of hate crime	Medium
Policy	Disciplinary policy	Medium

Low Impact

Policy/Function		Priority Rating
Function	Budget Setting and Resource Allocation: Agree the annual Policing Budget and set the precept	Low
Function	Budget Setting and Resource Allocation: Budget Monitoring	Low
Function	Partnership Working: Crime and Reduction Partnerships (CDRPs)	Low
Policy	Financial Regulations	Low
Policy	Receipt of Hospitality and Gifts (Members).	Low
Policy	Register of financial and other interests	Low
Policy	Health and Safety	Low

The Authority uses a function and policy assessment framework to assess the relevance of functions and policies. The Secretariat carry out the relevance checking and work is authorised by the Chief Executive. This process enables the Authority to assess how particular policies or functions relate to eliminating discrimination, promoting equal opportunities and promoting good race relations. The framework also specifies who is affected by the function or policy, any evidence or reasons there may be to believe that some groups are affected differently and consideration about public concern that functions/policies are being operated in a discriminatory manner.

The process of carrying out initial impact assessments and full assessments is ongoing. The Authority will liaise with the Independent Advisory Groups to provide feedback and comments on particularly relevant functions and policies. Authority staff, trade unions and staff associations will be consulted with according to specific need. In addition, external consultation will be carried out depending upon the function or policy.

See appendix 9 for a full prioritised list of all the authority's functions, and the timescales for assessing/review.

The Authority follows the equality impact assessment (EIA) process as advocated by the APA, the process and flowchart is detailed in Appendix 10.

The Authority aims to continue to carry out, as wide a degree of involvement, consultation and publication as possible, and this will include contact with the groups noted in section 7 of this document.

The Authority will publish a summary of the assessment, consultation and monitoring reports. This will be available annually as appendices to the Authority Equality Scheme. In publishing the results of community consultation and assessments, the following will be considered:

- Methods and arrangements of publication of the consultation
- The need for any press awareness/PR information
- The need to link in with any good practice highlighted by the APA or otherwise
- The need to feedback the results into the training of staff on the General Duty and Specific Duties

- The need to publicise the Action Plan progress and reviews.

In addition the Authority's Communication and Consultation Officer is actively involved in reviewing the most appropriate ways of publishing assessments, consultation and monitoring results.

The Authority will review the process on an ongoing basis.

9. Publishing the Results of Assessments, Consultations & Monitoring

The Authority will continue to provide information on a wide range of issues. In the majority of cases, this information is available on the external website and intranet for internal members of staff. The use of the website enables members of the public to access information 24 hours a day. Thus not discriminating against shift workers, young or old and most minority ethnic communities. It is recognised, however, that not all communities, e.g. asylum seekers, the travelling and gypsy communities, have the same access to a computer, although free internet access is available to all members of public through public libraries. The Authority website continues to be fully compliant with Section 508 and the W3C³ accessibility guidelines. The website will continue to be reviewed against accessibility standards.

10. Arrangements for Ensuring Public Access to Information & Services

We need to ensure that customers, staff or other interested parties can get access or request information in alternative formats. Lincolnshire Police Authority has a number of communication mechanisms for people to contact them, for example: telephone; postal address; Minicom; text (SMS) messaging; email and public meetings. The Authority will provide information in alternative formats on request, which covers information required in formats such as large print, Braille, audio tape or electronic formats. The Authority does not translate all policies and procedures in different languages. Where there is a specific need, there is a commitment to ensure that translations will be available. If you require information in a different format the contact details are on page 2 of this document.

The Authority is committed to ensuring the high accessibility standards and as such as developed a set of Accessibility Standards Checklist for Organisers of

³ See <http://www.section508.gov/> and <http://www.w3.org/> for more information

Public Forums. The checklist provides a number of minimum standards that staff apply wherever possible when arranging public meetings. The standards include car parking, entrance points, signage, routes, facilities and support. The checklist is attached at Appendix 11. The Authority also provides a hearing loop system for use at public forums.

11. Training to Understand and Carry out the Duties

The Authority recognises that Equalities and Diversity training is vital to support our commitment to diversity, fairness and equality. All Members and staff receive diversity training as a matter of priority. Formal training has been in place since 2003 and covered areas such as Community and Race Relations, Policy training including human rights, race policy and race equality impact assessment overview, Community Cohesion and Diversity Conference and Diversity Training - Implications for Police Authorities.

The Authority is committed to training its Members and staff in diversity awareness and the relevant legislation and recognises the need to ensure that new members receive such training and that all members are kept up to date with diversity issues.

Training Needs Analysis

A diversity training needs analysis was carried out in August 2007 and as a result, the Authority hosted an Equality and Diversity and Impact Assessment 2 day training course that was offered to other Authorities across the country. The majority of Members and one officer attended the course. The sessions enabled those 11 Members to meet the AA1 National Occupational Standard attached at Appendix 12. The training was provided by IODA in November 2007 and aimed to provide delegates with an increased awareness of diversity within a framework of Equality, Fairness and Community and Race Relations; and to assist them in understanding their role in directing, challenging and supporting the Authority and its partners in the delivery of an equitable quality of service to its staff and the community as a core organisation responsibility.

Each member, member of staff and volunteer will be referred to the Scheme during the induction process to ensure they are aware of their own responsibilities and those of the Authority.

Members and officers competence with regard to equality and diversity issues are assessed through the annual Performance Development Review (PDR) process.

Training Plans for the Future

Further development of members and staff is required to:

- Continue to provide awareness training opportunities about the Authority's responsibilities under the disability, age and gender duties;
- Identify further training and development needs in relation to diversity; and
- Provide further coaching opportunities for people carrying out impact assessments.

The APA is currently developing training and support packages, which the Authority will utilise as appropriate.

The Authority will monitor and evaluate the training being delivered, assessing how members and staff have benefited.

There is a Code of Conduct in place for Members and a separate Code of Conduct for employees. The Chief Executive and Monitoring Officer ensures that the codes are upheld.

12. Employment Equality

Monitoring the range of employment areas that are required by the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006 and is critical to effectively carrying out the responsibility under the general duties of the legislation. By understanding how the application of key Human Resources (HR) policies and procedures to both staff in the organisation and potential staff who wish to join the organisation are operating, it is possible to ensure that discrimination does not occur.

The Police Authority employs all staff in the Force other than Police Officers but passes their day-to-day management to the Chief Constable; this is monitored by the Authority. There are however, a small number of staff (currently 7 plus 1 contracted) that the Authority retains direct control over. Common employment policies are applied to both staff under the control of the Authority and the Chief Constable.

The Authority aims to become an employer of choice and to demonstrate that we are an organisation where people with diverse backgrounds are retained and promoted as key contributing employees.

The Authority will ensure that monitoring of ethnicity, gender, age and disability will take place for staff in post, applicants for employment, training and promotion, Numbers of staff who receive training, Performance Development Review, Numbers and categories of grievances, the number of people being subject to the disciplinary procedure and the number of staff who leave. The Authority will monitor the above using the 5 + 1 census based ethnicity classification codes due to proportionality and confidentiality issues:

- White: British, Scottish, Welsh, Irish, any other White background
- Asian or Asian British: Indian, Pakistani, Bangladeshi, any other Asian background
- Mixed: White and Asian, White and Black African, White and Black Caribbean, any other mixed background
- Black or Black British: Black Caribbean, Black African, any other Black background
- Chinese
- Other ethnic group: any other background.

Statistics which are published will be reviewed beforehand to ensure personal identification cannot be made due to the small number of staff and members.

The Authority will use this information to make sure that our workforce is representative of the communities we serve and that we are treating all our employees fairly. These figures will be published annually as part of the scheme. Statistics will be published on the Authority's website.

Our actions will reflect the following priorities:

- Preparing and analysing monitoring information of employee's profiles
- Publishing data and work towards increased representation of diverse communities
- Ensuring that people from diverse communities who meet the minimum essential requirements for jobs are interviewed

- Making reasonable adjustments to the working environment to allow applicants from diverse backgrounds (including disabled people) to be appointed
- Ensuring that practical support is given to disabled employees who develop a disability
- Supporting the access to work scheme for disabled people who are starting work or are already employed
- Ensuring that all staff responsible for recruitment are trained.

We need to ensure that we have monitoring systems in place which will give us information that we can analyse to identify any trends (for example disproportionate levels of satisfaction between men and women). Recruitment, development and retention data in relation to our staff will be reported to the Authority on an annual basis. We will act on this information if it indicates that our policies or procedures might be adversely impacting on particular groups either during the application process or during their time in our employment.

We recognise that transgender people in particular may experience different types of harassment or discrimination and that we have to be proactive in how we intend to challenge inappropriate behaviour or incidents made against these individuals. Transgender is the term used to embrace both: Transsexuals (people who feel a consistent desire for transition and lead their life as a member of the opposite gender and are covered by gender legislation); and, Transvestites (people who dress in the clothing of the opposite sex but might not wish to change their gender and are not covered by the legislation). It is important to note that even when an individual might have changed their gender identity it does not eliminate them from experiencing any gender inequalities which that particular gender might experience.

There are a number of factors which can assist the working environment and the experiences which men, women and transgender people have within our employment.

13. Procurement

Our procurement processes are intended to achieve value for money and be as efficient as possible. We will ensure that our procurement policies, procedures

and practices take into consideration our diversity responsibilities and our legal duties to promote equality. We will do this by undertaking the following:

- Placing an expectation on our appointed contractors to share and deliver our equalities and diversity goals.
- Make sure that all areas of diversity is taken into account when procuring goods, works and services from external providers.
- Monitoring our contracts for compliance including appropriate terms and conditions.
- Training staff involved in procurement work.

14. Complaints, Comments and Feedback

The Authority strives to carry out its functions effectively, efficiently and fairly, but accepts that things can sometimes go wrong. If you have a justifiable complaint, we aim to put matters right, and to stop the same thing happening again. In this way your complaints can help the Authority to achieve its aim of continuously improving.

Complaints

Any member of the public wishing to make a complaint regarding the operation of this scheme or the failure of the Authority or any of its Members of staff to meet the duties of the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 or the Equalities Act 2006 may do so by writing to the:

Chief Executive
Deepdale Lane
Nettleham
Lincoln
LN5 7PH

Telephone number: 01522 558022

Please note that the office is open Monday to Thursday 8.30am – 5.00pm, Friday 8.30am – 4.30pm.

Fax number: 01522 558619

Email: police.authority@lincs.pnn.police.uk

A written acknowledgement of the complaint will be given within 10 working days.

All complaints will be considered in the first instance by the Chief Executive.

You can find out complaints procedure on the Authority's website at <http://www.lincolnshire-pa.gov.uk> (under Policies and Procedures). You can also find information on Stop and Search and other policy documents.

The Force has a separate Complaints and Misconduct Policy which can be found on their website at www.lincs.police.uk.

Comments and Feedback

Anyone wishing to make any comments, contributions or complaints about the Scheme or of the failure of the Authority, its Members or officers to meet the requirements of the various acts may do so by the following means:

By writing to:

The Secretariat
Deepdale Lane
Nettleham
Lincoln
LN5 7PH

Telephone: 01522 558022

(the office is open Monday to Thursday 8.30am – 5.00pm, Friday 8.30am – 4.30pm)

Fax: 01522 558619

Email: police.authority@lincs.pnn.police.uk

You can also provide feedback to the Authority via our website by completing the online form at www.lincolnshire-pa.gov.uk/pages/haveYourSay.asp

15. Relevant contacts

ACAS

Acas aims to improve organisations and working life through better employment relations including equality and diversity issues.

Website: www.acas.org.uk/

Equality and Diversity Forum

The Equality and Diversity Forum is a network of national organisations committed to progress on age, disability, gender, race, religion and belief, sexual orientation and broader equality and human rights issues.

Website: www.edf.org.uk/

Commission for Equality and Human Rights

The Equality and Human Rights Commission champions equality and human rights for all, working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

Website: www.equalityhumanrights.com

The following archived websites can be found via the Commission for Equality and Human Rights website:

- Disability Rights Commission sites
- Equal Opportunities Commission sites
- Commission for Racial Equality sites

16. List of Appendices

- Appendix 1 Definitions
- Appendix 2 Demographics
- Appendix 3 Police Authority Statutory duties and responsibilities
- Appendix 4 Equalities Working Group – terms of reference
- Appendix 5 Equality and Diversity policy
- Appendix 6 List of groups we consulted with
- Appendix 7 Relevance assessment template
- Appendix 8 Initial Equality Impact Assessment Pro Forma
- Appendix 9 Full list of Authority functions and policies.
- Appendix 10 Key stages of Impact Assessment
- Appendix 11 Accessibility Standards Checklist for Organisers of Forums
- Appendix 12 AA1 National Occupational Standards

17. Action Plan

The Authority has certain legal obligations under the three general duties to promote equality in the areas of disability, gender and race.

The race equality duty gives us the following responsibilities:

1. Eliminate unlawful discrimination
2. Promote equality of opportunity
3. Promote good relations between people of different racial groups.

The disability equality duty gives us the following responsibilities:

4. Eliminate unlawful discrimination
5. Eliminate harassment of disabled people that is related to their disabilities
6. Promote equality of opportunity between disabled people and others
7. Take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others
8. Promote positive attitudes towards disabled people
9. Encourage participation by disabled people in public life.

The gender equality duty gives us the following responsibilities:

10. Eliminate unlawful sex discrimination
11. Eliminate harassment
12. Promote equality of opportunity between men and women.

The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment on the basis of gender reassignment.

ACTION PLAN

Overarching Equalities Action Plan

The overarching Equalities Action Plan contains objectives that are applicable to the following six strands of diversity; race (including ethnicity and nationality), disability, gender and gender identity, religion and faith, sexual orientation and age. The Action Plan also includes objectives that are specific to particular diversity strands.

The Authority has adopted the following objectives in relation to equality and diversity:

1. to comply with our equalities duties through strategic action.
2. to work towards mainstreaming equality within all our functions both as an employer and in services provided.
3. to carry out employment monitoring.
4. to ensure public access to services, information and buildings
5. to maintain a mechanism to monitor the progress and development of both Lincolnshire Police Force and the Authority in delivering equality and diversity aims.
6. to train, support and develop our workforce in equality and diversity and specifically in relation to the requirements of the equalities duties.
7. To contract in partnership only with bodies that have the commitment and the capacity to implement principles of equality and diversity.

Police Authority Combined Equalities Scheme Action Plan

Objective 1 - to comply with our equalities duties through strategic action

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Prepare, consult and publish the Combined Equality Scheme	CE/RPO	April - May 2008
All diversity strands	Implement the Combined Equality Scheme	CE/RPO	May 2008 onwards
All diversity strands	Review Combined Equality Scheme and produce annual report	CE/RPO	Annually
All diversity strands	Maintain an Authority in which equality and diversity related issues are discussed and solved without prejudice or fear of discrimination.	CE/RPO	At all Authority meetings Ongoing
All diversity strands	Improve the understanding of and attitudes towards equality and diversity and relevant legislation throughout the Authority and partner organisations where possible.	All staff	Work in progress
All diversity strands	Assess and review functions and policies for relevance to equality.	CE/RPO	May 2008, then every 3 years
All diversity strands (race in particular)	Complete equality impact assessments of all high priority functions and policies, including consultation and involvement of ethnic minorities at all stages where necessary. Prepare an action plan to resolve areas of adverse or differential impact	CE/RPO/other staff where applicable	All completed by 2009/10. Work in progress
All diversity strands	Complete equality impact assessments of all medium and low priority functions and policies including consultation where necessary. Prepare an action plan to resolve areas of adverse or differential impact	CE/RPO/other staff where applicable	All completed by 2010/2011. Work in progress
All diversity strands	Publish the results of assessments, consultations and monitoring.	RPO/CCO	Ongoing as impact assessments completed Work in progress
All diversity strands	Disseminate and promote the use of the EIA throughout the Authority.	RPO	May 2008

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Assess and consult on the likely impact of all new and proposed policies before they are adopted.	CE/RPO	Ongoing as and when new policies are proposed
All diversity strands	Identify gaps in monitoring arrangements to assist adverse and differential impact on functions and policies and establish mechanisms to collect this data.	CE/RPO	March 2009
Race/ethnicity	Employ methods to raise cultural awareness in staff.	CE	Ongoing and annually through PDR process
Nationality	Deliver services effectively to speakers of other languages through the use of plain English, translations and the employment of good quality interpreting services.	CE	Ongoing as necessary
Disability	Promote the involvement of disabled people in the Authority through <ul style="list-style-type: none"> • active recruitment of disabled people to vacant positions • partnerships with organisations of disabled people • promoting awareness of opportunities within the Authority 	CE/ALL	Ongoing during recruitment campaigns (e.g. Independent Member recruitment in May 2008, Independent Custody Visitor recruitment in autumn 2008)
Disability	Agree standards for future communications and involvement of disability groups and individuals	CE/RPO	December 2008
All strands	Review structure of IAGs to ensure all appropriate groups are included and invited to participate	CE/CCO/Force	2008/09 Work in progress
All strands	Review recruitment and retention, learning and development and grievance and discipline policies to ensure implementation of areas for change and improvement identified as part of the impact assessments	CE/RPO	Bi-annual reviews
All strands	Identify any areas for improvement in policy documents and make appropriate amendments	CE/RPO	Annually Ongoing

Diversity strand	Action	Responsible Officer	Timescale
Gender	Identify any improvements to achieve work life balance arrangements through e.g. flexible working practices, job sharing, part time working.	CE	March 2010
Gender	Link in with the Force in developing a policy on how to manage transgender people with guidance to managers on their legislative duties.	CE/Force	September 2008
Religion and faith	Ensure that the Force takes into account religious observations by differing faiths, both as an employer and in service provision	CE	Ongoing
Age	Review recruitment processes to ensure compliance with age discrimination legislation	CE	May 2009
Race	Deal with complaints about the way the Authority is meeting the duties, or other complaints about racial equality	CE	Ongoing as necessary

Objective 2 - to work towards mainstreaming equality within all our functions both as an employer and in services provided.

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Ensure that equal opportunities and diversity is considered as part of the Authority's ongoing reporting process (through full Authority meetings, Committee Meetings and Working Groups where appropriate).	CE	All Authority meetings Ongoing
All diversity strands	Ensure all recruitment includes statement about diversity.	CE	Ongoing as necessary
All diversity strands	Maintain awareness of equality and diversity issues to all staff, volunteers and Members.	CE/RPO/CAO	Ongoing (at team meetings, Authority Meetings, through ICV Newsletter)
All diversity strands	Promote equality and diversity within the Force and Authority and opportunities at public forums and events.	CE/RPO	Ongoing

Objective 3 - to carry out employment monitoring.

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Gather monitoring data in respect of Authority Members, complying in particular with the race equality duty.	CE/RPO	Annually in March Work in progress
All diversity strands	Gather monitoring data in respect of Authority misconduct panel members, external members of the Standards Committee and Independent Custody Visitors	CE/RPO/CAO	Annually in March Work in progress
All diversity strands	Maintain records of monitoring data in respect of applicants for Independent member positions.	CE/RPO/CAO	Work in progress, May 2008 and as necessary
All diversity strands	Gather employment monitoring data for Police Authority staff, complying in particular with race equality duty.	CE/RPO/CAO	Annually in March Work in progress
All diversity strands	Ensure no individuals can be identified in any published monitoring data.	CE/RPO/CAO	Annually in March Work in progress
All diversity strands	Review recruitment processes to attract candidates from more diverse backgrounds.	CE/RPO/CAO	Ongoing after each recruitment process
All diversity strands	Monitor the Force's arrangements to comply with the employment monitoring duties.	CE	Work in progress, ongoing
All diversity strands	Monitor the makeup of the Force's senior team, including those going through the recruitment process.	CE	Work in progress, ongoing

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Continue to monitor and improve monitoring of <ul style="list-style-type: none"> • staff in post • applicants for employment, and promotion • applications for training • staff receiving training • staff who benefit or suffer detriment as a result of performance assessment procedures • staff who are involved in grievance procedures • staff ceasing employment. 	CE/RPO	Annually in March Work in progress
All diversity strands	Extend monitoring in employment to cover identified priority areas: <ul style="list-style-type: none"> • job share policy • flexible working • sickness management policy • capability procedure • procedure on harassment • health and safety policy • assistive technology users and guidelines • stress policy and guidelines. 	CE/RPO	Annually in March Work in progress
All diversity strands	Analyse data with the involvement of stakeholders and develop plans to address areas of under representation.	RPO	May 2009

Objective 4 – to ensure public access to services, information and buildings

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Improve awareness and access to Authority information and services through Communications Strategy.	RPO/CCO	2008 - 2011

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Publish results of assessments in ways and in formats that are most appropriate and accessible to those affected by the results.	RPO/CCO	Ongoing
All diversity strands (disability in particular)	Maintain the Authority's website to provide effective access to information about services. Identify areas for improvement and any related budget implications.	CCO	Ongoing
Disability	Ensure that the scheme and other public access information is available in a range of accessible formats.	RPO/CCO	Ongoing
Disability	Ensure the portable hearing loop is available at all public meetings.	All	Ongoing throughout the year at all public meetings
All diversity strands	Undertake an assessment of how information is distributed and publicised. Make suggestions for development and improvement.	CE/CCO	June 2010
Race and nationality	Improve engagement with minority ethnic groups including refugees, asylum seekers, gypsies and traveller groups.	CE/CCO	Ongoing (through IAGs)
Disability	Conduct audits for all venues to be used for public meetings (using Authority's core accessibility standards checklist).	CCO/Admin Assistant	Ongoing for all public meetings
Disability	Review access audit to Police Authority office accommodation and identify any improvement works to remove barriers to access, review budgetary implications.	RPO	December 2008
All diversity strands	Raise awareness of Stop and Search – know your rights.	CCO	June 2008, ongoing as opportunities arise
All diversity strands	Raise awareness of True Vision (Hate crime reporting).	CCO	June 2008, ongoing as opportunities arise
Gender	Work with partners to develop initiatives and the distribution of information/material to reduce the fear of crime, in particular for women, gay, lesbian, bisexual and transgender people.	RPO/CCO	2009/2010
Gender	Promote the aims of the British Association of Women in Policing (Gender Agenda 2 Programme).	RPO/CCO	June 2008, ongoing

Diversity strand	Action	Responsible Officer	Timescale
Age	Improve awareness and access to Authority information for young people and old people.	CE/RPO/CCO	Ongoing

Objective 5 - to maintain a mechanism to monitor the progress and development of both Lincolnshire Police Force and the Authority in delivering equality and diversity aims.

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Review the Combined Equalities Scheme.	CE/RPO	Annually
All diversity strands	Continue to ensure the Authority maintains a monitoring mechanism of Force and Authority progress.	CE	May 2008 ongoing
All diversity strands	Review Complaints Procedure.	RPO/CAO	August 2008
All diversity strands	Continue to monitor the impact of Stop and Search by monthly figures being provided to Members.	RPO	Monthly
All diversity strands	Continue to monitor the impact of Hate crimes by monthly figures being provided to Members.	RPO	Monthly
All diversity strands	Maintain Stop and Search Authority web page and update information as appropriate.	RPO	Ongoing
Race	Receive regular reports on actions and progress to improve the minority ethnic makeup of the Lincolnshire Police Force.	CE/RPO	Ongoing (Equalities Working Group)
Gender	Monitor the Force in producing a workforce monitoring report annually which provide details of the gender breakdown at all positions, plus recruitment/retention figures.	Committee	Ongoing
Gender	Monitor the Force on the structure of the equal pay audit planned (e.g. data and monitoring information required, budget/staff resources required) and monitor how the Force addresses any inequalities identified.	Committee	Ongoing

Objective 6 - to train, support and develop our workforce in equality and diversity and specifically in relation to the requirements of the equalities duties.

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands (race in particular)	All Members, staff and volunteers to continue to receive training on diversity issues and ensure that all staff understand their responsibilities under the race equality duty.	CE	Ongoing
Individual strands	Provide in-depth training specific to individual diversity strands for selected staff/members as appropriate.	CE	Ongoing
All diversity strands	Provide specific impact assessment training to Members and new staff as required.	CE	Ongoing as and when required
All diversity strands	Monitor training programmes to ensure equality issues are included in relevant modules.	All involved in training	Annually
All diversity strands	Monitor and evaluate training needs of Members, staff and volunteers, providing additional training as required.	CE/RPO	December 2008
Disability	Take steps to ensure that mental health issues are identified, understood and addressed, develop and deliver training as necessary.	CE/RPO	2009/2010

Objective 7 - to contract in partnership only with bodies that have the commitment and the capacity to implement principles of equality and diversity.

Diversity strand	Action	Responsible Officer	Timescale
All diversity strands	Ensure that <ul style="list-style-type: none"> • contractors and partners are alerted to their need to comply with the equality duties when delivering public functions on behalf of the Authority • Review procurement policy and make any appropriate amendment(s). 	CE	March 2009

Appendix 1 - Definitions

Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It may cause the recipient to suffer stress; it may interfere with job performance, undermine job security or cause a threatening or unpleasant work environment.

Discrimination

Direct discrimination occurs where a person is treated less favourably, on grounds of some difference, than another person would be in the same or not materially different circumstances.

Diversity

Diversity is about recognising, valuing and taking account of people's different backgrounds, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce

Harassment

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. Harassment creates an intimidating, hostile, degrading, humiliating or offensive environment.

Indirect Discrimination

Indirect discrimination can occur where a requirement or condition is applied equally to one or more groups. Such a requirement or condition may nevertheless discriminate indirectly because the proportion of the group which can comply with the requirement is much smaller than the proportion of the other group which can comply with it.

Institutional Racism

Institutional racism is defined in the Macpherson Report as:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen or detected in the processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

Institutional Sexism

This refers to structure, procedures or practices that have been established on the basis of a belief that women can only undertake certain roles. It is concerned with sexual discrimination, which has been incorporated into structures, processes and procedures of organisations, either because of sexual prejudice or because of a failure to take into account the particular needs of women.

Victimisation

Victimisation occurs when a person is treated harshly or subjected to harm because they have made a complaint of discrimination, harassment or bullying. Victimisation also occurs when a person is subjected to harm because they have provided information regarding another person's complaint of discrimination, harassment or bullying or given support to an individual in connection with such a matter.

Appendix 2 - Demographics – Lincolnshire

Source: Census 2001 at <http://neighbourhood.statistics.gov.uk/dissemination/>

Age

		Lincolnshire	East Midlands	England
			Region	Country
All People	Count	646645	4172174	49138831
People aged 0-4	Count	34140	239013	2926238
People aged 0-4	%	5.28	5.73	5.96
People aged 5-7	Count	23035	155406	1838668
People aged 5-7	%	3.56	3.72	3.74
People aged 8-9	Count	16051	109808	1283861
People aged 8-9	%	2.48	2.63	2.61
People aged 10-14	Count	42720	279334	3229047
People aged 10-14	%	6.61	6.7	6.57
People aged 15	Count	8023	53262	623767
People aged 15	%	1.24	1.28	1.27
People aged 16-17	Count	15785	104025	1231266
People aged 16-17	%	2.44	2.49	2.51
People aged 18-19	Count	14191	102817	1177571
People aged 18-19	%	2.19	2.46	2.4
People aged 20-24	Count	31584	245101	2952719
People aged 20-24	%	4.88	5.87	6.01
People aged 25-29	Count	34166	254367	3268660
People aged 25-29	%	5.28	6.1	6.65
People aged 30-44	Count	135453	932431	11127511
People aged 30-44	%	20.95	22.35	22.65
People aged 45-59	Count	132807	818583	9279693
People aged 45-59	%	20.54	19.62	18.88
People aged 60-64	Count	36914	207432	2391830
People aged 60-64	%	5.71	4.97	4.87
People aged 65-74	Count	65443	355996	4102841
People aged 65-74	%	10.12	8.53	8.35
People aged 75-84	Count	43000	237638	2751135
People aged 75-84	%	6.65	5.7	5.6
People aged 85-89	Count	8961	51772	637701
People aged 85-89	%	1.39	1.24	1.3
People aged 90 and over	Count	4372	25189	316323
People aged 90 and over	%	0.68	0.6	0.64
Mean age of population in the area	Years	40.91	38.91	38.6
Median age of population in the area	Years	41	38	37

Ethnic Group

		East Midlands		
		Lincolnshire	Region	England
All People	Count	646645	4172174	49138831
White: British	Count	627272	3807731	42747136
White: British	%	97	91.26	86.99
White: Irish	Count	3781	35478	624115
White: Irish	%	0.58	0.85	1.27
White: Other White	Count	6865	57171	1308110
White: Other White	%	1.06	1.37	2.66
Mixed: White and Black Caribbean	Count	1109	20658	231424
Mixed: White and Black Caribbean	%	0.17	0.5	0.47
Mixed: White and Black African	Count	348	3426	76498
Mixed: White and Black African	%	0.05	0.08	0.16
Mixed: White and Asian	Count	954	11176	184014
Mixed: White and Asian	%	0.15	0.27	0.37
Mixed: Other Mixed	Count	773	7881	151437
Mixed: Other Mixed	%	0.12	0.19	0.31
Asian or Asian British: Indian	Count	1473	122346	1028546
Asian or Asian British: Indian	%	0.23	2.93	2.09
Asian or Asian British: Pakistani	Count	396	27829	706539
Asian or Asian British: Pakistani	%	0.06	0.67	1.44
Asian or Asian British: Bangladeshi	Count	269	6923	275394
Asian or Asian British: Bangladeshi	%	0.04	0.17	0.56
Asian or Asian British: Other Asian	Count	358	11815	237810
Asian or Asian British: Other Asian	%	0.06	0.28	0.48
Black or Black British: Caribbean	Count	497	26684	561246
Black or Black British: Caribbean	%	0.08	0.64	1.14
Black or Black British: African	Count	446	9165	475938
Black or Black British: African	%	0.07	0.22	0.97
Black or Black British: Other Black	Count	150	3628	95324
Black or Black British: Other Black	%	0.02	0.09	0.19
Chinese or other ethnic group: Chinese	Count	1353	12910	220681
Chinese or other ethnic group: Chinese	%	0.21	0.31	0.45
Chinese or other ethnic group: Other ethnic group	Count	601	7353	214619
Chinese or other ethnic group: Other ethnic group	%	0.09	0.18	0.44

Religion

		East Midlands		
		Lincolnshire	Region	England
All People	Count	646645	4172174	49138831
People stating religion as: Christian	Count	519389	3003475	35251244
People stating religion as: Christian	%	80.32	71.99	71.74
People stating religion as: Buddhist	Count	823	7541	139046
People stating religion as: Buddhist	%	0.13	0.18	0.28
People stating religion as: Hindu	Count	839	66710	546982

People stating religion as: Hindu	%	0.13	1.6	1.11
People stating religion as: Jewish	Count	401	4075	257671
People stating religion as: Jewish	%	0.06	0.1	0.52
People stating religion as: Muslim	Count	1538	70224	1524887
People stating religion as: Muslim	%	0.24	1.68	3.1
People stating religion as: Sikh	Count	427	33551	327343
People stating religion as: Sikh	%	0.07	0.8	0.67
People stating religion as: Other religions	Count	1311	9863	143811
People stating religion as: Other religions	%	0.2	0.24	0.29
People stating religion as: No religion	Count	76793	664845	7171332
People stating religion as: No religion	%	11.88	15.94	14.59
People stating religion as: Religion not stated	Count	45124	311890	3776515
People stating religion as: Religion not stated	%	6.98	7.48	7.69

Sex

	Lincolnshire	East Midlands	England
	Region		Country
All People	646645	4172174	49138831
Males	316584	2048858	23922144
Females	330061	2123316	25216687

Limiting long term illness

	Lincolnshire	East Midlands	England
	Region		Country
All People	646645	4172174	49138831
With a Limiting Long-Term Illness	125104	768266	8809194
Without a Limiting Long-Term Illness	521541	3403908	40329637

Appendix 3 – Summary of Police Authority Statutory Duties & Responsibilities.

Police Authorities' three key functions are:

- To secure an efficient and effective police service;
- To secure continuous improvement;
- To make arrangements for obtaining:
 - *the views of local people about the policing of their area; and*
 - *the co-operation of local people in preventing crime*

Key responsibilities: *(that Police Authorities are required to fulfil as part of their functions)*

- 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 policing/best value performance plan has been met;
- To appoint the Chief Constable, subject to the approval of the Secretary of State and call on them to retire;
- To appoint the Deputy and Assistant Chief Constable and call on them to retire;
- 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 a meeting of a relevant council when given reasonable notice of this by the council;
- To collaborate with other Police Authorities to jointly 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;
- To comply with any Codes of Practice issued by the Secretary of State relating to the discharge of Police Authority functions;
- 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 PCA;
- 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 receive grants for any local council which falls wholly or partly within the Authority area either unconditionally or, subject to conditions agreed with the Chief Officer of Police;
- 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 on its best value performance plan;
- To co-operate with the responsible authorities' in formulating and implementing crime and disorder audits and strategies for each district/unitary in its area;
- To exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area;
- To comply with the requirements of the Freedom of Information Act 2000;
- To have due regard to the need to:
 - eliminate unlawful racial discrimination and
 - promote equality of opportunity and good relations between persons of different racial groups
- To maintain an effective Independent Custody Visitors scheme.

Appendix 4

Terms of Reference - Equalities Working Group

Responsible to: Human Resources Committee/Community and Consultation Committee (resource issues to be considered by Finance and Strategy Committee).

Function: To consider, monitor and make recommendations in relation to Force progress towards its Race, Disability and Gender Equality Schemes and Action Plans.

To consider, monitor and make recommendations in relation to Authority progress towards its Race, Disability and Gender Equality Schemes and Action Plans.

To support and monitor the Authority implementation of the Race, Disability and Gender Equality Programmes for the Police Service.

To consider and advise the Authority generally on all matters relating to diversity – namely those relating to race, gender, sexual orientation, disability, age and religion/belief.

To increase knowledge and understanding of the different external agencies involved with diversity issues, together with encouraging a co-ordinated partnership approach.

To monitor progress made by the Authority and the Force in relation to implementing “Every Child Matters” Action Plans prepared in response to the Children Act 2004.

Appendix 5

Equality and Diversity Policy

Lincolnshire Police Authority is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We aim to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

Appendix 6 List of groups we consulted with

Internal:

- Association of Police Authorities
- Police Authority Members
- Independent Lay Members
- Lincolnshire Race Equality Council
- Independent Members of Police Misconduct Panels
- Independent Custody Visitors
- Contractors and Staff of the Authority
- Intranet

External:

- Lincolnshire Independent Advisory Groups (includes race, gender and disability representatives)
- Lincolnshire Police Force internal support networks:
 - Lincolnshire Black Police Association
 - Lincolnshire Gay and Lesbian Association
 - Lincolnshire Police Christian Police Association
 - Police Federation
 - UNISON
 - Superintendents Association

Disability Groups:

- Access Bourne
- Alford Carers Support Group
- Alzheimers Society - Carebreak
- Alzheimers Society - Lincoln & District Branch
- Alzheimers Society - South Lincolnshire Branch
- Arthritis Care - Gainsborough
- Arthritis Care - Lincoln
- Arthritis Care - Sleaford & District
- Association for Spina Bifida & Hydrocephalus
- Back-Up Self-Help Support Group
- Boston & District Phab Club
- Boston & South Holland Blind Society
- Boston Deaf Club
- Boston Deaf Social Club
- Bourne & District Heart Support Group
- Bourne & S Lincs ME Support Group
- Bourne Arthritis Support Group
- Brigg Carers Support
- Children 0-5 Years Parents/Carers Group
- Club 2000 For The Disabled
- Deeping Swimming Club for the Disabled
- DELTA (Deaf Education through Listening)
- Disability Lincs - Mablethorpe & Sutton Branch
- East Coast Deaf Club
- Grantham & District Phab Club
- Grantham Deaf Club
- Hearing Impaired Integration
- Lincoln & District Branch of the Multiple Sclerosis Society of Great Britain
- Lincoln & District Stroke Club
- Lincoln ADHD Support Group
- Lincoln Blind Society
- Lincoln Deaf Social Club
- Lincoln MS Therapy Centre
- Lincoln Vega Club for the Blind
- Lincoln White Cane Club for the Blind
- Lincolnshire Autistic Society
- Lincolnshire Down's Syndrome Support Group
- Lindsey Blind Society
- Louth & District Arthritis Group

- Louth & District Branch Multiple Sclerosis Society
- Louth Sign Language Society
- Mablethorpe Rethink Carer Support Group
- Market Rasen & District Access Group
- Mencap Local Society - Boston and District
- Mencap Mothers Group - Grantham
- Mental Health Involvement & Development Project
- Motor Neurone Disease Association - Lincolnshire Branch
- Parkinsons Disease Group - Boston
- Pelican Trust
- Positive Health (Lincolnshire)
- Scope for Boston & District
- SENSE - East Outreach Services
- SENSE - The National Deafblind & Rubella Association
- Share the Care
- South Lincolnshire Blind Society
- South Lincolnshire Blind Society
- Spalding & District Deaf Social Club
- Spalding Disabled Swimming Club
- Spalding Phab Club
- Special Families Club
- Spilsby Multiple Sclerosis Society
- The Herald Club (For Deafened & Hard of Hearing)
- The ME Association

Appendix 7 - Relevance Assessment

The race equality duty includes the requirement for public authorities to assess their policies and functions for their relevance to the three parts of the duty (A eliminate unlawful discrimination, B promote equality of opportunity and C promote good relations). As part of their race equality scheme, public authorities are required to outline the relevance of each function or policy area and the criteria used to assess how relevant each is to the duty.

The following assessment for relevance has been developed to meet the specific requirements of the race equality duty, in order to ensure compliance.

KEY QUESTIONS TO ASK IN ASSESSING THE RELEVANCE OF FUNCTIONS AND POLICIES						
Function/Policy	Is it relevant to the general duty? Does it relate to: 1. Eliminating discrimination? 2. Promoting Equal Opportunities? 3. Promoting good race relations? What is the level of impact on Race Equality? H, M, L			Who is affected by this function or policy?	Is there evidence or reason to believe that some groups could be affected differently?	Is there any public concern that functions/policies are being operated in a discriminatory manner? 0 None 1 A Little 2 Some 3 A lot

Appendix 8 - Initial Equality Impact Assessment Pro Forma

Section	Persons responsible for the assessment			
Name of Policy to be assessed		Date of Assessment		Is this a new or existing policy?
1. Briefly describe the aims, objectives and purpose of the policy.				
2. Are there any associated objectives of the policy? Please explain.				
3. Who is intended to benefit from this policy, and in what way?				
4. What outcomes are wanted from this policy?				
5. What factors/forces could contribute/detract from the outcomes?				
6. Who are the main stakeholders in relation to the policy?			7. Who implements the policy, and who is responsible for the policy?	
8. Are there any concerns that the policy could have a differential impact on racial groups?	Y	N		
What existing evidence (either presumed or otherwise) do you have for this?				
9. Are there any concerns that the policy could have a differential impact due to gender?	Y	N		
What existing evidence (either presumed or otherwise) do you have for this?				

10. Are there any concerns that the policy could have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there any concerns that the policy could have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there any concerns that the policy could have a differential impact due to their age?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there any concerns that the policy could have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there any concerns that the policy could have a differential impact due to them having dependents/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there any concerns that the policy could have a differential impact due to them having an offending past?	Y	N	

What existing evidence (either presumed or otherwise) do you have for this?		
16. Are there any concerns that the policy could have a differential impact due to them being transgendered or transsexual?	Y	N
What existing evidence (either presumed or otherwise) do you have for this?		
17. Could the differential impact identified in 8 – 16 amount to there being the potential for adverse impact in this policy?	Y	N
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N
19. Should the policy proceed to a full impact assessment?	Y	N
20. If No, are there any changes required to the policy to improve it around the equality agenda?		

Signed (completing officer) Date __/__/__

Signed (completing officer) Date __/__/__

Signed (Head of Section) Date __/__/__

This Initial Impact Assessment Form (screening/scooping pro forma) is APA approved.

Appendix 9
List of Authority Functions and Policies

High Priority

Policy/Function		Priority Rating	Timescale
Function	Holding the Chief Constable to Account for Force Performance in relation to: operational matters, employment, race equality and diversity	High	2008/09
Function	Managing an Independent Custody Visiting Scheme	High	2008
Function	Consultation and Community Engagement: Engagement with the full range of diverse communities which the authority represents, including key stakeholders	High	2008
Function	Members recruitment and appointment	High	2007 complete 2008 ongoing
Policy	Consultation Strategy	High	2008/09
Policy	Communication and Media Strategy	High	2008/09
Policy	Equal Opportunities/Diversity Policy	High	2008
Policy	Training Strategy	High	2009/10
Policy	Chief Officer Appointments	High	2008
Policy	Chief Officer Discipline/Complaints Policy	High	2009/10
Policy	Staff Complaints/Grievance Policy	High	2007 complete
Policy	Complaints Procedure	High	2008/09
Function	Scrutiny of Force Stop and Search	High	2006 complete
Policy	Code of Conduct for Members	High	2008/09
Policy	Members' Allowances Scheme	High	2009
Policy	Register of financial and other interests	High	2009/10
Policy	Harassment, victimisation and bullying policy	High	2007/08
Policy	Confidential Reporting (whistle blowing) policy	High	2007 complete
Policy	Employee Code of Conduct	High	2007 complete
Function	Public meetings	High	2007 process initiated

Medium Priority

Policy/Function		Priority Rating	Timescale
Function	Production of Strategic Plans: Three Year Strategic Plan including the Annual Policing Plan	Medium	2009/10
Function	Consultation and Community Engagement: Work with staff associations and support groups	Medium	2009/10
Function	Keeping the public informed: Production of an annual report	Medium	2009/10

	report		
Function	Keeping the public informed: production of precept leaflets	Medium	2009/10
Function	Determine the local priorities for policing	Medium	2009/10
Function	Recruitment and selection Authority Staff	Medium	2009/10
Function	Procurement process	Medium	2010/2011
Function	Risk Management	Medium	2009/10
Function	Scrutinise and monitoring of hate crime	Medium	2009/10
Policy	Disciplinary Policy	Medium	2009/10

Low Priority

Policy/Function		Priority Rating	Timescale
Function	Budget Setting and Resource Allocation: agree the annual Policing Budget and set the precept	Low	2010/2011
Function	Budget Setting and Resource Allocation: budget Monitoring	Low	2010/2011
Function	Partnership Working: Crime and Reduction Partnerships (CDRPs)	Low	2010/2011
Policy	Financial Regulations	Low	2010/2011
Policy	Receipt of Hospitality and Gifts (Members).	Low	2010/2011
Policy	Register of financial and other interests	Low	2010/2011
Policy	Health and Safety	Low	2010/2011

Appendix 10 - Key stages of Impact Assessment

1. Setting clear policy aims and objectives:
 - What is the purpose of the policy?
 - Who will benefit from it?
 - How will they benefit from it?
 - How does the policy fit in with the authority's wider objectives?

2. Collecting existing monitoring data:
 - Surveys;
 - Statistical databases;
 - Consultation results;
 - In-depth interviews;
 - Academic publications;
 - Specially commissioned research, if necessary.

3. Using the data to decide whether the policy is likely to affect different groups, directly or indirectly, in different ways:
 - Consider whether disparities between groups amount to adverse impact on some groups or unlawful discrimination.

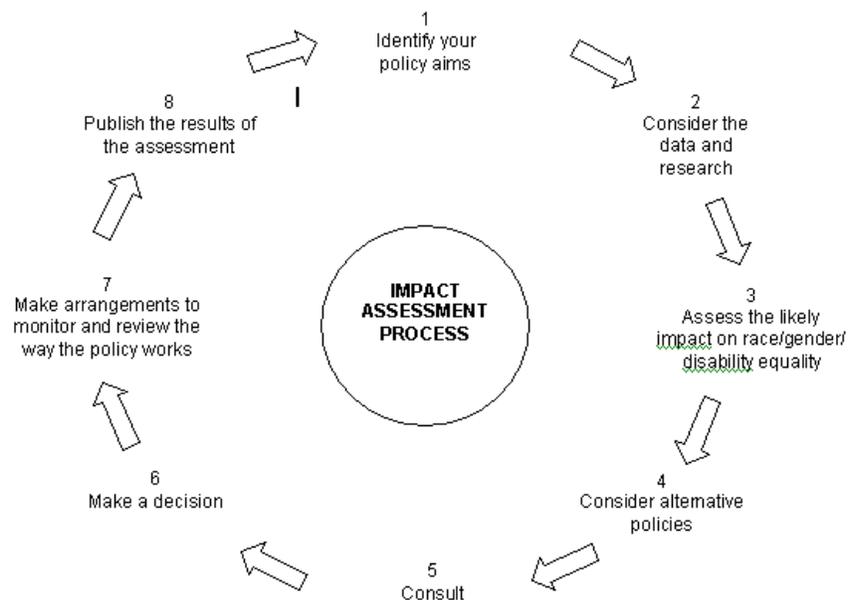
4. Considering changes to the policy to prevent any adverse impact or unlawful discrimination, while still delivering the aims of the policy:
 - Consider alternative policies that might promote race/gender/disability equality better.

5. Consulting interested parties, service users and members of the public on the preferred policy:
 - Use formal and informal community-based approaches, such as consultation meetings, focus groups, citizens' juries or survey questionnaires.
 - Repeat step 4, depending on the results of the consultation.

6. Taking account of all assessments and consultations before making a final decision on the policy:
 - Explain clearly how the policy was decided and what its effects and benefits are likely to be.
7. Making arrangements for monitoring and reviewing the policy and its impact.
8. Publishing the results of the impact assessment, consultation and monitoring:
 - The findings should be readily accessible and written in plain English.
 - The impact assessment should be proportionate to the importance of the policy and reported in full.

To decide how relevant particular functions and policies are, you could ask two questions:

- How much evidence do we have – none, a little, some or a lot (for example, from research, consultation, complaints or monitoring)?
- Are the public worried that certain functions or policies are discriminatory?



Appendix 11

Accessibility Standards Checklist for Organisers of Forums

When organising any event that is open to the public, the following minimum standards should be ensured:

Car parking

- Disabled parking should be available (if necessary, request the venue caretaker to cone off designated disabled parking if not already available. Authority staff should take additional cones as a back up).
- The disabled parking should be in close proximity to the venue.

Entrance point

- The venue should have a level entry point or have a ramp with handrails.

Signage

- There should be a large, clear Police Authority sign outside and inside the venue.
- A member of staff should be available to point people in the right direction, or help them to their seat.

Routes

- The Chair of the group/meeting should explain domestic and emergency arrangements.
- If a meeting is not on the ground floor, there should be a lift.

Facilities

- There should be an accessible toilet that is clearly signposted.

Support

- A portable induction loop should be available for use at every event.

Appendix 12 - AA1 National Occupational Standards, Knowledge and Understanding

To meet the standard, you need to know and understand:

- 1 the legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these
- 2 the benefits of diversity and the promotion of equality
- 3 the wide variety of forms that discrimination may take and how these manifest themselves
- 4 how inequality and discrimination affects individuals, groups and communities and society as a whole
- 5 why the promotion of equality and valuing of diversity is of vital importance if you are to work effectively in the justice sector
- 6 what the promotion of equality and valuing of diversity means for you in your day-to-day work
- 7 how you can promote equality and diversity whilst protecting people from the risk of harm
- 8 your own areas for personal growth in relation to promoting equality and valuing diversity and how this will benefit you as an individual
- 9 the effect of cultural differences on verbal and non-verbal communication
- 10 how to behave and communicate in ways that:
 - a. support equality and diversity
 - b. do not exclude or offend people
 - c. challenge discrimination effectively
 - d. respect individuals' differences
 - e. do not abuse the status and power that you have
 - f. recognise the difficulties in communication and language in your area of work
- 11 how your behaviour contributes to your organisation's culture and your responsibility for developing a positive culture for all
- 12 how joint working with other agencies and workers can help in the promotion of diversity
- 13 how to provide the information that individuals are entitled to receive and ensure it is clear and helpful
- 14 the actions (yours and other's) that undermine equality and diversity and what to do about this (including when these people are senior to you)
- 15 what to do about systems and structures when they do not promote equality and value diversity
- 16 the actions you can take to help other people promote equality and value diversity and how to do this effectively
- 17 the actions you can take to value the people you are interacting with and enable them to interact with you
- 18 why you should seek support when you are having difficulty promoting equality and valuing diversity, where this support can be gained and how to use it effectively.