



West Yorkshire Police Authority

Equality Scheme 2010 to 2013

FOREWORD

I am pleased to introduce The West Yorkshire Police Authority Equality Scheme for 2010 to 2013. This is an updated version of the previous Scheme, which covered our duties in relation to race, disability and gender and the additional strands of age, religion/belief and sexual orientation.

In anticipation of a new Equality Act we have considered additional areas such as transgender and socio-economic issues within the Scheme's action plan for the next three years. In re-designing the Scheme the Police Authority has involved groups and individuals representing all the various strands of diversity across our communities.

The Scheme outlines how we go about assessing the services provided by the Police Authority and West Yorkshire Police and how they can be improved to meet the needs of all communities who live, work or study within West Yorkshire. The Police Authority will make sure that the Force and the Authority itself comply fully with the duties specified in this Scheme. Our core business involves representing and working with people, and everyone has the right to be treated fairly, equally and with respect, regardless of their background. This applies equally to everyone employed by the Authority or serving with the Force.

This Scheme also includes a detailed review of the impact of the actions under the previous Scheme internally and externally. While our progress can be clearly seen in a number of areas the review highlights that there is more work to do.

I welcome any comments on our Scheme and encourage you to tell us what you think of it so that we can make sure it remains relevant to the people of West Yorkshire. The Scheme will be reviewed at least once every three years.



Mark Burns-Williamson
Chair, West Yorkshire Police Authority
1 December 2009

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1. INTRODUCTION

West Yorkshire Police Authority is committed to ensuring equality of opportunity in the provision of its services to all people and communities. The Authority aims to make its policies and practices promote equality of opportunity; we try to address and eliminate unlawful discrimination in relation to any of our functions.

We believe in the equality of opportunity for all, within the Authority, the Force and our communities.

We want to make sure our services are provided fairly to everyone, that our practices are reasonable and even-handed and that the people who make up our communities are consulted in an open, transparent and appropriate way.

We believe that promoting good relationships between the Authority and the communities and across different groups is of the greatest importance. We plan to achieve this through the variety of consultation arrangements and initiatives.

This Scheme sets out the West Yorkshire Police Authority proposal to meet the general and specific duties outlined in the relevant Acts of Parliament, as set out in Appendix A.

The role of the Police Authority in relation to the above Acts is to:

- Meet the general and specific duties in relation to the Police Authority's own functions, policies and staff
- To ensure the West Yorkshire Police meets the general and specific duties.

We welcome the chance that this Equality Scheme gives us to provide a strong framework to measure our contribution to police / community relations in West Yorkshire.

We have looked at our role and range of functions by making a preliminary impact assessment; this is included at Appendix B to this Scheme.

2. WEST YORKSHIRE POLICE AUTHORITY

2.1 Organisational Structure

West Yorkshire's geographical area covers approximately 2032 square kilometres (785 square miles). The resident population is divided between the five districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield. Its population includes people from a wide variety of backgrounds.

There are 17 members of the Police Authority who, between them, have a wide variety of professional backgrounds. The composition of police authorities is set out in various acts of Parliament.

- 9 are elected Councillors representing the five districts of the County (4 Labour, 3 Conservative and 2 Liberal Democrats)
- 8 are Independent members selected from applicants responding to public advertisements. At least one Independent Member has to be a serving magistrate.

Monitoring data in respect of members is included in the Police Authority's Annual Report, which is published on our website.

Selection panels for independent members are required to keep a record of applicants for up to 4 years. We include all monitoring data as part of these records.

Although not required by the legislation, as a matter of good practice we also monitor the backgrounds of Authority Misconduct Panel members, Independent Custody Visitors and external members of the Authority's Standards Committee. This data also appears in the Police Authority's Annual Report.

2.2 Officers of the Police Authority

The Police Authority is based in Wakefield and employs 26 full and part-time staff who supply financial, administrative, legal, policy, personnel and consultative support.

The Authority undertakes monitoring of its staff and of job applicants and is committed to creating a working environment where all staff are equally valued and supported. The Authority tries to make sure that people are not subject to discrimination or harassment of any kind. Monitoring is published annually in respect of:

- Staff by grade
- Staff by seniority
- Leavers
- Job applicants
- Staff training

Basic monitoring data covering all strands of diversity are published on the Authority's website.

West Yorkshire Police Authority is committed to becoming an employer whose workforce is truly representative of the diverse communities within West Yorkshire. The Police Authority will continue to work towards identifying and removing any deterrent to attracting staff from under-represented backgrounds to work for the Authority. In particular we will:-

- ensure all recruitment advertising includes positive encouragement to under-represented job seekers;
- target vacancy information at relevant organisations and networks; and

- closely monitor responses to recruitment advertisements and the above actions reviewed and amended accordingly.

The Authority undertakes shortlisting of candidates after removing the front sheet of the application form containing personal details.

We will be flexible in our approach to the needs of staff to help them to realise their full potential. We have policies to deal with any instances of apparent adverse impact under any of the general duties, which can be summarised as

- To eliminate unlawful discrimination and harassment
- To promote equality of opportunity
- To promote good relations
- To promote positive attitudes towards disabled persons

Our annual report of the results of employment monitoring will include action taken to remove any barriers found.

We will make sure that no individual(s) can be identified in any published monitoring data. Where there is a likelihood of this occurring the categories used (e.g. 16+1 ethnic categories) will be aggregated into the 5+1 ethnic categories.

These actions will also apply to the appointment of the Chief Constable, Deputy Chief Constable and Assistant Chief Constables.

We will monitor the West Yorkshire Police recruitment procedure both for police officers and police staff. Scrutiny of West Yorkshire Police routinely includes all employment monitoring requirements under the Race Relations (Amendment) Act 2000.

2.3 Decision making structures

The Authority has established a series of Committees that discharge its different functions, providing strategic direction to the Force and scrutinizing relevant activities of the police. These are:-

- Audit & Risk Committee
- Local Policing Committee
- Resources Committee
- Specialist Policing Committee
- Strategic Planning & Performance Committee

Each committee is managed by a Chair and comprises members of the Authority with relevant experience or interest in the topic area.

In relation to the professional and personal standards of individuals the Authority has two further committees. These are:

- Standards Committee to oversee, promote and facilitate high ethical standards by our members

- Special Committee to receive complaints made against individual senior police officers

We also have a Senior Appointments Committee, which oversees the recruitment of the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and the Authority's own senior officers.

Our members are involved in other groups to provide closer scrutiny of specific activities of the Force and satisfy members that all statutory duties and responsibilities are being met properly. Examples include the Policing Plan Working Group, Independent Custody Visitors Steering Group and the Estates Scrutiny Group.

Between July 2006 and July 2009 the Police Authority had a separate Equality and Diversity Committee whose role was to oversee the implementation of the statutory duties for both the Police Authority and West Yorkshire Police.

Having used the work of the committee to establish the standards required by the Authority and the actions expected of the Force, the Authority has now shared the responsibility for ensuring equality, diversity and human rights matters across all its communities. By requiring each of its committees to consider equality and diversity routinely as part of its core business, the Authority has tried to reflect the integral nature of these issues and at the same time distribute responsibility for them across all members and officers.

In order to ensure that each of these committees and other groups fully integrate the consideration of the impact of their work on equality and diversity, all reports brought to the Authority include a mandatory section covering the practical equality and diversity issues.

3. REVIEW OF THE PREVIOUS EQUALITY SCHEME

The review is split into four parts. The first section summarises progress against the actions in the previous Scheme for internal activities such as employment monitoring and equality impact assessments. The second section highlights the progress made with recruitment of members, staff and volunteers. The third section summarises progress against the actions in the previous Scheme that were outward facing such as community engagement and communications.

The final part summarises the progress made by the Police Authority to oversee the Force's compliance with the general and specific duties as well as reviewing its success at promoting equality and diversity within the Force.

3.1 Internal Activity

Processes for collection and publication of employment monitoring data in respect of Authority members, staff, misconduct panel members, external members of the Standards Committee and custody visitors are well established. Data is included in every Annual Report and on the Police

Authority's website. Data is collected and published on ethnicity, gender, disability, age, sexual orientation and religion/belief.

All Police Authority functions and policies have been assessed for their relevance to the general and specific duties laid out within the Equality Scheme.

We did not meet our objective to complete equality impact assessments for all of our functions and policies during the lifetime of the last Equality Scheme. The number completed was about half of those listed in the last Scheme. Those completed showed the assessments against the six separate strands of diversity. The continued impact of other work on the capacity of staff to complete impact assessments has been recorded in the Authority's risk register.

The equality impact assessments that were completed during the last three years covered a range of functions and responsibilities, including scrutiny of a number of Force activities, Police Authority responsibilities and human resources policies.

The majority of equality impact assessments about scrutiny of Force activities identified data gaps which prevented Police Authority members from fully understanding the impact of these activities on diverse groups. Once a committee had approved the impact assessment it became the responsibility of committee chairs and lead officers to work with the Force to ensure the data gaps were filled in subsequent reports. While this resulted in more detailed reports to the Police Authority, not all data gaps were filled.

Similarly, lack of monitoring data was identified in respect of Authority human resource policies, but this was primarily due to the lack or small number of people having been subject to the policy.

Changes were made to a small number of practices and policies as a result of the equality impact assessment. These included establishing better systems for monitoring training allocation and spend, making improvements to recruitment material and the Authority's application form, revising the Authority's Equal Opportunities Policy, Recruitment Policy and Procedures and Custody Visiting Handbook. The development of a summary of the Policing Plan to be included in the Local Policing Summary was informed by the findings of an equality impact assessment.

3.2 External Activity – Recruitment of Members, Staff and Volunteers

Processes for collection and publication of employment monitoring data in respect of recruitment of independent members, staff and custody visitors are well established. This data is also included in every Annual Report and on the Police Authority's website. Data is collected and published on ethnicity, gender, disability, age, sexual orientation and religion/belief.

Vacancies for independent members, staff posts and custody visitors are circulated widely to various networks and contacts as well as being advertised in the local press, in order to attract candidates from diverse backgrounds.

For example, the independent member vacancy in 2009 was advertised in Bradford's Telegraph and Argus and the sub-regional Metro newspaper, supplemented with press releases, a community radio interview with the Chair and electronic mail-shots to a list of contacts agreed by members of the Independent Member Selection Panel and to applicants from previous recruitment campaigns who had requested details be sent to them as and when another vacancy arose.

Analysis of the most recent monitoring data (as at 1 December 2009) compared with that from the previous scheme (as at 1 December 2006) reveals the following:

- There are no longer any Police Authority members from a visible minority ethnic background (there were two in 2006)
- 35% of present Police Authority members are female (6 in number), versus 29% in 2006 (5 in number)
- There are double the number of disabled Police Authority members (from 2 to 4 out of the 17 members). 23% of members now have a registered disability.
- The average age of Police Authority members has increased from 55.5 in 2006 to 57.4 years in 2009.
- Faiths other than Christian are represented on the Police Authority (the Muslim faith in 2006 and the Jewish faith in 2009)
- There is representation on the Police Authority from the Lesbian, Gay and Bisexual community.

Analysis of the data relating to recruitment of members and officers over the last three years reveals patterns of disproportionality at both stages of the process, but in different ways.

It is important to note that, under the rules by which members are appointed to it, the Police Authority is only involved in the selection of independent members (8 positions) while members from councils are appointed to the Authority by their Leaders.

Short listed for interview	2006/07	2007/08	2008/09
White applicants	22.5% (23 out of 102 applicants)	47.6% (30 out of 63 applicants)	9% (14 out of 155 applicants)
Minority ethnic applicants	27.7% (5 out of 18 applicants)	66.6% (4 out of 6 applicants)	8.7% (2 out of 23 applicants)

The table above shows that with the exception of 2008/09, a disproportionate number of minority ethnic applicants were shortlisted for interview. In contrast

the table below shows that minority ethnic applicants were mostly unsuccessful in the interview stage of the appointments process.

Appointed	2006/07	2007/08	2008/09
White applicants	30% (7 out of 23 shortlisted)	30% (9 out of 30 shortlisted)	42.8% (6 out of 14 shortlisted)
Minority ethnic applicants	0% (0 out of 5 shortlisted)	25% (1 out of 4 shortlisted)	0% (0 out of 2 shortlisted)

The number of people going through the recruitment processes has been included in both tables above to show the sample size, which are generally small and that sometimes the percentages represent just a few people.

Analysis of gender, disability and age does not reveal consistent patterns of disproportionality, although the picture is not as clear as for ethnicity. This is because the age and gender profile of Police Authority members is very different from that of the officers. Separation of the monitoring data in future years may highlight other factors.

Analysis of monitoring data for the recruitment of volunteer custody visitors appears to show no disproportionality across the strands of ethnicity, gender, disability or age. However, this data is only reliable for 2007/08 and no recruitment was carried out in 2008/09.

3.3 External Activity – Community Engagement and Communications

Over the three years that the Equality Scheme has been in place there has been an improvement in the engagement and involvement with many diverse groups and individuals. This has enriched the information supplied to members and the force to influence planning, decision-making and scrutiny.

At the end of 2006 the Police Authority made a decision to stop holding Police Community Forums, in order to carry out more targeted consultation with groups and individuals who were under-represented at the forums. At the same time the Police Authority launched its Public Perception Survey, distributed to a random sample of households. Over the three years the sample of households surveyed has been increased to achieve a robust set of results for each of the 47 Neighbourhood Policing Teams in West Yorkshire.

The Police Authority's Community Engagement Strategy sets out the principles for engagement. The public perception survey is used to ensure that the wider population of West Yorkshire can influence the delivery of policing services. Face-to-face engagement is then used primarily to target groups and individuals who may still be under-represented or where the topic is qualitative in nature. Face-to-face opportunities are also provided for the wider population to engage with the Police Authority.

Staff from the Police Authority regularly go into schools to talk to students about their rights and responsibilities in relation to the police use of stop and search powers. In 2008/09 they trialed the use of innovative facilitation techniques to engage with students about a wider range of topics, including the police budget and anti-social behaviour.

A display stand has been developed so that staff can promote the Police Authority and consult on policing priorities at events and in public places such as shopping centres and cinemas. Staff now regularly attend the Bradford Mela and Pride events throughout West Yorkshire. These methods in particular can be useful in capturing the views of younger adults, those from minority ethnic communities and women.

Relationships with diverse groups in parts of West Yorkshire have been established over the last three years as a result of working closely with local authorities. Anyone participating in targeted consultation is automatically informed of other public meetings. This action has improved the makeup of attendees at the annual public meetings to consult on policing priorities and other topical strategic matters. However, this does not yet apply consistently across all districts in West Yorkshire. There are also some groups and individuals where the Police Authority has yet to establish a relationship.

Reports to Police Authority committees where the findings from quantitative consultation and research routinely include additional analysis to highlight any differences in results between different groups, where sample sizes permit.

Over the last three years the Police Authority has done a lot of work to improve access to Authority information and services.

In respect of consultation, the Authority's database includes a record of when people need to receive letters and documents in different formats, such as Braille and other languages. Feedback to consultees is provided in plain English and materials are designed with accessibility in mind. One member of the Consultation Team has also received training in the use of graphical facilitation. This technique has then been used to consult with people with learning disabilities and young people. There has been an increased use of interpreters, signers, etc at Authority consultation events over the past three years.

Action has also been taken to communicate with people in a variety of different ways.

The annual Local Policing Summary, which is posted to almost every household in West Yorkshire, includes a one-page summary of the main points of the Policing Plan.

Press releases and other information are distributed to a range of media including community radio stations which are often aimed at diverse communities.

In 2009 the Police Authority's website was enabled to allow anyone with Browsealoud installed on their computers to have the content read out aloud to them. This software is suited to people with milder sight impairments, those with low literacy levels and others who may prefer to listen to information rather than reading it.

During 2010 the Police Authority will be piloting the use of webcasting, to enable people to view meetings over the Internet.

3.4 Promotion of Equality and Diversity within the Force

The Police Authority's Equality and Diversity Committee formerly received a copy of the West Yorkshire Police Annual Report on Equality and Diversity, incorporating its employment monitoring data. The monitoring data included information about important human resources processes such as discipline, grievances, capability and training. In the future this report will be scrutinised by the Resources Committee.

The Equality and Diversity Committee also scrutinised other statutory activities of the force, such as progress with equality impact assessments and the inclusion of equality and diversity within training programmes.

The Authority's Senior Appointments Committee collects and monitors data about the force's senior team, including those going through the recruitment process.

From the beginning of 2007/08 the Police Authority's Equality and Diversity Committee had been monitoring a range of performance indicators relevant to diverse groups. These included measures relating to confidence, satisfaction, recruitment, perceptions of the police and internal staff perceptions. Working with the force, the members of the committee agreed aspirational five-year targets for these indicators. Responsibility for reviewing these targets has passed to the Authority's Strategic Planning & Performance Committee.

The Police Authority scrutinises data from the force covering a wide range of topics which is able to be further analysed by ethnicity, gender and age. This includes data about internal topics such as recruitment, retention and progression of police officers, training and professional standards matters.

Various committees also regularly scrutinise a number of operational policing matters which can have a disproportionate impact on some communities. These include the use of stop and search powers, including those conducted under Section 44 of the Terrorism Act 2000, the use of Taser and firearms, detention of people under Section 136 of the Mental Health Act 1980, hate incident reporting and handling and customer satisfaction.

The Chair and Chief Executive regularly meet with trade unions and staff associations where equality and diversity issues are addressed. As a result of one of these meetings the Black Police Association received an invitation to

address the former Complaints and Litigation committee on an area of concern about the adverse impact of the complaints process.

Through our involvement with the Black Police Association we have participated in the West Yorkshire Natural Born Leaders event and attended the national conference. We are members of the British Association of Women in Policing and have also engaged with the National Association of Muslim Police.

Authority staff have become involved in a number of projects within the force where there have been opportunities to promote equality and diversity issues in general and the social model of disability. Examples recently have included a review of the new stop and search form and the receipt used by police officers and police community support officers piloting the use of electronic methods for recording stop and search encounters. Authority staff have also put their learning into practice when designing materials for use in engagement activity.

Unfortunately, there has been no progress against the action to improve the physical access to the Police Authority building by installation of a lift to the first floor of Ploughland House. The piece of work is one of a number of building projects within the force planned to improve access. However, there are a number of projects of a similar nature for buildings where there is a more urgent need to improve the access.

4. MEETING THE GENERAL AND SPECIFIC DUTIES OF EACH ACT

The purpose of this section is to describe the Police Authority's approach to carrying out equality impact assessments, improving public access to our services and information and providing relevant training to members and staff. Included in this section is a description of how each of these elements are carried out.

4.1 Impact Assessing Functions and Policies

All Police Authority functions and policies have been assessed for relevance. Each has been assessed to determine:

- Its relevance to the elements of any of the general duties;
- Whether there is any potential for adverse or differential impact on any specific groups;
- What evidence exists about adverse or differential impact of the function or policy on specific groups; and
- Whether any public concern had been expressed about the function or policy.

A final subjective assessment of either 'high', 'medium' or 'low' has then been given to reflect the proportional impact of the policy. Those with an impact on the wider population of West Yorkshire have generally been given a 'High' rating, as have the employment policies most likely to affect all existing and

potential staff. The 'Medium' rating has been given to functions and policies that are still important, but where it is felt that the public of West Yorkshire would have less of a concern about their delivery.

The revised list of relevance is included within this Scheme at Appendix B.

West Yorkshire Police Authority has adopted the impact assessment template proposed by the Association of Police Authorities, which can be used for all strands of diversity. It is available to view on the Authority's website. The template advocates the following steps:

- 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

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 e.g. 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 members and other officers as required, depending upon specialisms.

All completed impact assessments are submitted to the relevant Authority committee for approval. However, those relating to Authority employment policies will normally be tabled for ratification only, having been previously approved by the Management Team.

West Yorkshire Police Authority is a small organisation, with relatively few staff, none of whom have equality and diversity as a full-time role. It has not been possible to complete impact assessments for all functions and policies within the lifetime of the previous scheme. The assessment of relevance has been revised to try and identify those functions and policies that would be of most concern to the public, who will primarily be most concerned about the force rather than the Police Authority. These have been graded as 'High'.

The Police Authority will therefore aim to complete impact assessments for all functions and policies with a 'High' rating set out within Appendix B during the lifetime of this scheme. A number will be refreshes of impact assessments carried out within the previous three years. It is also hoped to make inroads into the list of functions and policies graded as 'Medium'.

4.2 Consultation on impact assessments

This is an area for improvement for the Police Authority. Consultation for impact assessments graded as 'High' or 'Medium' will vary depending upon the type of function or policy that has been assessed. Internal consultation will be carried out with Authority staff and/or trade unions and staff associations as identified in the table below. External consultation will be carried out for all functions and policies. In addition Authority staff will be consulted when new employment policies are written or during the scheduled refresh of existing ones.

Function/Policy	Authority staff	Trade unions and staff associations	External consultation
Authority employment policies	Yes	Yes	Yes
Authority scrutiny of the force	No	Yes	Yes
Other Authority functions/policies	No	No	Yes

Consultation may be carried out at two different stages whilst undertaking an impact assessment:

- To gather qualitative evidence before the impact is assessed
- To assess whether the completed impact assessment is correct

External consultees will be selected depending upon the function or policy that needs consultation feedback. For example some can be targeted at partner organisations and local authorities, whilst others can be distributed more widely and involve individuals. Under-represented groups will be targeted where appropriate e.g. the Authority's community engagement strategy will target young people, gypsies and travellers, minority ethnic groups and people with disabilities.

4.3 Monitoring the impact of functions and policies

At present monitoring is undertaken within the Authority in respect of employment policies and of people who participate in Authority research and consultation. Many reports from the force to Authority committees also contain data which can be used to inform impact assessments.

By virtue of the above mechanisms, the majority of monitoring data is publically available upon the Authority's website.

4.4 Ensuring public access to our services and information

Section 3.3 describes the progress made with improving public access to our services and information over the last three years.

There are four distinct areas of responsibility to which the Police Authority needs to provide public access:

- Opportunities for people to engage with the Authority to provide feedback on service delivery by the force or influence local policing priorities;
- Information on how the Authority carries out its primary role to secure an efficient and effective police service for the people of West Yorkshire; and
- Details of vacancies within the Police Authority for independent members, staff, external members of misconduct panels, external members of the Standards Committee and volunteer roles.
- Physical access to the Authority's offices.

4.4.1 Opportunities for engagement with the Authority

Monitoring data for ethnicity, age, gender, disability, religion/belief and sexual orientation is routinely collected by the Authority during face-to-face consultation events. Monitoring data for all strands apart from religion/belief and sexual orientation is collected from respondents to the Authority's public perception survey.

The data gathered is used to monitor participation rates by different groups of people, and identify sections of the community that are under-represented in Authority consultation. The Authority's Community Engagement Strategy was written to demonstrate how the Authority would improve engagement with these under-represented groups.

4.4.2 Information on how the Authority carries out its primary role

West Yorkshire Police Authority has tried to make as much of its business as transparent as possible by promoting its work and publishing the majority of its information on its website. All Committee papers are uploaded seven days before a meeting takes place. A great deal of effort is put into keeping the website as up to date as possible and new types of information are added whenever possible.

Website statistics allows the Authority to see how many people access some of the other products of its functions and policies:

- Publication of the Policing Plan and Annual Report;
- Committee agendas, reports and minutes (to scrutinise force performance, oversee grievances and complaints, set the police budget, allocate resources, etc);
- Other relevant information, e.g. statistics and reports on the Custody Visiting Scheme; and
- Access to local crime figures and crime prevention information through its Beatcrime.info web site.

These statistics are very basic and cannot provide anything other than a count of people accessing information from the website.

The website was designed with easy access in mind, and is mostly black text on a white background. The use of pictures is minimal. Clickable links are worded to provide meaningful navigational help to anyone using software that reads the website to them. Further accessibility information is provided in a separate section of the site.

Browsealoud functionality was added to the website during 2009 to enable people to listen to the content.

The Authority also receives letters and e-mails from people in relation to its functions and policies and those of the force. They are logged on a database, but no monitoring data is collected.

In addition to providing information on its website, the Authority distributes three publications to households throughout West Yorkshire:

- An annual council tax leaflet explaining how money collected for policing is used and the reasons for changes in amounts to be collected;
- An annual local policing summary, reviewing performance in the previous year and summarising the main priorities in the Policing Plan; and
- Further topical information and surveys, via its page in the West Yorkshire Police 'Your Police' newspaper.

During 2010 the Police Authority will be piloting the use of webcasting, to enable people to view meetings over the Internet. In addition to increasing openness and transparency, webcasting will allow anyone with access to a computer to witness how the Police Authority carries out its responsibilities. The Authority will also be exploring possible uses of social networking sites, such as Facebook and Twitter to communicate with younger people.

Technology has long been an effective enabler for people with disabilities of all kinds. In addition to easier access to Authority meetings, it would be possible to use the equipment to provide access to other areas of business e.g. adding British Sign Language content of key documents to the main Authority website. In the case of people who may have difficulty reading English text, the provision of video content could be a more cost-effective method of meeting their needs over traditional translation methodologies.

4.4.3 Information about recruitment opportunities within the Police Authority

Recruitment opportunities within the Police Authority are advertised in local or regional newspapers as appropriate. In addition the Police Authority maintains a list of other places where opportunities may be publicised. This list includes vacancy bulletins produced by other local authorities, community and voluntary organisations, universities and colleges and specialist websites.

4.4.4 Physical access to the Authority's Headquarters Building

Ploughland House, the Authority's offices are in a building that members of the public can visit for various reasons, e.g. to attend committee meetings, request

documents, view the accounts, etc. It must therefore be both physically accessible to everyone and also provide facilities to enable people to undertake their business.

The building currently has level access at the rear of the building, accessible parking, accessible toilet facilities on the ground floor, a meeting room on the ground floor, and induction loops installed in both meeting rooms.

4.5 Publishing the results of assessments, consultation and monitoring

Individual impact assessments are published on the Authority website when they are ready for sight by an Authority committee.

Monitoring data for consultation events, together with analyses by different strands of diversity (where the sample sizes are big enough) are included in reports to appropriate committees.

4.6 Training for Members and Staff

This is an area for improvement for the Police Authority. During the last three years training has been provided for members and staff about the Race Duty and Equality Impact Assessments. Members of the Equality and Diversity Committee have also been updated on relevant legislation covering race, age, gender, disability, religion/belief and sexual orientation.

Further contextual training for staff is required to help them identify how the general and specific duties impact upon their roles. Training about the Human Rights Act is required for all members and staff.

The Association of Police Authorities provides some relevant training, which the Authority will utilise as appropriate.

The Authority monitors and evaluate the training being delivered, assessing how members and staff have benefited. This is reported back to the full Police Authority on an annual basis in the Annual Report.

Further knowledge requirement and skills development will be identified through the Personal Development Review process, since respect for race and diversity is a key competence assessed by line managers.

5. REVIEW AND MONITORING OF THE SCHEME

Progress against the action plans will be reported as part of the Authority's Annual Report, which is approved by the Full Authority at its Annual Meeting each year. The Annual Report is published on the Police Authority web site. The Full Police Authority will also oversee completion of the programme of impact assessments.

This Scheme will be reviewed on a regular basis, and at least every three years by the Full Police Authority. The Scheme is a living document, which will

be modified and developed in the light of experience and learning. It will be assessed to ensure that:

- We have complied with the duties under the relevant Acts;
- Equality of opportunity and good relations have been advanced during the life of the Scheme;
- Improvements upon what we have already achieved can be identified; and
- Lack of progress is identified and acted upon.

6. AVAILABILITY OF THE SCHEME IN OTHER FORMATS AND LANGUAGES

The Police Authority can make summaries of this scheme available in other formats e.g. Braille, audio tape, etc upon request to the address below.

The Police Authority can make large print copies of this scheme available upon request. Please contact:-

Fraser Sampson,
Chief Executive, West Yorkshire Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL
E-mail: ed@wypa.pnn.co.uk
Telephone: (01924) 294000

Summaries of this scheme may also be provided in other languages upon request. Please write to the address above and say which language you would like the summary in. The other languages include Bengali, Urdu, Hindi, Punjabi, Gujarati, Kurdish, Farsi, Chinese and Mandarin as well as European languages. This list is not exhaustive.

7. COMMENTS OR COMPLAINTS ABOUT THIS SCHEME

Any person wishing to comment on or complain about the Authority's Equality Scheme or of the failure of the Authority, its members or officers to meet the requirements of any of the related acts may do so by the following means:

- Telephoning (01924) 294000 during office hours
- Writing to:
Fraser Sampson, Chief Executive of the Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL
- E-mail to: ed@wypa.pnn.police.uk

- Fax: (01924) 294008

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 and then referred to the Chair of the Police Authority.

A written response to the complaint will be given within 21 days, setting out what action, where appropriate, will be taken to address the issue raised.

8. ACTION PLAN FOR THE NEXT THREE YEARS

The action plan does not include anything relating to specific duties that are now embedded in regular Authority business, such as carrying out employment monitoring or publishing information in its Annual Report.

The action plan has also been slimmed down to highlight the priority activities for the Police Authority identified during the review of the previous Scheme.

8.1 Involvement of groups and individuals in the preparation of this Scheme

To date, West Yorkshire Police Authority and West Yorkshire Police have jointly carried out some initial face-to-face engagement with about 90 individuals, some representing various organisations. Included in this amount are around 50 young people aged between 11 and 16. Full monitoring data was collected at all face-to-face events with adults. Young people were just asked to provide their age. Due to the small numbers of adults attending the events to date, the monitoring data is not included within this Scheme.

In parallel to the face-to-face engagement a written consultation document was circulated to community, voluntary and advocacy organisations to attract responses from those unable to attend any of the face-to-face events. The closing date for responses is mid-January 2010.

With the exception of one of the events for young people, all the face-to-face events did not attract the number of people that the Authority and force were hoping for, despite support from Neighbourhood Policing Teams with the publicity.

The action plan in this section is therefore not fully developed, nor has there been any true involvement of people and groups in deciding relative priorities or how they can contribute to the achievement of actions.

Further engagement will take place during 2010 to develop this action plan into something that reflects both the priorities of the Police Authority and the public of West Yorkshire.

8. ACTION PLAN

No.	Action	Diversity Strands	By When	Success Criteria	Responsibility
INTERNAL ACTIVITY					
1.	Complete equality impact assessments of all high priority functions and policies.	All	December 2012	Impact assessments drafted. Any adverse or differential impact identified and action to address.	Appropriate Committees
2.	Identify gaps in monitoring arrangements to assess adverse and differential impact on functions and policies, and establish mechanisms to collect this data.	All	Ongoing	Monitoring arrangements are able to assist in identifying adverse or differential impact.	Appropriate Committees
3.	Ensure the annual training plan incorporates equality and diversity training for members, staff and volunteers.	All	Annually	All members, staff and volunteers understand the impact of relevant legislation on their roles.	Policy Director/ Full Authority
4.	Promote the social model of disability internally and during relevant interactions with the police, partners and the public.	Disability	Ongoing	Better engagement with people with disabilities overall; tangible benefits achieved.	Full Authority
5.	Review this Scheme	All	December 2012	Revised Scheme by December 2012.	Full Authority
6.	Review the relevance of Authority functions and policies.	All	December 2012	Revised list approved and published	Full Authority
7.	Review and make improvements to the physical access and meetings arrangements in respect of the Police Authority building.	Disability	To be agreed with the force	Physical access is improved; people with disabilities can participate equally at meetings.	Full Authority
EXTERNAL ACTIVITY – RECRUITMENT OF MEMBERS, STAFF AND VOLUNTEERS					
8.	Undertake a review of recruitment policies, procedures and practices for members and staff to address disproportionality at both the shortlisting and appointments stages.	Race	June 2010	No disproportionality in the monitoring data.	Chief Executive/ Full Authority
9.	Consider positive action to attract candidates from more diverse backgrounds.	All	June 2010 and annually thereafter	Police Authority members better reflect the make up of West Yorkshire. Greater diversity in Police Authority staff.	Chief Executive/ Full Authority

No.	Action	Diversity Strands	By When	Success Criteria	Responsibility
10.	Encourage participation by people with disabilities in public life.	Disability	June 2010 and annually thereafter	Balanced representation of people with disabilities in paid, appointed and volunteer roles within the Police Authority.	Full Authority
EXTERNAL ACTIVITY – COMMUNITY ENGAGEMENT AND COMMUNICATIONS					
11.	Ensure consultation is undertaken with Authority staff, trade unions, staff associations and the public to inform equality impact assessments.	All	December 2010	Impact assessments include feedback from consultees.	Local Policing Committee
12.	Establish and maintain reliable contacts with groups and individuals representing every strand of diversity so that engagement can inform future revisions of this Scheme, equality impact assessments, the Policing Plan and reality checking of force activity.	All	December 2010	Contacts established for all strands. Greater involvement of diverse groups and individuals with the Police Authority. Greater involvement of diverse groups and individuals in the refresh of this Scheme.	Local Policing Committee
13	Ensure that the Police Authority's Equality Scheme and action plans accurately reflect the priorities of groups and individuals who have engaged with the Authority.	All	During 2010	Final Police Authority Scheme published including an overview of the main findings for the Police Authority. Action Plan amended to reflect these.	Full Authority
14.	Improve awareness and access to Authority information and services.	All but greater promotion in respect of Race, Disability and Age	Ongoing	Requests for documents in suitable formats and languages. Requests for signers, interpreters, travel assistance, etc for face-to-face engagement. Hits and responses to surveys on webcasting mini-site.	Local Policing Committee/ Full Authority
PROMOTION OF EQUALITY AND DIVERSITY WITHIN THE FORCE					
15.	Ensure that the force's Equality Scheme and action plans accurately reflect the priorities of groups and individuals who have engaged with the force.	All	During 2010	Final force Scheme published including an overview of the main findings for the force. Action Plan amended to reflect these.	Lead Member and officer for Equality and Diversity

No.	Action	Diversity Strands	By When	Success Criteria	Responsibility
16.	Ensure that the force's Equality Scheme and action plans also reflect relevant matters of importance to the police service nationally, e.g. disability hate crime, public confidence target, the Policing Pledge, etc.	All	During 2010	Final force Scheme and action plan published including reference to matters of national importance.	Lead Member and officer for Equality and Diversity
17.	Scrutinise the force's action plans and progress towards meeting the general and specific duties.	All	Mid-2010 and Annually thereafter	Progress can be demonstrated by the force.	Resources Committee
18.	Review the force's aspirational internal and external equality and diversity performance indicators.	All	Target setting workshops annually	Targets are achievable and performance is on track to meet them.	Strategic Planning & Performance Committee
19.	Continue to monitor the equality and diversity impact of force activities and policies through scrutiny of reports and community engagement.	All	Ongoing	Issues are identified and addressed.	All Committees
20.	Ensure the force adopts the Equality Standard for the Police Service, monitors its implementation and carries out reality checks by consulting with the public.	All	To be agreed	Force achieves the baseline standard across all areas of the Standard.	Full Authority

Legal Framework

Three pieces of legislation requires us to produce relevant equality schemes. The general and specific duties in respect of race, disability and gender are as follows:-

Race

The Race Relations (Amendment) Act 2000 requires us, when carrying out our functions, to have due regard to the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between persons of different racial groups

Specific duties are:-

- To produce a Race Equality Scheme, stating, in particular
 - those functions and policies, or proposed policies, which has been assessed as relevant to performance of the duty;
 - arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of race equality;
 - arrangements for monitoring policies for any adverse impact on the promotion of race equality;
 - arrangement for publishing the results of such assessments, consultation and monitoring;
 - arrangements for ensuring public access to information and services;
 - arrangements for training staff in connection with the duties.
- To monitor, by racial group
 - the number of staff in post
 - applicants for employment, training and promotion

Disability

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 requires us, when carrying out our functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons 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.

Specific duties are:-

- A public authority should publish a Disability Equality Scheme demonstrating how it intends to fulfill its general and specific duties
- A public authority should involve people with disabilities in the development of the Scheme
- The Scheme should include a statement of:
 - the way in which people with disabilities have been involved in the development of the Scheme
 - the authority's methods for impact assessment
 - steps which the authority will take towards fulfilling its general duty (the "action plan")
 - the authority's arrangements for gathering information in relation to employment, and, where appropriate, its delivery of education and its functions
 - the authority's arrangements for putting the information gathered to use, in particular in reviewing the effectiveness of its action plan and in preparing subsequent Disability Equality Schemes
- A public authority must, within three years of the Scheme being published, take the steps set out in its action plan (unless it is unreasonable or impracticable for it to do so) and put into effect the arrangements for gathering and making use of information
- A public authority must 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.

Gender

The Equality Act of 2006 amends the Sex Discrimination Act 1975 and proposed that, when carrying out our functions, we must have due regard to the need:

- to eliminate unlawful discrimination and harassment
- to promote equality of opportunity between men and women

Specific duties are:

- To prepare and publish a gender equality scheme, showing how it will meet its general and specific duties and setting out its gender equality objectives.
- In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap.
- To gather and use information on how the public authority's policies and practices affect gender equality in the workforce and in the delivery of services.

- To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives.
- To assess the impact of its current and proposed policies and practices on gender equality.
- To implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so.
- To report against the scheme every year and review the scheme at least every three years.

Appendix B - Assessment of Relevance - West Yorkshire Police Authority Functions and Policies

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
1.0 To secure an efficient and effective police service/ To secure best value	1, 2, 3, 4, 5, 6	3 – because this function is about the service experienced by people in West Yorkshire.	3 – some reports to committees, force impact assessments, internal audit reports, etc.	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	HIGH
2.0 To hold the chief constable to account for the exercise of his functions and those of persons under his/her direction and control	1, 2, 3, 4, 5, 6	3 - because this function is about the service experienced by people in West Yorkshire.	3 – some reports to committees, force impact assessments, internal audit reports, etc.	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	HIGH
3.0 To secure that arrangements are made by the police force maintained for its area to cooperate with other police forces where such cooperation would be in the interests of the efficiency or effectiveness of the police force maintained for its area; or in the interests of the efficiency or effectiveness of one or more police forces maintained for the areas of other police authorities	1, 2, 3, 4, 5, 6	3 – because the nature of collaborative working may impact on the service experienced by people in West Yorkshire.	1	1	MEDIUM – depends upon the nature of collaborative working
4.0 To investigate complaints about the conduct of ACPO rank officers or where appropriate refer complaints to the IPCC	1, 2, 3, 4, 5, 6	1 – adverse / differential impact unknown but unlikely	1	1	LOW
5.0 To keep informed of the working of the complaints and discipline procedures, including direction and control matters	1, 2, 3, 4, 5, 6	2 – some potential exists – complainants and persons complained about	3 – reports to committees, dip sampling of complaints, force Equality Scheme Annual Report, etc	2	HIGH

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
6.0 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 and anti-social behaviour in their area	1, 2, 3, 4, 5, 6	3 – under-represented groups and barriers to access	3 – gaps identified from monitoring data from consultation and surveys (some gaps still exist in respect of disability, religion/belief, transgender and sexual orientation)	1 – few complaints received, but low awareness of the Police Authority	HIGH
7.0 To promote diversity within the force and Authority	1, 2, 3, 4, 5, 6	3 - because this may impact upon the service experienced by people in West Yorkshire.	1	1	MEDIUM
8.0 To monitor and scrutinise the use of stop and search and stops by the force	1, 2, 3, 4, 5, 6	3	3	3	HIGH
9.0 To monitor and scrutinise the force's employment procedures and practice	1, 2, 3, 4, 5, 6	3 – in terms of workforce representation	3 – committee reports, discussions with trade unions and staff associations	2 – some consultation feedback	HIGH
10.0 To agree the police budget and set the precept	2, 3, 5, 6	3 – both in terms of affordability and impact of activity funded	2 – media	2 – complaints	HIGH
11.0 To conduct a review at least once a year of the effectiveness of its system of internal control and prepare an Annual Governance Statement	1, 2, 3, 4, 5, 6	1	1	1	LOW
12.0 To discharge the duty for the health and safety of police staff and police authority staff, and ensure that the chief officer likewise discharges his/her duties as an employer	1, 3, 4, 5	2	2 – reports to committees, management team reports	1	MEDIUM

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
13.0 Police authorities (and chief officers) potentially liable for death caused by serious failings in the management of an organisation	1, 4	2 – if related to deaths in custody due to the proportion of people arrested suffering from mental health problems	2 – reports to committees	2 – complaints	MEDIUM
14.0 To appoint and dismiss the Chief Constable, the Deputy Chief Constable and the Assistant Chief Constable	2, 3	1 – a limited field of applicants	2 – employment monitoring data	1	LOW
15.0 To comply with the Human Rights Act 1998; and to monitor the performance of the police force in complying with the duties imposed on that force by the Human Rights Act 1998	1, 2, 3, 4, 5, 6	3 – because this function is about the service experienced by people in West Yorkshire.	1 – limited data on cover sheets	1 - unknown	HIGH
16.0 Comply with the requirements of the Freedom of Information Act	3, 5, 6	1	1	1	LOW
17.0 To comply with the requirements of the Data Protection Act 1998	1, 2, 3, 4	2 – due to the small number of members and employees	1	1	LOW
18.0 To comply with the requirements to share information about crime and disorder	1, 2	1 – subjects cannot be identified in public perception data shared with partners	1	1	LOW
19.0 Designated as 'responsible authority', with duty to work together with other 'responsible authorities' in formulating and implementing crime and disorder strategic assessment and partnership plans, and in consulting communities about crime and disorder matters	1, 2, 3, 4, 5, 6	3 – under-represented groups in respect of consultation and barriers to participation	3 – gaps identified from monitoring data	1	MEDIUM

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
20.0 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, disorder and anti-social behaviour in its area	1, 2, 3, 4, 5, 6	3 – because this function is about the service experienced by people in West Yorkshire.	3 – some reports to committees, force impact assessments, internal audit reports, etc.	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	HIGH
21.0 To co-operate with the responsible local authority in determining Local Area Agreements, and to have regard to local improvement targets which relate to it in exercising its functions	1, 2, 3, 4, 5, 6	2 – depending upon the priorities and targets agreed	1 – other impact assessments	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	MEDIUM
22.0 To publish a policing plan setting out the local policing objectives during that year and the proposed arrangements for policing the area in the coming three years, following consultation with local people and the chief officer, and consistent with the Secretary of State's strategic policing priorities	1, 2, 3, 4, 5, 6	2 – depending upon the priorities and targets agreed	2 – reports to committees, impact assessments, etc.	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	MEDIUM
23.0 To monitor the performance of the force against the policing plan	1, 2, 3, 4, 5, 6	2 – depending upon the priorities and targets agreed	2 – reports to committees, impact assessments, etc.	3 – consultation feedback, complaints, public perception survey, force satisfaction surveys, etc.	MEDIUM
24.0 To produce annually a local policing summary	2, 3, 5, 6	2 – some barriers to access	2 – literacy levels, inability to read English	1	MEDIUM

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
25.0 To have in place a Standards Committee to promote high standards of conduct within the authority and monitor the operation of the authorities code of conduct, and hearing initial complaints about the conduct of members	1, 2, 3, 4, 5, 6	1	1	1	LOW
26.0 Monitor the welfare of people kept in police stations through the Independent Custody Visitors Scheme	1, 2, 3, 4, 5, 6	3	2 – Visitor reports, complaints from detainees	1 – complaints	MEDIUM
27.0 A 'relevant partner' under the Children's Act 2004, with a duty to co-operate with local authorities in protecting and safeguarding the welfare of young people and to have regard to the same when carrying out its own duties	1, 2, 3, 4, 5, 6	2	1	1	MEDIUM
28.0 To monitor and scrutinise the Authority's employment procedures and practice					
28.1 Appoint Authority members & Independent members of Misconduct Panels	1, 2, 3, 4, 5, 6	3	3 – monitoring data	2	HIGH
28.2 Appoint Authority staff (Recruitment and selection policy)	1, 2, 3, 4, 5, 6	3	3 – monitoring data	1	HIGH
28.3 Train Authority members & staff	1, 2, 3, 4, 5, 6	2	2	1	MEDIUM
28.4 Working time policy	1, 2, 3, 4, 5, 6	2	1	1	MEDIUM
28.5 Attendance policy	1, 2, 3, 4, 5, 6	2	2	1	LOW
28.6 Managing organisational change procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.7 Capability procedure	1, 2, 3, 4, 5	1	1	1	LOW

FUNCTION / POLICY	RELEVANCE TO GENERAL DUTY: 1 – eliminating unlawful discrimination 2 – promoting equality of opportunity 3 – promoting good relations 4 – eliminate harassment 5 – promote positive attitudes 6 – encourage active participation	POTENTIAL FOR ADVERSE OR DIFFERENTIAL IMPACT ASSESSMENT 1 – None or low 2 – Some 3 – High	EXISTING EVIDENCE OF ADVERSE OR DIFFERENTIAL IMPACT 1 – None or a little 2 – Some 3 – Substantial	ANY PUBLIC CONCERN ABOUT THE OPERATION OF THE FUNCTION OR POLICY 1 – None or a little 2 – Some 3 – Substantial	OVERALL ASSESSMENT BASED ON PROPORTIONALITY OF IMPACT
28.8 Equal opportunities procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.9 Fairness in action procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.10 Medical capability procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.11 Probationary procedure	1, 2, 3, 4, 5, 6	2	2	2	MEDIUM
28.12 Professional Standards policy	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.13 Disciplinary procedure	1, 2, 3, 4, 5, 6	2	1	1	LOW
28.14 Job evaluation procedure	1, 2, 3, 4, 5, 6	2	1	1	LOW
28.15 Long service gift policy	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.16 Redeployment procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.17 Protection of earnings procedure	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.18 Severance scheme	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.19 Flexible retirement scheme	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.20 Code of conduct – employees	1, 2, 3, 4, 5, 6	1	1	1	LOW
28.21 Time off for sport	1, 2, 3, 4, 5, 6	1	1	1	LOW