

**CAMBRIDGESHIRE POLICE AUTHORITY
EQUALITY SCHEME 2008-2011**

Incorporating

**The Disability Equality Scheme
The Race Equality Scheme
The Gender Equality Scheme**

FOREWORD

As Chairman of the Cambridgeshire Police Authority (CPA) I am very pleased to introduce our Equality Scheme for the period 2008 to 2011.

As an Authority we are committed to ensuring equality and respect for all, and this document sets out our ongoing commitment towards:

- Eliminating unlawful discrimination;
- Promoting true equality of opportunity;
- Promoting good relations with the communities of Cambridgeshire and Peterborough;
- Ensuring that the service we deliver meets the needs of those communities.

We recognise the importance of effective consultation and information strategies that reach out and engage with the public.

Members and staff of the CPA will work effectively and continuously to fulfil their duties in two key areas:

- As an organisation in our own right;
- In ensuring Cambridgeshire Constabulary continues to vigorously pursue its commitment to equality and diversity.

JK Walters
Chairman
Cambridgeshire Police Authority

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1. INTRODUCTION

- 1.1 Cambridgeshire Police Authority (CPA) is committed to ensuring equality of opportunity in the provision of its services to all people and communities. The Authority strives to ensure that its policies and practices help to promote equality of opportunity and will endeavour to address and eliminate unlawful discrimination in relation to all of its functions.
- 1.2 The CPA believes in equality of opportunity for all in the Authority, the Constabulary and the community.
- 1.3 The CPA wishes to ensure fair provision of its services to everyone, that its practices are equitable and the public is consulted in an open, transparent and appropriate way.
- 1.4 The promotion of good relationships between the Authority and the community and across different groups is paramount. The Authority intends to achieve this through the variety of engagement arrangements and initiatives that it and Cambridgeshire Constabulary undertake.
- 1.5 This Scheme sets out the way in which the CPA will meet its statutory duties outlined in the relevant Acts of Parliament and relevant Regulations across the six main “strands” of diversity, which are:
- Race
 - Gender
 - Disability
 - Sexual orientation
 - Age
 - Religion
- 1.6 The Scheme provides a framework that will be developed throughout its three-year life. This Scheme sets out how the CPA will:
- Identify policies and procedures to which equality legislation applies;
 - Assess and where appropriate consult on the likely impact of our proposed policies with regard to the promotion of diversity and equality;
 - Make arrangements for monitoring our policies for adverse impact and consulting;
 - Make arrangements to publish the results of our assessments;
 - Train our staff;
 - Meet our specific duties in relation to employment.

2. EQUALITY – THE LAW

2.1 Legislation requires the CPA to produce relevant equality schemes for Race, Disability and Gender. The general and specific duties in respect of these areas are set out below.

2.2 Race

2.2.1 The Race Relations (Amendment) Act 2000 imposes a general duty on the Authority when carrying out its 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.

2.2.2 Specific duties are:

- To produce a Race Equality Scheme, stating, in particular:
 - those functions and policies, or proposed policies, which have 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 of CPA;
 - arrangements for training staff in connection with the duties of the CPA.
- To monitor, by racial group:
 - the number of staff in post
 - applicants for employment, training and promotion.

2.3 Disability

2.3.1 The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 and requires us as a general duty when carrying out our functions, to have due regard for the need to:

- Promote equality of opportunity between people with disabilities and other persons;
- Eliminate discrimination that is unlawful under the Act;

- Eliminate harassment of people with disabilities that is related to their disabilities;
- Promote positive attitudes towards people with disabilities;
- Encourage participation by disabled persons in public life ;
- Take steps to take account of people's disabilities, even where that involves treating them more favourably than other persons.

2.3.2 Specific duties are:

- A public authority should publish a Disability Equality Scheme demonstrating how it intends to carry out its general and specific duties
- An 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 CPA's methods for impact assessment (See appendix 1)
 - steps which the CPA will take towards fulfilling its general duty (the "action plan")
 - the CPA's arrangements for gathering information in relation to employment, and, where appropriate, its delivery of education and its functions
 - the CPA's use of the information gathered 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 process and the use to which it has put the information.

2.4 Gender

2.4.1 The Equality Act of 2006. This Act amends the Sex Discrimination Act 1975 and requires that, when carrying out our functions, we must have due regard for the need:

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

The general duty relating to gender came into effect on 6 April 2007. 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
- 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.

2.4.2 The Sex Discrimination (Gender Reassignment) Regulations 1999.

These regulations set out measures to prevent discrimination against transsexual people on the grounds of gender in pay and treatment in employment and vocational training. It extends the Sex Discrimination Act 1975 for the purposes of employment and vocational training by making discrimination on the grounds of gender reassignment equivalent to discrimination on the grounds of sex' (Women & Equality Unit, 'A guide to the Sex Discrimination (Gender Reassignment) Regulations 1999').

2.4.3 Gender Recognition Act 2004. This Act gives transsexual people for the first time all the rights and responsibilities appropriate to their acquired gender. The Act gives transsexual people the right to marry, from the date of recognition, in their acquired gender; to be given a birth certificate that recognises the acquired gender and to obtain the equivalent benefits and state pension of the acquired gender.

2.4.4 Employment Equality (Sexual Orientation) Regulations 2003. These regulations outlaw discrimination (direct or indirect discrimination, harassment or victimisation) in employment and vocational training on the grounds of sexual orientation. It covers people whether they are gay, bisexual or heterosexual. Discrimination on the grounds of perceived sexual orientation is also unlawful. The new legislation also protects those people who are discriminated against because of the sexual orientation of the people with whom they associate.

2.4.5 Civil Partnership Act 2004. Civil Partnership is a completely new legal relationship that can be formed by two people of the same sex and is distinct from marriage. It gives same sex couples the ability to obtain legal recognition for their relationship. The Act came into force on 5th December 2005.

2.5 Religion or Belief

2.5.1 Employment Equality (Religion or Belief) Regulations 2003. This outlaws discrimination (direct or indirect discrimination, harassment or victimisation) in employment and vocational training on the grounds of religious belief or similar philosophical belief. Non-belief is also covered by the regulations.

2.6 Age

2.6.1 Employment Equality (Age) Regulations 2006. From 1 October 2006, the law protects workers from age discrimination. The Employment Equality (Age) Regulations make it illegal for employers to discriminate against employees, trainees or job seekers because of their age and ensure that all workers, regardless of age, have the same rights in terms of employment-related training (including further and higher education courses) and promotion. The regulations cover direct discrimination, indirect discrimination, harassment and victimisation.

2.7 Other Legislation

2.7.1 Equality Act 2006. This Act makes provisions to establish a single Commission, the Equality and Human Rights Commission (EHRC), and define its purpose and functions, to replace the Equal Opportunities Commission (EOC), the Commission for Racial Equality (CRE) and the Disability Rights Commission (DRC). The Act also:

- Creates a duty on public authorities to promote equality of opportunity between women and men ('the gender duty'), and prohibit gender discrimination and harassment in the exercise of public functions. This provision amends the Sex Discrimination Act of 1975 and the Equal Pay Act 1970 (as amended by the Employment Equality (Sex Discrimination) Regulations 2005).
- Makes it unlawful to discriminate in relation to religion or belief in the provision of goods, facilities and services, the disposal and management of premises, education and the exercise of public functions.
- Enables provision to be made to prohibit sexual orientation discrimination in the provision of goods, facilities and services, the disposal and management of premises, education and the exercise of public functions (due in 2007).

2.7.2 Human Rights Act (HRA) 1998. This Act incorporates rights under the European Convention of Human Rights into National law. Individuals can bring claims under the HRA against public authorities for breaches of Convention rights. UK courts and tribunals are required to interpret domestic law, as far as possible, in accordance with Convention rights. Previous case law may be overturned if there is a breach of Convention rights and the relevant law can be re-interpreted in a way that is compatible with Convention rights.

Convention rights include a right not to be discriminated against on non-exhaustive grounds, which include that of gender, where another Convention right is engaged.

2.8 Meeting These Requirements

2.8.1 The role of the CPA in relation to the above Acts is to:

- Meet these statutory requirements in relation to the Police Authority's own functions, policies and staff as well as the specific statutory duty under the Police Act 1996 (as amended)¹ to promote diversity
- Through its statutory duty to hold the Chief Constable to account, to ensure that the Cambridgeshire Constabulary meets its statutory responsibilities.

¹ Section 6ZA(3) of the Police Act 1996. Came into force 1st April 2007

3. CAMBRIDGESHIRE POLICE AUTHORITY

3.1 Governance and Direction.

3.1.1 Policing in England and Wales is governed under a tripartite arrangement between the Home Secretary, Chief Officers of police and local Police Authorities.

3.1.2 The Chief Constable is responsible for delivering Police Services, which is done through officers and staff employed by the Police Authority but under the direction and control of the Chief Constable. The Police Authority has a responsibility to ensure that policing is provided in an efficient and effective way that meets the needs of our communities.

3.2 Police Authority – Duties and Responsibilities

3.2.1 The CPA, in pursuing its statutory duty of securing the maintenance of an efficient and effective police service, has the following key responsibilities:

- To consult widely, in conjunction with the Constabulary, with the public on policing matters and priorities; and promotes the engagement of local communities in the reduction of crime and disorder
- To agree policing objectives and targets in consultation with the Chief Constable
- To monitor force performance and report back that performance to the local communities;
- To publish the 3 yearly strategic Policing Plan prepared by the Chief Constable for the area
- To publish an annual Local Policing Summary and ensure delivery to every household in the Authority's area
- To approve the Police budget and decide the amount of council tax that should be raised to finance Cambridgeshire Constabulary
- To appoint the Chief Constable and the Deputy and Assistant Chief Constables.

3.2.2 Police Authority decisions are made at meetings of the whole Authority or at meetings of smaller committees acting under delegated powers. Details of the CPA's committees and panels can be found on the Authority's web site or by contacting the Authority directly (see paragraph 7.3 for contact details). All formal meetings of the Authority are held in public and papers are available to members of the public except where the subject matter is confidential

3.2.3 CPA maintains an Independent Custody Visiting (ICV) Scheme, using volunteers to make random unannounced visits to police stations with custody suites. The Independent Custody Visitors are totally independent of the Police Service and perform an important role in

assessing the conditions under which the police detain people and that the rights of individuals are respected. The Scheme is closely monitored by the Authority's Independent Custody Visiting Panel and is the subject of regular reports to the full Police Authority. The Authority appoints members of the public to undertake such visits.

3.2.4 This Equality Scheme sets out the arrangements we operate to discharge the above duties and responsibilities, in particular those relating to race, disability and gender. We acknowledge that our responsibilities will change over time as our functions or policies change or, as the communities we serve change, or indeed as we become aware of better practice elsewhere.

3.2.5 The CPA considers equality to be an important consideration in all that they do and the Police Authorities (Particular Functions and Transitional Provisions) Order 2007² places a statutory duty on the Authority to "promote diversity within the Force and within the Authority". Whilst the Scrutiny and Audit Committee has responsibility for monitoring equality schemes and the Human Resources and Training Panel considers diversity issues, all Members, Committees, Panels and Officers share the Authority's responsibilities in the roles that they carry out and each has a key role to play in fulfilling the Authority's equality responsibilities as set out on the following pages.

3.3 Police Authority Members, Co-opted Members and Volunteers

3.3.1 The CPA is an independent body of local people and comprises 17 Members made up of 9 Local Councillors, 1 Magistrate Member³ and 5 Independent Members. In addition the Authority uses volunteer members of the public in its Independent Custody Visitors Scheme. Two Lay Members are appointed to the Authority's Ethical Standards Committee. All applicants for Membership of the Authority and Custody Visiting volunteers are required to complete a monitoring form.

3.3.2 Advertisements for Independent Members, Co-opted Members and Custody Visitors are published in local newspapers across the CPA's area and on the Authority's web site – www.cambs-pa.gov.uk/vacancies.cfm.

3.4 Police Authority Officers

3.4.1 The Authority's office is co-located with the Headquarters of Cambridgeshire Constabulary. The Authority directly employs eight full and part-time staff who provide a full range of supporting services to Members to enable them to discharge their duties effectively. Staff

² Made under section 6ZA(3) of the Police Act 1996. Came into force 1st April 2007

³ From 1st October 2008 the Authority will consist of 9 councillors and 8 independent members (Schedule 2 of the Police Act 1996 as amended by the Police and Justice Act 2006)

vacancies are advertised both internally in the Constabulary and externally in local newspapers and on the Authority's web site.

4. CAMBRIDGESHIRE – GEOGRAPHY AND DEMOGRAPHY

- 4.1 The CPA's area, approximately 842,000 acres, comprises the County of Cambridgeshire and the Unitary Authority of Peterborough. The main centres of population are the cities of Cambridge and Peterborough. Outside of these centres much of the area is rural in character with the population concentrated in a number of market towns. Cambridge, as a centre of learning of international standing, has a significant student population and also attracts many tourists. Peterborough is a thriving commercial and industrial centre with a diverse cultural and racial mix.
- 4.2 The latest available analysis of Cambridgeshire's population by ethnicity, gender, age, religion and disability is that from the 2001 Census published by the Office of National Statistics (ONS). (See Table 1 below). There have been significant changes since the Census was taken, particularly since May 2004, when the EU was expanded to include eight former Communist countries in Eastern Europe. Since that time there has been a very large influx of migrant workers into the area. Migrants are largely drawn to settle in Peterborough, Fenland and East Cambridgeshire because of the employment opportunities in industry, commerce and in the agricultural sector in particular.
- 4.3 The Authority's area is home to a large number of Gypsies and Travellers. The 2001 Census did not count Gypsies and Travellers as a separate group and the figure quoted in Table 1 is from a 2006 Traveller Needs Assessment carried out in 2006.
- 4.4 It is important to note that the mid-year updates on the global population produced by the 2001 Census almost certainly underestimate the actual population in the Authority's area. The latest available ONS mid-year estimate for 2006 suggests that the total population for the area was 752,870, a 5.9% increase of 44,151 people over the 2001 Census figure of 708,719. The Police Authority estimates that the actual increase over that period was 6.8% or 48,181 people. No reliable up-to-date information is available detailing any changes in the ethnic make-up of the population increase.

Table 1.

POPULATION CHARACTERISTICS		
Ethnicity	Numbers ⁽¹⁾	% of Total Pop.
White	670,167	94.6
Mixed	8,010	1.1
Asian	18,189	2.6
Black	5,155	0.7
Chinese	4,201	0.6
Other	2,997	0.4
Gypsy/Traveller	6,081 ⁽²⁾	n/a
Gender		
Male	349,655	49.4
Female	359,064	50.6
Age		
0 – 15	141,596	20
16 – 24	82,878	11.7
25 – 44	210,576	29.7
45 – 64	169,764	24
65 – 74	55,061	7.8
75 +	48,844	6.9
Religion		
Christian	500,769	70.7
Buddhist	2,260	0.3
Hindu	3,585	0.5
Jewish	1,660	0.2
Muslim	13,589	1.9
Sikh	1,524	0.2
Other	2,012	0.3
None/not stated	183,325	25.9
Disability		
People with a limiting long term illness	107,079	15.1
People of working age with a limiting long term illness	76,703	10.8
<i>(1) Data source: 2001 Census, ONS Key Statistics Tables 01, 02, 06, 07 and 08.</i>		
<i>(2) Gypsy/Traveller figures from Cambridge Sub-Region Traveller Needs Assessment May 2006.</i>		

5. MONITORING AND OVERSIGHT

5.1 As previously noted the CPA is responsible for holding the Force to account for its equality programme. The Authority therefore monitors the way that Cambridgeshire Constabulary implements its own Integrated Equality Scheme, which includes monitoring how the Force complies with its own duties relating to equality. The CPA also monitors complaints against the Force, including those that relate to equality issues.

5.2 One Authority Member has been designated as the Lead Member for diversity issues and a senior member of the Authority's staff has been given lead responsibility for equality and diversity. In addition,

Professional Development Reviews (PDRs) for all staff contain an obligatory requirement to report on respect for race and diversity.

5.3 The Authority's Lead Member attends the Force's Diversity Steering Group in an observing capacity in order to monitor the progress of the Force across the diversity agenda.

5.4 The CPA staff is small in number and when the Executive Office was established in December 2005, it was agreed that the Force's policies and procedures would be adopted wherever it was appropriate, but adapted to reflect the different employment status of the CPA's directly employed staff to those employed by the Force, but under the direction and control of the Chief Constable. This means that unlike a number of larger Police Authorities, with their own integral administrative and HR functions, a number of CPA policies are in fact those of the Constabulary and are covered in the Force's Integrated Equality Scheme.

6. MEETING THE GENERAL AND SPECIFIC DUTIES OF EACH ACT

6.1 Purpose

6.1.1 The purpose of this section is to describe the Authority's approach to carrying out equality impact assessments, improving public access to our services and information, and providing relevant training to Members, Staff and Volunteers.

6.2 Impact Assessing Functions and Policies

6.2.1 Legislation requires all of the Authority's functions and policies to be prioritised according to their relevance to equality. Functions are defined as the range of activities carried out by a public authority to meet its duties. A policy is defined as sets of principles or criteria that define the ways in which an organisation carries out its role or functions and meets its duties⁴.

6.2.2 Officers of the Police Authority have undertaken an initial impact assessment of the Authority's functions and policies. Each function and/or policy was assessed to determine:

- Relevance to the general duties
- Whether there is any adverse impact on any specific groups
- What evidence exists showing the impact of the function or policy on specific groups
- Whether there is evidence of public concern around any function of policy.

⁴ As defined by the now disbanded Commission for Racial Equality, now absorbed into the Commission for Equality and Human Rights.

6.2.3 The functions and policies listed in Table 2 have been identified as 'relevant' and prioritised as high, medium or low. As stated earlier, the CPA list is smaller than those of larger authorities with their own integral administrative support functions and policies.

Table 2.

Relevant Functions and Policies		
High Priority	Medium Priority	Low Priority
Hold the Chief Constable to account for performance in relation to operational policing, employment, race equality and diversity, All Stops, asset management, ethical standards, and quality of service.	Monitor the Force's and Authority's budgets to ensure efficiency and probity.	Monitor inspection and audit reports and implementation of agreed recommendations.
Approval of strategic plans.	Corporate Governance Code.	Compliance with Freedom of Information Act.
Community engagement and communication strategy.	Members' Code of Conduct.	Production of Annual Report, Local Policing Summaries and Precept leaflet.
Oversee complaints against the police and monitor misconduct.	Authority Standing Orders, Financial Regulations, Contract Regulations, Scheme of Delegation.	
Monitor welfare of police detainees.	Police Authority Complaints Policy.	
Appointments: Members, staff and Chief Officers.	Police Appeals Tribunals.	
Train Authority Members and Staff.	Complaints against the Chief Constable, Deputy Chief Constable and Assistant Chief Constable	
Collaborate with other Police Authorities and Forces.	Co-operate with other responsible authorities in preparing Crime and Disorder Strategies.	
Scrutinise actions on deaths following police contact.		
Produce Police Authority Equality Scheme and monitor Force's Equality Scheme.		
CPA Complaints Policy		

6.2.4 CPA has adopted the impact assessment template produced by the Association of Police Authorities (APA), which can be used for all strands of diversity. The template sets out the following process:

- Identify the aims of the function/police and who might have an interest in it
- Consider the available quantitative and qualitative evidence and identify any gaps
- Assess the likely impact
- In the light of the assessment consider alternatives/changes to the function/policy
- Consult with interested parties
- Make monitoring arrangements
- Publish assessment results.

6.2.5 Evidence needs will depend on the nature of the function/policy being assessed. Sources are likely to be reports to the Authority's Committees and Panels, the Force's impact assessments and other data sources such as Census data.

6.3 Consultation

6.3.1 Consultation on impact assessments will vary depending upon the type of function or policy that has been assessed. An agreement has been reached with the Constabulary that the results of any external consultation undertaken by them with the Force's Key Individual Networks (KINs) can be used where it is appropriate to do so. Table 3 below sets out our approach to consultation.

Table 3.

Function/Policy	Authority Staff	Trade Unions and Staff Associations	Independent Advisory Network	External Consultation
CPA employment policies	Yes	Yes – through Force's Scheme	Yes – through Force's Scheme	Yes – through Force's Scheme
CPA scrutiny of the Force	No	Yes	Yes	No
Other CPA functions/ policies	No	Yes	Yes	Yes – as appropriate to policy area

6.4 Monitoring Impact of Functions and Policies

6.4.1 All policies assessed as relevant are subject to ongoing monitoring for any adverse impact on equality. Reviews will be carried out at least once every three years by means of an initial or full equality impact assessment as outlined above. However, interim reviews will be carried out as issues arise requiring any changes to the policy.

6.4.2 Reviews will take into account any monitoring regime identified when the policy was proposed which is likely to include as a minimum: complaints, comments and suggestions received from different groups and any other evidence obtained of adverse impact.

6.4.3 In relation to the Constabulary's policies and procedures, the Police Authority will monitor the effectiveness of these through its oversight and scrutiny processes.

6.4.4 The impact assessment process is described in detail in Appendices 1 to 3.

6.5 Public Access to CPA Services and Information

6.5.1 There are four distinct areas to consider in addressing the issue of public access to CPA's services and information:

- The opportunities for people to engage with the CPA and provide feedback on service delivery or influence local policing priorities

- Information on how the Authority secures an efficient and effective policing service
- Recruitment opportunities for Independent and co-opted Members, Staff and Volunteers
- Physical access to the CPA's offices and its meetings.

a. Engagement with the Authority.

i. All meetings of the CPA Committees and Full Authority are held in public and are publicised on the CPA's web site.

ii. The principal "face to face" consultation/engagement is through Local Neighbourhood Panels. Each of the Force's 31 Neighbourhoods has a CPA Member allocated to it, who attends Panel meetings. The Force ensures that venues for Panel meetings are accessible to members of the public with mobility problems, timed to ensure they are convenient for as many people as possible and where possible equipped with induction loops for people with impaired hearing. Currently ethnic and gender monitoring of Panel attendees does not take place and the Force has noted this in its Equality Scheme Action Plan. The CPA will monitor progress on this matter.

iii. Another method of communication and engagement is through the Force's E-Cops scheme. This innovative scheme covers the following areas:

- Access - Provides direct and convenient access to the neighbourhood policing team with personally written e-mails from Officers
- Influence - feedback from the public is used to set policing priorities in local neighbourhoods
- Action - The Neighbourhood Policing Team takes direct action to address the issues that matter to the residents with individuals receiving information and advice on how to protect their property and vehicles from crime
- Answers – Individuals receive regular updates about activity to tackle crime and anti-social behaviour in their neighbourhood.

Public subscribers are not monitored by gender, age or ethnicity therefore it is not possible to determine whether more women or men are likely to subscribe to the e-cops scheme. An action in the Force's Equality Scheme is to explore the possibility of monitoring the diversity of subscribers or conducting a regular survey to record gender, age, ethnicity and any disability of subscribers. The purpose of recording this information is for the Constabulary to monitor the effectiveness of the e-cops scheme in relation to engaging individuals with

different needs such as the elderly or those that may spend much of their time at home because of a disability. The CPA will monitor progress against this action.

b. Publishing Assessments, Consultations and Monitoring

i. Reports on assessments, consultation and the monitoring of policies under this scheme will be published on the Authority's website and supplied to any member of the public requesting a copy. This will include publication of agreed action plans and action plan reviews.

ii. At the end of each twelve-month period, the Police Authority Scrutiny and Audit Committee is responsible for approving an Equality Scheme Annual Report that identifies activities undertaken and progress made in respect of this Scheme. Specifically, each Equality Scheme Annual Report will include:

- A summary of the assessment programme and monitoring reports as well as a summary of any agreed Action Plans and Action Plan Reviews
- Monitoring data relating to the Authority's employment duties insofar as it relates to Police Authority staff
- Monitoring data relating to Police Authority Members, Independent Custody Visitors, members of misconduct panels and Chief Officer selection panels that may have been undertaken that year.

The report will include details of any relevant consultations that have taken place, how they were carried out and who was consulted, a summary of the responses received, an assessment of the options and details of the decision made by the Police Authority following the consultation. It will give details of any adjustment made to a policy as a consequence, as well as any plans to monitor the policy's impact in practice.

iii. It is acknowledged that the Authority's responsibility is a continuing one and that it must remain responsive to changes over time as functions or policies change or as the composition and nature of communities change. The Authority will review the operation of this Scheme on an annual basis and any resulting changes to the Equality Scheme itself will be included in the annual report.

iv. The Annual Report (or summary of it) will be presented to the full Police Authority. In order to ensure that the Annual Report is circulated and available widely, the full report will be

published on the Authority's website and hard copies provided on request. Every effort will be made by the CPA to meet the needs of members of the public with reading difficulties by the provision of large type and Braille versions of the Report.

v. The Police Authority is responsible for holding the Force to account for its own progress on equality and for the effective operation of its own equality schemes. Force reports will be published on the Force's website to which there is a link from the Authority's website. In addition it will be sent to any member of the public requesting a copy.

c. Ensuring Public Access to the CPA Information and Services

i. Assessments undertaken in respect of particular functions, policies or proposed policies will include an examination of their accessibility to the community. This is intended to highlight any factors that may make particular services less accessible to certain groups, so that informed alteration may be considered. Monitoring arrangements and data will also be used to identify such difficulties of accessibility on an ongoing basis.

ii. Information about the CPA including its roles, structure, policies and publications is available on the website and will also be supplied to any member of the public on request. The CPA will review its website and accessibility to information about their functions, services and activities will be a key consideration in this review. In conjunction with the Force, the Authority also publishes an annual policing summary that is delivered to each household in Cambridgeshire and Peterborough.

iii. The Authority does not routinely translate its information, policies and publications into different languages or alternative formats. However, any requests to provide translations will be considered by the CPA and dealt with in so far as it is reasonably able to do so.

iv. Meetings of the CPA take place at the Force's Headquarters in Huntingdon which is reasonably centrally located and accessible by private and public transport from all parts of the Authority's area. The conference facilities are accessible to wheelchair users and an induction loop is available.

v. The CPA's consultation and communication strategy will set out how we engage, consult and inform our local communities. This will include reviewing how public access to our services and information can be improved and how our

consultation arrangements may be strengthened to better engage with the diverse communities of Cambridgeshire and Peterborough.

vi. The Authority will publish an annual Local Policing Summary which is a concise and informative way of communicating policing issues with all people living in the area. Whenever resources permit, the Authority will produce different versions of the summary tailored to District Council areas in an effort to make them as relevant as possible to people's interests and concerns.

6.6 Diversity Training and Communication

6.6.1 The CPA will rely on the good offices? of the Force for its equality training needs. The exception to this is the provision of training for the CPA's Independent Custody Visitors (ICVs). The Independent Custody Visitors Association (ICVA) training which is "bought in" covers equality and diversity issues.

6.6.2 The Authority operates a system of annual Performance Development Reviews (PDRs) for both Members and staff and this enables the requirement for specialist training to be identified and met. It also enables additional training to be provided for individuals where necessary. Overall, the aim is to ensure that people who are responsible for meeting the duties have the necessary skills to carry them out.

6.6.3 One Police Authority Member has been designated as the Lead Member on Equality and Diversity issues and their work includes keeping up to date with the national situation and attending relevant training courses, working groups and meetings organised by the Association of Police Authorities (APA) and other appropriate bodies.

6.6.4 A senior member of the Police Authority's staff is given lead responsibility for equality and diversity and in addition, the duty to comply with equality responsibilities is part of all Job Descriptions.

6.6.5 Access to the Authority's Equality Scheme is given to all Police Authority staff and Members through the use of hard and electronic copies and the availability of the document on our website.

6.7 Meeting Specific Duties in Relation to Employment

6.7.1 The Police Authority is, under law, the employer of all police staff (including those working directly to the Authority). Police Officers are officers of the crown, and therefore not strictly employees. However, apart from the small numbers of police staff who work directly to the Authority, all Police Authority employees are under the 'direction and control' of the Chief Constable by virtue of s15, Police Act 1996.

- 6.7.2 It follows therefore that, for all staff under the 'direction and control' of the Chief Constable, the employer responsibilities under the Act will be covered by the Force scheme.
- 6.7.3 This scheme will cover CPA's employer responsibilities for the staff employed to support the Authority, for members and volunteers (Independent Custody Visitors). In such cases the development and monitoring obligations will be exercised by the Chief Executive of the Authority.
- 6.7.4 With the exception of Chief Officers of police (see below), recruitment processes for all police service staff conforms to standards set nationally in either police regulations or by national bodies representing the Police Service. Recruitment and selection of Chief Officers of police is governed by statute, although the Police Authority has discretion to adopt processes that are compliant with statutory requirements.
- 6.7.5 In relation to equal pay and non-discriminatory practices the CPA follows the Force's policies and procedures. Members allowances are "gender neutral" and a "carer's allowance" is claimable for those Members with caring commitments. The Authority also reimburses costs incurred for necessary child care.
- 6.7.6 Measures will be introduced to monitor Members, Independent Custody Visitors and the small number of staff that work directly for the Police Authority - by reference to numbers, applications, training and promotion. Our Equality Scheme Annual Report will include a summary of monitoring data against the Authority's employment duties insofar as it relates to Police Authority staff outside the direction and control of the Chief Constable. Given the very small number of staff and members involved, the statistics will be reviewed beforehand to minimise the risk of personal identification. The information published will also cover any Chief Officer selection processes that may have been undertaken that year.
- 6.7.7 All staff, Members and volunteers are encouraged to provide their self-classified status voluntarily and at the time of seeking the information it will be made clear the reasons for collecting and monitoring the data, how it will be used as well as the provisions of the Data Protection Act governing how the information may be processed.

6.8 **Monitoring the Force**

- 6.8.1 The CPA is responsible for holding the Force to account for its progress on equality and diversity. The CPA therefore monitors the Force to assess its equality scheme and to determine whether it meets legislative requirements. The Authority also ensures that effective processes are in place for the Chief Constable to report on a regular

basis to the Authority through the Human Resources and Training Panel as to how the Force is complying with the scheme and consider appropriate monitoring information regarding the activities of the Force and the employment of staff.

- 6.8.2. An understanding of diversity and a respect for equality is a key competency for Chief Officers and is tested at interviews of applicants for Chief Officer posts which are the responsibility of the Police Authority.
- 6.8.3 The Force's equality schemes will be endorsed by the Authority's Planning and Policy Board and reviewed on an annual basis.
- 6.8.4 New Force policies presented for Police Authority approval will include details of equality impact assessment.
- 6.8.5 The Authority will commission its Internal Auditors to conduct effectiveness evaluation reviews of both the Police and the Authority's Scheme(s).
- 6.8.6 The Authority monitors the Force's compliance with specific duties through its Committee and Panel structure:
 - a. Duties in relation to employment are monitored by the Human Resources and Training Panel. This will include scrutinising performance against the appropriate Statutory Performance Indicators.
 - b. Duties in relation to discipline and grievance are monitored by the Professional Standards Committee.
 - c. Duties in relation to procurement are within the purview of the Finance and Resources Committee. The Authority's Procurement policy has been impact assessed.
 - d. Duties in relation to complaints against the force are monitored by the Professional Standards Committee.

6.9 **Monitoring data**

- 6.9.1 The force is required to report various performance indicators (PIs) that relate in particular to equality issues. These include:
 - Satisfaction of victims of racist incidents with respect to the overall service provided
 - Comparison of satisfaction for white users and users from minority ethnic groups with respect to the overall service provided
 - The percentage of 'stop and searches' that lead to arrest for persons of minority ethnic groups (with comparable figures for white persons)

- The percentage of ‘violence against the person’ offences for victims of minority ethnic groups detected and where sanctions have been taken against the offender (with comparable figures for white victims)
- The percentage of police recruits from minority ethnic groups (compared with figures for the % of the economically active population from ethnic minority groups)
- The percentage of female police officers.

These figures are reported quarterly to the Authority’s Performance Panel which in turn reports to the Scrutiny and Audit Committee.

7. INVOLVING PEOPLE

7.1 This Equality Scheme, together with the Authority’s Communication and Engagement Strategy sets out how the CPA will engage with the public in a focused, influential, proportionate and transparent manner to help awareness of equality issues particularly in relation to policing matters.

7.2 The CPA is keen to promote opportunities for people to become actively engaged in helping the Force and Authority to ensure the delivery of high quality policing services.

7.3 The CPA welcomes the views and involvement of any person that can help them to develop the way that they deliver their services, and there are a number of opportunities for people to become involved in helping to influence decisions on local policing. Further details can be obtained by:

- Using the Police Authority’s website pages on www.cambs-pa.gov.uk to give feedback to the Authority
- Sending an e-mail to police.authority@cambs.pnn.police.uk
- Telephoning the Police Authority offices on 0845 3454335
- Sending a fax to the Police Authority offices on 01480 425748
- Writing to the Chief Executive, Cambridgeshire Police Authority, Hinchingsbrooke Park, Huntingdon, Cambs PE29 6NP.

7.4 Summaries of this scheme can be made available in other formats e.g. Braille, audio tape, etc upon request. Large print copies of this scheme are also available upon request.

7.5 Complaints received by the Police Authority relating to its statutory obligations on equality issues (as distinct from the Chief Constable’s obligations) will initially be investigated by the Chief Executive to the Police Authority and the complainant will be advised of the outcome of the investigation and any actions proposed. If the complainant is not satisfied, a report will be presented to the Professional Standards Committee of the Police Authority and the complainant will be advised of the outcome.

- 7.6 Any complaints relating to the Authority or to an individual Member of the Authority will initially be investigated by the Chief Executive and, if appropriate, will be referred to the Authority's Ethical Standards Committee.

EQUALITY IMPACT ASSESSMENT FRAMEWORK AND TEMPLATE

Equality Impact Assessment Framework

1. Background

- 1.1 Police Authorities are required to carry out Equality Impact Assessments on all policies. The duty to carry out race equality impact assessments was created by the Race Relations (Amendment) Act 2000 (RR(A)A). Through the subsequent introduction of other legislation impact assessments are also required to be carried out in respect of disability and gender.
- 1.2 This document is the framework to assist the Authority to fulfil its statutory obligations to conduct Equality Impact Assessments.

2. What is an Equality Impact Assessment?

- 2.1 An Equality Impact Assessment (EIA) is a way of systematically and thoroughly assessing, and consulting on, the effects that a proposed policy is likely to have on people, due to factors such as their ethnicity, disability and gender. It can also be used as a way of estimating the likely equality implications of existing functions or policies due to similar factors
- 2.2 An EIA should help the Authority anticipate and identify the equality consequences of a policy, function or practice. The Authority can then take steps to amend the policy or the ways in which it is implemented so that any possible negative consequences are either mitigated or eliminated altogether.
- 2.3 The main purpose of an EIA is therefore to pre-empt the possibility that any proposed policy, function or practice could affect some groups unfavourably.

3. What is a Policy?

- 3.1 A definition of a policy is 'the set of principles or criteria an organisation develops to help carry out its functions or role and to meet its duties'. In addition policies include formal and informal decisions made in the course of their implementation.
- 3.2 Policies do not affect everyone in the same way. We should aim to formulate policy and make decisions in full recognition of the diverse needs, circumstances and concerns of the people who will be affected by them.

4. When should Equality Impact Assessments be Undertaken?

4.1 An EIA should be carried out when developing any relevant new policy, initiative or procedure (possibly responding to legislative proposals).

4.2 Equality Impact Assessments should only be carried out on relevant functions, policies or procedures. An equality impact assessment consists of two stages:

Stage 1 involves screening the policy or proposals to see if they are relevant to race, disability or gender equality. All policies should be screened.

Stage 2 involves fully assessing policies as identified as being relevant to make sure they do not have any adverse effects on any groups.

4.3 If the initial screening at stage 1 reveals that a function, policy or practice is relevant to the duty, then it will need to be fully assessed to see if it could have any adverse effects on people from different groups, and to make changes or consider supplementary measures, to mitigate any negative effects.

4.4 Both the initial screening and full assessment stages should be based on regular consultation with people who are likely to be affected by any proposed policy, or who have an interest in it, as well as formal consultation when the draft policy is nearing completion.

5. What does 'Relevant' mean?

5.1 Most policies that involve and affect people will have the potential for affecting different groups of people in different ways, and will be relevant to the various equality goals.

5.2 The following questions should be asked to help decide if a function, policy or procedure is relevant:

a. Is the function, policy or practice relevant to the various equality goals?

- Race Equality Goals

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

- Disability Equality Goals
 - 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;
 - Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

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

- b. Could the function, policy or practice affect any of these groups differently?
- c. Is there public concern that functions/policies are being operated in a discriminatory manner?

5.3 The answers to these questions will determine the degree of relevance with respect to the general duties and the prioritisation of the CPA's functions and policies within the 3-year action plan. If they are relevant, they should then be assessed in detail to anticipate the effects they are likely to have on different groups. It is likely that all Police Authority functions and policies will potentially be relevant.

6. Conducting Equality Impact Assessments

- 6.1 Police Authority Officers will undertake the initial stage 1 assessment of all our functions and policies using a standard assessment template (Appendix 2). Police Authority officers directly responsible for the relevant function, policy or practice should carry out full stage 2 EIAs. Given the resource implications there may be practical advantages in setting up a small team to do this, who can all bring different perspectives and experience. There should also be input by Police Authority Members.

- 6.1 A completed EIA template – either an initial assessment (Appendix 1) or full assessment (Appendix 2) is required to accompany all new policies of the Authority.

7. The EIA Process

7.1 It is likely that all the functions/policies of the CPA will require an assessment. The majority of the Authority's functions and policies involve or have consequences for the people that the Authority serves. In some cases an initial impact assessment will suffice, in others a full assessment will be required.

7.2 The full EIA framework in Cambridgeshire Police Authority comprises nine distinct stages:

7.3 Stage 1 – Set up the EIA team

7.3.1 This practical step will help to develop in-house expertise and the sharing of experience in assessing policy and proposed policy for their possible effects on equality. Where appropriate the team may co-opt specialists from other organisations who also have statutory equality duties (e.g. Police Service, Local Authority). A Police Authority Member may also be assigned to the team depending on the nature of the function, policy or practice being assessed at that time.

7.4 Stage 2 – Identify main aims of the function/policy

7.4.1 In the following stages all questions within the **text boxes** will form part of the full Impact Assessment template for all new and existing functions and policies. This template is attached at Appendix 3.

- 1. Identify the aims/purpose and projected outcomes of the function/policy.**
- 2. Which individuals and organisations are likely to have an interest in or likely to be affected by the function/policy?**

7.4.2 As a starting point it is important to set out as clearly as possible the overall aims and objectives of the function, policy or practice. As well as assisting the policy writer to focus on aims and outcomes this section will also be useful in providing background information when the EIA is considered as part of the consultation stage.

7.4.3 There is a formal consultation stage at stage 6 of the EIA, however consideration of who might have an interest in the policy at this early stage will enable such people to be brought into the policy writing process from the start. Consideration should be given to both internal (including other statutory and non-statutory staff associations and support networks) and external individuals and organisations.

7.5 Stage 3 – Consider the Evidence

1. What relevant quantitative data has been considered?
2. What relevant qualitative data has been considered?
3. What gaps in data / information were identified?
4. What consideration has been given to commissioning research/monitoring differently?

7.5.1 The decision as to whether the function, policy or practice is likely to have an equality impact needs to be based on evidence, preferably both quantitative and qualitative and from a range of sources.

7.5.2 By way of example the following may be relevant at this stage.

- Equal Opportunities Monitoring Data
- Secondary Analysis of Existing Data
- Consultations
- Surveys
- Focus Groups and Interviews
- Investigations or Thematic Reviews
- Recommendations of Inspection Reports
- Pilot Projects
- Review of Complaints
- User Feedback
- Academic Publications
- Ad Hoc Data Gathering

7.5.3 When completing the Equality Impact Assessment template, clearly indicate where data and information that was considered can be accessed (e.g. web links, contact details for owning organisations etc).

7.5.4 The existence of gaps in data and information available does not necessarily lead to the commissioning of research. The collected information should be considered as a whole and whilst, for example, strong qualitative information may lead to the commissioning of statistical research, it is acceptable to state that research was not undertaken because of cost or limited human resources to carry it out. It is also possible that some relevant information may not come to light until the policy is actually implemented (see stage 8 Monitoring).

7.5.5 In summary this stage provides an opportunity to demonstrate that consideration has been given to data and information from a wide range of available sources, that any gaps in information have been noted, these gaps have been taken into consideration and that a proportionate response to commissioning further work has been adopted.

7.6 Stage 4 – Assess Likely Impact

7.6.1 This stage lies at the heart of the impact assessment process. From the evidence gathered during stage 3 we now need to ask ourselves the following questions:

- 1. From the analysis of data and information relating to the function, policy or practice has any potential for differential / adverse impact been identified?**
- 2. Explain intentional impact .**

When assessing the impact of a proposed policy or examining the impact of an existing function, policy or practice it is important to look firstly at the differential impact of the policy. After this has been done, only then can we look at the adverse impact of the function/policy. Differential impact will occur when a particular group has been / could be affected by the policy in either a positive, neutral or negative way.

- 7.6.3 After differential impact has been identified, a judgement must be made as to whether the differential impact amounts to adverse impact based on an appraisal of the data and information gathered in stage 3.
- 7.6.4 If the policy is intended to specifically address the needs of a particular group, it may well be justifiable, indeed necessary in order to promote the equality of opportunity of that group. If this is the case, we should consider whether there is any alternative measure that would achieve the desired aim without the differential impact identified.
- 7.6.5 When considering adverse impact it is important to note that an EIA is not merely about the identification of either direct or indirect discrimination, it is also about promoting equality of opportunity.
- 7.6.6 If it is discovered during an EIA that a function or policy is likely to be unlawfully discriminatory, then it should be immediately abandoned and there is no necessity to proceed with the EIA. Any new policy that is proposed would then be subject to an EIA.

7.7 Stage 5 – Consider Alternatives

7.7.1 If the assessment shows that the function or policy (or proposed policy) does (or is likely to) have an adverse impact on a particular group(s) then we need to consider the following:

- 1. Summarise what changes have been made to the policy to remove or reduce the potential for differential / adverse impact.**
- 2. Summarise changes to the policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this is the case.**
- 3. If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims.**

7.7.2 This stage documents any changes that were made or considered in light of the assessment of likely impact and gives the policy owner the opportunity to explain why the policy is required in its current format, even if impact has been found.

7.7.3 Options should be developed which reflect different ways of delivering the function, policy or practice outcome. Methods of delivering the stated outcomes which have a less adverse effect on the relevant group, or which better promote equality of opportunity for the relevant group(s) must in particular be considered. Consider the following:

- How does each option further or hinder equality of opportunity?
- What are the consequences for the group(s) concerned and for the service of not adopting an option more favourable to equality of opportunity?
- How will the relevant group(s) be advised of the new or changed policy or service?
- What are the costs of implementing each option?
- Will the social and economic costs and benefits to the relevant group(s) of implementing the option outweigh the costs to the service or other groups?

7.8 Stage 6 – Consult Formally

- 1. Has the function / policy been subject to consultation? If no, please state why not. If yes, state which individuals and organisations were consulted and what form the consultation took.**
- 2. What was the outcome of the consultation?**
- 3. Has the function / policy been reviewed and / or amended in the light of outcomes of consultation?**
- 4. Have the results of the consultation been fed back to the consultees?**

- 7.8.1 Consultation, particularly for significant new policies may be a key part of a detailed EIA. However, it should be seen as a process of on-going dialogue throughout the impact assessment, to inform any decisions along the way.
- 7.8.2 The nature and extent of consultation will be dependent on the type of policy developed and the results of the previous stages. It should be timely, open and inclusive. Good policy development will include informal consultation with a range of relevant organisations throughout the process, however this formal consultation stage needs to take place immediately before the decision making stage.
- 7.8.3 Consultation may be carried out with relevant public bodies, voluntary and community organisations, staff associations and support networks and other interest groups with a legitimate interest in the matter. The team carrying out the EIA will need to think about information to be provided in advance but the completed EIA for the previous stages should be made available to consultees along with the draft policy and supporting documents.
- 7.8.4 The following questions should be considered by the team carrying out the EIA:
- Who is directly affected by the function, policy or practice?
 - Who else has a legitimate interest?
 - How do we ensure those affected or with an interest are consulted?
 - What methods of consultation will be used and at which stages of the EIA? Can existing consultation methods be used or adapted?
 - How will information be made available to those consulted?
 - Will the information be accessible to groups (format, language, large print etc)?
 - What measures can be taken to facilitate effective consultation in light of any barriers that may exist?
 - Have previous attempts at consultation with particular groups been unsuccessful? If so, why, and what can be done to overcome any obstacles?
 - What resources are available to encourage full participation by marginalised groups?
 - If meetings are to be held, where will they be held and at what time of the day?
- 7.8.5 An additional consideration with EIAs is that many organisations, both within and outside the service, who work in the equality / diversity field have limited staffing and resources available to assist organisations such as the Authority with consultation. Consultation mechanisms should be designed with this in mind, for example e-mailing documents to an organisation and considering that a lack of reply is an indication of approval of the policy is not appropriate.

7.8.6 Who is consulted is often dependent on the function, policy or practice in question. However the following national staff associations and support networks may be appropriate consultees:

- British Association for Women in Policing (BAWP)
- Christian Police Association
- Gay Police Association (GPA)
- National Black Police Association (NBPA)
- National Disabled Police Association
- Police Federation of England and Wales
- Police Superintendents' Association of England and Wales
- Muslim Police Association

The team carrying out the EIA should consider any local branches of these organisations.

7.8.7 It is important that consultation takes place with those likely to be affected by the policy and this is essential during the formal consultation stage. Consultations must be underpinned by a good working relationship with relevant consultees.

7.9 Stage 7 – Decide whether to adopt or continue with the Policy

Provide a statement outlining the findings of the impact assessment process. If the policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation.

7.9.1 At this stage, all available information is combined and a decision needs to be made. This decision will be based on four factors:

- The aims of the policy
- The evidence we have collected
- The results of consultations, both formal and informal
- The relative merits of alternative approaches

7.9.2 If a decision is made to adopt the policy a detailed statement is required that gives an overview of the whole EIA process to date and indicates that the impact of alternative approaches was considered.

7.9.3 Where an EIA suggests differential impact for two or more relevant groups, this may present particular problems in terms of possible solutions. For example, attempts to reduce adverse impact on BME people may make the position of women less favourable. Possible solutions include looking at the context of the problem (e.g. is there particular under-representation of one of the two groups?), the role of mitigation and / or a consideration of alternative policies.

7.10 Stage 8 – Make Monitoring Arrangements

- 1. What consideration has been given to piloting the policy?**
- 2. What monitoring will be implemented at a national level by the policy owning department/agency and / or other national body?**
- 3. Is this policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are we placing on that agency?**

7.10.1 Monitoring consists of continuous scrutiny, follow-up and evaluation of policies. It is not solely about data collection. It can also take the form of meetings and monitoring of action plans.

7.10.2 Cambridgeshire Police Authority does not have a great number of policies, whereas the Constabulary has many . However it is essential that the actual impact of any of our functions, policies or decision-making procedures be established, which will happen once the function, policy or procedure is in operation. Appropriate monitoring arrangements should be put in place to capture what is happening in reality (for both the Authority and the force).

7.10.3 The EIA team should also consider how best to use any data collected from the monitoring arrangements. Monitoring is not an end in itself but should feed into the decision-making process to help ensure that the Police Authority makes more informed decisions, based on firm evidence wherever possible.

7.11 Stage 9 – Publication of Assessment Results

7.11.1 The team undertaking an EIA will need to produce a final report documenting the work it has done. A record should also be made of the initial screening of a function, policy or practice even if the decision was taken not to carry out a detailed EIA. The report should include recommendations arising from the EIA and be considered by the relevant decision making body of the Police Authority.

What form will the publication of the impact assessment take?

7.11.2 The publication of results is the final stage of the EIA process within the Police Authority. Our Equality Scheme sets out some of our arrangements for publishing the results of assessments and consultations carried out of any function, policy or practice that is relevant. Publishing the results of assessment, consultations and monitoring will demonstrate openness about the way policies are developed and commitment to promoting equality.

7.11.3 For the majority of policies, attaching the completed EIA as an appendix to the policy is appropriate. Published reports should be

readily available to anyone who requests a copy, and arrangements made for providing translation into languages other than English.

Initial Equality Impact Assessment Pro Forma

Section		Officer 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 required 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 concerns that the policy could have a differential impact on racial groups?		Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?				
9. Are there concerns that the policy could have a differential impact due to gender?		Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?				

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

What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy could have a differential impact due to them being transgender or transsexual?	Y	N	Please explain
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	Please explain
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (questions 8 – 16) on a separate piece of paper.
19. Is there enough evidence to proceed to a full EIA?	Y	N	

Signed/date (completing officer)

Signed/date (Lead Officer/member)

Full Equality Impact Assessment Template

This template is to be completed for submission with all new Cambridgeshire **Police** Authority policies. See accompanying guidance notes. It should also be completed for any full assessment of existing functions, policies or practices. All questions should be considered from the perspective of all 6 main strands of Diversity. Race, Disability, Gender, Religion & Belief, Sexual Orientation and Age.

Topic/policy/function:

1.Set up the Equality Impact Assessment team

Identify all members of the Equality Impact Assessment team:

2. Identify main aims/purpose of the function / policy

2.1 Identify the aims/purpose and projected outcomes of the function/policy

2.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the function/policy ?

3. Consider the Evidence

3.1 What relevant quantitative data has been considered?
3.2 What relevant qualitative data has been considered?
3.3 What gaps in data / information were identified?
3.4 What consideration has been given to commissioning research/monitoring differently?

5.2 Summarise changes to the function/policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this is the case
5.3 If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims

6. Consult Formally

6.1 Has the function / policy been subject to consultation? If no, why not? If yes, state which individuals and organisations were consulted and what form the consultation took.
6.2 What was the outcome of the consultation?

6.3 Has the function / policy been reviewed and / or amended in the light of outcomes of consultation?

6.4 Have the results of the consultation been fed back to the consultees?

7. Decide what actions if any will be taken as a result of the impact assessment

7.1 Provide a statement outlining the findings of the impact assessment process. If the function/ policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation.

8. Make Monitoring Arrangements

8.1 What consideration has been given to piloting the function/policy?

8.2 What monitoring will be implemented at a national level by the policy owning agency and / or other agency?
8.3 Is this function / policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so what monitoring requirements are you placing on that agency?

9. Publish Assessment Results

9.1 What form will the publication of the impact assessment take?

Date completed:

Signed/date (completing officer)

Signed/date (Lead/responsible officer/member)

ACTION PLANS 2008 - 2011**1. Generic Action Plan**

The generic action plan contains actions that are equally applicable to all six main strands of diversity. Subsequent action plans contain actions that are applicable to that one strand, or a subset of the six.

No.	Action	By When	Success Criteria	Progress	Responsible
Employment					
1.1	Collect and publish monitoring data in respect of Authority members, staff and Independent Custody Visitors complying in particular with the race monitoring duty.	Annually in April - June	Monitoring data published.		
1.2	Maintain records of monitoring data in respect of applicants for Independent Member positions staff and Independent Custody Visitors.	Ongoing	Monitoring data retained.		
1.3	Review recruitment processes to attract candidates from more diverse backgrounds. To include sites where vacancies are advertised to include all under-represented groups, and the consideration of methods of increasing awareness.	By 30.6.09	Job applicant data shows a more diverse mix of applicants.		

No.	Action	By When	Success Criteria	Progress	Responsible
1.4	Monitor Cambridgeshire Constabulary's arrangements to comply with the employment monitoring duties, including regular reports of the makeup of the workforce.	Annually and quarterly	Regular reports received on recruitment, staff profile and turnover to HR and Training Panel.		
1.5	Monitor makeup of the Force's senior team.	Ongoing	Reports received on makeup of senior team.		
1.6	Monitor key Human Resource processes in the Force.	Ongoing	Aggregate reports to Professional Standards Committee on discipline, grievance, capability and harassment cases by the six strands of diversity.		
Impact Assessments, Consultation and Monitoring					
1.7	Review the relevance of and prioritise the Authority functions and policies.	Every 3 years	Revised list approved and published		
1.8	Complete generic equality impact assessments of all high priority functions and policies. Prepare an action plan to resolve areas of adverse or differential impact.	30.06.09	Impact assessments completed		

No.	Action	By When	Success Criteria	Progress	Responsible
1.9	Complete generic equality impact assessments of all medium and low priority functions and policies. Prepare an action plan to resolve areas of adverse or differential impact.	Medium - 30 06 09 Low – 31 03 10	Impact assessments completed.		
Public access to services and information					
1.10	Publish an annual summary of equality assessments, consultation and monitoring.	Annually in June	Report presented to the Authority.		
1.11	Review the content, presentation and format of the Authority's website	31 03 09	Website reviewed and upgraded where necessary		
Training for Members, staff and volunteers					
1.12	Formulate and implement an equality and diversity training plan for Members, staff and volunteers. To include further coaching for people carrying out impact assessments.	In progress	Training and development needs met.		
1.13	All PDRs to include specific consideration of equalities.				
1.14	Formulate and implement an equalities induction training plan for new members	In progress	New members training needs met		
Reviews of this Scheme					
1.15	Review this Scheme	Every 3 years	Full review by March 2010		

No.	Action	By When	Success Criteria	Progress	Responsible
Cambridgeshire Constabulary					
1.16	Develop and implement Police Authority approvals, monitoring and evaluation mechanisms in respect of the Force's statutory equality responsibilities	31 Sept 2008			
1.17	All reports to include implications for equality and diversity	In place			
1.18	Review data and information reporting to ensure that members have the necessary information to make informed decisions/judgements on equalities and diversity issues.	In place			
1.19	Review procurement policies and procedures and reporting/monitoring to ensure that they reflect equality and diversity responsibilities	Compliant			

2. Race Action Plan

In addition to the actions in the generic action plan, the following are set out in respect to race.

No.	Action	By When	Success Criteria	Progress	Responsible
2.1	Take positive action to attract minority ethnic applicants for PA posts in order to improve minority ethnic makeup of the workforce.	Ongoing	Ethnic balance improved.		

No.	Action	By When	Success Criteria	Progress	Responsible
2.2	Improve engagement with minority ethnic groups.	Ongoing	Greater participation by people from these groups in Police/Police Authority consultation.		

3. Disability Action Plan

Many of the general and specific duties are similar to those in respect of race and gender, and therefore are covered by actions within the generic action plan. Actions in relation to the remaining general and specific duties that are not common to other strands of diversity are contained in this section. Underpinning all of the actions is the need to promote the social model of disability, both in the Authority's own activities and its scrutiny of the Force.

In addition to the actions in the generic action plan, the following are set out in respect to disability.

No.	Action	By When	Success Criteria	Progress	Responsible
3.1	Promote the social model of disability internally and during relevant interactions with the police, partners and the public.	Ongoing	Better engagement with people with disabilities overall; tangible benefits achieved.		
3.2	Encourage participation by people with disabilities in Police Authority activities	Ongoing	Balanced representation of people with disabilities in paid, appointed and volunteer roles within the Police Authority.		
3.3	Improve access to information and engagement opportunities for people with disabilities.	Ongoing	Requests for documents in suitable formats, requests for signers,		

No.	Action	By When	Success Criteria	Progress	Responsible
			travel assistance, etc for face-to-face consultation events.		
3.4	Review and where necessary make improvements to the physical access and meetings arrangements in respect of the Police Authority public meetings.	Actions Ongoing	Physical access is improved; people with disabilities can participate equally at meetings.		
3.5	Provide training for Members and staff about the Authority's responsibilities under the disability duties and identify what this means for the Authority.	Annually at PA Seminar	Members and staff aware of the Authority's responsibilities.		

4. Gender Action Plan

In addition to the actions in the generic action plan, the following are set out in respect to gender.

No.	Action	By When	Success Criteria	Progress	Responsible
4.1	Provide training for Members and staff about the Authority's responsibilities under the gender duties and identify what this means for the Authority.	Annually at PA Seminar	Members and staff aware of the Authority's responsibilities.		

5. Age Action Plan

In addition to the actions in the generic action plan, the following are set out in respect to age.

No.	Action	By When	Success Criteria	Progress	Responsible
5.1	Review recruitment processes to comply with age discrimination legislation.	Compliant	Recruitment processes do not discriminate.		
5.2	Provide training for Members and staff about the Authority's responsibilities under the age duties and identify what this means for the Authority.	Annually at PA Seminar	Members and staff aware of the Authority's responsibilities.		

6. Religion/Belief Action Plan

In addition to the actions in the generic action plan, the following are set out in respect to religion/belief.

No.	Action	By When	Success Criteria	Progress	Responsible
6.1	Improve collection of monitoring data for this strand of diversity.	June 2009	Monitoring data collected and published.		
6.2	Provide training for members and staff about the Authority's responsibilities what this means for the Authority.	Annually at PA Seminar	Members and staff aware of the Authority's responsibilities.		

7. Sexual Orientation Action Plan

In addition to the actions in the generic action plan, the following are set out in respect to sexual orientation.

No.	Action	By When	Success Criteria	Progress	Responsible
7.1	Improve engagement with the gay, bisexual and transgender community.	June 2010	Greater participation by people in Police Authority consultation.		
7.2	Improve collection of monitoring data for this strand of diversity.	June 2010	Monitoring data collected and published.		
7.3	Provide training for members and staff about the Authority's responsibilities and what this means for the Authority.	Annually at PA Seminar	Members and staff aware of the Authority's responsibilities.		