Equality Scheme 2008 – 2009

Incorporating:

Disability Equality Scheme *2006 – 2009*

Gender Equality Scheme: *2007 – 2010*

Race Equality Scheme *2008 – 2011*

And demonstrating how we promote equality for:

Age
Religion and Belief
Lesbian, Gay and Bisexual people

Part Three

Age

WORKSTREAM LEAD

- Julie Foster (Lead), Equality & Diversity Manager, based at Headquarters – 01707 354597
- Karen Morgan (Pensions and Pay)
- Gerri Giblin (Coordinator)

For the Police Service to:

No	Action Required	Owner
1	To ensure Hertfordshire Constabulary are compliant with the EU Employment Equality (Age) Regulations 2006: • Carry out regular quality assurance checks on retirement process for Officers and Staff • Monitor employment activity against age profiles • Regular policy review to ensure employment practices do not discriminate on the grounds of age • Work in partnership with Employers Forum on Age regarding consultation on Single Equality Bill and any future changes to legislation regarding age discrimination	Julie Foster HR Policy Owners
2	Carry out a review of flexible retirement opportunities for Officers and Staff	Karen Morgan Julie Foster
3	Monitor progress of National review of 30+ scheme	Karen Morgan
4	Review Equality Bill for changes related to goods and services and employment	Julie Foster

Disability

WORKSTREAM LEAD

» Superintendent Nathan Briant based at Headquarters – 01707 354238

Aim 1: For the Police Service to Improve Policy Development and Impact Assessment

No	Action Required	Owner
1.1	Improve disability monitoring framework and data for Constabulary employees, ensuring compliance with statutory requirements and appropriate publication.	Head of HR
1.2	Develop capability to monitor Constabulary HR data against disability – commencing with recruitment and employment.	Head of HR

Aim 2: For the Police Service to Improve access to Buildings and Services

No	Action Required	Owner
2.1	Arrange for a professional audit (as approved by disability groups) of disability access and egress to Constabulary facilities to be conducted, leading to an action plan for improvement.	Head of Estates and Facilities
2.2	To engage professional support in ensuring all new building projects meet disability access and egress requirements, taking into account appropriate consultation and engagement with relevant support groups and IAGs. Ensure that an Equality Impact Assessment is developed for all new builds.	Head of Estates and Facilities
2.3	To monitor and respond to complaints from disabled people or carers regarding service delivery or communication issues.	Head of Professional Standards

2.4	To monitor and respond to Health & Safety issues raised by members of the Disability community.	Head of Estates and Facilities (support by Jenny Morris to collate)
2.5	Ensure that training for Enquiry Officers has an input on Diversity issues to enhance our ability to provide an appropriate service to disabled people.	Head of HR
2.6	Develop use of improved phone facilities for out-of-hours use (similar to Motorway emergency roadside telephones) at police stations.	Head of Estates and Facilities
2.7	Develop current Victim Packs to ensure that these are available and can be supplied in other formats, as required by individuals.	Head of CS & CR (Clive Matthews)
2.8	To ensure the Constabulary Internet site meets accepted standards of accessibility for disabled people, and that other communications can be adapted according to need, where individually requested.	Head of Corporate Communications

Aim 3: For the Police Service to Improve Working for the Constabulary

No	Action Required	Owner
3.1	Develop and communicate vision and goals around Disability in the Constabulary.	Disability Workstream Lead
3.2	To develop a framework for monitoring and recording reasonable adjustments for Constabulary staff, including reference to, and use of the 'Access to Work' Scheme.	Head of Human Resources (Julie Foster/Claire Fordham)
3.3	To increase the number of applications received from disabled people for employment (including voluntary work) with the Constabulary year on year from 2007/08 levels.	Head of Human Resources
3.4	To implement detailed monitoring of management development activity to ensure that it is available to all including disabled people. To identify barriers and work on addressing these.	Head of Human Resources

3.5	Analyse the reasons for rejecting known disabled candidates for promotion, for evidence of any deliberate or unintended bias and take any required action to improve future practice.	Head of Human Resources
3.6	To assess the effectiveness of the Constabulary mentoring scheme in supporting disabled people applying for roles with and joining the Constabulary staff. Develop improvement as necessary and promote the scheme.	Head of Human Resources (enABLE to assist)

Aim 4: Positive Action for Disabled People

No	Action Required	Owner
4.1	To ensure the Constabulary maintains the recruiting processes needed to retain the Two Tick symbol: • Interview all disabled applicants who meet the minimum criteria for a job vacancy & consider them on their abilities • Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities • Make every effort when employees become disabled to make sure they stay in employment • Take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work • Each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans	Head of Human Resources
4.2	Incorporate messages from the Constabulary vision for Disability into training programmes as appropriate.	Head of Human Resources
4.3	To respond to feedback from staff via “Talking Point” and other internal surveys.	Force Managing Staff Board

		(Diversity Unit, workstream lead)
4.4	Review outputs from Force Survey to identify any Diversity related training needs.	Head of Human Resources

Aim 5: For the Police Service to Improve Consultation & Engagement

No	Action Required	Owner
5.1	Consolidate newly developing engagement with the deaf community via Constabulary link officers and others – to include effective communication channels for initial contact.	Head of Operational Support
5.2	Consolidate engagement with services that support people with a learning disability (including the younger age group, and the people themselves, via PIP pack work, and any other opportunities that arise.	Head of OIDD (Diversity Unit – Ian Tycer)
5.3	Consolidate engagement with services that support people who experience mental distress, and the individuals themselves via the adoption of opportunities created by the "Mindful Employer" Charter.	Head of HR (Julie Foster) Head of CMD (Jon Chapman)
5.4	Develop action and activity better to engage disabled communities and audiences (internal and external), to include the following: • Extending and widening the programme of visits by Disabled people to HQ Force Communications Room • Developing programme of PCSO involvement with publicity bus used to support physically disabled people • Helping and supporting Constabulary staff already involved in working with Disabled people and community groups – use Talking Point to invite internal contribution and suggestions • Seeking further volunteers among Constabulary staff to develop work with Disabled people and community groups	Workstream lead (Jenny Morris in support)

	• Develop programme of Focus Groups involving external stakeholders and involving Neighbourhood officers and PCSOs – to consider facilitation from "Minty & Friend" • Conduct two engagement events to consult and engage with disabled officers and staff on Constabulary employment policies and practices • Explore and develop the prospect of a Dyslexia working group being formed • Involving EnABLE in contributing to the assessment of needs in new builds	
5.5	Develop communication strategy to inform people with disabilities about services, service development, policies and disability access. To include use of the Constabulary internet site as a comprehensive and reliable source of information – and as an entry point for service users to provide feedback around barriers experienced or apparent.	Head of Corporate Communication

Aim 6: For the Police Service to Monitor Outcomes

No	Action Required	Owner
6.1	Annual Review of progress against the Confidence and Equality Strategy 2006-09.	Disability Workstream Lead
6.2	Annual Report to the Police Authority, Force Diversity Board, Local Diversity Boards and Area Commanders / Department Heads.	Disability Workstream Lead
6.3	Annual formal consultation process with ENABLE at their AGM.	Disability Workstream Lead
6.4	Ensure effective involvement of disabled people in the review and development of the Scheme.	Disability Workstream Lead
6.1	Annual Review of progress against the Confidence and Equality Strategy 2006-09.	Disability Workstream Lead
6.2	Annual Report to the Police Authority, Force Diversity Board, Local Diversity Boards and Area Commanders / Department Heads.	Disability Workstream Lead

Faith, Religion & Belief

WORKSTREAM LEADS

- Superintendent Simon Hawkins based at Headquarters – 01707 354783
- Chief Inspector John Dempsey-Brench based at Watford Police Station – 01923 472084

Aim 1: To Review and Develop the Constabulary Chaplaincy Service

No	Action Required	Owner
1.1	Promote and raise awareness of Chaplaincy Service within the Constabulary by communication strategy involving developing website to include reflecting the Chaplains by faith group as well as the local point of contact.	Chief Inspector John Dempsey-Brench Chief Inspector Simon Hawkins Sergeant Scott Ashdown
1.2	Recruit additional chaplains and increase denominations available for use by the Constabulary that reflect and represent the communities of Hertfordshire.	Chief Inspector John Dempsey-Brench Chief Inspector Simon Hawkins
1.3	Agree between all Constabulary Chaplains terms of reference and a corporate way of working.	Chief Inspector John Dempsey-Brench Chief Inspector Simon Hawkins Chief Inspector Melanie Burn

Aim 2: To Re-establish Faith Work Group and Develop Action Plan Tailored to Staff Needs

No	Action Required	Owner
2.1	Regular quarterly meetings to be set up between the Force leads, faith support group chairs or their representatives.	Chief Inspector Simon Hawkins
2.2	Clear communication path between Strand Leads, Diversity Unit and Constabulary Police Officers and Police staff including support group representatives for faith religious belief issues that are to be addressed.	Chief Inspector Melanie Burn Diversity Unit

Aim 3: To Monitor and Maintain the Use of Reflection Rooms

No	Action Required	Owner
3.1	Ensure that all new builds of Police stations consider and if possible allocate rooms to be used for reflection purposes including allowing members of staff facility to pray.	Chief Inspector Melanie Burn Chief Inspector Simon Hawkins
3.2	Monitor, manage the continued use and availability of the reflection rooms to help the shape of future rooms across the Constabulary and maximise room potential.	Chief Inspector Melanie Burn

Aim 4: Consider extending Street Pastors Scheme to other BCU areas (presently running in Eastern area)

No	Action Required	Owner
4.1	Identify location for Street Pastor Scheme to be implemented and evaluate initiative.	Chief Inspector John Dempsey-Brench

4.2	Promote the successful running of Scheme internally and externally to communities of Hertfordshire.	Chief Inspector John Dempsey-Bench

Aim 5: Consider 'Adopt a Cop' Scheme for Introduction to Other Faiths in Communities of Hertfordshire

No	Action Required	Owner
5.1	Feasibility Study to be carried out whether Adopt A Cop is a viable option for the Constabulary to introduce.	Chief Inspector John Dempsey-Brench

Aim 6: The Promotion and Awareness of Faith and Belief Needs of All Communities to Constabulary Staff for Effective Service Delivery

No	Action Required	Owner
6.1	Communication strategy fit for purpose.	Chief Inspector Melanie Burn
6.2	Ensure by scoping exercise training of staff is fit for purpose around faith and beliefs.	Chief Inspector Simon Hawkins
6.3	Promote and circulate appropriate material to assist in staff's development for example consider Diversity handbook.	Chief Inspector Simon Hawkins
6.4	Arrange external event to gauge views about the way forward and any ideas/best practice for greater engagement and partnership working. Identify external opportunities to widen partnership working with Faith Groups.	Chief Inspector John Dempsey-Brench

Gender

WORKSTREAM LEAD

» Chief Inspector Clare Smith based at Six Hills Way, Learning & Development – 01438 758634

Aim 1: For the Police Service to Demonstrate Consistently that it Values Women in Policing

No	Action Required	Owner
1.1	Host minimum two Positive Action Leadership Programmes (PALP)	ENGAGE
1.2	Host minimum of three workshops on each of the three areas and for Op Support/CMD to target under-represented groups with the aims of career development, support and to capture gender issues	ENGAGE
1.3	Support the National Senior Policewomen's Conference with 4 delegate places for sworn and non sworn staff	ENGAGE
1.4	To hold two half day Professional Development Days	ENGAGE
1.5	Develop a communication and marketing strategy that documents the GES vision for equality and highlights the role and achievements of women in the organisation	Corporate Communications/ Diversity Workstream Lead
1.6	Recruitment department proactively market opportunities for women in policing focusing on achievements of women	Recruitment
1.7	Conduct an equal pay audit.	Human Resources Organisation Development Manager
1.8	Monitor staff resignations, dismissals, redundancies, and retirement, joiners promotions, training requests disaggregated by gender and include in the employment monitoring data	Diversity Workstream Lead

1.9	Monitor and evaluate the use of the Keeping in touch scheme	Diversity Workstream Lead
1.10	Maintain dialogue with the Chief Officers to ensure they are informed on gender issues prevalent in the organisation	Diversity Workstream Lead

Aim 2: To Achieve a Gender Balance across the Rank and Role Structure and Specialisms

No	Action Required	Owner
2.1	Monitor female representation within specialist posts	Diversity Workstream Lead
2.2	Increase the numbers of female officers on the Firearms Unit	Firearms Inspector
2.3	Develop an understanding of why sections of CMD are underrepresented and take steps to reduce the under representation	Diversity Workstream Lead/HR BP
2.4	Develop an understanding of females reluctance to undertake PSU training and ensure steps are taken to redress any barriers	OPPO Inspector
2.5	Work with L & D in the implementation of my career website	ENGAGE/Diversity Workstream Lead
2.6	Create and maintain an informal development programmes that will assist in coaching, confidence building and preparation for interview processes.	ENGAGE/Diversity Workstream Lead

Aim 3: To have a Woman's Voice in Influential Policy Forums focusing on both Internal and External Service Delivery

No	Action Required	Owner
3.1	Undertake at least one formal external consultation process to outline gaps in current provision and identify the gender equality issues that need to be addressed	Diversity Workstream Lead

3.2	Undertake at least one formal internal consultation process to outline gaps in current provision and identify the gender equality issues that need to be addressed	Diversity Workstream Lead
3.3	Ensure lessons learnt from complaints where gender is a factor affecting service delivery are captures and effective action taken to address the issue	PSD Supt
3.4	Ensure the mechanism for consultation take into account the different needs within diverse communities, and the vulnerability and isolation of women and transgendered individuals	Diversity Workstream Lead
3.5	Review Transexualism & Gender reassignment policy	Diversity Work Stream lead
3.6	Take steps to ensure that services and support for victims of DV are accessible to all	PVP Supt
3.7	Explore the introduction of hygiene packs for women coming into Custody	ENGAGE
3.8	Guidance to be issued to staff around different forms of DV especially around forced marriage, honour based violence and female genital mutilation	Superintendent Jon Chapman, Crime Management
3.9	Establish working relationship with gender work stream lead and female network lead for preferred partner Bedfordshire	Diversity work stream Lead/Engage

Aim 4: To Develop an Understanding of the Competing Demands in Achieving a Work/life Balance and a Successful Career

No	Action Required	Owner
4.1	Monitor flexible working and its use across all ranks	Diversity Workstream Lead/ ENGAGE
4.2	Analyse information from the staff survey in respect of gender to assess any difference in the views and feelings of staff based on these factors, and determine whether action needs to be taken as a result	Diversity Workstream Lead/ ENGAGE

4.3	Encourage male participation in flexible/part time working	Diversity Workstream Lead/ HRBP Lead for FW
4.4	Conduct an analysis of Maternity/Career Break and Flexible working policies including the charting of selected officers and their experience of the process	Diversity Work stream Lead HRBP Lead for FW
4.5	Carry out Health & Safety Executive (HSE)stress audits in identified 'hot spots' and agree appropriate actions for the 2007/08 Attendance Management Action plan	OHU HRBP
4.6	Conduct research to assess whether there is a correlation between part time/ flexible working and career progression	Diversity Work stream Lead HRBP
4.7	Contact L&D to establish what information is provided to new managers on flexible/work life balance	Diversity Work stream Lead
4.8	Make effective use of alternative learning methods to reduce impact of attending training course on flexible and part time workers	L & D

Aim 5: To have a Working Environment and Equipment of the Right Quality and Standards to Enable Women to do their Jobs

No	Action Required	Owner
5.1	Ensure women are an integral part of Uniform and Equipment committee engaged in the design, testing and procurement of goods	ENGAGE
5.2	Ensure uniform and dress code recognises cultural norms.	ENGAGE
5.3	Continue to work with Estates & Facilities, Ops Support and Firearms Unit to ensure facilities meet the need of our female staff and that of our collaborative partners	ENGAGE Chair
5.4	Review the sanitary hygiene and vending services with Constabulary buildings	ENGAGE

Aim 6: To Develop the Understanding of the Impact of our Services on our External Communities

No	Action Required	Owner
6.1	To develop an external ENGAGE women's forum to provide a structured process by which the needs of women within communities are recognised and inform policy and decision making	Diversity Workstream Lead
6.2	Work with Victim Support to increase the number of male sexual assault trained volunteers	Supt PVP
6.3	Work with communities to improve confidence in reporting gender based crime in particular Prostitution, FGM, forced marriage, honour based violence	Supt PVP
6.4	Guidance to be issued to staff around different forms of DV especially around forced marriage, honour based violence and female genital mutilation	Supt PVP

Sexual Orientation

WORKSTREAM LEAD

» Chief Inspector Fiona Gaskell based at Stevenage Police Station – 01438 757168

Aim 1: (Internal) Offer to provide applicants and new members of staff with mentors from within the workforce, who will be able to provide support and advice if required

No	Action Required	Owner
1.1	To support the Force mentoring programme and to enable Keystone to have representatives on the mentor training programme	

Aim 2: (Internal) Commence sexual orientation monitoring, and endeavour to extend current equal opportunities arrangements.

No	Action Required	Owner
2.1	Introduce a sexual orientation option (LGBT/Prefer not to say) on the Equal Opportunities Monitoring forms for ***all*** applications	Human Resources

Aim 3: (Internal) To build confidence and increase awareness of Hertfordshire Constabulary's support for the gay community

No	Action Required	Owner
3.1	Compete in the Stonewall Top 100 Index	Nat Briant/Miriam Law/Debbie Hood

3.2	Training for Hate Crime and Domestic Violence officers in LGBT issues	
3.3	Introduction of Lesbian and Gay Liaison officers (LAGLOs)	
3.4	Ensure accurate data capture in relation to FAW misconduct which is based on Homophobia. This is to be fed to ACTs and Diversity Boards	Julie Foster, HR
3.5	Review the confidential reporting system to ensure it is fit for purpose	

Aim 4: (External) Endeavour to recruit staff from the LGBT community

No	Action Required	Owner
4.1	To include information regarding sexual orientation on the recruitment website	Claire Fordham, HR
4.2	Advertise within the gay media where appropriate	Claire Fordham, HR

Aim 5: (External) Raise the profile of Hertfordshire Constabulary to build confidence and to increase awareness of our support for the gay community

No	Action Required	Owner
5.1	Regular awareness publicity around service delivery into the gay media	
5.2	Explore Hertfordshire Constabulary having a presence on Gaydar.com	Miriam Law/Corporate Communications

Race

WORKSTREAM LEAD

» Inspector Ian Tycer based at Headquarters in the Force Diversity Unit – 01707 354509

Aim 1: To ensure that the Police Service delivers a lawfully proportionate service

No	Action Required	Owner
1.1	To meet PSA Delivery Agreement 24: Deliver a more effective, transparent and responsive Criminal Justice System for victims and the public : To ensure that the data is available from within Hertfordshire Constabulary	Hertfordshire Criminal Justice Board Race sub-group
1.2	To monitor policing activity by race on a monthly basis	Diversity Unit Analyst
1.3	To monitor and address disproportionality in STOPS activity	Force STOPS lead
1.4	Improve the IAG involvement in dip sampling of Street Intervention forms	Force STOPS lead
1.5	Improve the engagement with the Gypsy and Traveller Community through employment of a Gypsy and Traveller Liaison Officer	Race Workstream Lead

Aim 2: For the Police Service to be more reflective of the community it serves

No	Action Required	Owner
1.1	To meet government recruitment targets – through minority ethnic recruitment plan	Ethnic minority recruitment officer
1.2	Hertfordshire Black Police Association co-ordinator to assist in minority ethnic recruitment	HBPA

1.3	Advertise within minority ethnic publications where appropriate	Ethnic minority recruitment officer
1.4	To support the Force mentoring programme and to enable HBPA to have representatives on the mentoring programme	HBPA
1.5	Develop regular analysis of the employment monitoring duties. 7 monitoring points from selection to exit	HR
1.6	Ensure the employment monitoring duty access to training is met	HR
1.7	Monitor minority ethnic representation within specialist posts	HR

Aim 3: To build confidence and increase awareness of Hertfordshire Constabulary's support for minority ethnic communities

No	Action Required	Owner
1.1	Training for Hate Crime and Domestic Violence officers in minority ethnic issues.	Hate Crime Champion
1.2	Monitor emerging communities, extending monitoring to include nationality where appropriate	Emerging Communities Champion