

Not Protectively Marked

Dumfries and Galloway Constabulary



DUMFRIES AND GALLOWAY CONSTABULARY

SINGLE EQUALITY SCHEME

December 2009 – November 2012

Bu projedeki konuları başka bir formatta ya da anadilinizde istiyorsanız, aşağıdaki adresle bağlantı kurunuz.

यदि आपको किसी अन्य रूप या भाषा में इस योजना की गहरों की प्रतियों की आवश्यकता है, तो कृपया नीचे दिए गए पते पर सम्पर्क करें।

اگر آپ کو اس اسکیم کے نمونوں (شامل اسٹیٹ) کی تقیوں کی دیگر شکل، یا زبان میں چاہئیں، تو براہ کرم
میرا پتہ اوپر دیئے ہوئے پتے پر رابطہ کریں۔

如果您需要此項計劃內容的其它格式或語言的拷貝，請與上述地址聯繫。

إذا تطلبت نسخاً من المواد من البرنامج بصيغة، أو لغة أخرى،
يرجاء الإتصال بالعنوان المعطى أعلاه.

यदि इसी विषय सम्बन्धी में आवश्यकता है तो कृपया नीचे दिए गए पते पर सम्पर्क करें।
यदि आप किसी अन्य रूप या भाषा में इस योजना की गहरों की प्रतियों की आवश्यकता है, तो कृपया नीचे दिए गए पते पर सम्पर्क करें।

Если Вам нужны экземпляры позиций из данного плана в другом формате или на другом языке, пожалуйста, обратитесь по адресу, указанному выше.

اگر یہ کوئی ہائی از مواردی از این طرح در فرمتی دیگر و یا یہ زبان دیگر احتیاج دارید، لطفاً با
آدرس ذیلہ شدہ فوقی تماس حاصل فرمائیں۔

اگر آپ کو اس اسکیم کے نمونوں (شامل اسٹیٹ) کی تقیوں کی دیگر شکل، یا زبان میں چاہئیں، تو براہ کرم
میرا پتہ اوپر دیئے ہوئے پتے پر رابطہ کریں۔

Veuillez nous contacter à l'adresse mentionnée ci-dessus en cas de besoin d'exemplaires d'articles de cette liste sous un autre format ou dans une autre langue.



**Chief
Constable's
Foreword**

Dumfries and Galloway Constabulary is committed to delivering the highest standard of policing, reflecting our commitment to work with, respect and protect the community.

When carrying out our functions the way we treat people forms a central part of the way we do business by placing it at the heart of policy making, service delivery and employment practice. This common thread throughout all that we do will improve the service we deliver to the entire community.

The Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005, and Equality Act 2006 place a positive duty on us to:

- Eliminate unlawful discrimination and harassment in all its forms;
- Promote good relations between people of different backgrounds;
- Promote equality of opportunity;
- Provide equality of access to our services; and
- Provide fair and equitable treatment.

This Single Equality Scheme sets out how Dumfries and Galloway Constabulary plans to continue to meet and, wherever possible, exceed these requirements. We seek to be responsive to the needs of the community we serve throughout Dumfries and Galloway and this scheme is the result of a wide consultation process which involved the public and our own staff.

The diverse community that enriches Dumfries and Galloway is entitled to excellent services that are responsive to their needs. Discriminating unfairly against or disadvantaging individuals is morally and legally unacceptable.

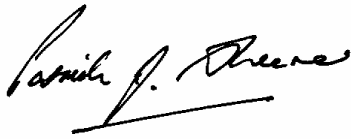
It is this spread of involvement that I feel demonstrates the force's very real desire to ensure that it is policing the needs of all the people of Dumfries and

Not Protectively Marked

Galloway and that they have a clear voice in deliberating and determining future policing priorities.

Dumfries and Galloway Constabulary is committed to identifying and addressing barriers that create disadvantage for people. This Single Equality Scheme sets out how we will achieve this.

Over the next three years we will look at all our activities and services to identify any areas where we are not providing real equality of opportunity to all sections of our community. We will then take action to change the way we deliver those services.

A handwritten signature in black ink, appearing to read "Pauline J. Stevens". The signature is written in a cursive style with a long horizontal stroke at the end.

Chief Constable

CONTENTS

	Page Number
1. Aim of the Force Diversity Strategy	5
2. Introduction	7
3. Promoting & Supporting Diversity In Dumfries And Galloway	11
4. Equality Duties – The General and Specific Duties	16
5. Impact Assessments	17
6. Reporting on the SES/access issues	21
7. How We Will Train Staff To Carry Out The Duties Under The Equality Schemes	25
8. Employment	28
9. How To Complain	34
10. Acknowledgements, Feedback and Contact Details	36
Appendix A Action Plan	37
Appendix B Dumfries and Galloway Diversity Working Group Membership	59
Appendix C Key Documents	60
Appendix D Census Categories	61
Appendix E Specific Duties	62
Appendix F Equality Impact Assessment Guidance Document	64
Appendix G ACPOS Equality and Diversity Monitoring Categories	76
Appendix H Employment Monitoring stats including: Number of applications for employment received; and Number of staff appointed.	77

1. AIM OF THE FORCE SINGLE EQUALITY SCHEME

In line with the Association of Chief Police Officers in Scotland (ACPOS) Equality and Diversity Strategy, the aim of Dumfries and Galloway Constabulary is to provide a quality service that is fair, accessible and meets the needs of all.

It is intended to achieve this by:

- ensuring our functions, policies and procedures are inclusive and non-discriminatory;
- providing equal opportunities in employment and development so that our workforce reflects the diverse communities we serve; and
- working in partnership with individuals, groups and agencies to ensure that we remain responsive to the changing needs of society.

We aim to achieve this long-term aim by continuing to build on the progress made following the implementation of the previous Race Equality Schemes, the Disability Equality Scheme and the Gender Equality Scheme. We will do this by extending this Scheme to cover all strands of diversity recognised by the Equality and Human Rights Commission ie age, disability, gender, race, religion and belief, sexual orientation and transgender status. Although there are not statutory equality duties covering age, religion and belief and sexual orientation we will work to the spirit of the equality duties for these strands.

This ongoing commitment will be demonstrated by delivering on the many activities in the action plan (Appendix A) which underpins this Single Equality Scheme (SES).

2. INTRODUCTION

Background

This Single Equality Scheme (SES) will cover the period 2009 – 2012 and is part of our commitment to continuous improvement in the way we deliver services to all.

Our Commitment

We are committed to:

- Combating unlawful discrimination and harassment in all its forms;
- Promoting good relations between people of different backgrounds;
- Promoting equality of opportunity;
- Providing equality of access to our services; and
- Providing fair and equitable treatment.

We are committed to applying the principles of the Disability, Gender and Race Equality Duties which are already placed on the force and aim to extend these principles across all strands of diversity ie:

- Age;
- Disability;
- Gender;
- Race (including minority ethnic communities, asylum seekers and gypsy travellers);
- Religion and belief;
- Sexual orientation; and
- Transgender status.

This is in addition to the discrimination legislation which already exists for these strands.

This means that we will aim not to discriminate against people either directly or indirectly, on the grounds of age, colour, disability, ethnic or national origins, gender, transgender status, marital or civil partnership status, nationality, race, religion or belief or sexual orientation.

In addition to eliminating discrimination the force is committed to ensuring every individual has equal access to our services regardless of ability. When carrying out our functions we will make diversity a central part of the way we do business by placing it at the heart of policy making, service delivery and employment

Not Protectively Marked

practice. This will be the common thread throughout all that we do to improve the service we deliver to the entire community.

Involving People in the development of the SES

It is key to the success of this work that we consult and involve people from all strands of diversity in the development of this SES.

Dumfries and Galloway Constabulary firstly contacted the Disability Access Panel (DAP) which represents over 20 disability organisations and other individual disabled people and organisations who had helped with the development of the 2006 Disability Equality Scheme. We wanted to establish what kind of involvement and consultation they would want with the development of the SES.

The Force also actively works alongside the DAP and attends three meetings per year to provide progress reports on the work on the Disability Equality Duty.

The Force is also a member of the Community Planning Dumfries and Galloway Diversity Working Group (Appendix B) which is made up of both statutory bodies and voluntary groups covering all strands of diversity. At meetings the force proposed a template for the SES action plan and sought advice on how these groups would be consulted and involved in the development of the scheme. All groups supported that the current format for the force equality schemes be used for the SES.

It was also agreed that in addition to the ongoing feedback and consultation with the Diversity Working Group and the DAP the force would consult on the priorities through public consultation events which were held during Dumfries and Galloway Diversity Week in September 2009. These involved people from all diversity community groups and were held in Stranraer and Dumfries.

A combined total of 71 people attended the consultation events held in Stranraer and Dumfries. Feedback received included:

- The presence of police officers can help to promote a positive reassuring message;
- Police officers seen speaking with children in the community can help to break down barriers;
- The 0845 non emergency telephone number is a difficult number for members of the public to remember. This is also seen as a non-local telephone number;
- Police should raise their awareness of disability issues by involving disabled people in the training of staff;

Not Protectively Marked

- Consideration should be given to promoting community safety work through local media and leaflets distributed by local voluntary groups; and
- The way in which Lesbian, Gay, Bisexual and Transgender (LGBT) issues are dealt with at a strategic level is good however there are issues at operational/service provision level.

These issues have been taken into consideration in developing the action plan and in undertaking impact assessments.

This information helped to develop and prioritise actions in the Action Plan.

The draft SES and its Action Plan (Appendix A) were then drafted and circulated to all interested parties to provide feedback. This included specifically providing comment on the content and prioritisation of actions.

The SES and action plan were promoted on the Intranet with all staff being encouraged to provide feedback. In addition, specific members of staff who had been involved in the development of the previous Disability and Race Equality Schemes and other diversity work (eg gay staff) were also approached for their views. The force also consulted with Unison, Unite, the Scottish Police Federation and other staff associations including the Gay Police Association, the National Trans Police Association and SEMPERscotland (which represents Black and Minority Ethnic Staff).

Force Strategic Priorities and consultation

In addition to consulting and involving people in the development and review of the forces' Equality Duties the force also consults with the public and its service users when developing its strategic priorities.

To assist in this process the force consults with over 450 members of the public through a scheme called Community Voice.

Other information

In addition to consulting with individuals and representatives from our communities in developing this scheme we have also taken account of a wide range of research and publications in shaping both this scheme and the details of the action plan. Key documents which we considered are listed in Appendix C.

Key Developments

The force has produced a report on progress on the former Disability and Race Equality Schemes since 2008 and since June 2009 for Gender. There will now be an annual report each December to report progress on this SES.

Dumfries and Galloway Constabulary Single Equality Scheme

www.dumfriesandgalloway.police.uk

Not Protectively Marked

Not Protectively Marked

This section gives some of the key actions which have been implemented both nationally and locally in the last 12 months.

Nationally:

- A template has been used nationally for the recording of all human resource equal opportunities monitoring across age, gender, ethnic origin and disability.
- ACPOS launched its Equality and Diversity Strategy and Action plans.

Locally:

- Continued to train staff to undertake Diversity Impact Assessments and completed over 77 Impact Assessments and published the results. A number of impact assessments are ongoing;
- Host monthly surgeries at the Dumfries and Galloway Multicultural Association (DGMA);
- Consulted widely with the members of the diversity communities regarding Impact Assessments, this Single Equality Scheme and action plan.
- Revise the Dignity and Respect at Work policy which covers all strands of diversity including race and religion and belief to include a section on protecting the confidentiality of gay staff.
- The Assistant Diversity Officer played a key role in the success of Diversity Week through the Diversity Working Group;
- Reviewed, revised and re-launched the Racist Incident monitoring form;
- Set up third-party reporting arrangements through LGBT Youth Scotland for the reporting of homophobic and transphobic incidents;
- Updated the Diversity Awareness Information Booklet in conjunction with our community groups; and
- Developed staff through their attendance at Continuous Professional Development Programme events including Dyslexia Awareness and promoting a Gay Friendly workplace.

Implementation Plan

The Single Equality Scheme action plan at Appendix A will enable us to meet the duties through delivering measurable outcomes which will be demonstrated through the SES Annual Progress Report. This will be achieved by making best use of the structures outlined in Section 3.

Review of the Single Equality Scheme

The force will review its approach to this scheme in 2011 as the guidance on the new equality duties under the Equality Bill becomes available.

3. PROMOTING & SUPPORTING DIVERSITY IN DUMFRIES AND GALLOWAY

Dumfries and Galloway Constabulary is committed to providing a service to all members of the community that is professional, treats people with dignity and respect, is non discriminatory and creates a working environment free from any form of discrimination, harassment or bullying. We also seek to develop a workforce which reflects the diversity of the community we serve.

Our Community

Dumfries and Galloway has a diverse population. The 2001 Census shows that the resident population of Dumfries and Galloway is 147,765 of which 48.25% is male and 51.75% is female. This is in line with the national average for Scotland being 48.05% male and 51.05% female.

The population is made up of people from all of the 14 census ethnic group categories (see Appendix D). The 2001 Census shows that of the regions resident population approx 1000 people (0.65%) belong to our minority ethnic communities.

The largest minority ethnic community is the Chinese Community (approximately 251) followed by both the Indian and Pakistani communities which both have approximately 120 people. We also know through our work with the local minority ethnic communities, the Dumfries and Galloway Multicultural Association that there are approx 50 Turkish people and a small Thai community who do not appear under a distinct category in the Census. In addition, there are Eastern European people who have moved to the area to take up employment.

In addition the area has an ageing population with 25% of the population being aged 60 and over (5% higher than the Scottish average). This pattern is not mirrored in our minority ethnic communities where only 8% are aged 60 or over.

In developing our policies to meet the needs of older people we have used the Scottish Government category of those aged 50 or over. In Dumfries and Galloway this covers 40% of the white population and 18% of the minority ethnic communities.

The force has a number of corporate structures in place to ensure a coordinated and consistent approach to meeting the General Equality Duties for Disability, Gender and Race. This structure ensures that diversity issues are kept as a priority.

WITHIN DUMFRIES AND GALLOWAY CONSTABULARY

The Chief Constable

Under the terms of the Race Relations (Amendment) Act 2000, the Disability Equality Act 2005 and the Equality Act 2006 the Chief Constable has specific responsibility for the actions of Dumfries and Galloway Constabulary.

As Individuals

Everyone who works for Dumfries and Galloway Constabulary has a responsibility to demonstrate that the principles of the Single Equality Scheme (SES) are being applied throughout the service, to our customers, colleagues and through partnerships. In addition to the requirements of the SES, we must be professional in the way that we respond to and communicate with every member of our community.

Dumfries and Galloway Constabulary will provide continued commitment to this SES to ensure that its ethos is mainstreamed into all functions and aspects of our service delivery.

Diversity Strategy Group

The SES will be monitored by the Diversity Strategy Group chaired by the Superintendent who is the force lead on diversity. This group, made up of Lead Officers for all the Diversity strands, manages the implementation of the SES and action plan.

This group meets quarterly and formally reports on progress and key priorities to the force Executive and Police Authority twice a year.

Resource and Business Continuity Meetings

To support the Human Resources Strategy, a Resource and Business Continuity Meeting takes place each week. This meeting is chaired by the Chief Superintendent and consists of Heads of Service from Headquarters Departments and Operational Divisions.

The meeting addresses matters relating to staffing, training and general resourcing. All decisions made at the meeting are recorded along with the progress being made with ongoing work until it has been completed.

Diversity Unit

This is staffed by the force's Diversity Officer and Assistant Diversity Officer who are responsible for developing the force's response to a wide range of diversity issues for both service delivery and for our own staff.

The Diversity Unit develops and reviews our Single Equality Scheme.

The Diversity Unit plays a key role in networking with groups from all strands of diversity including Dumfries and Galloway Multicultural Association, Dumfries and Galloway Coalition of Disabled People, the local Interfaith group and other public sector bodies.

24 hour access to Interpretation Services

The interpretation services are 24-hour, seven days a week service available by phone to the force. This provides access to over 100 community languages to improve communication with people who are not fluent in English. In the last 2 years this has been used over 600 times requiring interpreting in 37 different languages.

The force also has 24-hour, seven days a week access to suppliers of face to face interpreters and to sign language interpreters.

WITH OUR PARTNERS

The Dumfries and Galloway Diversity Working Group is one of the many partnerships working under the Community Planning umbrella in Dumfries and Galloway and reports to the Joint Management Team. Its' work also feeds into the [Single Outcome Agreement](#).

The Diversity Working Group is made up of public partners, both statutory and voluntary and is representative of all strands of diversity.

The representatives from the voluntary organisations within the group provide a valuable contribution towards policy development and implementation and how authorities integrate equality into their services and employment practices.

In addition, there are a number of local groups such as the Disability Access Panel and the LGBT Advisory Forum where the force report on progress and undertake joint working on initiatives eg third party reporting of homophobic incidents.

Criminal Justice Diversity Forum

This group is chaired by the Area Procurator Fiscal to review all diversity issues across the whole of the criminal justice system in Dumfries and Galloway. This includes representatives from the Scottish Courts Service, Victim Information and Advice Service, Procurator Fiscals' Office, Scottish Prison Service and the force.

Community Voice

Community Voice is a network of around 450 local people who assist the police by commenting on policing plans and the way our service is delivered to the public across the region.

To ensure that the network reflects the demographics of Dumfries and Galloway it is monitored in relation to ethnicity, gender and age. Currently 1.3% of those who have volunteered to be part of the Community Voice are from minority ethnic communities which exceeds the census benchmark of 0.65%.

Role of the Police Authority

One of the Police Authority's key responsibilities is to monitor on behalf of the local community how well our services are being delivered and to hold the Chief Constable to account. Responsibility for delivering policing services rests with the Chief Constable who has "Operational Independence".

The Police Authority has a key role in ensuring that Dumfries and Galloway Constabulary fulfils its obligations under the various equality duties. Details of how they will monitor the force are covered in Section 6.

Role of the Equality and Human Rights Commission (EHRC)

The Equality and Human Rights Commission has responsibility for the seven strands of diversity as well as human rights.

The Equality and Human Rights Commission in Scotland will:

- give practical advice and guidance;
- monitor and spread good practice.

If Dumfries and Galloway Constabulary or any other public authority does not meet the various Equality Duties, the High Court or Court of Session in Scotland can challenge its actions or omissions for judicial review. A request for a judicial review can be made by a person, or group of people, with an interest in the matter or by the Equality and Human Rights Commission in Scotland.

Role of Her Majesty's Inspectorate of Constabulary for Scotland (HMICS)

HMICS is responsible for inspecting the eight Scottish police forces and operates independently of the police forces and exists to monitor and improve the police services in Scotland. HMICS does this by:

- Inspecting and advising police forces and the services provided by the Scottish Police Services Authority
- Carrying out 'Thematic' Inspections
- Providing advice to Scottish Ministers

HMICS can enquire into any matter concerning the operation of a police force. The main aims are to improve the quality and standard of the service provided by the police, and to ensure that the public get the best value possible.

Equality Duties

HMICS have a role to specifically identify that all forces fulfil their Equality Duties. To do this HMICS use a published framework, from the former Commission for Racial Equality, based on the general and specific duties. This means that inspections of the race equality duties on forces are part of the full range of mainstream inspection work.

Copies of inspection reports are sent to Scottish Ministers, Police Authorities, Local Authorities and the media. These and other HMICS publications are available for reference on the internet at <http://www.scotland.gov.uk/Topics/Justice/Police/15403/3435>

4. THE GENERAL AND SPECIFIC DUTIES

The Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005 and Equality Act 2006 places general and specific duties on listed public authorities, including the police, to promote race, disability and gender equality.

The General Duty

The general duty under each piece of legislation requires Dumfries and Galloway Constabulary in all its functions to have due regard to:

Race General Duty

- eliminate unlawful racial discrimination and harassment;
- promote equality of opportunity; and
- promote good relations between people of different racial backgrounds

Disability General Duty

- promote equality of opportunity between disabled people and other people;
- eliminate discrimination that is unlawful under the Disability Discrimination Act;
- eliminate harassment of disabled people that is related to their disability;
- promote positive attitudes towards disabled people;
- encourage participation by disabled people in public life; and
- take steps to meet disabled peoples needs, even if this requires more favourable treatment.

Gender General Duty

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

The general duty aims to make race, disability and gender equality a fundamental part of the way we work by placing it at the centre of policy making, service delivery, regulation, enforcement and employment practice.

To assist in meeting the general duty authorities must follow a set of specific duties. For ease of understanding the “general duty” should be seen as an overarching aim and the “specific duties” (Appendix E) as the objectives or the steps that we must take in order to achieve that aim.

5. IMPACT ASSESSMENTS

Why conduct an Impact Assessment?

Dumfries and Galloway Constabulary's policies and functions will be monitored and assessed for the potential of an adverse impact or effect on the grounds of colour, race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability equality, age, sexual orientation, religion or belief. These are referred to as diversity areas in this section.

Definition

The term 'functions' refers to the force's powers, duties and responsibilities.

What is an Impact Assessment?

This is a way of assessing and consulting on the effects that a policy, or function, is likely to have on a minority group or an individual from a minority group. An Impact Assessment (IA) will be conducted when a policy is initially written or is being reviewed.

Because of the effective structures which exist on working across organisations and partners on diversity issues as outlined in Section 3 it has been agreed, in collaboration with local community groups, that we will not consult with them on those policies and functions which are assessed as Low Impact as this would not be proportionate. This makes best use of their limited time and resources and prevents consultation fatigue. It also enables all parties to focus on those which will have the biggest impact on groups and individuals.

The force has an Impact Assessment Guidance Document and Toolkit (<http://www.dg.police.uk/advice/diversity/impactAssessment.htm>) which provides detailed information on our process. The guidance document is produced at Appendix F.

Impact assessments form part of the Information Governance process for writing or reviewing policies and covers all of the diversity areas. Policies are formally reviewed annually and will include undertaking an updated impact assessment.

Not Protectively Marked

By undertaking impact assessments this has enabled us to improve the quality of our policies and functions. The development of our Substance Misuse Testing Policy in relation to recruitment was influenced by research data and feedback from community groups who were able to provide advice in respect of the method of testing and marketing of the process.

Changes to the vetting section of the force police staff application form were made as a result of feedback from Lesbian, Gay, Bisexual and Transgender Group representatives. In doing so the force provided a better explanation of why potentially sensitive data is required and how the confidentiality and protection of individuals will be maintained. This feedback was then fed into a national group undertaking a review of the National Police Officer Application Form.

There are also times when policies will need to be reviewed outside of this rolling programme because of changes in legislation, national procedures or feedback from the community. The force recently reviewed the Notice of Intended Prosecution form as a result of feedback from a disabled member of the public. The form was revised by working with the Disability Access Panel and the standards used for formatting this form, eg box sizes, is now applied to other force documents.

The Diversity Unit also has a key role in sharing feedback, statistics and other relevant information across the Impact Assessors thus making best use of the community and individual's time when being consulted.

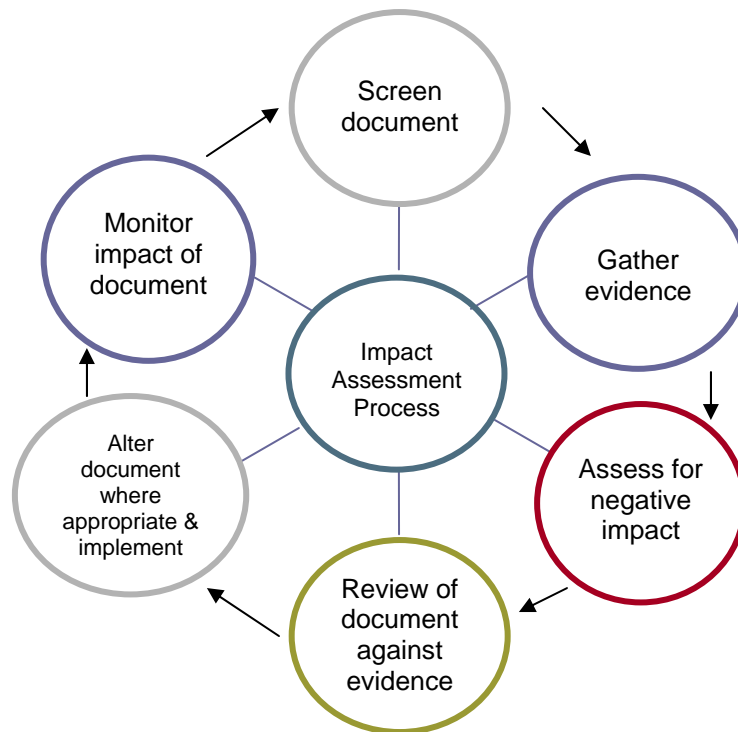
Monitoring policies and functions

Once a policy and function has been assessed it is monitored to ensure that it is not having an adverse impact on minority groups. If during the monitoring of a policy or function it is found that there is a detrimental effect on any group as a result of it being implemented the policy and function will be re-assessed and consideration given to it being amended.

The monitoring of information also forms part of the impact assessment when policies are being reviewed.

This means that the force has in place a continuous cycle of policy review and impact assessment.

Not Protectively Marked



Key areas which are monitored

- Racist Incidents and Crimes
- Stop and Search
- Homophobic Incidents and Crimes

These areas are monitored on an ongoing basis. The force works with local groups such as the Dumfries and Galloway Multicultural Association and the Diversity Working Group to feedback on these areas and work collectively to implement any actions.

Section 8 on Employment will provide details of monitoring for recruitment and our own staff.

Publishing results of an Impact Assessment

Dumfries and Galloway Constabulary's policies are published on the force website in the Freedom of Information Act section.

The Summary Reports and the full Impact Assessment Guidance Document and Toolkit are published under the force's Freedom of Information Publication Scheme on the force's website, www.dg.police.uk.

Not Protectively Marked

A copy of the Summary Report of a completed impact assessment will also be circulated to the consultees involved in the IA by the Diversity Unit.

Because some areas of policies are more sensitive the impact assessment results will be covered by confidentiality legislation. Where it is necessary to withhold a particular piece of information this will be done in line with relevant legislation and guidance.

Procurement

In line with EU Directives on Procurement, from the European Courts of Justice and National Courts, the force acts in a transparent and proportional manner ensuring equal treatment and non-discrimination.

The force Procurement Department assesses their decision processes, and the implications of both new and retrospective purchases, to ensure equality is promoted.

To date there have been no equality issues faced by the force in their contractual relationships. There is the continuing need to be mindful of the legal obligation of equality in procurement and this is built into the procurement cycle.

The force is committed to applying the principles of national guidelines to the way we carry out procurement by reviewing standard contract conditions to ensure they comply with all relevant equality legislation.

6. REPORTING ON THE SINGLE EQUALITY SCHEME

Improving access to information and services is a key part of eliminating discrimination and promoting equality of opportunity to all our services.

Through our research for our gender, disability and race equality schemes we confirmed that our information and services are already easily accessible to the vast majority of the people of Dumfries and Galloway. We recognise, however, that not tailoring what we communicate and the way in which we communicate can lead to people being unfairly excluded from receiving our services.

Ensuring our communities have access to all our services is a commitment already entered into by Dumfries and Galloway Constabulary. We will continue to ensure public access to information and services and are proud, whilst recognising that improvements can be achieved, of the service already provided.

We will publish our Single Equality Scheme (SES), the results of the assessments of our services, our consultation with key stakeholders, our action plans and targets and the results of our monitoring work as regularly and widely as possible.

Keeping the community informed:

- The SES itself will be available from the public areas of all police stations throughout Dumfries and Galloway;
- The results of assessments, consultation and Impact Assessment monitoring reports will be published on the force website;
- The Diversity Report which is submitted twice annually to the Police Authority and made available for public information, will include a section on progress on the SES;
- The force will also produce an annual report on progress against the SES action plan. This will be published on the force website and Intranet and will be discussed with the Disability Access Panel and the Diversity Working group; and
- The Single Equality Scheme will be mainly accessed from the force website.

The Diversity Unit will provide the diversity and community groups with whom we work in partnership with a copy of the Single Equality Scheme. It will also be available in locations where harder to reach groups will have access to it, for example, at the information points at the two Gypsy Traveller sites at Glenluce and Collin.

Not Protectively Marked

Force Website

The website conforms to level Double-A of the World Wide Web Consortium (WC3) Web Content Accessibility standards. This has additional enhancements which are offered through keyboard access commands for people with hand/motor impairments and learning difficulties.

This supplements more established means of providing information such as:

- Printed publications;
- Community groups and meetings; and
- Media broadcasts.

The Dumfries and Galloway Constabulary website www.dg.police.uk provides access to information and services. People visiting this site can access information on a wide range of topics including:

- Force plans, reports and statistics;
- Employment and job vacancies;
- Information available under the Freedom of Information Act;
- Policing in their local area; and
- Local campaigns and initiatives.

The scheme will be published on the force website in both standard and large print versions.

Apart from each annual review of our SES being published in hard copy the force website will be the main medium for access to current information about how the force is implementing the scheme.

We recognise that many people may not have access to the Internet or use it regularly, so hard copies of information will be available from Police Headquarters in the form of printouts from the website.

Links will be put in place from the Dumfries and Galloway DGCommunity.net website to the most current SES and any progress reports.

Force policies are available under the Freedom of Information Act and the force's Publication Scheme.

The results of impact assessments on force policies are published on the force website or can be obtained, upon request, from the Diversity Officer. The contact details for the Diversity Officer can be found at the end of this document.

Not Protectively Marked

Because of the nature of some of the more sensitive areas of policing the impact assessment results for such areas will be subjected to confidentiality legislation where the law allows us to withhold a particular piece of information by not making it available to the public.

It is our employees who will make this scheme work by making the changes necessary to fulfil our duties under the Acts. The scheme and the results of impact assessments will be published on the Dumfries and Galloway Constabulary Intranet site, which is for staff only.

Other Access to our services and information

Telephone: The force now uses a single telephone number, 0845 600 5701 for all non-emergency calls.

Textphone: Our textphone is in the force Communications Centre in Dumfries. There is one textphone number for the force – 01387 250701. A textphone is used to make telephone calls and can be used instead of a voice telephone if people are Deaf or have a hearing or speech impairment.

The textphone number is publicised in all police stations, on our website and posters have been sent to all diversity groups across the force area.

Police stations: All of the 18 police stations across the force area and Headquarters in Dumfries have an enquiry desk which is open to the public. Stations at Dumfries and Stranraer are open 24 hours a day to public callers. Enquiries can also be made to individual stations by email. Addresses are available from the force website www.dg.police.uk.

The stations have a range of information and leaflets available to the public. Some force and Scottish Government leaflets on display are in the community languages.

All stations have induction loops to assist people with hearing impairments. Each station has a sign indicating the presence of the induction loop.

Posters advertising the services of British Sign Language (BSL) and community language interpreters are displayed in reception and custody areas at Police Stations.

Translation and Interpretation

The force can access the 24-hours a day, seven days a week translation and interpretation services and can access a British Sign Language (BSL) interpreter.

The force has also worked with other multi agency partners and the DGMA to agree a set of standard translated phrases in the locally identified community languages ie Arabic, Bengali, Chinese, Polish, Thai, Turkish and Urdu.

In working to the principles of Best Value, the force will offer the option to request information in community languages and different formats, including large print and Braille, relevant information and summaries of our Single Equality Scheme and our other larger publications. This approach meets the needs of the community rather than producing costly translated documents which are not required.

In 2008 ACPOS developed a joint protocol with all Criminal Justice agencies to ensure minimum standards for translation and interpretation services. This will ensure a quality approach across the whole of the Criminal Justice system.

7. HOW WE WILL TRAIN STAFF TO CARRY OUT THE DUTIES UNDER THE EQUALITY SCHEMES

The overall aim of the Dumfries and Galloway Constabulary training strategy is to make diversity awareness central to the way that we do our business.

Diversity Training

Dumfries and Galloway Constabulary have been delivering a 3 day Diversity Awareness Course since February 2002. This is an ongoing programme of training and is updated to take account of the changes in legislation and case law. The force has trained 99% of the current staff. All new members of police staff are trained in force and new police officers are trained as part of their probationer training at the Scottish Police College.

The training covers race, gender, lesbian, gay, bisexual and transgender issues and disability. It also covers the General and Specific Equality duties for disability, gender and race.

The in-force training courses all have a valuable input from members of our minority ethnic communities who attend a session as a guest speaker where they discuss issues with the course participants.

There is ongoing evaluation of the course to ensure that it continues to meet the needs of all staff in force.

Strategic Management

All senior managers in force have received Strategic Diversity Training. Newly appointed chief inspectors and police staff equivalents will continue to receive this training through the Scottish Police College.

Probationer Training

Probationers who are going to receive their training at the Scottish Police College have a two hour briefing with the Diversity Unit. This puts into context the demographics of the area and they are given information on the ethnic origin, age and religious make up of our communities. They are also given information about the types of issues or difficulties the communities have in accessing services in Dumfries and Galloway and the implications for the force as a service provider.

Diversity Trainers

All of the force diversity trainers have been formally trained and are actively encouraged to maintain and develop their skills and knowledge supported, where appropriate, by the Diversity Officer.

Diversity Impact Assessment Training

All staff undertaking Diversity Impact Assessments attend a one day training course where they undertake an impact assessment on an existing force policy. This event includes providing an update on legislation and working through some scenarios across all strands of diversity.

Tutor Constable Course

The tutor constable's course has areas of diversity imbedded in all sessions but specifically when looking at assessment of qualities by tutors and the completion of performance appraisal reports.

Wider diversity training

A number of staff have also received specific types of diversity training at either locally arranged events, eg Deaf Awareness Training run in partnership with Dumfries and Galloway College, and a range of events through the Scottish Police College Continuous Professional Development Programme, eg Dyslexia, Gay Friendly Workplace and an Employment Law Update.

Diversity Intranet Site

The Diversity Intranet page has been expanded to provide a range of information easily accessible to all staff. This includes, for example:

- Diversity Awareness Information Booklet;
- minutes from all national Association of Chief Police Officers in Scotland Equality and Diversity meetings;
- minutes from relevant Dumfries and Galloway group meetings eg Dumfries and Galloway Diversity Working Group;
- appropriate research papers;
- contact details for a range of police and non-police related organisations; and
- other relevant publications.

Diversity Awareness Information Booklet

In addition, to the formal training we have a Diversity Awareness Information Booklet which includes information on our local minority ethnic and religious and faith communities. This is a 'living' document which is formally reviewed each year in consultation with our partners and our communities. This document is then shared with our multi agency partners and the diverse community groups. By taking this approach our communities are only being asked to approve one document rather than a number from different organisations seeking the same information.

Single Equality Scheme

Access to this SES and its annual progress reports will be available to all staff through the Force Intranet. Hard copies will also be available at all police stations across the force. The scheme and its annual progress reports will be publicised to all staff.

Training and our partners

Our diversity trainers occasionally deliver diversity training for our partner organisations in Dumfries and Galloway. It is important that the commitment to diversity is shared and good practices are promoted. For example, the Diversity Officer provides diversity training for the Independent Custody Visitors.

We believe that all our communities will benefit through our involvement in partnership working and awareness raising of equality and diversity issues.

8. EMPLOYMENT

The Dumfries and Galloway Constabulary Equal Opportunities Policy states:

“Dumfries and Galloway Constabulary aims to ensure that no member of staff or job applicant is discriminated against either directly or indirectly on the grounds of gender, transgender status, marital or civil partnership status, colour, race, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief.”

Monitoring

Employment monitoring is a key part in ensuring that our employment practices are non discriminatory and that they are promoting the various equality duties and wider diversity legislation.

The Diversity Officer has responsibility for:

- all monitoring of the requirements of the specific duties in employment;
- reporting to the senior management and the Diversity Strategy Group; and
- Working in partnership with Human Resources and Diversity Services and the Learning and Development Department to develop action plans where necessary.

Since 2009 the force has been able to monitor staff across all strands of diversity through our Human Resource (HR) system called SCoPE. Staff have completed a survey where they have self classified themselves on each of the strands. However, reports are restricted on some areas due to the small number of staff who are in specific ranks or grades which means that individuals could be identified and, for example, their religion disclosed.

Each year the force completes an extensive employment monitoring report which is nationally agreed across ACPOS. A list of the areas which are monitored across the various strands of diversity is given at Appendix G. In addition to statistics the report also includes comments on progress and specific actions. The report is then collated nationally to provide a national perspective.

Due to the level of detail much of this data is highly sensitive and therefore the report is restricted and only key results are fed annually to the force Policy Group, Diversity Strategy Group and to the Resource and Business Continuity (RaBC) meetings when appropriate. However, the force does publish a range of other employment monitoring data on the HMICS website

<http://www.scotland.gov.uk/Topics/Justice/public-safety/Police/local/15403/Statistical> and on the force website in the Statistics and Annual Performance Report <http://www.dg.police.uk/aboutUs/ourDocs/stats.htm>.

Dumfries and Galloway Constabulary Single Equality Scheme

28

www.dumfriesandgalloway.police.uk

Not Protectively Marked

Key statistics from the annual Employment Monitoring report covering the Race, Disability and Gender Equality Duties are given at Appendix H.

Confidentiality and Data Protection

The requirements of the Data Protection Act are taken into account when publishing employment data and it is important to recognise that the force is obliged to protect staff confidentiality, particularly in relation to grievance and disciplinary procedures. As the number of minority ethnic staff within Dumfries and Galloway Constabulary is very small, it would sometimes be possible to identify individuals if data was presented in a particular way. Discretion is therefore important when publishing monitoring reports. Internally, access to equal opportunities personal data is restricted to the individual member of staff and designated HR and Diversity Services staff.

Staff in Post

The Government has set a target to ensure that Dumfries and Galloway Constabulary is representative of the community we serve and this continues to be a priority.

The current minority ethnic population of Dumfries and Galloway is 0.65% (2001 Census figures). The force currently has one police officer and two special constables who have self-identified themselves from minority ethnic communities which equate to 0.5%. Because the numbers are so low one or two people leaving or joining can seem much larger when expressed as a percentage.

The force continues to have a year on year increase in the total percentage of female officers which is now at 25.6%. This trend has continued through to those in promoted posts (ie ranks of Sergeant and above) as there are now 18 (13.3% of female officers) which is an increase from 8 (7.8%) five years ago with the highest ranking officer being a Superintendent as opposed to an Inspector five years ago.

The force also currently has the largest number (22) and the highest percentage (4.2% of all officers) of part time officers with the highest ranking being an Inspector.

Part time Police Staff are frequently people employed in a part time post and not just those on flexible working patterns. The gender split of staff continues to be predominately female (68.3%).

Not Protectively Marked

Disabled Staff – The force has 10 Police Officers (1.86%), 18 Police Staff (6.14%) and no special constables who have self-identified as disabled. It is well recognised that people may have an impairment which is likely to be covered by the Disability Discrimination Act 1995 but who do not wish to be classed, or do not regard themselves, as disabled.

During consultations it was clear that some disabled staff, despite training, do not realise that they would be classed as such under the legislation. This has been because they view themselves as either recovered, such as those with a depressive illness, or that they are not disabled because their medication has controlled their conditions such as diabetes. This issue has been discussed with the Disability Access Panel.

It is important that the force recognises and respects this and uses other methods of consulting with staff eg through Occupational Health and Welfare to ensure the needs of these staff are fully met.

Flexible Working

Dumfries and Galloway Constabulary works towards a flexible working environment for police officers and police staff. Staff can apply to work a number of options which may include compressed hours, fixed shifts, part time working, term-time working and job share.

The force currently has a number of police staff of both genders who work compressed hours eg 37 hours worked over four days a week rather than the standard five. Some staff use this to achieve a better work life balance, others for health or caring responsibilities.

Specialist Roles

There are a number of specialist police officer roles within the force ranging from Firearms Officers, Public Order Officers to Police Search Advisers (POLSA) that staff can volunteer and train for over and above their routine day to day duties.

It has been identified that women police officers are under represented in a number of these areas. This is recognised by all Scottish Forces and is an area which is being worked on through the ACPOS Gender Agenda Scotland http://www.acpos.police.uk/Documents/Policies/P&T_GenderAgendaNov2008.pdf

When advertising for staff to join these specialist posts we use positive action statements to encourage applications from under-represented groups.

Not Protectively Marked

Applications for employment

All force recruitment for police staff, police officers and special constables is monitored at each stage of the process. The number of applications and the number of those appointed is given at Appendix H.

Police staff vacancies for Dumfries and Galloway Constabulary are advertised internally with many also being advertised externally.

External advertising for force posts is usually in the local press, via Jobcentreplus, on the force website and, in the case of more specialised posts in relevant journals. The force also displays vacancies in the Dumfries and Galloway Multicultural Association office and Retired Officer's Association.

For both police officer and police staff vacancies a variety of selection techniques are used depending on the type of post. Success rates for applicants are monitored and further work is planned to undertake more monitoring of the process.

Applications from minority ethnic communities for police staff and police officer posts for the last five years have been consistent. Both police officer and police staff vacancies continue to receive applications which are higher than the 0.65% for the Black and minority ethnic population of Dumfries and Galloway. Numerically this still equates to very low numbers of applicants.

The force is not complacent and wants to do more to encourage applications from the minority ethnic communities and those from other diverse communities by continuing our work with a range of groups including the Dumfries and Galloway Multicultural Association and lesbian, gay, bisexual, and transgender groups and other partners.

The Recruitment section on the Force website has information about the various diverse staff associations which are recognised by Dumfries and Galloway Constabulary. This includes details for Unison, Scottish Police Federation, Unite, SEMPERscotland and the Gay Police Association in Scotland.

The reports for the Training and Appraisal modules of the HR database SCOPE are being developed nationally to allow for monitoring this area, including applications.

Promotion, discipline, grievances and leavers

The areas of promotion, discipline, grievances and those leaving the organisation are monitored across all strands of diversity but the data will not be published because of the very small numbers involved.

Not Protectively Marked

The monitoring has shown that there are no current issues in any of these areas. As mentioned previously the number of women police officers in promoted posts has increased as has the number of women putting themselves forward for consideration for promotion.

Exit interviews are offered for both police staff and police officers who retire or resign from the force to identify any areas of concern. Where issues of concern are raised these are pursued as appropriate by HR and Diversity Services or the Complaints and Professional Standards Unit.

How we use the monitoring data

In addition to reporting to Policy Group and RaBC meetings we use the statistical employment monitoring data when developing and reviewing force policies and undertaking the accompanying impact assessments.

The force also undertook a Staff Survey in 2008 and a Parental Leave survey in 2009 which covered specific areas of diversity. The feedback from these also informs our policies and Impact Assessments.

Human Resource and Occupational Health and Welfare Policies

The force has a range of HR and Occupational Health and Welfare policies and guidance in place which, in addition to being impact assessed across all strands of diversity, also continue to demonstrate/promote the force's proactive/continuous improvement approach to diversity issues eg:

Adoption Rights	Grievance Procedures
Attendance management	Homeworking
Back to Health Scheme	Leave
Breastfeeding	Maternity Leave
Career breaks	Paternity and Maternity Support Leave
Childcare vouchers	Parental Leave
Dignity and respect at work	Protected Duties and Reasonable Adjustments for Police Officers and Police Staff
Discipline	Recruitment and Selection
Equal Opportunities	Special Priority Payments
Equal Pay	Substance Misuse Testing
Exit interviews	Transsexual and gender reassignment
Flexible Working	Uniforms

Not Protectively Marked

Some of these policies such as Breastfeeding are obviously supporting equality duties. However, in many others it is the detail which demonstrates our proactivity eg the Paternity and Maternity Support Leave specifically states that it covers partners regardless of gender and the Uniform policy includes that religious and cultural requirements will be taken into consideration.

The current job evaluation project and the [Equal Pay Policy](#) and [Equal Pay Statement](#) remain central to our approach to gender equality.

Some recent key developments in our policy and wider HR work have included:

- Extending our Dignity and Respect at Work Policy to include protecting the identification of gay staff;
- Introducing policies on Protected Duties and Reasonable Adjustments for Police Officers and Police Staff and a Back to Health Scheme;
- Revising the Grievance Policy to include the use of an in force mediator; and
- Achievement of the LGBT Youth Scotland Charter and ongoing annual renewal of the Disability Symbol.

In developing many of our policies we work in conjunction with all Scottish forces and this was done recently in updating guidance on Transsexual in Employment Policy. This was consulted on nationally with local consultation done before implementing the force version of the policy.

Occupational Health and Welfare

The Occupational Health and Welfare Unit (OHWU) has a key role in the ongoing support for staff with medical conditions and impairments. The force has a proactive and supportive stance in managing an impairment and long term health condition. OHWU takes a positive approach to the management of staff through the appropriate use of back to work plans, recommending flexible working and advising upon reasonable adjustments.

9. HOW TO COMPLAIN

Anyone who feels that a member of Dumfries and Galloway Constabulary has behaved incorrectly or unfairly or has a complaint in relation to the General or Specific duties under the Acts has the right to make a complaint.

The complaint can be made in the following ways: -

- in person or writing to the Senior Officer at the appropriate police station or in writing to the Chief Constable, Police Headquarters, Cornwall Mount, Dumfries DG1 1PZ;
- speaking to any officer or member of staff;
- Contact the Complaints and Professional Standards Unit, by telephoning 01387 242205, or by email to cpsu@dg.pnn.police.uk;
- Contact the freephone integrity reporting line telephone: 0800 085 5553;
- Contact a local Citizen's Advice Service Office in Annan, Castle Douglas, Dumfries or Stranraer;
- Contact the Peoples Advocacy Service Office (PAS Direct) in Dumfries and Stranraer;
- Contact your solicitor, Member of Parliament or local Councillor;
- In respect of the Race Relations (Amendment) Act, Equality Act or the Disability Discrimination Act you may also wish to contact the Equality and Human Rights Commission.
- Contacting the Dumfries and Galloway Multicultural Association (DGMA), 103 -107 Irish Street, Dumfries, DG1 2NP, telephone 01387 254624;
- Contact Crimestoppers telephone:0800 555 111; and
- Safecall (for members of staff only).

Procedures also exist for employees of Dumfries and Galloway Constabulary to pursue complaints under the Act.

A leaflet entitled "**Complaints against the Police,**" is available from all police stations and upon request from the Complaints and Professional Standards Unit (contact as above). This explains what to do if you need to make a complaint

Not Protectively Marked

against a police officer in Scotland. This leaflet is also available in audio format, Braille and various languages upon request.

Police Authority

The Deputy Chief Constable reports to the Police Authority four times a year. The report gives an analytical breakdown of the statistics for the complaints against the police.

A complaint relating to the Quality of Service delivered by the force can be made directly to the Police Authority who has a governance role to play in such a complaint.

Police Complaints Commissioner Scotland (PCCS)

When a complainer is dissatisfied the Commissioner (PCCS) has a role in reviewing the manner in which a Police Force has handled a complaint against the police. A leaflet is available explaining the full responsibilities of the Commissioner.

10. ACKNOWLEDGEMENTS, FEEDBACK AND CONTACT DETAILS

Dumfries and Galloway Constabulary would like to thank all those who have contributed to the development of this Single Equality Scheme. We would also like to thank all those individuals and representatives of community groups who took part in our consultation, providing valuable feedback through meetings, and all the employees of the force who have worked hard to produce this action plan.

Feedback and Contact details

This scheme is a living document developing and action plan. Dumfries and Galloway Constabulary welcomes comments and suggestions from residents, businesses, community groups and any other interested parties.

The plan will be reviewed annually, with further information published in the meantime on our website www.dg.police.uk.

To tell us what you think:

✉ write to: Ruth Hawksworth
Diversity Officer
Dumfries and Galloway Constabulary
Police Headquarters
Cornwall Mount
DUMFRIES
DG1 1PZ

Or ☎ telephone: 0845 600 5701;

Or 🗣 Textphone: 01387 250701;

Or ✉ email: diversity@dg.pnn.police.uk;

Or visit your local police station 🚓.

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
A Single Equality Scheme (SES) – to publish, monitor and annually review the scheme												
1	✓	✓	✓	✓	✓	✓	✓	To publish a Single Equality Scheme which covers all statutory Equality Duties and all strands of diversity.	Single Equality Scheme published in hard copy and on force website and Intranet. Copies sent to diversity groups. SES meets legislative requirements.	Diversity Officer	4 th December 2009	Disability Equality Duty Gender Equality Duty Race Equality Duty
2		✓						To provide updates to the Disability Access Panel twice a year on progress against the Disability Equality Duty.	Twice-yearly reports presented to Disability Access Panel. Progress made against actions.	Diversity Officer	Six Monthly	Disability Equality Duty ACPOS Equality & Diversity (E&D) Strategy
3	✓	✓	✓	✓	✓	✓	✓	To undertake and publish an annual report on progress against the SES action plan.	SES progress reviewed and action plan published by 4 th December each year. Progress Report discussed by Force Policy Group and Police and Fire Committee. Diversity community groups consulted and involved in the review. ACPOS Equality and Diversity Monitoring Template completed. Relevant Figures published by HMCIC, in the SPPF report and in the Force Annual Report.	Diversity Officer	Annually	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy Scottish Policing Performance Framework (SPPF)

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
A Single Equality Scheme (SES) – to publish, monitor and annually review the scheme												
4	✓	✓	✓	✓	✓	✓	✓	To formally review the SES once the Equality Bill and its supporting General and Specific duties are published.	SES requirements reviewed. Diversity Community Groups involved and consulted on the review.	Diversity Officer	December 2010	Equality Bill

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
B Consultation and Involvement - to ensure appropriate consultation and involvement of all groups with regard to internal and external processes in order to provide a service that meets their needs												
1	✓	✓	✓	✓	✓	✓	✓	Consult with a range of stakeholders and take account of relevant information in order to determine both equality objectives and general force strategy.	The force will have consulted with a range of Diversity Community Groups and other internal and external stakeholders eg Victim Support, Community Voice database and Staff Associations on Single Equality Scheme and Force Strategy.	Chief Inspector SDAG and Diversity Officer	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy
2	✓	✓	✓	✓	✓	✓	✓	Continue to support and work with partner organisations to promote diversity, encourage good practice and support sustainable consultation across our diverse community. Particularly in respect of the Police Authority, Diversity Working Group, D&G Diversity Officers Group, DGMA, Disability Access Panel and the LGBT Advisory Forum.	Joint working on issues and initiatives including consultation. Appropriate levels of communication in place.	Chief Inspector SDAG and Diversity Officer	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
B Consultation and Involvement - to ensure appropriate consultation and involvement of all groups with regard to internal and external processes in order to provide a service that meets their needs												
3				✓				Joint event with SEMPERscotland and local BME communities to share experiences of living and working in Dumfries and Galloway.	Event held and well supported.	Diversity Officer and HR Manager	December 2010	Race Equality Duty ACPOS E&D Strategy
4	✓	✓	✓	✓	✓	✓	✓	Review current force consultation methods and contact databases to ensure inclusion of all diversity groups particularly the “hard to reach” eg gypsy/travellers.	Consultation methods and contact databases reviewed.	Chief Inspector SDAG and Diversity Officer	By March 2010	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
C Raising awareness – through developing policy and training staff												
1					✓			To publish the revised Transsexual in Employment Standard Operating Procedure (SOP) and Policy based on ACPOS guidance.	LGBT Groups locally consulted. Diversity Impact Assessment completed. Documents published as appropriate on force Intranet and website. Staff briefed on the new guidance.	HR Manager	March 2010	Gender Equality Duty ACPOS Guidance on transgender people in employment ACPOS Gender Agenda
2				✓				To publish guidance on the identification of women wearing veils based on ACPOS guidance.	Local diversity groups consulted. Diversity Impact Assessment completed. Policy and SOP published on force intranet and website. Staff briefed on the new guidance.	Religion and Faith Lead Manager and Diversity Officer	March 2010	Race Equality Duty ACPOS Guidance
3				✓		✓		Undertake annual review and update the Force Diversity Awareness Information Booklet.	Local diversity groups consulted. Documents published on force intranet.	Diversity Officer	December 2010	Race Equality Duty Employment Equality (Religion and Belief regulations) 2003

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
C Raising awareness – through developing policy and training staff												
4		✓	✓	✓				To support procurement staff and contractors in understanding their responsibilities under the Equality Duties.	Diversity Impact Assessment completed on procurement guidance. Staff and contractors meet their equality duties.	Procurement Manager reporting to the Head of Corporate Services	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS Gender Agenda
5	✓	✓	✓	✓	✓	✓	✓	Diversity Impact Assessment process to be reviewed and updated when outcome of ACPOS EIA Audit and EHRC guidance become available.	Diversity Impact Assessment process reviewed and new guidance published. EHRC guidance complied with. Impact Assessors briefed on the revised process.	Diversity Officer	December 2010	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS EIA Audit report EHRC guidance
6	✓	✓	✓	✓	✓	✓	✓	To support the impact assessment process by delivering Impact Assessment training and providing ongoing support for Impact Assessors.	Force has a substantial pool of trained Impact Assessors. Impact Assessments take place routinely as part of the force policy development and review procedures. Impact Assessments are effective.	Diversity Officer	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy EHRC guidance on EIAs Force Standing Operating Procedure 51

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
C Raising awareness – through developing policy and training staff												
7	✓	✓	✓	✓	✓	✓	✓	To train our staff on Diversity Awareness and the Equality Duties.	All new staff attended the three day Diversity Training. Diversity Trainers ongoing knowledge and skills developed. Staff attend additional events eg Scottish force wide events on diversity topics and in-force specific events.	Inspector, Head of Learning and Development	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS Diversity Training Strategy
8		✓						To train staff on the awareness of the barriers of difficulties faced by each impairment group eg Dementia training and Mental Health issues.	Delivered by both internal and external training. Staff are trained.	Inspector, Head of Learning and Development	Ongoing	Disability Equality Duty ACPOS E&D Strategy
9			✓					Ensure part-time and relief staff are fully included in communications about training and development opportunities.	Part-time and relief staff are aware and are accessing training and development opportunities.	HR Manager Inspector, Head of Learning and Development	Ongoing	Gender Equality Duty ACPOS Gender Agenda

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
C Raising awareness – through developing policy and training staff												
10	✓	✓	✓	✓	✓	✓	✓	Diversity issues mainstreamed into all force training.	Diversity effectively covered in all training. Events reviewed annually.	Inspector, Head of Learning and Development	Ongoing Annual review	Disability Equality Duty Gender Equality Duty Race Equality Duty
11	✓	✓	✓	✓	✓	✓	✓	Publish in force further ACPOS guidance on specific issues eg Dyslexia in employment.	Documents published on Intranet. Staff briefed.	HR Manager and Inspector, Learning and Development	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
D Hate Crime												
1	✓	✓	✓	✓	✓	✓	✓	To Implement the new Hate Crime Legislation.	Legislation implemented in force. Staff Briefed. Recording systems in place. Incidents monitored and discussed with diversity community groups. Remedial action implemented appropriately.	Ch Supt Operations	December 2010	ACPOS Hate Crime Manual Lord Advocates Guidance Offences (Aggravation by prejudice) (Scotland) Act 2009
2							✓	To consider the development of a force Gaydar profile to help support notifications of hate crime.	Gaydar profile considered by Force Policy Group.	Lead manager on LGBT	March 2010	
3	✓	✓	✓	✓	✓	✓	✓	To develop and implement third party and remote reporting for all hate crimes where appropriate.	Communities and partners involved and consulted in the development and implementation. Force guidance published and staff briefed. Third parties trained and supported on reporting protocols. Third party reporting implemented effectively.	Ch Supt Operations	November 2012	Disability Equality Duty Gender Equality Duty Race Equality Duty Offences (Aggravation by prejudice) (Scotland) Act 2009 ACPOS Hate Crime Manual ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
D Hate Crime												
4				✓				Race Community Sergeants will continue to promote their role with BME and other relevant groups to increase confidence in reporting of racist incidents and crimes.	Increased reporting of racist incidents and crimes. Effective detection rates.	Race Community Sergeants	Ongoing	Race Equality Duty ACPOS E&D Strategy
5				✓				Monthly review with the DGMA on the analysis and reporting of race relations and racist incidents across the region. Proactively working together and with additional partners to develop relevant actions.	Monthly surgeries held in DGMA premises Racist incidents reviewed. Relevant actions implemented.	Race Lead manager and Race Community Sergeants	Ongoing	Race Equality Duty ACPOS E&D Strategy

Action Plan

Not Protectively Marked

Appendix A

A – Age; D – Disability; G – Gender; R – Race; T – Transgender; RB – Religion and Belief; SO – Sexual Orientation

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
D Hate Crime												
6	✓	✓	✓	✓	✓	✓	✓	Monitoring of Internal Hate crimes.	Awareness raised across staff and management. Internal hate crime incidents reported to Complaints and Professional Standards Unit. Appropriate and proportionate actions developed to address any specific issues.	HR Manager and Chief Inspector Complaints and Professional Standards Unit	November 2012	Disability Equality Duty Gender Equality Duty Race Equality Duty Offences (Aggravation by prejudice) (Scotland) Act 2009 ACPOS Hate Crime Manual ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
E Employment												
1	✓	✓	✓	✓	✓	✓	✓	Annually monitor staff and applicants across all strands of diversity.	HR System SCOPE able to support all staff completing their data. SCOPE produces relevant national reports. High percentage of staff completed the questionnaire. Completion of ACPOS Equality and Diversity Monitoring Template and relevant actions to address issues including using national or local positive action initiatives. Staff associations and diversity community groups involved in developing and implementing positive action initiatives. Positive action measures are communicated effectively to staff.	Diversity Officer	Ongoing with a formal review in April each year.	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS Gender Agenda ACPOS E&D monitoring template SPPF

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
E Employment												
1 (Cont)	✓	✓	✓	✓	✓	✓	✓	Annually monitor staff and applicants across all strands of diversity.	Relevant Figures published by HMCIC, in the quarterly and annual SPPF report and in the Force Annual Report. Demonstrable progress on the increase on the number of women officers and the number of BME staff.	Diversity Officer	Ongoing with a formal review in April each year.	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy SPPF ACPOS Gender Agenda
2			✓					To increase the number of women officers applying to be a Firearms Officer.	Recommendations from final analysis of consultation with women officers about the barriers to applying to become firearms officers. Implement recommendations. Number of women applying to be Firearms officers increases.	Head of Operational Support Services	Ongoing Annually Reviewed	Gender Equality Duty ACPOS Gender Agenda

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
E Employment												
3			✓					To ensure that the force is compliant on equal pay.	Completion of ongoing job evaluation work on Police Staff posts. Undertake an Equal pay audit Monitor and report on equal pay Equal Pay SOP and Policy (including the Equal Pay statement) reviewed. Monitoring of Special Priority Payments and bonuses to Police Officers. Identified actions to address the causes of any pay gaps.	HR Manager	September 2010 March 2011 September 2010 Annually Annually	Gender Equality Scheme Equal Pay legislation ACPOS Equality and Diversity monitoring template.
4	✓	✓	✓	✓	✓	✓	✓	To revise Force Grievance procedure, SOP and Policy	Revised procedure, SOP and Policy implemented and published. Staff Associations consulted appropriately. Grievances monitored as part of the ACPOS Equality and Diversity monitoring template.	HR Manager	October 2010 April 2010	ACAS ACPOS E&D Strategy ACPOS Grievance guidance ACPOS E&D monitoring template

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
E Employment												
5		✓						To develop a sustainable forum for consulting with disabled employees.	Forum set up. Issues identified and actions agreed. Ongoing monitoring and review of actions. Ongoing annual achievement of Disability Symbol.	HR Manager	March 2010	Disability Equality Duty ACPOS E&D Strategy
6	✓	✓	✓	✓	✓	✓	✓	To implement a new Performance review process.	Performance review system implemented All staff trained including the diversity element. Reports integrate diversity issues.	Inspector, Learning and Development	December 2010	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS Gender Agenda
7	✓	✓	✓	✓	✓	✓	✓	To undertake a Dignity and Respect at work staff survey.	Survey implemented. Results collated and analysed. Results feedback to senior management and staff. Appropriate action plan developed and implemented. Dignity and Respect at Work Policy and SOP reviewed.	HR Manager	September 2010 January 2011 September 2011	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS Gender Agenda

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
F Impact Assessments - publish												
1	✓	✓	✓	✓	✓	✓	✓	To publish the results of assessments and consultation.	Ongoing publishing of all Impact Assessment Summary Reports, consultations and monitoring undertaken on the force website and intranet.	Diversity Officer	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
G Impact Assessments – monitoring for adverse impact												
1	✓	✓	✓	✓	✓	✓	✓	Develop innovative methods to obtain direct feedback from individuals and groups on the impact of policies at a local and national level.	Direct feedback received Feeds into wider policy process.	Diversity Officer	Ongoing	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy ACPOS Hate Crime Manual
2				✓	✓	✓		Continue to survey and monitor feedback from victims of racist and trans/homophobic incidents.	Victims surveyed. Feedback reviewed and relevant actions implemented. Extended to victims of all Hate Crimes.	Performance Manager	Ongoing	Gender Equality Duty Race Equality Duty

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
G Impact Assessments – monitoring for adverse impact												
3 (cont)								<ul style="list-style-type: none"> Custody reports; Ongoing recording and monitoring of Stop Search activity. 	Quarterly review of Stop Search activity by ethnic origin. Relevant actions introduced if adverse impact identified.	Race Lead Manager	Ongoing	
4	✓	✓	✓	✓	✓	✓	✓	Complete a Diversity Impact Assessment of the force Annual Performance Report and Statistics report.	Diversity Impact Assessments completed.	Chief Inspector, SDAG	Annually	Disability Equality Duty Gender Equality Duty Race Equality Duty

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
H Access to services – continuous improvement across all areas of access												
1	✓	✓		✓				To provide documents in alternative formats upon request.	Documents provided in an alternative format only upon request. Monitor number of requests.	Chief Inspector Operational Services	Ongoing	Disability Equality Duty Race Equality Duty
2	✓	✓		✓				Continue to develop public information access through the use of computer technologies and communication support eg accessible website.	Force documents published in hard copy and on the website and are accessible. SES published in standard and large print version. Other force document produced in large print version. Force website and intranet WC3 accessible standards. Continued implementation on the use of standard phrases in community languages on force publications. Force information strategy implemented	Public Information Officer	Ongoing	Disability Equality Duty Race Equality Duty ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
H Access to services – continuous improvement across all areas of access												
3	✓		✓					Consider the force capability to produce information/documents in Plain English and Easy Read formats.	Force capability reviewed with Disability Access Panel.	Chief Inspector SDAG	September 2010	Disability Equality Duty Race Equality Duty
4		✓						Complete phase 4 of the upgrading of force buildings.	Phase 4 completed Accessibility audit of all force buildings undertaken. Accessibility audit assessment details on all force buildings	Estates & Facilities Manager	November 2011	Disability Equality Duty ACPOS E&D Strategy
5	✓	✓	✓	✓	✓	✓	✓	Increase communication and feedback to all diverse community groups and individuals on progress on the SES and diversity more generally.	Communication strategy developed Force representatives attendance at relevant local groups. Force information circulated appropriately to local groups including articles for their own newsletters eg Seniors Forum.	Public Information Officer and Diversity Officer	November 2011	Disability Equality Duty Gender Equality Duty Race Equality Duty ACPOS E&D Strategy

Action	Strand(s) of diversity covered							Details of Actions	Outcomes	Lead	Completion Date	Strategic/ Legislative Driver
	A	D	G	R	T	RB	SO					
H Access to services – continuous improvement across all areas of access												
6					✓		✓	Remove barriers between the force and the LGBT community.	LGBT awareness events for staff Police attendance at LGBT local events eg Mixed bag. LGBT networks used effectively for consultation and communication. Force publications and materials are inclusive. HR and Diversity Services continue to annual review and maintain the LGBT Charter.	Diversity Officer Lead Manager on LGBT	Ongoing	Gender Equality Duty
7		✓						Develop force capability to receive emergency text messages in Force Communication centre from mobile phones for people with speech and hearing impairments.	Local diversity community groups involved and consulted. Systems piloted Effective system in place. System publicised with targeted communication to specific groups.	Inspector, FCC, Operational Services Public Information Officer Diversity Officer	April 2010	Disability Equality Duty ACPOS E&D Strategy

MEMBERSHIP OF THE DUMFRIES AND GALLOWAY DIVERSITY WORKING GROUP

- Age Concern and Help the Aged Scotland
- Dumfries and Galloway Coalition of Disabled People
- Dumfries and Galloway International Women's Network
- Dumfries and Galloway Multicultural Association
- Dumfries and Galloway Disability Access Panel
- Dumfries and Galloway Senior Forum
- Dumfries and Galloway Interfaith Group
- LGBT Youth Scotland
- Barony College
- Dumfries and Galloway College
- Dumfries and Galloway Constabulary
- Dumfries and Galloway Council
- Youth Strategy Executive Group
- Dumfries and Galloway Fire and Rescue Service
- NHS Dumfries and Galloway
- Scottish Enterprise Dumfries and Galloway

KEY INFLUENCES

Publications

- **ACPOS**
 - Equality and Diversity Strategy (and action plans) 2009-2011
 - Women's Development Forum: Parental Leave Survey 2009
 - Gender Agenda Scotland 2008-2011
- **Dumfries and Galloway Constabulary:**
 - Race Equality Scheme 2008-2011
 - Gender Equality Scheme 2007-2010
 - Disability Equality Scheme 2006-2009
 - Diversity Impact Assessment Toolkit 2009
 - Staff Survey Results 2009
 - Personnel Consultation Day Action Plan 2009
- ACAS Research Paper: Management handling of sexual orientation, religion and belief in the workplace 2009
- Dumfries and Galloway Single Outcome Agreement 2009-2011
- Dumfries and Galloway Community Plan 2009-2012
- Equality and Human Rights Commission guidance (www.equalityhumanrights.com) including:
 - Beyond Tolerance – making sexual orientation a public matter
 - Homophobic hate crimes and hate incidents.
- GARA: State of the Nation: Race and Racism in Scotland 2008
- LGBT Youth Scotland LGBT Charter
- Police and racism: what has been achieved 10 years after the Stephen Lawrence Inquiry report (EHRC)
- The Stephen Lawrence Inquiry Report 1999
- Stonewall Workplace Equality Index 2009

ETHNIC MONITORING CATEGORIES FOR OUR SERVICES

When monitoring our services by racial group we use the categories within the 2001 census. The categories used are shown in the table below.

When reporting on this information we will follow the Commission for Racial Equality Guidance to ensure individuals confidentiality. Therefore where there are less than five people in a sub-category then only the main category will be used.

Where there are less than five people in a major category for minority ethnic people the data will be split into the two categories of White and Black and minority ethnic communities.

Major Category Sub-category

White Scottish
Other White British
White Irish
White
Other White
Indian Indian
Pakistani
Bangladeshi
Pakistani and other South
Asian
Other [South] Asian
Chinese
Caribbean
African
Black Scottish and other
Black
Mixed
Other
Other
Not stated



SPECIFIC DUTIES

Specific duties:

Race Equality Duty – November 2002

To publish a Race Equality Scheme setting out how they intend to fulfill the duty's requirements, public authorities must:

- list the functions and SOPs which are relevant to the general duty on race [this list must be reviewed every three years];
- set out arrangements for assessing and consulting the likely impact of their proposed SOPs on race equality;
- set out arrangements for monitoring their SOPs for any adverse impact of race equality
- set out arrangements for publishing the results of any assessments, consultations and monitoring they carry out to see whether their SOPs have an adverse impact on race equality;
- set out arrangements to make sure that the public have access to the information and the services they provide;
- set out arrangements for training their staff on the new race general and specific duties.

Public authorities must monitor employment procedures and practices.

Disability Equality Duty – December 2006

Specific duties:

- a public authority should publish a Disability Equality Scheme demonstrating how it intends to fulfil its general and specific duties
- a public authority should involve disabled people in the development of the Scheme;

- the scheme should include a statement of:
 - the way in which disabled people have been involved in the development of the scheme;
 - the authority's methods for impact assessment
 - steps which the authority will take towards fulfilling its general duty [the action plan];
 - the authority's arrangements for gathering information in relation to employment, and, where appropriate, its delivery of education and its functions
 - the authorities' arrangements for putting the information gathered to use, in particular in reviewing the effectiveness of its action plan and in preparing subsequent disability equality schemes.
- a public authority must, within three years of the Scheme being published, take the steps set out in its action plan [unless it is unreasonable or impracticable for it to do so] and put into effect the arrangements for gathering and making use of information; and
- a public authority must publish a report containing a summary of the steps taken under the action plan, the results of its information gathering and the use to which it has put the information.

Gender Equality Duty – June 2007

A public authority must:

- To prepare, publish and implement a gender equality scheme, showing how we will meet our general and specific duties and setting out our gender equality objectives;
- To report against the scheme every year and review the scheme at least every three years;
- In formulating overall objectives, consider the need to include objectives to address the causes of any gender pay gap;
- Prepare and publish an equal pay statement;
- Review and report on the equal pay statement within three years;
- To gather and use information on how force SOPs and practices affect gender equality in the workforce and in the delivery of services;
- To consult stakeholders (ie employees, service users and others) and take account of relevant information in order to determine gender equality objectives;
- To assess the impact of current and proposed SOPs and practices on gender equality; and
- To implement the actions set out in the scheme within three years.

Dumfries and Galloway
Constabulary



DIVERSITY IMPACT ASSESSMENT

GUIDANCE DOCUMENT

[This is an abbreviated version (excluding appendices) of the full Guidance Document and Toolkit which can be accessed at <http://www.dg.police.uk/advice/diversity/impactAssessment.htm>

CONTENTS	Page No.
1. Introduction	
Why conduct an Impact Assessment?	2
What is an Impact Assessment?	3
When do you conduct an Impact Assessment?	4
2. The Force's Current Position	4
3. Impact Assessment Process	
Screening Stage	4-5
Grading a SOP	6
Assessment Stage	6-7
4. Consultation Process	7 – 8
5. Monitoring SOPs	9
6. Publishing Results of an Impact Assessment	9-10
7. Training Issues	10

1. INTRODUCTION

Why conduct an Impact Assessment?

The force, as do all other public sector authorities, have a legal obligation under the Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005 and the Equality Act 2006 to conduct impact assessments on their standard operating procedures (SOPs), policies, force standing orders and functions involving:

- (i) assessing and consulting on the likely impact of its proposed SOPs, policies, force standing orders and functions on the promotion of race, gender and disability equality;*
- (ii) monitoring its SOPs, policies, force standing orders and functions for any adverse impact on the promotion of race, gender and disability equality;*
- (iii) publishing the result of consultation and monitoring of such assessments.*

The impact assessment should be completed in line with the General Duties in respect of race, disability and gender (Appendix A).

In line with the Association of Chief Police Officers in Scotland (ACPOS) Diversity Strategy, the aim of Dumfries and Galloway Constabulary is to provide a quality of service that is fair, accessible and meets the needs of all.

Dumfries and Galloway Constabulary's SOPs, policies, force standing orders and functions will therefore be monitored and assessed for the potential of an adverse affect on the grounds of colour, race, gender, transgender status, relationship status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief.

Terminology

For the purpose of this document the terms:

SOP - will be used as a generic term to describe a current, proposed or amendment to a Standard Operating Procedure, policy, force standing order or function;

Diversity Areas - race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief' will be referred to as the diversity areas;

Functions - refers to the force's powers, duties and responsibilities; and

'policies' means the formal and informal processes and procedures for making decisions in carrying out the work of Dumfries and Galloway Constabulary.

It is intended to achieve this by:

- ensuring our SOPs are inclusive and non-discriminatory;
- providing equal opportunities in employment and development so that our workforce reflects the diverse communities we serve; and
- working in partnership with individuals, groups and agencies to ensure that we remain responsive to the changing needs of society.

We aim to achieve this long-term vision by continuing to build on the progress made following the implementation of:

- the Race Equality Scheme first published in November 2002;
- the Disability Equality Scheme published in December 2006;
- and the Gender Equality Scheme published in June 2007

and by continuing to apply the principles of:

- the Race Relations (Amendment) Act 2000;
- the Disability Discrimination Act 2005; and
- the Equality Act 2006

to all aspects of diversity.

This does not relate purely to the SOP but also to any accompanying aide-memoirs, forms, leaflets, posters etc.

What is an impact assessment?

An impact assessment is a way of assessing, and consulting on, the effects that a SOP is likely to have on a minority group or an individual from a minority group. It includes looking for opportunities for any positive impact that may have been missed or that could be better exploited, as well as the detection of actual or potential negative impact on people.

The main purpose of an impact assessment is to pre-empt the possibility that the SOP could affect a minority group(s), or an individual from a minority group, unfavourably. The assessment extends to monitoring the actual effects of the SOP, once it is put into practice and being alert to any concerns about the way it is (or is not) working.

There are two stages to an impact assessment:

- the screening stage and
- the assessment stage.

The screening stage requires a nominated Reviewing Officer to analyse a SOP and grade it (high, medium, low or no relevance) in relation to any potential adverse impact that it may have on a minority group or an individual from a minority group.

All SOPs identified as having a high or medium impact for its relevance to the general duties will be reviewed under the assessment process with the view of its potential impact being reduced where possible. Low graded SOPs or those deemed to have 'no relevance' will be monitored and assessed in due course.

When do you conduct an Impact Assessment?

The impact assessment process should begin as soon as a SOP is required to be implemented or when a current SOP requires to be amended/updated to confirm whether or not it is relevant to equality duties.

It will only be confirmed that a SOP is relevant to the equality duties once it has been screened. All SOPs therefore need to be screened for their relevance to the duty.

2. THE FORCE'S CURRENT POSITION

During the development of the updated Race Equality Scheme, which was published in November 2005, force SOPs were screened against their relevance to the race equality duty which at the time fitted the required criteria from the Commission for Racial Equality.

The Equality and Human Rights Commission (EHRC – the amalgamation of the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission) have streamlined their expectations of public authorities, therefore these documents require to be looked at again against all diversity areas.

Identified members of staff have been trained in carrying out impact assessments.

Having been trained to conduct an impact assessment, they were tasked to complete the impact assessment of their nominated document with the support of the Diversity Officer.

Clearly the force has responsibility for a range of documents/functions and it is not possible to conduct impact assessments in relation to all of these immediately. Therefore there is not a projected timescale for the completion of the impact assessment of all force SOPs, however this will be an ongoing process that will be integrated into the force SOP development process. 3.2

3. IMPACT ASSESSMENT PROCESS

This toolkit has been developed by the force's Diversity Unit to assist staff with the completion of an impact assessment.

The impact assessment process is detailed in the attached flowcharts (Appendix D) and takes the following format.

Impact Assessment - Screening Stage

The screening of a SOP must follow the screening template (Appendix E). Completion must take no longer than a maximum of four weeks, from the date of issue.

Reviewing Officer's Role

- A Reviewing Officer is nominated by the owner of the SOP that is to be screened. The Reviewing Officer will be responsible for screening a SOP.

The Reviewing Officer should be someone with a full knowledge and understanding of the SOP being assessed. The Diversity Officer must be updated with the name and location of the member of staff who will undertake the screening.

- Using Appendix E the Reviewing Officer screens the SOP for a 'high, medium, low or no relevance' grading, against the screening toolkit within four weeks. The SOP is screened by using readily available information eg performance indicators, census details, media reports and data from previous monitoring.

Based on the evidence and completion of the screening form the Reviewing Officer is responsible for grading the SOP high, medium, low or no relevance, relevant to equality duty on the grounds of the diversity areas.

To assist the Reviewing Officer to grade the SOP a background/briefing document (Appendix B) has been produced outlining some of the issues that require to be considered during the screening process.

- If a SOP is identified as having a low impact or no relevance on a minority group, or individual from a minority group, Appendix F will be completed by the Reviewing Officer and a full impact assessment completed at a later date. This approach will prevent over consultation on community groups and will channel their resources to the high and medium impact SOPs.
- If there is evidence from the screening stage that highlights that there may be a potential for the SOP to have a high or medium impact on a minority group, or individual from a minority group, the SOP requires to be assessed, using Appendix G.
- On completion of the screening stage the Reviewing Officer is required to propose consultation methods that should be considered during the assessment process.
- The completed screening form and evidence gathered during the screening stage must be sent to the Diversity Officer prior to the commencement of the assessment stage.

Timescale for Completion

If the four week deadline is not met discussion will take place between the Diversity Officer and Reviewing Officer and, with the agreement of the Diversity Officer, a maximum two week extension period granted to complete the screening stage.

Dumfries and Galloway Constabulary has legal obligations regarding the completion of impact assessments of force SOPs and staff that fail to adhere to this process, without reasonable explanation, may be subject to disciplinary matters.

Diversity Officer's Role

- On receipt of the completed screening form, including evidence gathered and consultation recommendations from the Reviewing Officer, the Diversity Officer will sample a percentage of the completed forms to ensure that they have been screened to a consistent standard.
- At the discretion of the Diversity Officer the original screening grade may be altered. Reasons as to why the alterations have been made must be documented on the screening form.
- The Diversity Officer will endorse the impact assessment form with their recommendations with regards to consultation and return the enquiry to the Reviewing Officer for the assessment stage to be completed.
Grading a SOP

To establish whether or not a SOP requires to be scrutinised by the completion of the assessment stage of the impact assessment it must first be graded.

In order to grade a SOP it requires to be screened by use of the screening template (Appendix E).

The purpose of the screening stage is to establish if there is the potential for the SOP having a HIGH, MEDIUM, LOW IMPACT or have NO RELEVANCE, on any group or individual on the grounds of any of the diversity areas.

For a SOP to be graded the following questions require to be considered against the screening form:-

- Is there any evidence that any part of the proposed SOP could discriminate unlawfully, directly or indirectly against any group or individual on the grounds of any of the diversity areas?
- Is the proposed SOP likely to affect relations between certain groups or individual on the grounds of any of the diversity areas?
- Is the proposed SOP likely to damage relations between any particular group(s) and Dumfries and Galloway Constabulary?
- Could the proposed SOP in their current form be applied in an unfair or discriminatory way?

Having answered the above questions you should then consider the scale of the impact and the potential of actual occurrence in this force.

Impact Assessment - Assessment Stage

The assessment of a SOP must follow the assessment template (Appendix G). During completion of the assessment the Reviewing Officer is responsible for all consultation exercises and must retain all evidence gathered whilst completing the process.

Reviewing Officer's Role

- Reviewing Officer conducts consultation and gathers evidence relating to the impact assessment.
- Based on the evidence obtained they must evaluate the SOP to establish whether or not it has the potential to directly or indirectly discriminate against a minority group, or individual from a minority group, and make appropriate adjustments where necessary.

Should any significant adjustments be made as a result of the consultation exercise the SOP should be re-assessed to ensure that it does not have a negative impact on another community.

If the Reviewing Officer considers that no adjustments can be made they must quantify and justify their reasons on the assessment form.

- The completed impact assessment is returned to the Diversity Officer accompanied by all evidence gathered during the assessment stage.

Diversity Officer's Role

- If Diversity Officer is satisfied with the contents of the assessment and the SOP the documentation relating to the impact assessment will be retained by them and the SOP returned to the Reviewing Officer for it to be progressed as per the current force processes.
- If Diversity Officer is not satisfied with the completed assessment it will be returned to the Reviewing Officer with recommendations for additional enquiry.

If an assessment is returned to the Reviewing Officer then they are required to carry out further enquiry and return documents to Diversity Officer.

- In exceptional circumstances where the impact assessment highlights that the SOP is directly discriminatory and it is felt by the Reviewing Officer that it cannot be amended to reduce the level of the potential impact legal advice would be sought.
- On completion of the screening and assessment template the Diversity Officer will provide the Reviewing Officer with a summary report form which requires to be completed and the results published, as per the guidance in Section 6.
- Consultative groups involved in the assessment stage will be updated regarding the decisions made as a result of the process.
- Diversity Officer will provide Reviewing Officer with a monitoring report form to be completed in respect of the impact of the implemented SOP.

4. CONSULTATION PROCESS

Consultation at varying levels should form an ongoing process throughout the screening and assessment stages, to search for views, ideas and feedback on a SOP.

Having completed the screening stage both the Reviewing Officer and Diversity Officer will make recommendations with regards to who should be consulted with during the assessment stage and in what format.

Consultation must involve liaising and communicating with people from any group on the grounds of the diversity areas.

However this does not mean that every community must be involved in all impact assessments. Who is consulted with depends greatly on the contents and who may potentially be affected by the SOP. Consultation with every group could become unnecessarily burdensome, time-consuming and disproportionate to what the assessment requires. For example where people representing a particular area have been involved in a very similar assessment elsewhere, and/or where issues relating to equality are well tested and documents and sufficient quantitative and qualitative data already exist to inform this may be used to provide an accurate assessment.

Where members of the public are involved in an impact assessment, it should be ensured that they receive adequate briefing and training on the SOP area.

To prevent over consultation, consultation must be proportional to the size and contents of the SOP.

The following methods of consultation should be considered:

Internal Consultations – eg staff associations/networks

External Consultations – eg Dumfries & Galloway Multicultural Association, Dumfries and Galloway Coalition of Disabled People

Consultation can be conducted in a variety of ways eg meetings, interview, surveys. All evidence gathered from the consultation must be documented on the assessment stage toolkit.

There is need to demonstrate that the force pro-actively drives forward consultation and show that there has been due regard given to equality enabling minority groups to be involved in the decision-making. Consideration must therefore be given to consulting with other groups if original consultation attempts are unsuccessful.

If consultation reveals an adverse effect on equality, the SOP will require to be re-examined and alternative ways of fulfilling the SOP's criteria considered.

Should it be considered that the consultation findings have been manipulated the force may fail to meet its legal responsibilities under the equality duties.

How Do We Consult?

There are a number of guiding principles that should be considered, but are not a definitive list:

- Identify and involve 'hard to reach' groups and individuals;
- Quality not numbers;
- Ensure it is appropriate;
- Consider providing support eg interpreters;
- Are any of those you wish to consult with having a regular meeting that you can attend?;
- Use a location convenient or familiar to consultees;
- Be flexible and be aware of time constraints;
- All distributed documentation and location should be accessible;
- All the language used should be inclusive;
- Provide staff with guidance or training;
- Respect confidentiality;
- Consultation feedback is important;
- Don't assume, just ask.

Problems with Consultation

Every public authority has to consult eg NHS, Fire & Rescue Service, therefore voluntary organisations will be increasingly consulted. There is the potential for consultation fatigue. The Diversity Officer will provide advice and guidance in this area and will liaise with Dumfries and Galloway groups to minimise/avoid over consultation.

5. MONITORING SOPS

Monitoring is a continual process and involves examining the actual impact of the SOP. Once a SOP has been assessed it is monitored to ensure that it is not having an adverse impact on minority groups, or an individual from a minority group.

There may already be mechanisms in place for recording data for a specific SOP that following amendment may be broken down by for example ethnic group or gender.

Having fully assessed the impact of a SOP the Reviewing Officer should consider the key points that require to be monitored to ensure that it is not having an adverse impact.

Other areas may require more extensive work.

The information gathered is the evidence of the force's progress in meeting its general duties in respect of race, disability and gender and that SOPs implemented are delivering a greater equality.

Monitoring should be detailed enough to assist with future impact assessments but also reality based on the resources available.

If during the monitoring of a SOP it is found that there is a detrimental effect on any group or an individual as a result of it being implemented the SOP will be reassessed and appropriate amendments made, unless the negative impact is a justifiable one.

6. PUBLISHING RESULTS OF AN IMPACT ASSESSMENT

What information needs to be published?

Dumfries and Galloway Constabulary are required to publish the findings and results of all impact assessments conducted on SOPs. The publication will include a summary of the following:

- Screening – outlining the research and data used to assess the impact of a SOP and a summary of the findings of the screening stage;
- Consultation – detailing who was consulted during the assessment stage, the findings from the consultation and how this information was used to develop the SOP;
- Impact Assessment – detailing whether the SOP has an adverse effect and if it has been changed or modified;
- Monitoring – How the SOP is to be monitored, how often and by whom;
- Results – Summary of the findings of the impact assessment stage;

There are exceptions to this rule relating to restricted SOPs.

Information will be published in line with the force Freedom of Information Publication Scheme.

How to complete an Impact Assessment Summary Report

The process for completing an Impact Assessment Summary Report outlined in Appendix I, takes the following format:

- An Impact Assessment Summary Report Form (Appendix I) will be completed by the Reviewing Officer on completion of a full Impact Assessment or screening stage in the case of a low graded SOP.
- An Impact Assessment Summary Report requires to be clear, concise and balanced. The quantity of information will be dependent on the size of the SOP. However the contents of the summary must be in proportion to the SOP's relevance to the three parts of it's legal obligations to General Duties in respect of race, disability and gender (Appendix A).

The following points should be considered and included in the Summary Report:

- How the consultation was carried out;
- A summary of consultation responses;
- Is there any evidence to show that any groups or an individual from a group have the potential for being discriminated against, if so which one(s)?
- Whether or not the SOP requires to be amended to prevent any group or individual being discriminated against;

- If the SOP adversely affects people from certain groups, can it be justified because of its overall objective? Note: Direct discrimination is not in law, capable of justification; only indirect discrimination can be objectively justified.
 - How the SOP to be monitored, how often and by whom to ensure that it does not discriminate against any group or individual once implemented.
- Once a Summary Report has been completed the Reviewing Officer will forward the document to the Diversity Officer.

The Summary Report will be published under the force's Freedom of Information Publication Scheme on the force's website, www.dg.police.uk.

A copy of the Summary Report will also be circulated to the consultees involved in the Impact Assessment by the Diversity Officer.

7. Training Issues

Initially Diversity Trainers and staff from Sections who are identified as being responsible for a large number of force SOPs will be required to attend one day of training at Police Headquarters. The training will consist of theory and a tabletop exercise, screening and impact assessing a live SOP relevant to their Section, Department or Division.

This training will continually be evaluated to ensure that the best placed members of staff are trained in conducting impact assessments.

ACPOS Equality and Diversity Monitoring Return.

1. Force Profiles	5. Additional Payments
1.1 Staff Profile	5.1 Police Officer Special Priority Payments (SPP)
1.2 Service Profile	5.2 Police Officer Bonus Payments
1.3 Age Profile	5.3 Police Officer Competency Related Threshold Payments
1.4 Ethnic Origin Profile	
1.5 Disability Profile	6. Leavers
1.6 Sexual Orientation Profile	6.1 Police Officer Figures
1.7 Religion or Belief Profile	6.2 Police Staff Figures
	6.3 Special Constable Figures
2. Recruitment	
2.1 Police Officer Recruitment	7. Work life Balance
2.2 Accelerated Career Development Programme (ACDP)	7.1 Police Officer Flexible Working Requests & Approvals
2.3 Police Officer 30+ Scheme	7.2 Police Staff Flexible Working Requests & Approvals
2.4 Special Constable Recruitment	
2.5 Police Staff Recruitment	8. Grievance
	8.1 Grievance Profile
3. Promotion	
3.1 Police Officer Promotions	9. Discipline
3.2 Police Staff Promotions	9.1 Police Officer Dismissal/ Misconduct
	9.2 Police Staff Discipline Profile Figures
4. Training	
4.1 Police Officer Training	
4.2 Police Staff Training	

Employment Monitoring Stats

Staff profile

Police Officer	Total	Gender				BME	
		Female	%	Male	%	Total	%
Chief Constable	1	0	0	1	100	0	0
Deputy Chief Constable	1	0	0	1	100	0	0
Assistant Chief Constable	0	0	0	0	0	0	0
Chief Superintendent	2	0	0	2	100	0	0
Superintendent	4	1	25	3	75	0	0
Chief Inspector	9	0	0	9	100	0	0
Inspector	33	4	12	29	87.9	0	0
Sergeant	86	13	15	73	84.9	0	0
Constable	392	117	29.8	275	70.2	1	0.3
Totals	528	135	25.6	393	74.4	1	0.2
Officers working Part-Time	22	22	100	0	0	0	0

Special Constable

Totals	108	38	35.2	70	64.8	2	1.8
---------------	------------	-----------	-------------	-----------	-------------	----------	------------

Police Staff

Totals	293	200	68.3	93	31.7	0	0
Police Staff Working Part-Time/Job-Share	88	76	86.4	12	13.6	0	0

Recruitment

Police Officer	Total	Gender				BME		Disability	
		Female	%	Male	%	Total	%	Yes	%
Applications Received	270	69	25.6	199	73.4	2	0.7	0	0
Appointed	28	9	32.2	19	67.9	0	0	0	0
Specials									
Applications Received	32	7	21.9	25	78.1	0	0	0	0
Appointed	23	7	30	16	70	0	0	0	0
Police Staff									
Applications Received	548	355	64.8	193	35.2	6	1.1	6	1
Appointed	34	24	70.6	10	29.4	0	0	0	0

The statistics for the areas of promotion, discipline, grievance and exit interviews will not be published due to the very small numbers involved and the potential for identifying individuals.