



# Creating a safer **Cambridgeshire**

## **INTEGRATED EQUALITY SCHEME**

**2010 – 2012**



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## Chief Constable's Foreword



I have pleasure in presenting our 'Integrated Equality Scheme 2010-2012'.

It outlines our plan of action promoting engagement in productive and valued activities. These will help us to succeed in putting our people first so that our diverse communities can enjoy individual, family and social lives in a safe living and working environment.

It brings together the existing Race, Disability & Gender Equality Schemes, the latter having been identified by the Police Federation as most likely to deliver. The Integrated Equality Scheme introduces the new Protected Characteristics, identified within the Equality Act 2010.

Comprehensive consultation has been undertaken throughout the preparation of our Integrated Equality Scheme ensuring maximum community and stakeholder participation in decision making.

All of us who contribute to the work of the Police Service and the communities we serve have a right to be treated with respect, dignity and sensitivity. Fair and equal treatment of both our colleagues and the public is a key feature in succeeding with our 'Citizen Focus' agenda which aims to identify, understand and meet the needs of our local communities and improve their overall experience of policing.

Building on the trust & confidence amongst our diverse communities is essential to good service provision and as a service provider and employer; Cambridgeshire Constabulary has a legal and moral duty to promote Equality & Human Rights. We want to promote Equality & Human Rights because we recognise that it is the right thing to do and not just because we have a legal duty to do it.

I am proud of the standard set out by our Integrated Equality Scheme that gives due regard to our policy making, function, employment practices, learning & development opportunities and service delivery, thereby continuing to mainstream diversity.

Through strong leadership, a proportionate approach, effective partnerships, and a supportive and learning working environment, we will continue to deliver on our commitment to valuing diversity and eliminating unlawful discrimination.

**Together we will succeed in 'Putting people first'**

**Our Mission**

Creating a Safer Cambridgeshire

**Our Vision**

First class, citizen focused policing

**Our Values**

✓ Integrity

✓ Respect

✓ Sensitivity

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## INTRODUCTION TO THE INTEGRATED EQUALITY SCHEME

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This **Integrated Equality Scheme** is produced by Cambridgeshire Constabulary and builds on the success of our first Integrated Equality Scheme, which incorporate our earlier Race, Disability and Gender Equality Schemes. This document aims to ensure that all employees and community members are treated appropriately and respectfully. It also helps Cambridge Constabulary aspire towards having an accepting culture to all strands of diversity.

As well as covering the previous strands of race, disability and gender; the new protected characteristics of age, religion & belief, marriage/civil partnership, pregnancy/maternity, sexual orientation and gender reassignment are included. The decision to expand this list reflects legislative change and the desire that Cambridgeshire Constabulary has to ensure that everyone is treated fairly, not just those covered by the previous three strands.

This Scheme provides an action plan which allows us to improve all areas of policing, both front line and behind the scenes. This action plan also acts as a means to show how far we have evolved during the lifetime of the Integrated Equality Scheme.

The actions within the plan are not additions to the work of the Constabulary, each one is integrated into ongoing areas of work to improve how we support and interact with our staff and all the people of Cambridgeshire.

Each year we publish a report containing a summary of what has been achieved over the past year and what progress has been made in relation to meeting the targets set out in our action plan. We publish this report on our internal and external websites and make it specifically available to members of our advisory network.

In addition to our annual review every three years we conduct a full revision of the Scheme. This ensures that the document is still up to date with legislation, that actions are still relevant and allows us the opportunity to create new actions to build upon existing achievements.

The Integrated Equality Scheme is a live document and can therefore be altered and updated as appropriate before its expiry date or before the annual review is due. The introduction of the Equality Act 2010 and the Equality Standard has led to a major overhaul of the Scheme.

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## DIVERSITY WITHIN CAMBRIDGESHIRE CONSTABULARY

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**Equality** – ensuring that all individuals are given the same rights, treatment and opportunities as others.

**Diversity** – understanding that each individual is unique and recognising our individual differences in order to create a positive and inclusive culture.

The desire to address diversity issues does not arise purely from our legal duty, Cambridgeshire Constabulary believes that ensuring fairness for all and creating a diverse workforce has huge benefits.

If the community that we serve feel that they are being treated fairly and without discrimination, their trust and confidence in us should increase and in turn should lead to higher levels of crime reporting and detection rates.

It is important that our workforce is drawn from a variety of backgrounds, as this allows greater knowledge and experience to be used to try and find solutions to problems faced by the diverse community we serve.

Although the Equality Diversity and Human Rights Unit has the remit of progressing work and challenging weaknesses within this area, the whole of the Constabulary has a responsibility to act fairly and respectfully.

Managing diversity does not have to be difficult, it's simply about recognising and taking account of peoples' differing needs and expectations, irrespective of their race, religion, gender, disability or any other characteristic.

In order to fulfil this vision we will:

- take active steps to eliminate unlawful discrimination and harassment
- promote equal opportunities, positive attitudes and respect towards each other
- employ a workforce which is reflective of the community
- deliver a citizen-focused policing service
- create a working environment where diversity is recognised, valued and respected.

The work of the Integrated Equality Scheme aims to raise awareness of equality & diversity issues and to improve upon weaknesses.

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## **EMBEDDING EQUALITY AND DIVERSITY WITHIN CAMBRIDGESHIRE CONSTABULARY**

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### **Equality, Diversity and Human Rights Steering Group (EDHRSG)**

The EDHRSG was a strategic level meeting chaired by the Chief Constable, which considered diversity issues that were impacting on employment practices and service delivery in 2010. This meeting was held every six weeks. Progress of the Integrated Equality Scheme was monitored by this group along with updates on current initiatives and legislative changes.

### **Positive Action Steering Group (PASG)**

The aim of this group was to concentrate efforts into diverse areas of need, mainly through the use of positive action. Positive action is any act which aims to ensure that everyone is given the same opportunities, even if this means treating people differently. For example, raising awareness amongst those from minority backgrounds as to when recruitment lines open. The recruitment process would still be the same as for non-minority applicants, even though the group has been specifically targeted. A more detailed explanation of positive action can be found in the appendices.

In 2009-2010 the PASG focused on race and gender and carried out a lot of work to promote Cambridgeshire Constabulary to minority groups. It also aimed to improve the working environment for minority group employees.

*The PASG is a “task and finish” group, which can be reinstated as and when needed; if a requirement is identified.*

### **People Board**

In 2011, the EDHRSG and PASG were absorbed into the People Board. The role of the People Board is to ensure that the Constabulary has the right people, with the right skills, in the right place at the right time. Its purpose is to manage processes and policy relating to:

- resource and absence management
- employment of staff
- equality, diversity and human rights

- health and safety
- learning and development
- standards of behaviour
- workforce mix

The board is responsible for the development, maintenance and active management of all force policy that impacts on the recruitment, retention, development and welfare of people within the Constabulary.

### **Equality Impact Assessments**

Equality Impact Assessments are carried out on all proposed policies and procedures, with the aim of determining if the document will impact negatively upon any member of the community or workforce. If a negative impact is identified then this should prompt the writer, if appropriate, to consider alternative measures to ensure an equal standard of service is accessible to all. This is a legal obligation placed upon the Constabulary and other public authorities.

Throughout the Equality Impact Assessment process it is important that policy writers recognise the need to consult with representatives from a variety of communities. This will help to evaluate whether the policy or procedure would adversely affect people or limit access to our services.

By making policy writers consider the impact that their policy or procedure would have upon others, it encourages them to think positively about where opportunities exist for them to make a real difference to service delivery. This will assist us in changing our practices to eliminate, or at least minimise, any adverse impact.

The electronic Policy Library is available internally to all and no policy can be uploaded without an Equality Impact Assessment being attached. This is a way of ensuring that only those policies and procedures which have been checked for fairness can be used by staff and officers.

### **The Equality Standard**

The Equality Standard for the Police Service, created by the NPIA<sup>1</sup>, is a self-assessment tool to monitor performance in key identified areas of equality. The purpose of the Equality Standard is

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<sup>1</sup> National Policing Improvement Agency

to allow Police Forces to assess how far they have “gone beyond what is simply required of them as dictated by equality law”. It is also an opportunity to gain insight into the community which Cambridgeshire Constabulary serves and to improve the delivery of the services provided. Her Majesty’s Inspectorate of Constabularies (HMIC) will include aspects of the Standard in its inspections.

The focus of the Equality Standard is on integrating equality across all areas of business using real evidence of activity and outcome rather than just an opinion about performance. The Equality Standard’s main aims are:

- o Equality for all, not just the characteristics covered by equality legislation
- o Improving community engagement
- o Improving service design and delivery
- o Responding transparently to local concerns
- o Attracting, retaining and developing a skilled and diverse workforce reflecting communities served
- o Integrating equality activity across all business area

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## Consultation

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Alongside the aforementioned methods, which aim to embed the principles of equality and diversity within the workings of Cambridgeshire Constabulary, it is important to consult with both the internal and external community.

Cambridgeshire Constabulary recognises that who we consult with is critical and will affect both the legitimacy of the policy when it is put into effect and the trust people feel that they can place in us.

Our aim is to make sure individuals from all the groups who may be affected by the proposed policy; both internally and externally, have the opportunity to express their views, concerns and suggestions. This includes organisations and individuals who are likely to have a legitimate interest in the policy.

We take care not to restrict consultations to official ‘leaders’ or ‘representatives’ of local communities and associations but use their experience and knowledge to set up direct consultation exercises with different sections of the communities that they represent.

For the above reasons we have developed a variety of consultation options that can be used by policy authors, to explore issues raised through Equality Impact Assessments and as part of the force's wider consultation framework.

### **Cambridgeshire Independent Advisory Network**

The Cambridgeshire Independent Advisory Network (CIAN) is a group of community members who volunteer their time to review documents and offer advice to Cambridgeshire Constabulary. The Network has been developed to broaden the range of people, who have a voice in shaping the services we are developing and offering. There are a variety of ways to become involved in the group depending on convenience and the level of commitment that members wish to show. These methods include:

- A virtual email network which is available for people to comment on issues that may have an adverse affect on them or those they work with. These issues are fed into the policy development process where appropriate and used to inform on an ongoing basis, the impact that policies are having on individuals and groups.
- Informal consultation events which people are invited to if they appear to have an interest in the policy, or who have been identified through the initial Equality Impact Assessment as belonging to a group potentially affected by the policy or procedure.
- Visits to community groups specifically to discuss areas of policing that may have a direct impact on those who are part of the group and to encourage their involvement in improving service delivery.
- Utilising existing community networks, such as charities and voluntary organisations, to publicise events and seek peoples' views on the consultation process.

Information from the consultation exercises - however these have been conducted - is captured through the feedback template, which we have developed to ensure that issues raised are recorded. Issues raised are managed by the Policy author, who sets timescales for feeding back to community members, with the result of their suggestions and with the amended Policy.

Completed Equality Impact Assessments are presented to management boards for approval, alongside the proposed policy or procedure. This encourages discussion of the issues raised by the assessment process at a higher management level and also allows a greater understanding of such issues to be developed. It is hoped that once Equality Impact Assessments become

embedded within the organisation, the requirement to think of others' needs and how an action may impact upon them, will become an automatic process for all officers and staff.

The CIAN held their AGM in May; this was a good opportunity to clarify the direction members wished the group to take and to introduce new members to the group. To ensure the smooth running of the group, a new version of the Terms of Reference has been written.

### **CIAN Strategic Group**

During the AGM it was decided there was a need for a strategic group to be created from existing members of the CIAN. This group would be available to consult on more strategic issues faced by the Constabulary, such as how to tackle issues relating to "stop and search" activity and how to deal with live incidents. Members of this group have been vetted, to ensure their suitability for such a responsible role within the Constabulary. Although there will be regular meetings of the Strategic Group, members have also consented to sharing their contact details with the Constabulary, so that they are available outside of normal hours should a live incident occur which they could offer advice upon. This group is currently in the early stages of development, but it is hoped that the group will be influential on strategic matters and live incidents.

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## **Community Consultation Initiatives**

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### **Neighbourhood Panels**

Neighbourhood Panels offer the opportunity for local authorities to meet with residents to gain an insight into areas of concern and to ensure that their operational service delivery reflects the needs of the whole community. A large number of bodies attend these meetings including Police, Fire and Rescue Service, housing associations and Councils. How these meetings are organised varies according to area but the meetings are run either by local councils, or by Cambridgeshire Constabulary.

Community Engagement Managers publicise meetings within harder to reach communities, through Police Community Support Officers and other methods, to ensure a true representation of the community. Venues and times of panel meetings are chosen to ensure that they are accessible, for example taking consideration of residents with disabilities or young children.

### **E –Cops**

E-Cops is an innovative e-mail newsletter system from Cambridgeshire Constabulary that keeps the public informed of local crime information, community news and policing activities in their neighbourhood. E-Cops newsletters contain information on how to gain direct and convenient access to the Neighbourhood Policing Teams, amongst other topics.

Although the newsletters contain information for the public, they can also be used to influence policing within the area. For example, feedback can be used to influence policing priorities and to focus action into particular areas that have been identified by local residents. Also E-Cops can be used to communicate updates about activity taken to tackle issues affecting the neighbourhood.

**Constabulary Website**

The Cambridgeshire Constabulary website is a communication tool which is widely accessible through the internet. It contains basic information in 14 different languages, as well as offering advice on how to report a hate crime, amongst other information. More detailed information in English is available in the following areas:

<b>E-Cops</b>	<b>Stop and search information</b>
<b>Vacancies</b>	<b>Neighbourhood policing</b>
<b>Crime Prevention advice</b>	<b>Information on how to contact the Constabulary</b>
<b>News items</b>	<b>Constabulary performance</b>

The Chief Constable records a “pod-cast” which aims to keep Cambridgeshire’s residents up-to-date with initiatives and news. Some recent topics have included road safety, drink driving, anti-social behaviour and investing in staff to improve the service for the public.

**Street Surgeries**

Regular street surgeries are held in different areas of Cambridgeshire, whereby members of the community have an opportunity to meet with their Neighbourhood Policing Team, to bring up

personal issues or matters affecting their community. Venues central to the community such as schools or other visible locations, are used to ensure greater awareness of the surgeries.

### **Week of Action**

Where an area is identified as having problems, such as excessive litter or graffiti, a partnership approach may be taken to work alongside other organisations to tackle the issues. This also provides us with an opportunity to talk to people and gauge their views on the service we deliver.

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## SERVICE DELIVERY

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Citizen Focus is an initiative that aims to ensure an improved service delivery to the public through citizen involvement. The initiative was created after it was recognised that public sector services focus heavily upon statistics and outcomes rather than processes. Citizen Focus is broken down into four main areas: understanding people, understanding services, designing services and delivering services.

In order to gain understanding into the four areas mentioned above, the Citizen Experience Project was created. This project aims to look at how systems and processes can be changed in the long term to enable us to provide a more citizen focused service.

The Citizen Experience Project is being completed in three phases:

- 1) Where we are now;  
work to establish what the citizen's journey is like now, what they value in the service they receive and what barriers staff feel they have to deal with when it comes to delivering citizen focused policing. This includes a staff cultural audit, market research with the citizens of Cambridgeshire and research with staff groups.
- 2) What needs to change;  
working with staff to establish new systems and processes, which address how we go from where we are to where we want to be.
- 3) Delivery and embedding solutions;  
any recommended changes to systems and processes will need to be embedded across the force.

To embed the principles of Citizen Focus across the force, staff need to understand the principles of relate, reassure and resolve and know how to apply these to everyday work.

The Constabulary has worked with partners to put together the Putting People First (PPF) training package which is delivered to help all staff understand what the force's commitment to Citizen Focus means to them.

The training package started in September 2008 when all existing staff undertook this training. All new officers and staff who join the Constabulary have the PPF programme as an integral

part of their induction course, so right from the beginning new staff understand the force's commitment to Citizen Focus.

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## **Services Provided to the Public**

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Through the implementation of the Citizen Focus initiative the following services have been used to provide a more efficient and effective service to the public.

### **The Code of Practice for Victims of Crime**

The Code of Practice for Victims of Crime sets out the minimum standard of service that victims can expect to receive from each agency within the criminal justice system. This Code therefore applies to the Police Service.

This Code details how victims of crimes are to be treated, for example that if there is no investigation to be carried out the victim should be informed within five days. The document also details the enhanced service that should be provided to vulnerable or intimidated victims.

For the first time, victims are also given the legal right to appeal should they feel that any agency has not met their obligations. If any victim feels that they have not received the level of service that they are entitled to under the Code, and are dissatisfied with the response to their complaint, they can take their case to the Parliamentary Ombudsman via their MP.

Through this Code and the desire to provide a high quality service, Cambridgeshire Constabulary has introduced the following measures:

### **Victim Care Contracts**

After consultation with the public<sup>2</sup> it became clear that there was a demand for the Police to improve communication with victims of crime. This led to the introduction of the Victim Care Contract. This is completed by officers for all victims of all types of crime. Details include the most convenient times to contact the victim, whether the individual is particularly vulnerable and how often the individual wishes to be contacted.

### **Witness Care Contracts**

Once criminal proceedings are under way victims of crime become known as witnesses and are subject to Witness Care Contracts, typically organised by the Criminal Justice Unit, should they opt to do so.

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<sup>2</sup> Citizen Survey 2008

The idea behind Witness Care Contracts is similar to that of Victim Care Contracts; to keep witnesses up to date with developments of the case in the way best suited to them.

### **Witness Care Officers**

Witness Care Officers are responsible for updating witnesses of crimes on the case they are involved in as well as ensuring that individuals know when to attend Court and other such details, should this be necessary.

Due to the huge number of witnesses which can exist at any one time it would be impossible to keep all individuals updated on a regular basis, as well as an inefficient use of resources.

Specialist officers therefore use their discretion to ensure that witnesses most in need of being kept informed are done so. For example, those who are most vulnerable or are involved in high profile cases would be likely to receive this level of care.

### **Citizen Focus Officers**

Within the Major Crime Department Citizen Focus Officers carry out initiatives in order to raise and maintain the high standards of the service expected by victims and witnesses of crimes.

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## EMPLOYMENT WITHIN CAMBRIDGESHIRE CONSTABULARY

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### Our Commitment

We are committed to increasing the diversity of our workforce by implementing initiatives to ensure we can recruit from the best talent that exists within the communities we serve. We want our staff to feel empowered so they can perform to the best of their abilities and to that end we endeavour to provide appropriate facilities and support, including staff networks, in-house welfare and occupational health. We also aim to create an environment whereby staff wish to remain working for Cambridgeshire Constabulary and continue to strive to improve themselves and to provide a more efficient and effective service to the public.

### Career Development Manager

The Career Development Manager can provide independent advice and someone to listen to, in order to help employees focus on what they want out of their current and future career. In partnership with the Career Development Manager, staff have the opportunity to create a career plan and to explore options which they may not necessarily have considered.

The Manager also works closely with the Learning and Development team to develop and run various workshops covering interview skills, filling in application forms and answering competency questions.

### First Contacts Scheme

The First Contact scheme is a well established support network of police officers and staff. It provides support for colleagues who are either seeking information or believe that they have been harassed, discriminated against, treated unfairly or are experiencing difficulties in their personal lives. The scheme has seen an increase in the number of volunteers and strives to reflect the changing makeup of the workforce. The First Contacts are police officers and staff who have life experiences or interests in areas such as gender, maternity, flexible working, disability, sexual orientation, faith and cultural issues.

### Buddy Scheme

The EDHR Unit have recently introduced a buddy scheme across all areas of business within the Constabulary. Should a new officer or member of staff make a request for a "Buddy", they will be assigned an existing member of the Constabulary to make contact with; regarding any problems or concerns that they may have during their initial joining period.

The “Buddy” will be matched according to details such as background, job role and any other significant features, to ensure that they can provide as much support to the individual as possible.

Existing members of the force can also request a “Buddy” should they feel the need, or it may be suggested they do so if they are struggling with some areas of their role.

The scheme has been used to buddy individuals with dyslexia together, in order to offer support and guidance.

### **Disability Support Network (DSN)**

The Disability Support Network (DSN) is an employee group which offers support and advice to colleagues with disabilities and those who are responsible for an individual with a disability. This group also provides a platform through which the Constabulary can gain an insight into the needs and views of disabled people.

The Network has recently been reinvigorated and has seen an increase in its membership. At first the Network was run by the EDHR Unit, but now they are self-sufficient with a Chair, Committee and Terms of Reference. The DSN also has a Chief Superintendent as their Patron.

### **Lesbian, Gay, Bisexual and Transgender (LGBT) Network**

The Constabulary’s first LGBT Staff Network has recently been launched. The group aims to achieve equal opportunities, to offer support and to create a supportive working environment for lesbian, gay, bisexual or transgender staff. It is also hoped that in the long term the Network can help improve relations between the Constabulary and the external LGBT community. The Network also offers a voice for lesbian, gay, bisexual or transgender individuals during the consultation process for all policies, procedures and manuals of standards.

The Network has already attended a number of community events and is in the process of building strong links with local organisations.

### **Association of Muslim Police (AMP)**

The Association of Muslim Police within Cambridgeshire Constabulary was launched in 2007. This group aims to support both Muslim and non-Muslim officers and staff as well as providing a greater awareness of Islamic issues across the force. The Association has worked at both a local and regional level regarding community engagement initiatives and has provided support in the recruitment of BME staff.

The Chief Constable attended the launch of the group and stated "I absolutely support this initiative. This is a very positive step as it will have benefits for both members and the wider organisation".

### **Unity (Formally the Cambridgeshire Black Police Association)**

The Cambridgeshire Black Police Association has recently changed its name to "Unity". This change occurred in order to show that the group represents individuals from all minority backgrounds, not just those from the black community. Unity works to promote good race relations and equality of opportunity within both Cambridgeshire Constabulary and the wider community.

In 2010 the group worked closely with the Positive Action Steering Group in order to tackle barriers faced by minority individuals, both internally and in service delivery.

### **Christian Police Association (CPA)**

The Christian Police Association aims to provide an effective mechanism to support Christians within Cambridgeshire Constabulary and promote the Christian faith. The CPA also builds strong relationships with the external community in order to bring the Constabulary and Christian communities - in particular - closer together. With the rigours of shift work and other commitments it is often difficult for officers and police staff to remain focussed on their faith. The CPA therefore aims to provide support and encouragement so that individuals can boldly and confidently express their faith in the workplace.

### **Chaplaincy at Work**

In April 2009 the force worked with Chaplaincy to People at Work to develop a chaplaincy service for the police. The basic remit of the Chaplaincy is to provide safe, independent, confidential support and understanding to all members of staff, whether or not they have a defined religious belief.

Chaplains volunteer from a range of different faith communities and visit their local stations regularly in order to get to know staff and build relationships of trust and friendship.

### **Positive Action Leadership Programme**

All employees from minority groups are able to attend the Positive Action Leadership Programme ("PALP"). This is a three day course designed to encourage staff from minority groups to maximise their potential at work and progress within the organisation.

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## LEARNING AND DEVELOPMENT

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### Our Commitment

The Learning and Development team aspire to provide high quality and flexible learning opportunities for officers and staff. This learning will provide them with the skills and knowledge to support law-abiding citizens, to pursue criminals and to keep neighbourhoods safe from harm.

### Police Race & Diversity Learning & Development Programme (PRDLDP)

The Home Office's Race and Diversity: A Strategy for Improving Performance 2004–2009 states that dealing competently with Race and Diversity must become, and remain, a part of every police force's core business. The Police Race and Diversity Learning and Development Programme (PRDLDP) was created on the back of the national Home Office strategy to be used nationally covering the learning and development needs of the police services in England and Wales.

In response to PRDLDP Cambridgeshire Constabulary implemented the Putting People First development programme and the Citizen Focus strategy.

### Citizen Focus

Delivering a citizen focused Police Service is about tuning into the needs and expectations of the people we police and adapting our service to suit, if and when we can. One of the ways to meet these goals and expectations is a programme of development focusing on citizens and our staff. This is what Putting People First is all about.

### Putting People First

The programme supports the overall goals for Citizen Focus – confidence building, being agile and being streamlined. Specifically Putting People First will focus on three core communication techniques for delivering these goals – using the 3R model of reassure, relate and resolve.

The two strategies were co-joined, as it was rightly recognised that one should not be delivered in isolation to the other.

Putting People First (PPF) was delivered throughout the Constabulary during a six month period between 2008 and 2009.

Cambridgeshire identified 3 main objectives for the PPF and Citizen Focus training:

- **Confidence building** - The Putting People First training aims to provide staff with the skills and understanding which will enable them to consistently deliver a service to the public which maintains a high standard and inspires confidence.
- **Being agile** - Citizen Focus requires the police service to place the citizen firmly at the heart of service delivery, looking at what, why and how we meet the needs of citizens from their perspective and be responsive to those needs. The ability to be agile in our approach to improving service delivery is therefore critical to success. Putting People First will provide staff with skills to improve and strengthen the way they work together, identifying better ways of doing things for the benefit of our citizens, taking away complacency.
- **Being streamlined** - The Citizen Focus Programme will ensure that high quality service is underpinned by tight and effective processes so we make the most of our resources. Putting People First provides learning for staff to support this ethos.

### **Delivery Methodology**

The programmes were delivered through a combination of classroom delivery and continued learning in the workplace. The rationale for this approach was that it was felt that a culture change programme of this scale would not succeed without some face to face interaction.

The production of a bespoke handbook underpins the key messages of the PPF programme. The handbook contains a series of practical work based exercises for all staff to complete that supported the requirements set out in the PRDLDP. These exercises require that PPF tools and messages are put into practice and in doing so challenge thought processes, attitudes and behaviours.

### **Outcome of Putting People First Training**

The PPF training has been received positively by the large majority of staff and Officers. It has been felt that there has been improved communication throughout the organisation as well as with the public and the training equipped staff with tools and techniques to deal with varying interpersonal situations. The overriding benefit was that diversity matters were mainstreamed into all practices rather than it being an isolated area of business. Satisfaction levels in the community have also increased since the introduction of Citizen Focus and Putting People First.

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## HATE CRIME AND HATE INCIDENTS

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### A hate crime is defined as:

“Any hate incident, which constitutes a criminal offence, which is perceived by the victim or any other person as being motivated by prejudice or hate.”

### A hate incident is defined as:

“Any incident that may or may not constitute a criminal offence, which is perceived by the victim or any other person as being motivated by prejudice or hate.”

We recognise that hate crime and hate incidents can have a large impact upon the victim and across our communities. Across the Force there are processes in place to encourage the reporting of such events and to ensure that all hate incidents and crimes are recorded and investigated robustly.

To be successful in dealing with hate crime and hate incidents it is important to recognise the fact that victims may not always wish to speak directly to the Police. In order to overcome this barrier Cambridgeshire Constabulary has invested in a number of third party reporting methods.

### Open Out

The Open Out scheme was set up to meet recommendations set by the Macpherson Report in the wake of the death of Stephen Lawrence. The report recommended that the public should have access to facilities to report incidents other than police stations.

Open Out is a Cambridgeshire based multi-agency project offering victims and witnesses of hate crime the opportunity to report and resolve incidents with or without police involvement. Reports can be made 24 hours a day using Open Out's on-line reporting form or over the phone during office hours. The scheme offers confidential support, advice and information to victims, witnesses and other organisations. The scheme also helps victims to report incidents to the police and liaises with officers, PCSOs and staff to ensure the investigation runs as smoothly as possible. Since its inception in 2001 the Open Out scheme has recruited reporting centres and information points across the region and through these successfully tackles hate crime in Cambridgeshire.

## True Vision

The police service has launched a new way for victims of hate crime to report hate crime online. The website, called True Vision, is supported by all forces in England, Wales and Northern Ireland and can be accessed at [www.report-it.org.uk](http://www.report-it.org.uk).

True Vision provides information for victims and the public about what hate crime is - why it is important to report it when it happens - and sets out the range of ways hate crimes can be reported, including via a new online reporting form. The site also provides links to organisations that can offer support and advice on hate crime related issues.

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## STRAND 1: AGE

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### Legislation

In October 2006, the Employment Equality (Age) Regulations came into force, making it unlawful to discriminate against employees and job applicants on the grounds of their age. This legislation is now encompassed in the Equality Act 2010. The areas covered by the legislation include recruitment, selection, promotion, training and development, redundancy and retirement. The Equality Act 2010 aims to ban age discrimination in the provision of goods and services, with a few exceptions.

### Statistics

In its latest projections the Office of National Statistics indicates that nearly a third of the labour force will be over 50 by 2020. In Cambridgeshire alone there are nearly 11,000 economically active residents aged between 60 and 74.<sup>3</sup> Whilst males have higher rates of employment generally, females are more economically active after retirement age in the county.<sup>4</sup>

### Benefits

Businesses increasingly need to recognise the benefits of age diversity in the workplace. Treating staff fairly and recognising individual talents and needs is not just the right thing to do but makes good business sense as well.

Employers who recruit from the widest possible pool of applicants are able to choose the very best candidates. This has a positive impact on productivity.

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## Older Persons

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### Retirement

The Employment Equality (Age) Regulations set the default retirement age at 65. This has recently been abolished and employers can no longer force employees to retire at this age. However, employers can set a default retirement age within their organisation if it can be objectively justified. Due to the nature of police work Cambridgeshire Constabulary can objectively justify its current retirement age of 60 for federated ranks (Constable to Chief Inspector) and 65 for ranks above this.

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<sup>3</sup> Census 2001 data, found at <http://www.cambridgeshire.gov.uk/NR/rdonlyres/2FE86A53-3FF5-454C-955A-FD2D3BA82891/0/Section1.pdf>

<sup>4</sup> Ibid

Police Staff have also been affected by the recent removal of the default retirement age. Staff are no longer required to cease working at 65.

Police Staff can benefit from being able to undertake phased retirement up to their retirement date. Should the individual wish they may be able to use initiatives such as part time working to ease them into retirement. This also benefits the Constabulary as valuable knowledge and experience can be passed on to replacement staff.

### **Support Mechanisms for those Undergoing Retirement**

According to the Age and Employment Network a third of over-50 year olds work in the public sector. This knowledge has had an impact on the internal services which are offered within the Constabulary.

One of the actions that previously arose from this Scheme was the need to evaluate the support mechanisms for staff going through the retirement process, to ensure that they are fit for purpose. A pilot workshop for employees aged 50 and over regarding retirement was held in September 2008 and received excellent feedback. Since the first workshop four others have taken place.

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## **Young People**

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### **Every Child Matters Report**

In September 2003 the Government produced the *Every Child Matters* green paper alongside its response to the Victoria Climbié inquiry. The paper proposed changes to ensure that services were focused more effectively around the needs of children, young people and families. The aim of this paper was to ensure that every child (regardless of their background) has access to the support needed to; be healthy, stay safe, enjoy and achieve, make a positive contribution and to achieve economic well-being. The Children Act 2004 was created in response to this.

The outcome of these changes means that organisations coming into contact with children will be working closer with them, to prevent harm and to ensure they achieve what they want in life. Cambridgeshire Constabulary has, in response to the Government paper, produced the *Every Child Matters Strategy*. This details how we plan to meet the aims of the paper. We are focusing

on three means – through our people, through our business processes and through inter-agency working.

The Government has recently changed the terminology of *Every Child Matters* but it is expected that the contents and principle of the document will remain.

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### **Priorities for the Scheme**

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- Identify and, where possible, meet the needs of older members in our workforce
- Identify and, where possible, meet the needs of older and young members of the community
- Include younger people in community consultation

<b>Priority</b>	<b>Reason for this Priority</b>	<b>We will have achieved our aim when....</b>
Identifying and, where possible, meeting the needs of older members in our workforce	The workforce, both within the Constabulary and in general, is getting older. It is important to recognise this and adapt the services provided to staff and officers in order to ensure they are performing to the best of their ability.	Staff satisfaction and staff feedback will indicate that we are meeting the needs of older members of our workforce.
Identifying and, where possible, meeting the needs of older and young members of the community	Both older and young members of the community are likely to be the most vulnerable. Therefore it is important to understand their needs and use these to inform our decision making processes.	Satisfaction levels will show that the service delivered to older and young members of the public matches their expectations and needs.
Include younger people in community consultation	Evidence from our community engagement initiatives show that young people are not as	Community consultation and engagement initiatives will show a greater representation

NOT PROTECTIVELY MARKED

	involved in these activities as we would like. It is important to get their knowledge and opinion when designing services to ensure they are suited to their needs.	of young people.
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## STRAND 2: DISABILITY

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### Introduction

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The Disability Discrimination Act 2005 placed a duty on public bodies to eliminate discrimination and harassment, promote equality of opportunity, take steps to account for those with disabilities (even if this means treating people differently), promote a positive attitude towards disability and encourage those with disabilities to participate in public life.

This is now encompassed within the Equality Act 2010.

#### **The Disability Discrimination Act 1995<sup>5</sup> (DDA) – now absorbed by the Equality Act 2010**

Under the DDA a disability was defined as “a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.”<sup>6</sup>

The term disability covers a vast range of conditions including cancer, depression, heart disease, diabetes and visual impairment, amongst others.

The Act placed a duty on public bodies, including Cambridgeshire Constabulary, to have due regard to the needs of disabled persons when carrying out its functions.

This means that public bodies are required to adopt a proactive approach towards disability in order to eliminate discrimination, combat harassment and to promote positive attitudes and participation in public life.

#### **Carers**

Under the Equality Act 2010 those associated with individuals affected by disability are identified as needing protection from discrimination in their own right.

In order to ensure that carers and other such individuals are treated fairly, Cambridgeshire Constabulary is working to improve the recognition of the importance of achieving a “work-life balance” within the workplace.

With regard to those in the external community who suffer unfairly due to association with disabled individuals, Cambridgeshire Constabulary recognises the need to promote this issue to officers so that it can be tackled.

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<sup>5</sup> As amended by the Disability Discrimination Act 2005

<sup>6</sup> Disability Discrimination Act 1995, *SI(1)*

## Perceived Disability

Perceived disability is not itself a legal term but is used when an individual is mistakenly perceived as being disabled. Discrimination can be on the grounds of disability even if the victim does not actually have a disability but the discriminator thinks or believes he does.

For example, an employer would be acting inappropriately<sup>7</sup> if they refuse to give a suitable applicant employment, because they believed that their obesity would prevent them carrying out the role effectively.

## The Social Model of Disability

Disability is defined within the Government's strategy 'Improving the Life Chances of Disabled People' as "disadvantage experienced by an individual resulting from barriers to independent living, education, employment or other opportunities that impact on people with impairment and / or ill health."<sup>8</sup>

According to the social model, disabled people do not face disadvantage because of their impairments but experience discrimination in the way that we organise society. This includes failing to make education, work, leisure and public services accessible, failing to remove barriers of assumption, stereotype and prejudice and failing to outlaw unfair treatment in our daily lives.

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## Statistics

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There are approximately 10 million people in the UK with a disability covered under the Disability Discrimination Act<sup>9</sup>, this equates to around 18% of the population.<sup>10</sup> Estimates show that 1 in 3 people in the UK either have a disability or are close to someone who does.<sup>11</sup>

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## Consultation

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Cambridgeshire Constabulary is committed to actively promoting opportunities and an environment, in which people with disabilities can become fully involved in how the Force is managed.

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<sup>7</sup> Under implied guidelines of the European Framework Directive for Equal Treatment in Employment

<sup>8</sup> Improving the Life Chances of Disabled People – Final Report, January 2005, *Prime Minister's Strategy Unit*. Available at <http://www.cabinetoffice.gov.uk/media/cabinetoffice/strategy/assets/disability.pdf>

<sup>9</sup> Disability Discrimination Act 1995 as amended in 2005

<sup>10</sup> Family Resources survey (2003-2004)

<sup>11</sup> Office of National Statistics, Census 2001

The Equality, Diversity and Human Rights Unit consult with the Cambridgeshire Independent Advisory Network (CIAN) on matters of disability. This is a forum through which disabled people and those from other minority groups can engage with the Force, to influence policing.

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## **Staff Support Mechanisms**

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### **Staff Disability Support Network**

The Staff Disability Support Network comprises of staff that have, or have had, direct or indirect experience of disability issues. They are a self determining, self organised employee group who work in partnership with the Force to progress disability issues.

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## **Achievements**

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There have been a number of improvements made within the Force since work commenced on the Integrated Equality Scheme.

### **Two Ticks**

Cambridgeshire Constabulary is proud to state that it is now a “Two Ticks” employer. The Two Ticks symbol, in conjunction with Jobcentre Plus, is a scheme enabling organisations to publicise that they recruit from a diverse range of groups. We can also actively state that we are an Equal Opportunities Employer and that the organisation is committed to helping existing staff who may develop a disability whilst they are employed with us. We can publicise our commitment by utilising the Two Ticks symbol on our external website.

### **Disability Passport**

The Disability Passport is a vital document which can be used for the benefit of individuals, their line managers and the “Health & Wellbeing Unit” (formerly the OHU).

The Disability Passport can be completed by any of the Constabulary’s employees who feel that their disability/medical condition could have an impact on their work, either currently or at some point in the future.

The Disability Passport describes, amongst other things:

- The health condition of the employee
- The nature of the disability

- If they are taking any medication, any issues which may arise as a result of taking this medication
- Any reasonable adjustments the individual may need.

### Reasonable Adjustments

Reasonable adjustments are modifications that take into account the effects of an individual's disability. They are intended to ensure staff and officers have everything they need to perform their role to the best of their ability.

Reasonable adjustments can also be made during the recruitment process. The adjustments are intended to ensure that applicants with disabilities are able to compete fairly with non-disabled applicants. They are not intended to give an unfair advantage to disabled candidates.

Examples of reasonable adjustments can be:

- altering working hours
- giving affected applicants extra time in examinations
- modifying existing equipment / furniture

A new policy regarding reasonable adjustments has been created and implemented.

### Dyslexia Guidance

New guidance has been written, to allow line managers to effectively and consistently deal with those who identify themselves as being affected by dyslexia.

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### Priorities for the Scheme

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- Promote equality of opportunity for those with a disability
- Promote positive attitudes towards those with a disability
- Encourage participation of people with disabilities within the community engagement process
- Tackling disability discrimination and harassment in all forms, including towards carers and through perceived disability

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Priority	Reason for Priority	We will have achieved our aim when....
Promote equality of opportunity for disabled people	This is a legal obligation but also ensures that our workforce is representative of the community we serve.	We will have been successful when there is a greater level of representation of those with disabilities across all areas of business.
Promote positive attitudes towards disabled persons	This is a legal obligation but also ensures that disabled individuals feel that Cambridgeshire Constabulary is committed to creating a positive environment for those coming into contact with the Force.	The level of complaints from those with disabilities regarding the attitude of staff and officers will have reduced once this action has been successful. Also, promotional materials and public documents will have more reference to disability, both in picture and written form.
Encourage participation of people with disabilities within the community engagement process	This action was created in order to ensure that those with disabilities can influence the strategic decisions made by the Constabulary, this ensures a more responsive service to their needs.	Community engagement methods will show an increase in the number of participants with disabilities.
Tackling disability discrimination and harassment in relation to disability	This is a legal requirement but will also help improve the working environment within the Constabulary and improve community cohesion.	We will have been successful when complaints regarding claims of discrimination and harassment against the Constabulary has decreased or have been found to be without grounds.

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## STRAND 3: GENDER

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### Introduction

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The Equality Act 2006 created the duty for public authorities to promote equality of opportunity between women and men ('the gender duty') and to prohibit sex discrimination and harassment in the exercise of public functions.

The introduction of the Act brought about the biggest change in sex equality legislation for 30 years. The duty affects all employees within Cambridgeshire Constabulary and affects those in the community that we serve.

This has been reiterated in the Equality Act 2010.

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### Statistics

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Women and men experience gender inequality in different ways.

- Based upon calls made to Police regarding incidents of domestic violence 89% were made by women being assaulted by men<sup>12</sup>
- Young men, and young black men in particular, are more likely to be stopped and searched than women<sup>13</sup>
- 42% of people not living permanently in their preferred gender role were prevented from doing so because they feared it might threaten their employment status.<sup>14</sup>

There are a number of advantages to complying with the gender duty. These include:

- a better understanding of the needs of service users
- more effective targeting of resources and policy
- a higher detection rate of crimes and therefore greater confidence in public services
- a better informed decision and policy making process
- a workforce where employees are treated equally and with fairness

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<sup>12</sup> Stanko, 2000

<sup>13</sup> *Statistics on Race and the Criminal Justice System*, document produced by the Ministry of Justice

<sup>14</sup> *Engendered Penalties: Transgender and Transsexual People's Experiences of Inequality and Discrimination*, commissioned by *The Equalities Review*

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## Projects

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### The Equal Pay Audit

An equal pay audit for police staff was conducted in September 2008, followed by an audit for officers in May 2009. The audits made a small number of recommendations as well as commending other areas, which are currently being addressed.

### Gender Agenda and Gender Agenda 2

Gender Agenda and Gender Agenda 2 were designed in collaboration with a number of organisations, including the British Association of Women Police, with the aim to increase understanding of the reality of being a female officer in modern policing. The documents also detail some positive suggestions regarding how Constabularies can improve the current situation, to become more modern and progressive employers.

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## Specific Issues Relating to Gender

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Guidance and training has been issued to staff, to ensure that they comprehend the variations of domestic abuse such as those mentioned below and are able to utilise a sensitive and appropriate response to victims or potential victims.

### Domestic Violence

The Government defines domestic violence as “any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality”.

45% of women and 26% of men have experienced at least one incident of inter-personal violence in their lifetimes. On average 2 women a week are killed by a male partner or former partner, which constitutes around one-third of all female homicide victims.<sup>15</sup>

Elevated levels of self-harm and suicide amongst Asian women under 30 years of age means that they pose a significant risk group. Work has been undertaken, both on a national and a local level, in order to try and support this specific group.

### Honour Based Violence

Honour based violence cuts across all cultures and communities. The Domestic Violence Steering Group has formulated an action plan to address issues such as forced marriages,

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<sup>15</sup> Department of Health, 2005.

honour based violence and female genital mutilation. Work is also ongoing at ACPO<sup>16</sup> level to address these issues which influence the work carried out by the Constabulary. Recent changes to legislative Acts have also led to changes in practice.

### Forced Marriage

Cambridgeshire Constabulary is represented on the ACPO<sup>17</sup> Forced Marriage and Honour Based Violence Working Group. Through membership of this Group and through consultation with partners, it was identified that service provision and staff awareness in these issues needed improvement. By concentrating work in these areas, service delivery to women affected by such practices could improve.

Cambridgeshire has recently seen an increase in the reported number of forced marriages, which has compelled the Constabulary to focus attention on this area. Despite efforts, the large majority of forced marriages remain unreported. Innovative ways of communicating the issues around forced marriage and ways of getting help if someone is at risk of such a practice have been used.

New e-learning methods have been designed to ensure that there is a greater understanding amongst officers, which may be useful in spotting the practice. As well as e-learning, awareness is also raised through Sergeant and Detective Sergeants' training courses, toolbox talks<sup>18</sup>, IPLDP<sup>19</sup> and individual shift training.

Officers involved in forced marriage - both on an active case and when raising awareness - work very closely with the Force Control Room. It is important that those handling calls which show signs of forced marriage are aware of the significance and are able to offer as much support and help as possible.

### Choice Helpline

The introduction of the "Choice" helpline for those who require help, support or advice regarding forced marriage, has been a great success. More than 120 investigations were carried out in the past year as a result of calls. A great amount of care was taken to ensure that the helpline met the needs of potential and actual victims of forced marriage.

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<sup>16</sup> Association of Chief Police Officers

<sup>17</sup> Association of Chief Police Officers

<sup>18</sup> Internal training days which comprise of a number of talks aimed at particular ranks to refresh skills and knowledge.

<sup>19</sup> Initial Police Learning Development Programme

Research undertaken prior to launch showed that callers would prefer to speak with white female volunteers. This was due to the fact that a call handler from the same cultural background may be bound by honour to reveal details of the person's call to fellow community members. By ensuring confidentiality, there can be a greater level of confidence in the service provided and it is hoped that more people would make use of the facility.

By victims making contact with the helpline Cambridgeshire Constabulary, officers have been amongst the first in the country to use Force Marriage Orders<sup>20</sup> in order to stop a forced marriage taking place.

The service is often used by other Forces and officers for advice and guidance.

### **Female Genital Mutilation**

Female genital mutilation (often referred to as FGM) is a collective term used for a range of practices involving the removal or alteration of parts of healthy female genitalia.

Health Authorities are usually the first to become aware of victims of female genital mutilation so Cambridgeshire Constabulary work in close partnership with such bodies to try and prevent and treat victims of such activity.

### **Human trafficking**

Human trafficking is the recruitment, transportation, transfer, harbouring or receipt of persons for the purpose of exploitation, by means of force, threat, fraud or coercion.

Due to the changing population of Cambridgeshire there has been an increase in international crimes, such as human trafficking in the county. A recent operation saw over 20 victims of the practice found and released from the situation they were in.

A lot of work is currently being undertaken in this area. A new internal microsite and external website is being designed in order to:

- help the public identify signs of human trafficking
- engage with traditionally hard to reach communities which may carry out this practice or have knowledge which may be of value
- offer support and guidance to officers managing human trafficking cases
- provide the best possible level of support to victims

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<sup>20</sup> Created under the Forced Marriage (Civil Protection) Act 2007

- help secure a conviction

Cambridgeshire is already one of the leading Forces in this country with regard to human trafficking. However in order to maintain these high standards, relevant officers attend quarterly national meetings, annual best practice meetings and liaise regularly with the Metropolitan Police to share expertise.

The knowledge from these meetings are conveyed to officers through the use of toolbox talks and within the initial Detective training to ensure staff are confident when dealing with a trafficking case.

Although a conviction is of high importance, the needs of the victim are the primary concern for the officers involved. There is a great amount of partnership working that takes place between Cambridgeshire Constabulary and other organisations, in order to ensure that victims are given excellent support.

### **Priorities for the Scheme**

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- Eliminate discrimination and harassment relating to gender
- Promote equality of opportunity between men and women
- Raise awareness of domestic violence, forced marriage, female genital mutilation, honour based violence and human trafficking

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Priority	Reason for Priority	We will have achieved our aim when....
Eliminate discrimination and harassment relating to gender	This is a legal requirement but will also help improve the working environment of the Constabulary.	We will have been successful when complaints regarding claims of discrimination and harassment against the Constabulary has decreased or have been found to be without grounds.
Promote equality of opportunity between men and women	This is a legal requirement but will also ensure that the workforce is representative of the community it serves and is therefore able to provide a suitable level of service across all business areas.	This action will have been successful when there is greater representation across all areas of business.
Raise awareness of domestic violence, forced marriage, female genital mutilation, honour based violence and human trafficking	Previously these topics have received limited promotion, both in-house and within the external community. By raising awareness community members will know the signs of such behaviour and will know about the support services available to victims.	When levels of reporting for these crimes has increased we will know that this action has been successful.

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## STRAND 4: PREGNANCY AND MATERNITY

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### Introduction

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Pregnancy and maternity is a new protected characteristic created under the Equality Act 2010. Although policies and procedures are in place regarding these issues, we believe that now is a good opportunity to try and improve the consistency in which they are applied. Also, changes with regard to leave entitlement provide an opportunity to review the area as a whole.

During the period April 2009 – March 2010, 31 police officers and 45 police staff requested flexible working. 70 out of the 76 requests were granted.

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### Legislation

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#### Adoption

Unlike maternity leave where it is the mother who is eligible to take leave, adoptive parents can be of either sex. Same sex couples can apply, as can the male partner in an opposite sex relationship.

Parents can take up to 52 weeks leave, subject to certain conditions. Statutory Adoption Pay can be received for up to 39 weeks.

#### Maternity

The right to maternity and paternity leave is covered under the Employment Relations Act 1999<sup>21</sup>. The legislation states that an individual can not return to work within two weeks of giving birth and is entitled to a maximum of 52 weeks maternity leave, subject to certain conditions. Statutory Maternity Pay is paid for up to 39 weeks of leave.

#### Staff Maternity Provisions

There are a number of rights which are given to pregnant women by law. These include:

- The right for pregnant women to take time off work for ante-natal care
- The right to work in a safe environment
- The right to be protected against detriment or unfair dismissal for any reason connected with the pregnancy

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<sup>21</sup> Employment Relations Act 1999, *Schedule 4, Part 1*

- The right to take up 52 weeks maternity leave
- The right to return to work after birth

### **Police Officer Maternity Provisions**

Officers who satisfy certain qualifying conditions have the following maternity rights:

- paid time off for ante-natal care
- paid and/or unpaid maternity leave
- to return to work after maternity leave

Under the Police Occupational Maternity Scheme an officer is entitled to a maximum of 15 months maternity leave (taken in one or more periods).

The maternity period may commence at the earliest six months before the expected week of childbirth and end no later than twelve months thereafter. This means that within the 15 month leave entitlement an officer may chose to take 52 weeks leave after their child is born.

### **Parental Leave**

Parents of biological, adopted or step children are entitled to take up to 13 weeks unpaid leave before the child's fifth birthday. This must be taken in blocks of one week with no more than four weeks in any one year. If the individual has a disabled child less than 18 years of age, they are able to take 18 weeks of parental leave. Both entitlements are unpaid.

### **Paternity**

Paternity leave can consist of up to two weeks paid leave. Statutory Paternity Pay is paid at the same rate as Statutory Maternity Pay, and is subject to certain conditions. In order to qualify the individual must be the biological father or be the husband or partner of the baby's mother, this includes same sex partners. This entitlement can also be taken if you have adopted a child in cases where adoption leave is not being taken.

### **Shared Leave**

The Government has also announced plans that if you are expecting or adopting a child on or after 3<sup>rd</sup> April 2011 couples may be able to share maternity leave. This means that should a mother not wish to take her full maternity leave entitlement the remainder can be used by her partner. Again, certain conditions are placed upon this entitlement.

### **Surrogacy**

If a couple are having a child through surrogacy, it is unlikely that they will qualify for Statutory Maternity or Adoption Leave. However, individuals can take unpaid paternal leave once the Parental Order has been received.

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## Support Mechanisms

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### Bumps and Babes

“Bumps and Babes” is a club that all females who are either pregnant or on maternity leave can join. Informal meetings are held once every two months. It provides the opportunity for pregnant officers and staff and those on maternity leave to find out relevant information and meet informally. The group also allows the Constabulary to keep in contact with staff and officers who are away from the workplace.

### Keeping in Touch Days

Individuals may also make use of “Keeping in Touch Days” during maternity and adoption leave without bringing this period to an end. Individuals (the mother in the case of maternity leave) may undertake up to 10 days work with agreement from the employer or line manager. There is no loss of Statutory Maternity Pay for the week in which the work is carried out. Work can constitute training or any other activity that will help the individual keep in touch with the organisation.

The individual will be paid for the days worked at their current hourly rate (offset against Statutory Maternity Pay).

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## Priorities for the Scheme

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- Consistent application of maternity, paternity and other fertility related policies and procedures
- Appropriate support to be given to officers and staff with regard to pregnancy, maternity and fertility issues

Priority	Reason for Priority	We will have achieved our aim when....
Consistent application of maternity, paternity and other fertility related, policies and	It is important to apply all policies and procedures consistently to guarantee	Staff and officer feedback will tell us that they are happy with the way in which these

NOT PROTECTIVELY MARKED

<p>procedures</p>	<p>fairness. Maternity and related policies have been poorly advertised in the past and have resulted in inconsistent application. This action should ratify the problem.</p>	<p>policies and procedures are being applied. Also, awareness of employee rights in relations to these issues will have been shown to have increased.</p>
<p>Appropriate support to be given to officers and staff with regard to pregnancy, maternity and fertility issues</p>	<p>By giving appropriate levels of support the working environment of the Constabulary will be improved.</p>	<p>Feedback from officers and staff will tell us that an appropriate level of support is being offered by the Constabulary.</p>

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## STRAND 5: GENDER REASSIGNMENT

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### Introduction

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The Equality Act 2010 has added Gender Reassignment to the list of protected characteristics. It is now an offence to discriminate against those who are planning to undergo the reassignment process, those currently undergoing gender change, as well as those who have completed the process. The legislation has also evolved to protect those who have not undertaken medical reassignment; previously the individual would have to be under the supervision of a doctor in order to be protected.

The new Act incorporates previous legislation in this area and also adds some new elements, such as protection from indirect discrimination. This strand of diversity is now also included within the Public Sector duty to eliminate discrimination, harassment and victimisation, promote equality and to foster good relations<sup>22</sup>. It is an offence for anyone in an official capacity who has acquired 'protected information' regarding a transgender individual to disclose this information to any other person.

The previous legislation in this area led to the creation of the Cambridgeshire Constabulary Transgender Policy and Procedure, which ensures fairness, dignity, confidentiality and respect of transgender officers and staff.

As well as creating a policy with regard to transgender Police officers and staff there has also been the creation of a procedure for the searching of transsexual and transvestite detainees.

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### Statistics

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- Transphobic crimes are under-reported due to the fear of being "outed" in Court; the lack of confidence that the police will deal sensitively and properly with the incident<sup>23</sup>

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### Achievements

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#### Springboard

Springboard is a course delivered by an external provider which female staff and officers can attend. There are typically four meetings held over a four month period. The aim is to offer

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<sup>22</sup> Equality Act 2010, S149

<sup>23</sup> Information from The Gender Trust

practical and useful advice to females in order to progress their careers and to improve their skill set. The company has recently created a version of the course specifically for those who have undergone the male to female gender reassignment process. This is being promoted within Cambridgeshire Constabulary where it is hoped this opportunity will be utilised.

### Positive Action Leadership Programme

The Positive Action Leadership Programme (PALP) is a free of charge course run by the NPIA, available for Trans officers and staff. Staff from Cambridgeshire Constabulary have attended this course and given very good feedback. As a result of the course, those members in attendance went on to form the National Trans Police Association. The PALP was marketed internally using CamNet, whereby those wishing to attend were invited to complete a confidential expression of interest form.

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### Priorities for the Scheme

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- Eliminate discrimination, promote equality of opportunity and promote positive attitudes towards transgender individuals.
- Identify and meet the needs of transgender staff and community members

<b>Priority</b>	<b>Reason for this action</b>	<b>We will have achieved our aim when....</b>
Eliminate discrimination, promote equality of opportunity and promote positive attitudes towards transgender individuals	These points are derived from the Constabulary's legal obligations. However, these actions will also create an environment in which transgender individuals will be able to live fulfilled lives, both in the internal and external community.	We will be aware of when these aims have been completed successfully when community feedback informs us that transphobic attitudes have changed. Also, incidents of discrimination against transgender individuals will have decreased.
Identify and meet the needs of transgender staff and community members	This action ensures that there is a supportive working environment for transgender staff and officers. Also, by	Community feedback will tell us that the needs of transgender members have been considered and acted

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	being aware of the needs of transgender community members the service we provide will be appropriate and responsive.	upon appropriately. Staff and officer feedback will tell us if the working environment is considerate of the needs of transgender individuals.
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## STRAND 6: RACE

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“Unwitting racism can arise because of lack of understanding, ignorance or mistaken beliefs. It can arise from well intentioned but patronising words and actions. It can arise from unfamiliarity with the behaviour or cultural traditions of people or families from minority ethnic communities.”<sup>24</sup>

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### Introduction

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The Race Relations (Amended) Act 2000 places a duty on public bodies to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good relations between persons of different racial groups

The Act also introduced vicarious liability for Chief Constables in relation to acts of race discrimination carried out by officers whilst under their direction and control.

The Race Relations Act has now been encompassed into the Equality Act 2010.

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### The Macpherson Report

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The Macpherson Report, written in 1999 by Sir William Macpherson, detailed the findings of a public inquiry into the murder of Stephen Lawrence. The inquiry introduced 70 recommendations aimed at eliminating racial prejudice and disadvantage as well as ensuring fairness in all aspects of policing.

Cambridgeshire Constabulary’s Single Race Equality Scheme was introduced in 2005<sup>25</sup> and focused mainly on recording ethnicity in our service delivery, plus identifying processes such as Equality Impact Assessments (EIA), which could be used as a way to consult with communities to ensure that all needs are considered and that there is fairness for all.

Ten years on from the Macpherson Report, the Government reviewed the impact that it had upon policing. Generally, it was felt that there was a positive change in the internal ethos of Police Forces throughout the country and in the way that officers dealt with crimes and other issues affecting minority members of the community.

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<sup>24</sup> The Macpherson Report into the murder of Stephen Lawrence, *paragraph. 6.17*

<sup>25</sup> The Single Race Equality Scheme has since been incorporated into the Integrated Equality Scheme, along with the Single Gender and Single Disability Equality Schemes

In Cambridgeshire Constabulary, the Single Race Equality Scheme played a significant part in bringing about the positive changes recognised on a national scale, in the review of the Macpherson Inquiry.

However, there remained a small number of areas which were considered still in need of improvement. These areas such as stop and search, recruitment of Black Minority Ethnic (BME) staff and BME progression rates, are the focus of the Force's Integrated Equality Scheme.

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## Achievements

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### Breaking Through Action Plan

The "Breaking Through Action Plan" was created after consultation at the Black and Minority Ethnic Development Day held in March 2009, to try and overcome a wide range of issues affecting BME staff. These issues included difficulties recruiting staff from minority backgrounds, retaining minority officers and low progression rates.

The issues within the Breaking Through Action Plan were confirmed by conducting an internal staff survey entitled "Thrive or Survive". This entailed interviewing BME staff and officers, who wished to participate, to ensure that the areas raised at the Development Day were the issues that they also viewed as problematic. These results were then compared to a dip sample of all other staff, to see if the issues raised were general areas which needed improvement or were specific to BME staff.

Once these issues were identified and collated into the "Breaking Through Action Plan" the Positive Action Steering Group began to tackle these areas.

### Positive Action Steering Group (PASG)

The Positive Action Steering Group was a "task and finish" action group formed in 2010. Work undertaken with BME groups included:

- ensuring that the chance of progression for BME employees is the same as any other member of staff
- trying to engage with minority community groups for consultation purposes
- working alongside staff support associations to provide a high level of support to all members of staff

### English Spoken as Other Language Course (ESOL)

The former Chief Constable Julie Spence pledged at the Development Day in 2009 that she would assist anyone who was experiencing difficulties, due to the fact that English was not their first language. As a part of meeting this objective, English classes at Huntingdon Regional College were attended by a group of 12 PCs and PCSOs.

On completion of the course these individuals gained a nationally recognised '*Skills For Life*' qualification. The course ran from January to June 2010 (20 weeks) and was made up of 40 hours tuition plus examinations in both written and spoken English.

These classes were considered a great success. One member of the group, along with the tutor, received an award from the Chief Constable recognising the hard work and effort that they had put into the scheme.

### **BME Development Day 2**

After completion of the Breaking Through Action Plan and the majority of the work being carried out by the Positive Action Steering Group, a second BME Development Day was held in March 2010. The attendees' feedback was extremely positive and praised the way in which the Constabulary had tackled the issues raised at the previous event.

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## **Specific Areas of Focus**

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### **Gypsy and Traveller Engagement Working Group**

- In 2005 the Gypsy and Traveller population accounted for over 6000 people in Cambridgeshire, this was one of the largest minority groups in Cambridgeshire.
- This population is expected to increase to approximately 8500 by 2016.
- Cambridgeshire is home to more Gypsy and Travellers than any other county in England.
- Gypsies and Travellers are drawn to South Cambridgeshire by the availability of work and the relative prosperity with large private authorised sites being developed such as Fen Road, Chesterton<sup>26</sup>.

These significant facts have led to the introduction of the Gypsy and Travellers Engagement Working Group, with a specific remit to improve engagement and service delivery to these communities in Cambridgeshire.

The Working Group has developed an action plan which aims to ensure that:

- all staff have a basic understanding of the issues affecting Gypsy and Traveller communities; sufficient to be able to understand the cultural issues that arise when dealing with these individuals in the course of day-to-day policing
- members of the Gypsy and Traveller communities have sufficient trust and confidence in Cambridgeshire Constabulary to engage in community engagement initiatives
- there are sufficient individuals within CIAN<sup>27</sup> to enable it to offer advice on issues relevant to Gypsy and Traveller communities
- Cambridgeshire Constabulary works closely with partners to deliver effective public services to Gypsy and Traveller communities within the county tailored to their specific needs

Also, Gypsy and Traveller awareness sessions in the form of “Toolbox talks” were organised between the Constabulary and the Ormiston Children’s and Families Trust. These sessions provided officers and staff with a valuable insight into the issues affecting Gypsies and Travellers in the county.

### Stop and Search

“Stop and Search” powers are used to combat crime, reduce anti-social behaviour and as a preventative measure.

Police Services have a duty to monitor stop and search practice<sup>28</sup>, which can then be inspected by Police Authorities and HMIC<sup>29</sup>.

In Cambridgeshire, Black or Black British people are 4 times more likely to be searched than white people. Asian or Asian British people are twice as likely to be searched as white people and those who are mixed ethnicity are 1.7 times more likely to be searched.

Potential disproportionality remains a concern within Cambridgeshire, however on a national scale the Force is performing well in the area of stop search and is not considered to have a high level of disproportionate activity.

The “All Stops Steering and Scrutiny Group” (ASSG) has been created within the Constabulary to tackle the outstanding issues with regard to stop and search. Amongst other matters, the group looks into the training given to officers, ensures that the community is aware of the

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<sup>26</sup> All facts taken from: *The Changing Demography of Cambridgeshire: Implications for Policing*, produced by Cambridgeshire Constabulary and Cambridgeshire Police Authority

<sup>27</sup> Cambridgeshire Independent Advisory Network

<sup>28</sup> Criminal Justice Act 1991 as amended, S95

importance of the activity and helps implement Next Steps.<sup>30</sup> This meeting is also attended by a member of the Strategic CIAN.

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## Emerging Communities

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The Eastern region currently hosts a high proportion of the country's new migrant population and within the region about 50 per cent of the migrant population has settled in Cambridgeshire. The hidden scale of migration into the county is demonstrated by the number of different languages officers and staff deal with, which now exceeds 100.

Migration will have a greater impact on the population than natural changes – with new communities accounting for 64 per cent of growth in Peterborough and 73 per cent of growth in Cambridgeshire as a whole. 69,000 people are predicted to move to the county by 2016 as a result of migration, mainly from the European Union<sup>31</sup>.

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## Priorities for the Scheme

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- To eliminate unlawful discrimination and harassment
- To promote equality of opportunity, specifically by engaging with under-represented people in the workforce to identify and analyse barriers in relation to retention and progression
- Work proactively to promote good relations between persons of different racial groups
- Ensuring that the workforce has a practical understanding of disproportionality and the impact that this can have on interactions with the public

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<sup>29</sup> Her Majesty's Inspectorate of Constabularies

<sup>30</sup> This is a diagnostic tool, created by the National Policing Improvements Agency, assisting Forces to focus on the effective use of stop and search. It is currently being trialled in a number of Forces.

<sup>31</sup> All statistics taken from; *The Changing Demography of Cambridgeshire: Implications for Policing*, produced by Cambridgeshire Constabulary and Cambridgeshire Police Authority

NOT PROTECTIVELY MARKED

<b>Action</b>	<b>Reason for this action</b>	<b>We will have achieved our aim when....</b>
Eliminate unlawful discrimination and harassment	This is a legal requirement but is also the correct action to take in order to ensure a fair and accessible Police Service.	Complaints from the public in relation to these areas have decreased and all internal policies and procedures are fair to all.
Promote equality of opportunity	This is a legal obligation but also ensures that the Constabulary is representative of the community it serves; therefore providing a high standard of service.	When there is an increased representation across all areas of business we will know that we have been promoting equality of opportunity effectively.
Work proactively to promote good relations between persons of different racial groups	This will improve community relations within the diversity community we serve. It will also reduce hostile incidents between different racial groups in the community.	This will be achieved, when criminal incidents between different racial groups has been lowered and intelligence indicates that tensions have reduced.
Ensuring that the workforce has a practical understanding of disproportionality	In order to tackle the issue of disproportionality in certain areas of police activity it is important to understand why this is occurring and how to prevent it. This action will help achieve this aim.	We will be aware when this action has been successful, when complaints regarding unjustified actions have been reduced. Also, evidence will show that unjustified levels of disproportionality have been reduced.

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## STRAND 7: RELIGION OR BELIEF

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### Introduction

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The protected characteristic of religion and belief has long been an area of confusion with regard to policy. Protection has been offered under a range of legislation, for example the Race Relations (Amended) Act 2000, the Employment Equality (Religion or Belief) Regulations and the Equality Act 2006.

The Equality Act 2010 clarifies this area and incorporates all previous legislation into one. As well as religion, the legislation also covers lack of religious belief and philosophical belief.

It is unlawful to directly or indirectly discriminate against an individual due to their personal religion or belief, or due to their association with a person protected by the legislation. It is also unlawful to discriminate due to perceived religion or belief. Changes have also been made in legislation relating to victimisation and positive action.

Currently there is no protection from harassment. However, if an individual is treated unfairly due to their religion or belief a direct discrimination claim could be successfully raised.

The Human Rights Act offers its own form of protection under Article 9 – the right to freedom of thought, conscience and religion and freedom to express your beliefs. The limitation of this is that the religion must have a clear structure and belief system. By expanding the definition under the Equality Act 2010 protection is offered to a wider range of people.

Under the Equality Act 2010 public bodies, such as the Police, have a duty to:

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

There can be indifference and ignorance towards religion, which can lead to discrimination. For some people, religion is an integral part of their self-identity and we believe that this is something to be welcomed and celebrated. We are committed to meeting the needs of those with different beliefs and faiths without alienating or insulting others. This Scheme will demonstrate how we intend to continue to build sustainable relationships with all of the faith communities that we serve.

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## Achievements

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Cambridgeshire Constabulary has taken steps to ensure the religious needs of its staff are being met through:

1. The introduction of dedicated contemplation rooms.
2. Introducing a bank holiday policy whereby non Christian staff can swap religiously observed bank holidays for days that are significant to their faith.
3. Two faith based support networks: the Christian Police Association and the Association of Muslim Police. A third network based around Buddhism is currently in the early stages of development.
4. The Chaplaincy at Work scheme has been introduced to the Force whereby representatives from multiple faiths offer support and guidance to employees.
5. The creation and distribution of a multi-faith events calendar to raise awareness of significant dates

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## Consultation

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Internally, staff support groups have been highlighted as having undertaken a large amount of work to meet the religious needs of officers and staff. Consultation is regularly sought from the Association of Muslim Police, the Christian Police Association and Unity (previously the Cambridgeshire Black Police Association).

Externally, Cambridgeshire Constabulary has regular contact with faith-based groups. These groups are consulted on important issues affecting policing in their area.

The focus of this Integrated Equality Scheme is to build on our continued success by promoting understanding between different faith groups and promoting community cohesion.

We recognise that religion and belief can be very personal, so individual officers are consulted before being put in a situation where they would be in conflict with their religion or community.

## Priorities for the Scheme

- Actively improve community cohesion
- To eliminate discrimination, promote equality of opportunity and to foster good relations between different religious and non-religious groups
- Work with and support the different faith support groups within the organisation.

<b>Action</b>	<b>Reason for this action</b>	<b>We will have achieved our aim when....</b>
Actively improve community cohesion	This will improve community relations within the diverse community we serve. It will also reduce hostile incidents between different faith groups in the community.	This will be achieved when criminal incidents between faith groups have been lowered and intelligence indicates that tensions have reduced.
Work with and support the different faith support groups within the organisation	By supporting the various faith groups officers and staff will feel able to openly declare and follow their faith; therefore improving the working environment for them.	Support groups are self-sustaining and are heavily involved in both the internal and external communities.

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## STRAND 8: Sexual Orientation

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### Introduction

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Protection from discrimination due to sexual orientation has previously been offered under a range of different legislation, for example the Civil Partnership Act 2004 and the Employment Equality (Sexual Orientation) Regulations 2003. The Equality Act 2010 consolidates this and further legislation to ensure adequate protection from discrimination and victimisation due to sexual orientation.

Harassment due to sexual orientation is not currently protected against in law. However, if an individual is treated unfairly due to their sexuality this behaviour may be actionable under a direct discrimination claim.

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### Statistics

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Statistics show that:

- Seven out of ten victims of hate crimes or hate incidents do not report the crime to anyone
- Gay men and young people are far less likely to report such incidents to the police than lesbians and older people
- Only 6% of victims report hate crimes and hate incidents to third party reporting services
- One in five LGB<sup>32</sup> people say they expect discrimination from the Police when reporting a homophobic crime<sup>33</sup>

Evidence suggests that victims do not report hate crimes because they do not think that the event is serious enough to report, or they do not know that the act perpetrated against them is an offence. Other reasons include the belief that the police would not treat the incident seriously or take any action.

Improving communication with LGB individuals, particularly over high-profile cases being investigated, is important for raising community confidence. Demonstrating an overt commitment to non-discrimination against LGB people also contributes to community confidence.

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<sup>32</sup> Lesbian, Gay or Bisexual

<sup>33</sup> All statistics taken from *Homophobic Hate Crime: The British Gay Crime Survey 2008* carried out by Stonewall

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## Stonewall

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Stonewall is a charity founded in 1989 with the aim of creating a professional lobbying group to protect the rights of gay, lesbian and bisexual people. Some achievements of the organisation include helping lift the ban on lesbians and gay men serving in the military, securing legislation allowing same-sex couples to adopt and ensuring the recent Equality Act protects lesbians and gay men in relation to the provision of goods and services.

If a Constabulary appears in Stonewall's Workplace Equality Index, LGB people consider this as an indicator that that police force would treat the reporting of homophobic hate crimes seriously.

In 2011 Cambridgeshire Constabulary entered Stonewall's Workplace Equality Index for the first time. We are very pleased with our first year scores and look forward to using this as a benchmark for future service improvement to the LGBT community.

This is the main drive behind our commitment to becoming a Stonewall Diversity Champion. By outwardly showing that Cambridgeshire Constabulary is accepting of diverse individuals and that there are practices and policies in place to ensure that all employees are treated fairly, it is hoped that those affected by hate crimes will have the confidence to report these to us.

- A quarter of victims who reported homophobic hate crimes to the police maintain that these crimes were not recorded as homophobic related
- Three in ten victims of reported homophobic crimes say they were not informed whether the crime was recorded as a homophobic incident<sup>34</sup>

These statistics indicate that work needs to be undertaken to ensure that victims are made aware as to how their crime is being recorded, in order to build confidence in the reporting system. From a legal justice perspective, if crimes are not recorded correctly at the start of the process, then they will not be able to be tracked correctly throughout the legal system and statistics will be unreliable.

- Two-thirds of victims who reported homophobic hate incidents to the police were not referred to or informed, about support and advice services available to them.
- Nine out of 10 victims did not actively seek advice and support after experiencing a hate crime or incident. The reasons for not seeking advice and support included a lack of

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<sup>34</sup> *Homophobic Hate Crime: The British Gay Crime Survey 2008* carried out by Stonewall

awareness of what services were available or where to obtain them. There was also a fear of homophobia from support workers<sup>35</sup>

It is important that victims of hate crimes seek support and guidance after the event - should they feel the need - to ensure they are able to deal with any implications upon their wellbeing or daily life.

### **Homophobic Hate Crime: The British Gay Crime Survey 2008**

Stonewall makes the following recommendations based upon the evidence obtained from the *Homophobic Hate Crime: The British Gay Crime Survey 2008*:

- increase reporting of homophobic hate crimes
- increase education and information provisions for LGB people
- improve recording mechanisms
- improve support and guidance to victims
- aim to be a good employer.

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## **Staff Support Mechanisms**

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### **Lesbian, Gay, Bisexual and Transgender (LGBT) Network**

Cambridgeshire Constabulary's LGBT Network has been recently created. The aim of this Network is to: provide guidance and support for staff and officers who may experience issues relating to their sexuality; to give a voice to LGBT members of staff during consultation regarding policies and procedures and; to allow LGBT members to network informally.

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## **Priorities for the Scheme**

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- Adopt the Stonewall standards where feasible, to increase community confidence of Cambridgeshire Constabulary's credentials as an equal opportunities employer
- Increase community confidence in the hate crime reporting and criminal process
- Ensure an effective and efficient response to victims of hate crime and incidents

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<sup>35</sup> Ibid

NOT PROTECTIVELY MARKED

<b>Action</b>	<b>Reason for this action</b>	<b>We will have achieved our aim when....</b>
Adopt Stonewall standards	By being recognised as having an environment which supports lesbian, gay and bisexual staff community members should feel confident in our ability to respond appropriately to hate crime and hate incidents.	There is an increase in the level of reporting for hate crimes and hate incidents which are sexual orientation based.
Increase community confidence in the hate crime reporting and criminal process	Hate crime and hate incidents are largely unreported but have a significant impact on the victim. By increasing community confidence in the Constabulary's ability to tackle these crimes more victims should come forward.	Hate crime and hate incident reporting figures should show an increase if this action is being achieved successfully.
Ensure an effective and efficient response to victims of hate crime and incidents	By having an effective and efficient response to hate crime and hate incidents community confidence will increase in the Constabulary's ability to deal successfully with such cases.	An increase in reporting figures will show that this action is being successful. Also, increased satisfaction in the service provided to victims will show that this action is successful.

## STRAND 9: MARRIAGE AND CIVIL PARTNERSHIP

### Introduction

The Equality Act 2010 includes marriage and civil partnerships as a protected characteristic. This continues to protect individuals against direct and indirect discrimination relating to their marital or partnership status. However, the law does not offer protection from associative or perceived discrimination, or from harassment due to holding the marriage or civil partnership characteristic.

Within this area Cambridgeshire Constabulary aims to ensure that all policy and procedures do not discriminate against those in marriages or civil partnerships and that members of the community do not experience, or feel that they have experienced, discrimination due to their marital or civil partnership status.

### Priorities for the Scheme

- Ensure that policies and procedures are not discriminatory towards those who are married or in a civil partnership

Action	Reason for this action	We will have achieved our aim when....
Ensure that all policies and procedures are not discriminatory towards married persons or those in civil partnerships	This action allows all officers and staff to feel able to declare their relationship status and not to fear being treated differently due to it.	All policies and procedures have been Equality Impact Assessed and are considered non-discriminatory towards those in marriages or civil partnerships.

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## Human Rights

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### Introduction

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The European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR) is an international treaty that was adopted by members of the EU in 1950. The Convention was ratified by the UK in 1951 and came into force in 1953. The Convention established the European Court of Human Rights in Strasbourg. Any person, who feels that his or her rights have been violated by their country under the Convention, can take their case to the European Court. The Human Rights Act was derived from the ECHR and was a way of ensuring that the principles were incorporated fully into domestic law.

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### Human Rights Act 1998<sup>36</sup>

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The Human Rights Act came into force on 2<sup>nd</sup> October 2000 and gave individuals within the UK the opportunity to enforce their ECHR rights in British courts, rather than having to incur the cost and delay of taking a case to the European Court of Human Rights in Strasbourg. The Human Rights Act requires all legislation to be interpreted in a way that is compatible with the Convention Rights. If this is not possible, there is a process in place to try and ensure the relevant legislation is changed to become ECHR compatible.

The most notable Human Rights Articles, as listed in the UK Human Rights Act, are:

- The right to life
- The right not to be tortured or treated in an inhuman or degrading way
- The right to be free from slavery or forced labour
- The right to liberty and security
- The right to a fair trial
- The right to no punishment without law
- The right to respect for private and family life, home and correspondence
- The right to freedom of thought, conscience and religion
- The right to freedom of expression

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<sup>36</sup> Human Rights Act 1998

- The right to freedom of assembly and association
- The right to marry and found a family
- The right not to be discriminated against in relation to the enjoyment of any of the rights contained in the European convention on Human Rights

The Articles within the Human Rights Act are protected to varying degrees. For example, the right not to suffer inhumane or degrading treatment or torture<sup>37</sup> is absolute and must not be breached. However, other Rights are qualified and therefore able to be limited in certain situations. For example, the right to a private life.<sup>38</sup>

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## Public Authorities

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Public authorities have a duty under the Human Rights Act to ensure that their actions are compatible with the principles of the Act.

Public authorities include any person / organisation carrying out functions of a public nature. This would cover, for example, private companies that are running privatized prisons and charities that are running services such as residential care homes.

An individual can take action against a public authority, if they believe that the authority has breached their human rights.

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## Police Authorities

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The Police Authorities (Particular Functions and Transitional Provisions) Order 2008 made under the Police and Justice Act 2006<sup>39</sup> places a duty on Police Authorities to: *“monitor the performance of the police force maintained for its area in complying with the duties imposed on that force by the Human Rights Act.”*<sup>40</sup>

This monitoring takes place through a variety of methods. Although Police Authorities are required to monitor the performance of the Constabulary in relation to all aspects of the Human Rights Act, some common areas emerge. These are:

- Training

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<sup>37</sup>Human Rights Act 1998, Article 3

<sup>38</sup> Human Rights Act 1998, Article 8

<sup>39</sup> The Police Authorities (Particular Functions and Transitional Provisions) Order 2008; *Statutory Instruments 2008 No. 82*

<sup>40</sup> The Police Authorities (Particular Functions and Transitional Provisions) Order 2008, S3(a)

## NOT PROTECTIVELY MARKED

- Policy
- Complaints, discipline and civil actions against the police
- Human Rights awareness
- Information or reports from partner organisations.

It is the aim of the Integrated Equality Scheme to ensure that the Constabulary understands and has processes in place, to implement its responsibilities under the Human Rights Act.

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## General Priorities

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There are a number of general priorities arising from the scheme, which we have been keen to incorporate into our action plan. These are to:

- Ensure that all policies and procedures are effectively Equality Impact Assessed & the results of these published externally; complying with Equality Act 2010 & Human Rights Act 1998
- Create prompts to ensure that Equality Impact Assessments are reviewed at regular intervals
- Ensure that Corporate Communications effectively promote Equality, Diversity and Human Rights in all publications and public documents
- Use frontline officers and staff to promote Neighbourhood Panels where appropriate, particularly amongst under-represented groups
- Promote the achievements of those from under-represented groups, who work within the Constabulary
- Ensure that employment monitoring aids compliance with the Equality Act 2010
- Analyse our exit interview data, to aid the retention of staff from under-represented groups
- Procurement contracts to be reviewed to ensure that they comply with the Equality Act 2010
- Ensure that EDHR knowledge is embedded throughout Learning & Development products and services, particularly for newly promoted leaders within the organisation
- Review the identification and response to repeat victims of anti social behaviour to ensure a responsive and supportive service
- Review how victims of Hate Crime and Hate Incidents are treated to ensure a responsive and appropriate level of service
- Use feedback opportunities during training, to ensure that individuals understand Human Rights principles and are aware of how to correctly implement them in practical situations

NOT PROTECTIVELY MARKED

<b>Priority</b>	<b>Reason for Priority</b>
Ensure all policies and procedures are effectively Equality Impact Assessed & the results of these published externally; complying with Equality Act 2010 & Human Rights Act 1998	This will ensure that our policies and procedures are fair to all and reflect the needs of the community that we serve
Create prompts to ensure that Equality Impact Assessments are reviewed at regular intervals	This will ensure that all of our policies remain compliant with the ever-changing legislative landscape
Ensure that Corporate Communications effectively promote Equality, Diversity and Human Rights in all publications and public documents	Much of our work involves communicating with people and we have a duty to convey the message of EDHR to a wide variety of audiences in the most efficient and equitable ways
Use frontline officers and staff to promote Neighbourhood Panels where appropriate, particularly amongst under-represented groups	Neighbourhood Panels are vital to ensure that the community can have a say in how our services are delivered. It is important for everyone within our remit to be given the opportunity to get involved
Promote the achievements of those from under-represented groups, who work within the Constabulary	It is important to endorse these positive accomplishments, to improve the view of the Constabulary as positive role models within under-represented communities
Ensure that employment monitoring aids	It is important that data is relevant and used to spot both positive and negative trends

NOT PROTECTIVELY MARKED

compliance with the Equality Act 2010	regarding the make-up of our workforce
Analyse our exit interview data, to aid the retention of staff from under-represented groups	Feedback from departing employees allows the Constabulary to identify any negative trends within their reasons for leaving
Procurement contracts to be reviewed to ensure that they comply with the Equality Act 2010	It is important to ensure that the Constabulary supply chain is ethical and compliant with current legislation
Ensure that EDHR knowledge is embedded throughout Learning & Development products and services, particularly for newly promoted leaders within the organisation	It is through management that a culture of Equality, Diversity and Human Rights is embedded within an organisation. It is the role of L&D, to ensure that management have the tools to do so
Review the identification and response to repeat victims of anti-social behaviour to ensure a responsive and supportive service	The constant appraisal of our service ensures that we remain “fit for purpose” and constantly striving for excellence
Review how victims of Hate Crime and Hate Incidents are treated to ensure a responsive and appropriate level of service	The constant appraisal of our service ensures that we remain “fit for purpose” and constantly striving for excellence
Use feedback opportunities during training, to ensure that individuals understand Human Rights principles and are aware of how to correctly implement them in practical situations	It is vital that Constabulary employees appreciate the importance of Human Rights and the impact that their actions may have when dealing with the public

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## ANNEX 1: Useful Terms

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### Direct Discrimination

Direct Discrimination is where an individual is less favourably treated because of their race, sex, marital status (including civil partnerships), religion, sexual orientation, gender reassignment, age, disability, pregnancy or maternity.

This tends to be clear discrimination, for example, a female candidate with the best qualifications and experience is not invited for interview, but a male candidate with fewer qualifications does.

### Equality Impact Assessments (EIA)

The purpose of Equality Impact Assessments is to ensure that all policies and procedures are fair to all and reflect the needs of the community that we serve. By carrying out Equality Impact Assessments, we strive to ensure that all policies are compliant with equality legislation.

In order to complete an Equality Impact Assessment the policy / procedure author must consult with both the internal and external community; to gain an insight into the views of others. Writers must show that they have consulted with a range of people and that they have taken on board any suggestions that have been made.

The form requires that all protected characteristics are considered and the Equality Impact Assessment template has been duly updated, to include the changes stipulated within the Equality Act 1010. Copies of completed assessments, where practical, are available on the Constabulary's website to encourage consultation and discussion. A blank copy of an Equality Impact Assessment is available within Annex 6 of this Scheme and Guidance Notes precede it at Annex 5.

Policies are reviewed depending upon their level of relevance. For example, policies and procedures that impact upon the daily running of the Constabulary will be reviewed annually, whilst those that are less significant will be given a longer period before renewal.

Legislative changes, a change in the force structure or user dissatisfaction, could lead to a review of the policy or procedure before its due date.

## Harassment

Harassment is unwanted conduct affecting the dignity of individuals, which has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may be related to any personal characteristic of the individual and may be either persistent or an isolated incident.

## Indirect Discrimination

Indirect discrimination occurs when there are rules, regulations or procedures in place which have the effect of discriminating against certain groups of people. For example, a policy which requires all staff to wear certain clothing may indirectly discriminate against individuals from certain religions. Although such policies apply to all, they have the effect of treating one group less favourably.

## Positive Action

Positive action allows employers to target resources into areas of need, in order to satisfy an identified aim. This aim could be the recruitment of more BME<sup>41</sup> individuals into the Constabulary, greater representation of minority groups within Force specialties or targeting certain groups to encourage the reporting of hate crimes, for example.

Positive discrimination, however, is illegal and not permitted under any circumstances. An action that would be classed as positive discrimination, is offering employment purely because an individual fits a necessary criteria, i.e. they are female.

It is important to remember that positive action does not allow employers to justify giving an individual a job, solely because they have targeted them. The candidate must show that their knowledge, experience and skills are the best for the job. Positive action is used purely to encourage minority groups to apply and to support them through the recruitment process.

Positive action is used within Cambridgeshire Constabulary in order to achieve a number of aims. The most recent of which was to recruit larger numbers of BME officers and staff. Methods included recruitment events at places of worship and offering additional support with completing the electronic application forms.

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<sup>41</sup> Black and / or Minority Ethnic

By using positive action there are a number of benefits to the Constabulary, such as a more representative workforce that can relate better to the needs of the community, who will have increased confidence in our ability to police the area.

## **Procurement**

All groups of our communities have the right to expect that public money is spent on services that suit their needs and that it is spent in a way that promotes equality of opportunity, delivering high quality goods and services.

The Equality Duty placed upon the public sector, to tackle discrimination and promote equality, also applies to procurement activity. Public bodies already had a responsibility to consider race, disability and gender issues in relation to procurement before the Equality Act 2010; which then extended the cover to protect all of the protected characteristics. It is hoped that by placing such a duty on public bodies, there will be greater transparency in how public money is spent. Also, by adopting a single standard with regard to public procurement, the burden placed upon businesses applying for contracts will be reduced and it will be easier for small and medium sized businesses to compete with larger firms.

There are a number of processes in place to ensure that all tenders and suppliers meet our high equality standards in with regard to the Human Rights Act and the Equality Act. Prior to acceptance, suppliers are required to complete questions designed to show how they comply with the Equality Act and to state the practices that they have in place to ensure legal compliance.

These answers are considered as part of the tender process and the answers must be satisfactory in order for the business to progress further.

Alongside the legal requirement to promote equality of opportunity, the Constabulary also aims to ensure that procurement is undertaken with suppliers that have a sustainability policy

## **Victimisation**

Victimisation is a term used in employment law to describe the action by an employer against an employee, in retribution for them making a discrimination or harassment complaint, planning to make such a complaint or acting as a witness for another employee.

Examples include the refusal to promote an employee due to them initiating grievance procedures, or having provided evidence against the employer at an employment tribunal.

## NOT PROTECTIVELY MARKED

Victimisation can also take place post-employment, for example when an employer refuses to give a former employee a reference, because they had taken the employer to an employment tribunal.

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## ANNEX 2: Cambridgeshire Constabulary – About Us

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### The area that we serve

Cambridgeshire currently has a resident population of 744,900 with approximately 302,882 households.<sup>42</sup> Forecasts show that the county of Cambridgeshire (excluding Peterborough) is predicted to grow by 33% between now and 2031. The East of England is projected to be the second fastest growing English region.

The population of the city of Peterborough was estimated to be 163,000 in 2006. Based on current growth targets, forecasts demonstrate that the population of Peterborough will grow by as much as 22.4%.

The swift and continuing growth is the result of planned large-scale economic development, one of the country's highest birth rates and a considerable concentration of migrant workers.

Applications to the Worker Registration Scheme<sup>43</sup> (WRS) suggest a 7% decrease from last year within the county. Compared to decreases of 29% in the East of England and 42% nationally this indicates that the county remains an attractive location to live and work.

Cambridgeshire has wealthy and socially deprived communities in close proximity. Peterborough in particular has some of the most deprived wards in the United Kingdom.

The south of the county falls within the London commuter belt, with associated high housing costs. Cambridge has an international reputation as one of the leading academic centres in the world. The city is a popular tourist destination as well as home to a large number of students.

In the north of the county, there has been recent expansion with the Hampton development. Peterborough continues to have a diverse population speaking in excess of 110 languages.

This information helps us to target our services to specific geographical areas and specific communities.

### Command Areas

The geographical area covered by Cambridgeshire Constabulary is divided into three separate areas for governance known as Basic Command Units (BCUs). As well as the geographical

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<sup>42</sup> Policy based forecasts from The Research Group, Office for Corporate Services, Cambridgeshire County Council  
13/06/2007

areas there are also four non-territorial directorates, a Directorate of Investigations, a Directorate of Safer Communities, a Directorate of People and a Directorate of Resources.

<b>Basic Command Unit (BCU)</b>	<b>Local Government Area</b>	<b>Main BCU Station</b>
Northern	Peterborough Unitary Council	Thorpe Wood, Peterborough
Central	Huntingdonshire District Council Fenland District Council	Huntingdon (Headquarters is also based in Huntingdon) March is the main base for the Fenland area
Southern	Cambridgeshire County Council Cambridge City Council East Cambridgeshire District Council	Parkside, Cambridge

### **Workforce**

The Constabulary employs around 1500 Police Officers and over 1100 Police staff across these areas. We are also supported by approximately 400 Police Community Support Officers (PCSOs) and Special Constables.

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### **Cambridgeshire Police Authority<sup>44</sup>**

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Police Authorities are independent bodies made up of local people who oversee the work of their Constabulary. Cambridgeshire Police Authority has a range of financial and legal powers but the principal responsibility is to maintain an efficient and effective police service and to hold the Chief Constable to account for the delivery of services.

#### **Key Responsibilities of the Police Authority:**

- Agreeing the police budget for the year.
- Appointing the Chief Constable, the Deputy Chief Constable and the Assistant Chief Constable.

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<sup>43</sup> A mandatory registration scheme which allows the monitoring of where citizens from certain EU countries are entering into our labour market, the type of work they are doing and the impact this has on our economy for the first 12 months of their employment.

- Best value - the Authority works to ensure effective, efficient and high quality policing services.
- Setting an annual plan for policing
- To help eliminate discrimination, promote equality of opportunity and foster good relations.

Cambridgeshire Police Authority comprises of 17 members: nine local Councillors<sup>45</sup> and eight independent members representing the community.

### **Policing Plan**

Cambridgeshire Police Authority is responsible for producing the Policing Plan for the county. This document details specific targets and areas of focus for the Constabulary within the coming year based on national and local objectives.

Currently these targets include:

- increasing public trust and confidence
- tackling anti-social behaviour (ASB) and crime effectively
- delivering a high quality service
- achieving value for money.

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### **Association of Chief Police Officers (ACPO)**

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ACPO consists of police officers who hold the rank of Chief Constable, Deputy Chief Constable or Assistant Chief Constable, or their equivalents, in the forty four forces of England, Wales and Northern Ireland and certain senior non-police staff. The group leads and co-ordinates the direction and development of the police service in England, Wales and Northern Ireland.

Cambridgeshire Constabulary's senior team, which sits on ACPO at a national level, consists of the Chief Constable, Deputy Chief Constable (DCC), Assistant Chief Constable (ACC), Director of People and the Director of Finance.

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<sup>44</sup> Please visit <http://www.cambs-pa.gov.uk/> for more information

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## The Chief Constable

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The Chief Constable is responsible for the delivery of operational policing in Cambridgeshire and is accountable to the Police Authority. The **Chief Officer's Group** is a weekly meeting chaired by the Chief Constable to set and monitor the strategic direction of the Constabulary.

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## Policy and Programme Boards

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### Force Executive Board (FEB)

FEB exists to advise the Chief Constable on the strategic direction of the force and to ensure corporate governance.	Chaired by the Chief Constable
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### Force Performance Board

These meetings are co-ordinated with the release of the iQuanta <sup>46</sup> data. This allows us to compare ourselves with other Constabularies and gives us an understanding of our performance in a national context.	Chaired by the Chief Constable
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<sup>45</sup> Seven nominated by Cambridgeshire County Council and two nominated by Peterborough Unitary Authority

<sup>46</sup> iQuanta is an internet-based analysis tool developed by the Police Standards Unit to turn statistical data routinely collected by the Home Office into useful outputs for understanding and improving policing performance.

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## ANNEX 3: Monitoring

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The need to carry out monitoring is very important within any organisation. Without doing so it would be impossible to gauge the success of a particular initiative. Also, it would be very difficult to spot areas in need of focus.

By ensuring rigorous and detailed monitoring an organisation is in a better position to focus its resources into areas of need. Also, by ensuring detailed recording in areas such as the complaints and disciplinary processes, it is possible to spot trends and to try to resolve these issues.

### Employment Monitoring

An employment monitoring report is produced annually and is analysed at the People Board. The report contains detailed statistics regarding employment related data such as that described below.

The information we currently monitor in relation to our staff includes:

- Recruitment
  - Each stage of the recruitment process is monitored to assess whether any stage of the process is disproportionately failing applicants from a particular group
- Learning and Development
  - Applications for learning and development opportunities
  - The types of training applied for
  - Training delivered
- Promotion
  - Applicants for promotion
  - Success rates at each stage of the promotion process
- Performance Reviews
  - Completion rates
  - Scores awarded

## NOT PROTECTIVELY MARKED

- Awards and benefits
  - Commendations
  - Special Priority Payments
  - Bonus Scheme
  - Threshold Payments
- Fairness at Work
  - Numbers of grievances raised
  - Types of grievances raised
  - Outcome of grievances
  - Time taken to resolve
- Disciplinary and Capability Procedures
  - Numbers of people subject to discipline or capability procedures
  - Outcome of disciplinary and capability procedures
- Retention
  - People leaving
  - Retirements
  - Resignations
  - Dismissals
  - Fixed term contract completions

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## ANNEX 4: Legal Drivers

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### S95 Criminal Justice Act 1991<sup>47</sup>

The Criminal Justice Act 1991 requires the Secretary of State to annually publish information in relation to the criminal justice system in order to try and spot areas of concern and to try and eliminate discrimination. The overall aim of this piece of legislation is to try and eliminate discriminatory behaviour in all areas of the legal system.

For this reason, every Constabulary is required to supply ethnic monitoring information to the Home Office on a monthly basis in relation to:

- Stop and search
- Arrests
- Cautions and proceedings
- Deaths in custody
- Homicides
- Employment
- Racial Incidents

### The Equality Act 2006<sup>48</sup>

The Equality Act 2006 created a single body, the Equality and Human Rights Commission, in place of the previously existing Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission. This body aimed to create a society which is equal for all, to promote understanding and to secure and implement equality legislation.

The Act made it unlawful to discriminate based upon gender, created a legal requirement to promote equality of opportunity between sexes and imposed a duty on public bodies to take active steps to promote gender equality when carrying out its functions.

The Equality Act 2006 also made it unlawful to discriminate based upon an individual's religion or belief in the provision of goods, facilities and services, the management of premises,

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<sup>47</sup>Criminal Justice Act 1991, S95

<sup>48</sup> Equality Act 2006 found at: <http://www.legislation.gov.uk/ukpga/2006/3/contents>

education and the exercise of public functions. This restriction also included the lack of a religious belief.

The Act placed a number of duties on public bodies, to help us meet the overall aims for the statute. These included the need:

- to produce a Gender Equality Scheme detailing the actions which must be carried out within the following three years. This now forms part of this Integrated Equality Scheme.
- to assess the impact that our policies and procedures have on gender equality
- to carry out a pay audit to try and see the extent of any gender pay issues and to try and set objectives to overcome these.

The Act also consolidated and clarified the law in relation to disability and race equality.

The aim of the Act was to encourage and support the development of a society in which people were no longer required to complain to a public body, in order to bring about change. It also shifted the burden of responsibility to the public bodies and forced them to think about the steps that they were taking to promote equality.

### **The Equality Act 2010<sup>49</sup>**

The Equality Act received Royal Assent on 8<sup>th</sup> April 2010 and became law on 1<sup>st</sup> October 2010, with a number of other provisions coming into force as of 6<sup>th</sup> April 2011. The purpose of the new Act was to clarify and consolidate over 100 pieces of previous legislation into one document. The Act created some new protected characteristics, namely: “marriage / civil partnership”, “pregnancy & maternity” and “gender reassignment”.

#### **▪ The Relevant Equality Act provisions from 1 October 2010**

- The basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions; premises; work; education; associations, and transport.
- Changing the definition of gender reassignment, by removing the requirement for medical supervision.

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<sup>49</sup> Equality Act 2010 found at: [http://www.equalities.gov.uk/equality\\_act\\_2010.aspx](http://www.equalities.gov.uk/equality_act_2010.aspx)

## NOT PROTECTIVELY MARKED

- Levelling up protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic, so providing new protection for people like carers.
- Clearer protection for breastfeeding mothers;
- Applying the European definition of indirect discrimination to all protected characteristics.
- Extending protection from indirect discrimination to disability.
- Introducing a new concept of “discrimination arising from disability”, to replace protection under previous legislation lost as a result of a legal judgment.
- Applying the detriment model to victimisation protection (aligning with the approach in employment law).
- Harmonising the thresholds for the duty to make reasonable adjustments for disabled people.
- Extending protection from 3rd party harassment to all protected characteristics.
- Making it more difficult for disabled people to be unfairly screened out when applying for jobs, by restricting the circumstances in which employers can ask job applicants questions about disability or health.
- Allowing claims for direct gender pay discrimination where there is no actual comparator.
- Making pay secrecy clauses unenforceable.
- Introducing new powers for employment tribunals to make recommendations which benefit the wider workforce.
- Harmonising provisions allowing voluntary positive action.
- **Relevant Equality Act provisions from April 2011**
  - Positive action in recruitment and promotion
  - Public sector Equality Duty
- **Relevant Equality Act provisions the Government is still considering**
  - Dual discrimination

- Prohibition on age discrimination in services and public functions

Ministers are considering how to implement these remaining provisions in the best way for business and for others with rights and responsibilities under the Act.

▪ **Relevant Equality Act Provisions that the Government has decided not to take forward**

- Socio-economic Duty on public bodies
- Gender pay gap reporting

**The Equality and Human Rights Commission (EHRC)**

The EHRC combines the work of three previous Commissions; the Commission for Racial Equality (CRE), the Disability Rights Commission (DRC) and Equal Opportunities Commission (EOC).

For the first time a statutory body has the responsibility to protect, enforce and promote equality across the strands of diversity namely - age, disability, gender, race, religion and belief, sexual orientation and gender reassignment.

The aims of the ECHR are to:

- ensure that people are aware of their rights and how to use them
- work with employers, service providers and organisations to help them develop best practice
- work with policymakers, lawyers and the Government to make sure that social policy and the law promote equality
- use our powers to enforce the laws that are already in place.

The EHRC also works to ensure that Human Rights legislation is enforced, promoted and complied with.<sup>50</sup>

**The Employment Equality (Age) Regulations 2006<sup>51</sup>**

The Employment Equality (Age) Regulations, effective from 1<sup>st</sup> April 2006, made it unlawful to discriminate against people on the grounds of age.

The Regulations:

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<sup>50</sup> More details regarding the EHRC can be found at [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

<sup>51</sup> The Employment Equality (Age) Regulations 2006

- Prohibit unjustified direct and indirect age discrimination, harassment, and victimisation on grounds of age, young or old.
- Include provision for a standard retirement age for employees, normally 65, although employers can make it later (or earlier if they can justify this for good business reasons).

### **Disability Discrimination Act 1995 (Amended 2005)<sup>52</sup>**

The Disability Discrimination Act was first introduced in 1995 and was amended in 2005. The Act placed a duty on public authorities, including the Police, to give due regard to:

- actively eliminating discrimination which affects those with disabilities
- eliminating harassment of disabled persons
- promoting positive attitudes towards disabled people
- taking steps to account for a persons disability, even if this involves treating the disabled person more favourably than others
- promoting equality of opportunity between disabled people and other persons
- encourage the participation of disabled persons in public life.

The Act prohibited discrimination against disabled people in relation to, amongst others, the following areas:

- employment and occupation
- education
- housing
- the provision of goods, facilities and services
- the exercise of a public function

Harassment can occur in a number of ways including the use of offensive words or derogatory actions in the workplace. Cambridgeshire Constabulary is committed to creating a working environment where this behaviour is not tolerated.

Under this Act there is a need for public authorities to publish a Disability Equality Scheme which details actions relating to the above criteria for completion within the next three years. This forms part of our Integrated Equality Scheme.

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<sup>52</sup> Disability Discrimination Act 1995

### **Equal Pay Act 1970<sup>53</sup>**

The Equal Pay Act 1970 made it unlawful for employers to discriminate between men and women where they are doing the same or similar work; work rated as equivalent; or work which is of equal value though different in nature.

It covered both pay and other terms and conditions such as piecework, output and bonus payments, holidays and sick leave. European law has confirmed that the concept of equal pay prevents discrimination in relation to redundancy payments, employers' pension contributions and occupational pension benefits.

The Equal Pay Act applies to pay or benefits provided by the contract of employment. The Sex Discrimination Act covers non-contractual arrangements including benefits such as discretionary access to a workplace nursery or travel concessions.

The Act does not give individuals the right to claim equal pay with a person of the same sex. In other words, any comparison must be with a person of the opposite sex.

### **Sex Discrimination Act 1975, Employment Equality (Sex Discrimination) Regulations 2005 and Sex Discrimination Act 1975 (Amendment Regulations) 2008<sup>54</sup>**

The area of gender discrimination has been protected by a number of different laws and regulations since 1975. The Sex Discrimination Act 1975 offered protection against unlawful discrimination to both men and women. It made sex discrimination unlawful in employment, vocational training, education, the provision and sale of goods, facilities and services, premises and the exercise of public functions. The Act also prevented victimisation due to gender.

The Act has been extended by amendments in 2005 and 2008 in order to include harassment, discrimination in relation to pregnancy and maternity and gender reassignment.

Under sex discrimination legislation it is also unlawful to discriminate against a married person. The right not to be discriminated against due to being in a civil partnership is covered under the Civil Partnership Act 2004.

### **The Sex Discrimination (Gender Reassignment) Regulations 1999**

These Regulations extended the scope of the Sex Discrimination Act 1975. The Regulations state that it is illegal to discriminate against a person undergoing, having undergone or intending

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<sup>53</sup> Equal Pay Act 1970

<sup>54</sup> Gender Recognition Act 2004

to undergo gender reassignment in regard to employment or vocational training. The introduction of these regulations gave transsexual and transgender people legal recognition for the first time.

### **Gender Recognition Act 2004**

The Gender Recognition Act gave legal recognition to transsexual people who satisfied a panel of lawyers and doctors known as a Gender Recognition Panel.

In order to satisfy the panel, the person must show that they:

- have or have had gender dysphoria
- have lived in their acquired gender for two years or more
- intend to live in the acquired gender permanently.

Once these criteria have been satisfied, the person is given a Gender Recognition Certificate, which replaces the person's original birth certificate so that they are recognised fully as their new gender. The Act also covers how this document - and the knowledge of it - can be used by employers.

### **The Employment Equality (Sexual Orientation) Regulations 2003**

These regulations made it unlawful to discriminate or victimise individuals due to their sexual orientation.

In these Regulations, "sexual orientation" means a sexual orientation towards -

- (a) persons of the same sex;
- (b) persons of the opposite sex; or
- (c) persons of the same sex and of the opposite sex.<sup>55</sup>

The Regulations also prohibited discrimination in relation to:

- Perceived and actual sexual orientation. For example, it will be discrimination to make assumptions based on the behaviour or attributes of an individual about their sexual orientation.
- Association with someone who is lesbian, gay, heterosexual or bisexual.

### **Civil Partnerships Act 2004<sup>56</sup>**

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<sup>55</sup> The Employment Equality (Sexual Orientation) Regulations 2003, S2(1)

The Civil Partnerships Act 2004 provided legal recognition and parity of treatment between same-sex couples and married couples, including employment benefits and pension rights.

### **Race Relations Act 1976 (Amendment 2000)<sup>57</sup>**

The Race Relations Act 1976 made it unlawful for an individual to treat a person “less favourably than he treats or would treat other persons” based on the grounds of race. The definition of race includes colour, nationality (including citizenship), and national or ethnic origin. As well as banning discrimination the Act also made illegal the victimisation of individuals based upon their race.

Under this Act public bodies, such as the Police, have a legal obligation to eliminate unlawful racial discrimination both in relation to their own internal practices and in the service they deliver to the public.

Overall, the 1976 Act made it illegal to discriminate in relation to race in the areas of:

- jobs
- training
- housing
- education
- the provision of goods and services.

The 1976 Act has since been extended by the Race Relations (Amended) Act 2000. The more recent Act built on the achievements of the 1976 Act and aimed to expand the situations in which it is illegal to treat people differently due to their race.

Based upon the Amended Act it is illegal to harass an individual based upon their ethnicity.

Although the need to treat all employees, both actual and potential, fairly has been enshrined in law there are a few exceptions known as genuine occupational requirements. These are when it is necessary to discriminate based upon race in order to fulfil a genuine and determining occupational requirement.

Under Section 71 of the Amended Act it stated that public authorities “shall, in carrying out its function, have due regard to the need –

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<sup>56</sup> Civil Partnership Act 2004

<sup>57</sup> Race Relations Act 1976

- to eliminate unlawful racial discrimination;
- to promote equality of opportunity; and
- to promote good relation between people of different racial groups”

As well as having to comply with the above criteria, the Race Relations (Amended) Act 2000 also placed a range of specific duties on public authorities. There was a need to:

- publish a Race Equality Scheme which sets out how we aim to meet our obligations under the Act. This was previously satisfied by the creation of our Race Equality Scheme but is now part of this Integrated Equality Scheme
- assess and consult regarding the likely impact of proposed policies on different ethnic groups. This criteria has led to the introduction of Equality Impact Assessments which are carried out before any policy or procedure is made available
- monitor policies to ensure that they do not negatively impact upon the promotion of race equality
- train all staff as to their responsibilities under the race equality duty.

Encounters between police and people from all groups must be justifiable, productive, respectful and proportionate. Our role in delivering criminal justice must be scrupulously fair and equitable for all and not result in one group being treated less favourably, because of their race or ethnicity.

Also under the 2000 Act, Chief Constables became vicariously liable for racist incidents involving officers under their control.

### **Religious and Racial Hatred Act (2006)<sup>58</sup>**

This Act was introduced to make it illegal to threaten people because of their religion, or to stir up hatred against a person because of their faith. It was designed to fill gaps in the current laws, which only protected people from threats based on their race or ethnic background.

### **The Employment Equality (Religion & Belief) Regulations 2003<sup>59</sup>**

The Employment Equality Regulations made it unlawful to discriminate against workers because of religion or belief.

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<sup>58</sup> Religious and Racial Hatred Act (2006)

<sup>59</sup> The Employment Equality (Religion & Belief) Regulations 2003

## NOT PROTECTIVELY MARKED

A religion or belief is defined as being “any religion, religious belief or similar philosophical belief”. This does not include any philosophical or political belief unless it is similar to religious belief. It is for the Employment Tribunals and other courts to decide whether particular circumstances are covered by the Regulations.

These regulations applied to all areas of employment including recruitment, training, promotions, transfers and dismissals. As with other anti-discrimination legislation, the only exception is if the discrimination is based on a genuine occupational requirement for the employee to be of a specific religion or belief. An example of this would be having a requirement that all teachers at a Christian school be Christian and promote Christianity with pupils.

## ANNEX 5: Equality Impact Assessment - Guidance Note v7

### PURPOSE

Cambridgeshire Constabulary's Equality Scheme requires that policies and functions are developed in full recognition of the diverse needs, circumstances and concerns of the people who will be affected by them.

The purpose of this impact assessment is therefore to examine the extent to which this policy/procedural guidance may impact on different members of the community and or staff and, where appropriate, prompt the consideration of alternative measures to ensure an equal standard of service is accessible to all. Alternative measures could include amending guidance or offering alternative guidance/policies or modifying decisions.

Additionally, the principles of **Citizen Focus** must be considered and any element that might adversely impact on these principles must be justified or eliminated as appropriate.

Cambridgeshire Constabulary is focused on the following protected characteristics, Age, Marital status/Civil Partnership, Disability, Gender, Gender Identity, Race, Religion or Philosophical belief, Sexual Orientation, Socio economic status.

**You should use these guidelines as you begin to develop or review any Strategy, Policy, Procedure or Service Plan.**

#### Step 1

##### Basic details

Title of Policy Guidance/ Procedure/ Decision	<b>Example:</b> <ul style="list-style-type: none"> <li>• Community Engagement Strategy</li> <li>• Recruitment Policy</li> <li>• Stop &amp; Search Procedure</li> <li>• Department service plan</li> </ul>
Name of Author	Person writing policy/procedure/decision
Date of creation / version	Date policy/procedure/decision written Version
Date of review	All Force Policies and Procedures should be reviewed at least once every 3 years with critical

NOT PROTECTIVELY MARKED

	areas reviewed more frequently.
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**Part A**

	Question	Example answer
<b>A1</b>	What are the proposed outcomes of the policy guidance, procedures, decisions or rationales that you are making or writing?	<p><b>Example answer could be :</b></p> <ul style="list-style-type: none"> <li>• Provide support to enable staff to raise issues of concern with a view to resolving them</li> <li>• Provide guidance for officers on how to deal with 'Violence against the person'</li> <li>• Explain how the Force should calculate charges for policing services</li> </ul>
<b>A2</b>	Which individuals, or groups of individuals, are most likely to be affected?	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• The general public</li> <li>• Partner agencies</li> <li>• Police officers and police staff</li> <li>• Specific Minority groups</li> </ul>
<b>A3</b>	Now consider whether any of the following groups might be particularly affected	<p><b>Consider:</b></p> <p>Do you need to hold consultation with focus groups to ascertain?</p> <p>Are there any meetings you wish to attend?</p> <p>Have you consulted with appropriate staff associations e.g. UNISON, Federation, BPA and AMP?</p> <p><b>Consider:</b></p> <p>Does this strategy, policy guidance / procedure discriminate unlawfully against any group?</p>
<b>A4</b>	What information is available to help you understand the effect this will have on the groups identified in A3?	<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Is there information available collected about the gender, ethnicity etc. of your service users?</li> <li>• Are there records of complaints/compliments from service users?</li> <li>• Do departments, staff associations or support groups hold information that might be useful?</li> <li>• What other information have you got that might be useful?</li> </ul>

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		Can this information be found on databases, national sources (census 2001), intranet or internet?
<b>A5</b>	Can any differences be justified as appropriate and necessary? For example is there a business need?	<p><b>Example answer could be:</b></p> <p>Yes – All our maternity policies and procedures naturally exclude men from the benefits offered This may appear to be discriminatory, but is naturally acceptable.</p>
<b>A6</b>	Does this impact assessment need to undergo a part B assessment?	If you are drafting a policy/procedure then part B is mandatory.
<b>A7</b>	Once implemented, how will you monitor the actual impact?	<p><b>Example answer could be:</b></p> <ul style="list-style-type: none"> <li>• Set up a monitoring system for the procedure which will cover all strands of Diversity</li> <li>• Agree new performance indicators or measures</li> <li>• None – no further action is necessary.</li> </ul> <p>Give a clear and realistic time-frame to the above.</p>

**Part B**

	Question	Example answer
<b>B1</b>	What are the aims and proposed outcomes?	<p><b>Example answer could be:</b></p> <ul style="list-style-type: none"> <li>• Provide support to enable staff to raise issues of concern with a view to resolving them</li> <li>• Provide guidance for officers on how to deal with 'Violence against the person'</li> </ul> <p>Explain how the implementing the proposed policy guidance/procedure will influence these outcomes.</p>

NOT PROTECTIVELY MARKED

<p><b>B2</b></p>	<p>What research has been undertaken?</p>	<p>Explain what information you already have about the equality impact of this policy guidance / procedure.</p> <p><b>Consider:</b></p> <p>Has this information been found on existing databases, national sources, intranet or internet?</p> <p>Have user satisfaction surveys provided any data?</p>
<p><b>B3</b></p>	<p>What consultation has taken place?</p> <p><b>(a)</b> Internally within the Constabulary</p> <p><b>(b)</b> Externally</p>	<p>(a) List any Staff Associations, UNISON, Federation, BPA, Line managers who will implement this etc, that have been consulted.</p> <p>(b) Have the appropriate service user and members of any independent advisory groups (the Diversity Unit can provide contacts from within the community if required) been consulted?</p> <p><b>Consider:</b></p> <p>Is further consultation required for example community workshops? Open days etc?</p> <p>Has consultation given you sufficient information for your purpose?</p> <p>Have there been any demographic changes or trends identified locally that need to be taken into account?</p>
<p><b>B4</b></p>	<p>What feedback was received?</p>	<p><b>Consider:</b></p> <p>Do you have records of any face – face or telephone interviews with service users?</p> <p>Have you any data from any consultation questionnaires that were sent out?</p> <p>As a result of this feedback is further consultation required?</p>
<p><b>B5</b></p>	<p>What amendments, if any, have been incorporated into the policy guidance/ procedure to reflect that feedback?</p>	<p>Provide evidence of any changes that were incorporated as a result of feedback</p>

NOT PROTECTIVELY MARKED

<p><b>B6</b></p>	<p>If changes were recommended but not incorporated, what justification is there for this?</p>	<p>Provide evidence as to why in this instance the recommended changes were not incorporated. It could be that something may appear to be discriminatory but is naturally acceptable. Explain this.</p> <p>For example it may be that changes in maternity policies and procedures exclude men but there is sufficient justification to make the changes and this is naturally acceptable.</p>
<p><b>B7</b></p>	<p>EIA's should not be considered as one-off exercises. The actual impact will only be realised when it has been put into practice.</p> <p>What monitoring arrangements are to be put into place (or already exist) to monitor the actual impact of this policy guidance/procedure?</p>	<p>If this assessment relates to a Force policy/procedure, consider which role within your department is responsible for its monitoring and regular overview. For example, It could be the responsibility of that individual's line manager to ensure appropriate monitoring and review takes place.</p>

**Part B of all Equality Impact Assessments, are considered public documents and will be made available on the external website. A published report should be made readily available to anyone who requests a copy. We have a specific duty to publish the results of the assessments and consultations that have been carried out for any policy.**

## ANNEX 6: Equality Impact Assessment - Part A&B v7

### EQUALITY IMPACT ASSESSMENT TEMPLATE FOR NEW AND REVISED STRATEGY, POLICY AND PROCEDURAL GUIDANCE

## Part 'A'

This section is designed as a learning tool - to be used as an informal “note pad” to record the analysis you undertake and the considerations you take into account. It is not intended that this section will be published as part of the Constabulary’s policies publication scheme; however, we suggest that you retain this information for future reference and audit purposes

**Additionally, the principles of Citizen Focus and Human Rights must be considered and any element that might adversely impact on these principles must be justified or eliminated as appropriate.**

Title of Policy Guidance / Procedure / Decision			
Name of Author			
Date of creation		Version No.	
Date of Review:			

**A1. What are the aims and proposed outcomes of the policy guidance, procedures, decisions or rationales that you are making or writing?**

A2. Which individuals, or groups of individuals, are *most likely* to be affected?

A3. Now consider whether any of the following groups linked to the personal characteristics below might be *particularly affected*? (*Please indicate any groups identified clearly on this form*)

Race or ethnic origin Includes Gypsy and Traveller groups	<u>Consider:</u> Language and cultural factors
Religious/Faith groups Or philosophical belief	<u>Consider:</u> Practices of worship, religious or cultural observance Including non-belief
Disability groups	<u>Consider:</u> Physical, sensory, cognitive, or learning difficulties
Gender	<u>Consider:</u> Male, female, marriage, civil partnership, pregnancy
Gender Identity	<u>Consider</u> Transgender, Transsexual, Intersex

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Age	<u>Consider:</u> Elderly, or young people
Sexual Orientation	<u>Consider:</u> Known or perceived orientation
Work Life balance	<u>Consider</u> Caring issues, childcare, disability, safeguarding issues
Socio-economic disadvantage	<u>Consider</u> Low income families, individuals without access to support networks / internet etc

**A4. What information is available to help you understand the effect this will have on the groups identified in A3?**

SOURCE	GROUP AFFECTED	COMMENT
Could it be considered discriminatory?		
If so why?		

**A5. Can any differences be justified as being appropriate and necessary? For example is there a business need?**

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**A6. Does this impact assessment need to undergo a part B assessment?**

YES		NO	
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**(If you are drafting a Policy or procedure then a part B assessment is mandatory)**

If you are impact assessing anything else, then use the following weighting system to inform your decision referring back to your previous answers.

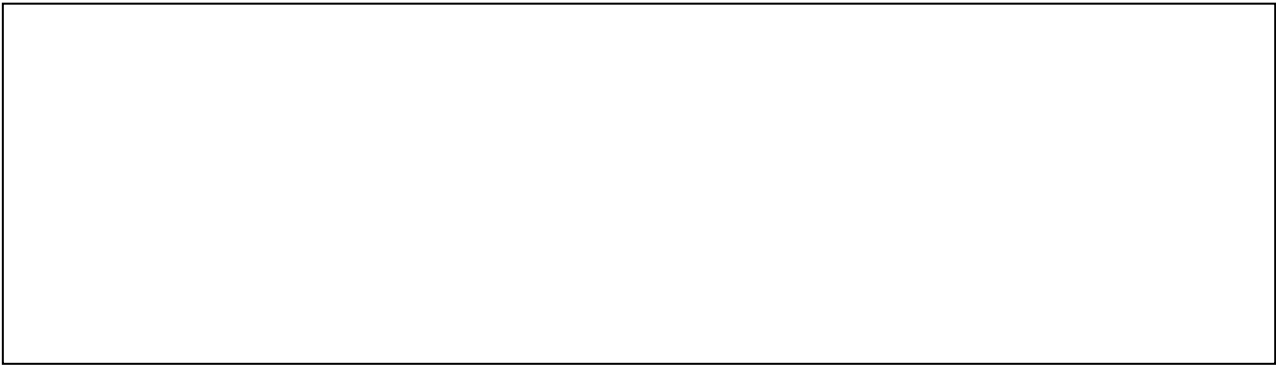
**High:** Decision/Policy could be discriminatory and insufficient information available to justify (Needs Part B)

**Medium:** Decision/Policy could be discriminatory but can be justified with the information currently available (Part B can be completed but if it is not then a review within 6 months is necessary)

**Low:** Decision/Policy does not have any discriminatory impact.

Weighting decision (High / Med / Low)	Rationale

**A7. Once implemented, how will you monitor the actual impact?**



**EQUALITY IMPACT ASSESSMENT TEMPLATE  
FOR NEW AND REVISED STRATEGY, POLICY OR PROCEDURAL GUIDANCE**

**Part 'B'**

This section should be used to *formally* record the findings and results of your assessment. This section will normally be published as part of the Constabulary's policies publication scheme.

Title of Policy Guidance / Procedure / Decision			
Name of Author			
Date of creation		Version No.	
Date of Review	Date reviewed by EDHR unit		

In respect of each of the following: Race or Ethnic origin, Disability, Sexual orientation, Gender, Gender Identity, Age, Religion/ Faith or Philosophical Belief, Marital status or Civil Partnership, Maternity, Economic status:	Yes/No	Provide evidence
Could this strategy, policy, Procedure, or Service Plan discriminate unlawfully against any group?		
Could any specific groups of people be excluded from the service or benefit of this?		
Could any group be denied fair and equal access as a result of this?		

Could this actively promote good relations with minority groups?		
--	--	--

Please outline the results of your impact assessment below:

**B1. What are the aims and proposed outcomes?**

**B2. What research has been undertaken?**

**B3. What consultation has taken place? (Who has been consulted and by which method?)**

**Internally within the Constabulary:**

**Externally:**

**B4. What feedback was received?**

**B5. What amendments, if any, have been incorporated into the policy guidance/procedure to reflect that feedback?**

**B6. If changes were recommended but not incorporated, what justification is there for this?**

**B7. What monitoring arrangements are to be put in place (or already exist) to monitor the actual impact of this policy guidance/procedure?**

NOT PROTECTIVELY MARKED

## ANNEX 7: Integrated Equality Scheme Action Plan



# Integrated Equality Scheme Action Plan 2011

(Integrated Equality Scheme Annex 7)

## AGE

### Priorities for the scheme:

- Identify and where possible meet the needs of older members in our workforce
- Identify and where possible meet the needs of older and younger members of the community
- Include younger people in community consultation

<b>No</b>	<b>Action Required</b>	<b>Owner</b>
1.1 <i>Internal action</i>	Identify the mental and physical health issues affecting an aging workforce and take action to introduce support mechanisms	People Directorate OHU
1.2 <i>Internal action external focus</i>	Encourage representation from both the youth and older communities onto the Cambridgeshire Independent Advisory Network (CIAN)	People Directorate EDHR Unit
1.3 <i>Internal action</i>	Explore gender/age related undisclosed sickness. Look at mechanisms in place to raise awareness of health issues that affect older employees	People Directorate HR
1.4 <i>Internal action</i>	Ensure that Cambridgeshire Constabulary policies and procedures are compliant with the Equality Act in relation to the removal of the retirement age.	People Directorate HR Policy & Support
1.5 <i>Internal action</i>	Identify any trends or areas of concern within the employment monitoring data in relation to age	People Directorate HR Policy & Support

# DISABILITY

## Priorities for the scheme:

- Promote equality of opportunity for disabled people
- Promote positive attitudes towards disabled persons
- Encourage participation of people with disabilities within the community engagement process
- Tackling disability discrimination and harassment in all forms, including towards carers and through perceived disability

No	Action Required	Owner
2.1 <i>Internal action internal &amp; external focus</i>	To ensure that the Constabulary maintains the recruiting processes needed to retain the Two Ticks symbol: <ul style="list-style-type: none"> <li>• Interview all disabled applicants who meet the minimum criteria for a job vacancy &amp; consider them on their abilities</li> <li>• Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities</li> <li>• Make every effort when an employee becomes disabled to make sure that they stay in employment</li> <li>• With regard to disability, expand training and awareness throughout the Force to increase knowledge and confidence in all management areas</li> <li>• Each year to review the commitments above and what has been achieved, plan ways to improve on them and let employees and Job Centre Plus know about progress and future plans</li> </ul>	People Directorate HR Recruitment
2.2 <i>Internal action</i>	Develop and maintain a Disability support network within the Constabulary	People Directorate EDHR Unit
2.3 <i>Internal action</i>	Incorporate messages from the Disability Support Network into training programmes as appropriate.	People Directorate L&D
2.4 <i>Internal action</i>	Review and maintain the external website to ensure that it complies with disability requirements.	Corporate Communications

NOT PROTECTIVELY MARKED

external focus		
2.5 Internal action external focus	Develop a communication strategy to inform people with disabilities about services, service development, policies and disability access. Promote services currently available e.g. PEAL and SMS Texting	Corporate Communications
2.6 Internal action	Monitor the consistency of Reasonable Adjustments for Constabulary officers / staff to ensure corporacy across all BCUs and Directorates.	People Directorate EDHR Unit
2.7 Internal action external focus	Engage with community disability groups for consultation purposes	People Directorate EDHR Unit
2.8 Internal action external focus	To monitor and respond to complaints from disabled people or carers regarding service delivery or communication issues	PSD
2.9 Internal action	Ensure that the new PDR system/process includes a prompt at reviews to ensure that reasonable adjustments are also reviewed at this time and are still effective	People Directorate HR Policy & Support
2.10 Internal action	Develop a process to ensure that any equipment purchased as a Reasonable Adjustment, is reclaimed when the employee leaves the organisation, or when said adjustments are no longer required to ensure other disabled employees can benefit	People Directorate Operational HR
2.11 Internal action	Evaluate use and usefulness of Text Help Gold and promote within the organisation	People Directorate EDHR Unit
2.12 Internal action internal & external focus	Increase awareness of mental ill health and/or learning disabilities, through a range of learning interventions	People Directorate L&D

## GENDER

### Priorities for the scheme:

- Eliminate discrimination and harassment relating to gender
- Promote equality of opportunity between men and women
- Raise awareness of domestic violence, forced marriage, female genital mutilation, honour based violence and human trafficking

No	Action Required	Owner
3.1 <i>Internal action internal &amp; external focus</i>	Proactively market opportunities for women in policing	People Directorate HR Recruitment and L&D
3.2 <i>Internal action</i>	Monitor staff resignations, dismissals, redundancies and retirement, joiners promotions, training requests disaggregated by gender and include in the employment monitoring data	People Directorate HR Policy & Support
3.3 <i>Internal action</i>	Monitor female representation within specialist posts and work to increase proportionality	Safer Communities
3.4 <i>Internal action external focus</i>	Ensure appropriate training is in place for staff in relation to domestic violence especially around forced marriage, honour based violence and female genital mutilation	People Directorate L&D
3.5 <i>Internal action</i>	Monitor flexible working in order to identify its use across all ranks and to identify and monitor any trends or gaps with regard to its uptake across the Force. <i>(e.g. re-visit QAT report recommendations)</i>	People Directorate Operational HR
3.6 <i>Internal action</i>	Ensure that women are an integral part of the consultation process when designing, testing and procuring uniform and equipment	Resources
3.7 <i>Internal action external focus</i>	Work with communities to improve confidence in reporting gender based crime in particular prostitution, FGM, forced marriage and honour based violence	Safer Communities

## PREGNANCY & MATERNITY

### Priorities for the scheme:

- Consistent application of maternity, paternity and other fertility related policies and procedures
- Appropriate support to be given to officers and staff in regard to pregnancy, maternity and fertility issues

No	Action Required	Owner
4.1 <i>Internal action</i>	Develop and implement a strategy for the promotion of paternity leave, ensuring it refers to sharing maternity leave, which comes into effect in April 2011	People Directorate Operational HR
4.2 <i>Internal action</i>	Review effectiveness of communications for those who are pregnant or on maternity/paternity leave to include First Contacts, OHU, Keeping in Touch days and Bumps and Babes	People Directorate Operational HR
4.3 <i>Internal action</i>	Create an easy to use reference document for managers with the aim of ensuring consistent outcomes of risk assessments and application of maternity procedure	People Directorate HR Policy & Support
4.4 <i>Internal action</i>	Review Constabulary policy regarding absence/leave associated with fertility treatment or IVF, benchmarking our approach with that of other forces	People Directorate HR Policy & Support
4.5 <i>Internal action</i>	Ensure that Line Managers are aware of the changes to Pregnancy & Maternity legislation, following the Equality Act 2010	People Directorate Operational HR
4.6 <i>Internal action</i>	Ensure that Line Managers are aware of their duties regarding workplace assessments, for officers and staff that return to work following maternity leave	People Directorate Operational HR

# GENDER REASSIGNMENT

## Priorities for the scheme:

- Eliminate discrimination, promote equality of opportunity and promote positive attitude towards Transgender individuals
- Identify and meet the needs of Transgender staff and community members

<b>No</b>	<b>Action Required</b>	<b>Owner</b>
5.1 <i>Internal action</i> <i>external focus</i>	Create links with external Transgender support groups for consultation purposes	People Directorate EDHR Unit
5.2 <i>Internal action</i> <i>external focus</i>	Ensure the mechanism for consultation takes into account the different diverse needs of transgender individuals	People Directorate EDHR Unit
5.3 <i>Internal action</i>	Ensure vulnerability of transgender victims and witnesses is highlighted during staff and officer training	People Directorate L&D
5.4 <i>Internal action</i>	Ensure that staff going through the Transgender process are supported, as per our Transgender policy.	People Directorate Operational HR

# RACE

## Priorities for the scheme:

- To eliminate unlawful discrimination and harassment
- To promote equality of opportunity, specifically by engaging with under-represented people in the workforce, to identify and analyse barriers in relation to retention and progression
- Work proactively to promote good relations between persons of different racial groups
- Ensuring the workforce has a practical understanding of disproportionality and the impact that this can have on interactions with the public

No	Action Required	Owner
6.1 <i>Internal action external focus</i>	Raise awareness amongst relevant communities to ensure that they understand the importance of stop search specifically addressing any concerns regarding disproportionality	Stop Search Coordination group
6.2 <i>Internal action external focus</i>	To increase transparency ensure that a member of the Strategic CIAN is involved in dip sampling Stop Search forms	Stop Search Coordination group
6.3 <i>Internal Action</i>	Analyse employment monitoring data in relation to the progression rates of BME staff across all ranks and resolve any issues that maybe highlighted	People Directorate HR Policy & Support
6.4 <i>Internal action external focus</i>	Continue to build relationships with local authorities in order to share good practise arising from the implementation of the Unauthorised Encampment Protocol	Gypsy & Traveller Engagement group
6.5 <i>Internal action</i>	Review and monitor our targets with regard to promoting BME representation within specialist roles	Safer Communities
6.6 <i>Internal action external focus</i>	Review current Learning & Development initiatives throughout the Force to increase knowledge regarding disproportionality and the impact that this can have on interactions with the public	People Directorate L&D

NOT PROTECTIVELY MARKED

# RELIGION OR BELIEF

## Priorities for the scheme:

- Actively improve community cohesion
- To eliminate discrimination, promote equality of opportunity and to foster good relations between different religious and non religious groups
- Work with and support the different faith support groups within the organisation

No	Action Required	Owner
7.1 <i>Internal action external focus</i>	Actively promote different religious faiths internally to ensure that front line officers have an understanding of issues or practices which may affect how they interact with the community they serve.	People Directorate EDHR Unit
7.2 <i>Internal action external focus</i>	Ensure that major cultural events are supported and promoted in partnership with staff support groups	People Directorate Staff Senate
7.3 <i>Internal action</i>	Regular quarterly meetings of the Staff Senate to be organised between Force leads, faith support group chairs or their representatives and Chairs or representatives from all other support networks	People Directorate EDHR Unit

NOT PROTECTIVELY MARKED

# SEXUAL ORIENTATION

## Priorities for the scheme:

- Adopt the Stonewall standards where feasible, to increase community confidence of Cambridgeshire Constabulary's credentials as an equal opportunities employer
- Increase community confidence in the Hate Crime reporting and criminal process
- Ensure an effective and efficient response to victims of Hate Crime and incidents

<b>No</b>	<b>Action Required</b>	<b>Owner</b>
8.1 <i>Internal action</i>	Adopt the Stonewall standards, where feasible	People Directorate EDHR Unit
8.2 <i>Internal action</i>	Review current Learning & Development initiatives for staff to ensure they raise adequate awareness of LGBT issues particularly with regard to Hate Crime and Domestic Violence	People Directorate L&D
8.3 <i>Internal action external focus</i>	Ensure that all third party Hate Crime confidential reporting systems are fit for purpose and promote these to the LGBT community	Hate Crime Coordination group

# MARRIAGE & CIVIL PARTNERSHIP

## Priorities for the scheme:

- Ensure that policies and procedures are not discriminatory towards those who are married or in a civil partnership

<b>No</b>	<b>Action Required</b>	<b>Owner</b>
9.1 <i>Internal action</i> <i>external focus</i>	Ensure that the Equality Impact Assessment process is actively promoted including external consultation through the Cambridgeshire Independent Advisory network (CIAN).	People Directorate EDHR Unit
9.2 <i>Internal action</i> <i>external focus</i>	Ensure representation of those in civil partnerships within the CIAN network.	People Directorate EDHR Unit
9.3 <i>Internal action</i>	Identify any specific learning requirements, around addressing & interacting with those community members who are in civil partnerships	People Directorate L&D

## GENERAL ACTIONS

No	Action Required	Owner
10.1 Internal action external focus	Ensure all policies and procedures are effectively Equality Impact Assessed & the results of these published externally; complying with Equality Act 2010 & Human Rights Act 1998	CDD – Policy library Manager
10.2 Internal Action	Create prompts to ensure that Equality Impact Assessments are reviewed at regular intervals	CDD – Policy library Manager
10.3 Internal action external focus	Ensure that Corporate Communications effectively promote Equality, Diversity and Human Rights in all publications and public documents	Corporate Communications
10.4 Internal action external focus	Use frontline officers and staff to promote Neighbourhood Panels where appropriate, particularly amongst under-represented groups	BCU Community Chief Inspectors
10.5 Internal action	Promote the achievements of those from under-represented groups, who work within the Constabulary	Corporate Communications
10.6 a Internal action	Ensure that employment monitoring aids compliance with the Equality Act 2010	People Directorate Op HR
10.6 b Internal action	Analyse our exit interview data, to aid the retention of staff from under-represented groups	People Directorate Operational HR
10.7 Internal action	Procurement contracts to be reviewed to ensure that they comply with the Equality Act 2010	Resources
10.8 Internal action	Ensure that EDHR knowledge is embedded throughout Learning & Development products and services, particularly for newly promoted leaders within the organisation	People Directorate L&D
10.9 Internal action external focus	Review the identification and response to repeat victims of anti social behaviour to ensure a responsive and supportive service	Safer Communities
10.10 Internal action external focus	Review how victims of Hate Crime and Hate Incidents are treated to ensure a responsive and appropriate level of service	Hate Crime Coordination Group
10.11 Internal action external focus	Use feedback opportunities during training, to ensure that individuals understand Human Rights principles and are aware of how to correctly implement them in practical situations	People Directorate L&D

NOT PROTECTIVELY MARKED

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## Publishing our Integrated Equality Scheme

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The Integrated Equality Scheme will be published on our Constabulary website: [www.cambs.police.co.uk](http://www.cambs.police.co.uk) and internally on CamNet. It will also be available upon request; in hard copy and other formats.

If you require an alternative format of the Scheme, wish to be involved in the implementation of the Scheme, offer feedback or receive regular updates on our progress, then please contact Cambridgeshire Constabulary's Equality Diversity and Human Rights Unit:

 01480 422867

 [EDHR.Unit@cambs.pnn.police.uk](mailto:EDHR.Unit@cambs.pnn.police.uk)

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