



DERBYSHIRE POLICE AUTHORITY

DISABILITY EQUALITY SCHEME

DECEMBER 2006

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1 Derbyshire Police Authority

1.1 The Authority

Derbyshire Police Authority is one of 43 Police Authorities in England and Wales, each of which oversees the work of its local police force. Police Authorities are independent bodies made up of local people. Together with the Home Secretary and chief police officers, they are responsible for the management of policing in England and Wales.

Police Authorities make sure the local police force is efficient and effective and seek to improve policing performance and standards. It is their job to make sure local people have a say in how they are policed and to hold the chief police officer to account for the services delivered. Police Authorities also set the force budget and decide how much money to rise towards the cost of policing through the setting of the council tax precept for policing.

Derbyshire Police Authority has 17 members, made up of:

- 9 Councillors
- 8 Independent Members

Profiles of the members of the Authority can be viewed by going to the website www.derbyshire.police.uk/policeauthority. Information about the performance of the Authority can be found in the Annual Report or about the Derbyshire Force in the Annual Policing Plan, both of which are available in electronic or paper based formats.

1.2 Values, Principles and Standards

The Authority will demonstrate its approach to diversity equality issues by:

- The fulfilment of its duties under the Disability Discrimination Act 1995 (s.49A - Statutory Codes of Practice on the Disability Equality Duty) in the performance of *all* its functions, duties and powers
- Monitoring the establishment and ongoing performance of the Force Disability Equality Scheme
- Focusing on the achievement of real equality outcomes not processes

- Demonstrating strategic, high level leadership for disability equality issues
- Being transparent and accountable for the way in which both the Police Authority and the force delivery services and policies to all of the communities they serve
- Ensuring that, in everything it does, the Authority reflects and takes account of the views of all the diverse communities in its area
- Achieving employee and user satisfaction
- Increasing public confidence and trust in policing
- Working closely with the Force and other strategic partners to promote disability equality.

1.3 Strategic Aims and Objectives

The Authority's key aim is to increase trust and confidence in policing amongst disabled communities by:

- Integrating disability equality policies and objectives within all committees and panels
- 'Mainstreaming' disability equality by making it central to the day to day operation of the Police Authority
- Incorporating the Authority's disability equality aims and objectives into all its strategies and plans
- Integrating disability equality into a wider diversity/equalities strategy
- Working in partnership with the Force to ensure an integrated approach to disability equality issues
- Rigorously monitoring and scrutinising the Force's approach to disability equality.
- Developing a fuller understanding of the communities the Police Authority serves

- Engaging with the Disability Rights Commission, local stakeholders and communities to deliver this agenda
- Liaising with partner agencies to provide an integrated approach

2 An Outline of the Duty

- 2.1** There is a general duty which applies to all public authorities (which includes the Police Authority), plus additional specific duties to support the majority of public authorities in achieving the outcomes required by the general duty.

The basic requirement for a Police Authority when carrying out their function to have due regard to the following:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

Specific duties -

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

The Scheme should include a statement of:

- The way in which disabled people have been involved in the development of the Scheme

- The authority's methods for impact assessment
- Steps which the authority will take towards fulfilling its general duty (the "action plan")
- The authority's arrangements for gathering information in relation to employment and where appropriate, its delivery of its functions
- The authority's arrangements for putting the information gathered to use, in particular in reviewing the effectiveness of its action plan and in preparing subsequent Disability Equality Schemes
- A public authority must, within three years of the Scheme being published, take the steps set out in its action plan (unless it is unreasonable or impracticable for it to do so) and put into effect the arrangements for gathering and making use of information
- A public authority must publish a report containing a summary of the steps taken under the action plan, the results of its information gathering and the use to which it has put the information.

2.2 Involving people with disabilities

The involvement of people with disabilities in developing and monitoring this scheme is essential to achieving Derbyshire Police Authority's desire to be an inclusive and accessible authority which monitors and scrutinises the work of the police service and ensures that it is attractive employer.

We have recognised the Disability Rights Commission's advice "nothing about us, without us" as integral to getting disability equality right.

Working in partnership with Derbyshire Constabulary, the disabled community and those with an interest in disability have been involved in the development of this scheme. Details of this consultation can be found in Appendix B.

If you have an interest in disability equality and you would like to help us keep improving, please contact our Research, Policy and Plans Officer :

Louise Farrow
 Research, Policy and Plans Officer
 Derbyshire Police Authority
 Old Hall

Butterley Park
Ripley
Derbyshire
DE5 3RS

Tel: 01773 733771
Fax: 01773 733772

You can also enter a message or query via the 'contact us' section of our website at www.derbyshire.police.uk/policeauthority

2.3 Monitoring of Progress

The Authority will address the issue of monitoring by considering:

- How the Police Authority will monitor its functions and policies and those of the Force on an ongoing basis
- What methods will be used – e.g. how the Authority will consult and inform both local communities and Police Authority staff
- Who will be responsible for carrying out this task
- How functions, policies and practices will be reviewed, if necessary, as a result of this monitoring process.

It is recognised that without continuously monitoring Police Authority functions, policies and practices it is impossible to know how they are affecting different disability groups or whether they are having an adverse impact. The Authority's Human Resources Committee will take on the responsibility for monitoring performance and progress in these areas. This approach to monitoring will also be taken when assessing the Force's progress and the effectiveness of their Disability Equality Scheme. It is therefore important that the Authority and the Force puts arrangements in place to collect and analyse both qualitative and quantitative data. This monitoring process should be viewed as a long-term schedule – conducted on an on-going basis – to ensure that the Authority is continuing to meet the general duty.

By mainstreaming disability equality issues, the Authority should be able to incorporate this continuous monitoring into existing policy making arrangements, best value reviews etc and so avoid any unnecessary or duplicated work.

In monitoring the way in which the Authority consults upon and determines the local policing priorities it will ask the following:

- Is it confident that the existing consultation arrangements enable the Authority to gain the views of all the different groups in the community, including those with disabilities?
- Is it clear how the Authority uses the responses it receives during community consultation to inform authority decision-making?
- How does the Authority ensure that local policing priorities do not discriminate against or ignore the needs and requirements of particular disability groups?
- Do local policing priorities have an equal and fair impact upon all individuals who have a disability?

2.4 Access to information and services

The Authority will ensure that the public has access to information and services.

Every report produced will be publicly available (unless confidential or exempt) and the Authority will ensure that there are no barriers preventing any communities – including those with disabilities – from knowing about or accessing Police Authority information and services.

To meet this specific duty, the Authority will:

- Find out what information people in local communities need or want
- Monitor how people use this information – including getting feedback from local communities on how they think the Police Authority could improve communications with the public
- Monitor use of the Authority's website including the number of hits received, which were the most visited pages and an analysis of the use of the 'contact us' section
- Identify and remove any barriers to full access by ensuring that information is available in a range of formats, such as:
 - different languages
 - large print
 - Braille
 - audio tape

- electronically through the Police Authority website
- Think about how the Authority can best distribute and publicise this information, considering;
 - where, to whom and how often it should be distributing the information
- Ensure that the Authority regularly feeds back information and keep the public informed of its work

In reviewing the way in which the Authority arranges consultation exercises, points which will be considered include:

- What is the most appropriate way of gaining the views of specific groups in the local area?
- Developing different methods of consultation to meet the needs of different groups
- If the Authority is organising a particular event, ensure there is appropriate access and that reasonable adjustments have been made to encourage attendance from those within the disabled community
- Holding meetings and events at times which are at a convenient time (where possible) for all members of the public
- Whether disabled communities and other groups feel comfortable interacting with the people who are running the event/meeting and are able to fully participate in proceedings
- Is the publicity and information about consultation exercises available well in advance and in appropriate formats?

2.5 Training for Members and Staff

The Authority will make sure that all their members and staff are aware of, and have a good understanding of their new duties under this Disability Equality Scheme. A Lead Member for Disability Equality will be appointed by the Human Resources Committee. It is recognised that:

- All staff and Members need to understand the importance of eliminating unlawful discrimination and promoting equality of opportunity between disabled and able bodied persons

- Members need to understand how to apply the new duties in fulfilling their responsibilities
- Specialist training should be provided to those who will be directly involved in the development, implementation or management of the Disability Equality Scheme or employment monitoring.

It is anticipated that all staff will need some form of training on disability and wider diversity issues over and above written guidance.

It is recommended that training and development should cover the following topics:

- A general understanding of disability rights issues
- General and specific duties and why they are important
- What is a Disability Equality Scheme and how has it been developed and put into practice?
- Disability and the Police
- Disability Impact Assessments – how to carry out assessments, consultation and monitoring combined with how to publish the results and communicate them widely
- Scrutiny and performance assessment of Derbyshire Constabulary in relation to Disability

To meet the duties, the Police Authority will develop a timetabled and realistic rolling annual training plan for all members and staff. This will ensure that appropriate information and training is provided according to an individual's job or responsibilities or personal need.

The Authority will evaluate the training needs of its members and staff in order to decide upon the level and extent of training they should receive.

For example:

- It may wish to provide all members and staff with some training to raise awareness of the new duties under the Disability Discrimination Act 1995 (s.49A Disability Equality Duty)
- Those employees involved in specific functions such as:

- assessing and prioritizing functions, policies, practices
- carrying out impact assessments
- employment monitoring
- dealing with complaints
- implementing and monitoring the Disability Equality Scheme

will be given/provided with appropriate training in the skills and competencies required to do this work effectively.

Having established a training scheme, it is recognised that it is equally important to monitor and evaluate the training being delivered and to assess how members, staff and the Police Authority as a whole have benefited from this training.

3. Employment Monitoring

The Authority will monitor, by disability group, its current membership as well as applications from those who wish to become a member. Existing and new officers of the Authority will also be monitored.

3.1 Monitoring Current Staff (Police Authority and Force)

Monitoring of existing members and staff of the Authority will be carried out through the collation of relevant information from their application forms and via tracking requests for additional support and modifications to their work patterns/work environment. This will be reviewed by the Human Resources Committee on an annual basis or as new members/officers join Derbyshire Police Authority.

The Force will be expected to report back to the Police Authority on an annual basis summarising –

- Types of Disability
- Ethnic origin – using the list of ethnic categories taken from the Census 2001 (as this is the agreed classification system for the whole of the Criminal Justice System)
- Current grade/post/position and length of time at that grade – (this is important for assessing the numbers of staff in the Police Authority who occupy particular grades and consequently for

determining whether some disability groups are under-represented)

- Length of service
- Age
- Earning and benefits
- Terms and conditions of employment (*FT/PT/Perm/Fixed Term*)
- Applications for training (consider what is meant by training – eg internal; job related or for wider personal development; long term or short term. Are there differences in the way in which disabled groups choose different training opportunities? Have adjustments been made to ensure the ‘inclusiveness’ of training and development opportunities for those with a disability)
- Applications for promotion (examine the relative success rates of staff from different minority groups and the reasons for rejection)
- Appraisals (analyse appraisal marks for all Police Authority staff, consider analysing by grade, age, gender, disability and ethnic origin)
- Grievances (examine all recorded internal complaints/ how often and how many grievances of different kinds are made by different disabled groups)
- Disciplinary action (monitor the results of disciplinary action, are disabled groups more or less likely to be subject to disciplinary action compared to their colleagues?)
- Dismissals and other reasons for leaving (examine reasons and patterns of leaving among different disability groups. Consider using exit questionnaires or interviewing all leavers)

3.2 Monitoring job applicants

When monitoring job applicants the Authority will ensure that it makes a distinction between internal and external applicants. It will monitor:-

- Disability

- Differences in success rates at different stages in the selection process
- Reasons for rejection

3.3 Monitoring the Composition of the Authority

Although not strictly required by the legislation, as a matter of good practice, the Authority will consider disability monitoring of:

- Authority members;
- Members of Selection Panels; and
- Independent Custody Visitors.

Selection Panels for independent members are required to keep a record of applicants for up to four years. Although not specifically required by the regulations, Selection Panels should – as a matter of good practice – include monitoring details as part of these records.

Although Police Authorities have no control over the appointment of councillors, the Authority will consider whether it can work more closely with the councils in respect of the appointment of councillor members – to see if there are ways of encouraging more councillors from disabled groups or with experience of working closely with disabled communities, to put themselves forward for consideration to serve on the Authority.

4. Action Plan and Timetable

The Disability Equality Scheme has been adopted in December 2006 and will be reviewed by the Human Resources Committee on an annual basis. The Action Plan is attached in Appendix A and will be reviewed and updated on an annual basis to incorporate recommendations from the Disability Rights Commission, Home Office, Association of Police Authorities, Association of Chief Police Officers and Her Majesty's Inspector of Constabulary . Advice is expected from the Association of Police Authorities. Updates to the Disability Action Plan will be made as they arise and as objectives are achieved or new objectives established.

5. Disability Equality Performance Indicators and Targets

In establishing performance measures the Authority will take account of both local and national performance indicators. This will include any Best Value Performance Indicators (BVPI) for both the Authority itself

and the Force that are relevant to the general and specific duties. The Authority will demonstrate that it has set robust and challenging performance targets in relation to promoting disability equality.

Specifically, this will include:-

- Achievable targets for increasing the number of Police Authority staff from disabled communities
- Indicators to measure how the Police Authority's engagement with local disabled communities has improved.

The Authority will monitor the Force's progress against its Disability Equality Scheme and set measures and targets for the force including, for example, the relevant BVPI and the Dismantling Barriers Targets

6. Dealing with Complaints

The Authority will deal effectively with complaints relating to disability equality issues.

It is important that Police Authority members, staff and the public are aware of the Authority's complaints and procedures. In particular, the arrangements the Authority has made to deal with any complaints about the way it is meeting the general and specific duties.

Disability equality issues will be integrated with existing internal complaints procedures.

A complaint against a member of the Authority may be a matter for investigation by the Standards Committee if it relates to an alleged breach of the Authority's code of conduct. Under the mandatory provisions of the Model Code of Conduct, all members must:-

- Promote equality by not discriminating unlawfully against any person; and
- Treat others with respect.

Procedures are in place to deal with:-

- Complaints against the Police Authority from the public
- Complaints against the Police Authority from members of staff

- Complaints against Chief Officers or against the Force as a whole.

In addition, the following issues will be explained:-

- Who the public can contact if they have a complaint
- Who is responsible for dealing with such complaints
- How long it will take to respond to a complaint
- What the procedure is if the Authority is unable to deal with a complaint.

The Authority will consider:-

- Reviewing its arrangements for monitoring complaints against the Force – do the monitoring arrangements identify whether there are more complaints about particular practices from different disabled groups?
- How the Police Authority deals with complaints from members of the public that it has failed to consult the disabled communities about a proposed policy
- What procedures are in place to deal with a complaint from a member of staff that he/she has been the victim of disability discrimination?

The Authority has established a Standards Committee which is responsible for maintaining high standards of conduct of Police Authority Members. Details of the Police Authority's complaints procedure are available on request of can be viewed by going to the Police Authority's website.

7. Consulting and Informing Staff

The Authority will consult and inform both staff – and members – throughout the development and implementation of the Police Authority's Disability Equality Scheme. Equally, it will make members and staff aware of their own responsibilities under the Scheme. In particular, that compliance with the Scheme is obligatory.

Generally, the Authority will consult and inform staff of:-

- The arrangements made to meet the general and specific duties
- The Police Authority action plan and timetable
- How the action plan will be put into practice
- Who is responsible for overseeing this process
- How staff will be kept regularly informed of further developments and progress
- What will be expected of members and staff as a result of the new duties
- What training will be provided and who should attend.

Every member and member of staff will receive a copy of the Police Authority's Disability Equality Scheme with a covering letter from the Chairman/Clerk urging members and staff to contribute to the effective promotion of disability equality.

8. Consulting and Informing Local Communities

In addition to the specific duty to consult local communities on the impact of proposed policies, the Authority will regularly report back to these communities on how the Authority is progressing with its disability equality action plan.

The Authority will consider:-

- Involving the public at an early stage in the development of the action plan to monitor their perception of how the Police Authority is performing in its duty to promote disability equality
- Working closely with the Force on community consultation strategies
- Putting mechanisms in place to keep the public informed of the Police Authority's disability equality progress
- The best way to report back information – for example, through the Annual Policing Plan or via the Derbyshire Police Authority website

- The measures that need to be taken to ensure that those communities which are frequently overlooked are consulted and informed.
- Assessing consultation venues and locations to ensure their appropriateness, monitor attendance, identify and target disability community groups

9. Review of the Scheme

The Police Authority will review the Scheme in light of the recommendations and advice referred in Part 4 above. It will in particular:

- Consider how equality of opportunity and good disability relations have been advanced during the life of the Scheme.
- Think about how it can improve upon what has already been achieved.
- Look at any areas in which it may not have made as much progress as it had hoped.
- Consult local communities in order to monitor public perception and satisfaction.
- Commit to the ongoing implementation of the scheme, ensuring that the Disability Equality Scheme is absorbed into the culture and framework of Derbyshire Police Authority.



Disability Equality Scheme Action Plan (December 2006) – Under review October 2008

Our mission is to ensure that our communities receive a policing service which has their support and confidence and is of the highest quality.

Objective	How It Will Be Achieved	Responsibility	Target Completion Date
Member Development	<ol style="list-style-type: none"> 1. Issue copies of the Disability Equality Scheme to all members 2. Upskilling Session- to keep up to date with diversity issues 3. TNA of Members 4. Inclusion of a review of all Equality Schemes in the Induction programme for new staff and Members 	<ol style="list-style-type: none"> 1. Research and Policy Manager, 2. Disability Equality Scheme Co-ordinator 3. Research and Policy Manager 4. Clerk and Research and Policy Manager 	December 06 January/February 07 June 07 Ongoing
Lead Member for Disability	Appoint a 'Lead Member' with responsibilities for disability issues	Chair of HR, Equal Opportunities, Race and Diversity Committee	February 07
Assessment of Force Implementation of Disability Equality Scheme	Monitoring the performance of the Force within this area	HR, Equal Opportunities, Race and Diversity Committee	Ongoing
Promote the Disability Equality Scheme to the Public	Reference the Disability Equality Scheme on an ongoing basis when arranging/developing community consultation	Community Engagement and Consultation Committee	Ongoing
Review Existing and Reference New Policies in Relation to the Disability Equality	<ol style="list-style-type: none"> 1. Consider the Disability Equality Scheme when reviewing existing policies 2. Consider the Disability Equality 	<ol style="list-style-type: none"> 1. Research and Policy Manager 2. Research and Policy Manager 	<ol style="list-style-type: none"> 1. March 07 2. As and When

	Scheme when creating new policies	2. Research and Policy Manager	
Objective	How It Will Be Achieved	Responsibility	Target Completion Date
Involving People with Disabilities	Engage with disabled people to review the Disability Equality Scheme, the Action plan and reprioritise where appropriate	1. Community Engagement and Consultation Committee 2. Research and Policy Manager	June 2007
Produce a Disability Impact Assessment	1. Complete an initial impact assessment on the Disability Equality Scheme 2. Complete initial impact assessment on any additional policies, completing full equality impact assessments when required.	Research and Policy Manager reporting to HR, Equal Opportunities, Race and Diversity Committee	1. December 06 2. March 07
Access to Buildings	Conduct assessments of all venues used for public meetings	Clerk / Research and Policy Manager and the Community Engagement and Consultation Committee	Ongoing

Appendix B

Involving People with Disabilities - Consultation carried out in preparation of the Disability Equality Scheme

Internally –

- Survey of our Staff Disability Network, to rate us as an employer of disabled staff and seek suggestions on how we can improve
- Active involvement event with our Disability Forum of specialist managers and disabled staff, to rate our performance as an employer and service provider to inform this scheme and prioritise our action plan
- Involvement of Unison, Police Federation and our staff associations, including our Staff Disability Network, in developing the Scheme and shaping the content of the action plan
- Involvement of our Diversity specialists and Human Resource Managers in developing the content of the scheme and action plan

Externally -

- Survey of disabled people, carers and professionals working with disability via our website, postal surveys and face to face interviews to rate our performance on disability and to seek suggestions on what our first steps should be to improve. The survey was sent to disability community groups and Jobcentre plus as well as being promoted on our website and in local press.
- Direct appeal for input and suggestions from the following groups –

Access Bolsover

Adult Education Centres in New Mills, Glossop, Chapel-en-le-Frith and Fairfield

Bakewell Community Interest Group

British Council of Disabled People

Derby Millennium Network

Derbyshire Advocacy Service

Derbyshire Association for the Blind

Derbyshire Coalition for Inclusive Living

Derbyshire Learning Disability Partnership Board

Derbyshire NHS Mental Health Trust

Disability Direct

Dyslexia Action

Employers' Forum on Disability

Jobcentre plus Disability Employment Advisors

MS Society
National Association of Disabled Motorists
Phoenix Enterprises
Remploy
Sense (DeafBlind support)
South Derbyshire Speech & Language Therapy Services
Terrence Higgins Trust
Voice UK

- Involving our Independent Advisory Group, including disability representatives, in reviewing our plans
- We have invited representatives from many disabled community groups to visit the police estate and comment upon the facilities available
- We have consulted with in excess of 400 members of the Neighbourhood Watch movement
- Views were sought from 7,000 people around Derbyshire through our community message broadcasting system, which keeps interested community groups and individuals updated on policing issues in their local area through e-mail, SMS Text, voice message, or fax alerts