

# Northumbria Police Authority (NPA)

## Gender Equality Scheme (GES)

2007 –2010



*“...we will provide a police service that reflects the communities it serves and treats everyone fairly, regardless of who they are...”*

This Scheme can be made available in accessible formats on request. Please contact us on:

Telephone: 0191 433 2832

E-mail: [enquires.npa@gateshead.gov.uk](mailto:enquires.npa@gateshead.gov.uk)

Fax: 0191 4332834

# Contents

	<b>Page</b>	
<b>1</b>	<b>Leading Gender Equality</b>	<b>1 - 2</b>
	▪ Chair of Northumbria Police Authority (NPA)	1
	▪ Lead Member for Diversity	2
<b>2</b>	<b>Our Vision and Values</b>	<b>3 - 7</b>
	▪ NPA	3
	▪ NPA Area – Snapshot	4
	▪ Gender Equality and NPA	6
<b>3</b>	<b>Our Gender Equality Duty</b>	<b>8 - 9</b>
	▪ Our General Duty (GD)	8
	▪ Our Specific Duties (SD)	9
<b>4</b>	<b>Delivering the Duty in Northumbria</b>	<b>10 - 18</b>
	▪ Resources	10
	▪ Procurement	10
	▪ Services and Employment	10
	▪ Monitoring Northumbria Police	11
	▪ Developing a Single Equalities Scheme (SES)	11
	▪ Involving our Communities	12
	▪ Equality Impact Assessment (EIA)	13
	▪ Gathering and Using Information	16
<b>5</b>	<b>Information, Feedback and Complaints</b>	<b>19 – 20</b>
<b>Appendix 1:</b>	Driving Gender Equality - Action Plan 2006-09	
<b>Appendix 2:</b>	List of Support Services Agreements and Roles and Responsibilities of Staff	
<b>Appendix 3:</b>	EIA Template	
<b>Appendix 4:</b>	Draft List of Policies, Services, Functions, and Procedures for EIA	
<b>Appendix 5:</b>	Draft Stage 2 Full EIA Timetable	
<b>Appendix 6:</b>	Abbreviations	
<b>Appendix 7:</b>	Glossary of Terms	

# 1 Leading Gender Equality

## Chair of Northumbria Police Authority (NPA)



*“NPA, as a service provider and as an employer, aims to reflect the community it serves and treat everyone fairly. We want all people who live and work in Northumbria to feel and be safe.”*

Councillor Mick Henry  
Chair of Northumbria Police Authority

Women and men equally have the right to access services and employment, yet each can experience exclusion, discrimination, harassment, inaccessible services and inequalities. At NPA we work with our partners to:

- remove the barriers people face when accessing employment, services and information;
- provide a policing service that includes and can be accessed by everyone;
- make gender equality central to all of our policies and functions;
- make sure NPA is free from discrimination and harassment; and
- proactively promote equality of opportunity.

We understand that gender equality is complex. Policies and practices that seem neutral can actually have a significantly different effect on women and men. Moreover, gender is not a single-subject issue - women and men will experience different forms of disadvantage depending on their age, ethnicity, religion or belief, sexual orientation, marital or civil partnership status, and whether or not they have a disability. To understand the complexity of these issues we will make sure we involve our communities and find out their views.

In working towards gender equality, I present to you our first Gender Equality Scheme (GES). It sets out the steps we will take to address discrimination and persistent gender inequality and challenge the barriers that prevent people from working for and with NPA. It also tells you about the projects we will develop to improve people’s quality of life and build relationships between Northumbria Police and our communities.

Carrying out the actions in this Scheme will encourage us in all our activities actively to challenge discriminatory, oppressive and abusive behaviour which is based on prejudice and stigma. It will also make sure that we go beyond our legal requirements and make changes that result in fair and positive outcomes for everyone who lives and works in Northumbria.

## Lead Member for Diversity



Janet Guy  
Lead Member – Diversity  
Northumbria Police Authority

NPA has an important role to play in challenging gender discrimination and working towards a society where all people are treated as equals. As Lead Member for Diversity, I welcome this Scheme and Action Plan (included as Appendix 1), and will champion in all NPAs activities the:

- elimination of unlawful discrimination and harassment; and
- promotion of equality of opportunity between men and women.

NPA recognises that achieving gender equality by carrying out the actions in this Scheme, will have significant business benefits as well as benefiting our communities. For example, it will enable:

- better informed decision-making and policy development;
- more effective use of talent in the workforce;
- greater value for money by investing time and money in ways that benefit all members of the community;
- improved levels and quality of service by understanding needs and narrowing gaps in access to employment, services and information;
- higher levels of customer satisfaction and confidence through better access to police services and better targeted information;
- more effective protection and support for people within Northumbria by more closely reflecting their diverse make-up; and
- better incorporation of gender equality in all aspects of our structures, processes and services.

NPA is responsible for this Scheme and will monitor and manage the progress of its Action Plan, to make sure that it delivers positive long-term outcomes for the people living and working in Northumbria.

## 2 Our Vision and Values

### Northumbria Police Authority (NPA)

This chapter gives you an overview of NPA, introducing you to our organisation and the area we cover. It also describes the guiding principles behind our goal of delivering gender equality and getting positive outcomes for our female and male employees and service users.

#### Overview of Our Organisation

NPA is an independent organisation, which came into existence through the Local Government Act 1985. We are one part of what is called the tripartite system of policing. The other two elements are the Home Office and Northumbria Police. NPA provides a link between Northumbria Police and the community - we represent the views of the community to Northumbria Police and vice versa.

It is our role to help build trust, co-operation and understanding between Northumbria Police and the communities it serves. This is an important role and we encourage the participation and assistance of the community.

We have two overarching roles. The first includes, ensuring that the financial affairs of NPA and Northumbria Police are properly administered, analysing and monitoring Northumbria Police's activities (for example, Force spending in relation to approved budgets and performance) and being answerable to taxpayers for policing in Northumbria. Our other role is more supportive - working with the Chief Constable to promote and speak for Northumbria Police and contributing to the overall direction of policing.

We have seventeen members - three of these are magistrates, five are independent members and nine are councillors. Members meet ten times a year to talk about policing issues. They are governed by a Code of Conduct, which sets out the standards they must meet when undertaking public duties.

Since 1986 Gateshead Council, as lead authority for NPA, has provided support services covering a range of functions to NPA and the Chief Constable (this is in line with sections 17 and 18 of the Police Act 1996). These services are carried out under Service Support Agreements (SSA), and are reviewed each year. A list of SSAs and the roles and responsibilities of employees in delivering these is included in Appendix 2.

#### Our Specific Roles and Responsibilities

Our main role is to make sure that people living in Tyne and Wear and Northumberland have an efficient, effective and fair police service. In doing this we:

- work with the Chief Constable and local people to set priorities for policing;
- publish yearly plans which include information about Northumbria Police's priorities, targets and performance;
- bring improvements in policing by meeting a duty to provide best value - ensuring that Northumbria Police thinks about the cost, efficiency and effectiveness of its activities;

- talk to people who live and work in Northumbria about policing in their area;
- work with organisations to reduce crime and disorder;
- promote equality of opportunity for all people – eliminating unlawful discrimination and promoting good relations; and
- run an independent custody-visiting scheme to check the treatment and conditions of people held in custody in Northumbria's police stations.

We also have responsibilities for financial and budgetary matters. We:

- work with the Chief Constable to agree Northumbria Police's budget and to set the local Council Tax Precept for policing;
- are responsible for the management of the money we receive for the policing of Northumbria;
- keep a police fund and maintain accounts;
- make arrangements for the administration of financial affairs of Northumbria Police;
- are responsible for buying and disposing of police property in Northumbria;
- agreeing contracts for goods, work, services and staff from private and voluntary organisations;
- decide charges for special police services; and
- conduct audits of Northumbria Police.

As well as this, we have responsibilities for staff. For example we:

- oversee the complaints and discipline process for Northumbria Police and deal directly with complaints and disciplinary proceedings against senior police officers of the Association of Chief Police Officers (ACPO) rank;
- oversee employment issues involving police staff; and
- appoint ACPO rank officers.

## **Northumbria Police Authority Area – Snapshot**

NPA is responsible for an area of more than 2,150 square miles combining rural areas, densely populated towns and thriving cities. With a population of around 1.4 million, we are one of the largest police authorities in England and Wales.

Policing in Northumbria is split into six Area Commands - Northumberland, Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland. These are in line with the boundaries of the local authorities and crime and disorder reduction partnerships (CDRPs) in the area and this helps joint working.

Northumbria is policed by approximately 4,105 police officers and 2,225 police staff - including, approximately, 194 Police Community Support Officers (PCSOs) and 203 Special Constables. About 1.4% of police officers are from minority ethnic communities and 21% of police officers are female. The percentage of police officers with a disability is not available.

## The Current Picture of Gender - Area Command (AC) Level

The statistics in the table below map the population by gender, in terms of size, age, employment and education, by AC. They allow us to develop an initial picture of the gender population living in Northumbria.

	Area Command						
	Sunderland	Gateshead	Newcastle	North Tyneside	South Tyneside	Northumberland	Total
<b>No. men per AC</b>	136625	92408	125473	91707	74073	149953	670239
<b>No. women per AC</b>	144182	98743	134063	99952	78712	157237	712889
<b>% men aged 17-59 as % of AC population</b>	29%	29%	33%	28%	28%	28%	30
<b>% women aged 17-59 as % of AC population</b>	30%	29%	33%	29%	29%	29%	31
<b>% men aged 60+ as % of AC population</b>	9%	10%	9%	10%	10%	11%	10%
<b>% women aged 60+ as % of AC population</b>	12%	13%	12%	13%	13%	14%	13%
<b>% men working age (16-64) as % of total working age AC population</b>	49%	49%	49%	49%	49%	49%	33%
<b>% women working age (16-64) as % of total working age AC population</b>	51%	51%	51%	51%	51%	51%	33%
<b>% men economically active as % of total working age AC population (NOMIS – Jul 05 – Jun 06)</b>	78%	80%	75%	82%	77%	83%	79%
<b>% women economically active as % of total working age AC population (NOMIS – Jul 05 – Jun 06)</b>	72%	72%	66%	76%	71%	74%	72%
<b>% men with taught and non-taught adult learning as % of working age (16-64) AC population (NOMIS – Jul 05 – Jun 06)</b>	42%	41%	44%	46%	38%	45%	43%
<b>% women with taught and non-taught adult learning as % of working age (16-64) AC population (NOMIS – Jul 05 – Jun 06)</b>	40%	43%	45%	47%	44%	45%	44%

We need to analyse these figures so that they can inform service improvement. For example these figures, when analysed against research which links gender, age, unemployment and education with crime types, levels of risk, and victimisation, will help us to develop performance indicators to measure and manage crime vulnerability amongst men and women in Northumbria.

We also need to collect and analyse statistics and experiences which map men and women against people from other communities of identity, for example those who identify themselves in terms of race/nationality, disability, religion/belief or sexual orientation. We should also include more excluded women and men such as refugees, gypsy/travellers, people who come into contact with the Police through reporting of crime and the criminal justice system and looked after children. This will enable us to develop a better picture of the issues and inequalities in Northumbria.

## Gender Equality and NPA

As a public body, an employer and service provider and in our roles and responsibilities for Northumbria Police (see pages 3 and 4), we work with our partners, locally and regionally, to understand and remove the barriers which exclude and limit life chances and to promote equality of opportunity. This commitment is shown in our Mission and Vision for policing in Northumbria and is championed by our Chairman and Lead Member for Diversity (see Chapter 1, Leading Gender Equality).

### Understanding Gender

Gender does not refer to a person's biology or their anatomy (their internal or external sex organs) nor does it refer to their sexuality (who they find attractive). Rather, it refers to the culturally, socially and economically developed relations between women and men within society - what our culture and our society tell us it means to be a man or a woman.

These social expectations are not static and change over time. They differ according to one's age, marital status, position in the family, socio-economic class, religion, nationality and ethnic group or caste. They occur in, for example:

- types of work and rates of pay;
- position of responsibility and respect;
- participation in and influence on decision-making within the workplace, family and community; and
- opportunities each has for personal and socio-economic development (e.g. in the degree of social mobility, access to education and training and amount of time for working etc.)

Gender equality is not just about women's issues and refers just as much to the position and role of men in society.

### What about transgender and transsexuality?

The term transgender is used to refer to a person whose gender identity (their self-identification as being male or female) does not match their socially assigned gender (their biological sex). It does not refer to a person's sexual orientation and differs from the description of a person as being transsexual, which is used to refer to people who are undergoing or have undergone gender reassignment (Equal Opportunities Commission, 2007).

This Scheme does not refer to people as being transgender or transsexual. Rather, it supports each individual person's right to self-identification of their gender as being male or female and their right to benefit from equal life opportunities.

### Our Mission:

To ensure that all people living in, working and visiting Northumbria have a police service that promotes and protects their safety.

### Our Vision:

A local police service for Northumbria in which all local people have trust and confidence.

### We will:

- Listen to all local people and deal with the issues that matter to them and their community;
- Be open and honest in all that we do;
- Make sure that performance improves each year and tell local people about it;
- Provide a police service that reflects the communities it serves and treats everyone fairly, regardless of who they are; and
- Provide value for money.

## **The Wider Benefits of Gender Equality**

Making gender equality part of everything we do will also help us to achieve our Mission and Vision and benefit all communities with:

- improved access to services, information and employment – giving better investment and value for money for taxpayers;
- a workforce which mirrors the people in the area and has a wider pool of skills - gaining trust and confidence, retaining staff and being more able to support and protect the community, thus reducing discrimination and harassment; and
- policies and services designed, monitored and managed by local people - improving accountability, reducing gaps in services, providing choice, increasing satisfaction and participation, thus empowering communities and promoting good relations.

## 3 Our Gender Equality Duty

This chapter summarises our legal responsibilities as part of the Sex Discrimination Act (1975) as amended by the Equality Act (2006). It explains what the Act means for us and how we must include it in all of our functions, to make sure we deliver gender equality in Northumbria.

### Our General Duty (GD)

The Equality Act (2006) places a GD on NPA to promote gender equality. It provides us with a framework for carrying out our functions in positive ways which tackle gender discrimination.

The GD means that we must include gender equality in our decisions and activities (i.e. policy-making, service provision, employment matters and services/functions which are contracted out) and give 'due regard' (enough weight), in proportion to its relevance, to the need to:

- eliminate unlawful discrimination and harassment that is unlawful under the Sex Discrimination Act (1975) and discrimination that is unlawful under the Equal Pay Act (1970); and
- promote equality of opportunity between men and women.

As explained in Chapter 2, under 'Our Specific Roles and Responsibilities' we work with other organisations to reduce crime and disorder (for example we are members of each of the Crime and Disorder Reduction Partnerships in Northumbria) and enter into a large number of contracts with private and voluntary organisations for goods, works, services and staff. The Duty has specific implications for both of these functions.

### Partnership Working

When working with other organisations we are required to give 'due regard' to gender equality. Whilst 'partnerships' are not bound by the gender equality duty, as individual partners we must comply. For example we must make sure that the gender equality duty is built into each of our partnership plans and activities and to do this we must involve local people.

### Procurement

When procuring goods and services, sometimes the nature of the function that is contracted out will mean that the contractor is carrying out our 'police authority' function. In this instance we are only responsible for meeting the GD for the procurement process and in the monitoring of the procurement contract. It is the contractor who has to fulfil the GD in carrying out the function.

In many situations, however, the contractor will not be performing our function, they will only be providing services on our behalf. In this situation, the responsibility to comply with the GD for the function will be ours. To make sure that this happens we have built the relevant gender equality considerations into our procurement process (see page 10 and our Action Plan for more information on procurement).

## **What Does ‘Giving Due Regard’ Mean?**

Giving due regard includes two linked elements – proportionality and relevance. It’s about giving weight to the promotion of gender equality in proportion to its relevance for each of NPAs functions and decisions.

Proportionality means that we need to give greater consideration to gender equality for functions that affect people the most. Some functions will be more relevant (important) than others, while some will not be obvious for gender equality, they will still need consideration.

Giving due regard to gender equality may mean we have to develop dedicated services to allow people to access services, information and employment on equal terms. Where a separate service specifically aimed at men or women is provided alongside a ‘mainstream service’, we will not enforce its use. We will offer separate services as a choice – we will not segregate our services.

We will have due regard when making decisions about the future but also begin a process, through our Equality Impact Assessments (see pages 13 - 15), of improving any negative implications of decisions we have made in the past. For example this may include closing the gaps between the experience or satisfaction levels of men and women (service users and employees).

## **Our Specific Duties (SD)**

The SD set out a framework which helps us to plan, deliver, report and evaluate our actions in achieving positive outcomes. For example the requirement to produce, carry out actions and report through this Scheme is a SD and helps us meet various elements of our GD.

The SD give us a responsibility to:

- prepare and publish a GES which shows how we will meet our GD and SD and set out our gender equality objectives;
- in formulating our overall objectives, to consider the need to include objectives to address the causes of any gender pay gap;
- to gather and use information on how our policies and practices affect gender equality in the workforce and in the delivery of our services;
- to consult stakeholders and take account of relevant information in order to determine our gender equality objectives;
- to assess the impact of our current and proposed policies and practices on gender equality;
- to implement the actions set out in the Scheme within three years, unless unreasonable or unpractical to do so; and
- to report against the Scheme every year and review it at least every three years.

## 4 Delivering the Duty in Northumbria

This Chapter gives you an idea of our current position in terms of meeting our duties and delivering gender equality. It also tells you about the work we have done in developing this Scheme, and Action Plan and our future plans over the next three years to achieve positive outcomes for male and female service users and employees.

- ✓ eliminating unlawful discrimination and harassment; and
- ✓ promoting equality of opportunity between men and women.

### Resources

Meeting the diverse needs of our communities must be fully resourced. Our resources are however limited and as an organisation that is answerable to the public we need to make sure that they are used in ways that give the best value for money for our taxpayers. Projects to improve outcomes for men and women will not necessarily need increased resources and we will achieve best value and low cost by:

- carefully designing and targeting projects so they have focused objectives; and
- changing the way we use our time and money so that they meet the needs of more people – before we consider using extra resources to meet a specific need.

### Procurement

In buying goods and services we follow certain rules and instructions to make sure that our actions are legal and fair. These rules are set out in our Standing Orders and Financial Regulations.

Northumbria Police has a Procurement and Supplies section and carries out the procurement functions we have passed to the Chief Constable. For example the Chief Constable can within the Standing Orders and Financial Regulations of NPA:

- place orders for goods and services; and
- carry out the process of buying goods and services, for example managing the tendering process where possible suppliers bid competitively for the contract.

To support these arrangements, and to include gender equality in our processes for buying goods and services:

- a procurement strategy covering all NPA procurement has been developed; and
- our Financial Regulations and Standing Orders which relate to procurement are being reviewed.

### Services and Employment

We understand that different groups of women and men have different needs from the services we provide - they access them in different ways and experience different barriers. They also suffer from stereotyping of their role and needs in employment. For example women being disadvantaged by

policies and practices that do not recognise their greater caring responsibilities and the different pattern of their working lives and men, being disadvantaged by workplace cultures that do not support their family or childcare responsibilities.

To ensure that we can achieve equal outcomes for men and women we need to make sure that we understand and address their individual needs. We will achieve this by delivering the actions in this Scheme.

### **Equal Pay**

Men and women have the right to receive the same contractual pay and benefits if they are doing equivalent/equal value work. Work rated as 'equivalent' means work that has been rated using a non-discriminatory job evaluation scheme as being 'equivalent'. Work of 'equal value' is where the work done is different but considered to be of 'equal worth or value' in terms of demands such as effort, skill and decision-making.

Gateshead Council, as lead Authority for NPA (for more information about this see page 3), is currently undertaking a process of job evaluation for all employees. The outcomes of this process will inform our Action Plan and ensure that any gender related pay gap is identified and addressed appropriately.

### **Monitoring Northumbria Police**

Through our role in monitoring Northumbria Police's activities and being answerable to taxpayers for policing in Northumbria (for more information about this see page 3) we will make sure that Northumbria Police meets its duties in relation to gender equality. We will monitor Northumbria Police's progress in achieving its gender equality actions and work with them to achieve mutual aims.

### **Developing a Single Equalities Scheme (SES)**

Gender is only one strand of the Government's crosscutting equalities agenda, which aims to ensure that all people regardless of their gender, race, sexual orientation, disability, religion/belief and age have equal access and achieve equal outcomes from public services.

To deliver this strategic equalities agenda we intend to publish a Single Equalities Scheme encompassing our Gender, Disability and Race Equality Schemes. We believe that this will:

- focus our planning, resources and expertise;
- encourage ownership, transparency and accountability;
- allow effective performance monitoring and review of progress; and
- ensure that equality is integral to the core business of NPA.

We also intend to develop an Equalities Working Group to 'reality-check' plans and scrutinise our progress.

## Involving Our Communities

Involvement is an essential element in understanding the barriers and frustrations that men and women face in accessing employment, information and services from NPA - trying to make something accessible without involving the people it affects is likely to waste time and money. We are involving our communities in developing and delivering this Scheme to ensure that we:

- discover the real, local experiences of men and women as service users and employees;
- identify and make suggestions to overcome barriers, inequalities, unfair treatment and unsatisfactory outcomes in services, information and employment;
- deal with exclusion, harassment, discrimination, fear of crime, inequalities in experience and satisfaction levels between men and women;
- improve quality of life, chances and promote equality with partners and the community;
- decide where action is needed, its importance, where it will be most effective and where further research needs to be done; and
- develop targets that are set, monitored and evaluated with our communities.

### External Involvement

To develop some broad gender policy objectives we have begun to explore and assess the gender needs and experiences of our service users. This has included working with Northumbria Police to survey our Citizens Panel and disaggregating our current data, for example results from our Residents Survey 2005 and Disability Equality Scheme Survey 2006, by gender to establish if:

- women and men use our services in different ways;
- women and men have different needs from our services;
- there are particular groups of women and men who do not use, are under-represented or less satisfied with our services;
- there is evidence that a one-size-fits all approach is not appropriate; and
- there are big discrepancies in service outcomes by gender.

Approximately 800 surveys have been returned, giving us a 36% response rate. We will analyse these results, cross-referencing against ethnicity, disability and other factors, to ensure that we appreciated the complexity of the issues involved. To further explore these issues and make sure that the most vulnerable and excluded men and women are involved, we will conduct participative workshops, safe spaces and discussion groups with our partners.

#### **Do you want to be involved?**

If you want to be involved in improving gender equality in NPA. Or you want to receive feedback on our progress in delivering gender equality, please contact us (see page 19 to find out how)

## **Internal Employee Involvement**

We have conducted an internal employee survey to explore and assess evidence of a gender pay gap and barriers to equal employment. Issues include, for example, the:

- return rate of women on maternity leave to the same level and rate of pay;
- the prevalence of incidents of sexual harassment, reported and not reported; and
- gender profile of staff – analysing patterns of working for part-time staff or those with caring responsibilities.

The results of this survey will be analysed and additional research, for example focus groups and drop-in sessions, will be conducted to explore these issues further.

## **Involvement to Outcome**

The final results of both our external and internal involvement will inform our Gender Equality Action Plan and will also help us to meet our information gathering responsibilities for our employees and service users. More information about this is detailed in the 'Gathering and Using Information' section of this chapter (pages 16 – 18).

The involvement results will also be supplemented by complaints, grievances and comments and will be used to inform our Equality Impact Assessment (EIA) process.

## **Equality Impact Assessment (EIA)**

### **EIA and Gender**

Assessing the impact of our policies, services, functions and procedures allows us to think more carefully about the possible impact of our work on different groups of people (for example disabled people, people of different religions, ethnicity, sexual orientations, ages and genders) and to take action to improve our services. The process makes sure that our services are clear, meet the needs of all services users and employees, remove unlawful discrimination and promote equality of opportunity and good relations.

Almost all of our activities have the possibility to impact differently on the lives, equality, access, inclusion and life chances of men and women. As such, gender is an essential element of our EIA process - ensuring that 'due regard' is given to gender equality in all of our decisions and functions. It allows us to:

- gather evidence on the impact of our activities;
- identify gaps, negative impacts or missed opportunities in our services, information or employment;
- monitor success in employing, retaining and developing employees;
- measure progress towards gender equality and where improvements can be introduced; and
- inform the design of services to make sure the full and fair participation of all people from the start - avoiding expensive corrective work.

## The EIA Process

The EIA process has two stages:

- **Stage 1 - Screening:** Involves checking all policies, services, functions and procedures. It considers the potential negative or positive impact or gaps in knowledge about the impact on people with disabilities, different religions, races, sexual orientations, ages and genders. It is a short process and makes use of previous involvement results, knowledge and experience, research and reports, complaints and feedback, Internet searches and internal and external specialist advice.
  
- **Stage 2 – Full Assessment:** Involves fully assessing the policies, services, functions and procedures identified in Stage 1 - Screening as possibly negatively affecting people who are disabled or have a specific religion, race, sexual orientation, age or gender. It provides an opportunity to assess the evidence and makes sure that research and engagement is carried out and leads to improvements. A Stage 2 - Full Assessment is required if a policy, service, function or procedure:
  - ✓ has negative consequences for service users or employees;
  - ✓ misses an opportunity which would lead to significant benefits;
  - ✓ discriminates unlawfully, directly or indirectly;
  - ✓ negatively affects relations between different communities - favouring a particular group or denying opportunities to another;
  - ✓ is of high significance to a particular group; or
  - ✓ damages relations between communities and NPA.

### What will we do if the EIA shows an adverse impact or gap?

If an adverse impact or gap is identified we will consider options for changing the policy, service, function or procedure to reduce the adverse effect.

If the adverse impact is unlawful, the policy, service, function or procedure (or elements of it) will be changed. If it is unavoidable then we will make sure that it is justified. For example, an adverse impact may be justified through legislation which takes priority over equality legislation.

We will make sure that if we reduce an adverse impact for one group that it does not create an adverse impact for another group. In this circumstance, the option we will choose will be one that promotes equality of opportunity.

Some of our policies, services, functions and procedures may be targeted at particular groups - these by definition will have differential impact (i.e. gaps and differences in services, information or employment for groups and individuals). Differential impact is justified

#### Questions to ask when reducing negative impact and closing gaps

- If the policy, service, function or procedure is likely to lead to unlawful discrimination, can an alternative be found?
- If the policy, service, function or procedure affects people adversely, can it be justified by its overall aims?
- Can an adverse impact be overcome if we adapt the policy, service, function or procedure?
- If the assessment reveals that some groups have distinct needs, can these be met?
- Will changes be significant? If so, do we need to involve our communities?

as part of a wider strategy of positive or affirmative action in relation to particular groups - where policy is intended to encourage equality of opportunity for a particular group. Where this is the case, we will justify our actions and provide a clear and legal rationale for them.

### **What have we done so far?**

We have commenced our EIA process and have:

- developed a Stage 1- Screening EIA Template (Template included as Appendix 3)
- delivered initial training to all employees on EIAs;
- identified our policies, services, functions and procedures (list included as Appendix 4);
- started Stage 1- Screening EIAs for all policies, services, functions and procedures;
- drafted a timetable for completion of Stage 2 – Full Assessment EIAs (included as Appendix 5); and
- with Cleveland Police, Durham Constabulary and the Association of Police Authorities (APA) involved NPA Members and employees in EIA training.

### **Give us your views!**

You can view the policies, services, functions and procedures we have identified and the Stage 1 EIAs we have done on our website. If you would like to give us your views, or ask any questions, please contact us (see page 19 to find out how).

### **What will we do next?**

We need to apply the results of our involvement to our Stage 1- Screening EIAs to make sure that the:

- policies, services, functions and procedures we have identified are right;
- Stage 1 - Screening EIAs include the views, barriers and experiences identified by men and women in accessing our services, employment and information;
- draft timetable for Stage 2 – Full Assessment EIAs include the priorities identified; and
- community has confidence in the strength of our approach to gender equality.

We will also work with our to:

- develop and carry out Stage 2 – Full Assessment EIAs;
- take forward the results of Stage 2 – Full Assessment EIAs in our Action Plan - monitoring, managing and evaluating outcomes;
- tell you about improvements through an annual report;
- include EIA into our decision-making process; and
- review our EIAs when revising our Gender Equality Scheme.

## Gathering and Using Information

We need to gather information on the affect of our policies and practices on service users and employees and address any gaps. We do not believe that information gathering is an end in itself. It is key to performance improvement - valuable for providing evidence on the progress we are making towards gender equality.

For information collection to be effective and trusted our employees and service users need to know:

- What information we are collecting;
- When and how the information will be collected;
- How it will be used; and
- How and when we will give them feedback about the information.

The next part of this chapter begins to answer these questions.

### What information do we need to gather and why?

We need to gather information about the equality and experiences of men and women in accessing our services and information and in all of our employment processes. By doing this we can study gaps in satisfaction and outcomes, look into the reasons for them and take action to solve them.

### How will we gather this information?

We have started to gather some of this information through our external and internal involvement work (see the 'Involving our Communities' section earlier in this chapter, pages 12- 13). Our external survey and participative workshops will allow us to gather information on, for example:

- Staff attitudes and training;
- Gender related hate crime;
- Domestic Violence;
- Sexual Assault;
- Sexual Harassment;
- Access to communication;
- Access to information;
- Further involvement;
- Employment; and
- Community safety and fear of crime.

Questions in our external survey mirrored many of the questions asked to service users in our 2005 Residents Survey and our disabled and Deaf service users in our Disability Equality Scheme engagement process 2006.

### Employment information gathering checklist:

#### Recruitment:

- ✓ Information about all stages of recruitment need to be gathered to find out what happens to all applicants.

#### Development:

- ✓ Types of training and who applies for it;
- ✓ Performance reviews;
- ✓ Workplace benefits and facilities; and
- ✓ Promotion of female employees compared to male employees.

#### Treatment:

- ✓ Harassment;
- ✓ Discrimination; and
- ✓ Grievances and disciplinary action.

#### Retention:

- ✓ Exit interviews;
- ✓ Redundancies, resignations, dismissals; and
- ✓ End of fixed term contracts.

This will allow us to compare gaps in satisfaction and outcomes between men and women, look into the reasons for them and take action to solve them.

Our internal survey has allowed us to gather a large amount of information on employment. We will repeat this internal survey annually to make sure that changes in circumstances are reflected.

We have also built gender equality into our EIA process and Citizen Panel, which will allow us to gather information on our services and employment practices.

We will also update our existing information gathering process (for example, our surveys, forums, complaints and feedback procedures, performance indicators) and develop new processes of gathering information where necessary to take due regard of gender equality.

### **How have we used the information gathered so far?**

We have used the information we have gathered to get a clearer picture of our current performance (which will provide a baseline for the future) and identify gaps, which has led to the development of the Action Plan. Gathering the information has also enabled us to:

- tell the community, our partners and employees about our gender equality objectives;
- involve men and women in planning the work and direction of NPA; and
- develop our skills and learn about what is required to drive and deliver gender equality.

### **How will we use information gathered during the next year?**

We will use information to:

- assess the difference between men and women's experiences and satisfaction of services, information and employment;
- set targets for improving outcomes;
- measure and identify changing trends and the impact of our actions;
- benchmark against other similar authorities;
- give due regard to disability equality in our EIAs;
- assess, monitor, evaluate and review our Action Plan - identifying barriers to good performance and successful outcomes; and
- develop our information gathering procedures so that specific gender information can be gathered.

### **How will you know what we are doing?**

Each year we will publish a report, available on our website and accessible formats on request, which will tell you about:

- the steps we have taken to meet the actions in our Action Plan;
- what we have done that year to eliminate discrimination and promote equality of opportunity for women and men;
- how we are performing in meeting our targets;
- what information we have gathered and what it tells us; and
- what our plans are for the following year (based on the information we have gathered).

We will include a statement about how we will meet the Duty in our annual policing summary *Policing Matters*. We will monitor our Action Plan every six months through progress reports, which will be looked at carefully by our Members to make sure that actions are being achieved on time and in cost effective ways. Our full Scheme will be revised every three years to measure the overall achievement of our outcomes. However, the Scheme will be updated every year to make sure that it continues to meet the needs of men and women.

We hope that by publishing this information you will be able to see that we are committed to making progress on gender equality and that we want you to judge our success.

## 5 Information, Feedback and Complaints

Do you want this in a different format or language?

**If you need this Scheme in a different format (for example, Braille, EasyRead or large print) or language, please contact: 0191 433 2832 or e-mail: [enquiries.npa@gateshead.gov.uk](mailto:enquiries.npa@gateshead.gov.uk)**

This information is available on request in large print, Braille, and audio tape.  
Please ring 0191 433 2832

এই লিফলেটটি 0191 433 2832 নম্বরে ফোন করে বাংলায় পাওয়া যায়।

此單張備有中文譯本，索閱請電 0191 433 2832

Kopii tohoto letáku v češtině můžete obdržet když zatelefonujete na číslo 0191 433 2832

برای دریافت این جزوه به زبان فارسی، لطفاً با تلفن 0191 433 2832 تماس حاصل نمایند.

Ce prospectus est disponible sur demande en Français en téléphonant au 0191 433 2832

यह पत्रिका हिन्दी भाषा में प्राप्त करने के लिये कृपया 0191 433 2832 नम्बर पर फोन करें।

Este panfleto está disponível sob pedido em Português, ligando para o n.º 0191 433 2832

ਇਹ ਲੀਫਲੇਟ ਪੰਜਾਬੀ ਵਿਚ ਹਾਸਲ ਕਰਨ ਲਈ 0191 433 2832 ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ।

له سه ر داواى خوت نه م ناميلکه به ت به سوراني دست دهکه ویت، نه له فون بو نه م ژماره به بکه  
.0191 433 2832

یہ کتابچہ اردو زبان میں اس ٹیلی فون نمبر (0191) 433 2832 پر درخواست کرنے سے مل سکتا ہے

---

### Feedback

If you would like more information or, would like to give us your views or get involved in this Scheme, you can contact us:

In writing: Northumbria Police Authority  
Civic Centre  
Regent Street  
Gateshead  
NE8 1HH

By telephone: 0191 433 2825

By email: [enquiries.npa@gateshead.gov.uk](mailto:enquiries.npa@gateshead.gov.uk)

Or you can visit our website: [www.northumbria-police-authority.org](http://www.northumbria-police-authority.org)

## **Complaints**

If you want to make a complaint about **Northumbria Police Authority's** responsibilities, or employees write to:

The Chief Executive  
Northumbria Police Authority  
Civic Centre  
Regent Street  
Gateshead  
NE8 1HH

If you want to complaint about an individual **Northumbria Police** Officer, or about a policing matter, please write to:

The Chief Constable  
Northumbria Police Headquarters  
North Road  
Ponteland  
Newcastle-upon-Tyne  
NE20 OBL

We will ensure that if you tell us your access requirements, we will make the process accessible to you.

## **Northumbria Police Gender Equality Scheme 2006 - 09**

Northumbria Police's GES is available at [www.northumbria.police.uk](http://www.northumbria.police.uk) , in hard copy from all police premises, at all events attended by Northumbria Police , and can be requested in a range of formats and languages from:

The Diversity Unit  
Northumbria Police Headquarters  
North Road  
Ponteland  
Newcastle-upon-Tyne  
NE20 OBL

## Driving Gender Equality - Action Plan 2007-10

This Action Plan sets out the steps we will take to promote gender equality in the next three years. It shows how these actions, which are specific to achieving gender equality, link with our overall priorities and the wider workplan. It also shows you the source of where the action has come from and how we will know that we have achieved a positive outcome.

The actions will be developed during the next three years through additional analysis of our external and internal involvement, the results of our Equality Impact Assessments and work with our communities to set targets.

To make sure that these actions bring benefits and are delivered in a timely and low cost way, they will be monitored every six months by NPA Members. We will tell you about our progress in delivering these actions each year, when we report on our GES.

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
1	<p><b>Action:</b> Procurement of goods and services must have due regard to gender equality.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>The procurement process is clear and fair and does not discriminate against men or women in the provision of goods, facilities or services.</li> <li>Staff are more knowledgeable and confident.</li> <li>Gender equality is promoted.</li> <li>Discrimination is not tolerated.</li> <li>Performance indicators are developed.</li> <li>Budgetary implications are considered at the beginning of policy-making.</li> </ul>	1.1 Standard terms and conditions to include Equality Act 2006	Apr 08	Deputy Chief Executive	<ul style="list-style-type: none"> <li>Annual Audit Letter</li> <li>Monitoring of contracts</li> <li>Achievement and Development</li> <li>Performance Indicators</li> </ul>	<ul style="list-style-type: none"> <li>Review of the Procurement Strategy (April 2008)</li> <li>Review the Standing Orders and Financial Regulations in Relation to Procurement (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>Annual Audit Letter</li> <li>Equality Act 2006</li> </ul>
		1.2 Gender equality is reflected, and given due weight, in the specification, selection and award criteria, and the contract conditions					
		1.3 All contracts include the requirement to meet the general duty to promote gender equality					
		1.4 Contractors understand gender equality requirements of the contract					
		1.5 Evidence a contractor needs to gather to show they are meeting the duties is specified					
		1.6 Gender equality performance is monitored					
		1.7 Training about the relevance of gender equality for all staff involved in procurement work.	Jun 07	Deputy Chief Executive			

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
2	<p><b>Action:</b> Continue to involve men and women in decision-making</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Real local experiences of men and women will inform policy development.</li> <li>• Inclusive involvement, which is accessible for all to participate.</li> <li>• Fair and clear involvement processes.</li> <li>• Men and women designing, monitoring and evaluating service and employment targets, policies and delivery outcomes.</li> <li>• Diverse, suitable, reliable, culturally appropriate and accessible services and information.</li> <li>• Less excluded people.</li> <li>• People feel their views are valued.</li> <li>• Increased participation, satisfaction and confidence.</li> <li>• Service users notice that services are more accessible and better targeted to their gender needs.</li> <li>• Women and men feel effectively engaged in decision and policy-making issues that affect them.</li> <li>• Decisions are quality checked.</li> </ul>	<p>2.1 Develop methods to involve young people, BME communities, gypsy/travellers, those with HIV, learning disabilities, deaf, and mental health problems.</p> <p>2.2 Hold participate workshops, safe space and discussion groups.</p> <p>2.3 Consider establishing an Equalities Working Group to monitor performance and quality-check decisions, which involves members, officers and men and women from the community.</p> <p>2.4 Ensure that all officers and members involved in engagement have received gender equality training.</p> <p>2.5 Consider men and women from the community facilitating involvement.</p> <p>2.6 Work with partners to host joint involvement events.</p> <p>2.7 Provide photos and names of officers who will be facilitating.</p> <p>2.8 Consider going to talk to groups of men and women i.e. father and toddler group etc.</p> <p>2.9 Ensure feedback is provided.</p>	Dec 2009	Policy Team	<ul style="list-style-type: none"> <li>• Membership of Citizen Panel</li> <li>• Residents Survey</li> <li>• Involvement monitoring</li> <li>• Number of partnership involvement events delivered</li> <li>• Achievement and Development</li> <li>• Progress of Equalities Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Act 2006</li> <li>• Neighbourhood Policing Best Value Review</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
3	<p><b>Action:</b> All information and services are accessible</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• 100% of people can access information in the format they prefer on request.</li> <li>• Improved satisfaction</li> <li>• Greater participation.</li> <li>• Greater awareness of NPA.</li> <li>• Rejection of stereotypes.</li> <li>• Women and men can contact using methods that they prefer.</li> <li>• Women and men making greater use of the services that their gender had previously underused.</li> </ul>	<p>3.1 Explore all contact methods and advertise accessible methods.</p> <hr/> <p>3.2 Consider the value of developing dedicated female and male services of choice.</p>	Sep 2007	Policy Team	<ul style="list-style-type: none"> <li>• Residents Survey</li> <li>• External Involvement</li> <li>• Complaints and Feedback</li> <li>• Information Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Publication and Information Strategy (September 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Panel</li> <li>• Complaints and feedback</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
4	<p><b>Action:</b> Analyse internal employee survey, job evaluation results and feedback the results to staff</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Better understanding and meeting male and female employees needs and experiences.</li> <li>• Robust Action Plan and Equality Impact Assessment process.</li> <li>• Improved trust, equality and confidence of all staff.</li> <li>• Elimination of sexual discrimination and harassment at work.</li> <li>• Equal distribution of men and women at all levels of the organisation.</li> <li>• Fair and equal experience of recruitment process.</li> <li>• Organisation better reflects the community it serves.</li> <li>• Larger pool of skills and experience.</li> <li>• Men and women as positive role models.</li> <li>• Flexible workers supported at all levels of the organisation.</li> <li>• Carers supported.</li> <li>• Any gap between women and men's pay eliminated.</li> </ul>	<p>4.1 Analyse results collated by HR comparing outcomes in all areas of employment experiences between male and female staff.</p> <p>4.2 Conduct drop-in sessions, exit interviews, focus groups and analyse complaints, grievances, disciplinaries to explore staff needs and experiences.</p> <p>4.3 Involve staff representatives, for example trade unions.</p> <p>4.4 Explore the results of the job evaluation exercise to see if there is any evidence of a pay gap.</p> <p>4.5 Repeat the internal survey annually to monitor changes and feedback results and ensure staff feel engaged.</p> <p>4.6 Explore flexible working issues. For example, managing leave for parents and carers, pregnancy and return from maternity leave.</p>	<p>June 2007</p> <p>July 2007</p> <p>July 2007</p>	Policy Team	<ul style="list-style-type: none"> <li>• Action Plan</li> <li>• Equality Impact Assessments</li> <li>• Higher response rate to next internal survey</li> <li>• Improved satisfaction, reduction in gaps in experiences between men and women</li> <li>• Minimal incidents of sexual harassment.</li> <li>• Return rate of women on maternity leave to same level and rate of pay.</li> <li>• Number of women in management roles within the organisation.</li> <li>• Reduced concentration of women and men in particular areas of work.</li> <li>• Increased number of part-time working options.</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Employee Survey</li> <li>• Equality Act 2006</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
5	<p><b>Action:</b> Work with partners to reduce gender related crime and fear of crime</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Reduced gender related hate crime.</li> <li>• Reduced fear of gender related verbal abuse and sexual harassment.</li> <li>• Improved confidence that domestic violence and gender related hate crime is taken as seriously</li> <li>• Understanding of where targeted hate crimes occur because of the victims gender</li> <li>• Develop a picture of where and how women and men are most affected by crime.</li> </ul>	<p>5.1 Monitor the collection of gender related hate crime, sexual harassment and domestic violence by Northumbria Police and other partners</p> <hr/> <p>5.2 Consider working with partners to raise awareness about gender related crime and Northumbria Police's approach towards tackling it.</p> <hr/> <p>5.3 Develop understanding of officers and members regarding gender related crime, harassment and abuse i.e. genital mutilation, honour killings etc.</p>	Dec 2009	Policy Team	<ul style="list-style-type: none"> <li>• Hate Crime Statistics</li> <li>• Domestic Violence Statistics</li> <li>• Sexual Harassment Statistics</li> <li>• NPA inclusion in partners' plans/strategies</li> <li>• Number of awareness raising marketing and events</li> <li>• External engagement (i.e. Residents Survey, British Crimes Statistics)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Partnerships - Audit Commission</li> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Duty 2006</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
6	<p><b>Action:</b> Develop and deliver training on the general duty of disability equality to all Members and staff</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Strengthen capacity to work towards gender equality.</li> <li>• Gender related stigmas/stereotypes reduced thus helping to change the culture.</li> <li>• Attitude and confidence of staff improved.</li> <li>• Employees, custody visitors and members are aware of their gender equality duties, understand how it affects their work/role and have the necessary skills to implement the duty.</li> </ul>	<p>6.1 Include gender in any training needs assessment undertaken for officers, custody visitors and members.</p> <hr/> <p>6.2 Mainstream gender equality training in the induction process of all staff, custody visitors and members and ensure that it is refreshed regularly.</p>	June 2007	Policy Team	<ul style="list-style-type: none"> <li>• Achievement and development.</li> <li>• Member, Custody Visitor and Employee induction packs to include gender equality issues.</li> <li>• External involvement.</li> <li>• Internal involvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Modernisation Programme 'The Way Forward' - Members Training Programme.</li> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Duty 2006</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
7	<p><b>Action:</b> Equality Impact Assess all policies, plans, services and functions</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Gender equality is given due regard in all activities and decisions.</li> <li>• Community satisfaction and confidence levels increase.</li> <li>• Increased participation of men and women.</li> <li>• Full and fair participation in services and employment.</li> <li>• Pool of expertise on gender developed.</li> <li>• New information gathering methods developed.</li> <li>• Performance indicators developed and progress measured with success celebrated.</li> <li>• NPA does not discriminate unlawfully</li> </ul>	<p>7.1 Apply the results of external and internal involvement to:</p> <ul style="list-style-type: none"> <li>• confirm that policies identified are accurate;</li> <li>• ensure Stage 1 screening reflects the views and experiences of men and women;</li> <li>• ensure the timetable for Stage 2 - Full Assessment reflects the priorities identified by men and women.</li> </ul> <p>7.2 Develop and carry out Stage 2 Assessments</p> <p>7.3 Results included in Action Plan and communicated to employees and the public</p> <p>7.4 Consider developing an Equalities Working Group, including officers, members and the community, to be involved in assessment process and reality-checking of assessments</p>	Dec 2007	Policy Team	<ul style="list-style-type: none"> <li>• Action Plan</li> <li>• Minutes of Authority Meetings</li> <li>• Residents Survey</li> <li>• Annual summary – <i>Policing Matters</i></li> <li>• Six monthly progress reports to NPA</li> </ul>	<ul style="list-style-type: none"> <li>• All Equalities Schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Act 2006</li> <li>• Race Relations Amendment Act 2000</li> <li>• Disability Discrimination Act 2005</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
8	<p><b>Action:</b> Further analysis of external involvement/consultation</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Better-informed action plan.</li> <li>• Focus on improvement.</li> <li>• Clear and open performance management.</li> <li>• Increased participation by men and women.</li> <li>• Information to reduce gaps.</li> <li>• People will develop a better understanding of how NPA works in terms of managing performance.</li> </ul>	<p>8.1 Compare experiences and satisfaction of men and women, cross-analysing it with the results of the Disability Equality Scheme external involvement project 2006 and the Residents Survey 2005. This will form baseline information.</p> <hr/> <p>8.2 Develop targets with men and women – ensuring that they monitor them.</p> <hr/> <p>8.3 Benchmark against other similar authorities</p>	May 2007	Policy Team	<ul style="list-style-type: none"> <li>• Action Plan</li> <li>• Six monthly progress reports to NPA</li> <li>• Annual Summary – <i>Policing Matters</i></li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Act 2006</li> </ul>

## Appendix 1

No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
9	<b>Action:</b> Develop new methods to gather and disaggregate information  <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• More targeted information.</li> <li>• Reduce gaps in satisfaction and outcomes between male and female employees.</li> <li>• Better use of resources.</li> <li>• Easy to find information to effectively assess how certain service/practices affect men and women differently.</li> </ul>	9.1 Develop methods to gather employment information	Dec 2007	HR  Policy Team	<ul style="list-style-type: none"> <li>• GES Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and Engagement Review (December 2007)</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Act 2006</li> </ul>
		9.2 Develop methods to gather service provision information					
No	Action and Outcome	Milestones	Date	Lead	Measure	Link to workplan	Source
10	<b>Action:</b> Develop a Single Equalities Scheme to encompass gender, disability and race.  <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Planning and resources for diversity are focused and targeted for improving outcomes</li> <li>• Officers and members have ownership and are accountable for actions</li> <li>• Effective performance monitoring and review of progress</li> <li>• Transparent approach to delivering diversity.</li> </ul>	10.1 Review Race, Disability and Gender Equality Schemes and produce a 'driving diversity' action plan	Sep 2007	Policy Team	<ul style="list-style-type: none"> <li>• Six monthly progress reports to NPA</li> <li>• Publication of SES</li> </ul>	<ul style="list-style-type: none"> <li>• All Equalities Schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Act 2006</li> <li>• Race Relations Amendment Act 2000</li> <li>• Disability Discrimination Act 2005</li> </ul>

## List of Support Services Agreements and Roles and Responsibilities of Staff

Role	Responsibilities
<b>Chief Executive</b>  <b>Deputy Chief Executive and Solicitor</b>	To achieve effective and efficient policing in Northumbria through: Corporate leadership; Relations with Northumbria Police and other key external partners and agencies; Democratic Services; Procurement; Communications; Service Standards; Policy Planning & Development; Performance Management; Community Engagement; Service Improvement; Secretariat Operations; Monitoring Officer; Warning of Illegality or Maladministration.
<b>Treasurer</b>	Ensuring the financial affairs of the Authority and Force are properly administered and is chief financial advisor to the Authority.
<b>Policy Team</b>	Consultation; Planning; Performance Management; Partnerships; Diversity; Grant Pool; Statutory Plans; Risk Management; Contingency Planning.
<b>Legal and Secretariat</b>	Assisting the Solicitor to the Authority in the fulfilment of delegated duties as set out in NPA Standing Orders and Financial Regulations; Legal Services; Service Standards; Data Protection; Custody Visiting; Committees; Appointment of Members; Members Training.
<b>Finance</b> <i>Financial Management Services</i>	Supporting the Treasurer to the Authority to meet statutory responsibilities; Accountancy Services and Financial Information; Vat Services; Internal Audit; Risk Management and Insurance Services; Service Standards.
<b>Finance</b> <i>Financial Processes and Administrative Services</i>	Financial processing services for the Chief Constable; Payroll Services; Exchequer Services; Service Standards.
<b>ICT</b>	Procurement of ICT systems and delivery of effective ICT solutions for NPA officers and members; Client Services; Support Services; Service Standards.
<b>Human Resources</b>	Advice to the NPA and its Committees regarding HR and Health and Safety; Assisting with the appointment, Personal Development Records and discipline of ACPO officers; Employee Relations; Employee issues; Service Standards.
<b>Architect and Technical Services</b>	Provide a comprehensive property management service; Property Management and Service Standards; Monitoring the Estates Strategy.

### Delivering the Action Plan

Each member of staff will be responsible for the actions in the Action Plan associated to their work area. They will be supported by training, which will help to build their capacity and confidence.

# EIA Template

*Northumbria*

**Police Authority**



**Equality Impact Assessment**

**Stage1: Screening**

NPA is required to assess each *policy* for its relevance to the Race Relations Act (1976) and Amendments (2000) and Disability Discrimination Act (1995) and Amendments (2005) and Equality Act (2206). NPA go beyond this legal duty and assess each of its *policies*, for their relevance to the equality strands of gender, race, disability, age, religion or faith and sexual orientation. To assess whether your *policy* is relevant, and requires Stage 2: Full Assessment, please complete this form and send it to Victoria Jackson, Policy Officer, who will complete a Policy Relevance Assessment and provide you with feedback.

<b>Name(s) of completing officer(s):</b>	
<b>Date of completion:</b>	
<b>Name of policy being assessed:</b>	

- 1 Please provide a brief description of the aims of this *policy* (i.e. purpose and outcomes).**
- 2 Has consultation on this *policy* (i.e. with other departments, authorities, organisations, equality target groups) taken place?**  
 Yes       No (go to question 4)       Don't Know (go to question 4)
- 3 If yes, please state what/who this consultation has/will involved, when it took place and the outcome.**
- 4 Is there evidence of any public concern, regarding discrimination, associated with this *policy*?**  
 Yes       No (go to question 6)       Don't Know (go to question 6)
- 5 If yes, please state what this public concern involves and if it is likely to be specific to Northumbria.**
- 6 Please state how this *policy* will/is implemented, including any necessary training required.**
- 7 Please complete this table stating if this *policy* is/will be monitored and, if so, how this is/will be done.**

Area of Monitoring	Policy monitored?		Means of Monitoring (i.e. is monitoring specific to equality target group?)
	Yes	No	
Service take-up			
Performance targets			
User satisfaction			
Complaints			
Other (specify)			

**8 Please complete this EIA Matrix, explaining where:**

- a) The *policy* could have a positive impact or contribute to: promoting equality; promoting equal opportunities; and/or improving relations within any equality target group.
- b) The *policy* could have a negative impact on any equality target groups.
- c) The needs, experiences and priorities of any equality target group has consequences for the *policy*.

EIA Matrix				
Group	Positive Impact	Negative Impact	Evidence of Impact (i.e. rights, resources, access, participation, consultation, accommodation, learning, culture, values, norms, relations between groups, relations between groups and NPA)	Evidence of the consequences /expectations of the policy resulting from the groups needs, experiences and priorities
<b>Men</b>				
<b>Women</b>				
<b>Asian or Asian British</b> (Indian, Pakistani, Bangladeshi, other Asian background)				
<b>Black or Black British</b> (Caribbean, African, other Black background)				
<b>Chinese</b>				
<b>Mixed</b> (White & Black Caribbean, White & Black African, White & Asian, other Mixed background)				
<b>White</b> (British, Irish, other White background)				
<b>Gypsy/Traveller</b>				
<b>Sensory disability</b> (blindness, deafness, or a severe vision or hearing impairment)				
<b>Learning disability</b> (imperfect ability to listen, think, speak, read, write, spell or do maths)				
<b>Physical disability</b> (condition that substantially limits one or more basic physical activities)				

Group	Positive Impact		Negative Impact	Evidence of Impact (i.e. rights, resources, access, participation, consultation, accommodation, learning, culture, values, norms, relations between groups, relations between groups and NPA)	Evidence of the consequences /expectations of the policy resulting from the groups needs, experiences and priorities
	High	Low	High		
<b>Psychiatric disability</b> (mental/emotional illness)					
<b>Neurological disability</b> (brain injury)					
<b>Gay/Lesbian</b>					
<b>Bisexual</b>					
<b>Transgender</b>					
<b>Older (50+)</b>					
<b>Young Adults (17-25)</b>					
<b>Children (0-16)</b>					
<b>Religion/faith/belief</b> (Jewish, Christian, Muslim, Hindu, Rastafarian, Sikh, Buddhist)					
<b>Student</b>					
<b>Rural</b>					
<b>Urban</b>					
<b>Homeless</b>					

**Reflecting on your completion of the EIA Matrix in question 8, please answer the following questions.**

- 9** Is the *policy* achieving its aims for all beneficiaries (i.e. recipients) equally?
- Yes (go to question 11)  No  Don't Know (go to question 11)
- 10** If no, do you know what factors/barriers could have caused the discrepancy between aims and actual outcomes?
- 11** If a negative impact on any equality target group has been identified please state if it is intended or legal (i.e. it not discriminatory under anti-discrimination legislation) and explain why (i.e. why it is justifiable).
- 12** If no evidence, that the *policy* promotes equality, equal opportunities or improves relations within any equality target group, has been identified please state amendments (if any) that could be made to the *policy* to achieve this.
- 13** Are there any equality target groups, which might be expected to benefit from this *policy* but do not?
- Yes  No (finish proforma)  Don't Know (finish proforma)
- 14** If yes, do you know why these equality target groups are not benefiting?

**Signed:**  
**Completing officer(s):**

**Signed:**  
**Senior Policy Officer:**

**Signed:**  
**Assistant Clerk (Policy)**

## Policy Relevance Assessment

**1 Based upon the answers given in the Stage 1: Screening proforma does the *policy* have significant implications for equality?**

Yes       No (go to question 7)       Don't Know

**2 If yes, please indicate if:**

- an equality target group will be disadvantaged/negatively impacted by the *policy*
- there is a possibility to further promote equal opportunities and good inter-group relations
- better monitoring data is needed regarding the impact of the *policy*
- more information is needed regarding the impact of the *policy*

**3 Please categorise the impact of this significance.**

High    Medium       Low

**4 Please indicate if this impact is unintentional and/or illegal (i.e. discriminatory under anti-discrimination legislation).**

Intentional/Not Illegal       Unintentional/Illegal    Don't Know

**5 Has this *policy* been scheduled into the Race Equality Scheme EIA Timetable to undergo Stage 2: Full Assessment?**

Yes       No

**6 Please state the deadline for completion of State 2: Full Assessment of this *policy*:**

**7 Has the completing officer(s) and their line manager been provided with feedback?**

Completing Officer    Yes    No      Line Manager    Yes    No

**8 Have the Stage 1: Screening results, for this policy, been published?**

Yes       No (go to question 10)

**9 If yes, please state where the results have been published.**

**10 Please state the next Stage 1: Screening review date for this *policy*:**

**Signed:**  
**Policy Officer**

**Signed:**  
**Senior Policy Officer**

**Signed:**  
**Assistant Clerk (Policy)**

# Draft List of Policies, Services, Functions and Procedures for EIA

1. Consultation
- 2 Meetings
- 3 Crime and Disorder Reduction Partnerships
- 4 Processing Incoming Information
- 5 Reporting and Distributing Information
- 6 Appointment of Chief Officers
- 7 Appointment of Members
- 8 Audit
- 9 Best Value Review
- 10 Budget Setting
- 11 Custody Visiting Scheme
- 12 Grant Pool
- 13 Monitoring and Scrutiny of Northumbria Police
- 14 Priority Setting
- 15 Service Level Agreements
- 16 Training and Induction

## Draft Stage 2 Full EIA Timetable

<b>Policies, Procedures, Practices, Services and Functions</b>	<b>Date of Completion</b>
Reporting and Distributing Information	June 2007
Processing Requests for Information	June 2007
Appointment of Police Authority Members	July 2007
Appointment of Chief Officers	July 2007
Consultation/Engagement	August 2007
Meetings	August 2007
Custody Visiting	September 2007
Training and Induction	September 2007
Service Support Agreements	November 2007
Grant Pool	November 2007
Budget Setting	December 2007

## Abbreviations

ACPO	Assistant Chief Police Officer
APA	Association of Police Authorities
CDRP	Crime and Disorder Reduction Partnership
EIA	Equality Impact assessment
GD	General Duties
GES	Gender Equality Scheme
NPA	Northumbria Police Authority
PCSO	Police Community Support Officers
SD	Specific Duties
SES	Single Equalities Scheme
SSA	Service Support Agreements
UK	United Kingdom

# Glossary of Terms

## **Accessible Information**

Accessible information is information designed to be used by everyone, including people with sensory impairments. Accessible information alternatives provide the user with options, so they can choose the type of format that works best for them.

## **Action Plan**

The steps, which an authority will take to fulfill its general duty.

## **Affirmative Action**

A policy or a program, is considered to be providing affirmative action, if it seeks to redress past discrimination through active measures to ensure equal opportunity, as in education and employment.

## **Best Practice**

A technique or methodology that, through experience and research, has proven to reliably lead to a desired result. Or, an activity or procedure that has produced outstanding results in another situation and could be adapted to improve effectiveness, efficiency, ecology, and/or innovativeness in another situation

## **Best Value**

Best Value arrangements exist to secure continuous improvement in the performance of functions by public organisations. Continuous improvement seeks to balance quality and cost considerations, and is achieved with regard to economy, efficiency, effectiveness, the equal opportunities arrangements, and sustainable development.

## **Caste**

Social status or position conferred by a system based on class.

## **Code of Conduct**

A code of ethics (otherwise an ethical policy, code of conduct, statement of business practice or a set of business principles) can be a management tool for establishing corporate values, responsibilities, obligations, and ethical ambitions of an organisation and the way it functions. It provides guidance to employees on how to handle situations, which pose a dilemma between alternative right courses of action, or when faced with pressure to consider right and wrong.

## **Council Tax Precept**

The demands made by an authority on a council to finance its expenditure.

## **Crime and Disorder Reduction Partnerships**

The 1998 Crime and Disorder Act established partnerships between the police, local authorities, probation service, health authorities, the voluntary sector, and local residents and businesses.

### **Custody Visiting Scheme**

Custody visiting is a scheme which gives appointed members of the public opportunities to observe and report on the conditions under which people are detained in police stations and to provide an independent check on the way police officers carry out their duties with regard to detainees.

### **Direct and Indirect Discrimination**

#### **Direct discrimination**

Direct discrimination happens when a person is treated less favourably because of, for example, their disability, gender or race. (So it would be direct discrimination if a driving job was only open to male applicants).

#### **Indirect discrimination**

Indirect discrimination is when a condition that disadvantages one group of people more than another is applied. For example, saying that applicants for a job must be clean shaven puts members of some religious groups at a disadvantage.

### **Disability Equality Scheme**

The Statutory Duties require authorities to produce and publish a Disability Equality Scheme, which demonstrates how it intends to fulfill its general and specific duties.

### **Due Regard**

The requirement to give due weight to the need to promote equality of opportunity in proportion to its relevance to gender.

### **Equality Act 2006**

The Equality Act has three functions:

- To create a single Commission which will replace the Equal Opportunities Commission (EOC), the Commission for Racial Equality (CRE) and the Disability Rights Commission (DRC). This single commission will be called the Commission for Equality and Human Rights (CEHR);
- To make unlawful (apart from certain exemptions), discrimination on the grounds of religion or belief or sexual orientation in the provision of goods, facilities and services, the management of premises, education and the exercise of public functions; and
- To create a duty on public authorities to promote equality of opportunity between men and women and to prohibit sex discrimination in the workplace.

### **Equality Impact Assessment**

Impact assessment is the process which enables an authority to identify and act on the need to modify policies and practices to have due regard to the need to promote gender equality. The specific duty regulations set out the requirement for an authority to include in the Gender Equality Scheme its methods for impact assessment.

### **Functions**

The full range of a public authority's duties and powers.

### **General Duty**

The requirement on public authorities, when carrying out their functions, to have due regard to the need to eliminate unlawful discrimination and harassment that is unlawful under the Sex Discrimination Act (1975) and discrimination that is unlawful under the Equal Pay Act (1970); and promote equality of opportunity between men and women.

### **Involvement**

Active engagement with stakeholders using accessible mechanisms which must be focused, proportionate, influential and transparent. 'Involvement' requires more active engagement of stakeholders than 'consultation'.

### **Lead Authority**

A lead authority is a local authority which acts as a focal point for liaison on police issues between a council within a number of local authority areas. Liaises with other local authorities on policy and procedural matters, and operational issues which have company wide implications

### **Lead Members**

An authority elects lead members to promote and represent views or policies in specific areas of work. Lead members keep themselves informed of the key developments and issues in their lead area, contribute to policy development locally and nationally as appropriate, and act as champion for that particular subject.

### **Participative Workshops**

A workshop that enables participants to give their views on a particular subject or area. This can be a workshop, meeting or gathering. This may include for example, focus groups and forums.

### **Partnerships**

A partnership is an alliance or relationship between two or more organisations.

### **Performance Indicators**

Specific performance measures chosen because they provide valid, useful, practical and comparable measures of progress towards achieving expected results.

### **Policies and Practices**

All proposed and current activities, which an authority carries out.

### **Positive Action**

See Affirmative Action

### **Procurement**

The contractual or other arrangements that a public authority makes to obtain goods, works or services from an outside organisation.

### **Public Authority**

All organisations whose functions are of a public nature.

### **Reasonable Adjustments**

Where a service provider has a practice, policy or procedure which makes it impossible or unreasonably difficult for you to use their service, they will have to take reasonable steps to change that practice, policy or procedure so that you can use the service.

### **Resources**

A person, asset, material, or money, which can be used to accomplish a goal.

### **Safe Spaces**

Confidential meeting arrangement similar to a workshop, where attendees can give their views without disclosing for example any medical conditions or Diseases.

### **Sex**

Refers to biology and anatomy. People are said to be of the male sex or the female sex, as determined by their external and internal sex organs.

### **Sexuality**

A term generally used to refer to sexual orientation.

### **Sex Discrimination Act 1975**

The Sex Discrimination Act 1975 applies to both men and women and makes sex discrimination unlawful in employment and vocational training, education, the provision and sale of goods, facilities and services and premises.

In employment and vocational training, it is also unlawful to discriminate against someone on the grounds of being married or a civil partner.

In employment and vocational training, it is unlawful to discriminate on the grounds of gender reassignment.

### **Social Barriers**

Social barriers for example, are discriminatory policies, practices and attitudes.

### **Socio-economic Class**

Social class refers to the ranking of people into a hierarchy within a culture

### **Social Mobility**

Movement up and down in the class. Society is a community; the conventions and opinions of a community.

### **Special Police Services**

Policing at events that are not planned in advance and arise as a result of events or circumstances that cannot be foreseen. Police services that are financed by the party or parties responsible for the event or circumstances.

### **Specific Duties**

Certain public authorities listed in regulations are required to comply with specific duties, which are set out in the Statutory Duties regulations (known as

the specific duties regulations). These duties are intended to assist authorities in complying with the general duty to promote gender equality.

### **Standing Orders and Financial Regulations**

The purpose of Standing Orders is to regulate the conduct of an authority's business to ensure fair and accountable decision-making. They also provide for the delegation of an authority's functions and decision-making to committees, sub committees, panels and officers. Financial Regulations are the financial control framework within which the financial management of an authority takes place.

### **Support Service Agreements**

Support Service Agreements are agreements or contracts with local authorities that define the level of service they must provide, the level of service to be delivered and which set out responsibilities and priorities.

### **Tendering Processes**

A competitive process that enables the submission of formal bids or offers in writing the opportunity to supply goods, services or works to an authority. Tenders must be invited in accordance with an authority's Standing Orders and Financial Regulations and in compliance with the European Public Procurement Directives.

### **Transgender**

Refers to the state of one's gender identity (self-identification as male or female) not matching ones assigned gender (identification by others as male or female based on physical/genetic sex). It does not imply any specific form of sexual orientation.

### **Transsexual**

A person who is undergoing or has undergone a sex change operation.

### **Value for Money**

Securing economy, efficiency and effectiveness in the use of resources.