

Humberside Police Authority

Draft Disability Equality Scheme 2006

**‘making equality a reality for
disabled people’**

In writing this Scheme we have used the recommendations made by the Disability Rights Commission in their Code of Practice on ‘The Duty to Promote Disability Equality’.

Foreword

Welcome to Humberside Police Authority's Disability Equality Scheme. Most public authorities including the Police Authority now recognise the specific duty placed upon them to produce a Disability Equality Scheme. This is a very good opportunity to show everyone how we will address the inequality, disadvantage and discrimination that disabled people may face during their lives.

We also want to show how we will enable disabled people to become full and active members of the communities in which they live. The talent and potential of many disabled people is not always valued or recognised. We will ensure that when we deliver services we think about how we can meet the diverse needs of disabled people. We will continue to acknowledge the skills and abilities of disabled people who apply for jobs or are recruited as Members by the Police Authority.

However, we cannot produce a Scheme without involving disabled people. We want disabled people to tell us what we need to do better or differently. If you have a disability, we want to know what you think of this draft Scheme. The full Scheme and accompanying action plan will be published once we have involved disabled people in its development. You can leave us your thoughts and comments on our website at www.humberside-pa.org.uk

Graham Stroud
Chairman
Humberside Police Authority

Shahin Ismail
Chief Executive
Humberside Police Authority

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1. The Disability Equality Action Plan

Introduction to Humberside Police Authority

Responsibility for policing is shared between the Home Secretary, the Chief Constable and the Police Authority. This ensures that the police service delivered to the people in the Humberside Force area relates local priorities to local and national targets.

The Police Authority is an independent body with clear statutory duties. Its key duty is to secure the maintenance of an efficient and effective police force for the Humberside Police area.

The Authority sets the budget and local objectives for the Force and monitors its performance against targets set in consultation with the Chief Constable and the National Policing Objectives as set by the Home Secretary.

The Authority also has responsibility for approving and monitoring the annual budget, setting the level of Council Tax that is used to fund policing in the Force area, and ensuring that the service delivered by the Force reflects the concerns and views of the communities it serves. The Authority consults the people in the Humberside Police area about how they are policed and uses the results to determine the objectives and priorities for the police force. These priorities are set out in the Authority's annual Policing Plan.

The Authority also monitors the performance of the Force in delivering these priorities and produces this Annual Report assessing how well the Policing Plan was put into practice. The views and comments received from the public play an integral role in assessing the success of the policing service delivered in the Humberside Force area.

The Authority also appoints Chief Officers to Humberside Police and deals with any complaints against them. Another vital function is to run the Independent Custody Visitors Scheme that monitors the welfare of persons detained in police stations.

As an accountable and diverse body the Authority plays a vital role in ensuring that the public receives the kind of locally focused policing that it needs, deserves and has asked for.

The Purpose of our Disability Equality Scheme

The Disability Discrimination Act 1995 (now amended by the Disability Discrimination Act 2005) places a new duty on police authorities (and other public bodies) to have 'due regard' to the needs of disabled people when carrying out their functions. This is known as the Disability Equality Duty.

This new legislation introduces 'general' and 'specific' duties for police authorities to promote disability equality, eliminate discrimination and to seek engagement and participation for disabled people in public life.

Producing a Disability Equality Scheme is one of the 'specific' duties and a key element in helping to deliver equality of opportunity for disabled people.

What is a Disability Equality Scheme?

A Disability Equality Scheme sets out our plans for making equality happen for disabled people living in Humberside. The Scheme also includes a number of things we must consider under the specific duty. For example, our Action Plan must include measurements of progress for disabled people in the areas of employment and access to services.

Further information about the Disability Discrimination Act 2005, including what the new duties mean can be found in the section called 'What the Law Says' on page 8.

The purpose of our Disability Equality Scheme is to:

- Show how we have involved disabled people in decisions we have made.
- Find out what barriers are faced by disabled people and take steps to remove them.
- Find out what disabled people need and which of these needs are the most important to them.
- Make sure we meet our legal duties.
- Tell people what our responsibilities are. This includes telling our Members, managers, employees, unions, our partners in the public, voluntary and private sectors, as well as residents.

- Explain how we make things fairer for disabled people in planning our services and what we do.
- Show how the Scheme links to other equalities objectives and priorities.
- Work in partnership with other disability organisations to prevent ignorance and prejudice in the wider community if necessary.
- Show what has changed as a result of involvement and set out our three-year disability equality action plan on how we will put the Scheme into practice.
- Monitor and check what we are doing and report each year.

The National and Local Context

The National Context

There are an estimated 11 million disabled adults in the United Kingdom (1 in 5 of the total adult population) and 770,000 disabled children. Many of these disabled people often have less obvious or non-visible impairments. The accepted definition of a disability is a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

Disabled people do less well than non-disabled people in many areas of life. For example, they are more likely to do less well in terms of employment, income and education. Disabled people are also more likely to face discrimination and negative attitudes ('Improving the Life Chances of Disabled People,' Government Strategy Unit 2005)

The Local Context

What the Law Says

Humberside Police Authority is committed to carrying out its duties under disability legislation. This includes:

- The Disability Discrimination Act (DDA) 1995 as amended by the Disability Discrimination Act 2005
- The Special Educational Needs and Disability Act 2001
- Buildings Regulations 2000 and Part M requirements – building regulation amendments 2003

Disability Discrimination Act (DDA) 2005

The new general duty means that we must, in carrying out our functions, (what we do) have due regard to:

- promote equality of opportunity between disabled people and other people;
- eliminate discrimination which is unlawful under the Act;
- eliminate harassment of disabled people that is related to their disabilities;
- promote positive attitudes towards disabled people;
- encourage participation by disabled people in public life;
- take steps to take account of disabled people's disabilities even where this involves treating disabled people more favourably than other people.

The general duty builds upon the duties of the Disability Discrimination Act 1995 including the duty to make reasonable adjustments to make sure disabled people can access employment, goods, facilities, services, functions and premises.

Who is responsible for the Disability Equality Scheme?

- Humberside Police Authority has overall responsibility for the Disability Equality Scheme.
- The Authority's Members and Secretariat staff are responsible for ensuring that the Scheme is put into action across the Authority.
- Members, employees, managers of the Police Authority and our colleagues in partner agencies all have a role to play in helping us to meet our duty to promote equality for disabled people.

The arrangements described below ensure that we co-ordinate the work involved in putting the Scheme into practice.

- There is a named **Lead Member** who represents the Police Authority on all Race and Diversity matters.
- The **Consultation and Partnership Committee** of the Police Authority will monitor the work of the Disability Equality Scheme and the progress of the associated Action Plan, they will receive annual reports on the Scheme and play an active part in monitoring the Force Scheme and Action Plan.
- A working group made up of Secretariat staff and the Vice-chair of the Police Authority have been trained to impact assess the functions and policies of the Police Authority on all six strands of diversity and they will be supporting the work of the Scheme.

Meeting the General Duty

The following section and our Action Plan (Appendix 1) looks at how we are meeting (or how we will meet) the new general duty. More information about the general duty can be found in the section called 'What the Law Says' on page 8.

Equality Impact Assessments (EIA's)

At Humberside Police Authority we need to understand whether we are meeting everyone's needs and that people who need our services have access to them. To help us to do this we will carry out Equality Impact Assessments on all our policies and functions.

What are Equality Impact Assessments?

An Equality Impact Assessment is a way of deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way.

The Police Authority will carry out Equality Impact Assessments on all of our policies and services during 2007. Assessments will be carried out on any new policies and services, as they are developed and over time on all other existing policies and services. Disability issues will be considered alongside other equality issues such as race, gender, age, sexual orientation and religious belief and will involve disabled people where necessary. We have provided training to people who are responsible for undertaking Equality Impact Assessments.

A summary of the results of the Equality Impact Assessments, Action Plans, and consultation exercises will be reported as part of the annual review of the Disability Equality Scheme to the Consultation and Partnership Committee and will be provided to all households as part of the Local Policing Summary.

Access to Services, Information and Communication

Although Humberside Police Authority is not a front line service provider it is responsible for exercising public functions. This means under the Disability Discrimination Act we have a legal duty to ensure that wherever possible disabled people can use or receive the same services

to the same standards as non-disabled people; and that disabled people do not experience unlawful discrimination.

Disability Access Audits

During 2002 – 2003 the Police Authority carried out a disability access audit on their building. As a result of this audit, changes were made to the entrance and internal structure of the building to allow disabled people to access the building and move around un-aided inside. Access audits will continue to be carried out on any future changes.

Accessible information

As part of the recent construction of our new Website we arranged for it to be constructed to the appropriate standard for people with sight impairments in order that they can access any of our printed documentation relating to our services, consultation and committee business.

Involvement

Humberside Police Authority is committed to involving disabled people and giving disabled people every opportunity to comment on how our services and employment practices are provided and developed. We also recognise that it is important disabled people are represented in all the ways in which we consult.

We will involve disabled people on employment matters and the services we provide including:

- Finding out what barriers disabled people face and taking steps to remove them
- Asking if disabled people are happy with the services we provide e.g. through public opinion surveys and, when necessary, focus groups
- Looking at the impact of existing and proposed policies
- Reviewing and revising the scheme and providing feed back on how disabled people's views have influenced our decisions.

Accessible Meetings

The Police Authority will endeavour to ensure that its public consultation meetings and Police Authority committee meetings are accessible to all members of society. To be fully inclusive it is important that all meetings

whether provided to our employees or to the communities we serve are fully accessible.

Monitoring

We will monitor, record and scrutinise our employment data by all strands of diversity including disability.

Publishing Results of Assessment, Involvement & Monitoring

Once we have collected the information we will publish the results. The way we publish the monitoring, assessment, consultation and involvement data will vary. Some will be published within reports presented to the Consultation and Partnership committee. The main consultation and involvement carried out will be summarised in our yearly report on the Disability Equality Scheme.

The yearly report for this Scheme will include an update on the Action Plan. When necessary we will involve disabled people further, both internally and externally, and provide information on our disability equality plans and activities. We will also show what has changed as a result of involving disabled people.

We will inform the public about this information by ensuring that it is easily accessible on our Website. We will also inform employees and Members internally.

We will review this Scheme and associated action plan on an annual basis and re-write the scheme to include any lessons learnt from involvement with disabled people and impact assessments every three years.

Comments and Complaints

Members of the public who feel that they have experienced disability discrimination in the way that Humberside Police Authority has treated them may make a complaint to the Assistant Chief Executive.

We have grievance and disciplinary procedures in place and a policy on dealing with complaints of harassment relating to employees.

We will take all complaints seriously and will not tolerate any form of discriminatory behaviour.

The Members' Code of Conduct and Standards Committee deals with complaints about the conduct of our Members.

Monitoring complaints is also another way of gathering information to see whether we are meeting our equality duties.

Disability Awareness

We will work towards making sure that all our managers and employees are disability aware and that they have the necessary training and advice available to them so that if needed they can work with their disabled colleagues and service users and meet their needs.

Retaining our Disabled Employees

If an employee becomes disabled or their disability gets worse so that they cannot do their current job then we look at how we can keep them in employment, even if it is not in the same job.

Humberside Police Authority – Disability Equality Scheme ‘Action Plan’

This Action Plan is intended as a practical and realistic way of fulfilling the aspirations set out in our Disability Equality Scheme. It is a statement of the main arrangements we will implement to review and monitor our existing functions, policies and practices for any negative affects on people living with disability. It also sets out enhanced arrangements for consulting on the impact and relevance of our functions / policies and how we will improve access to information and services provided by the Humberside Police Authority.

1. Identifying Relevant Functions and Policies

Requirement	Action	Success Criteria	Deadline	Ownership
1.1 List all Police Authority functions and policies relevant to the general duty to promote disability equality	Write a list of functions / policies			
1.2 Consult on degree of relevance and on the identified prioritisation of functions / policies	i) Internally consult with PA Committees and Force ii) Externally consult more widely, particularly with disability and advocacy groups (use FIAG's, Diversity Group)			
1.3 Conduct Full Disability Equality Impact Assessments on those functions identified as 'high priority'	Draw up a schedule and realistic timetable of DEIAs for 2006/07.			

2. Conduct full Disability Equality Impact Assessments on ‘high priority functions’

Requirement	Action	Success Criteria	Deadline	Ownership
2.1 To carry out DEIA using Humberside Police Authority framework.	<p>i) Utilise the Ioda training DEIA framework and template.</p> <p>ii) Adopt the framework to conduct DEIA against top priority functions.</p>			
<p>2.2 Review existing functions/policies/practices listed as ‘High Priority’.</p> <p>Carry out DEIA on all high priority policies</p>	<p>High Priority: Year 1</p> <p>Relevance Assessment and Prioritisation listed the following as ‘High Priority’.</p> <ol style="list-style-type: none"> 1. Determine local policing priorities 2. Publish an annual policing plan including objectives / targets 3. Report back to communities via Annual Report 4. To keep itself informed of the workings of the Complaints and Discipline procedures 5. To conduct Best Value Reviews of its functions 6. As a ‘responsible authority’ work with partners to formulate and implement crime and disorder audits and strategies <p>In addition the function to provide</p>	<p>Monitoring, and reports on the outcome of these assessments to be presented to C & P Committee in the first instance.</p> <p>Further reports on effectiveness of relevant issues and solutions identified, considered by full Police Authority.</p>		

Requirement	Action	Success Criteria	Deadline	Ownership
	training and support for members and staff will also be addressed as appropriate.			
2.3 Review existing functions/policies/practices listed as 'Medium Priority'	Medium Priority: Year 2	Timetable of Reviews completed. Monitoring, and reports on the outcome of these assessments to be presented to C & P Committee in the first instance. Further reports on effectiveness of relevant issues and solutions identified, considered by full Police Authority.		
2.4 Review existing functions/policies/practices listed as 'Low Priority'	Low Priority: Year 3	Timetable of Reviews completed. Monitoring, and reports on the outcome of these assessments to be presented to C & P Committee in the first instance. Further reports on		

Requirement	Action	Success Criteria	Deadline	Ownership
		effectiveness of relevant issues and solutions identified, considered by full Police Authority.		

3. Mainstreaming Disability Issues

Requirement	Action	Success Criteria	Deadline	Ownership
3.1 Ensure Disability issues are considered as an integral part of all Police Authority business	<p>Every report submitted to a formal meeting of the Police Authority and its Committees/Panels to include a statement of any disability implications contained in the report or as a result of the report</p> <p>Develop a standard template for reports so report author is reminded to deal with disability implications</p> <p>Reports to police authority meetings to include details of any disability impact assessments undertaken</p>			

Requirement	Action	Success Criteria	Deadline	Ownership

4. Our Employment Monitoring Duty

Requirement	Action	Success Criteria	Deadline	Ownership
4.1 undertake employment monitoring by disability of all existing and future staff working for the Police Authority to ensure compliance with duty.	<p>All existing staff will be monitored annually by reference to:</p> <ul style="list-style-type: none"> • Disability • Current grade/post and length of time at that grade • Length of service • Age • Earnings and Benefits • Terms and Conditions of Employment • Training • Applications for promotion • Appraisals • Grievances • Disciplinary actions 			Assistant Chief Executive

	<ul style="list-style-type: none"> • Dismissals and other reasons for leaving <p>All applicants for posts will be asked to complete equal opportunities monitoring forms.</p> <p>This information will be reported to:</p> <ul style="list-style-type: none"> • Personnel Committee • Consultation and Partnership Committee 	<p>Applicants for future vacancies complete equal opportunities monitoring form</p> <p>Reports submitted to the relevant Committee</p>		
4.2 Monitor the disability levels of Authority members.	<p>Conduct an initial monitoring exercise of:</p> <ul style="list-style-type: none"> • Police Authority members • Selection panel members • Independent members of Police misconduct panels Independent custody visitors • Standards committee members 			
4.3 Review Police Authority's internal HR related policies	<p>Develop and implement effective HR policies (eg harassment policy)</p>	<p>Strengthened capacity to ensure everyone is aware of diversity issues and that this is reflected in conduct and behaviour</p>		

5. Consultation Arrangements

Requirement	Action	Success Criteria	Deadline	Ownership
5.1 Review the Police Authority Consultation Strategy to ensure it takes account of our diverse communities	<p>Revise Consultation Strategy to reflect DDA duties</p> <p>Review Consultation Strategy annually and adjust consultation activity to ensure greater representation</p> <p>Include specific section on communication with diverse groups</p>	<p>Publish revised Consultation/Community Engagement Strategy</p> <p>Consultation is far more inclusive and representative</p>		
5.2 To develop specific minority 'panel groups' to ensure consultation becomes more inclusive.	In conjunction with the force Diversity Group consider the establishment of specific interest 'panel group(s)' established and utilised	Pool of experts established with diverse impairments to advise on barriers faced by disabled people.		
5.3 To develop Independent Advisory Groups	Develop membership along Nolan Principle guidelines	Greater scrutiny of Authority/Force Policies		
5.4 Consult on our Disability Equality Scheme	<p>To do this we will:</p> <ul style="list-style-type: none"> • Publish the Scheme on our website • Consult through PANels / PACDTs forums • Consult individuals identified 	Increased sustainable engagement developed as a result of this process.		

	through specific 'panel groups'	Input from disabled people to help identify priorities and equality initiatives.		
5.5 Consult on our Disability Equality Scheme	<p>Seek to widen our existing consultation network by inviting comments on the scheme from:</p> <ul style="list-style-type: none"> • All local authorities including parish councils • CDRPs • Citizens Advice Bureaux • Humberside Police Federation • UNISON • Superintendents Association • Humberside Police Diversity Group • Hull University and F.E. Colleges • Any identified local disability or advocacy groups <p>In addition we will conduct a community profiling exercise to determine which so called 'hard to engage' groups we can also contact.</p>	<p>We receive a range of responses from various groups within Humberside Police Authority area.</p> <p>Groups are more effectively engaged with new avenues for future dialogue developed.</p>		
5.6 Ensure a prominent statement (or language panel) is included on all our printed material to encourage requests for information in different formats	<p>Write appropriate statement for inclusion</p> <p>Utilise any LA or Police connections with any Interpreting Services to accommodate requests</p>	Increased number of requests for Police Authority material to be translated	To be included in all our printed material	

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6. Our Training

Requirement	Action	Success Criteria	Deadline	Ownership
6.1 Carry out a training needs analysis on all members	Ensure a skills and training needs audit is carried out on disability issues and awareness.	Greater awareness of the importance of eliminating unlawful racial discrimination and promotion of race equality in day to day work		
6.2 Race and Diversity Training conducted for all our volunteers (Independent Custody Visitors, Independent members of Misconduct Panels, Standards Committee members etc.)	Analyse the training needs of all selection panel members, Independent Custody visitors and other volunteers. Where appropriate race and diversity training has not been undertaken this will be arranged (possibly in conjunction with Humberside Police) to ensure the promotion of race equality is integral to all their actions on the Police Authority's behalf.	All Independent Custody Visitors, Independent members of Misconduct Panels and Selection Panel members receive training and understand how the general and specific duties affect their responsibilities		

7. Arrangements to publish the results of our DES, assessments, consultation and monitoring

Requirement	Action	Success Criteria	Deadline	Ownership
7.1 Publicise Humberside Police Authority's Disability Equality Scheme	<p>When the DES is finalised we will:</p> <ul style="list-style-type: none"> • Publish it on our website • Publicise in joint annual report • Distribute press release 	Disability Equality Scheme is published and circulated as widely as possible		
7.2 Inform those groups that took part in any assessment process about our conclusions (e.g. PANels PACDTs and/or 'focus groups')	Provision of feedback to all interested parties and stakeholders who contributed to DEIA and consultation exercises.	Strengthened community engagement through feedback.	Continuous throughout the year.	
7.3 Ensure C & P Committee are informed of progress in relation to the DES and outcomes of assessments, consultation etc. and any actions resulting from DEIAs	<p>Include as a standing item on all C & P Committee meetings</p> <p>Publish annual progress report and undertake full evaluation in 3 years time</p>	Community informed via Local Policing Summary of annual progress leading to greater involvement of disabled groups		
7.4 To ensure our Website is accessible to as many people with impairments as possible	Discuss with NetConstruct the feasibility of ensuring our website is modified to increase accessibility to all groups	Promote a more positive attitude towards disabled people and encourage greater involvement/feedback from disabled community		
7.5 Build evidence of extent of disability and barriers faced	Research existing information in relation to other authorities	Evidence base established of		

by disabled community	Consider qualitative survey to ensure disabled people are properly represented and problems faced by disabled service users are recognised	performance and disability equality Full involvement of disabled stakeholders in policy development and monitoring.		
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8. Ensuring public has access to information and services

Requirement	Action	Success Criteria	Deadline	Ownership
8.1 Ensure that information is available in different languages and formats upon request (see also 5.6)	Clarify means of translating into Braille, creating audio versions, large print and easy read. Explore local authority and Force contacts.	Details available in accessible format upon request		
8.2 Review current distribution lists for all Police Authority publications to ensure more disability and advocacy organisations receive our material	Update all distribution lists following a community profiling exercise	Improved access to Authority's material leading to greater engagement.		
8.3 To ensure the Police Authority building is accessible and compliant with DDA regulations	Undertake compliance assessment and implement recommendations	Greater participation by disabled members of community in Police Authority meetings/activities		

