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■ SURREY ■
POLICE

Race Equality Scheme

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Foreword

By Mark Rowley
Chief Constable

Our aims are the **safety and confidence** of the people of Surrey. We police an increasingly multi-cultural and diverse society and being equally successful with all communities is a big challenge that requires us to recognise and understand people's differences and needs. Too much bureaucracy has been created in the last decade in the name of 'diversity' but we should not be distracted from the challenges of serving all people equally well.

Delivery of the highest quality policing service is dependent upon understanding, respecting and valuing the wealth of diversity within communities. By promoting and encouraging this, we can create an environment where officers and staff can feel valued and included and contribute their full potential to the service and to our communities.

To support this it is important that our workforce is diverse and all are equally well supported and led. Surrey Police invests considerable time, effort and resources in recruiting and retaining talented, high-performing and motivated officers and staff who support each other in their development and the delivery of services to their local communities.

Surrey Police has a strategy of putting "**Surrey Public First**" and the Policing Pledge declares our aim to deliver a set of minimum standards of service that puts the public at the very heart of everything we do. It sets out the level of service that we aspire to in responding to the public needs and that they should expect from us. If we do not meet our promises we will explain why and use the opportunity to review and improve processes. We wish to give the public a stronger voice and the ability to challenge us.

The Race Relations (Amendment) Act 2000 places a positive duty on all public authorities to eliminate racial discrimination, promote equality of opportunity and good race relations between people of different racial groups. This Race Equality Scheme, as required under the Act, comprehensively sets out how Surrey Police will meet and exceed these requirements. It is intended to be brief and pragmatic as an aid to our increased professionalism.

INTRODUCTION

The Police Service has for some time embraced the need to deliver a quality service to all in the community. Many reports in recent times have made recommendations to assist the Police Service to improve its services, the most significant of these being the Stephen Lawrence Inquiry report. This report has provided two definitions of racism accepted by and directly impacting upon Surrey Police:

Racist Incident:

"A racist incident is any incident which is perceived to be racist by the victim or any other person."

Institutional Racism:

"The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people."

Reported crime serves as a reminder that racism is not solely confined to large urban areas, but exists and discriminates against people throughout all areas of the UK, including Surrey. Eliminating all aspects of racism is therefore essential in helping to make Surrey a safe and fair place for everyone in our communities.

The Race Relations (Amendment) Act 2000 places a general duty on public authorities to promote race equality. Surrey Police recognises that continuing to take positive action to tackle racist incidents and to address any institutionally racist practices is vital in achieving this.

The general duty states that every public authority mentioned within the act shall, in carrying out their functions, have due regard to the need:

- a) To eliminate unlawful racial discrimination;**
- b) To promote equality of opportunity;**
- c) To promote good relations between persons of different racial groups.**

Additionally the Home Secretary has placed some specific duties upon certain public authorities, including the police service. These specific duties require Surrey Police to produce and publish this Race Equality Scheme and to monitor a range of employment functions according to their impact upon staff and applicants of different racial groups. (The Race Equality Scheme is required to include the arrangements in place to meet the employment aspects of this duty).

This Race Equality Scheme has been developed and revised in response to these requirements and the statutory Codes of Practice issued by the Commission for Racial Equality (now the Equality & Human Rights Commission). It includes the following information:

- 1) Those functions and policies, or proposed policies, which have been assessed as relevant to performance against the general duty; and
- 2) The arrangements in place for:
 - i) Assessing and consulting on the likely impact of proposed policies on the promotion of race equality;
 - ii) Monitoring policies for any adverse impact on the promotion of race equality;
 - iii) Publishing the results of such assessments and consultation as are mentioned in (i) and (ii) above;
 - iv) Ensuring public access to information and services which are provided;

And

 - v) Training staff in connection with the duties imposed by the general duty and the requirement to produce a race equality scheme; and

In respect of the specific duty on employment:

- 3) The arrangements to publish annually the results of monitoring by reference to the racial groups to which they belong:
 - a) the numbers of –
 - i) Staff in post, and
 - ii) Applicants for employment, training and promotion, from each such group, and
 - b) The numbers of staff from each racial group who,
 - i) receive training;

- ii) benefit or suffer detriment as a result of performance assessment procedures;
- iii) are involved in grievance procedures;
- iv) are the subject of disciplinary procedures; or
- v) cease employment

The scheme will be comprehensively reviewed every three years, including reviewing the assessment of those functions and policies that are considered relevant to the general duty.

RACE EQUALITY SCHEME STRATEGIC APPROACH

Surrey Police has been successful in controlling crime and keeping the county safe for the people who live and work here. Many of the crimes committed in Surrey originate outside the county. **Operation Shield** is our approach to protecting our communities from the travelling criminals through increased intelligence, targeting specific suspects and proactive investigation teams working across our borders.

While continuing to keep crime low, we now focus our efforts on strengthening communities and targeting what matters locally by putting “Surrey Public First”. This encourages officers and staff to use their professional judgement to resolve more minor issues, providing extra time to prevent and tackle those crimes that matter most to the community. We have Safer Neighbourhood Teams in all Boroughs and Districts to make sure all our communities benefit from a locally knowledgeable and locally engaged police service.

Surrey Police recognises the importance of establishing the right organisational culture and values, and developing robust strategies that recognise and respond to the diversity and differing needs of our varied communities. Significant elements of the strategic approach the force takes to progressing diversity issues in their widest sense are provided for by this Race Equality Scheme.

Our aim for this Race Equality Scheme is to increase trust and confidence in the policing services we provide through:

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity; and
- Promoting good relations between different racial groups.

To achieve this Surrey Police has:

- Provided leadership in positively dealing with race equality issues;
- Identified activities and policies with the potential to impact upon race equality;
- Assessed and consulted with communities over proposed policies for any likely impact upon race equality;
- Monitored activities and policies for any adverse impact upon race equality;
- Worked to ensure all sections of the community have access to the full range of information and policing services provided;

We will continue to:

- Monitor by racial group employment applications and employment processes to avoid any unfair discrimination;
- Provide relevant training to staff regarding race equality issues;
- Annually publish information indicating progress against this Race Equality Scheme.
- Review this Race Equality Scheme every three years.

It is the intention of the Force in implementing this Race Equality Scheme that compliance with the general duty becomes mainstreamed into all of the Force's processes. The scheme provides a framework to build upon recent work in this area, which has included:

- A programme of equality and diversity workshops throughout the Force;
- Work to develop the culture and values of the organisation;
- A Multi-agency protocol for the reporting of racist incidents;
- Immediate access to translation services at all police stations;
- Appointment of an Equality, Diversity & Human Rights Advisor to provide specialist advice and support;
- Positive action to encourage under represented racial groups to apply for employment;
- Working with Independent Advisors and community groups to advise and scrutinise the Force on diversity issues.

Administrative Arrangements

This Race Equality Scheme forms an integral part of Surrey Police's wider approach to all diversity issues. Ultimate responsibility for community and race relations lies with the Chief Constable; specific responsibility for strategically progressing diversity issues, including this Race Equality Scheme, lies with the Deputy Chief Constable.

Elements of this Scheme and the wider equality and diversity agenda are delivered through the diversity action plan fulfilling the Force's commitment in these areas.

Progress against the Race Equality Scheme is subject to external scrutiny by the Police Authority and at quarterly Diversity Programme Board meetings.

The Diversity Programme Board includes representatives from the Police Authority, and the Independent Advisory Group, thereby providing external monitoring and advice to the Force regarding the strategic management of diversity issues.

Surrey Police has procedures in place that assist in delivering this Race Equality Scheme. The following pages identify actions being taken to fully implement it and further develop the approach of Surrey Police in managing race relations within the county. Where appropriate this involves working in partnership with other public authorities, such as is the case with the multi-agency protocol that has been developed for the third party reporting of hate crime.

ASSESSMENT OF FUNCTIONS AND POLICIES

An assessment has been conducted of all the functions and policies operated by Surrey Police for their relevance to the general duty. Relevance is defined by the Code of Practice as:

‘Having implications for (or affecting) race equality’.

The Act also indicates that proportionality should be considered, such that those policies and functions with the most relevance are prioritised.

A list of those functions and policies assessed as being relevant has been compiled. The assessments to arrive at this list have applied the following criteria:

- a) Is there any evidence or reason to believe that some racial groups could be or are being differently affected?
- b) Is there any public concern that functions/policies are being operated in a discriminatory manner?
- c) Is there any opportunity to better promote equality of opportunity and good relations between different racial groups by altering policy?
- d) Is there any evidence that different racial groups have different needs or experiences of this function or policy?

A judgement has been made against relevant policies and functions as to how significant the impact on racial equality could be. This has been based on looking at how much evidence there is that different racial groups are being affected differently and the extent of public concern that the functions or policies are discriminatory. A high, medium or low prioritisation has been given to these policies and functions as a result. By using this prioritisation those functions and policies deemed to be of the highest risk to the general duty will be reviewed first, with the remainder built into a review programme over the lifetime of the scheme. If identified as necessary, organisational policies will be reprioritised. Members and friends of the Independent Advisory Group and internal consultative groups were consulted over the initial assessment of prioritising functions and policies and their advice will be requested for subsequent reviews. Assessments will incorporate specific consideration of the needs of marginalised and hard to reach groups such as gypsies, travellers and asylum seekers.

The assessment form at ‘Appendix A’ is used in conducting these assessments.

Functions and Policies Assessed as Relevant to the General Duty

High Priority

Stop and search procedures
Asylum seekers
Gypsies & Travellers
Deaths
PACE custody procedures, including bail decisions
Reporting and dealing with racist incidents
Complaints and misconduct procedures
Equal Opportunities
Recruitment procedures
Family liaison deployment
Anti-bullying and harassment procedures
Induction training
Consultation procedures
Homophobic incidents
Domestic violence
Deportation
Operational Policing Review

Medium Priority

Identification procedures
Graded response and call-taking
Prosecution policies, including charges, cautions and no further action
Fixed penalty notices, HO/RT1s, Vehicle Defect Rectification Scheme
Ethnic monitoring procedures
Firearms administration
Arrest policy/procedures
Performance and development review
Grievance procedures/first contact scheme
Witness intimidation and support
Career progression/development/promotion
Missing persons
Partnerships
Targeted Patrol Team manual
Prolific and Other Priority Offenders Scheme
Neighbourhood Policing

Low Priority

Collation and processing of criminal intelligence
Use of Force/PSU/entry and search of premises
Interpreters
Policy development procedures

Sickness management/health and welfare
Career break/job share/parental leave
Awards and commendations
Dress code

Contracted Out Functions

Where Surrey Police engages contractors to provide functions on its behalf the Force remains responsible in respect of these functions for compliance with the general duty.

Any functions that are contracted out will be assessed for their potential to impact upon race equality. Where necessary appropriate control measures will be put in place with those contractors to require and monitor compliance with the Act. These measures may include requirements to collate and analyse ethnic monitoring data, to train staff, and to review working practices. Such measures will be included as conditions in the contract entered into by Surrey Police.

Where the Force has already contracted out functions, these will also be assessed for their relevance against the general duty. For those contracted out functions that have the potential to impact upon the general duty consideration will be given to introducing control measures either when the contracts are reviewed or more urgent dependant upon the potential for adverse impact.

Proposed Policies

Mechanisms are in place to ensure that the general duty is considered as part of the auditing and approval process for all new policies and procedures. These mechanisms take account of any previous and relevant impact assessments, consultation, and monitoring information.

The assessments of proposed policies will in particular consider:

- Which of the three parts of the general duty – eliminating racial discrimination, promoting equality of opportunity, and promoting good race relations – is relevant to the proposed policy;
- Is there any reason to believe that people from some racial groups are being, or could be, adversely affected by the policy?
- Which racial groups does the policy affect?

The Force may occasionally decide, having reasonably considered all alternatives, to implement a proposed policy that is expected to have an adverse impact on some racial groups. In such circumstances stringent

control and monitoring mechanisms will be put into place, including measures to minimise any potential adverse impact. All such policies will be subject to regular review, with changes made to lessen the impact whenever possible. It is our aim that all policies and procedures are reviewed annually.

EQUALITY IMPACT ASSESSMENTS AND CONSULTATION

The policies and functions that have been identified as relevant to the general duty to promote race equality will be subjected to full equality impact assessments. These assessments will examine how the functions and policies operate in practice, particularly in respect of different racial groups, and will occur over a three-year period according to the priority given to each.

Equality impact assessments will take account of all information that is readily available and relevant. Where existing information is either not available or considered insufficient to conduct a proper assessment then alternative methods of obtaining such information will be explored.

The results of the equality impact assessments will be used in reviewing and amending existing policies and functions to mitigate any adverse impact they may be having, and better promote race equality. Where new policies are being developed the results of any appropriate impact assessments will be used to inform these processes.

Consultation

As part of each equality impact assessment Surrey Police will consult with relevant organisations and other affected groups or individuals.

It is recognised that different means of consultation may be necessary for different issues and groups. Methods of consultation may include face to face meetings, advisory groups, surveys, citizen's panels, the Internet, and other innovative ways. The Force will review its consultation mechanisms annually to identify how best to reach diverse communities, obtain their views, and establish the most effective methods.

Sufficient, appropriate and timely information will be provided to enable those consulted to consider all relevant factors and the full implications of any proposed policies in giving informed responses. Wherever possible, the Force will aim to provide a period of response of not less than eight weeks, and all reasonable steps will be taken to remove any barriers to communication and to engage fully with affected groups. Action will be taken as necessary to ensure information is accessible in alternative formats.

Completed and published impact assessments will include the following details:

- The reason for conducting the consultation
- How the consultation was conducted
- A summary of the comments and responses received
- An evaluation of the policy options, including any conclusions on adverse impact, means by which to mitigate this, or justification for such impact
- Decisions on how to proceed, including any plans to monitor the policy's impact in practice
- Details of any adjustments made to the policy as a consequence, and if not, why not.

MONITORING OF POLICIES FOR ADVERSE IMPACT

Information regarding the involvement of individuals and groups from different ethnic backgrounds in services provided by the Force is vital in helping to inform the impact our functions and policies have on the community. This information will be used to assist in reviewing and adjusting where necessary functions and policies which appear to be having an adverse impact on different racial groups.

The Force already has in place, in accordance with Home Office requirements, a number of monitoring mechanisms to record and analyse the ethnicity of those engaging with our services. These mechanisms will be kept under review and developed as necessary to meet local and national requirements. In particular the Force will maintain systems to meet Home Office ethnic monitoring requirements. This will require the monitoring of self-defined ethnicity against the 16+1 standard, and descriptive monitoring using the Phoenix 6+1 system for the following functions:

- All recordable police stops and searches
- Arrests
- Cautions, reprimands and final warnings
- Homicide suspects
- Police complaints
- Fixed Penalty Notices
- Vehicle Defect Rectification Scheme
- HO/RT 1 Driving Document Production Requests

Ethnic monitoring is also currently undertaken in respect of racist incidents, victims of crime, and for employment functions.

The Force will seek to use the widest possible range of data sources in monitoring the impact of policies and functions. In addition to the data collected directly by the Force, sources of data may include:

- Information obtained by other police forces.
- Information from statutory agencies and governmental organisations.
- Census information.
- Pressure groups.
- Local and National research/surveys.
- Community information.

Annual reviews will be undertaken to assess the extent of the monitoring information available for those policies and functions assessed as high risk against the general duty. The assessment will examine the scope for extending any monitoring, the value of any additional data that may be collected, and resource implications of doing so.

Monitoring data collected will be used to inform future reviews of policies identified within this Race Equality Scheme, and in particular those assessed as at high risk of having an adverse impact on different racial groups.

Should an equality impact assessment identify that an adverse impact is predicted between different racial groups then, provided no alternative policy is feasible, steps will be taken to mitigate any such anticipated adverse impact. In such circumstances the Force will ensure that robust and comprehensive monitoring mechanisms are put in place to assess the extent of the adverse impact. The results of such monitoring will be taken into account in future reviews of such policies.

Monitoring information will be shared and discussed at quarterly Diversity Programme Board meetings held by the Force, which incorporates representatives from external monitoring groups such as the Independent Advisory Group and the Police Authority. These occasions will be used to advise and inform the Force on its development of policies, functions and this race equality scheme in order to promote good race relations.

All monitoring data will be collated and dealt with in a manner that is consistent with any relevant legislation and ACPO guidance. The results of this monitoring will be made publicly available on an annual basis.

PUBLISHING ASSESSMENT, CONSULTATION AND MONITORING RESULTS

The Force will make publicly available the following information obtained as a result of this scheme:

- The outcome of any equality impact assessments;
- The results of any public consultation regarding policies and functions considered as relevant to the general duty;
- Ethnic monitoring undertaken against the employment duty and in respect of relevant policies and functions.

Published information on equality impact assessments will detail the aims of the policy to which they relate. Any consideration given to measures to mitigate any potential adverse impact together with alternative policies considered that might better promote good race relations and equality of opportunity will also be included.

The information will be available for viewing on the Force website <http://www.surrey.police.uk>. Members of the public who wish to view it by other means should make their request to the Diversity Directorate – address below

Summaries will be provided on a minimum of an annual basis. Upon request the information will also be made available in a range of alternative formats, including large print and other languages.

The full assessment, consultation and monitoring reports will not be published but will be made available for viewing on request. Such requests should be made to:

The Diversity Directorate
Surrey Police
Godalming Police Station
Flambard Way
GODALMING
Surrey
GU7 1JN

08451252222

E-mail diversitydirector2@surrey.pnn.police.uk

PUBLIC ACCESS TO INFORMATION AND SERVICES

Surrey Police is committed to ensuring information and policing services are fully accessible to the whole community. It is recognised however that some sections of the community are not always able to enjoy equal access to information and services provided.

Surrey Police seeks to ensure that any barriers to effective communication and consultation are removed. Where necessary further systems will be put in place to ensure information is available in accessible and timely formats, including translating written information into other languages as considered appropriate. A copy of this Race Equality Scheme is on the website.

There are times when it is not possible for the Police Service to release information to the public. These include:

- Where information relates to National Security and disclosure is not in the public interest;
- Where the information is of relevance to a current police investigation (Article 10(2) ECHR – Prevention and Detection of Crime);
- Where disclosure breaches Article 8 of the European Convention (e.g. disclosing personal information to third parties);
- Where information originates from third parties and is held in confidence;
- Where the information discloses police tactics and methodologies used to prevent or detect crime. (Article 10(2) ECHR);
- Where the information is covered by the Data Protection Act 2000 and an exemption allowing disclosure does not apply;
- Where information is currently sub-judice.

Every attempt will be made to ensure that written reports and information made available under this scheme are compiled in such a way that they do not include information that would result in exclusions as mentioned above.

STAFF TRAINING

Diversity Training

Training is delivered at all levels across the Force including Police Support Staff, members of the Special Constabulary and other volunteers. Particular emphasis is being placed upon supervisors and those members of staff with a high degree of public contact.

Training on equality and ethics issues, including race relations, is provided during induction courses for support staff and through probationer police training within the Force. Members of the community who attend the Portsmouth University Police Law and Community course delivered at Portsmouth, Merrist Wood College and Brooklands College have diversity and ethics workbooks.

Periodically through the year the Diversity Directorate organise “master class” sessions and surgeries; these have included events on race and faith.

The purpose of all training delivered to staff as part of this race equality scheme is to:

- Raise awareness of the Race Relations (Amendment) Act 2000, the requirements it contains, and how these relate to their roles.
- Educate staff regarding ethnic monitoring requirements.
- Provide those staff directly involved with the scheme with appropriate skills and knowledge to perform their roles within the scheme.

All training is developed using specialist in-house and external diversity advice and identified good practice. Clear objectives are established for the training and an evaluation of its effectiveness undertaken.

Access to this Race Equality Scheme is given to all members of staff via the Force Intranet site.

Staff directly involved in implementing and managing the race equality scheme will be identified and an assessment made of their individual training needs and appropriate training will be given to these staff.

EMPLOYMENT

Surrey Police recognises that it's staff is its most important asset. Equally the benefits of having a workforce that is representative of the community it serves are also acknowledged. For these reasons workforce recruitment targets have been set in respect of under represented racial groups, and robust equal opportunities policies exist to ensure that staff are treated fairly.

Ethnic monitoring is central to providing a clear picture of what is occurring within the employment cycle, monitoring progress against ethnicity targets, and examining whether equal opportunities policies are working in practice. Where necessary adjustments will be made to the employment information already collated such that the following minimum information is collected by ethnicity:

- a) the numbers of –
 - i) staff in post, and
 - ii) applicants for employment, training and promotion, from each such group, and

- b) the numbers of staff from each racial group who,
 - i) receive training;
 - ii) benefit or suffer detriment as a result of performance assessment procedures;
 - iii) are involved in grievance procedures;
 - iv) are the subject of disciplinary procedures; or
 - v) cease employment

This information will be obtained in respect of police officers, civilian members of staff, and job applicants. It will be collated using the 16+1 self-classification system; however some adjustments to the methods of collating and recording this information are necessary to achieve this.

Currently information is available on a) i), promotion of police officers in a) ii), and b) iii) – v).

All those asked will be encouraged to provide their self-classified ethnicity voluntarily. Explanations will be given at the time the information is collected of the reasons for collecting and monitoring such information, how it will be used, and the provisions within the Data Protection Act that control how it may be processed. Where such information is not provided voluntarily then additional attempts may be made. If this information is still withheld then an assessment of that person's ethnicity may be made in accordance with the Code of Practice issued by the Commission for Racial Equality. A note that a person's ethnicity has been assessed will be made in such circumstances.

The ethnicity information obtained is analysed to establish any patterns or indicators of inequality amongst racial groups in the application of employment practices. This information is shared with representatives of staff

associations and the Diversity Programme Board to assist in developing and improving employment practices, policies and procedures. The involvement of staff members representing minority groups is important to this process and will be sought wherever possible. Opportunities to improve engagement with staff representing such groups will be reviewed where this proves difficult.

Where it is found that unlawful racial discrimination is occurring then procedures will be closely examined to establish where and how this is happening to enable informed steps to be taken to eliminate this. Where unlawful discrimination is found not to be the case but nevertheless monitoring shows policies, practices or procedures are having an adverse impact on equality of opportunity or good race relations then changes will be considered. These will seek to adjust those policies such that they no longer adversely affect equality of opportunity or race relations.

Where the monitoring shows that some racial groups are under-represented within the workforce then consideration will be given to using 'positive action' to target training and recruitment effort at those groups. In such circumstances 'positive action' will be limited to targeting effort towards these groups and never as a basis of selection for jobs, which will remain merit based.

The results of this monitoring will be published annually, including details of any problems this monitoring has highlighted together with any action taken as a consequence. Where appropriate, publishing may be combined with other employment monitoring information (e.g. gender, disability, part-time working).

COMPLAINTS

When a member of the public believes that they have been directly affected by a failure of Surrey Police to comply with the statutory requirements of this Scheme, they should bring their complaint to the attention of:

The Deputy Chief Constable
Police Headquarters
Sandy Lane
Guildford
GU3 1HG

Alternatively complaints can be made to the Diversity Directorate within the Citizen Focus Department, also at the above address, 0845 125 2222 or e-mail diversitydirector2@surrey.pnn.police.uk

Complaints can be made either verbally, in writing, or by electronic means. Surrey Police will acknowledge receipt of the complaint in writing within seven working days, and will seek to make contact with the complainant to discuss the most appropriate way to progress and deal with the complaint. Where appropriate, an internal investigation will be conducted and referred to the

Independent Police Complaints Commission, aiming to respond to the complainant with a result within 28 days. This substantive response will include information about the procedures for pursuing the complaint further with the Equality & Human Rights Commission if the complainant considers the matter remains unsatisfactorily resolved.

All complaints made in respect of this scheme will be monitored by the Force and where appropriate be used to inform any relevant impact assessments and subsequent reviews of the scheme itself.

Where a complaint relates to the actions of an individual member of staff rather than force policy then this will be dealt with in accordance with the relevant police and civilian staff disciplinary procedures.

Role of the Equality & Human Rights Commission

The Equality & Human Rights Commission (EHRC) reports annually to the Home Secretary and is under a duty to work with public authorities to assist them to meet their general and specific duties under the Act. The Act provides the Commission with powers to enforce compliance with the general and specific duties.

The Commission and individuals are given the right by the Race Relations Act to take legal action against public authorities for unlawful racial discrimination. Where a public authority has not met the general duty the Commission or a person with an interest in the matter can challenge their actions by applying for a judicial review. Powers to conduct formal investigations, and to serve 'compliance notices' on public authorities that are not complying with their specific duties are also invested in the Commission.

In the event of any investigation, the force undertakes to co-operate fully and provide access to any relevant documentation as may be required by the Commission.

Written complaints and requests for copies of the Code of Practice on the Duty to Promote Race Equality should be made to the Equality & Human Rights Commission at:

EHRC
Arndale House
The Arndale Centre
Manchester M4 3AQ
0161 829 8100

Email: info@equalityhumanrights.com

Equality Impact Assessment (EIA) – Part A

Guidance notes for completion

Note: Where this document refers to a 'policy' please read as policy, procedure or strategy.

When does an EIA have to be completed and why?

Legislation requires that all Public Authorities must carry out an EIA on all of their Functions and Policies. The specific legislation covering EIA's is The Race Relations (Amendment) Act 2000, The Disability Discrimination Act 2005 and the Equalities Act 2006. In Surrey Police all Policies and Procedures will be subject of an EIA. Other strategies, projects and activities may also need to be subject of an EIA. Guidance does not need an EIA.

Should there be any doubt as to whether an EIA is required please consult the Diversity Directorate on ext: 30491.

Who is responsible for completing the EIA?

It is the responsibility of the author or originator of any policy to carry out an EIA screening assessment. The form EIA part A has been designed to make this process as simple as possible for person having to conduct the EIA.

This guidance is designed to help the author or originator to carry out the part A assessment. At the conclusion of the part A assessment the form will give one of three grades:-

Green / Low	If the EIA is a low risk then the EIA should be forwarded to the Diversity Directorate who will quality assure it and forward it to the P&P unit. No further action is required by the writer.
Amber / Medium	If the EIA is a medium risk then the form should be sent to the Diversity Directorate who will make an assessment as to whether any internal or external consultation or other action will be required. The Directorate will facilitate any such consultation or action working with the author originator of the policy.
Red / High	If the EIA is red again it should be forwarded to the Diversity Directorate. Where a policy is red there will almost always be a need to consult internally and/or externally. The Directorate will facilitate any such consultation working with the author originator of the policy.

How do I complete the form?

The form should be completed using the following guidance.

The Heading

Please give as much detail about the aims of the policy. What it is trying to achieve and who it is likely to affect e.g. staff or members of the public.

The matrix of questions

Answer each of the questions yes or no using a Y or N.

For each of the questions you will need to put an explanatory note in the right hand column to evidence how you have come to a Y or N answer. The following grid gives information which might help you to do this. It is not necessary to write something in every box but explanations or rationale at this stage may help to save further work later.

Questions

	Evidence, justification, what you may consider when completing
1	Is there any local or national information which might suggest this policy will adversely affect minority groups. E.g. stop and search black community greater chance of being subject to stop. Mitigation may include good governance and monitoring process to minimise adverse effect.
2	Every employee of Surrey Police is legally required to promote the general duty. There are general duties in relation to Race, Disability and Gender equality. The general duties are listed below. If you have answered Y to this question and/or N to question 3 consider how this impact might be mitigated.
3	See General Duties section below
4	Research could be national or local. Does the Force hold any data about the issue which the policy is related to. E.g. sickness management data. Arrest disproportionality data etc. If in doubt as to whether data exists or is relevant seek advice from the Diversity Directorate
5	This might be formal consultation with Unison or the Police Federation or a more informal method.
6	Again this can be formal or informal. It could be as a result of customer surveys or neighbourhood panel meetings, IAG's or partner agencies.
7	It is important here to outline any changes that have been made to the policy as a result of that consultation and why.
8	Perceptions of unfairness can cause a considerable amount of damage to trust and confidence from members of the public or indeed from our own staff. Consider how those from a minority group might perceive what is trying to be achieved. This may be particularly relevant for example when writing policy about removal of travellers from land. If you have answered yes what can be done to mitigate the perception
9	Again if the answer is yes what will be done to address this
10	On occasions a policy which adversely affects people from different groups may be justifiable. Discrimination can never be justified but an example of where disproportionality may be could be in the searching of people from a minority community when an offence has been committed and evidence points to a person from such community as being responsible for that offence. This would not mean that anyone from a minority community could or should be stopped but if suspects match the description of offenders in terms of height and clothing any resultant disproportionality in stop search may be justified.
11	There are some policies which, because of their nature or sensitivity, will be considered politically or socially sensitive. An example of this would be the Prevent strategy under the Contest anti terrorist plan or Hate crime. There may be other policies which more locally are sensitive such as the Organisational Support Review which may make staff vulnerable to redundancy. Local policing operations may also be sensitive in respect of community trust and confidence. If you feel this is so then explain what the sensitive issues are and what action will be taken to mitigate any adverse impact.
12	Can the policy be measured using data? If it can list how and what data will be used
13	It is important that the impact of any policy is measured. You must record here how monitoring will be conducted.

Having completed the questions, the form will automatically calculate the 'Overall Risk Assessment' of this policy.

General Duties

Every member of staff has a legal responsibility to comply with the general duties listed below. General Duties apply only in respect of race, disability and gender at the current time. The general duties are set out in the Force's Race, Disability and Equality Schemes which can be found on the Diversity Directorate pages of the intranet.

Race Equality Scheme

- Eliminate Unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between persons of different racial groups

Disability Equality Scheme

- Eliminate unlawful Discrimination
- Promote equality of opportunity
- Eliminate harassment of disabled persons related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of a persons' disabilities even where that involves treating disabled persons more favourably than others

Gender Equality Scheme

- Eliminate unlawful discrimination and harassment
- Promote equality of opportunity between men and women

Part B

Part B of the EIA will be completed by the Diversity Directorate.

If you have any doubts about the completion of the EIA at any stage, please contact the Diversity Directorate for advice on ext: 30491