

CENTRAL SCOTLAND POLICE



RACE EQUALITY SCHEME 2005 - 2008

ACTION PLAN

Ensuring the Race Equality Scheme is put into practice

No	RES Action Plan Task	Current Status		
1	Produce the Force's Race Equality Scheme 2005 - 2008	Complete		
	<p>Sub Actions</p> <ol style="list-style-type: none"> 1. Examine results of inspections into the Race Equality Scheme 2002 – 2005, as well as Force surveys and comments from partner agencies and CRE guidance and prepare a draft Race Equality Scheme 2. Circulate draft Race Equality Scheme for comment 3. Produce re-drafted document and submit to the Diversity Forum, Chief Constable and Joint Police Board for approval 4. Re-draft document where necessary 5. Ensure internal communication with all staff with regard to the Force's role in the promotion of race equality 6. Publish Force Race Equality Scheme 2005 – 2008 internally and externally 	<p>Allocated to:</p> <p>Sergeant, Race Equality Scheme Compliance Unit</p>	<p>Completion Target:</p> <p>All. 30.11.2005</p>	<p>Date Complete:</p> <p>All. 30.11.2005</p>

No	RES Action Plan Task	Current Status		
2	Produce an Action Plan for the implementation of tasks	In progress		
	<p>Sub Actions</p> <ol style="list-style-type: none"> 1. Produce a draft Action Plan and submit to the Race Equality Scheme Lead Officers Group for approval, to include identification of lead officers and completion targets 2. Re-draft document where necessary 3. Publish Action Plan when approved 	<p>Allocated to:</p> <p>Sergeant, Race Equality Scheme Compliance Unit</p>	<p>Completion Target:</p> <p>1. 30.11.2005 2. 09.02.2006 3.</p>	<p>Date Complete:</p> <p>1. 25.11.2005 2. 08.02.2006 3.</p>

No	RES Action Plan Task	Current Status		
3	Provide a report on an annual basis to the Joint Police Board on progress of the Race Equality Scheme Action Plan			
	<p>Sub Actions</p> <p>1. Prepare and submit an annual report for consideration by the Joint Police Board in October each year.</p>	<p>Allocated to: Sergeant, Race Equality Scheme Compliance Unit</p>	<p>Completion Target: 1. 01.10.2006 2. 01.10.2007 3. 01.10.2008</p>	<p>Date Complete: 1. 2. 3.</p>

No	RES Action Plan Task	Current Status		
4	Review the Action Plan on an annual basis and at other times when necessary			
	<p>Sub Actions</p> <p>1. Review the Action Plan on an annual basis and at times when, for example, specific guidance is issued by official bodies such as the Commission for Racial Equality or HM Inspectorate of Constabulary</p> <p>2. Alter the Action Plan where necessary following review and ensure publication of same</p>	<p>Allocated to: Sergeant, Race Equality Scheme Compliance Unit</p>	<p>Completion Target: 1. 01.10.2006 2. 01.10.2007 3. 01.10.2008</p>	<p>Date Complete: 1. 2. 3.</p>

Force Policies and Functions

No	RES Action Plan Task	Current Status		
5	Review the process for screening all policies and procedures for relevance to the general duty			
	<p style="text-align: center;">Sub Actions</p> <p>1. Review the process for assessing /amending relevant policies 2. Review Force forms and guidance notes pertaining to screening and impact assessment</p>	<p>Allocated to: Sergeant, Race Equality Scheme Compliance Unit</p>	<p>Completion Target: 1. 31.03.2006 2. 31.03.2006</p>	<p>Date Complete: 1. 2.</p>

No	RES Action Plan Task	Current Status		
6	Review and improve upon the existing consultation process in relation to the creation and amendment of policies			
	<p style="text-align: center;">Sub Actions</p> <p>1. Review the existing consultation process with regard to internal staff and police groups. 2. Review the existing consultation process with regard to the Lay Advisors Group & community groups 3. Review ways in which we can consult with minority ethnic groups 4. Review ways in which we can consult with partner agencies</p>	<p>Allocated to: Ch Insp, PSQ and Diversity Strategy Officer</p>	<p>Completion Target: 1. 30.06.2006 2. 30.06.2006 3. 30.06.2006 4. 30.06.2006</p>	<p>Date Complete: 1. 2. 3. 4.</p>

No	RES Action Plan Task	Current Status		
7	Publish the results of consultation on policies and functions			
	Sub Actions 1. Publish consultation results – to include what consultation was carried out, a summary of responses and what action we have taken	Allocated to: Chief Inspector - Policy, Strategy & Quality Unit	Completion Target: 1. Ongoing	Date Complete:

No	RES Action Plan Task	Current Status		
8	With reference to the general duty, conduct a review of each policy / function at least once in the three years 2005-2008 according to the Commission for Racial Equality's Code of Practice			
	Sub Actions 1. Review High relevance policies 2. Review Medium relevance policies 3. Review Low relevance policies 4. Review No relevance policies	Allocated to: Ch Inspector - Policy, Strategy & Quality Unit & Sgt, RES Compliance Unit	Completion Target: 1. 30.11.2006 2. 30.11.2007 3. 30.11.2008 4. 30.11.2008	Date Complete: 1. 2. 3. 4.

No	RES Action Plan Task	Current Status		
9	Identify, from the Diversity Review of Force Policies and Procedures, all monitoring requirements and ensure compliance of recording same by relevant departments			
	Sub Actions 1. Examine review documents to identify monitoring requirements 2. Produce a summary of monitoring information to inform development of new policies and functions 3. Identify any gaps in the process 4. Establish a system to ensure relevant departments monitor their policies and report on same on at least an annual basis to the Diversity Forum	Allocated to: Sgt, RES Compliance Unit	Completion Target: 1. 30.06.2006 2. 30.09.2006 3. 30.09.2006 4. 30.11.2006	Date Complete: 1. 2. 3. 4.

No	RES Action Plan Task	Current Status		
10	Publish monitoring results annually			
	Sub Actions 1. Publish monitoring results within the Force, initially to the Joint Police Board and to those with whom we have consulted on an annual basis and thereafter to the general public via the Force's external website	Allocated to: Chief Inspector - Policy, Strategy & Quality Unit	Completion Target: 1. 30.11.2006 2. 30.11.2007 3. 30.11.2008	Date Complete: 1. 2. 3.

No	RES Action Plan Task	Current Status		
11	Develop an Operational Impact Assessment template			
	Sub Actions 1. as stated 2. Submit for approval and endorsement via the Race Equality Scheme Lead Officers Group to the Force Policy Group.	Allocated to: Sergeant - Race Equality Scheme Compliance Unit	Completion Target: 1. 28.02.2006 2. 28.02.2006	Date Complete: 1. 2.

No	RES Action Plan Task	Current Status		
12	Examine in greater detail, the Force's procurement function			
	Sub Actions 1. Examine the procurement function with reference to the general duty and identify areas where improvement can be made 2. Provide guidance to staff involved in purchasing regarding the general duty 3. Provide guidance to contractors regarding the Force's commitment to the general duty 4. Examine methods of assessing contractors and potential contractors for their commitment to promote race equality	Allocated to: Head of Asset Management	Completion Target: 1. 31.03.2007 2. 31.03.2007 3. 31.03.2007 4. 31.03.2007	Date Complete: 1. 2. 3. 4.

No	RES Action Plan Task	Current Status		
13	Ensure that goods, services or works supplied cater for all users' needs			
	<p>Sub Actions</p> <ol style="list-style-type: none"> 1. Design a system to ensure that we identify 'specific needs' on diversity grounds (for staff and public) in new contracts. 2. Consider consultation with staff or the public or specialist organisations regarding the suitability of goods, services or works. 3. Introduce feedback to consultees as part of the procedures. 4. Consider monitoring of goods, services, works is put in place so that negative issues, especially, can be addressed and learned from. 	<p>Allocated to:</p> <p>Head of Asset Management</p>	<p>Completion Target:</p> <ol style="list-style-type: none"> 1. 31.03.2008 2. 31.03.2008 3. 31.03.2008 4. 31.03.2008 	<p>Date Complete:</p> <ol style="list-style-type: none"> 1. 2. 3. 4.

Partnership Working

No	RES Action Plan Task	Current Status		
14	Continue to support RAHMAS partnership, gathering evidence of police involvement			
	<p>Sub Action</p> <ol style="list-style-type: none"> 1. Continue to record evidence of involvement / progress in RES Action Plan 	<p>Allocated to:</p> <p>Diversity Strategy Officer</p>	<p>Completion Target:</p> <ol style="list-style-type: none"> 1. 30.11.2008 	<p>Date Complete:</p> <ol style="list-style-type: none"> 1.

No	RES Action Plan Task	Current Status		
15	Carry out a review of "Guide to Dealing with Racist Incidents" every 3 yrs and at other times when deemed necessary			
	Sub Actions 1. Carry out review and submit findings to Diversity Forum 2. Develop improvements on service delivery for consideration of implementation by the Force Policy Group.	Allocated to: Diversity Strategy Officer	Completion Target: 1. 30.11.2008	Date Complete: 1.

No	RES Action Plan Task	Current Status		
16	Administer the Lay Advisors for Minority Ethnic Affairs Group and ensure meetings are held every three months			
	Sub Actions 1. As stated 2. Develop the role of Advisors in respect of the investigation of serious crime 3. Establish protocols for the recruitment, training, role and conditions of service of lay advisors	Allocated to: Diversity Strategy Officer	Completion Target: 1. Ongoing 2. 30.11.2006 3. 30.11.2006	Date Complete: 1. 2. 3.

No	RES Action Plan Task	Current Status		
17	Liaise with local authorities on opportunities for joint working in raising awareness amongst the wider communities of a commitment to race equality including presentations to area forums, media etc			
	Sub Actions 1. As stated	Allocated to: Diversity Strategy Officer	Completion Target: 1. 30.11.2006	Date Complete: 1.

No	RES Action Plan Task	Current Status		
18	Provide guidance on the Force's commitment to promoting race equality through voluntary organisations we work with			
	<p>Sub Actions</p> <p>1. Produce a guidance document which lays down the Force's commitment to promote race equality</p> <p>2. Circulate the document to voluntary organisations with whom we have joint working protocols – such as within youth and child protection, victim support, incident response teams such as WRVS, Red Cross, MRTs etc</p>	<p>Allocated to:</p> <p>Chief Inspector – Community Safety & Diversity Strategy Officer</p>	<p>Completion Target:</p> <p>1. 30.11.2007</p> <p>2. 30.11.2007</p>	<p>Date Complete:</p> <p>1.</p> <p>2.</p>

No	RES Action Plan Task	Current Status		
19	Consider opportunities for closer co-operation with other public agencies in the publication of new Race Equality Scheme 2008 -2011			
	<p>Sub Actions</p> <p>1. As stated</p> <p>Please Note: While information sharing and general partnership working is recommended, all individual schemes must retain an 'organisation specific' theme. e.g. 'Joint' plans are not permitted.</p>	<p>Allocated to:</p> <p>Sergeant - Race Equality Scheme Compliance Unit</p>	<p>Completion Target:</p> <p>1. 30.06.2008</p>	<p>Date Complete:</p> <p>1.</p>

Delivery of Services

No	RES Action Plan Task	Current Status		
20	As research reveals that the primary method for the public contacting us is the non-emergency telephone call, re-investigate means by which non English speakers can contact the Force			
	Sub - Actions 1. Assess & identify potential difficulties which could be encountered by minority ethnic people using the call centre 2. Identify and implement solutions	Allocated to: OIC Force Command and Control Centre	Completion Target: 1. 30.11.2007 2. 30.11.2008	Date Complete: 1. 2.

No	RES Action Plan Task	Current Status		
21	Review the provision of Interpreting and Translation Services			
	Sub Actions 1. Conduct a survey of Force personnel who have used the interpreting and translation services with a view to identifying weaknesses 2. Conduct a survey of persons who have been the subject of the service – such as complainers with a view to identifying weaknesses 3. Discuss with the providers of the services, their experience of working with us 4. Propose changes to the service provision	Allocated to: Diversity Strategy Officer	Completion Target: 1. 30.11.2007 2. 30.11.2007 3. 30.11.2007 4. 30.11.2007	Date Complete: 1. 2. 3. 4.

No	RES Action Plan Task	Current Status		
22	Provide guidance to staff on methods by which minority ethnic members of the public can contact us			
	Sub Actions 1. As stated – could be an internet based 'bullet point' document which provides clear guidance to telephone, e-mail and remote / third party reporting methods; interpretation and translation and the community contact scheme	Allocated to: Diversity Strategy Officer	Completion Target: 1. 30.11.2006	Date Complete: 1.

No	RES Action Plan Task	Current Status		
23	Consider introducing an intranet based system for recording contacts and consultation with members of minority ethnic communities, including issues raised and action taken. Consider methods of extracting information from system			
	Sub Action 1. Develop system and include option to extract information for wider ethnic monitoring purposes	Allocated to: Diversity Strategy Officer	Completion Target: 1. 30.11.2007	Date Complete: 1.

No	RES Action Plan Task	Current Status		
24	Examine the issues surrounding the use of Police dogs within religious premises and homes of people from different religions			
	Sub Actions 1. As stated 2. Submit report to the Race Equality Scheme Lead Officers Group with outcome of investigations for consideration of the issues involved.	Allocated to: Ch Insp, Road Policing & Specialist Services	Completion Target: 1. 31.07.2006 2. 31.07.2006	Date Complete: 1. 2.

No	RES Action Plan Task	Current Status		
25	Examine a way to name Police dogs so as not to cause offence to persons whose premises might be searched by them, similar in fashion to the naming of operations by the Confidential Unit			
	Sub Actions 1. As above	Allocated to: Chief Inspector - Road Policing & Specialist Services	Completion Target: 1. 31.07.2006	Date Complete: 1.

No	RES Action Plan Task	Current Status		
26	Consider ways to promote road safety to the minority ethnic members of our Force area			
	Sub Actions 1. As above 2. Offer road safety lectures to minority ethnic groups in the Force area	Allocated to: Chief Inspector - Road Policing & Specialist Services	Completion Target: 1. 31.07.2006 2. 31.07.2006	Date Complete: 1. 2.

No	RES Action Plan Task	Current Status		
27	Consider ways to provide lectures on the use of Police dogs to the minority ethnic members of our Force area			
	Sub Actions 1. As above 2. Offer to provide lectures / displays to minority ethnic groups in the Force area	Allocated to: Chief Inspector - Road Policing & Specialist Services	Completion Target: 1. 31.07.2006 2. 31.07.2006	Date Complete: 1. 2.

Measuring the Delivery of Our Services

No	RES Action Plan Task	Current Status		
28	Given the previous poor response from the minority ethnic communities to postal surveys, investigate other methods of consultation			
	Sub Actions 1. As stated	Allocated to: Chief Inspector - Policy, Strategy and Quality Unit	Completion Target: 1. 28.02.2007	Date Complete: 1.

No	RES Action Plan Task	Current Status		
29	Carry out sample questionnaire of victims of racist incidents annually. (User survey)			
	Sub Actions 1. Carry out victim survey annually 2. Analyse findings of survey of victims of racist incidents 3. Where issues are identified, consider suggestions for remedial action 4. Report findings to Force Diversity Forum 5. Forward results of survey to HR Diversity Officer for inclusion in 'ethnic monitoring annual statistics' 6. DSO to submit analysis of results to Lay Advisors Group for information	Allocated to: Chief Inspector - Policy, Strategy and Quality Unit	Completion Target: 1. 28.02.2007 2. 31.05.2007 3. 31.05.2007 4. 30.06.2007 5. 30.06.2007 6. 31.07.2007	Date Complete: 1. 2. 3. 4. 5. 6.

No	RES Action Plan Task	Current Status		
30	Carry out a <u>general</u> satisfaction survey of members of minority ethnic communities (community consultation survey)			
	<p>Sub Actions</p> <ol style="list-style-type: none"> 1. Consider options for a general satisfaction survey of minority ethnic communities 2. Liaise with CSPU re options for distribution of survey forms 3. Carry out survey 4. Analyse findings 5. Report findings to Force Diversity Forum 6. Forward findings to HR Diversity Officer for inclusion in Annual Diversity Report 7. Supply copy of survey and survey report to Race Equality Scheme Compliance Unit as a support document 8. DSO to submit results of survey to Lay Advisors Group 	<p>Allocated to:</p> <p>Chief Inspector - Policy, Strategy and Quality Unit</p>	<p>Completion Target:</p> <ol style="list-style-type: none"> 1. 31.12.2007 2. 31.12.2007 3. 31.12.2007 4. 31.03.2008 5. 30.04.2008 6. 30.04.2008 7. 30.04.2008 8. 31.05.2008 	<p>Date Complete:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8.

No	RES Action Plan Task	Current Status		
31	Through consultation with Police staff, Vehicle and Operator Services Agency and representatives of the gypsy traveller community, examine whether the proximity of the vehicle weighbridge and testing area to the travellers' site in Stirling has a disproportionate adverse affect on residents of the site.			
	<p>Sub Actions</p> <ol style="list-style-type: none"> 1. As stated 2. Submit a report to the Race Equality Scheme Lead Officers Group for consideration of any action 	<p>Allocated to:</p> <p>Ch Insp, Road Policing & Specialist Services</p>	<p>Completion Target:</p> <ol style="list-style-type: none"> 1. 31.01.2007 2. 31.01.2007 	<p>Date Complete:</p> <ol style="list-style-type: none"> 1. 2.

Ethnic Monitoring of Staff

No	RES Action Plan Task	Current Status		
32	Continue to carry out ethnic monitoring of staff, compiling reports for the Diversity Forum			
	Sub Actions 1. Carry out ongoing staff monitoring of each of the 9 elements stipulated by the RR(A)A 2000. 2. Submit regular reports to the force Diversity Forum on the results of the monitoring (This should include analysis and remedial action where required)	Allocated to: HR Diversity Officer	Completion Target: 1. Ongoing 2. Ongoing	Date Complete: 1. 2.

No	RES Action Plan Task	Current Status		
33	Continue to compile and submit force 'ethnic monitoring' reports			
	Sub Actions 1. Ensure annual publication of Race Equality Annual Stats and Ethnic Monitoring Report	Allocated to: HR Diversity Officer	Completion Target: 1. Ongoing	Date Complete: 1.

Recruitment

No	RES Action Plan Task	Current Status		
34	Identify opportunities for recruitment of minority communities and gather evidence of action in this area.			
	Sub Actions 1. Identify other opportunities for recruitment of minority communities and gather evidence of action in this area.	Allocated to: Head of Human Resources	Completion Target: 1. 31.03.2007	Date Complete: 1.

Training

No	RES Action Plan Task	Current Status		
35	Develop and implement NEOTS refresher training /awareness programme and further training for newly promoted officers in conjunction with national guidelines			
	Sub Actions 1. As stated	Allocated to: Head of Human Resources	Completion Target: 1. 01.09.2006	Date Complete: 1.

No	RES Action Plan Task	Current Status		
36	Carry out a comprehensive review of NEOTS Training using information compiled from courses and benchmarking from other forces			
	Sub Actions 1. Continue with proposal to review NEOTS 2. Submit review report to Diversity Forum and Lay Advisors Group for information	Allocated to: Head of Human Resources	Completion Target: 1. post NEOTS training courses	Date Complete: 1.

Complaints against members of the Force

No	RES Action Plan Task	Current Status		
37	Continue to ensure that sufficient information leaflets on complaints process, including new multi-lingual versions, are available in public areas of Police Offices			
	Sub Actions 1. As stated	Allocated to: Head of Professional Standards	Completion Target: 1. Ongoing	Date Complete:

No	RES Action Plan Task	Current Status		
38	Ensure that multi-lingual leaflets on the complaints process, are distributed on an annual basis to minority ethnic communities			
	Sub Actions 1. Distribute leaflets	Allocated to: Diversity Strategy Officer	Completion Target: 1. Ongoing	Date Complete:

No	RES Action Plan Task	Current Status		
39	Continue to ensure that all complaints against staff regarding racist behaviour are clearly recorded in line with the national definition of a racist incident			
	Sub Actions 1. As stated 2. Where complaints indicate a trend which could be down to a training need, highlight this with DCC and NEOTS training staff, if appropriate.	Allocated to: Head of Professional Standards	Completion Target: 1. Ongoing 2. As required	Date Complete:

No	RES Action Plan Task	Current Status		
40	Compile statistics on an annual basis and submit as part of force annual report			
	Sub Actions 1. Collate and submit complaints statistics for annual report	Allocated to: Head of Professional Standards	Completion Target: 1. Annually	Date Complete:

Job Descriptions

No	RES Action Plan Task	Current Status		
41	Audit existing job descriptions to identify and amend roles requiring reference to 'diversity'			
	Sub Actions 1. Audit existing job descriptions to identify roles relevant for diversity reference 2. Carry out amendments to existing Job Descriptions to ensure sufficient inclusion on Diversity role 3. Ensure that systems are in place that all new job descriptions include reference to the Diversity role 4. Report back to Diversity Forum on progress made	Allocated to: Ch.Insp. Douglas	Completion Target: 1. 01.12.2006 2. 01.12.2006 3. 01.12.2006 4. 01.12.2006	Date Complete: 1. 2. 3. 4.