

# HUMBERSIDE POLICE



**Protecting** Communities, **Targeting** Criminals

## DISABILITY EQUALITY SCHEME

### ANNUAL REPORT

2007

## Foreword

I am pleased to present our first Disability Equality Scheme Annual report in which we outline some of the actions we have taken as well as those we intend to undertake in order to ensure our services are accessible to people with disabilities and our work environment is enabling for all our employees.

We recognise that every individual is different and therefore the way we provide our service should be tailored, wherever possible, to meet the needs of the individual. The duties placed on all public authorities by the Disability Discrimination Acts of 1995 and 2005 make sound business sense, they provide us with a framework and focus from which to continuously improve the service we provide and the work environment for all our staff, ultimately contributing to efficient and effective policing.

The Scheme and Action Plan are integral to the achievement of our overarching goal to promote equality of opportunity in the service we provide and the way we act towards our staff.

*Tim Hollis*

Tim Hollis  
Chief Constable

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# 1 Introduction

1.1 We aim to become a disability confident organisation by:

- understanding how disability affects every aspect of our organisation - people, communities, suppliers and key stakeholders
- creating a culture of inclusion and remove barriers for groups of disabled people
- making adjustments that enable specific individuals to contribute as employees, customers, partners and stakeholders
- not making assumptions about what people can do on the basis of a label.

1.2 This report should be read in conjunction with the our Disability Equality Scheme of 2006 - 2009 which shows –

- how we involve disabled people in producing the DES and in developing and maintaining an action plan
- how we assess the impact of our existing and proposed services and policies on disabled people,
- how we ensure access to our police estate for disabled people
- how we ensure access to service delivery for disabled people
- how we report on the recruitment, development and retention of our disabled employees
- how our procurement processes ensure compliance with the DDA
- how we communicate both internally and externally with disabled people

1.3 Each area of the scheme is included in an action plan which gives an indication of actions either taken or to take in order to achieve the declared objectives.

1.4 The scheme will be reviewed every three years. Each subsequent scheme will build on the progress made by the previous one. It will endeavour to use the same stakeholders to measure its achievements and set priorities for the future.

1.5 The action plan has been informed by best practice, the results of internal and external surveys and involvement events it is also influenced by the Disability Rights Commission and Vision Sense recommendations. It includes the prioritisation of remedial actions to remedy any deficiencies, or close gaps identified over the past 12 months.

1.6 The Equalities Diversity Advisor leads on this project and will also review the effectiveness of its Equality Impact Assessment process capturing improvements made as a result of impact assessments.

## **2. Current Position**

2.1 Much positive work has been done since the introduction and publication of the Disability Equality Scheme. The improvements are seen reflected in service delivery and employment. This report provides a summary of the progress made.

2.1.1 During 2007 Humberside Police took part in the Disability Standard which is a benchmarking tool which links us up with other forces and organisations allowing us to tap into their experience and improve our processes.

2.1.2 The Standard adopts the diversity change model which examines how we motivate, act and examine the impact of our actions. It enables us to measure the commitment, leadership, policies and procedures needed if we are to employ and serve disabled people efficiently and mainstream disability confidence into the workplace

2.1.3 Feedback from the Standard has influenced our action plan for future work.

## **2.2 Involving People with Disabilities**

2.2.1 The creation of opportunities for people to actively contribute to the way the Force operates has included

- Humberside Police Diversity Unit establishing links with local organisations for people with disabilities.
- Internal consultation on a formal and informal basis with employees including sessions to prioritise the actions.

***Disabled people are being consulted by  
Humberside Police  
in relation to  
how policing is delivered***

2.2.2 The views and involvement of any person that can help develop the way that services are delivered are important to us both in setting up and maintaining the scheme

## **2.3 Impact Assessment**

2.3.1 Almost every function of Humberside Police has some impact (either positive or negative) on the lives, equality, access, inclusion and chances of disabled people and Legislation requires the full range of

functions and policies, according to their relevance to equality to be prioritised.

- 2.3.2 The method of systematically and thoroughly assessing, and consulting on the effects that a proposed policy is likely to have on people, enables the organisation to pre-empt the possibility that a proposed or existing policy could affect some people unfavourably.
- 2.3.3 Since the introduction of this scheme we have trained over 70 individuals within the force in order that they might undertake impact assessments on Policies and Practice Directions.
- 2.3.4 We have considered 80% of our (current) fifty eight employment policies/ practice directions and 60% of our (current) 205 operational/service delivery against a prioritised list.

***80% of Humberside Police employment policies  
and  
60% of Humberside Police service delivery policies  
have been impact assessed***

- 2.3.5 The depth of impact assessment carried out is dependent on the level of relevance allocated to policies at the screening stage. Equality and Diversity issues are recognised at the initial development and review stages and amendments made where necessary to ensure fairness and equality in the implementation of these policies.
- 2.3.6 The Equality Diversity Adviser has continued to provide, on request, one-to-one support to policy authors/reviewers on specific policies and procedures subject to impact assessment. A comprehensive Equality Impact Assessment guidance is in place to assist policy developers.

## **2.4 Access to Buildings**

- 2.4.1 Our progress to ensure that Humberside Police Estate and Buildings allow equality of access to people with disabilities has included the surveying of 75% of our estate. It is expected that the surveys will be complete by the end of March 2008.
- 2.4.2 The prioritisation of any remedial work required in order to ensure equality of access will be undertaken at the conclusion of all the surveys before the end of March 2008.

***Access for disabled people to the  
Humberside Police Estate  
is improving as new building takes place***

2.4.3 New building projects at Brigg, Goole, Immingham and Withernsea all include equality of access within the planning process.

## **2.5 Service Delivery**

2.5.1 The Force understands the importance of the specific duty in relation to service delivery and efforts are made to ensure that sufficient resources are allocated to this duty.

2.5.2 At the present time the public can communicate with us only by a personal call at the police station, by letter or telephone. Other ways are being explored through the Call Handling Project.

2.5.3 The enquiry office facilities within Police stations are now equipped with induction loops and certain officers and staff who are able to use sign language are highlighted on the HR system so enabling communication with those who are hearing impaired to

***The level of satisfaction with the ease of contacting Humberside Police has increased by 2.6% this year although satisfaction with the whole experience has reduced by 0.8%***

2.5.4 Monitoring goes beyond the gathering of statistics; it is about what additional information, such as community concerns that also needs to be gathered and put to use when considering remedial and/or positive action initiatives. The Diversity Unit have made contact with several Disability Groups (e.g. HAIG Hull Access Improvement group, and Institute for the Blind in Hull + Grimsby) and regularly attend meetings with them primarily in respect of Community Confidence Issues, and identifying barriers for the Police accessing the Community.

2.5.5 Monitoring is undertaken by the Fairness and Equality Scrutiny (led by the Deputy Chief Constable) to ensure that no group is disadvantaged in terms of operational delivery.

## **2.6 Employment**

2.6.1 As a large employer in the area, Humberside Police has recognised that it has a key role to play in improving employment opportunities for disabled people and demonstrating by example that disabled people are contributors, not just service recipients.

***The number of disabled people Applying for employment with***

***Humberside Police  
has increased slowly but steadily  
to over 2%***

2.6.2 Actions taken to date have included the:

- Forming Links to employment networks
  - Connexions
  - Job Centre Plus
  - Access to Work
  - Employers Forum
- Ensuring that candidates for employment are given the opportunity to request any reasonable adjustments to allow them to compete equally.
- Providing reasonable adjustments to those newly appointed employees who require them
- Increasing awareness within the organisation through a variety of means including the intranet

2.6.3. In terms of recruitment Humberside Police are substantially reducing the police officer recruitment levels as a result of changing pressures in relation to the workforce mix. This change will see an increase in recruitment to police staff posts.

2.6.3.1 Special Constabulary recruitment continues as a priority

2.6.4 The Equalities and Diversity Advisor has continued to produce a range of EO Monitoring reports on a regular basis, highlighting any areas for action. The range and quality of reports is being enhanced on an on-going basis.

2.6.5 Monitoring is important, and goes beyond the gathering of statistics; it is about what additional information, such as community concerns that also needs to be gathered and put to use when considering remedial and/or positive action initiatives.

***A draft employment monitoring document  
has been produced which  
highlights areas of diversity  
enabling any inequalities to be acted upon***

2.6.6 Regular monitoring of issues in relation to diversity takes place through the production of performance data in relation to

- Staff in Post
- Applicants for employment

- Applicants for training
- Applicants for promotion
- Performance Development Reviews
- Grievance and disciplinary Procedures
- Harassment
- Those who cease employment
- Employment tribunals
- Pay –including those who benefit or suffer detriment as a result of performance based assessments
- Management of Flexible and Part time working
- Parental and carers leave
- Pregnancy and Maternity leave

This data is reported to :

- Police Authority Personnel committee – Employment Monitoring Report -
- Diversity Group -
- Fairness and Equality Scrutiny -

2.6.7 These reports provide an overview of how diversity is being actively promoted and integrated into the core business of Humberside Police.

## **2.7 Procurement**

2.7.1 Humberside Police enters into large numbers of contracts with private and voluntary organisations for goods, works, services and staff. These organisations will be bound by the general duty to promote disability equality in relation to carrying out their functions.

### ***Our Procurement processes promote disability equality***

2.7.2 Humberside Police promote disability equality in procurement by including a questionnaire in all tenders asking for evidence that companies supplying goods and services to us are compliant with equal opportunities legislation and asking how equality issues are included in company's employment practices.

## **2.8 Communication and Marketing**

2.8.1 The issue of communication remains as a key to the success of Humberside Police both internally and externally.

- 2.8.2 The Diversity Unit has continued to forge links within the communities around the policing area and in particular with groups representing minorities these include Hull Access Improvement Group and Hull and East Riding Institute for the Blind as well as others
- 2.8.3 Our external web site now conforms to the necessary standards and is reviewed regularly. Work is on going to bring into line the internal intranet which is served by a wide range of internal providers and is not fully compliant.
- 2.8.4 The continuance of an internal disability network has been agreed and that group will be given the opportunity to lead and influence how we communicate with those disabled people, and how work is prioritised.

***The needs of disabled people are considered  
in the formulation of communication plans***

### **3 Future Considerations**

- 3.1 Humberside Police will continue to work towards the aims and objectives outlined within the scheme. We will use the action plan and the information gathered throughout the creation of this Scheme to review progress and adjust the actions (as appropriate) in consultation with the identified leads responsible for each action.
- 3.2 The Disability Standard showed that we have some areas to work on to become disability confident.
- 3.2.1 A number of prioritised actions from the Standard assessment have been incorporated into our disability equality scheme action plan.

***Continually improving  
to meet the needs of disabled people***

- 3.3 Our considerations will include the following:
- 3.3.1 How we involve disabled people in producing the DES and in developing and maintaining an action plan
- further development of the Disability Network
  - increased level of external consultation through the Diversity unit
  - use of individual interviews

- 3.3.2 how we assess the impact of our existing and proposed services and policies on disabled people,
- review our impact assessment process to see if this can be altered to provide more focus on documenting monitoring, review and lessons learned.
  - Completion of the Impact Assessment Process
  - evaluation of the of the Impact assessment process
- 3.3.3 how we ensure access to our police estate for disabled people
- Completion of the surveys of our estate
  - Prioritisation of remedial work
- 3.3.4 how we ensure access to service delivery for disabled people
- The use of e mail and SMS are to be further explored by the Call Handling project as a means of improving communication.
  - Methods of gauging public satisfaction designed to ensure that views of self declared disabled people can be separately identified
- 3.3.5 how we report on the recruitment, development and retention of our disabled employees
- continual improvement of the monitoring reports
  - consideration of further use of qualitative information
- 3.3.6 how our procurement processes ensure compliance with the DDA
- continued monitoring of the procurement process to ensure compliance
- 3.3.7 how we communicate both internally and externally with disabled people
- A review of the internal intranet sites to improve compliance
  - Exploration by Disability forum and Diversity Unit of best practice and available methods of communication

Any comments in relation to this report or to request it in LARGE PRINT or in another language or format please contact:

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