



# Sussex Police Equality Scheme 2009/11

*Serving Sussex*



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## Foreword by the Chief Constable

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We have come a long way since we published our first Race Equality Scheme in 2002. Winning the RADAR Equality Scheme of the Year Award in December 2007 and placing within the Top 100 UK Employers in the 2009 Stonewall Workplace Equality Index were proud moments for the Force; clear acknowledgments that our approach to engage with local people, really listen to what they tell us and, most importantly take action, is delivering.

Over the period of this scheme we intend to broaden our approach significantly. The prospect of local people regularly testing us, challenging what we do and informing change and improvement is an enticing one. Public participation is an integral element of 21st century policing. Actively engaging with the communities we serve contributes significantly to the improvement of policing services: it helps us understand what communities and individuals really need from us, demonstrates local accountability and promotes community confidence.

In closing I give my personal commitment, on behalf of Sussex Police, that we will play our part in building a safe, just and tolerant society where diversity is valued. This Equality Scheme is one of the ways we can demonstrate our commitment to Serving Sussex.

**Martin Richards**  
Chief Constable  
February 2009

## Sussex Police Vision for equality and diversity

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Sussex Police is committed to promoting equality, fairness and respect. Our focus is to provide a service that recognises, understands and applies the experience and needs of all communities to our decision making and service delivery.

### **We will:**

- **deliver a citizen-focused policing service: recognising the needs of different communities and individuals, with Sussex Police actively engaged with the public and our partners;**
- **take care to assess the impact of our policies on gender, disability, race, religion and belief, sexual orientation and age equality;**
- **create a working environment where diversity is recognised, valued and celebrated;**
- **ensure equality of opportunity in our recruitment, selection, appraisal, training and career progression processes;**
- **employ a workforce that reflects, at all levels, the diversity of the communities of Sussex;**
- **develop all our staff to realise their full potential;**
- **treat all our staff and the people we serve with dignity and respect.**

We recognise that our staff need to be confident in their professional abilities when they work in the community to bring about trust and confidence with the police so the public feel confident and able to report incidents and provide intelligence. That confidence is rooted in the training and awareness gained in the workplace.

People can experience discrimination, harassment and poor service as a result of different aspects such as race, disability, gender, age, sexual orientation, religion and belief.

Our Equality Scheme also acknowledges that multiple acts of unlawful discrimination can happen at different points in peoples' lives and can have a deep and lasting impact.

Many of the actions we can take to tackle discrimination and harassment and promote equality are applicable across different strands of equality. Our Equality Scheme covers age, disability, gender, transgender, race, religion & belief and sexual orientation. We believe that this helps us to tackle experiences of multiple discrimination more effectively.

## Introduction to the equality scheme

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I am delighted to introduce our first single Equality Scheme which brings together our Race, Disability and Gender Equality Schemes and adds three further 'strands' of Diversity: Age, Religion or Belief and Sexual Orientation.

The decision to produce a scheme that goes beyond our legislative requirements is a clear statement of intent: we aim to deliver services that reflect and respond to the needs of all the communities we serve and apply employment practices that meet the needs of those who work for us now, and who will in the future.

For the first time, we have directly linked our Equality Scheme to our local policing plan. Why? Because the quality of the service we provide directly affects our success as a police force; communities that are confident in *how* we police are more likely to report crime, provide information and act as witnesses. Crime affects people in all communities. By providing equality of service, recognising and responding to difference in all its forms and the needs of the individual, we will be better at Serving Sussex.

The scheme sets clear outcomes for each of the six strands and demonstrates, through its action plan, how Sussex Police will deliver on them over its lifespan.

In April 2008, Sussex Police held its largest single community engagement event to talk about the plans we have for this scheme and to get people's views on what we do well and where we can improve. Many people gave us their experiences, views and not least their time freely and willingly and I thank them for their contribution. We have consulted widely with partners and community groups. It has been invaluable in ensuring that the Equality Scheme reflects the priorities and concerns of communities from across Sussex and I am indebted to everyone who has contributed to the scheme.

We intend to build on this involvement by the establishment of a range of External Reference Groups, designed to test, challenge and inform our policing policies and practices.

One of my hopes for this Equality Scheme is that it demonstrates just how far Sussex Police has come since our original race equality scheme was published in 2002. However, there is still a great deal to achieve. The scheme will be subject to annual review; the equality, diversity and human rights agenda can move quickly and further legislation, possibly the biggest single change to equalities legislation is on the horizon. Similarly, our priorities may also need to change, adapting to meet the policing needs across East and West Sussex and Brighton & Hove. The scheme will inevitably evolve over its lifespan to reflect changes that occur nationally and locally.

**Giles York**  
Deputy Chief Constable  
February 2009

## Sussex Police – about us

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Sussex Police is responsible for policing the two counties of East and West Sussex, including Gatwick Airport, one of the UK's busiest international airports, and the unitary authority of Brighton & Hove, a total area of 4,779 square kilometres. There are seaports at Brighton Marina, Eastbourne, Littlehampton, Newhaven, Rye and Shoreham.

We serve a diverse population of around 1.5 million<sup>1</sup> with a large seasonal influx of visitors to the coastal holiday resorts; and more than 30 million passengers pass through Gatwick Airport each year.

We currently<sup>2</sup> have 3,342 police officers, 378 police community support officers and 222 special constables. These officers are supported by 2,720 police staff; in a range of roles from call handling to forensic examination.

For policing purposes Sussex is divided into geographical divisions. These divisions are then further split into districts whose boundaries match those of local government district and borough councils and crime and disorder reduction partnerships<sup>3</sup>.

Division	Policing District	Local government area	
Brighton & Hove	Brighton & Hove	Brighton & Hove City Council	
East Sussex	Eastbourne	East Sussex County Council	
	Hastings	Eastbourne Borough Council	
	Lewes	Hastings Borough Council	
	Rother	Lewes District Council	
	Wealden	Rother District Council	
North Downs	Crawley	Wealden District Council	
	Horsham	West Sussex County Council	
	Mid Sussex	Crawley Borough Council	Crawley Borough Council
		Horsham District Council	Horsham District Council
West Downs	Adur	Mid Sussex District Council	
	Arun	West Sussex County Council	
	Chichester	Adur District Council	
	Worthing	Arun District Council	Arun District Council
		Worthing Borough Council	Chichester District Council
Gatwick	Gatwick	Worthing Borough Council	
		Crawley Borough Council	

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### NEIGHBOURHOOD POLICING

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Local policing is delivered via *neighbourhood response* and *policing teams* which consist of uniformed police officers, detectives, police community support officers (PCSOs) and police neighbourhood support officers.

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<sup>1</sup> Source: 2001 Census.

<sup>2</sup> Total headcount figures as at 31 January 2009

<sup>3</sup> Crime and Disorder Reduction Partnerships work to improve community safety. These partnerships have a wide range of representation and complement police activity to deliver an integrated approach to tackling crime.

Further information on our neighbourhood policing approach can be found on page 15 and police station locations, their opening times and contact information can be found at page 54.

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## SUSSEX POLICE AUTHORITY

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Sussex Police Authority is the independent body that oversees Sussex Police. The authority sets the strategic direction for policing in Sussex and holds the Chief Constable to account for the policing service delivered. Responsibility for policing Sussex is shared between the Home Secretary, the Chief Constable and the police authority (often referred to as the 'tripartite arrangement').

The Police Authority's duties include:

- Approving and publishing an annual local policing plan, in consultation with the Chief Constable, designed to deliver both Government and local policing priorities.
- Consulting with the community about local policing priorities for inclusion in the local policing plan.
- Allocating the financial resources to achieve the plan.
- Monitoring the performance of Sussex Police during the year including financial performance against the budget.
- Overseeing the process of complaints against police officers and discipline of senior officers.
- Managing an independent custody-visiting scheme to check on conditions in cells and the welfare of people held.
- Working in consultation with the community to ensure policing by consent.

Sussex Police Authority consists of 17 members. Nine are councillors, elected to East and West Sussex County Councils and Brighton and Hove City Council, and appointed to the Police Authority to reflect the political balance of those authorities.

The remaining eight posts are filled by independent members appointed by the councillor members of the Authority following public advertisement, short-listing and interview. At least one of these independent members must be a magistrate; currently Sussex Police Authority has two magistrates.

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## NATIONAL COMMUNITY SAFETY PLAN

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The national community safety plan contains the Home Secretary's key priorities for the police service for a three-year period. The 2008-2011 plan was updated in December 2007 and shifts emphasis in a number of key policing areas, for example:

- a stronger focus on more serious violence
- greater flexibility for local partners to deliver local priorities

- a specific outcome to increase community confidence
- the need to reflect the increased threat to communities posed by violent extremists.

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## SUSSEX POLICE LOCAL POLICING PLAN

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The 2008/11 local policing plan sets the direction for policing in Sussex for the year ahead, taking into account both national objectives and local priorities.

In summary, these priorities are:

- **Neighbourhood policing** (which includes 'Citizen Focus', 'Reducing crime' and 'Bringing offences to justice');
- **Keeping you safe;**
- **Making the best use of resources** (which includes 'Our people' and 'Funding')

Further details can be found at page 15. The full 2008/11 local policing plan is available on the Sussex Police website at: [www.sussex.police.uk/about\\_us/aboutus\\_policingPlan.asp](http://www.sussex.police.uk/about_us/aboutus_policingPlan.asp)

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## DIVISIONAL POLICING AND DEPARTMENTAL PLANS

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Divisions and departments produce their own plans each year. These detail the planned activity and resources required to achieve the Force's priorities and targets for the year as set out in the local policing plan.

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## DIVERSITY STRATEGY: CONFIDENCE AND EQUALITY

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The force diversity strategy sets out our commitment to remove discrimination, actual or potential, from the way Sussex Police operates. The strategy can be found on page 13.

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## CONFIDENCE AND EQUALITY STRUCTURES

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The Deputy Chief Constables leads and is responsible for diversity issues for the Force.

A Confidence and Equality working group meets every month. Its agenda alternates; covering Service Delivery matters bi-monthly, chaired by an Assistant Chief Constable; and, Employment matters, chaired by the Director of Human Resources. The working group monitors progress with the equality scheme referring any problems related to its implementation to the relevant policing board or to the Organisational Development Meeting (see below).

Membership of the working group includes a police authority member, the chair of the Force strategic independent advisory group, the head of the Force diversity team, senior officers and staff. Importantly, membership includes representatives from all our diversity

staff network and support groups, staff associations and union: the Sussex Black Police Association; the Sussex Police Disability Association; Evolve, the female staff support group; the Gay Police Association – Sussex; the Police Federation; the Superintendents' Association; and Unison.

The Force diversity team reports to the Deputy Chief Constable and supports his lead equality and diversity role and the Confidence and Equality structures. It works closely with the human resources department.

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## ORGANISATIONAL DEVELOPMENT MEETING

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This important meeting, chaired by the Deputy Chief Constable with membership including heads of departments, police authority members and staff groups and associations, and a representative from the strategic IAG meets regularly to monitor the organisational risk profile of the Force.

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## USER SATISFACTION SURVEYS

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We conduct a range of surveys with users of our service. User groups include: Victims of domestic burglary, violent crime, vehicle crime, racist incidents, and road traffic collisions.

All survey respondents are asked to rate their satisfaction with service delivery at five key stages of engagement – ease of contact, police actions, being kept informed, treatment and the whole experience. Respondents are also asked a range of diagnostic and demographic questions which allow us to understand better the satisfaction scores.

Public feedback in the form of independent telephone surveys, reviews of incident logs and letters of appreciation and complaint inform staff training and development and identifies areas of improvement

We will enhance our ability to investigate any differences in satisfaction at any of the five key stages of service delivery with the appointment of a new post to lead on the delivery of insight and expert interpretation obtained from a wide range of social research methodologies including our surveys and 'mystery shopper' exercises covering many aspects of service delivery. This work will directly link to Sussex Police strategies, policies and operational initiatives designed to improve the quality of the service we deliver, enabling the Force to understand user satisfaction issues in detail.

There are a number of actions in the scheme setting out how this new approach will inform our approach to Stop and Search, differentials seen in detection rates, victim and witness satisfaction and recruitment, retention and progression. This is part of wider consultation and engagement activity aimed at understanding what communities and individuals really need from us, demonstrating local accountability and promoting community confidence.

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## INDEPENDENT ADVICE

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A strategic independent advisory group (IAG), made up from individual members of the public meets on a regular basis, providing a community perspective and advice on the development and delivery of our Equality Scheme. Members are not there to represent communities, but provide a personal view, reflecting their experiences on policing. Part of the Confidence and Equality strategy, it works with the board to assist it in achieving its aims.

Across the Force area, each division has also their own Divisional independent advisory group consisting of members of the community giving advice on critical incidents and operational policing in their area. This helps the Force to engage with diverse communities and understand the differing effects local policing can have on various communities.

**East Sussex Division holds a bi-monthly IAG meetings, always attended by a senior command team member. The IAG are regularly involved in community impact assessments and review street intervention data and critical incidents.**

In 2007, a joint review of our independent advisory arrangements was conducted which have led to better links between advice given on central strategies and advice given on local practice.

Sussex Police will host the 11th National IAG Conference in 2011.

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## POLICE GREEN PAPER

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The Home Office published the Police Green Paper in July 2008 which outlined a strategic vision for police performance. It reflected on the progress in delivering on the government's police reform agenda and built on the findings and recommendations of the independent review of policing by Sir Ronnie Flanagan, published February 2008 and the 'Engaging Communities in Fighting Crime' review produced by Louise Casey for the Cabinet office.

The Green Paper focused on: improving the connection between the public and the police; professionalising and freeing up the police and the strategic role for the government. This, together with the local government White Paper, is expected to lead to greater local involvement and accountability.

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## EQUALITY CHAMPIONS

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Equality Champions, drawn from some of the most senior officers and police staff in Sussex Police, were introduced in 2008. Their seniority reflects the importance placed on the role and will ensure they can draw upon support to 'get things done'.

The decision to produce a scheme covering the main diversity strands was key to establishing a cadre of Equality Champions who are equipped with knowledge and the views of staff and service users will ensure the Equality Scheme supports our service priorities, meeting the needs of the people we serve and those who work for the force.

<b>Sussex Police Equality Lead</b>	<b>DCC Giles York</b>
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<b>Portfolio</b>	<b>Equality Champion</b>
Age (Youth)	Supt. Grenville Wilson
Age Discrimination	C/Supt Chris Ambler
Asylum and Immigration	Supt. Robin Smith
Community Tension	C/Supt. Wayne Jones
Disability	Supt. Ken Taylor (Service) and Lee Kielty (Employment)
Emerging (New) Communities	C/Supt. Mark Streater
Faith	Supt. Martin Walker
Gender (includes Transgender)	Supt. Jane Rhodes
Gypsies and Travellers	Supt. Tony Blaker
Hate Crime	D/C/Supt. Kevin Moore
Mental Health	C/Supt. Peter Coll
Progression	Chris Morgan, head of learning and development
Race Equality	Supt. Russ Whitfield
Sexual orientation	C/Supt. Graham Bartlett

The Equality Champion role, has clear benefits:

- To deliver a citizen focused service that recognises and responds to difference the Force must engage consistently and coherently with communities and our people, hear what they say and effect change where necessary.
- Increasing awareness, knowledge and understanding of diversity adds value and makes us better at what we do.

The majority of the Equality Champions will operate 'external' and 'internal' reference groups. By focusing on specific diversity strands these reference groups will offer a unique insight and be able to highlight problems and issues that need resolution. Reference groups complement existing consultation with community members and independent advisory groups, staff associations, Police Federation and Unison. It is hoped that the *internal* reference groups will prove attractive to officers and staff, including those not currently connected with existing staff support groups.

# Sussex Police Diversity Strategy

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The quality of the service we provide directly affects our success as a police force; communities that are **confident** in *how* we police are more likely to report crime, provide information and act as witnesses.

By providing **equality** of service, recognising and responding to difference in all its forms and the needs of the individual, we will be better at what we do.

Placing confidence and equality at the heart of what we do will increase people's trust and confidence in us as both a service provider and employer.

Our workforce must be drawn from different backgrounds; with skills, attitudes and experiences that reflect the communities we serve. Diverse teams of staff are better at solving problems, innovating and delivering our commitment to quality of service. Harnessing that talent across the full range of specialisms will see Sussex Police more accessible and responsive to everyone we serve.

## Sussex Police Statement of Values

*"We, the police officers, police staff and volunteers of Sussex Police, are dedicated to the values which underpin the police service: integrity, fairness, equity, justice and courage. We will actively build a culture in our force which is overtly hostile to those who discriminate on the grounds of race, religion, skin colour, sexual orientation, disability, gender, age, social class or any other inappropriate factor."*

Staff at all levels must take responsibility and be accountable for promoting inclusive behaviour and challenging and confronting discrimination and inappropriate conduct.

Delivering respect for diversity and inclusion requires continual and sustained effort by all staff throughout all activities. The delivery of confidence and equality will be core business, integral to neighbourhood policing, employment practice and our performance management regime.

## Meeting the challenge of policing an increasingly complex society means...

- becoming more accountable to local communities;
- engaging with diverse communities and giving local people more influence over policing priorities, ensuring what we do focuses on their needs and responds to their concerns;
- improving the operational performance of all officers and staff and ensuring our policing powers are used proportionately;
- making sure everyone can access our policing services;
- giving all our staff opportunities to develop and the chance to progress;
- increasing the degree to which the workforce is representative of the communities it serves;
- becoming widely respected as an organisation people would wish to work for and with whom all people would wish to engage; and
- being innovative and constantly developing.

To earn the trust of our people and the public, promotion of diversity and inclusiveness must become embedded. Success comes when every member of staff delivers this without conscious thought, providing a quality service which recognises the needs of individuals and performs to the highest levels of professionalism.

# Serving Sussex

*Serving Sussex* is the clear vision of what we do: nine key areas organised under the three 'pillars' of policing in Sussex.

<b>KEEPING PEOPLE SAFE</b>	<b>NEIGHBOURHOOD POLICING</b>	<b>BEST USE OF RESOURCES</b>
<b>Cutting Crime</b>	<b>Being Visible and Accessible</b>	<b>With Motivated and Capable People</b>
Understanding what crimes matter most to the public	With enhanced teams embedded in neighbourhoods	Properly resourced, equipped and trained
Tackling local and serious crimes effectively	The public influencing our priorities	Every one of us focusing on 'How have I served the people of Sussex today?'
Putting victims first when investigating crimes	Building confidence	Being confident to 'do the right thing' - not just follow the rules
<b>Catching Criminals</b>	<b>Providing a Quality Response</b>	<b>Being Productive and Effective</b>
Criminals know the risks they are taking	Managing demand	Using the smartest processes and systems to run our business effectively and efficiently
Prioritising the most serious and persistent offenders	Enhancing supervision	
Working to deter those starting out on a life of crime	Delivering effective interventions	Knowing what works and learning from our own and others' experience
<b>Dealing with Critical Incidents</b>	<b>Working with Communities</b>	<b>Spending Wisely</b>
Specialist staff dealing effectively with serious crime and terrorism	Building strong relationships	Entrusted with public money in an ever tightening financial climate
Making our communities safer	Achieving best outcomes through partnerships	Continuing to look for better, more efficient ways of doing things
Allowing communities to flourish	Communicating effectively	Ensuring good governance in using our resources

## Sussex Police Local Policing Plan 2008/11

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The Local Policing Plan sets out the strategic vision for Sussex Police over the next three years, highlighting specific investments in key priority areas and specific actions to be undertaken.

Our activities are underpinned by six service priorities:

- Deliver a quality service that is visible and reassures.
- Reduce and detect crime (with emphasis on serious and organised crime).
- Respond to calls for assistance.
- Deliver local policing.
- Improve ease of contact and accessibility.
- Develop our organisational capability.

The priorities in the local policing plan have been driven by the concerns of local communities and address national policing priorities, as well as our work with partner agencies and authorities.

### Sussex Police priorities: Neighbourhood Policing

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Neighbourhood policing provides the foundation upon which we deliver many of our services to local communities. Since their introduction in 2006, we have sought to embed dedicated neighbourhood response teams to ensure that our staff and services are responsive and accessible to the needs of local people.

Policing is just one element in the creation and maintenance of healthy communities and we are working alongside our partner agencies and the public to deliver sustainable solutions to local issues. Our long-term vision is to see all parts of our organisation, our partners and communities playing a part in preventing and reducing criminality, anti-social behaviour and the fear of crime.

Increasingly, we use surveys to track local levels of public satisfaction. This enables us to make changes to the way we do business, ensuring that the needs of communities are at the heart of our decision making and service delivery.

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#### **DELIVERING A QUALITY SERVICE THAT IS VISIBLE AND REASSURES**

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Neighbourhood policing teams are aligned to our district structure, with the District Commander accountable for the delivery of local policing services, the performance of their people and satisfaction of the public.

These dedicated teams, working across Sussex, are specialists in the delivery of neighbourhood policing and work exclusively within those localities to tackle the issues affecting local communities. These can include crime, anti-social behaviour, disorder, speeding and environmental issues such as street lighting.

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## **DELIVERING LOCAL POLICING IN YOUR AREA**

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We will continue to find ways to minimise the amount of time that our people spend away from their neighbourhoods. Problem-solving with communities and partners is key to reducing overall demand and repeat calls for our assistance.

Over the next three years we intend to make changes to the ways in which we work to ensure that communities are at the heart of problem-solving, identifying problems and then enabling them to hold us to account for our actions and success.

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## **IMPROVING PUBLIC SATISFACTION WITH OUR SERVICE**

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We are constantly seeking to improve what we do. Neighbourhood satisfaction surveys and quality-of-service checks will be used and we will be working with colleagues in other local agencies to undertake joint consultation.

The introduction of external reference groups will give us a much better understanding of what we do from an equality and diversity perspective.

By broadening our consultation and engagement methods we will extend the opportunities for communities to tell us about their concerns and views on the quality of the interactions they have with us.

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## **IMPROVING EASE OF CONTACT AND ACCESSIBILITY**

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Recognising the broad range of needs that people may have when they wish to make contact, we have made significant improvements to our website. The changes include more ways for those who do not have English as a first language to access information about us and making our website more user friendly for people with hearing or sight impairments.

**Public contact information leaflets are translated into the 11 most commonly spoken foreign languages in Sussex and appear on the Force internet site.**

Everyone with access to the internet can now find details of their local neighbourhood specialist team by simply inputting their postcode. In addition, each team produces a regular newsletter or bulletin to keep local people up to date with developments in their area.

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## RESPONDING TO CALLS FOR ASSISTANCE

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Getting our 'first contact' right when responding to calls for assistance is an essential part of delivering a high quality service. Home Office research has identified that 80% of initial public contact with the police is made via emergency or non-emergency telephone calls. We receive more than one-and-a-half million such calls each year.

Whilst we continue to prioritise emergency calls, we are building upon our improving non-emergency call handling performance. The quality of the telephone interaction builds a relationship, reassures people and helps to determine how the call can be resolved. We will continue to analyse the results of our public surveys, develop our internal quality assurance regime and build upon our relationship with our strategic independent advisory group, to identify the areas where our service can be further improved.

Public feedback, received through independent telephone surveys, reviews of incident logs and letters of appreciation or complaint, informs our people training and development and identifies areas of improvement.

Our Communications Department is developing innovative methods of barrier free access, especially for people with speech or hearing impairments. E-mail, fax, non-emergency text and the new emergency text facility are making it easier for people to contact us when they need us.

## Sussex Police priorities: Keeping People Safe

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'Protective services' is a term that covers serious and organised crime, counter-terrorism, critical and major incidents, major crime and public disorder, amongst other issues.

Specialist officers and staff work closely with neighbourhood policing teams and our partners to ensure that we have the capacity, capability and flexibility to respond to exceptional events and demands.

In October 2007 our annual police performance assessment<sup>4</sup> reported positively, but we know that the threats to the communities of Sussex are changing and increasing year on year.

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## TACKLING SERIOUS AND ORGANISED CRIME

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Serious and organised crime is defined as 'an individual, group or network of criminals who cause significant harm to the counties of Sussex'. They will normally be engaged in one or more of the following activities:

- Supply or manufacture of Class 'A' drugs.
- The illegal supply of firearms.

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<sup>4</sup> Audit Commission. 2007

- Armed robberies where firearms are the primary weapon of offence.
- Aggravated burglaries with escalating violence.
- Money laundering.
- People trafficking.
- Any other offences (e.g. organising prostitution, trafficking of Class 'B' or 'C' drugs) which cause significant harm.

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## REDUCING THE HARM CAUSED BY DRUGS AND TACKLING THEIR SUPPLY

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We continue to work with partners to divert users away from drugs and seek to build on existing treatment programmes and social re-integration. Our drug strategy will focus on the following areas:

**Young People** - Help young people resist drug misuse in order to reach their full potential.

**Reducing Supply** - Reduce the availability of illegal drugs on our streets.

**Communities** - Protect communities from drug-related anti-social and criminal behaviour.

**Treatment** - Harm minimisation.

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## PROTECTING VULNERABLE PEOPLE

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With West Sussex Primary Care Trust we are developing a dedicated and secure immediate care facility, the Sexual Assault Referral Centre (SARC), within hospital services at Crawley. Since 2008 it has provided facilities and services to manage all police and non-police referrals. The WORTH Project, for domestic violence services, also operates from the same centre. It provides services to victims of domestic violence and in time will offer a similar service to hate crime victims.

A monthly Victims and Witnesses meeting develops strategies to improve our services. IAG members are integral to this Group

We are reviewing our approach to the investigation of allegations of serious sexual assault, updating our rape strategy, and are also considering whether our victim support service could improve by having staff committed full time to rape investigation.

Specialist domestic violence courts have been introduced in six locations in Sussex. This allows for the clustering of cases with the courts being supported and run by specialists trained to support victims of domestic violence.

The response to human trafficking is now an integral part of our work and we look to deepen our understanding of the problem.

Specifically in relation to hate crime, we will develop risk assessment to the standard now being advocated for domestic abuse.

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## SAFEGUARDING CHILDREN

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We contribute to the Local Safeguarding Children Board (LSCB) specifically to:

- Operate child death review panels.
- Develop procedures both within the Force and on a multi-agency basis to respond to all unexpected deaths of children and young people under 18.
- Review and update the pan-Sussex child protection and safeguarding procedures.
- In the light of the LSCB-sponsored Barnardo's research *Tipping the Iceberg*, work with the LSCB in developing procedures and responses to children at risk of sexual exploitation and trafficking.

We promote the *Every Child Matters* agenda across the Force and actively support schools and young people in terms of safety and intervention work, which is mainly delivered by neighbourhood schools officers using the Sussex Police education programme, INSPIRE. See page 24 for more details.

To build on the foundations we have in place, our safeguarding children work includes the continual updating and evaluation of the INSPIRE package, training and resourcing of neighbourhood schools officers and PCSOs to deliver it, and support for the expansion of safer schools partnership officers where a need is identified.

We are also working to create a dedicated, central Paedophile Online team to tackle internet-based exploitation of children.

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## WORKING WITH PARTNERS TO TACKLE DOMESTIC VIOLENCE

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Together with partner agencies, we are in the process of implementing the Home Office vision of best practice in relation to supporting victims of domestic abuse and holding perpetrators to account.

Specifically this means:

- Specialist domestic violence courts – currently six across Sussex.
- Multi-agency risk assessment conferences for domestic abuse in each of the four divisions.
- Multi-agency domestic abuse homicide reviews.
- Compliance with new national domestic abuse guidance.
- Continued support of hospital-based referral schemes.

**Sexual Offences Liaison Officers operate across the Force and are deployed to all reported incidents of rape and serious sexual assault. These officers are provided with specialist training to ensure they are able to provide a victim-focused approach recognising the circumstances of the victim.**

Pending Home Office guidance regarding the implementation of multi-agency domestic abuse homicide reviews we conduct these under the direction of the review and contingency meeting.

A key hospital initiative in Sussex is the Worth Project. This supports victims of domestic abuse and assists professionals to encourage such disclosures. Brighton and Hove's domestic abuse strategy group is currently identifying resources for such a service and there is a similar service in existence at Eastbourne. These services are key to identifying victims that have yet to report to the police.

The specialist domestic violence courts are supported by Independent Domestic Violence Advisors (IDVAs). Close links between IDVAs and Witness Care Officers provide a tailored service to victims of domestic abuse.

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## MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS

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Protecting the public is the priority of the National Probation Service. We work in close partnership with the National Probation Service and other agencies including the Prison Service, the health services and local authority housing and social services. These arrangements are called the Multi-Agency Public Protection Arrangements (MAPPA). MAPPA is committed to more contact and involvement with the victims of serious sexual and violent crime

The MAPPA began operating in April 2001. This body places a duty on the police and the National Probation Service to assess and manage risks posed by offenders in every community in England and Wales. In the most serious cases MAPPA can recommend increased police monitoring, special steps to protect victims and the use of closely supervised accommodation.

Incorporation of the October 2007 Multi Agency Public Protection Arrangements (MAPPA) National Guidance, particularly in relation to risk assessments, ensures:

- MAPPA is explicitly referenced in its constituent agencies' Diversity Plans;
- The Responsible Authority Strategic Management Board has its own Diversity Plan;
- All staff actively engaged in MAPPA work are trained in diversity;
- All MAPPA data has the capacity to be broken down by race, ethnicity, gender, age, disability and sexual orientation;
- MAPPA offenders have access to interpreting and translation service;
- There is sensitivity to the membership of level 2 (Inter-agency) and level 3 (Multi Agency) Public Protection meetings in relation to the diversity of the local MAPPA population;
- There is consultation with women, black and minority ethnic offenders, and offenders with disabilities over means to maximise inclusion and understanding of the process;
- There is a formal process for dealing with complaints; and
- MAPPA information and leaflets are produced in languages appropriate to the local population.

## Sussex Police priorities: Best Use of Resources

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Our Resources include: our people (including PCSOs); physical resources such as police stations, vehicles and equipment; financial resources, and; information and communication systems.

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### DEVELOPING OUR ORGANISATIONAL CAPABILITY

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The Force will continue to make best use of its workforce by:

- Reviewing our Student Officer Course to ensure that it is able to respond to our recruiting needs.
- Maintaining a three year workforce plan which will allow us to anticipate and respond to predicted changes in our organisation and implement proper succession planning for our specialist roles.
- Developing our Positive Action Support Network plan to make better use of local positive action champions to help us engage more successfully with all under-represented communities in Sussex.

A recruitment campaign for PCSOs with Polish language skills, on each Division across Sussex, is enhancing engagement with the growing Polish community and demonstrates our commitment to a diverse workforce.

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### MANAGEMENT OF HUMAN RESOURCES

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Within the last 12 months, the service provided by Human Resources (HR) has seen significant improvements, which have been recognised by Her Majesty's Inspectorate of Constabulary.

The ongoing review of all HR policies will ensure our employment policies are up to date, unambiguous and promote fairness and consistency.

The upgrade of our HR information system will allow us to develop our performance indicators, as well as providing us with a greater opportunity for governance to be improved within the HR function.

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### LEARNING AND DEVELOPMENT PLAN

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The mission of the 'learning and development team' is: to provide learning and development opportunities, to improve our performance, and to enable our staff to safeguard the people of Sussex.

The learning and development team focuses on the development of leadership and talent management training and support to ensure that our people are supported and equipped with the skills to become the effective leaders of the future.

A copy of 'Serving people with disabilities', produced by the Employers' Forum for Disability, was issued to every member of the Force to increase awareness and understanding of disability issues.

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## WORKFORCE MODERNISATION

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Workforce modernisation involves us looking at our processes and workforce to identify opportunities to reconfigure them in a different way in order to be more efficient.

In Sussex we will:

- Review the results of the equal pay audit to ensure we provide a pay and reward structure that is fit for purpose
- Review roles within Sussex Police to maximise individual ability and potential to enable people to utilise their skills and knowledge effectively
- Embrace flexible working to ensure we attract and retain a skilled and valued workforce
- Implement the results of our equal pay audit in order to provide a proper pay and reward structure for our people.
- Maximise opportunities provided by the extended police family, especially our PCSOs and Special Constabulary; and by making increased use of police staff in roles which do not require the full use of police powers.
- Continuously review our policies to ensure we provide a flexible approach to working in order to develop and retain our people.
- Deliver our training function in such a way that it supports the principles of workforce modernisation to ensure our staff and officers are able to undertake the policing of Sussex in the most efficient and effective way possible.

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## STAFF SURVEY

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The 2008 staff survey focused on the Reward and Recognition project and career progression whilst retaining questions that allow direct comparison with past surveys.

The survey enables better understanding of the career aspirations and attitudes/feelings of our people, by each diversity strand. Detailed analysis and findings will go to divisions, departments, staff associations, groups, Unison and equality champions to bring meaning and in depth understanding to the results.

## POPULATION IN SUSSEX

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Although towns like Eastbourne are reporting a younger resident age profile over the last few years, the general trend is that Sussex is getting older. East Sussex County Council predict population growth over the next 20 years to be mainly amongst the older age groups aged 50+; over the same period it expects a 15% decrease in the numbers of women of child-bearing age. The Office of National Statistics estimates that nearly a third of the labour force will be over 50 by 2020.

West Sussex also has a higher than average proportion of older residents – 23% of the population compared with 18% nationally and 19% within the South East region. Geographically, the older population is concentrated in the rural and coastal districts of Arun, Chichester, Worthing and Adur. In contrast, Brighton & Hove's population is younger: the 20-39 year old age range is well above national averages.

These changes impact on the services we need to provide and on our recruitment and employment practices.

## THE EXPERIENCES OF OLDER PEOPLE

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The British Crime Survey highlights:

- that the share of incidents of crime of the over 60-year-olds has remained more or less constant (12% to 14%) for a number of years;
- Older people's risk of suffering from a household or a personal crime is much lower than for the other age groups;
- Older people are more likely to report violent incidents of crime and much less likely to be repeatedly victimised than the other age groups;

However, it is clear that older people have similar levels of worry for most crime types to those of other age groups despite their lower levels of victimisation.

Older women are more likely than older men to worry about fear of household or personal crime. Those who perceive their health to be bad or very bad also worry more about crime than those who perceive their health to be fair to very good. This may help to explain why older people have disproportionate levels of fear, as they also tend to suffer from worse health than the other age groups.

**Our Communications Department are working with Cambridge University to improve our approach to tackling distraction burglaries where older people are victims of crime. This department plays a vital role in assessing information, and taking initial command and control of incidents.**

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## OPERATION INROAD: TACKLING DISTRACTION BURGLARY

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Distraction burglary is where a trick or distraction is used by bogus callers to gain access to a person's home to commit burglary. It is a cruel and highly impactful crime that affects some of the most vulnerable in our community. Sussex Police is determined to provide the right level of effort to target the offenders and provide the right response to the victims. Operation Inroad is developing intelligence, information, practical advice and useful contacts to assist our officers and staff when investigating the crime or dealing with the victim.

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## EVERY CHILD MATTERS

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In 2003, the Government published the Every Child Matters green paper alongside its formal response to the report into the death of Victoria Climbié. The subsequent Children Act 2004 provides a legislative spine for developing more effective and accessible services focused around the needs of children, young people and families.

The aim is for every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution, and; achieve economic well-being

This means that the organisations involved with providing services to children - from hospitals and schools, to police and voluntary groups - will be working more closely to protect children and young people from harm and help them achieve what they want in life.

Sussex Police attends the Sussex Skills Festival, run by the Learning Skills Council and South East England Development Agency (SEEDA). Aimed at year 9 to year 11 pupils from across Sussex, the event shows the career opportunities available as they come to make their GCSE choices.

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## INSPIRE

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INSPIRE (INputs from Sussex Police In Real-life Education) is the name of an education pack developed by Sussex officers working with children and young people. The packs are being used with pupils of all ages to confront issues such as personal safety, citizenship and, for older children, drugs, alcohol and carrying weapons.

INSPIRE is just one example of the way that Sussex Police is engaging even more closely with schools and their students to tackle the issues that can help reduce crime, disorder and anti-social behaviour in the long term.

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## EMPLOYMENT EQUALITY (AGE) REGULATIONS

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In October 2006, the Employment Equality (Age) Regulations came into force making it unlawful to discriminate against employees and job applicants on the grounds of their age. The areas covered by the legislation include recruitment, selection, promotion, training and

development, redundancy and retirement. The Regulations do not cover the provision of goods and services at this stage.

The Regulations set a default retirement age of 65, to be reviewed in 2011. However, this does not apply to police officers and therefore any compulsory retirement age (CRA) for police officers needs to be objectively justified. The new CRA's for police officers are 60 for the federated ranks (from Constable to Chief Inspector) and 65 for superintending/ACPO ranks.

The regulations mean that:

- employers may set a mandatory retirement age of under 65 only where they can give an 'objectively justifiable reason' for doing so;
- employees may request to continue working after they are due to retire, and employers have a duty to consider such requests;
- there is no limit placed on the amount of compensation which could be payable to successful employment tribunal claimants;
- the upper age limit for unfair dismissal and redundancy rights is removed;
- harassment and victimisation are prohibited; and
- caution must be exercised in giving length of service benefits. Many of these benefits may be open to claims of indirect discrimination. Benefits relating to periods of service of less than five years are permitted. Benefits accruing after more than five years' service must be justified by reasons of business need, which may include encouraging loyalty, rewarding experience and motivating our people.

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## **POLICE OFFICER 30+ SCHEME**

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Although the compulsory retirement age for officers is set at 60 or 65, dependent on rank, few officers reach that age. In general terms, officers retire and receive an immediate pension after 30 years' service. An officer could, therefore be in a position to retire at age 48½.

The 30+ scheme assists police forces in the retention of skilled and experienced officers with 30 years service or more who are considering retirement.

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## **THEMES FOR THE EQUALITY SCHEME**

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**Older people's fear of crime;**

**Building trust and confidence with Children and Young People;**

**Strengthening community engagement;**

**Impact of Age legislation on the workforce.**

## Disability Equality

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There are over 10 million disabled people in Britain; of which 4.6 million are over State Pension Age and 700,000 are children<sup>5</sup>. The Government estimates at least 1 in 4 people in the UK is disabled or is close to someone who has a disability. The term 'disabled person' covers people with a wide range of disabilities and health conditions - from a visual impairment to arthritis, cancer, multiple sclerosis, heart disease, depression, Downs Syndrome and diabetes..

As both a service provider, and employer it is essential that we address barriers, in whatever form those barriers exist.

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### THE DISABILITY EQUALITY DUTY

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The Disability Discrimination Act 2005 places a duty on Sussex Police to have due regard to the need of disabled people when carrying out its functions.

This duty requires a proactive approach, mainstreaming disability equality into all decisions and activities: eliminating discrimination, combating harassment, and promoting positive attitudes and participation in public life.

You can find full details of the Disability Equality Duty on page 57.

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### STRATEGIC PRIORITIES

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Our aim is to address the barriers that exist for disabled service users, employees or potential employees, including attitudes, policies, physical environment and those linked to empowerment. By removing these barriers we can help to empower and provide opportunities for disabled individuals to exercise responsibilities as equal citizens – at home, in the community and in the work place. We aim to be an organisation where disabled people are valued, empowered and included.

The strategic priorities identified through extensive engagement with disabled people for this scheme are to:

- build lasting arrangements for engaging with disabled people;
- ensure what we do is responsive to the needs, and concerns, of disabled people;
- make sure our services are accessible;
- give all our staff opportunities to develop and the chance to progress;
- increase the degree to which the workforce is representative of the communities we serve;
- become widely acknowledged as an employer of choice.

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<sup>5</sup> Family Resources Survey 2003-2004

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## THE SOCIAL MODEL OF DISABILITY

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The social model underpins our work. It states that the poverty, disadvantage and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from other people's attitudes and their physical environment creating barriers. Through our scheme we aim to understand and dismantle the barriers which exclude and limit the life chances of disabled people.

In partnership with Jobcentre Plus and wide consultation with our stakeholders, Employee Relations introduced guidance to help identify and remove barriers and ensure disabled people can participate to their full potential at work. It embraces the Social Model approach - explained in a briefing session to HR teams who manage reasonable adjustments locally.

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## UNDERSTANDING THE SOCIAL MODEL

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The social model of disability provides a basis for the successful implementation of the duty to promote disability equality.

The Social Model was developed by disabled people in opposition to the Medical Model of disability. The key difference between these two models is the location of the 'problem'. In the medical model, disabled people are unable to participate in society as a direct result of their impairment.

A Social Model approach states that people with impairments are disabled by physical and social barriers. The 'problem' of disability results from social structures and attitudes, rather than from a person's impairment or medical condition. This approach has influenced a rights-based view of equality for disabled people and represents the key to understanding and implementing the Disability Equality Duty, the aim of which is to understand and dismantle the barriers which exclude and limit the life chances of disabled people.

A disability employment seminar delivered jointly with East Sussex County Council raised awareness amongst the workforce of the key provisions of the Disability Discrimination Act.

A Question & Answer panel discussion covered topics including reasonable adjustments, line manager responsibilities and case updates.

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## INVOLVING DISABLED PEOPLE

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With the help of the East Sussex Disability Association (ESDA) and many other local disability groups, hundreds of disabled people contributed to our disability equality scheme, published in December 2006; their views and recommendations continue to drive the actions we will take.

The creation of an external reference group will help ensure we have a long-term relationship helping us develop services that meet the needs of disabled people.

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## **RADAR PEOPLE OF THE YEAR AWARDS 2007**

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The Royal Association for Disability and Rehabilitation (RADAR) is a national organisation run by and working for disabled people. It has a membership of over 800 disability organisations and individuals.

Now in its 41<sup>st</sup> year, the RADAR People of the Year Awards is the only event in Europe that celebrates, recognises and honours individuals and organisations that have made a significant contribution to the furtherance of human rights for disabled people. Sussex Police won the 'Disability Equality Scheme 2007 Award', sponsored by the Equality and Human Rights Commission.

The force saw off stiff competition in winning the Disability Equality Scheme Award. The award is made to a public body that has proved its commitment to implementing the disability equality duty and has involved disabled people fully in its development and implementation.

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## **THE SUSSEX POLICE DISABILITY ASSOCIATION**

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One of the key actions within the Disability Equality Scheme was to support the development of an internal disabled staff network. The Sussex Police Disability Association has now formed. Its aim is to promote an organisational culture that enables people with or affected by disabilities to participate fully, free from discrimination, in all aspects of Sussex Police business.

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## **HOW DOES DISABILITY EQUALITY FIT INTO POLICING INITIATIVES**

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The Disability Discrimination Act 1995, now amended by the Disability Discrimination Act 2005, places a duty on Sussex Police to have due regard to the need of disabled people when carrying out its functions.

In essence it provides a framework for us to carry out our work more effectively.

Meeting this duty will:

- Improve our effectiveness and efficiency by ensuring that the resources invested benefit all those they are aimed at, or who need them. Making our services accessible and effective for disabled people will benefit other service users too.
- Enable Sussex Police to make a real and positive change to the lives of disabled people
- Increase trust and public confidence, particularly important as nationally one in four of the population has a disability
- Demonstrate a positive and proactive commitment to improving outcomes for disabled people

Benefits include:

- better targeted policies,
- improvements in perceptions and actual delivery of services,
- greater satisfaction and confidence in service provision,
- filling gaps in services,
- greater involvement and more participation by members of the public,
- better targeted information about the police,
- better access to police services.

Meeting the duty can also bring considerable advantages in terms of our employment function. It can help to:

- attract and retain staff from diverse backgrounds,
- achieve a more representative workforce,
- improve people management and morale,
- avoid claims of unlawful discrimination.

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## DEFINING DISABILITY

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The definition in the Disability Discrimination Act 2005 covers people with a wide variety of disabilities. The duty requires due regard to be given to all disabled people when considering the impact of decisions and functions.

People who meet the definition are protected whether or not they themselves might consider themselves to be disabled. In addition, the definition includes people whose impairment might not be immediately obvious – for example, people with mental health impairments, learning disabilities, or medical conditions such as cancer.

As well as having different impairments, disabled people will also have differing experiences depending on their gender, age, sexual orientation, religion and ethnicity.

For more information, see page 63.

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## INVOLVING DISABLED PEOPLE

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The specific duties require public authorities to involve disabled people who appear to the authority to have an interest in the way it carries out its functions in the development of the Disability Equality Scheme. This is because public authorities will not be able to identify and prioritise equality initiatives effectively unless they consider the views of disabled people.

‘Involvement’ requires a more active engagement of disabled stakeholders than ‘consultation’.

Sussex Police commissioned East Sussex Disability Association (ESDA), a leading local organisation of disabled people, to carry out an investigation into how disabled people view Sussex Police as a service provider, employer and potential employer.

ESDA worked with West Sussex Association of Disabled People and Brighton & Hove Federation of Disabled People to reach disabled people across the whole of Sussex, strengthen partnerships and to meet the terms of reference of the project:

**“To establish an External Reference Group of disabled people to provide feedback to Sussex Police on their performance in line with the requirements of the Disability Discrimination Act and in preparation for the Disability Equality Duty. (DDA 2005)”**

Around 400 disabled people contributed their views on Sussex Police through a variety of ways. These included three conferences, one each in East Sussex, West Sussex and Brighton & Hove; a questionnaire, made available through different routes including via the Sussex Police and ESDA websites, workshops, focus groups and one-to-one interviews.

Further work has been undertaken with our people to identify barriers to employment for disabled employees.

Two reports, one involving external participants and focusing on Sussex Police as service provider and potential employer, and one involving current employees and looking at Sussex Police as an employer have driven this scheme’s action plan. Both are available on the Sussex Police website.

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## **THEMES FOR THE EQUALITY SCHEME**

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**Strengthening community engagement;**

**Accessibility;**

**Hate Crime;**

**Training in effects of impairments;**

**Reasonable Adjustment in the workplace;**

**Inclusive employment policies.**

# Gender and Gender Identity Equality

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## THE GENDER EQUALITY DUTY

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The gender equality duty came into force in April 2007. Sussex Police must now be able to demonstrate that it promotes equality for women and men, in terms of policy making, service delivery and employment, and is working to eliminate sex discrimination.

This has been the biggest change in sex equality legislation in 30 years. The duty is all encompassing, promoting equality for men and women and it impacts on all people working within Sussex Police. People are at the heart of our organisation and the duty sets out the importance of how we treat people.

The duty applies to employment and pay practices for those working within Sussex Police, and to the policies and practices that affect those who contact us, call for our assistance, or experience the criminal justice process, as victims or witnesses or as offenders.

It is an opportunity to make equality a reality rather than an aspiration, providing a practical tool to achieve more equal outcomes between men and women.

The gender equality duty aims to make gender equality central to the way that public authorities work, in order to create:

- better-informed decision-making and policy development;
- a clearer understanding of the needs of service users;
- better-quality services which meet varied needs;
- more effective targeting of policy and resources;
- better results and greater confidence in public services;
- a more effective use of talent in the workforce.

The duty is a way to drive up standards and deliver genuine equality between women and men as:

- Members of communities affected by crime;
- Victims of crime, and witnesses;
- Suspects and offenders;
- Officers and staff working for Sussex Police.

You can find full details of the Gender Equality Duty on page 59.

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## EQUAL PAY AUDIT

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The Gender Equality Code of Practice recommends equal pay reviews as the most appropriate method of ensuring that a pay system delivers equal pay free from sex bias. Whatever kind of equal pay review process is used, it should include:

- Comparing the pay of men and women doing equal work. Here employers need to check for one or more of the following: like work; work rated as equivalent; work of equal value. These checks are the foundation of an equal pay review
- Identifying any equal pay gaps
- Eliminating those pay gaps that cannot satisfactorily be explained on grounds other than gender.
- These features are the same whatever the size of the organisation and they are essential. A pay review process that does not include these features cannot claim to be an equal pay review.

Sussex Police will undertake an equal pay audit because we want to ensure there are no inequalities in pay.

The government's Equality Bill, published in November 2008 made specific reference to banning secrecy clauses about discussing pay. The bill confirms the government's commitment to closing the gender pay gap and for the first time there will be a Government target to reduce it.

Increased transparency will be a feature, making it easier to see where unequal pay exists. It

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## TRANSGENDER

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Gender inequality is experienced by women and men, girls and boys and our Scheme recognises the additional disadvantage faced by Trans people. The level of disadvantage faced will differ depending on factors additional to people's gender such as age, ethnicity, religion or belief, sexual orientation, marital or civil partnership status, and whether or not they have a disability.

The gender equality duty requires us to work towards the elimination of unlawful discrimination and harassment against trans people in employment training and the delivery of goods and services.

Building on the good links developed initially through our Brighton & Hove division, and utilised to good effect when developing our Transgender Employment Policy, will be key to gaining greater insight and build trust and confidence between Sussex Police and the transgender people we serve. Delivering a citizen focused police service means providing services for

Brighton & Hove division works hard to meet the needs of local trans communities. There is ongoing consultation with groups such as Spectrum, Allsorts and the Claire Project, which provides support for transsexual people via a drop in 'surgery' and counselling. The Claire Project often refers victims to AVU staff and offers support / advocacy to victims with the criminal justice process.

everyone we serve, and we will work hard to ensure transgender people feel confident to report crime, provide information and act as witnesses so that we can do our job.

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## TRANSGENDER STAFF

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Sussex Police introduced its Transgender Employment Policy in 2006 following extensive consultation with local transgender, transsexual and transvestite people. The policy relates to the employment and management of Sussex Police employees who identify themselves as transsexual or transgender, and may be intending to undergo, are undergoing or have undergone gender reassignment.

It supports our commitment to promote equality of opportunity in the provision of services and in employment, and to recruit and retain a diverse workforce that is representative of the community it serves. Sussex Police believes that all our people, volunteers, applicants and citizens have the right to be treated with fairness, dignity and respect and we aim to ensure that the working environment is fair and supportive to people's needs.

The policy identifies the rights and responsibilities of employees in relation to gender recognition and gender reassignment. It responds to developments in legislation, guidance, recommended good practice, and the views and comments gained through consultation.

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## HOW GENDER EQUALITY FITS INTO POLICING INITIATIVES

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The principles of the gender duty fit with the Sussex Police agenda in terms of delivering citizen focused, accountable and responsive services.

As victims of crime, the British Crime Survey shows that nearly half of women in England and Wales have suffered from domestic violence, sexual assault or stalking – yet the conviction rate for rape is low. Domestic violence cases also produce low conviction rates. This can result in unequal outcomes for both male and female victims of domestic violence.

In a criminal justice process where a large majority of offenders are male (about 80%) women must not be squeezed into a system designed largely for men.

The scheme demonstrates how the drive for equality in service delivery and the workplace is embedded within our service standards and local policing plan, which sets the direction for policing in Sussex, taking into account both national objectives and local priorities. The force has committed to deliver improved outcomes through the development of sexual assault referral centres (a one stop shop for the victims of sexual assault and rape); specialist domestic violence courts; and, reduction panels for domestic violence.

Women's healthcare, maternity issues and mental health issues for both men and women are catered for through the provision of forensic nurses at our custody suites with the option to seek the advice of a forensic medical practitioner. Camera supervision is provided in cells for vulnerable or suicidal persons as well as the option for monitoring by staff in person if the risk assessment identifies this as a necessity.

Whilst the experience of women working in the criminal justice sector over the last thirty years has changed beyond recognition, more work is essential. Our gender equality scheme fully reflects 'Gender Agenda 2', the nationally developed action plan for the police service.

The duty requires us to identify and tackle discrimination, to prevent harassment, and to ensure that our work promotes equality of opportunity between men and women. In essence, it is a form of legally enforceable 'gender mainstreaming' – building gender equality into our core business thinking and processes.

In anti-social behaviour surveys female respondents who report a range of rowdy and inconsiderate behaviour are more likely to have concerns that someone might retaliate as a result of their report.

**Gender equality is not about treating men and women the same; it is about recognising different needs and experiences, removing barriers and achieving change.**

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## THEMES FOR THE EQUALITY SCHEME

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**Sexual violence;**

**Sex trafficking;**

**Custody;**

**Greater engagement with transgender people and communities;**

**Caring responsibilities;**

**Family friendly policies and practices,**

**Equal pay.**

## Race Equality

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The need for improved community relations, particularly communities of black and ethnic origin, has been a consistent issue for the police for many years. Whilst the generally accepted view is that there has been change, national events such as the murder of Stephen Lawrence and the attitudes demonstrated in 'The Secret Policeman' documentary call into question the speed and scale of that improvement. Locally, no one has been brought to justice over the death of Jay Abatan who died as a result of an attack outside a Brighton nightclub in January 1999.

Delivering race equality is one of the main challenges for the police service and we recognise our part within the government's wider agenda to build a strong civil society<sup>6</sup>.

The police's mishandling of the murder of black teenager Stephen Lawrence became a driving force to improve race relations in Britain. The Stephen Lawrence Inquiry Report, published in February 1999, began a process that continues to change the face of policing.

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### PROMOTING RACE EQUALITY

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The positive duty on public authorities to promote racial equality<sup>7</sup> gives legal weight to the Lawrence Inquiry's recommendation to "examine their policies and the outcome of their policies and practices to guard against disadvantaging any section of our communities". In complying with this duty public authorities should aim to win the confidence and co-operation of the public they serve, and on whom they depend for support, by being more transparent and accountable.

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### SUSSEX POLICE RACE EQUALITY SCHEME

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Sussex Police first published a race equality scheme in May 2002. The original 2002/05 scheme, revised and updated three times, served us well. It helped us improve how we wrote policies and provided a framework of standards against which to judge the way we delivered policing to our diverse communities. It was a basis for ensuring that we treated our own people fairly and the impetus to the progress we have made.

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### THE SUSSEX POLICE STATEMENT OF VALUES

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The effects of The 'Secret Policeman' television documentary, which exposed racism in a police training college in Lancashire, reverberated far beyond the college and those police forces whose probationer officers were filmed. Immediately following the broadcast, the Chief Constable required all our people to view an edited version of the documentary and

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<sup>6</sup> Improving Opportunity: Strengthening Society. January 2005

<sup>7</sup> The Race Relations (Amendment) Act. Page 54

participate in supervisor led team discussions. Every supervisor received a fresh version of the Sussex Police Leadership Charter, which s/he and the Chief Constable signed.

A further, and key, element of our response was the introduction of the Statement of Values, reinforcing the commitment to a culture of anti-discrimination, anti-racism and anti-bullying. The Statement of Values forms an integral part of our Confidence and Equality Strategy, see page 13.

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## THE COMMISSION FOR RACIAL EQUALITY'S FORMAL INVESTIGATION OF THE POLICE SERVICE OF ENGLAND AND WALES

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The investigation was called in November 2003 following the broadcast of 'The Secret Policeman' and chaired by Sir David Calvert-Smith QC, former Director of Public Prosecutions at the Crown Prosecution Service. The investigation published its final report on 8 March 2005. The document spans 296 pages and contains 125 recommendations.

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## JOINT SUSSEX POLICE / SUSSEX POLICE AUTHORITY RACE EQUALITY SCRUTINY

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The Chief Constable and Sussex Police Authority jointly commissioned a review of relevant Sussex Police employment practice and service delivery monitoring arrangements following the publication of the Commission for Racial Equality's (CRE) formal investigation. The then vice-chair of the authority led the scrutiny supported by the Force diversity team.

Its report, published in December 2005, contained 46 recommendations under the following headings: employment monitoring duty; selection; performance development review (PDR); training programmes; staff satisfaction survey; confidential reporting facility; disciplinary action and grievances & employment tribunals; stops and stop/searches; satisfaction of victims of racist incidents; crime victim surveys; criminal justice disposals; and, general recommendations.

Brighton & Hove has scrutiny panels in place to examine the quality of service in relation to race crime and lesbian, gay, bisexual and trans motivated hate crime.

The majority of the recommendations have been implemented; some however require longer term work and are incorporated into the Equality Scheme action plan.

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## COMMISSION ON INTEGRATION AND COHESION

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In June 2007 the Commission on Integration and Cohesion published 'Our Shared Future' which identified practical ways in which local communities could build cohesion between different groups of people to get on well together.

We welcome these developments and believe that our use of Neighbourhood Policing Teams will increase the positive role we play in developing the importance of integration to cohesion.

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## STOP AND SEARCH

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Generally stop and search happens in public places – for example in town centres and neighbourhoods that have been experiencing problems with crime or vandalism.

Stop and search powers allow Sussex Police to combat street crime and anti-social behaviour, and prevent more serious crimes occurring. Relative to the general population, Black people are more likely to be stopped and searched under these powers than White people. This difference is called disproportionality and inevitably can strain relations between the police and minority ethnic communities.

Sussex Police is working to ensure we identify and explain race disproportionality. An updated Sussex Police Street Intervention Policy was introduced in March 2008. The policy aims to:

- Improve the effectiveness of Street Interventions and their supervision.
- Improve data quality.
- Determine the causes of disproportionality in the use of Stop and Search.
- Improve internal and external publication of Street Intervention data.
- Introduce regular, local, community engagement to explain how the powers have been used.

District commanders are required to review how their officers use the stop and search powers, publishing a written commentary on the force website. Also, district commanders will engage with their local communities about street interventions and put in place processes to reassure the public over the policy and its application.

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## PUBLIC SERVICE AGREEMENT 24: TACKLING RACE DISPROPORTIONALITY

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Sussex Police is involved nationally in the development of work to deliver the Government's Public Service Agreement (PSA) 24: Deliver a more effective, transparent and responsive CJS for victims and the public.

Within this wide aim is a target for Local Criminal Justice Boards (LCJBs) (made up of local agencies such as the police, Crown Prosecution Service, Court Service etc) to better identify and explain race disproportionality at key points within the Criminal Justice System and to have strategies in place to address racial disparities which cannot be explained or objectively justified'.

By 2011 all member agencies of LCJBs must be able to demonstrate they have taken positive steps towards identifying, understanding and addressing race disproportionality in each of the areas of:

- victim and witness experience/satisfaction;
- suspect, defendant, offender experience;
- recruitment, retention and progression.

Sussex Police will be helping develop and test diagnostic tools to:

- Highlight disproportionate representation of people from BME communities
- Explain the key drivers of disproportionality to the satisfaction of local communities
- Improve use of ethnicity data to identify, examine and understand disproportionate over- or under-representation within the CJS of people from Black and Minority Ethnic (BME) communities.

This work fits well with our existing work which aims to better understand, explain and reassure communities on race disproportionality, initially around stop and search, leading to much greater publication and sharing of data, at a force and local level.

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## **EXTERNAL REFERENCE GROUP - RACE**

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The external reference group – race was the model for the new groups that will be developed to increase our engagement and understanding of the needs of different communities. It plays a key external role in monitoring the effectiveness of our race equality work. Its membership includes representatives of organisations working directly with or for black and minority ethnic people in Sussex, and informed individuals, including members of the divisional and strategic independent advisory groups.

Its aim is to test, challenge and inform our race equality activity to improve its effectiveness in:

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

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## **GYPSY AND TRAVELLER ENGAGEMENT AND ACTION**

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In-depth consultation with Gypsies and Travellers has resulted in a ground-breaking action plan which incorporates the Commission for Racial Equality's 'Common Ground' report. The consultation was conducted by a local member of the Gypsy / Traveller community.

The main aims of the action plan are to:

- Establish effective working relationships with key local and national Gypsy and Traveller representative groups which will lead to a network being set to be used as a reference for policy review and service delivery planning.
- Appoint Gypsy and Traveller Liaison Officers and provide them with relevant training.
- Periodically review the way hate crimes against Gypsy and Traveller communities are investigated.

- Extend our service delivery monitoring to include Romany Gypsies and Irish Travellers to: test how these racial groups are affected by our policies; look at levels of satisfaction, and; understand whether our services are suitable and accessible.
- Establish an effective 3rd party reporting system for crimes and incidents, and review witness protection procedures for Gypsies and Travellers.
- Review formal and informal procedures for policing unauthorised camping.
- Ensure that police use of enforcement powers is carried out in a targeted manner when dealing with crime and anti-social behaviour, rather than targeting whole communities.

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## EMERGING COMMUNITIES

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In line with other areas of the UK, Sussex has seen an increasing number of new communities making their home in the county. The influx has been dominated by a significant increase in Polish migrant workers, and other Eastern European nationals as a result of EU expansion. This trend is likely to continue.

The population of Sussex may have increased by as much as 1% during 2006 alone (equivalent to the population of Lewes town). This has clear implications for service delivery.

There is some evidence that a small number of short term migrant workers are making there stay here more permanent. This is only to be expected and may change the nature of the Sussex demographic indefinitely.

**East Sussex Division are supporting the County Council's Migration Research Project, with the Divisional Commander being a founder member through the Strategic Partnership. The project will seek to identify emerging communities and build engagement links.**

Whilst the new communities have brought essential skills and enhanced the cultural diversity of the county, some isolated tensions have developed in a number of locations. Generally the emerging communities have integrated well, especially within the larger towns and cities.

Sussex Police has produced a strategic document which aims to improve the Force's knowledge of the emerging communities within Sussex and their impact as both victims and perpetrators of crime as well as their interaction/relationship with Sussex Police. The document will assess their geographical spread across the county and attempt to predict their growth and impact over coming years.

The document put forward a number of recommendations for consideration in relation to emerging communities and how we can better improve our service delivery. The document will be reviewed six monthly and be updated as required.

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## HER MAJESTY'S INSPECTORATE OF CONSTABULARY (HMIC)

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HMIC promote the efficiency and effectiveness of policing through their inspection programme. In 2006, the Force was one of six forces across the country to receive an inspection on our compliance with the Race Relations (Amendment) Act 2000. Although HMIC did not publish a full, final report, their initial findings were acted upon through our Confidence and Equality board and working groups and the Force Diversity team shared the results nationally to inform the wider police service approach to Race Equality.

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## CONNECTING COMMUNITIES

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Sussex Police has been a long-standing member of the Connecting Communities Plus partnership in East Sussex. Connecting Communities Plus is a service that helps BME people to access public services. It is a three-year programme lasting until March 2009, and is supported by funding from the Government, with contributory funding from partner public agencies: East Sussex County Council; Hastings Borough Council; Lewes District Council; Rother District Council; Wealden District Council; East Sussex Downs and Weald National Health Service Primary Care Trust; Sussex Police and Sompriti, a local BME charity.

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## RECRUITMENT, RETENTION AND PROGRESSION

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The Confidence and Equality working group monitors delivery of the positive action recruitment plan and relevant actions from this equality scheme and receives regular diversity monitoring reports from Human Resources Department. It will also be involved in the staff survey work described on page 22.

The creation of a working environment where diversity is recognised, valued and celebrated must be achieved in collaboration with our people. Staff support groups such as the Sussex Black Police Association are fundamental to our aim of employing a workforce that reflects, at all levels, the diversity of the communities of Sussex.

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## THEMES FOR THE EQUALITY SCHEME

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**Disproportionality:**

**Trust and confidence;**

**Gypsy & Traveller Communities;**

**Recruitment, retention and progression.**

## Religion or belief

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Sussex Police has long-established links with Faith groups, ensuring that our neighbourhood policing approach understands and takes account of the needs and sensitivities of different groups.

However, there can be indifference and ignorance towards religion, which can lead to discrimination and in some instances, increased community tensions. There is often a perceived overlap between race and religion. For example: Some black and minority ethnic communities have used religion to express their identity; Some aspects of religious discrimination are covered by the Race Relations (Amendment) Act 2000 as Jews and Sikhs are considered in law to be ethnic groups. Other religions are not covered.

In 2003 the Employment Equality (Religion or Belief) Regulations came into force. This makes it unlawful to subject someone to direct or indirect discrimination, victimisation or harassment on the grounds of their religion, religious belief or similar philosophical belief. This protection was widened under the Equality Act 2006 to cover lack of belief as well. In addition the Human Rights Act (1998) upholds freedom of thought, conscience and religion and the manifestation of religion and belief.

East Sussex Division supported the Hope 2008 initiative. District Commanders encouraged neighbourhood specialist teams to link with Hope initiatives locally developing improved dialogue with faith communities.

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### INCREASING CONSULTATION WITH FAITH COMMUNITIES

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Sussex Police is enhancing its engagement and long-term dialogue with Muslim communities as part of its citizen focused policing strategy. This Forum is a precursor to wider engagement with Faith communities across Sussex, led by the Faith Equality Champion and supported by the Confidence and Equality board and working groups. Its purpose is to meet service delivery needs through effective consultation, ensuring that Sussex Police policies and activities are sensitive to the needs of people.

Engagement with Faith communities sits well with our Confidence and Equality Strategy which recognises that communities that have confidence in the police are more likely to report crime and come forward as witnesses and victims. Consultation is not specifically about faith issues. It is about police service delivery and how it impacts on people from different Faiths. It is recognised that many issues that will come to the fore will be related to gender, race, youth and cultural background.

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### THEMES FOR THE EQUALITY SCHEME

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**Hate Crime;**

**Strengthening community engagement.**

## Sexual orientation

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The building of trust and confidence within Lesbian, Gay & Bisexual (LGB) communities are key issues for us.

Brighton and Hove is acknowledged as the most popular gay city in England and Wales<sup>8</sup> and the local division has worked hard over many years to gain trust with those communities, helping encourage an atmosphere where victims are prepared to report homophobic crimes or incidents, either directly or through a third party.

Brighton & Hove boasts vibrant, confident LGB communities, but that confidence is less evident in other parts of Sussex and the Force must build from some strong foundations, developing closer links right across East and West Sussex and sharing good practice is essential.

Sussex Police has joined the Stonewall Diversity Champions Programme, a good practice forum in which employers can work with Stonewall, and each other, to promote lesbian, gay and bisexual equality in the workplace. Diversity Champions gain access to best practice sharing, networking opportunities and membership is an indication of Sussex Police's commitment to diversity in the workplace.

But, whilst we can point to a positive relationship, evidenced by the Sussex Police presence at Brighton Pride each year, the Count Me In reports describe the challenges ahead.

### Brighton & Hove LGBT Team

Two dedicated liaison officers provide lesbian, gay, bisexual and transgender people with an identifiable police contact. As well as the support they are able to offer, they also examine patterns of hate crimes and incidents reported to the police.

Violent domestic abuse is just as common and severe a problem between LGBT couples as it is among heterosexuals. Sussex Police has joined forces with Broken Rainbow and the National Centre for Domestic Violence to provide greater assistance to victims.

Sussex Police are members of SING (Silence Is Not Golden), a project produced by OUTeverywhere, the social networking organisation for LGBT Communities.

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## SEXUAL ORIENTATION MONITORING IN THE WORKPLACE

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We aim to create a working environment where people have faith in the security of information they provide to us and feel able to disclose their sexual orientation if they wish. A key action for the scheme is to ensure our systems can capture personal data to provide us with a clearer understanding of our workforce mix. We are committed to monitor our recruitment, selection, appraisal, training and career progression processes so that no one is disadvantaged by their sexual orientation or identity.

The LGBT casework panel, a multi-agency forum chaired by the Brighton & Hove Anti-Victimisation Unit progresses LGBT hate crime cases, improves outcomes and minimises impact on victims.

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<sup>8</sup> Source: Dr Darren Smith of the University of Sussex

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## **GAY POLICE ASSOCIATION - SUSSEX**

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The Gay Police Association - Sussex (GPAS) was originally founded in Autumn 2000, under the guise of the Sussex Police Lesbian and Gay Network. Then its role was to provide support for lesbian and gay employees of the organisation, with the aim of reducing the feelings of isolation that can sometimes be experienced by those employees. Now, it is an integral part of the Force's support group network offering support and advice to all officers, police staff, community safety officers and special constables.

The GPAS advises chief officers and senior management of the Force on lesbian, gay, bisexual, transgender (LGBT) issues and is a member of the Force's Confidence and Equality structure.

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## **STONEWALL DIVERSITY CHAMPIONS PROGRAMME AND WORKPLACE EQUALITY INDEX**

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Sussex Police has joined Stonewall's Diversity Champions programme: a good practice forum for sexual orientation where employers can work with Stonewall, and each other, to promote diversity in the workplace.

Membership is a further demonstration of the Force's clear commitment to improving the working environment for lesbian, gay and bisexual staff. It enables access to best practice sharing, networking opportunities and research.

The Stonewall Workplace Equality Index is a national benchmarking exercise for employers, enabling them to measure their own performance in relation to competitors, as well as ensuring that they are delivering policies and practices that support lesbian, gay and bisexual employees, and encourage recruitment from those groups.

Sussex Police entered the Stonewall Workplace Equality Index for the first time at the end of 2008. The Index ranks employers according to criteria ranging from implementation of effective equality policies to practical demonstration of good practice in recruitment and mentoring and how they engage with lesbian and gay staff, customers and service users.

The Force achieved its aim of placing within the Top 100 UK Employers; achieving 92nd out of 317 applicants. The force was one of only 14 new applicants to make it in the top 100.

C/Supt Graham Bartlett, the Equality Champion for sexual orientation is leading on development of an action plan to build on this excellent start, supported by the Gay Police Association – Sussex and the Force Diversity Team.

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## TRANSGENDER

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Transsexual people are explicitly covered by part of the Gender Equality Duty. The first element of the duty covers transsexual people, as unlawful sex discrimination includes the prohibition in the Sex Discrimination Act on discrimination against transsexual people in employment and vocational training.

Legal protection for transsexual people was extended following the introduction of legislation to prevent discrimination in the provision of goods and services in late 2007.

Given these legislative requirements, and the fact that this is a Gender, rather than Sexual Orientation issue, it has become increasingly commonplace for the public sector to separate Transgender from Lesbian, Gay and Bisexual work. However, strong local representations ask Sussex Police to continue to work with LGBT communities collectively, and this is how the Force, led by the Sexual orientation Equality Champion, will approach our engagement and seek to improve our service delivery.

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## THEMES FOR THE EQUALITY SCHEME

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**Hate Crime;**

**Community engagement;**

**Recruitment, retention and progression.**

## Positive Action

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Sussex Police has a firm commitment to equality and diversity both within the organisation and in the service we provide. As described in our Confidence and Equality strategy, we aim to employ a representative workforce, at all levels of the organisation. Whilst the overall gender balance of our police staff is in favour of women, for police officers, despite great success in attracting more female officers into the Force, there is currently a way to go before we can claim to be fully representative of the population of Sussex. Similarly, the numbers of Black and Minority Ethnic officers is under-representative of the population of Sussex. Positive action is not just about numbers, but must address retention and progression to ensure we have equality across all grades and ranks.

As an organisation of over 5000 people, it is important that our workforce within Sussex Police reflects the make up of the population we serve. Therefore, we strive to build a diverse workforce and actively work towards a workplace where everyone feels valued and respected.

In order to help achieve this aim Sussex Police has created a positive action recruitment manager role and is committed to an ongoing strategic positive action recruitment plan for the recruitment of police officers and police staff.

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### WHAT IS POSITIVE ACTION?

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Positive action works by actively encouraging individuals from under-represented groups to apply and supporting them through the selection process. Under-representation within the workplace often refers to gender, race and disability but the strategy also covers age, religion and sexual orientation.

Positive action is sometimes confused with positive discrimination. Positive discrimination generally means recruitment practice that gives preference to one group over another; for example, women over men. This type of action is currently unlawful.

Provisions for positive action have been made under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Religion and Belief Regulations and the Sexual orientation Regulations 2003.

Positive action does NOT mean a lessening of standards. Selection criteria for recruitment or promotion must be based on merit. The purpose of the positive action is to increase the number of suitable candidates from groups who are under-represented within the organisation.

The force must continue to attract the brightest and most committed. Positive action allows us to broaden the appeal of a career in Sussex Police, encouraging people to apply whatever their race, gender or background.

Never before have public confidence and effective engagement with Sussex's diverse communities been so recognised. Having a fully representative workforce is key to

building public trust and confidence and in promoting a greater awareness and respect for diversity.

The government's Equality Bill, unveiled in November 2008, is expected to lead to a legislative extension of the scope of the positive action so that employers can take into account, when selecting between two equally qualified candidates, under-representation of disadvantaged groups, for example women and people from ethnic minority communities. It is anticipated that the Equality and Human Rights Commission will publish guidance on the new measures to illustrate the range of actions available to employers and service providers.

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## WHAT POSITIVE ACTION WILL SUSSEX POLICE TAKE?

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In order to encourage under-represented groups to join Sussex Police, key initiatives have been set up as part of the ongoing strategic plan:

- Raise awareness – create links with local community groups, identifying potential barriers to recruitment and developing targeted recruitment campaigns.
- Promote internal ownership – create links with internal departments and divisions to monitor local ownership and ensure support from local operational staff.
- Attend targeted recruitment events – to ensure regular liaison with community groups and attendance to events, ensuring the right distribution.
- Provide applicant support – continued support and guidance for under represented groups during all stages of the recruitment process.

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## POSITIVE ACTION SUPPORT NETWORK

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A network of representatives from each division and department across the Force act as the local champions for Positive Action in the respective areas.

Each representative works to create links with local under-represented communities. They are the local eyes and ears, reporting back with details of local events and any visits made with either positive and/or negative feedback. Human resources department representatives also assist with the monitoring of candidate enquires and general recruitment activity.

For further information, please contact the Sussex Police positive action recruitment manager: [positiveaction@sussex.pnn.police.uk](mailto:positiveaction@sussex.pnn.police.uk)

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## AFFIRMATIVE ACTION

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It is possible that during the term of this scheme a change to legislation will lead to the introduction of 'Affirmative Action'. This is supported by the Association of Chief Police

Officers and is advocated by organisations such as the British Association for Women in Policing (BAWP) and the National Black Police Association (NBPA). As described above, the government's Equality Bill is expected to extend the scope of the positive action.

There is a great deal of misunderstanding about terminology and phrases are often used interchangeably. Positive action and positive discrimination are recognised in British law, whilst affirmative action is American terminology.

Currently positive action is legal and positive discrimination is illegal. Affirmative action is a label used in America to describe a range of policies that contemplate the possibility of selecting a less qualified candidate over a more qualified candidate on the basis of being a member of a targeted under represented group. ACPO use the term to describe a middle ground between positive action and positive discrimination – as outlined below.

Affirmative Action gives able individuals from under represented groups preference; however it differs from pure positive discrimination in a number of critical areas.

- Every person recruited will have reached the necessary recruitment standard.
- It allows the employer to take from the pool of qualified applicants disproportionately, i.e. more women and more black applicants.
- It is time-limited and only operates while an organisation is under-represented in relation to a particular group.

Importantly, unlike positive discrimination, affirmative action as defined does not contravene the merit principle that is the founding principle of equality legislation. Under current legislation affirmative action is not legal, but ACPO believes that this needs to change.

## Monitoring

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Sussex Police systems continue to improve, ensuring we are able to monitor, test and analyse the service we provide in a variety of ways. One significant improvement is Nemesis, a combination of force-wide software and local change, being implemented over a number of years. It will eventually contain or link with most of our information systems.

The force specialist investigations branch (SIB), part of HQ Criminal Investigations Department are working with the Nemesis development team to ensure that the next generation of crime reports, which feed into the National Intelligence Model, account for all strands of diversity.

The National Management Information System requires us to provide certain data if available on our crime systems. At present we record age, gender and race, disability and religion is recorded but with limited sub-categories. The new Crime Information Management System increases options and categories, greatly improving our capacity to understand who is accessing, or requiring our services.

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## EMPLOYMENT

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Human resources department conducts extensive monitoring and analysis of Sussex Police employment policy and practice. Internal scrutiny is provided through the existing performance management framework and through the Confidence and Equality working groups and board. Sussex Police Authority, through its performance and planning steering group, provide a challenge and scrutiny role.

Sussex Police will publish data and analysis through our equality scheme annual report.

## Sussex Police Functions and Policies

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### INTRODUCTION

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The specific duties require public authorities to carry out equality impact assessments of existing and new policies and practices.

An equality impact assessment is a tool for identifying the potential impact of our policies, services and functions. It can help ensure the services we provide reflect the needs of different communities. By carrying out impact assessments, we aim to ensure that the services that we provide fulfil the requirements of anti-discrimination and equalities legislation.

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### BACKGROUND

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Our approach to developing and reviewing policies within a comprehensive and effective framework helps us take account of a range of considerations including: monitoring arrangements; consultation; anti-discrimination legislation; and, other legislative requirements (such as data protection, health & safety and freedom of information).

These steps, part of our ongoing work to improve service delivery and employment practices, drive a programme of review designed to ensure our activities meet the requirements of the general duties for Disability, Gender and Race. With the introduction of this scheme, we have extended our impact assessment to include Age, Religion or Belief and Sexual orientation.

Our policy creation tool includes compulsory sections on impact assessments and evidence of thorough and appropriate consultations. Policy writers are assisted by a central policy team: an integral part of the policy creation process, providing a quality assurance function before the approval process. Membership of the policy team, headed by an inspector based in corporate development department, includes the Force Solicitor, Force Consultation Coordinator, Force Diversity Team, Force Information Officer (data protection and freedom of information) and policy writers from a number of departments.

The independent advisory group provides advice on relevant policies from a community perspective at their regular meetings.

There are three policy approval boards where all new and reviewed policies are approved for force-wide introduction:

- Best Use of Resources.
- Neighbourhood Policing.
- Keeping People safe.

Each board has a wide membership and comment is sought at each meeting from staff association representatives.

Sussex Police conducts equality impact assessments across all diversity strands. Where relevant, the impact assessments will clearly show, and evidence, specific issues. The force operates an impact assessment template so that there is a consistent approach to the process. This is shown in the appendix section of this scheme.

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## **FUTURE PROGRAMME OF IMPACT ASSESSMENTS**

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The full list of current policies is set out in the annexes of this scheme.

The frequency of review is determined by the level of relevance to the general duties. Those policies deemed to have high relevance are reviewed annually. As a minimum, policies are reviewed every three years. However, the Force recognises that the status given to a policy may change over time and a policy may be reviewed earlier than expected. Examples of why a policy may be subject to earlier review include:

- a change to relevant legislation, national guidance or force structure;
- independent advice received;
- user dissatisfaction gathered through our regular surveys; or,
- the policy fails to deliver desired outcomes.

The force policy creation tool, accessed via the Force's intranet, automates external publication on the Force website, of equality impact assessments, consultation summaries and monitoring arrangements for new and reviewed policies.

## Procurement

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Sussex Police is committed to equality of opportunity in the provision of services. Our aim is to demonstrate positively, in all elements of our business practices, that every person who approaches or comes into contact with Sussex Police is treated in accordance with our values and principles.

We also expect people working on our behalf to practice equal opportunities. They must be clear about Sussex Police's position on equality and be aware of the requirements placed upon them to adhere to our policy.

We take a proactive approach to our obligations arising from Equal Opportunities legislation. All organisations wishing to provide services on our behalf must be able to demonstrate that all reasonably practicable steps are taken to allow equal access and equal treatment in employment and service delivery for all.

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### **WHAT ARE THE PRACTICAL IMPLICATIONS FOR POTENTIAL PROVIDERS OF GOODS, WORKS AND SERVICES TO SUSSEX POLICE?**

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Organisations providing goods, works and services to, or on behalf of Sussex Police must carry out their duties in accordance with UK legislation governing race, gender and disability. Failure to comply with this policy could make Sussex Police, and in some cases individuals, liable to legal action and prevent organisations from being allowed to tender for Sussex Police goods, works and services.

A range of questions for contractors will be asked at the pre-qualification stage, when external service providers are invited to submit relevant information which will be assessed before they submit a tender.

The answers to these questions are taken into account in the selection process. It is not a legal requirement for a company to answer 'yes' to all of the questions before they will be considered for selection but greater importance will be given to the answers that refer to an external provider's policy and practice not to discriminate, as well as ascertaining if they have had a case of unlawful discrimination brought against them and the steps they have taken to address any shortcomings.

Sussex Police's approach is to strongly encourage potential suppliers to demonstrate a commitment to equalities. We recognise that a small firm may not have a formal written equal opportunities policy, other companies who although they may have a formal policy may not refer to it in recruitment advertisements. This will not automatically exclude them from selection.

If the value of a contract exceeds European Union (EU) thresholds, EU directives stipulate the questions that can be asked at pre-qualification stage. However Sussex Police will make explicit in OJEU (Official Journal of the European Union) notices for a contract that the successful contractor will be required to comply with additional questions pertaining to

equal opportunities in relation to race, gender and disability. The pre-qualification questions will also be used as part of the selection process.

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## CONTRACT CLAUSE

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The following standard clause covering equalities will be included in all contracts for services. The contract clause covers both contractors and sub contractors and their obligations under current UK legislation covering race, gender and disability.

### **NON-DISCRIMINATION**

1 The Contractor shall:

1.1 comply with and maintain policies to ensure that it and its sub-contractors comply with their and the Authority's statutory obligations under the Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, the Race Relations (amendment) act 2000, the Disability Discrimination Act 1995, the Employment Equality (Religion or Belief) Regulations 2003, and the Employment Equality (Sexual Orientation) Regulations 2003,, and shall take all reasonable steps to secure that all servants, employees, or agents of the Contractor and its sub-contractors do not unlawfully discriminate against any person in decisions to recruit, train, promote, discipline, or dismiss or in the provision of the Services (whether in relation to marital status, colour, race, gender, religious belief, sexual orientation, nationality (including citizenship), on the grounds of their disability or otherwise);

1.2 comply with the Authority's reasonable requirements from time to time in relation to the elimination of unlawful discrimination and promotion of equality, opportunity and good relations between persons of different racial groups to the extent necessary to ensure compliance with the provisions of section 71 of the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000;

1.3 provide such information as the Authority may reasonably require for the purpose of assessing the Contractor's compliance with this Condition 30 including, if requested, recruitment advertisements or other literature and details monitoring applicants and employees;

1.4 exercise its duty under the Disability Discrimination Act 1995 to make reasonable adjustments as defined and described in this Act;

1.5 observe, as far as is reasonably practicable, the Equal Opportunities Commission's Codes of Practice for employment and equal pay as issued in 1985 and 2003 respectively, the Commission for Racial Equality's Code of Practice in employment published in 2005 and the Department for Education and Employment's Code of Practice for employment issued in 1996 (or any codes which replace these)

1.6 take all reasonable steps to procure the observance of the provisions of Clause 30.1 in the provision of the Services by all servants, employees, agents and consultants of the Contractor and its sub-contractors.

2 In the event of any finding of unlawful sex, racial or disability discrimination being made against the Contractor or its sub-contractors during the period of this Contract by any court or tribunal, or of an adverse finding in any formal investigation (in the case of sex and racial discrimination only) by the Equal Opportunities Commission or the Commission for Racial Equality over the same period, the Contractor shall inform the Authority of this finding forthwith and shall (but, in the event of an appeal, only after the final and unsuccessful outcome of the appellate process) take appropriate steps to the reasonable satisfaction of the Authority to prevent repetition of the unlawful discrimination.

#### **HUMAN RIGHTS**

1 The Contractor shall comply with the Human Rights Act 1998 and any regulations or code of practice made thereunder ('the statutory provisions') and in carrying out such obligations shall act as though the statutory provisions relating to public authorities applied to the Contractor and shall indemnify the Authority in respect of all actions, claims, liabilities and demands arising out of any breach by the Contractor on this condition.

#### **EQUAL OPPORTUNITIES**

1 The Seller shall not unlawfully discriminate within the meaning and scope of the provision of the Race Relations (Amendment) Act 2000; The Sex Discrimination Act 1975; The Human Rights Act 1998; The Disability Discrimination Act 1995, Employment Equality {Religion or Belief} Regulations 2003 and Employment Equality {Age} Regulations 2006 and The Equal Pay Act 1970 or any Act of Parliament or statutory modification or re-enactment thereof relating to discrimination in employment. The Seller shall take all reasonable steps to secure the observance of these provisions by all servants, employees or agents of the Seller and all sub-contractors permitted under the Contract.

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### **EXAMPLE OF QUESTIONS FOR CONTRACTORS**

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The following questions are those asked as standard in all pre-qualification questionnaires prior to selection for receipt of an invitation to tender. An equality impact assessment is undertaken for all new and re-tendered business and the subsequent risk identified. Where there is a significant relevance identified only those firms deemed compliant with the requirements will proceed through the process.

1. Do you have a principal contact for equality and diversity in your organisation. If yes, please provide contact details.
2. Please confirm that you have a Equal Opportunities & Diversity Policy and that this is attached. --- Yes/No.
3. Please confirm that you have equal opportunities or diversity policies which include Essential Commitment to the following:

Merit-based recruitment, selection and progression,  
Eliminating all types of discrimination,  
Promoting Equality,  
Promoting good relations across all sectors of our people and service users,  
Age,  
Equal pay,  
Compliance with current and future employment and anti-discrimination laws,  
Policy covering equality of non-discrimination on grounds of: Race; Gender,  
including pregnancy and transgender; Sexual orientation; Disability; Religion; Part-  
time working; Fixed-term working; Trade Union membership. --- Yes/No

3.1. Please confirm that should the Authority require evidence to support the responses provided to section 7.3 that this is available to us upon request. --- Yes/No

4. Please confirm whether your company uses the following indicators to implement equality policies:

4.1 Communication of policies to all staff --- Yes/No

4.2 Policies accessible to service users --- Yes/No

4.3 Channels for reporting and monitoring breach of policies with effective outcomes/learning --- Yes/No

4.4 Equality/diversity training for managers --- Yes/No

4.5 Equality/diversity training for all staff --- Yes/No

4.6 Monitoring of workforce and/or service profile --- Yes/No

5. Please confirm that your organisation makes use of the following positive action initiatives:

5.1 Equality statement in all recruitment adverts --- Yes/No

5.2 Equality statement in service user literature/advertising of services --- Yes/No

5.3 Outreach/positive action targeted at under-represented or hard to reach groups --- Yes/No

6. Please confirm that should the Authority require evidence to support the responses provided to sections 7.4 and 7.5 that this is available to us upon request. --- Yes/No

7. Has a court, tribunal or formal CRE investigation made a finding of discrimination against your organisation during the last three years? --- Yes/No

7.1 If answered Yes to 7.7 but remedial action has been taken please describe remedial action undertaken

8. Please attach evidence of how you will meet the specific diversity requirements relevant to this contract: For further information on these diversity requirements can be obtained from [www.equalityhumanrights.com](http://www.equalityhumanrights.com).

# Access to Information and Services

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## OUR POLICE STATIONS AND PUBLIC OPENING HOURS

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### BRIGHTON & HOVE DIVISION

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**Brighton** John Street, Brighton BN2 2LA  
Open 24 hours, every day of the year.

**Hove** Holland Road, Hove BN3 1JY  
Open from 08.00 to 20.00 Monday to Friday, 10.00 to 18.00 on Saturdays and Bank Holidays.

### EAST SUSSEX DIVISION

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**Eastbourne** Grove Road, Eastbourne BN21 4UF  
Open from 08.00 until midnight every day.

**Lewes** West Street, Lewes BN7 2NY

**Newhaven** South Road, Newhaven BN9 9QJ

**Seaford** Church Street, Seaford BN25 1HG

**Hailsham** George Street, Hailsham BN27 1AB

**Crowborough** Crowborough Hill, Crowborough TN6 2DA

**Uckfield** New Town, Uckfield TN22 5DL  
These stations are open Monday to Friday from 10.00 until 20.00, 10.00 to 18.00 on Saturdays and Bank Holidays.

**Heathfield** High Street, Heathfield TN21 0UP  
Open Tuesday to Friday from 16.00 until 20.00, Saturday from 10.00 to 14.00.

**Peacehaven** 264 South Coast Road, Peacehaven BN10 7PD  
Opens Saturdays from 10.00 until 16.00.

**Hastings** Bohemia Road, Hastings TN34 1JJ  
Open seven days a week from 08.00 until midnight.

**Bexhill** Terminus Road, Bexhill TN39 3NR

**Battle** North Trade Road, Battle TN33 0EX

**Rye** Cinque Port Street, Rye TN31 7AN  
These stations are open Monday to Friday from 10.00 until 20.00, 10.00 to 18.00 on Saturdays and Bank Holidays.

### NORTH DOWNS DIVISION

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**Crawley** Northgate Avenue, Crawley RH10 2BF  
Open every day, from 08.00 until midnight.

**Horsham** Hurst Road, Horsham RH12 2DJ  
Open from 08.00 to 20.00 Monday to Friday, 10.00 to 18.00 on Saturdays and Bank Holidays.

**Steyning** Charlton Street, Steyning BN44 3LE  
Open Monday to Friday from 10.00 until 20.00, 10.00 to 18.00 on Saturdays and Bank Holidays.

**Haywards Heath** Bolnore Road, Haywards Heath, RH16 4BA

**Burgess Hill** The Brow, Burgess Hill RH15 9BS

**East Grinstead** East Court, East Grinstead RH19 3LX

These stations are open Monday to Friday from 08.30 until 20.00 10.00 to 18.00 on Saturdays and Bank Holidays.

### WEST DOWNS DIVISION

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**Worthing** 21 Chatsworth Road, Worthing BN11 1LY  
Open from 08.00 until midnight every day.

**Chichester** Kingsham Road, Chichester PO19 8AD

**Manhood** 27 Chichester Road, Selsey PO20 0NB

**Midhurst** Bepton Road, Midhurst GU29 9NB

**Petworth** Grove Street, Petworth GU28 0BU

**Littlehampton** County Buildings, East Street, Littlehampton BN17 6AR

**Shoreham** Ham Road, Shoreham by Sea BN43 6PA

**Bognor Regis** London Road, Bognor Regis PO21 1BA

**Lancing** 107 North Road, Lancing BN15 9BB

**Arundel** The Causeway, Arundel BN18 9JJ  
These stations are open Monday to Friday from 10.00 until 20.00, 10.00 to 18.00 on Saturdays and Bank Holidays.

A mobile police station visits villages throughout West Downs Division every weekday. Details of these visits are advertised locally in advance.

**Local rate number to contact us:**

**0845 60 70 999**

**EMERGENCY text number:**

**65999**

**NON-EMERGENCY text number:**

**07786 208090**

**Visit our website:**

**[www.sussex.police.uk](http://www.sussex.police.uk)**

**Crimestoppers:**

**0800 555 111**

## Annexes

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**Annex 1:** The legal context for the equality scheme

**Annex 2:** Definitions and glossary of terms

**Annex 3:** Equality Scheme Action Plan

**Annex 4:** Impact Assessment Template

**Annex 5:** List of prioritised functions and policies

## The legal context for the Equality Scheme

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The Sussex Police Equality Scheme covers the public sector equality duties under the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (amended by the Disability Discrimination Act 2005), and the Equality Act 2006 (Gender Duty). The Scheme has been further developed to look at a number of equality strands, including those for which legislation is currently in place, those for which legislation is soon to be in place, and those strands for which there is emerging legislation.

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### THE RACE RELATIONS (AMENDMENT) ACT 2000

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The Race Relations (Amendment) Act 2000 was part of the Government's response to the Stephen Lawrence inquiry. The general duty under the Act requires public bodies, such as Sussex Police, to pay due regard to the need to:

- eliminate unlawful racial discrimination
- promote equality of opportunity between persons of different racial groups; and
- promote good relations between persons of different racial groups.

The elements of the duty are complementary; therefore all three aspects need to be addressed in order to show that the duty is being complied with.

There are also a number of specific duties in support of the general duty:

- to publish a Race Equality Scheme which sets out how we intend to meet the general duty outlined above and to review the scheme every three years.
- assessing and consulting on the likely impact of proposed policies on the promotion of race equality
- monitoring policies for any adverse impact on promoting race equality
- publishing the results of any assessments, consultations and monitoring
- ensuring public access to information and services provided; and
- training our people on the Race Equality Duty.

A further specific duty, in relation to employment issues, requires us to monitor:

- staff in post
- applicants for employment, training and promotion
- staff receiving training
- staff who benefit or suffer detriment as a result of Performance Assessments
- staff involved in Grievance Procedures
- staff subject to Disciplinary Procedures; and
- staff ceasing employment.

Sussex Police has produced two Race Equality Schemes; our first was published in 2002 and covered the period 2002-05. Our second Race Equality Scheme covered 2005-08.

Where appropriate, we have incorporated outstanding actions from our 2005-08 Race Equality Action Plan into this scheme.

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## DISABILITY DISCRIMINATION ACT 1995

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The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005, so that there is now a general duty on all public authorities, when carrying out their functions, to have due regard to the need to:

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

The general duty requires a proactive approach, mainstreaming disability equality into all decisions and activities, thus eliminating discrimination, combating harassment, and promoting positive attitudes and participation in public life.

Sussex Police is expected to have "due regard" to the six parts of the general duty. "Due regard" comprises two linked elements: proportionality and relevance. We should give due weight in all our decisions and functions to the need to promote disability equality, in proportion to its relevance. This requires more than simply giving consideration to disability equality.

The underpinning principle of the general duty is the promotion of equality; acting to take account of disabled persons' impairments, even where that involves treating disabled persons more favourably than other persons.

The delivery of true equality of opportunity for disabled people requires more than treating them the same as everyone else.

There is also a specific duty on public bodies, such as Sussex Police, to publish a Disability Equality Scheme which sets out how we intend to meet the general duty outlined above and to review the scheme every three years. Our Disability Equality Scheme was originally published in December 2006 and is encompassed within this Equality Scheme. We have set out the following:

- a statement of the way in which we have involved disabled people in the development of the scheme
- our methods for carrying out impact assessments

- the steps we will take to fulfil our general duty (our Disability Equality Action Plan)
- our arrangements for the gathering of information in relation to employment; and
- our plans for effectively utilising the information that has been gathered, in reviewing the effectiveness of our action plan and in preparing subsequent Disability Equality Schemes.

The overarching aim of the general duty is to promote equality of opportunity for disabled people, in a society where they are often excluded and marginalised. Disabled people are often constrained in their life choices, socially and economically. They often experience poverty and social exclusion, not as the inevitable result of their disabilities, but as a result of attitudinal and environmental barriers. Where the general and specific duties are discharged, disabled people are able to participate equally in society.

Equality of opportunity between disabled persons and other persons; the objective is that disabled people should have full opportunities and choices to improve the quality of their lives, and be respected and included as equal members of society.

**Eliminate Discrimination** The Act prohibits discrimination against disabled people broadly in relation to the following areas:

- employment and occupation;
- trade associations and qualifications bodies;
- education;
- general qualifications bodies;
- housing;
- the provision of goods, facilities and services;
- the exercise of a public function;
- the use of certain transport vehicles; and
- private clubs

**Eliminate Harassment** The general duty requires public authorities to have due regard to the need to eliminate harassment of disabled people that is related to their impairments. Disabled people may be subject to considerable harassment in daily life. This may occur in schools, at work, when receiving services, or at home. Harassment is a very broad concept; it will include harassment which is specifically prohibited by the Act (explicitly in the employment provisions and implicitly in other contexts) and harassment which is made unlawful by the 1997 Protection from Harassment Act. It is not, however, limited to harassment which is unlawful. It can take many forms, from direct verbal abuse to comments which make an individual feel uncomfortable, intimidated or degraded.

**Promote Positive attitudes** This part of the duty, as with the other parts, contributes to the overall goal of promoting equality of opportunity. Whilst many people have positive attitudes towards disabled people, some express pity, fear, lack of respect and/or contempt. Demeaning stereotypes or simply the absence of any representation in public images, both have very negative impacts on disabled peoples' lives.

**Encourage participation by disabled persons in public life.** This is both an end in itself and will promote equality for disabled people more generally. Not only will disabled people bring valuable experience to public life, but such participation will encourage positive attitudes towards disabled people and in some cases can lead to a reduction in harassment.

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## THE EQUALITY ACT 2006

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The Equality Act introduced a duty on public bodies to promote gender equality. Public bodies are required to actively promote gender equality as they undertake their key functions.

The general Gender Equality Duty will require public authorities to have due regard to:

- eliminate unlawful discrimination with regard to obligations under the Sex Discrimination Act 1975 and the Equal Pay Act 1970 and to take steps to ensure compliance with these Acts;
- promote equality of opportunity between men and women and take active steps to promote gender equality when carrying out functions and activities.

There are also specific duties in many public bodies, including Sussex Police, to help them meet their obligations under the general duty. They are, in brief:

- To prepare and publish a gender equality scheme, showing how the Force will meet its general and specific duties and setting out its gender equality objectives.
- In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap.
- To gather and use information on how Sussex Police policies and practices affect gender equality in the workforce and in the delivery of services.
- To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine the Force's gender equality objectives.
- To assess the impact of its current and proposed policies and practices on gender equality.
- To implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so.
- To report against the scheme every year and review the scheme at least every three years.

Our gender equality scheme is part of this Equality Scheme. Gender inequality exists in all aspects of life; women are significantly under-represented in senior decision-making positions, women's average income is half that of men's, and almost one in two women experience domestic violence, sexual assault or stalking. The Gender Equality Duty is intended to address these deep-rooted inequalities and will radically transform the sex discrimination law that was introduced in the 1970s by shifting the burden from the

individual having to make a complaint to the public body having to show it is taking positive steps to promote equality.

Women and men, including transgender people, may experience multiple forms of discrimination, depending on their age, ethnicity, sexuality, religion or belief and whether or not they are disabled. In order to understand and address the issue of gender equality – and race equality and disability equality – we will address these issues holistically in recognition of the multiple forms of discrimination that women and men face.

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## **AGE, RELIGION OR BELIEF AND SEXUAL ORIENTATION**

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There are also recent and developing legal obligations in respect of other equality strands of religion or belief, sexual orientation and gender identity and age. Whilst there are currently no statutory equality duties in respect of these strands, such legislation may be enacted in the future. The legislation listed below provides a context for the inclusion of religion or belief, sexual orientation and gender identity and age in our Equality Scheme.

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## **EQUALITY IN EMPLOYMENT REGULATIONS (RELIGION OR BELIEF)**

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These Regulations (made under the European Communities Act 1972 and which came into force in December 2003) apply to vocational training and all facets of employment, including recruitment, terms and conditions, promotions, transfers, dismissals and training. They make it unlawful on the grounds of religion or belief to discriminate directly or indirectly against anyone; subject someone to harassment, victimise someone because they have made or intend to make a complaint or allegation or intend to give evidence to a complaint of discrimination on the above grounds or to discriminate or harass someone in certain circumstances after the working relationship has ended.

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## **EQUALITY IN THE PROVISION OF GOODS, FACILITIES AND SERVICES (RELIGION OR BELIEF)**

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Part 2 of the Equality Act 2006, which came into effect in April 2007, makes it unlawful for a public authority involved in providing goods, facilities or services to discriminate on grounds of religion or belief by:

- refusing to provide a person with goods, facilities or services if they would normally do so to the public, or a section of the public to which the person belongs; and
- providing goods, facilities or services of an inferior quality rather than those which would normally be provided, or in a less favourable manner (for example, hostile or less courteous) or on less favourable terms than would normally be the case.

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## **EQUALITY IN EMPLOYMENT REGULATIONS (SEXUAL ORIENTATION)**

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These Regulations (also made under the European Communities Act 1972 and which came into force in December 2003) apply to vocational training and all facets of employment, including recruitment, terms and conditions, promotions, transfers, dismissals and training. They make it unlawful on the grounds of sexuality to discriminate directly or indirectly against anyone; subject someone to harassment, victimise someone because they have made or intend to make a complaint or allegation or intend to give evidence to a complaint of discrimination on the above grounds or to discriminate or harass someone in certain circumstances after the working relationship has ended.

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## **EQUALITY IN THE PROVISION OF GOODS, FACILITIES AND SERVICES (SEXUAL ORIENTATION)**

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Section 81 of the Equality Act 2006, which came into effect in April 2007, makes it unlawful for a public authority involved in providing goods, facilities or services to discriminate on grounds of sexual orientation by:

- refusing to provide a person with goods, facilities or services if they would normally do so to the public, or a section of the public to which the person belongs; and
- providing goods, facilities or services of an inferior quality rather than those which would normally be provided, or in a less favourable manner (for example, hostile or less courteous) or on less favourable terms than would normally be the case.

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## **AGE EQUALITY REGULATIONS OCTOBER 2006**

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From 1 October 2006, the Employment Equality (Age) Regulations made it unlawful to discriminate against workers, employees, job seekers and trainees because of their age. The regulations cover recruitment, terms and conditions, promotions, transfers, dismissals and training. In preparation for this legislation, Sussex Police reviewed existing Human Resources policies to ensure that they would comply with the Age Regulations.

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## **GENDER RECOGNITION ACT 2004**

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The Gender Recognition Act 2004 (GRA 2004) provides for the legal recognition of the transsexual person in their acquired gender. The Gender Recognition Certificate (GRC) replaces the originating birth certificate in all official documentation.

This also creates an offence of unauthorised disclosure in Clause 22 of the Act. It is now an offence for a person to disclose information acquired in an official capacity about the gender history of the holder of a Gender Recognition Certificate (GRC) as this is “protected information”. The holder of a GRC is not obliged to inform their employer that they have one, but if they choose to do so this information on their gender history must be clearly established as “protected information”.

It is not possible to hold a GRC until two years “post transition” and even then valid reasons exist for some transsexual people not to apply for legal recognition in their acquired gender. They may be married, for example and not intending to divorce. Nonetheless, in respect of either situation, it is good practice and in keeping with the letter of the law to regard all those who have transitioned gender identity as if a GRC is held, from the point of social (or presenting) gender change onwards.

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## **HUMAN RIGHTS ACT, ARTICLE 14**

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Article 14 refers to the prohibition of discrimination and states that the enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

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## **THE EQUALITY AND HUMAN RIGHTS COMMISSION**

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The Equality Act (2006) established a new Equality and Human Rights Commission (CEHR) to take over the work of the existing equality Commissions and take responsibility for the new discrimination strands – religion or belief, sexual orientation and age – as well as human rights. The CEHR commenced work in October 2007.

## Definitions And glossary of terms

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### ACCESS

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Access refers to the methods by which people with a range of needs (such as disabled people, people with children, people whose first language is not English) find out about and use services and information.

### BISEXUAL

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A man or woman who is emotionally, physically and/or sexually attracted to both men and women.

### DIRECT DISCRIMINATION - GENDER

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This is where a woman (or man) is treated less favourably than a person of the opposite sex in comparable circumstances is, or would have been treated, because of her (or his) sex.

### DIRECT DISCRIMINATION - RACE

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Treating one person less favourably than another on racial grounds. Direct discrimination is unlawful under the Race Relations Act.

### THE MEANING OF DISABILITY

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#### When is a person disabled?

A person has a disability if he has a physical or mental impairment, which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.

#### What about people who have recovered from a disability?

People who have had a disability within the definition are protected from discrimination even if they have since recovered.

#### What does 'impairment' cover?

It covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

#### Are all mental impairments covered?

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

#### What is a 'substantial' adverse effect?

A substantial adverse effect is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of

disability as a limitation going beyond the normal differences in ability which might exist among people.

### **What is a 'long-term' effect?**

A long-term effect of an impairment is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

### **What if the effects come and go over a period of time?**

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will recur.

### **What are 'normal day-to-day activities'?**

They are activities which are carried out by most people on a fairly regular and frequent basis.

The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work. However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition.

The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories of capacity listed in Schedule 1 to the Act. They are:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand, or
- perception of the risk of physical danger.

### **What about treatment?**

Someone with an impairment may be receiving medical or other treatment which alleviates or removes the effects (though not the impairment). In such cases, the treatment is

ignored and the impairment is taken to have the effect it would have had without such treatment. This does not apply if substantial adverse effects are not likely to recur even if the treatment stops (i.e. the impairment has been cured).

### **Does this include people who wear spectacles?**

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

### **Are people who have disfigurements covered?**

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

### **Are there any other people who are automatically treated as disabled under the Act?**

Anyone who has HIV infection, Cancer or Multiple Sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled. People who are not registered or certified as blind or partially sighted will be covered by the Act if they can establish that they meet the Act's definition of disability.

### **What about people who know their condition is going to get worse over time?**

Progressive conditions are conditions which are likely to change and develop over time. Where a person has a progressive condition s/he will be covered by the Act from the moment the condition leads to an impairment which has some effect on ability to carry out normal day-to-day activities, even though not a substantial effect, if that impairment is likely eventually to have a substantial adverse effect on such ability.

### **Are people with genetic conditions covered?**

If a genetic condition has no effect on ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.

### **Are any conditions specifically excluded from the coverage of the Act?**

Yes. Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are:

- addiction to or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed)
- seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition
- tendency to set fires
- tendency to steal
- tendency to physical or sexual abuse of other persons
- exhibitionism

- Voyeurism.

Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

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## **DISCRIMINATION ON GROUNDS OF GENDER REASSIGNMENT**

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There are special provisions prohibiting discrimination on the grounds that a person intends to undergo, is undergoing or has undergone gender reassignment. These prohibitions apply in relation to employment and related fields, discrimination by, or in relation to, barristers/advocates, and in vocational training (including further and higher education) as set out in Part III of the SDA. From December 2007, the SDA will be amended to implement the Goods and Services Directive 2004/113 and discrimination on the grounds of gender reassignment will then be expressly prohibited in goods and services.

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## **DISCRIMINATION ON THE GROUNDS OF PREGNANCY OR MATERNITY**

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Less favourable treatment on the grounds of pregnancy, including pregnancy-related sickness, and maternity has been found by the courts to amount to direct discrimination. In the employment field, in vocational training and in relation to barristers and advocates, express provisions apply and these are set out in Part I of the SDA. From December 2007, the SDA will be amended to implement the Goods and Services Directive 2004/113 and discrimination on the grounds of pregnancy or maternity will then be expressly prohibited in goods and services.

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## **DISCRIMINATION IN THE EMPLOYMENT FIELD AGAINST MARRIED PERSONS OR CIVIL PARTNERS**

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It is unlawful for an employer to discriminate against a married person or civil partner in relation to:

- Recruitment (although in very limited circumstances discrimination will be lawful if one of the defined genuine occupational requirements applies, for example the job needs to be held by a man to preserve privacy or decency, or a role in a performance needs to be held by a woman for reasons of authenticity).
- Treatment at work (but note that claims relating to discrimination in contractual pay and benefits are brought under the Equal Pay Act).
- Dismissal.

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## **DISCRIMINATION AGAINST NON-EMPLOYEES AND EX-EMPLOYEES**

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The SDA was amended in July 2003 to make it clear that discrimination against ex-employees is covered by the SDA, where the discrimination complained of is related to the previous employment. Employees (and potential employees) have rights under the SDA whatever their length of employment and whatever hours they work.

The SDA also protects people who are not 'employees' in the sense required for some other employment rights, such as the right not to be unfairly dismissed. It protects people engaged under a contract personally to execute work or labour. Contract workers whose labour is supplied by their employer to another person (the principal) are protected against discrimination by the principal. Special provisions apply the SDA to police officers, who are office holders rather than employees.

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## **DISTRICT**

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Divisions (see below) are then divided into districts whose boundaries match those of local government district and borough councils and Crime and Disorder Reduction Partnerships.

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## **DIVERSITY**

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The differences in the values, attitudes, cultural perspectives, beliefs, ethnic backgrounds, sexuality, skills, knowledge and life experiences of each individual in any group of people. This term refers to differences between people and is used to highlight individual need. It can be used inappropriately as an alternative to equal opportunities. It avoids reference to discrimination and the impact that power imbalances have on different communities.

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## **DIVISION**

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For policing purposes Sussex is divided into geographical divisions: Brighton & Hove, East Sussex, North Downs, West Downs and Gatwick Airport.

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## ETHNIC CLASSIFICATIONS

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### Self-defined

These are the codes that we use to monitor ethnicity both for the public and for our people and accord with the classifications used by the 2001 Census. These are self-classified (self-defined): in essence, the group that you most closely identify with.

They are also referred to as 16+1 (as there are 16 classifications with an additional 1 for Not Stated). Over the course of 2009, we will introduce two further categories: Romany Gypsy and Irish Traveller to our recording systems so we can better understand the impact we have on these ethnic groups. The first systems to be changed will help us record Romany Gypsy and Irish Traveller victims of crime.

<b>Asian or Asian British</b>	Asian Indian Asian Pakistani Asian Bangladeshi Any other Asian background
<b>Black or Black British</b>	Black Caribbean Black African Any other Black background
<b>Mixed</b>	White and Black Caribbean White and Black African White and Asian Any other mixed background
<b>White</b>	White British White Irish Any other white background
<b>Chinese or other ethnic group</b>	Chinese Any other ethnic group
<b>Not stated</b>	

### Ethnic Appearance

The following are used when recording 'officer-perceived' ethnicity. They are commonly referred to as the IC codes or PNC/Phoenix Codes.

IC1 White - North European	IC5 Chinese, Japanese or South East Asian
IC2 White - South European	IC6 Middle Eastern
IC3 Black	IC0 Unknown
IC4 Asian	

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## EQUAL PAY

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Equal pay means that men and women receive the same level of pay as employees of the opposite sex who are performing equal work. Any differences in pay must be for a genuine and material reason, which is not the difference of gender.

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## **EQUAL PAY ACT 1970**

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The Equal Pay Act 1970 gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, or where the source of the pay is the same, where the man and the woman are doing:

- like work; or
- work rated as equivalent under an analytical job evaluation study; or
- work that is proved to be of equal value.

The employer will not be required to provide the same pay and benefits if it can prove that the difference in pay or benefits is genuinely due to a material factor other than one which is attributable to direct or indirect sex discrimination.

The Equal Pay Act applies to women and men of any age, including children.

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## **EQUALITIES**

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Used as a short hand term to refer to all work addressing issues of discrimination and disadvantage, particularly as it relates to race equality, disability, gender, sexuality, faith and age.

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## **EQUAL OPPORTUNITIES**

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The development of practices that promote the possibility of fair and equal chances for all to develop their full potential in all aspects of life and the removal of barriers of discrimination and oppression experienced by certain groups.

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## **GAY**

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This term is used when referring to gay men or women. The word 'homosexual' is clinical in origin (implying a condition or illness) and is usually viewed as an offensive term by gay people. The word 'gay' is normally attributed to men. However at times it can be used as an all-encompassing term for gay men, lesbians, and bisexual people.

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## **GENDER**

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The social or cultural determination of sex. Expressed in terms of masculinity and femininity, it is how people perceive themselves and how they expect others to behave.

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## **GENDER IDENTITY**

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A person's own perception of his or her true gender.

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## **GENDER DYSPHORIA**

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The medical term for a conflict between a person's gender identity and their physical sex. This is believed to occur when the foetus does not receive the correct hormones to ensure the correct balance between sex and gender characteristics.

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## **GENDER REASSIGNMENT**

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The process that is undertaken under medical supervision for the purpose of reassigning a person's sex by changing physiological or other characteristics of sex, and includes any part of such a process (as defined by the Sex Discrimination (Gender Reassignment) Regulations 1999). The term 'sex change' should not be used as it can be considered inappropriate.

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## **HARASSMENT - GENDER**

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Is defined as unwanted conduct which takes place simply because someone is a woman or a man, and has the purpose or effect of violating that woman's (or that man's) dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for her (or him), not necessarily of a sexual nature.

Harassment on the grounds that a person intends to undergo, is undergoing or has undergone gender reassignment is also expressly prohibited.

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## **HARASSMENT - RACE**

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Includes behaviour, by one or more persons, that is intimidating. Harassment may include bullying, name calling, making offensive comments or insinuations about the religion or beliefs of another, avoiding sitting or working near to an individual so that they are made to feel unwanted and isolated, excluding an individual from particular activities, speaking to an individual in a way that is demeaning or mocking and so on.

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## **HARASSMENT AND SEXUAL HARASSMENT IN THE EXERCISE OF PUBLIC FUNCTIONS**

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The express harassment and sexual harassment definitions in the SDA (apart from those relating to gender reassignment) also apply in the prohibition on harassment in the exercise of public functions.

Harassment and sexual harassment in schools, the provision of goods, facilities or services, and in the disposal or management of premises.

The express provisions described above, addressing harassment in the areas of employment and vocational training, do not apply to harassment in schools, in the provision of goods, facilities or services, or in the disposal or management of premises. However, the courts have determined that harassment is a form of direct discrimination (where the offending conduct constitutes less favourable treatment on the grounds of sex than that which has or would have been afforded to someone of the opposite sex) and therefore it is also prohibited in these areas.

A public authority will be liable for any acts of unlawful sex discrimination done by its employees in the course of their employment or by its agents, whether or not they were aware of such acts, unless they have taken such preventative measures as are reasonably practicable.

In addition, where harassment is carried out by a person who is not an employee or agent of such a body, in circumstances closely connected to their activities, such a body may in some circumstances be liable for the harassment, in failing to take steps to prevent the recurrence of known harassment, if they did or would have taken action in relation to harassment of a complainant of the opposite sex.

From December 2007, harassment, sexual harassment and gender reassignment harassment have been expressly prohibited in relation to the provision of goods and services when the Goods and Services Directive 2004/113 is implemented into domestic legislation. Public authorities will need to ensure that their policies and procedures take these new provisions into account.

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## **HOMOPHOBIA**

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Is fear or dislike of an individual or group of individuals because they are perceived not to conform to what is viewed as normal masculine or feminine behaviour. The term has come to refer particularly to fear and hatred of homosexuals and homosexuality.

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## **INDEPENDENT ADVICE**

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Independent advice comes from people outside the police service who monitor, observe or participate in any police activity. They have no responsibility for the outcome of advice but are free to make observations both within the organisation and to the wider community, unless there are legal implications or it is jointly agreed that it would not be beneficial to do so.

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## **INDEPENDENT ADVISORY GROUP (IAG)**

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Advice can be given by non-police persons either on an ad hoc basis or as members of a recognised advisory group as independent advisors. The independence of the group both from the police and the Police Authority is critical to its success and credibility.

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## **INDIRECT DISCRIMINATION**

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In the fields of employment and related fields, indirect discrimination will occur where a person applies a provision, criterion or practice to both sexes, but it puts or would put women at a particular disadvantage when compared with men (or vice versa); it puts the particular woman complainant at that disadvantage, and is such that the discriminator cannot show it to be a proportionate means of achieving a legitimate aim.

In the exercise of public functions, education and goods, facilities or services, indirect discrimination occurs where a requirement or condition is applied to both women and men, but the proportion of women who can comply with it is considerably smaller than the proportion of men who can comply with it (or vice versa), and it is not justifiable, irrespective of gender, to apply that requirement or condition, and it is to the particular woman's detriment because she cannot comply with it.

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## **INSTITUTIONAL RACISM**

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The Stephen Lawrence Inquiry Report introduced the definition of '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 disadvantages minority ethnic people”.

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## **INTERSEXUALITY**

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Where the physiological gender is ambiguous or dual. The situation may or may not be accompanied by various degrees of Gender Dysphoria. The condition may be due to chromosomal complexes, such as Turners or Klinefelters Syndromes, congenital errors of metabolism such as Androgen Insensitivity Syndrome and Adrenogenital Syndrome. There may be effects from the hormone balance in the foetus or the placenta.

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## **LESBIAN**

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A woman who is emotionally, physically and/or sexually attracted to women. Not all women are comfortable with the term lesbian and some choose to identify as either gay or a gay woman.

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## **POSITIVE ACTION - GENDER**

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Positive discrimination to favour one gender is unlawful. There are limited exceptions, however, allowing positive action in training, or to encourage women (or men) to apply for work in which they are under-represented. These lawful exceptions are often referred to as positive action. The positive action provisions are contained in Part V of the SDA.

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## **POSITIVE ACTION - RACE**

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Action permitted by the Race Relations Act that allows a person to:

- provide facilities to meet the special needs of people from particular racial groups in relation to their training, education or welfare; and
- target job training at people from racial groups that are under-represented in a particular area of work, or encourage them to apply for such work.

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## **RACIAL GROUP**

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A group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

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## **SEX DISCRIMINATION ACT 1975 BRIEF OVERVIEW**

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The Sex Discrimination Act 1975 (SDA) applies to women and men of any age, including children. It prohibits discrimination against individuals in the areas of employment and vocational training, education, in the provision of goods, facilities or services, in the disposal or management of premises and in the exercise of public functions. It also prohibits discrimination in employment and vocational training against married people and civil partners, and people who have undergone, or who are undergoing or are intending to undergo, gender reassignment.

Victimisation because someone has tried to exercise their rights under the SDA or the Equal Pay Act 1970 is prohibited.

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## **SEXUAL HARASSMENT**

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Occurs when a person engages in any form of unwanted verbal, non-verbal, or physical conduct of a sexual nature, which has the purpose or effect of violating that woman's (or that man's) dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for her (or him). This would include a person making unwelcome sexually explicit comments or being verbally abusive in a sexually charged way, sending sexually explicit emails, displaying sexually explicit posters or inappropriate physical contact.

Unwanted conduct is only regarded as violating someone's dignity or as creating an intimidating, hostile, degrading, humiliating or offensive environment if, having regard to all the circumstances, including in particular the perceptions of the woman or man claiming that they have been harassed, it should reasonably be considered as having that effect.

The SDA also makes it unlawful to treat someone less favourably because they have rejected or submitted to harassment as defined above - for instance, refusing someone a job or a housing benefit application because they would not submit to particular unwanted conduct, or refusing someone promotion or a visiting order while in custody because they did submit to it.

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## **SEX**

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The categorisation as being male or female based on the primary physical and biological characteristics of the person.

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## **SEXUALITY**

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Sexuality is a person's emotional, physical and/or sexual attraction, and the expression of that attraction. It is not a choice that people make; rather sexuality is something that people are born with. Sexuality refers to both gay and heterosexual (or 'straight') people.

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## **STREET INTERVENTION**

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The term street intervention covers 'all "stops" and "stops and searches" made under any legislative provision, not limited to the Police and Criminal Evidence Act (PACE)'. Stops are defined as those 'stops in a public place where people are called to account for themselves whereby their actions, behaviour, presence in an area or their possession of anything are called into account.' This applies in all circumstances where a person is asked to account for their actions or movements for an investigative purpose (other than as a witness) but will not apply to casual conversations.

Accordingly, the term 'street intervention' covers: stop and account, stop and searches, the administering of negative breath tests and the issuing of a request for a person to produce their driving documents (HORT1), vehicle defect rectification forms (VDRS), or endorsable fixed penalty notices (EFPN) forms. Sussex Police will collect self-defined ethnicity and descriptive monitoring data when undertaking the full range of street interventions with the exception of stop and account. PACE Code A was amended with effect from 1

January 2009 to reduce the recording requirements for stop and encounter. Since that date, police are required to record only the ethnicity of a person who is subject to stop and account.

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## **TRANSGENDER**

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A generic term commonly used to cover those people whose gender identity does not conform to the existing social and cultural classifications of men and women. It includes:

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### **TRANSSEXUAL PEOPLE**

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Those who have chosen to adopt the gender role opposite to their physical gender on a permanent basis. Such persons are likely to be, or have been, under medical supervision and may have undergone hormonal, surgical or other forms of treatment in order to more closely conform with their adopted gender.

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### **TRANSVESTISM**

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The wearing of clothing appropriate to the opposite sex, normally on an intermittent basis. While a transvestite person is seeking to adopt the appearance of the opposite sex while so dressed, they are normally considered to be distinct from transsexual people as they do not fully identify with the opposite sex or wish to live permanently as a member of the opposite sex. However, a transsexual person is likely to exhibit a period of intermittent cross-dressing while they explore their true gender identity.

Transgender is generally the preferred term amongst trans people as it removes the emphasis away from sexuality and towards gender.

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### **TRANSITION**

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A term often used by trans people, and those providing their medical treatment, meaning the process and period of changing their sex and gender to match their gender identity. Some people might regard their transition as starting from the day they first seek treatment for gender dysphoria, and others might regard it as starting from the date they start living permanently in their acquired gender, or the date they legally change their name.

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### **VICTIMISATION - GENDER**

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Victimisation occurs when a person is treated less favourably because:

- They have brought proceedings against the discriminator or any other person under the SDA, EqPA, Part 1 of Schedule 5 to the Social Security Act 1989 or sections 62 – 65 Pensions Act 1995.
- They have given evidence or information in connection with the above proceedings.
- They have done anything by reference to these enactments in relation to the discriminator or any other person.
- They have alleged that the discriminator or any other person has breached the relevant provisions of the above enactments.

- If the discriminator knows that she (or he) intends to do any of those things or suspects that she has done or intends to do any of those things.

The above protection applies whether or not the original allegation of discrimination was true. The protection will not apply, however, if the allegation was false and not made in good faith. Victimisation is prohibited across all the activities covered by the SDA.

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## **VICTIMISATION - RACE**

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Punishing or treating someone unfairly because they have made a complaint of racial discrimination, or are thought to have done so; or because they have supported someone else who has made a complaint of racial discrimination. Victimisation is defined as unlawful discrimination under the Race Relations Act.

## Introduction

The following desired outcomes have been identified and have driven the scheme's action plan:

- Improved access to services for all;
- Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns;
- Sussex Police is recognised as being more accountable to local communities;
- Sussex Police is recognised as engaging with diverse communities;
- Improved operational performance of officers and staff;
- Policing powers are used proportionately;
- Sussex Police's workforce is increasingly representative of the communities it serves;
- All staff are given opportunities to develop, and progress;
- Sussex Police is recognised as an employer of choice.

## DEVELOPING AND REVIEWING POLICIES AND STRATEGIES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
1	From 1 June 2008, all new and reviewed force policies will be equality impact assessed against the six strands of equality (age, disability, faith or belief, gender, race and sexual orientation). New and reviewed policies and the equality impact assessments will be published on the Sussex Police website.	<b>All policy owning departments;</b> overseen by <b>Corporate Development Department</b>	Ongoing	Improved operational performance of officers and staff; Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
2	An equality impact assessment will form part of the design of all new business processes to ensure equality issues are integral to the development and selection processes.	<b>All Divisions</b> supported by <b>Corporate Development Department</b>	Ongoing	Improved operational performance of officers and staff; Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
3	Equality impact assessments to be carried out on existing business processes. An action plan will be produced to manage issues arising.	<b>All Departments</b>	March 2009	All existing systems will be assessed and an action plan produced to improve accessibility.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
4	Ensure the policies and procedures developed by Sussex Police and its partners reflect the full spectrum of diverse communities in Sussex when conducting criminal investigations and seeking judicial outcomes.	<b>HQ CID, Operations Department, Criminal Justice Dept and All Divisions</b>	Through an ongoing three year cycle review of policies.	Improved access to services for all; Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## IMPROVING ACCESSIBILITY TO OUR SERVICES AND OUR RESOURCES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
5	<b>Sussex Police standard for access:</b> A) Sussex Police Authority must comply with the law (DDA Part III) with regard to the provision of services to the public B) Sussex Police Authority must comply with the law with regard to its employees with impairments. C) Sussex Police Authority should seek to make its facilities attractive and accessible to all as force priorities and funding allow	<b>Facilities Department</b>	A) Action completed B) Action completed but remains under review. C) Ongoing	Compliance with the law Adjustments are made to the estate on a case by case basis to allow employees with disabilities to carry out their duties effectively and with dignity. All new facilities are provided to meet requirements. Retrospective action is being taken where possible, on a case by case basis depending on funds. For example, a disabled lift is being fitted at police HQ Lewes in 2008.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
Sexual Orientation						
6	Carry out a review of Disability issues at all custody centres to ensure appropriate access and assistance is offered where possible. Establish current trends in number of detainees with Disabilities and how these have been dealt with. Review specific cases. (Source: Disability Equality Scheme)	<b>Criminal Justice Department</b> Head of Detainee Handling	December 2009	Ensure compliance with existing regulations. Ensure access to all IDHCs is suitable for both detainees and visitors. Ensure legacy issues are assessed and that lessons learnt, where appropriate, are incorporated into current guidance.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	✓
					Race	
Sexual Orientation						
7	Install lift in Lewes Headquarters' Reception to allow access to all floors of the Human Resources and training building	<b>Facilities Department</b>	Complete	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
Sexual Orientation						
8	Provide designated parking bays on police premises; used only by disabled staff and visiting members of the public	<b>Facilities Department</b>	Completed	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
Sexual Orientation						

## IMPROVING ACCESSIBILITY TO OUR SERVICES AND OUR RESOURCES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
9	Visible and audible alarms fitted where it is known that hearing impaired staff are employed. The system will be extended to other areas on a prioritised basis as funding allows	Facilities Department	2008 (Headquarters)	Improved access to services for all; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
10	When moves, redecorations and refurbishments are done, ensure they are done with inclusive access in mind	Facilities Department	2008 – but ongoing	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
11	To review all public information and ensure it is accessible.	Corporate Development Department to lead with all departments and divisions	November 2009	Improved access to services for all.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## BUILDING TRUST AND CONFIDENCE WITH CHILDREN AND YOUNG PEOPLE

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
12	To work with Witness Service to develop a 'gold' service for young victims and witnesses in Sussex.	Criminal Justice Department Victim & Witness Manager, CJD	April 2009	To ensure all young victims and witnesses receive adequate preparation for attending court	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## COMMUNITY ENGAGEMENT

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
13	<p>Update Divisional Neighbourhood Profiles to ensure they clearly identify the profile of communities served.</p> <p>Update Key Individual Networks to provide contact points for advice when dealing with specific multi-cultural, disability or multi faith issues.</p> <p>Ensure local community engagement and environmental scanning processes identify equality issues and address the needs of identified communities.</p> <p>Ensure Neighbourhood Panels reflect the diversity of the area.</p> <p>Ensure this information can be accessible force-wide.</p>	<p><b>All Divisions</b> supported by <b>Corporate Development Department</b></p>	<p>From September 2008 with six-monthly reviews</p>	<p>Improved operational performance of officers and staff; Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.</p>	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
14	<p>Build strong links with local communities/groups as known / identified to identify equality issues and address the needs of those communities.</p> <p>Each Division to operate their own community engagement plans based on local demographics / needs. Ensure this information can be accessible force-wide.</p>	<p><b>All Divisions</b> supported by <b>Corporate Development Department</b></p>	<p>Ongoing</p>	<p>Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.</p>	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
15	<p>Build and sustain strong multi-agency partnerships to identify equality issues and support service improvements that meet the needs of local communities as known / identified.</p> <p>Encourage the development and implementation of partnership equality and diversity strategies.</p>	<p><b>All Divisions</b> supported by <b>Corporate Development Department</b></p>	<p>Ongoing</p>	<p>Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.</p>	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## COMMUNITY ENGAGEMENT

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
16	At times of critical incidents or investigations ensure that the Police Community Impact Assessment takes into account the six strands of the equality scheme and analyses objectively and addresses any factors that may impact upon community safety and cohesion. This assessment process will have the effect of building trust and confidence between the community and the police and, importantly, encouraging witnesses and those with information to come forward.	All Divisions, Operations Department and HQ CID	Ongoing	To ensure that our actions are open and transparent and take account any possible impact on all aspects of our community	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
N° 17	Expand the Corporate Development Department Consultation Team and increase delivery of Neighbourhood level research.	Corporate Development Department	February 2009	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
N° 18	Complete delivery of the review of independent advisory groups actions and recommendations. To be monitored by the Confidence and Equality Working Groups.	Corporate Development Department lead with all departments and divisions	February 2009	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns; Sussex Police is recognised as engaging with diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
N° 19	Develop the Sussex Improvement Partnership Shared Consultation Project which will include partnership work on Neighbourhood Profiling data sharing at local level	Corporate Development Department	October 2009	Sussex Police is recognised as engaging with diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## COMMUNITY ENGAGEMENT

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
20	To maintain and support the divisional Independent Advisory Group and ensure a diverse membership.	All Divisions supported by Corporate Development Department	Ongoing	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
21	Provide communications and marketing that is accessible, reassures and helps build trust and confidence and cohesion.	Corporate Development Department	Ongoing	Improved access to services for all.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## CUSTODY

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
22	Develop, in partnership with the NHS, alternative places of safety for people detained under Section 136 of the Mental Health Act 1983	Criminal Justice Department Mental Health Liaison Officer	Ongoing (Worthing & Eastbourne open. Planned-Crawley Jan 2009, Hastings April 2009, Brighton 2010)	To divert people with a mental disorder from police custody to a hospital for assessment, providing a more therapeutic environment for the detainee.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
23	Undertake a joint risk assessment with a medical professional and Approved Social Worker prior to release from police custody of any detainee identified as having a mental disorder.	Criminal Justice Department Mental health Liaison officer	Ongoing	To minimise the risk of self harm or self inflicted death following police contact.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## CUSTODY

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
24	Increase the availability in custody of drugs and alcohol workers.	<b>Criminal Justice Department</b> Head of Detainee Handling	Ongoing ( Crawley have alcohol workers in cell blocks on most days, to be extended to West Downs)	Improved access to services for all.	Age	
					Disability	✓
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	
25	Monitor use of 'GIRL' log entry on custody records to ensure all detained females under the age of 17 have a named member of staff to act as a point of reference to ensure Children's Act compliance. (Source: Gender Equality Scheme)	<b>Criminal Justice Department</b>	Ongoing	Improved access to services for all; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	
26	Monitoring that searches of female detainees are carried out effectively and with due regard for the dignity of the individual (Source: Gender Equality Scheme)	<b>Criminal Justice Department</b>	November 2009	Improved access to services for all; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	
27	Work with local religious leaders / groups, and adopt national best practice, to ensure all Sussex Police Custody Units and cells meet the needs of people from different faiths and beliefs	<b>Criminal Justice Department</b> Head of Detainee Handling	November 2009	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	
					Disability	
					Religion and Belief	✓
					Gender	
					Race	
					Sexual Orientation	

## CUSTODY

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
28	When detainees are brought to Custody Units and cells, ensure they are asked whether their faith / belief requires additional measures to be put in place and for this to be noted on the custody record	<b>Criminal Justice Department</b> Head of Detainee Handling	January 2009	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	
					Disability	
					Religion and Belief	✓
					Gender	
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
29	Custody staff to be made aware and to recognise the sensitivities involved in arrest, detention and searching of transgender persons	<b>Criminal Justice Department</b> Head of Detainee handling	Ongoing	To raise staff awareness and for transgender people to have increased confidence in Sussex Police. To be treated appropriately and with dignity.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
30	At the point of authorising detention custody staff must establish if the detainee is a carer and if there are any welfare issues connected to this.	<b>Criminal Justice Department</b> Head of Detainee handling	Ongoing	Children to be cared for and lower anxiety for the female detainee.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
31	Raise staff awareness to issues when searching detainees from diverse communities.	<b>Criminal Justice Department</b> Head of Detainee handling	Ongoing	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## CUSTODY

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
32	Develop post release support and treatment across Sussex. Targeted referrals for those arrested for offences where there is an link between behaviour and alcohol consumption.	<b>Criminal Justice Department</b> Superintendent CJD	Ongoing	Reduce re-offending; increase in public confidence.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
Sexual Orientation						

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
33	Review current risk assessments in custody and ensure that one is completed in a timely manner for every detainee.	<b>Criminal Justice Department</b> Head of Detainee handling	April 2009	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
34	Review the quality of cell checks conducted in police custody	<b>Criminal Justice Department</b> Head of Detainee handling	April 2009	A safe custody environment for all.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## DISPROPORTIONALITY

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
35	Tackle service delivery disproportionality. Through PSA 24, by 2011, demonstrate positive steps towards identifying, understanding and addressing race disproportionality in the areas of: Victim and witness experience/satisfaction; Suspect, defendant, offender experience, and; Recruitment, retention and progression	<b>Corporate Development, Criminal Justice and Human Resources Departments</b>	In line with PSA 24 timeframe: 2011	Improved operational performance of officers and staff; Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
Sexual Orientation						

## DISPROPORTIONALITY

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
36	Monitor local Street Intervention data to identify and understand and address any issues of inappropriate disproportionality. Publish / share this information widely to encourage dialogue and increase trust and confidence with communities. Data to be scrutinised by Street Intervention Working Group and Sussex Police Authority.	Corporate Development Department and All Divisions	February 2009	Improved operational performance of officers and staff; Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
37	Research various aspects of Stop and Search activity with officers and staff through a wide range of methodologies in order to better understand issues and inform policy and practice.	Corporate Development Department	November 2008	Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
38	Support divisions and departments with identifying causes for disproportionate representation of officers and staff in posts, ranks and grades and delivering actions necessary to achieve proportionate representation. (Source: Gender Equality Scheme 2007/10, Disability Equality Scheme 2006/09)	Human Resources Department	March 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
39	Data collected regarding disproportionate and over represented groups will be discussed at the Custody Safety Meeting as a standing agenda item.	Criminal Justice Department Head of Detainee handling	Ongoing	Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## DISPROPORTIONALITY

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
40	Further research into female / male detection rate differentials. Focus to be on differentials identified in Fraud and Forgery, Robbery, Sexual offences and Violence against the person. This research to inform need for specific action to feature in the equality scheme (Source: Gender Equality Scheme)	Corporate Development Department	February 2009	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
Sexual Orientation						

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
41	Monitor use of Fixed Penalty Notices administered from Custody to identify any disproportionality.	Criminal Justice Department Head of Detainee handling	Completed	Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## EQUAL PAY

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
42	Conduct an equal pay review in consultation with relevant stakeholders. To include a review of the requirements of 'on call' responsibilities for officers and staff in certain ranks and roles, ensuring the job evaluation and reward schemes are assessed for gender equality and revision of relevant HR policies and practices. (Source: Gender Equality Scheme)	Human Resources Department Employee Relations	February 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
Sexual Orientation						

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
43	Review the results of the Equal Pay Audit and Pay review. Assess the recommendations and implications. Take appropriate actions. (Source: Local Policing Plan 2008/11)	Human Resources Department Employee Relations	February 2010	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## GYPSY & TRAVELLER COMMUNITIES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
44	Review of the investigation of crimes, particularly hate crimes, against Gypsy and Traveller victims in order to identify equality issues affecting service delivery (Source: Gypsy and Traveller Action Plan)	HD CID	March 2010	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
45	Ensure that adoption of Force policy on managing unauthorised camping is the subject of appropriate consultation both with partners and representative groups (Source Gypsy and Traveller Action Plan)	Operations Department	March 2010	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	
					Disability	
					Religion and Belief	
					Gender	
					Race	✓
					Sexual Orientation	
46	Provide Gypsy and Traveller residents with relevant information on services available to them in partnership with local authorities. (Source: Gypsy and Traveller Action Plan)	Corporate Development Department / All Divisions	March 2009	Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
47	To identify the responsibilities of the Gypsy and Traveller Liaison Officer (GTLO) role for Neighbourhood Specialist Officers, in consultation with partners and representative groups. (Source: Gypsy and Traveller Action Plan)	All Divisions, via Gypsy and Traveller Advisory Group	March 2009	Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	

## GYPSY & TRAVELLER COMMUNITIES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
48	To deliver policing services with Gypsy and Traveller communities, adapted as required to meet local needs in partnership with other agencies (Source: Gypsy and Traveller Action Plan)	All Divisions, via Gypsy and Traveller Advisory Group	March 2010	Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
4	Work with Gypsy and Traveller representatives to scope the level of unreported crimes and incidents, before reviewing third party reporting processes available (Source: Gypsy and Traveller Action Plan)	All Divisions, via Gypsy and Traveller Advisory Group	March 2010	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
50	Review crime recording processes to ensure that hate crime against Gypsies and Travellers is accurately reflected, supported by effective third party reporting processes (Source: Gypsy and Traveller Action Plan)	Corporate Development Department /Information Services /All Divisions	March 2010	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
51	Develop a training package and forum for Gypsy and Traveller Liaison Officers, to provide updated opportunities and share best practice. (Source: Gypsy and Traveller Action Plan)	All Divisions / Operations Department	March 2009	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	

## GYPSY & TRAVELLER COMMUNITIES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
52	Review witness protection issues for Gypsies and Travellers (Source Gypsy and Traveller Action Plan)	HD CID	April 2011	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
Sexual Orientation						

## HATE CRIME

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
53	To sustain the current multi-agency Racist Incident Reporting Schemes and implement its extension to a multi agency Hate Crime reporting scheme. (Source: East Sussex Safer Communities)	HQ CID and all Divisions	Ongoing	Improved access to services for all.	Age	
					Disability	
					Religion and Belief	
					Gender	
					Race	✓
Sexual Orientation						

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
54	Continue to monitor hate crime through the Daily Management Meeting process. We will continue to work with partners to ensure a multi agency response is offered to victims.	All Divisions	On going	Improved service for victims.	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
55	To encourage reporting of all forms of hate crime, by promoting third party reporting schemes. (Source: East Sussex Performance Plan 2007/8)	HQ CID and all Divisions	March 2009	Improved access to services for all; Improved operational performance of officers and staff.	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## IMPACT OF AGE LEGISLATION ON THE WORKFORCE

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
56	Review the force resettlement courses and evaluate the organisational and individual benefits.	<b>Human Resources Department</b> Learning & Development and Employee Relations	March 2009	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
57	Review the 30+ scheme to ensure consistency of application.	<b>Human Resources Department</b> Resourcing	Complete	All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
58	Develop a retirement policy and supporting guidance to ensure compliance with legislation and consistency of application.	<b>Human Resources Department</b> Employee Relations	April 2009	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## INCLUSIVE POLICIES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
59	Develop new equality impact assessment model for the force	<b>Corporate Development Department</b>	February 2009	To ensure all new / reviewed policies consider and, if necessary, mitigate impact against the six strands of diversity (age, disability, gender, race, religion & belief and sexual orientation).	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## MONITORING

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
60	Adoption of new national Police Equality Standard with force-wide implementation through Confidence and Equality Working Groups	Corporate Development Department	September 2009	A standardised means by which Sussex Police can assess current performance, benchmark against other forces then drive and measure performance improvement in the area of equality.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
61	Monitor Human Resources Department's performance and ensure continuous professional development of all HR staff. (Source: Local Policing Plan 2008/11, Morris Inquiry)	Human Resources Department Head of department	March 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
62	Crime Recording Systems (CIS/CIMS). To ensure that CIMS captures accurately sufficient information to assess the quality of service provided to all areas of the community we serve in criminal investigations.	HQ CID Head of Crime Policy and Review Branch	Ongoing	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
63	Extend the 16+1 self-defined ethnicity monitoring to include Romany Gypsy and Irish Traveller categories across all aspects of service delivery. (Source: Gypsy and Traveller Action Plan)	Corporate Development Department	April 2009	Policing powers are used proportionately; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	

## MONITORING

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
64	Evaluate whether SAP is equipped to facilitate flexible work arrangements in accordance with policy and consider the benefits and costs of making changes where necessary. (Source: Gender Equality Scheme 2007/10)	Human Resources Department Resourcing	September 2009	Sussex Police workforce is increasingly representative of the communities it serves	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
65	Develop a system for capturing information on the use of Sections 61 and 62a Criminal Justice and Public Order Act.	Operations Department	December 2008	Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	
					Disability	
					Religion and Belief	
					Gender	
					Race	✓
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
66	Monitor career progression of officers and staff across all strands of diversity and ensure appropriate support and fair opportunities are in place for learning and development. (Source: Race Equality Scheme 2005/08)	Human Resources Department Learning & Development	Annual audit – September 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
67	Upgrade our HR information system to develop our performance indicators, our capacity to monitor the diversity of our workforce and the of impact our recruitment, selection, progression and retention policies and identifying areas of disproportionate representation amongst the workforce. (Source: Local Policing Plan 2008/11)	Human Resources Department Resourcing	June 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## MONITORING

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
68	Provide regular reports to the Confidence and Equality Board on the monitoring of recruitment, selection and assessment processes, and progression achieved by our staff and analysis of exit interview data. (Source: Local Policing Plan 2008/11)	Human Resources Department Resourcing	March 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
69	Monitor reasonable adjustments and individual applications for assistance or support through the Access to Work Scheme (Source: Disability Equality Scheme 2006/09)	Human Resources Department Employee Relations	Ongoing	Improved operational performance of officers and staff; Improved access to services for all; All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## OLDER PEOPLE'S FEAR OF CRIME

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
70	To improve the response to elderly victims of distraction burglary. By using crime prevention initiatives including educating/identifying potential victims.	All Divisions supported by HQ CID	Ongoing	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## REASONABLE ADJUSTMENT IN THE WORKPLACE

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
71	Evaluate the role requirement for a disability officer within HRD to ensure continued compliance with the law, to act as a source of information and support and to encourage best practice. (Source: Disability Equality Scheme 2006/09)	Human Resources Department Employee Relations	April 2009	Improved operational performance of officers and staff; Supports the drive to be an employer of choice.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
72	Prepare guidance for the HR community to ensure documentation relevant to the employment relationship is prepared in the most accessible format, or available in an alternative format on request i.e. contracts, procedures, recruitment letters/packs, training materials, website, certificates of service, handbooks, posters etc.	Human Resources Department Employee Relations	December 2009	Improved operational performance of officers and staff; Improved access to services for all; All staff are given opportunities to develop and progress	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
73	Evaluate the potential for force-wide arrangements allowing a non-intrusive anonymous method of identifying staff who should not take part in large operations for reasons relating to disability. (Source: Disability Equality Scheme 2006/09)	Human Resources Department Employee Relations	April 2009	Improved operational performance of officers and staff; All staff are given opportunities to develop, and progress; Supports the drive to be an employer of choice.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
74	Ensure Personal Emergency Evacuation Plans are developed for individuals at a local level and reviewed regularly to ensure they remain relevant.	Human Resources Department Employee Relations, and Facilities Department	March 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## REASONABLE ADJUSTMENT IN THE WORKPLACE

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
75	Audit internal meeting rooms, training venues and restaurant areas for accessibility and available facilities e.g. quiet rooms for prayer, and create an 'access directory' for use by officers and staff (Source: Positive Action Support network)	<b>Human Resources Department</b> Employee Relations, and <b>Facilities Department</b>	September 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
76	Conduct staff survey, focusing on the Retention project.	<b>Corporate Development Department</b>	Complete	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
77	Analyse staff survey results and share widely with departments, divisions and staff groups, Unison and Federation. Identify issues to be addressed in each area of the Force and support Unit Heads to implement action.	<b>Corporate Development Department</b>	April 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
78	Support the Force Equality Champions to develop internal reference groups and raise awareness of equality issues and our commitments in the equality scheme.	<b>Corporate Development Department</b> and <b>Human Resources Department</b>	April 2009	Improved operational performance of officers and staff; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
79	Actively encourage full participation of the Police High Performance Development Scheme (HPDS). Monitor procedures at all stages to identify areas of disproportion amongst under represented groups and actions necessary to take remedial action. (Source: Race Equality Scheme 2005/08)	Human Resources Department Learning & Development	Annual audit – September 2009	Proportionate success rates of candidates from under represented groups at HDPS selection processes; Proportionate number officers and staff from under represented groups progress into senior management positions.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
80	Provide accessible and up to date equality and diversity related information and sources of help to officers and staff on the ER intranet website and newsletter (Source: Disability Equality Scheme 2006/09)	Human Resources Department Employee Relations	April 2009	HRD services and expertise widely publicised; Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
81	Review the Positive Action Recruitment Plan to ensure it adequately addresses specific requirements of the Force Confidence and Equality Strategy to have a workforce that reflects the communities we serve. (Source: Race, Disability and Gender Equality Schemes)	Human Resources Department Resourcing	Action completed	Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
82	Develop our Positive Action Support Network to help engage more successfully with all under represented communities and to attract, recruit and retain people from difference backgrounds to reflect the communities we serve. (Source: Local Policing Plan 2008/11)	Human Resources Department Resourcing	March 2010	Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
83	Produce a positive action quarterly newsletter for internal and external readership to promote activity in Sussex Police.	Human Resources Department Resourcing	Action Completed	Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
84	Evaluate the organisational benefits of a career break policy with specific consideration to individual needs across all strands of diversity. (Source: Gender Equality Scheme 2007/10)	Human Resources Department Employee Relations and Resourcing	March 2009	The workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
85	Provide regular reports to the Confidence and Equality Board and Human Resources Board on the monitoring and analysis of dispute resolution procedures (Source: Morris Inquiry)	Human Resources Department Employee Relations	December 2008 and ongoing	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
86	Review and evaluate the need for facilitated conciliation in view of the new grievance procedure and statutory requirements. (Source: Race Equality Scheme 2005/08, Morris Inquiry)	Human Resources Department Employee Relations	April 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
87	Maintain a 3 year workforce plan to anticipate and respond to predicted organisational changes, implementing fair and consistent succession planning for recruitment, promotion and appointment to specialist posts. (Source: Local Policing Plan 2008/11, Review of Policing)	Human Resources Department Resourcing / Local HRMs,	July 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
88	Continue to involve women on uniform and equipment committees and conduct routine surveys to seek feedback on the design, testing and procurement of goods (Source: Gender Equality Scheme)	Facilities Department	Ongoing	Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
89	Work towards achieving a top 100 place in the Stonewall Workplace Equality Index.	HRD, Corporate Development Department and Brighton & Hove Division	May 2009	Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
90	Become a Stonewall Equality Champion to identify and share good practice amongst member organisations and promote lesbian, gay and bisexual equality in the workplace.	HRD, Corporate Development Department and Brighton & Hove Division	September 2008	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	✓

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
91	Review the mentoring scheme to ensure it adequately supports under represented groups with career progression by promotion or transfer to specialist roles. (Source: Race Equality Scheme 2005/08 and Gender Equality Scheme 2007/10)	Human Resources Department Learning & Development	March 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
92	In light of changes to Force shift pattern to review Operations Dept. shift pattern to ensure Best Use of Resources in line with demand profile	Operations Department	December 2008	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
93	Provide ongoing support to local human resources teams with the implementation of new and reviewed policies by explaining roles and responsibilities, raising awareness and enabling managers to apply them confidently and consistently.	Human Resources Department Employee Relations	Evaluate support April 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
94	Consult and engage with Unison and Federation, staff associations, support groups, strategic IAG, internal and external reference groups to seek advice and ways of improving HR and working practices identified as inconsistent, inflexible or as having the potential to disadvantage or disregard the needs of under represented groups. (Source: Local Policing Plan 2008/11, Review of Policing, IAG Review)	Human Resources Department Employee Relations	Evaluate process April 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
95	Review the requirements of the Job Centre Plus Disability (Two Ticks) Symbol and identify areas of HR practice in need of development to ensure Sussex Police meets its commitments. (Source: Disability Equality Scheme 2006/09)	Human Resources Department Employee Relations & Resourcing,	April 2009	Supports the drive to be an employer of choice; Sussex Police workforce is increasingly representative of the communities it serves; Supports the drive to be an organisation diverse communities wish to engage with.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
Sexual Orientation						

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
96	Research & develop recommendations for an infrastructure to set up and maintain a parent support network that provides guidance and continual support to existing and new parents during pregnancy, maternity / paternity / adoption leave and after their return to work. (Source: Gender Equality Scheme 2007/10)	Human Resources Department Employee Relations	Complete	The workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice; Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
97	Promote the benefits of support available to women in specialist posts through British Association for Women in Policing's established Specialist Network (Source: Gender Equality Scheme 2007/10)	Human Resources Department Employee Relations	June 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
Sexual Orientation						

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
98	Develop a marketing strategy to promote the achievements of women officers and staff in the police service (Source: Gender Equality Scheme)	Corporate Development Department	April 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## RECRUITMENT, RETENTION AND PROGRESSION

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
99	Work with staff groups and seek their views on experience and satisfaction within custody. Seek advice on making custody a more desirable place to work.	<b>Criminal Justice Department</b> Head of Detainee Handling	March 2009 ( Staff survey by Reliance after Xmas 08)	To increase the number of staff from diverse backgrounds working in custody and being more representative of the communities we serve.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
100	Conduct an audit of larger sites (Police HQ and Divisional HQs) to ensure Sussex Police Authority meets legal requirements and that disabled staff can carry out their duties with dignity and effectiveness	<b>Facilities Department</b>	2000 – but ongoing	Improved access to services for all; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	
101	Review and if necessary update the uniform policy to ensure that uniform and dress requirements are decided in recognition of the practical and operational needs of the role and consideration of gender, cultural and religious needs and norms (Source: Gender Equality Scheme)	<b>Facilities Department</b>	Ongoing	Sussex Police is recognised as an employer of choice.	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	
102	On renovation / acquisition, Faith/quiet rooms should be introduced in larger police centres/stations. (Source: Joint Force / SPA Race Equality Scrutiny)	<b>Facilities Department</b>	Ongoing. Business Support Managers have been asked to identify requirements.	Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	✓
					Gender	
					Race	✓
					Sexual Orientation	

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
103	Review the organisation's cultural awareness and devise and implement a plan to address issues identified	Human Resources Department Employee Relations, and Learning & Development,	February 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
104	Quality Assure all training (training delivery and course material) to ensure it supports the development of officers and staff, and underpins the Local Policing Plan and Statement of Values (Source: Local Policing Plan 2008/11, Review of Policing)	Human Resources Department Learning & Development	March 2009	Sussex Police's workforce is increasingly representative of the communities it serves; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
105	Force to implement the National Learning Requirement for all staff. Full implementation of 'A Strategy for Improving Performance in Race and Diversity 2004-2009'	Human Resources Department Learning & Development	An ongoing requirement	Effective mainstreaming of race and equality and diversity learning and development programme at all levels within the force Increased trust and confidence within local communities, staff associations and unions in the force's ability to deliver race and diversity training in order to enhance service delivery	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
106	Consider the issues raised in the BAWP report "Women Police Officers: Ageing, Work and Health", and the benefits/feasibility of making the recommended adjustments to our health, safety and welfare services. (Source: Gender Equality Scheme 2007/10)	Human Resources Department Health, Safety and Welfare Unit	October 2009	All staff are given opportunities to develop, and progress; Supports the drive to be an employer of choice; Sussex Police workforce is increasingly representative of the communities it serves.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
107	Assess the need for developing management guidelines on coping with stress. (Source: Gender Equality Scheme 2007/10)	<b>Human Resources Department</b> Health, Safety & Welfare Unit & Employee relations Unit	October 2009	Improved operational performance of officers and staff; All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
108	Support the establishment of a Sussex Police gender or women's support group. (Source: Gender Equality Scheme 2007/10)	<b>Human Resources Department</b> Employee Relations	Completed	All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice; Improved operational performance of officers and staff.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
109	Evaluate the need for supporting the development of other support groups with specific interests or concerns that are not already involved or engaged on matters affecting the employment relationship i.e. faith or age.	<b>Human Resources Department</b> Employee Relations	January 2010	All staff are given opportunities to develop and progress; Sussex Police is recognised as an employer of choice; Improved operational performance of officers and staff.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
110	Provide support to the Sussex Police Disability Association in its first year of operation, and after a year review the support required.	<b>Human Resources Department</b> Employee Relations	March 2009	Sussex Police listens to local people, ensuring what we do focuses on their needs and reflects their concerns; Sussex Police is recognised as engaging with diverse communities; Improved operational performance of officers and staff	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## RECRUITMENT, RETENTION AND PROGRESSION

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
111	Review the Occupational Health, Safety and Welfare service to ensure it provides efficient support to maintain a healthy workforce (Source: Local Policing Plan 2008/11)	Human Resources Department Health, Safety and Welfare Unit	October 2009	Improved operational performance of officers and staff; Sussex Police's workforce is increasingly representative of the communities it serves	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
112	Investigate best practice around positive action pre recruitment events for police officers and PCSOs. Produce proposals and implement plans.	Human Resources Department Resourcing	Action Completed	Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
113	Review the support given to disabled job applicants to identify, develop and share best practice.	Human Resources Department Resourcing	March 2009	Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	
					Disability	✓
					Religion and Belief	
					Gender	
					Race	
					Sexual Orientation	

## RECRUITMENT, RETENTION AND PROGRESSION

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
115	Consult with local Business Support Managers to provide separate changing, shower and toilet facilities for men and women as far as is practicable within the limitations of budgetary constraints and property design within each police station. Include in the Estate Asset Management Plan (Source: Gender Equality Scheme)	Facilities Department	2008 Recent work includes new facilities in Horsham, Petworth, Chichester and the new Brighton East HQ.	Sussex Police is recognised as an employer of choice.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
Sexual Orientation						

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
116	Address issues associated with officers transferring to the Metropolitan Police by working with our neighbouring forces to highlight relevant matters to central government. (Source: Local Policing Plan 2008/11)	Sussex Police Chief Officers through the Reward and Retention Group	November 2009	All staff are given opportunities to develop, and progress; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
117	Review the structures and memberships of key force meetings to ensure the needs of under-represented groups are heard, considered and implemented (Source: Gender Equality Scheme)	Corporate Development Department	December 2008	Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
Sexual Orientation	✓					

## IMPROVING EXPERIENCE AND SATISFACTION: VICTIMS, SUSPECTS AND OFFENDERS

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
118	Further research, including existing public survey data, into understanding the experiences of minority communities and groups (for example minority ethnic women) who contact us, whether to seek our assistance; or, as victims, suspects and offenders (Source: Gender Equality Scheme)	Corporate Development Department and Comms Department	March 2009	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
Sexual Orientation						

## IMPROVING EXPERIENCE AND SATISFACTION: VICTIMS, SUSPECTS AND OFFENDERS

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
119	Ongoing review of all Detainee handling complaints to identify and address any issues of equality / diversity.	<b>Criminal Justice Department</b> Head of Detainee Handling	Ongoing	Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
120	Monitor Independent Custody Visitor Comments Forms to identify any gender specific issues (Source: Gender Equality Scheme)	<b>Criminal Justice Department</b>	November 2009	Improved access to services for all; Policing powers are used proportionately.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## SEXUAL VIOLENCE

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
121	Create a Sexual Assault Referral Centre (SARC) to encourage reporting, deliver an holistic service and improve outcomes (Source: Gender Equality Scheme)	<b>HQ CID</b>	Complete	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
122	Set up a Rape Steering Group to develop good practice (for example, a Sexual Offences Team) (Source: Gender Equality Scheme)	<b>HQ CID</b>	Complete: meets Quarterly	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## SEXUAL VIOLENCE

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
123	Expand provision of the multi-agency Domestic Violence Reduction Panels across Sussex (Source: Gender Equality Scheme)	HQ CID To be led by the Multi-Agency Risk Assessment Conference	Complete: the Sussex Harm Reduction Panel	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
124	Development of specialist Domestic Violence Courts across the whole force area (Source: Gender Equality Scheme)	HQ CID	April 2009	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
125	To ensure that domestic violence enforcement campaigns (DVEC) make best use of partnership working and the focus is on the needs of victims. (Source: East Sussex Performance Plan 2008/9)	All Divisions	Ongoing	To encourage reporting and provision of multi agency support. Increased effectiveness will in particular address the needs of women who form the highest percentage of victims	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
126	As part of the Specialist Investigations Branch review develop force-wide awareness and policy on sex trafficking.	HQ CID	November 2008	Improved access to services for all; Improved operational performance of officers and staff.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## SEXUAL VIOLENCE

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
127	As part of the Specialist Investigations Branch review, develop force-wide awareness and policy on 'Honour' Crime.	HQ CID	March 2009	Improved access to services for all; Improved operational performance of officers and staff.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
128	As part of the Specialist Investigations Branch review, develop force-wide awareness and policy on Domestic Violence.	HQ CID	March 2009	Improved access to services for all; Improved operational performance of officers and staff.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	
					Sexual Orientation	

## TRAINING

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
129	Re-write Sussex Police Diversity Training Strategy.	Human Resources Department Learning & Development	March 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
130	Introduce enhanced training for Witness Care Officers in dealing with disability, diverse communities and faith issues.	Criminal Justice Department Victim & Witness Manager, CJD	April 2009	To increase knowledge and give confidence to staff and the victims and witnesses.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## TRAINING

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
131	As part of custody training all police officers to spend time with a community group.	<b>Criminal Justice Department</b> HR Manager	Ongoing	Sussex Police is recognised as engaging with diverse communities	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
132	Develop diversity information folder for each custody unit, containing references to different religions and beliefs as well as other useful information from all diverse communities including local contact points for advice.	<b>Criminal Justice Department</b> Head of Detainee handling	April 2009	Increased confidence of police officers and staff. An improved service offered to the detainee by recognising their individual needs.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
133	To appoint a Diversity champion within the Criminal Justice Department to coordinate activity and link in with the force equality champions and diversity team.	<b>Criminal Justice Department</b> Head of CJD	Completed	Increased confidence of police officers and staff. An improved service offered to the detainee by recognising their individual needs.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓
134	Promote the NPIA Positive Action Leadership Programme (PALP) and monitor participation of all under represented groups at constable and sergeant level and police staff equivalent (Source: ACPO Paper for Chief Constables' Council, April 2008)	<b>Human Resources Department</b> Learning & Development	PALP allocation currently under review. Annual audit March 2009	Improved operational performance of officers and staff; Sussex Police is recognised as an employer of choice; Sussex Police's workforce is increasingly representative of the communities it serves	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## TRAINING

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
135	Promote the national Faith, Language and Culture database (FLAC) to raise awareness of development opportunities to officers and staff and ensure command officers are able to make best use of resources locally and nationally.	<b>Human Resources Department</b> Employee Relations	December 2008	Sussex Police is recognised as engaging with diverse communities; Improved operational performance of officers and staff; All staff are given opportunities to develop and progress.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
136	Issue guidance for advisors, officers and staff on engagement with, and use of, independent advisors within planning, decision making, critical incidents and major incidents. (Source: IAG Review)	<b>Corporate Development Department</b> to lead, supported by <b>Operations Department</b> and <b>HQ CID</b>	May 2009	Improved operational performance of officers and staff; Sussex Police is recognised as being more accountable to, and engaging with, diverse communities.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
137	Deliver bespoke Domestic Violence training package to all front line officers and staff (Source: Gender Equality Scheme 2007/10)	<b>Human Resources Department</b> Learning & Development	March 2009 (The Protecting vulnerable people training package)	Improved access to services for all; Sussex Police listen to local people, ensuring what we do focuses on their needs and reflects their concerns; Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
138	Review current procedures and guidelines to provide appropriate advocacy and support for those involved in crime, whether reporting it or suspected of committing it. Ensure these are adequate and disseminated to staff across all custody centres.	<b>HQ CID and Criminal Justice Department</b>	March 2010	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## TRUST AND CONFIDENCE

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
139	Review Sussex Police criminal justice processes and facilities, to identify equality issues affecting service delivery with Gypsies and Travellers. (Source Gypsy and Traveller Action Plan)	Criminal Justice Department	March 2010	Policing powers are used proportionately; Sussex Police is recognised as engaging with diverse communities.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
140	IPCC to review and update Police Complaints Authority guidance on 'Investigating Allegations of Racially Discriminatory Behaviour'. Force to ensure guidance is followed (Source: Race Equality Scheme)	Professional Standards Department Head of PSD	When Guidance published	Ensure all BME Complainants are handled effectively, according to needs and within National Guidance.	Age	
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
141	Increase the confidence of men, women and young people within Gypsy and Traveller communities, in the willingness and ability of the Sussex Police to record and investigate crime and incidents affecting them (Source: Gypsy and Traveller Action Plan)	HD CID	March 2009	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	✓
					Disability	
					Religion and Belief	
					Gender	✓
					Race	✓
					Sexual Orientation	
142	Work with staff associations and support networks to identify the concerns of staff in relation to professional standards and implement strategies to raise trust and confidence in these procedures.	Professional Standards Department Head of PSD	Ongoing	Sussex Police is recognised as an employer of choice.	Age	✓
					Disability	✓
					Religion and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

## TRUST AND CONFIDENCE

No	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
143	Personal Development Review (PDR) objectives for officers to include the importance of delivering a quality service that is visible and reassures all communities.	North Downs Division Divisional Commander	On going	Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
144	Family Liaison Officer On Call System to be upgraded to facilitate officer profiles to include: Home Town; Department; Ethnicity; Languages spoken; Interview skills; Specialist skills. (Sources: ACPO, Stephen Lawrence Inquiry)	HQ CID Head of Crime Policy and Review Branch	Dependent on IS Dev and upgrading of current development request.	Fully researchable database to ensure the officer with the requisite skills is deployed. Victims and witnesses are dealt with by an officer with an understanding of their needs or culture.	Age	
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	

No.	Action	Owner	Completion Date	Desired Outcome	Relates to...	
145	Adopt new national guidance for Multi Agency Public Protection Arrangements (MAPPA) that will ensure that all areas of diversity are considered in the management of dangerous offenders by Sussex Police and partner agencies in Sussex. (Source: MAPPA National Guidance Oct 2007)	HQ CID Head of SIB and professional leads for MAPPA partner agencies.	April 2009	Provision of equal access to MAPPA services for all individuals and groups, particularly in relation to race, gender, age, religious belief, sexuality, sexual orientation and disability.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
146	Work with the ACPO business area and South of England refugee and asylum seeker consortium to review and update the national policy in respect of enforcement	HQ CID	Ongoing	Improved access to services for all; Improved operational performance of officers and staff; Policing powers are used proportionately.	Age	
					Disability	
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	

## VULNERABLE VICTIMS AND WITNESSES

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
147	Develop protocols to ensure vulnerable victims and witnesses, who would benefit from the use of "Special Measures " (such as Intermediaries) can be properly identified.	<b>Criminal Justice Department</b> Victim & Witness Manager, CJD	Ongoing	To give high standard of support and assist all to give their best evidence.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
148	Develop an appropriate adult service across Sussex specifically for detained adults with mental health issues or a learning disability. To ensure representation and fair treatment whilst in Custody	<b>Criminal Justice Department</b> Head of Detainee Handling	Ongoing	Improved access to services for all.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

N°	Action	Owner	Completion Date	Desired Outcome	Relates to.....	
149	Implementation of Draft Policy 855/ DRAFT - Achieving Best Evidence (ABE) – Interviewing Vulnerable and Intimidated Witnesses.. Provide good practice in relation to interviewing vulnerable and intimidated witnesses, both adults and children, in order to enable them to give their best evidence in criminal proceedings. (Sources: Youth Justice and Criminal Evidence Act 1999, Victim Code, National Victim & Witness Care Programme, ACPO)	<b>HQ CID</b> Head of Crime Policy and Review Branch	As soon as possible awaits finalisation.	Improved access to services for all; Improved operational performance of officers and staff.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

No.	Action	Owner	Completion Date	Desired Outcome	Relates to...	
150	Develop and implement an Adult Protection Referral Form for officers to complete when they encounter a vulnerable adult in a setting that gives them cause for concern.	<b>HQ CID</b> Specialist Investigations Branch	March 2009	Improved access to services for all.	Age	✓
					Disability	✓
					Faith and Belief	✓
					Gender	✓
					Race	✓
					Sexual Orientation	✓

# Full Impact Assessment Template

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## Sussex Police Equality Impact Assessment Screening Template

Policy Owner:
Policy author:
Date of assessment:

### PART 1: DETAILS OF THE POLICY

Policy name:

### PART 2: IDENTIFY ALL AIMS OF THE POLICY

**B1: Summary of the Policy**

**B2: Aims and projected outcomes of the Policy**

**B3: Which individuals, groups and organisations are likely to have an interest in or likely to be affected by the Policy?**

### PART 3: CONSIDER THE EVIDENCE

**B4: What relevant quantitative data has been considered?**

Disability	
Gender	
Race	
Age	
Religion / Belief	
Sexual Orientation	

**B5: What relevant qualitative information has been considered?**

Disability	
Gender	
Race	
Age	
Religion / Belief	
Sexual Orientation	

**B6: What gaps in data / information were identified?**

Disability	
Gender	
Race	
Age	
Religion / Belief	
Sexual Orientation	

**B7: What consideration has been given to commissioning research?**

Disability	
Gender	
Race	
Age	
Religion / Belief	
Sexual Orientation	

**PART 4: CONSIDER POSSIBLE IMPACT****B8: Screening for Race Equality**

<b>Could the Operation have a differential impact on racial groups*?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>Summarise evidence gathered</b>
	<b>What issues and concerns have been identified?</b> 1.
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes:</b> (give justification and reasons)

Racial groups defined as ethnic origin, race, national origin, colour and nationality. This includes Romany Gypsies and Irish Travellers.

### B9: Screening for Disability Equality

<b>Could the Operation have a differential impact on disabled people*?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>List evidence gathered</b>
	<b>What issues and concerns have been identified?</b>
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes/No</b> (give justification and reasons)

Disability defined as a physical and / or mental impairment which has a substantial and long term (12 months +) adverse effect upon his/her ability to carry out normal day to day activities.

### B10: Screening for Gender Equality

<b>Could the Operation have a differential impact due to Gender?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>List evidence gathered</b>
	<b>What issues and concerns have been identified?</b>
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes/No:</b> (give justification and reasons)

### B11: Screening for Age Equality

<b>Could the Operation have a differential impact on age groups*?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>Summarise evidence gathered</b>
	<b>What issues and concerns have been identified?</b>
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes:</b> (give justification and reasons)

### B12: Screening for Sexual Orientation Equality

<b>Could the Operation have a differential impact on people with differing sexual orientations?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>Summarise evidence gathered</b>
	<b>What issues and concerns have been identified?</b>
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes:</b> (give justification and reasons)

### B13: Screening for Religion/Belief Equality Issues

<b>Could the Operation have a differential impact on Faith groups*?</b>	<b>Yes/No:</b> (give justification and reasons)
	<b>Summarise evidence gathered</b>
	<b>What issues and concerns have been identified?</b>
<b>In your view is the differential impact significant enough for a full assessment?</b>	<b>Yes:</b> (give justification and reasons)

## Sussex Police Equality Full Impact Assessment Template

Policy Owner:

Policy author:

Date of assessment:

### Details of the Policy

Policy name:

**B14: Summary of the Policy**

See B1.

**B15: Aims and projected outcomes of the policy**

See B2.

**B16: What concerns / issues identified during the screening process have led to a full impact assessment?** (refer to the completed screening template)

Race

Disability

Gender

Age

Sexual Orientation

Religion/Belief

**B17: Summarise the likely impacts of these concerns / issues**

**B18: What alternatives been considered to address these impacts?**

**B19a: Are there any experts / relevant groups who can be approached to explore their views and obtain further data / information?**

If no, why not? (give reasons)

**B19b: If yes, please list:**

Who	How will their views be obtained? (Questionnaire, meeting, interview, telephone etc.)	Date
a)		
b)		
c)		
d)		
e)		

**B20a: Summarise the views / information obtained**

**B20b: As a result of the consultation, or additional information gathered, summarise the likely impact of the Operation, if any:**

**B21: As a result of the consultation, or additional information gathered, what, if any changes need to be made to the Operation?**

**B22: How have the results of the consultation, including any changes made to the Operation, been fed back to those who have been consulted?**

Who	How were the results of the consultation fed back?	Date
a)		
b)		
c)		
d)		

**B23: Provide a statement outlining the findings of the impact assessment process. If the Operation has been identified as having the possibility to adversely impact upon diverse communities, the statement must include justification for the implementation**

**B24: Monitoring arrangements**

**What monitoring will be used/implemented to inform future reviews of this Policy?**

**8.2: Who will be responsible for analysing the data?**

**8.3: How and where will this data be published?**

**B22: Publishing the impact assessment**

Taking the results of the impact assessment into consideration, do the results warrant wider publication to inform communities of the POLICY? (With the exception of sections B16b and B19, the impact assessment will be published automatically on the Sussex Police website)

**If yes, where will the impact assessment be published?**

**If no, why not? (give reasons)**

## List of prioritised policies and functions

Eleven service wide functions that have relevance to equality have been identified. All current Sussex Police policies relating to each function are shown here. Existing policies have been screened and have been graded as having the potential for 'High', 'Medium' and 'Low' impact on equality. All policies that relate to employment are automatically graded as having the potential for 'High' impact:

### Victim & Witness Support

Policy	Owner	Reviewed	Priority	Next review
Crown Court and Magistrates' Court policing Policy	Criminal Justice Department	2005	Low	2008
Repeat Victimisation: Graded Response	HQ CID	2001	High	Under review
Victim Support Scheme	HQ CID	2001	Medium	Under review
Witness Intimidation	HQ CID	2001	High	Under review

### Community Engagement

Policy	Owner	Reviewed	Priority	Next review
Cascade Information for Schools Policy - Sussex Police	Corporate Development Dept.	2005	None	2008
Community Support Officers	Human Resources Department	Draft	High	Under review
Press and Media Relations	Corporate Development Dept.	2001	Medium	Under review

### Operational Policing

Policy	Owner	Reviewed	Priority	Next review
Adult Protection Policy for Vulnerable Adults	HQ CID	2005	High	Under review
CBRN - Guidance On Training Resourcing and Deployment	Operations Dept	2006	Medium	2009
Child Protection Policy	HQ CID	2003	High	Under review
Child Rescue Alert	HQ CID	2004	Low	Under review
Community Impact Assessment Policy	HQ CID	2004	High	Under review
Conveyance of Mental Health Act Patients	Criminal Justice Department	2006	High	2007
Critical Incident Debriefing	Human Resources Department	2001	Low	Under review
Deaths Reportable to Coroner	HQ CID	2002	None	Under review
Driving Permit Groups and Driving of Police Vehicles	Roads Policing Department	2007	High	Under review
Events Policing	Operations Dept	2005	None	2007
Fail to Appear Warrants - Enforcement	Criminal Justice Department	2005	None	2008
Family Liaison – Investigation of Major Crime and Road Death	HQ CID	2008	High	2009
Firearms Policy	Operations Dept	2006	High	2007

## Operational Policing

Policy	Owner	Reviewed	Priority	Next review
Gold Commander and PACE Superintendent Cover	Operations Dept	2006	High	2007
Investigation of Fatal Drug Overdoses Involving Controlled Drugs (Drug Related Deaths)	HQ CID	2005	Low	2007
Missing Persons Policy	HQ CID	2003	Low	Under review
Octavian Policy: Policy in Relation to Persons in Receipt of Security Measures at Public Expense.	Operations Dept	2004	Low	Under review
On Call Policy – Federated Ranks	Operations Dept	2006	High	2007
Planned Staffing Policy	Operations Dept	2006	Medium	2007
Pocketbooks	Criminal Justice Department	2005	None	2008
Police National Computer (PNC) Compliance	HQ CID	2008	Low	2011
Property - Found, Lost and the Subject of Crime	Criminal Justice Department	2005	None	2007
Protection From Harassment	HQ CID	2007	High	2008
Public Sexual Activity	Operations Dept	2004	Low	Under review
Pursuit Policy	Roads Policing Department	2008	None	Under review
Raves - Dealing With Speed Management	Operations Dept Roads Policing Department	2005 2006	None None	Under review 2009
Speeding Offences (Use and Testing of Equipment)	Roads Policing Department	2001	None	Under review
Street Intervention Policy	Operations Dept	2004	High	Under review
Traffic Crash: Reporting Procedure	Roads Policing Department	2001	None	Under review
Unauthorised Camping Policy	Sussex Police Chief Officers	2004	High	Under review
Wanted Persons – Publication of Photographs and Information	Criminal Justice Dept	2007	High	2008

## Custody & Disposal

Policy	Owner	Reviewed	Priority	Next review
Bail	Criminal Justice Department	2005	Low	2008
Cautioning Adult Offenders	Criminal Justice Department	2006	High	2007
Guarding Detained Persons at Hospital	Operations Dept	2006	Medium	2008
Detainee Escorts	Criminal Justice Department	2006	Medium	2009

## Crime Recording

Policy	Owner	Reviewed	Priority	Next review
Crime, Incident, Disposal, Recording and Auditing Policy	Corporate Development Dept.	2007	Medium	2008

## Crime Investigation

Policy	Owner	Reviewed	Priority	Next review
Bait Vehicles	HQ CID	2008	None	2009
Cannabis Possession: policing offences of	HQ CID	2004	Medium	Under review
Company Searches and Accommodation Addresses and the Commercial Investigation Unit	HQ CID	2001	None	Under review
Covert Policing Policy	HQ CID	2008	Medium	2010
Digital Cameras and Equipment Policy	HQ CID	2008	High	Under review
Domestic Violence Policy	HQ CID	2006	High	2008
Forensic Charging Policy	HQ CID	2005	None	2008
Forensic Submissions	HQ CID	2002	None	Under review
Hate Crime	HQ CID	2006	High	2008
Human Trafficking	HQ CID	2007	High	2008
Interpol	HQ CID	2006	None	2009
Investigation of assaults on police officers and police staff whilst on duty	Criminal Justice Dept	2007	Low	2010
Investigative Interview Policy	HQ CID	2002	High	Under review
Major Crime Investigation Policy (MCIP)	HQ CID	2006	High	Under review
Malicious and Nuisance Communications Tracing Policy	HQ CID	2004	Medium	Under review
Management of Status 2 Crime Reports (Active Under Investigation)	HQ CID	2001	None	Under review
Offences taken into consideration Policy	HQ CID	2006	Medium	2008
Police National Computer (PNC)	HQ CID	2001	None	Under review
Prison Visits and Prisoner Productions	HQ CID	2007	None	2010
Protocol for Suspected Illegal Drugs Seized by Schools	HQ CID	2005	Low	Under review
Quality Focused Investigation	HQ CID	2005	High	Under review
Recording of Police Drug Seizures for Sussex	HQ CID	2005	None	2008
Reducing Drug Supply Plan	HQ CID	2004	High	Under review
Retention, Review and Disposal Periods in Relation to Criminal Investigations Management of Police Information (MOPI)	HQ CID	2007	None	2010
Serious Sexual Assaults Against Adults - Investigating	HQ CID	2005	High	Under review
Suspect Identification and Recognition Database (SIRD)	HQ CID	2006	None	2009
Taking Shoeprints from Scenes of Crime and Detainees	HQ CID	2006	None	2008
Unused Material Disclosure Policy	Criminal Justice Department	2005	None	2008
Updating of PNC descriptive and other intelligence other than from arrest/report	HQ CID	2001	None	Under review

## Resource Allocation

Policy	Owner	Reviewed	Priority	Next review
Call Grades and Deployment Policy	Communications Department	2005	High	2008

## Partnership Working

Policy	Owner	Reviewed	Priority	Next review
Alcohol and Licensing Policy	Operations Dept.	2004	Low	Under review
Community Safety Accreditation Scheme: Sussex Police	Corporate Development Dept.	2008	High	2009
Licensed Premises	Operations Dept	2001	High	Under review
Local Councils Support Policy	Corporate Development Dept.	2005	None	Under review
Neighbourhood Watch	Corporate Development Dept.	2006	Low	2009
Neighbourhood Watch Search Teams - use of	Operations Dept	2003	None	Under review
Search Volunteers	Operations Dept	2001	None	Under review
Sponsorship Policy	Finance Department	2003	Low	Under review
Sussex Lowland Search and Rescue	Operations Dept	2006	None	Under review

## Professional Standards

Policy	Owner	Reviewed	Priority	Next review
Alcohol and Legal Drugs Policy	Human Resources Department	2001	Low	
Anti-Fraud and Corruption Policy and Response Plan	Professional Standards Dept	2006	Low	Under review
Business Interests - Police Officers	Human Resources Department	2006	Medium	2009
Business Interests, Secondary Employment and Voluntary Work	Human Resources Department	Draft	Low	Under development
Business Interests - Support Staff (Contracts)	Human Resources Department	2001	None	Under review
Debt, Discipline and Welfare Policy	Human Resources Department	Draft	None	Under development
Declaration of Interests - Membership of Outside Organisations	Human Resources Department	2001	Low	Under review
Discipline Records - HMIC Report	Human Resources Department	2001	None	Under review
Electronic Sweeping of Offices (Security)	Operations Dept	2004	None	Under review
Force Information Security Policy	Information Systems Department	2005	None	Under review
Force Security Policy	Operations Dept	2004	None	Under review
Freedom of Information Act 2000	Corporate Development Dept	2007	Low	2010
Identity Cards (on Police Premises)	Facilities Department	2001	Low	Under review
Internal Call Handling Policy	Information Systems Department	202	None	Under review
Internet Security Policy	Information Systems Department	2003	None	Under review
Intranet Security Policy	Information Systems Department	2003	None	Under review
IT Systems Acceptable Use Policy	Information Systems Department	2003	None	Under review
Notification of Convictions by Sussex Police Employees	Professional Standards Dept	2001	None	Under review
Professional Standards Department (PSD)	Professional Standards Dept	2006	High	Under review
Protective Marking Policy	Professional Standards Dept	2006	None	2009
Vetting Policy	Professional Standards Dept	2004	Medium	Under review

## Human Resources

Policy	Owner	Reviewed	Priority	Next review
Accrual of Time Off in Lieu	Human Resources Department	2002	High	Under review
Acting / Temporary Duties (Police Officers and Police Staff)	Human Resources Department	Draft	Medium	Under development
Advertising of Vacancies: Personnel Practice	Human Resources Department	2001	High	Under review
Allowances	Human Resources Department	Draft	High	Under development
Allowances: Housing	Human Resources Department	2001	Low	Under review
Allowances: Medical Reimbursements	Human Resources Department	2001	Low	Under review
Annual Leave	Human Resources Department	2002	High	Under review
Annual Leave - Paid	Human Resources Department	2002	High	Under review
Annual Leave and Public Holiday Leave	Human Resources Department	Draft	High	Under development
Attendance Policy	Human Resources Department	2005	High	Under review
Attendance – Reduced Pay Police & Police Staff	Human Resources Department	Draft	High	Under development
Bank Holiday and Rest Day Working - Inspector and above	Human Resources Department	2002	High	Under review
Bonus Payment Scheme for Police Officers	Human Resources Department	Draft	High	Under development
Booking and Cancellation of Annual Leave: Police Staff	Human Resources Department	2002	High	Under review
British Summer Time: Additional Hour/Reduction of Hour	Human Resources Department	2002	None	Under review
Career Break Policy	Human Resources Department	Draft	High	Under development
Casual Staff - Personnel Practice	Human Resources Department	2001	High	Under review
Casualty Bureau: Terms and Conditions - Support Staff	Human Resources Department	2002	High	Under review
Compassionate Leave: Police and Support Staff	Human Resources Department	2001	Medium	Under review
Counselling - All Staff	Human Resources Department	2001	None	Under review
Custody Tenure Policy	Human Resources Department	2002	High	Under review
Dealing With Poor Performance: Capability Procedure - Special Constabulary	Human Resources Department	2001	High	Under review
Death in Service	Human Resources Department	2001	None	Under review
Detective Title Policy	HQ CID	2002	High	Under review
Employment References	Human Resources Department	2008	High	2009
Employment Stability and Redundancy Policy	Human Resources Department	Draft	High	Under development
Equal Opportunities Policy	Human Resources Department	2001	High	Under review
Establishment Control Policy	Human Resources Department	2005	High	Under review
Extensions of Service	Human Resources Department	2001	High	Under review

## Human Resources

Policy	Owner	Reviewed	Priority	Next review
Financial Assistance policy	Human Resources Department	2005	Medium	Under review
Firearms Policy	Operations Dept.	2006	High	2007
Flexitime for Police Officers and Police Staff	Human Resources Department	Draft	High	Under development
Free Travel for Police Officers	Human Resources Department	Draft	None	Under development
Grievance Policy	Human Resources Department	2006	High	2007
Health and Safety	Human Resources Department	2001	High	Under review
HIV/AIDS and Hepatitis B	Human Resources Department	2001	None	Under review
Police Staff Honorarium Scheme	Human Resources Department	2006		Under development
Honours Policy	Human Resources Department	2003	Low	Under review
Housing Policy	Human Resources Department	2001	None	Under review
Ill Health Retirements and Injury Awards - Police	Human Resources Department	2006	High	Under review
Internal Course Bidding Process	Human Resources Department	2002	High	Under development
Internal Hate Crime	Human Resources Department	2006	High	Under review
IT Grading Structure	Human Resources Department	Draft	High	Under development
Leadership Training for Supervisors, Managers, Sergeants and Inspectors	Human Resources Department	2005	High	Under review
Learning and Development (Training)	Human Resources Department	2007	High	2008
Leave and Work Life Balance Policy	Human Resources Department	Draft	High	Under development
Legal Proceedings - Support for Officers	Human Resources Department	2001	None	Under review
Local Government Pension Scheme	Human Resources Department	2001	High	Under review
Maternity and Adoption Policy - Police Officers	Human Resources Department	2004	High	Under review
Maternity Policy - Police Staff	Human Resources Department	2004	High	Under review
Maternity Leave / Filling Vacancies	Human Resources Department	2001	High	Under review
Maternity, Paternity & Adoption Leave	Human Resources Department	2008	High	2009
Medical Retirements (Police)	Human Resources Department	2001	High	Under review
Medical Retirements (Support Staff)	Human Resources Department	2001	High	Under review
Minor Maintenance Allowance	Human Resources Department	2001	High	Under review
Misconduct Procedure - Special Constabulary	Human Resources Department	2001	High	Under review
Official Secrets Policy	Human Resources Department	2001	None	Under review
OSPRE II Policy - Preparation for Promotion Programme: Sussex Police OSPRE II Development Programme	Human Resources Department	2004	High	Under review

## Human Resources

Policy	Owner	Reviewed	Priority	Next review
Partners at Work	Human Resources Department	2001	High	Under review
Part Time Working Policy	Human Resources Department	Draft	High	Under development
Paternity Policy - Police and Support Staff	Human Resources Department	2003	High	Under review
Performance and Development Review	Human Resources Dept	2008	High	2009
Performance and Discipline Policy	Human Resources Department	2006	High	2007
Periods of Notice	Human Resources Department	2001	Low	Under review
Personal Development Review Policy	Human Resources Department	2005	High	Under review
Personal File Policy	Human Resources Department	2001	None	Under review
Personal Issue of Handheld Terminals - Police and Police Staff	Communications Department	2006	Low	2007
Police Officers and Lifeboat Duties	Human Resources Department	2001	None	Under review
Police Pension Scheme: Internal Dispute Resolution Procedures	Human Resources Department	2001	None	Under review
Police Staff Honorarium Policy	Human Resources Department	2006	High	2007
Postings, Secondment and Tenure Policy - Police and Support Staff	Human Resources Department	Draft	High	Under development
Pre-Employment Paper Health Screening System - Support Staff	Human Resources Department	2001	High	Under review
Professionalism in Selection	Human Resources Department	2001	High	Under review
Promotion Assessment Policy – Police Officers	Human Resources Department	2006	High	2007
Publicity of Resignations whilst under Suspension (Police and Support Staff)	Human Resources Department	2001	None	Under review
Re-Appointment of Officers After Retirement	Human Resources Department	2001	High	Under review
Recruiting - Special Constabulary	Human Resources Department	2001	High	Under review
Recruitment Procedure - Police Staff	Human Resources Department	Draft	High	Under development
Relocation of Officers - House Sale and Purchase	Human Resources Department	2001	Low	Under review
Returners: Officers Returning from Secondments, Re-Joiners and Transferees	Human Resources Department	2001	High	Under review
Salary and Grading Policy - Police Staff	Human Resources Department	Draft	High	Under development
Salary Policy - Support Staff (PSSC Employees)	Human Resources Department	2001	High	Under development
Scheme of Relocation Grants for Newly Appointed/Promoted Permanent Support Staff	Human Resources Department	2001	Medium	Under review
Secondments - Funding	Human Resources Department	2001	High	Under review
Selection, Training, Fitness and Retention of Public Order Officers.	Operations Dept	2001	High	Under development
Smoking at Work Policy	Human Resources Department	2006	Low	2009

## Human Resources

Policy	Owner	Reviewed	Priority	Next review
Special Constabulary	Human Resources Department	Draft	High	Under development
Special Priority Payment (SPP) Implementation Policy for 2006	Human Resources Department	2006	High	2007
Staff Safety Awareness Policy	Human Resources Department	Draft	Medium	Under development
Standby, Callout and Shift Working - Support Staff	Human Resources Department	2002	High	Under review
Substance Misuse Policy	Human Resources Department	2006	None	2007
Support Staff Salary Protection and Disturbance Allowance	Human Resources Department	2001	Medium	Under review
Sussex Police Staff Sitting as Members on Management Committees	Human Resources Department	2001	None	Under review
Sussex Police Volunteer Cadet Corps	Human Resources	2007	Low	2010
Testimonials of Character - Police Officers	Human Resources Department	2001	None	Under review
Transgender Employment	Human Resources Department	2006	High	2007
Transferees and Rejoiners	Human Resources Department	2001	High	Under review
Travel - Rail	Human Resources Department	2001	None	Under review
Travel and Expenses	Human Resources Department	Draft	Medium	Under development
Unreasonable Behaviour Towards Colleagues: Police and Support Staff	Human Resources Department	2001	High	Under review
Unsatisfactory Performance - Police Personnel Procedure	Human Resources Department	2001	High	Under review
Unsocial Hours Agreement: Sussex Police Support Staff	Human Resources Department	2002	High	Under review
Variable Shift Arrangements Policy	Human Resources Department	2001	High	Under review
Volunteer Cadet Corps (VCC)	Human Resources Department	2001	Low	Under review
Volunteer Reserve Forces - Police Officers and Police Staff	Human Resources Department	Draft	Low	Under development
VSA's and Bank Holidays	Human Resources Department	2002	High	Under review
Work Experience and Visits Policy	Human Resources Department	Draft	None	Under development

## Business Services

Policy	Owner	Reviewed	Priority	Next review
Abandoned Vehicle Scheme - Operation Crackdown	Facilities Department	2003	Low	Under review
Data Protection Act 1998	Corporate Development Dept.	2006	Low	2008
Donations from Members of the Public	Finance Department	2002	None	Under review
Environmental Policy: Sussex Police Force Policy Framework	Facilities Department Corporate Development Dept.	2006	Low High	2010 2007
G45/G50/G83 Lost, Found and Seized Property	Director of Resources	2008	Low	2011

## Business Services

Policy	Owner	Reviewed	Priority	Next review
Income Generation and Charging Policy	Finance Department	2006	Low	Under review
Issue of personal uniform and equipment.	Facilities Department	2006	Low	2009
IT Premises Security Policy	Information Systems Department	2004	None	Under review
Laptop Computers Policy	Information Systems Department	2004	None	Under review
Management of Business Benefits	Information Systems Department	2004	None	Under review
Media Procedures	HQ CID	2005	None	Under review
Motor Vehicle Purchasing - Multi-Agency Vehicles	Finance Department	2002	None	Under review
Procurement Policy	Finance Department	2006	High	Under review
Security and Access Protocols	Information Systems Department	2003	None	Under review
Seizure of Vehicles _ Section 59 Police Reform Act 2002	Criminal Justice Department	2005	Low	2008
Spectacles - Wearing those of an Approved Pattern	Human Resources Department	2001	Low	Under review
TIC Policy: Offences Taken into Consideration	HQ CID	2006	Low	2008
Vehicle Recovery Scheme	Facilities Department	2001	Low	Under review
Vehicle Recovery Scheme Discretion Policy	Facilities Department	2004	Low	Under review
Veterinary Services Injured Animals: Payment for	Finance Department	2006	Low	2009

