

# **Police Federation of England and Wales**

## **Diversity Equality Scheme**

**Version 3 February 2009**

## **FOREWORD**

The Police Federation of England and Wales is the staff association that represents all police officers in the ranks from Constable to Chief Inspector. We ensure that their views on all aspects of policing, including welfare and efficiency, are accurately relayed to government, opinion formers and key stakeholders.

The Federation has evolved from being a voluntary, unfunded organisation in its early years, to a modern, professional staff association that covers all subjects and issues that affect the police service, including all aspects of pay, allowances, hours of duty, annual leave and pensions, ensuring the views of its members are heard.

At our Headquarters we employ approximately 50 people, with extensive Communications, HR, Printing, ICT and Research departments, as well as support and administrative staff for all members of the Joint Central Committee and sub-committees.

In May 2008 we were elected Chairman and General Secretary of the Police Federation of England and Wales. We are committed to promoting equality in everything we do – this includes negotiating on behalf of our members, representing our members who may have difficulties at work and the employment of our staff. This revised Diversity Equality Scheme sets out how we will deliver on that commitment throughout our practices and arrangements.

We value the diversity in all the communities across England and Wales and are committed to ensuring that the Police Service and the Police Federation reflects, values and supports that diversity.

**Paul McKeever**  
**Chairman**

**Ian Rennie**  
**General Secretary**

**January 2009**

## **INTRODUCTION**

The Police Federation is not subject to the public sector duty to promote equality, but has decided to produce this voluntary Diversity Equality Scheme which covers all issues of diversity in order to give effect to its equality and diversity policy statement.

### **Equality and Diversity Policy Statement**

Our Equality and Diversity Policy Statement states that we are fully committed to the elimination of unfair discrimination on the grounds of gender, gender reassignment, family status, age, race, ethnic origin, sexual orientation, religion, disabled status, or any other unjustified condition, and the promotion of equality and diversity for all, in its own practices and arrangements and throughout the Police Service in England and Wales. In order to achieve this, we seek to:

- negotiate and operate practices which promote equal opportunities in employment, training and service delivery;
- promote the development of a workplace environment for all members and staff to develop their full potential, free of harassment and discrimination;
- ensure that all contractors and visitors are treated fairly, free of harassment and discrimination;
- provide appropriate advice and support for members in pursuit of equality and diversity issues;
- raise awareness of equality and diversity issues and promote best practice throughout the Police Federation and Police Service of England and Wales;
- monitor Police Federation practices and arrangements in order to develop an inclusive Equality and Diversity Strategy with action plans.

### **Equal Pay Policy Statement**

Equal pay between men and women is a legal right under both domestic and European law. We are committed to the principle of equal pay and aim to eliminate any sex bias in the pay systems operated in the Police Service and in the Police Federation.

We believe that it is important to monitor pay statistics to ensure that we have fair and just pay systems. We are committed to working at the Police Negotiating Board to ensure equal pay for police officers without any unfair, unjust or unlawful practices that may impact on pay. We believe that eliminating sex bias in the pay systems operated in the Police Service and avoiding unfair discrimination will improve morale and enhance efficiency.

## **RESPONSIBILITIES**

We are a staff association that exists to represent our members in all matters affecting their welfare and efficiency. We are also a small employer employing around 50 staff at our Headquarters offices. We provide training for our Representatives and member services to our subscribing members.

Overall responsibility for the Equality and Diversity Policy rests jointly with the Chairman and the General Secretary, on behalf of the Police Federation of England and Wales.

In respect of employment issues, responsibility for development and delivery of the equality and diversity strategy rests with the General Secretary.

In respect of development of the equality and diversity strategy as it affects our members in the workplace, responsibility rests with the Chairman and Secretary of the Equality Sub Committee reporting to the Joint Central Committee.

In respect of the development and delivery of member services, responsibility rests with the General Secretary of each rank Central Committee and the Deputy General Secretary of the Joint Central Committee.

## **POSITION STATEMENT**

The Police Federation is the single democratic representative staff association for all officers of Constable, Sergeant, Inspector and Chief Inspector ranks. We have a statutory responsibility for the welfare of officers and the provision of an efficient police service.

- **Election & Policy Making Arrangements**

The Police Federation operates under s44 of the Police Act 1964, s1 of the Police Act 1972, the Police Federation Regulations 1969 and the Police Federation (Amendment) Regulations 1995 and 2004.

Every police officer of Federated rank, including every probationary officer, is automatically a member of the Police Federation. All can access Federation services and are eligible to vote in elections for Representatives. Subscribing members can vote on issues relating to fund rules and have access to services for which funding is required.

Officers in each of the 43 Police Forces in England and Wales elect a Joint Branch Board (JBB.) The JBB is an autonomous organisation in law and is made up of three constituent parts: the Constables', Sergeants' and Inspectors' Branch Boards who are elected every three years. The number of Representative positions on each JBB is dependent on the number of officers within each Force.

The JBB is the negotiating and consultative body in dealings with the Chief Constable, senior officers and the Police Authority. This structure provides an effective link between the officer, their Force and their Representatives, to deal with local issues and to improve the welfare and efficiency of the Force and its members.

Every three years, delegates to the Police Federation's annual conference elect a Central Committee for each rank, consisting of ten members who deal with national matters as they affect the rank they represent. The three separate rank Central Committees together form the Joint Central Committee (JCC), which is the policy-making body of the Police Federation and has responsibility for all business affecting the welfare and efficiency of the Police Service and its members. Officers of the JCC represent the Police Federation on the Police Negotiating Board (PNB) and the Police Advisory Board of England and Wales (PAB).

The PNB is the national body dealing with negotiable terms and conditions of service, including pensions for all police officers in the UK. It was established under the Police Negotiating Board Act 1980, and members represent the interests of Authorities who maintain Police Forces in Great Britain and the Police Service of Northern Ireland and members of those Forces and cadets on questions of hours of duty, leave, pay and allowances and pensions. The PAB deals with non-negotiable conditions of service and operational policing issues, and makes recommendations to Government on these issues.

- **Training & Indemnity Insurance**

The Police Federation is required by statute to represent the needs and interests of all members.

The Police Federation trains its Representatives to fulfil their statutory role in respect of advice and assistance they provide to members and indemnifies its Representatives in respect of that advice.

- **Partnership Working**

We seek to influence the work of all Police Service Stakeholders, including:

- The Home Office
- The Association of Chief Police Officers
- Her Majesty's Inspector of Constabulary
- The Association of Police Authorities
- The Independent Police Complaints Commission
- The National Policing Improvement Agency

We seek to work in partnership with the other Police Service rank Staff Associations:

- The Scottish Police Federation
- The Police Federation of Northern Ireland
- The British Transport Police Federation
- The Police Superintendents Associations of England and Wales, Scotland and Northern Ireland
- The Chief Police Officers Staff Association

We seek to work in partnership with all the national Support Groups in the Police Service in order to complement and enhance our statutory responsibility for the welfare of officers. These include:

- The British Association of Women in Policing
- The Gay Police Association
- The National Black Police Association
- The National Association of Muslim Police
- The National Disabled Police Association
- The National Trans Association
- The Christian Police Association

We have regular Liaison meetings at national level to discuss matters of mutual concern and invite members of the national Support Groups to attend our national conference.

We recognise that our members may also be members of one or more of the single issue Support Groups and we encourage JBBs to work in partnership with their local Support Groups in order to provide specialist welfare support for our members.

## **MONITORING AND SCRUTINY**

Quantitative monitoring of our policies and procedures is undertaken in respect of

- race (on the 16+1 categories used throughout the police service)
- gender
- sexual orientation
- religion or belief
- disabled status
- age

We monitor

- the profile of our Representatives
- the provision of training for our Representatives
- the election process for Representatives
- the provision of legal services
- the use of our grievance procedures
- the profile of our staff
- the recruitment, retention, training and discipline of staff.

Annual reports (or in the case of elections, triennial reports) will be made to the Joint Central Committee on the outcome of our quantitative monitoring. The results will also be published in our Annual Report and on our website

Qualitative monitoring of our policies and procedures is undertaken by

- consultation with Joint Branch Board Chairman and Secretary's
- consultation with Joint Branch Board Equality Liaison Officers
- consultation with Police Support Groups at regular Liaison meetings
- meetings between the General Secretary of rank Central Committees or the Deputy General Secretary of the Joint Central Committee and Police Support Group representatives in respect of individual issues
- questionnaires to evaluate training courses
- questionnaires to sample service users

### **Diversity Impact Assessments**

The monitoring and scrutiny of all our policies and procedures forms part of our Diversity Impact Assessment process and is used to develop Action Plans under our Equality and Diversity Policy.

This enables us to develop our service provision to all members, the training provision to our Representatives and the employment opportunities and arrangements available to our staff.

## **HOW TO RAISE ISSUES OR MAKE A COMPLAINT**

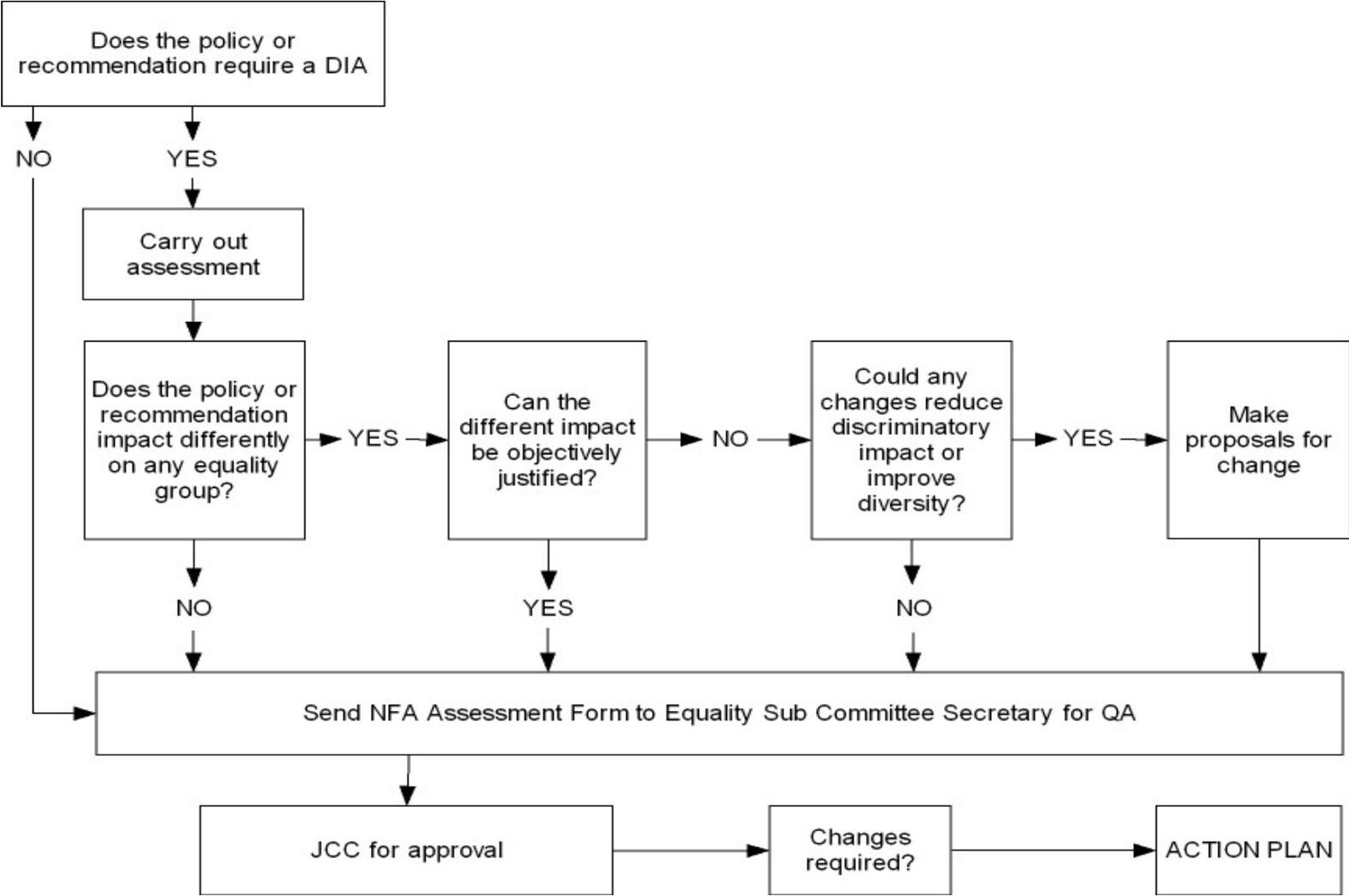
The Police Federation encourages the resolution of complaints or disputes informally whenever possible.

The Joint Central Committee and each rank Central Committee operates a formal grievance procedure for complaints or disputes that cannot be resolved informally. Details of which can be obtained from the General Secretary of the Joint Central Committee or the general Secretary of the appropriate rank Central Committee.

The Joint Central Committee and each rank Central Committee operates an appeals procedure for legal funding decisions. Details of which can be obtained from the Deputy General Secretary of the Joint Central Committee or the General Secretary of the appropriate rank Central Committee.

Any comments about this Diversity Equality Scheme should be directed to the Secretary of the Equality Sub Committee at Federation House, Highbury Drive, Leatherhead, Surrey KT22 7UY Telephone 01372 352000

# DIVERSITY IMPACT ASSESSMENT FLOWCHART



## JCC DIVERSITY IMPACT ASSESSMENT

| Committee                                                                                                                                                                                                                                                                                  | Department/Section | Assessor                                                                                                                                                                                                | Telephone No. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                                                                                                                                                                                                                                            |                    |                                                                                                                                                                                                         | <b>e-mail</b> |
| Recommendation/ Policy to be assessed                                                                                                                                                                                                                                                      |                    |                                                                                                                                                                                                         | Date          |
| 1. Identify the aims and purpose of the policy                                                                                                                                                                                                                                             |                    |                                                                                                                                                                                                         |               |
| 2. Identify whether the recommendation/policy impacts or is likely to impact differently on members or staff from any of the following groups                                                                                                                                              |                    | <i>Include reference to any information you have obtained from research, monitoring data or details of any consultation with members or staff likely to be affected by the recommendation or policy</i> |               |
| Gender/Gender Reassignment                                                                                                                                                                                                                                                                 | Y                  | N                                                                                                                                                                                                       |               |
| Family Status                                                                                                                                                                                                                                                                              | Y                  | N                                                                                                                                                                                                       |               |
| Race                                                                                                                                                                                                                                                                                       | Y                  | N                                                                                                                                                                                                       |               |
| Sexual Orientation                                                                                                                                                                                                                                                                         | Y                  | N                                                                                                                                                                                                       |               |
| Religion or Belief                                                                                                                                                                                                                                                                         | Y                  | N                                                                                                                                                                                                       |               |
| Disability                                                                                                                                                                                                                                                                                 | Y                  | N                                                                                                                                                                                                       |               |
| Age                                                                                                                                                                                                                                                                                        | Y                  | N                                                                                                                                                                                                       |               |
| <p>If you have answered <b>NO</b> to all the groups in Q2, you need take No Further Action and should forward this DIA to the Secretary of the Equality Sub Committee for Quality Assurance. If you have answered <b>YES</b> to any of the groups in Q2, complete the questions below.</p> |                    |                                                                                                                                                                                                         |               |

|                                                                                                                                                                                                                                                                                                                                                                                                         |      |                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------|
| <b>3. Decision</b><br><i>If the policy or recommendation will have a negative impact on members of one or more of the protected groups, explain how the policy or recommendation will change or why it is to continue in the same way. If no changes are proposed, the policy or recommendation must be justified as being a proportionate means of achieving the legitimate aim set out at 1 above</i> |      |                                                                                  |
| <b>4. Equality Action Plan</b><br><i>List any changes to our policies or procedures that need to be included in our Equality Action Plan..</i>                                                                                                                                                                                                                                                          |      |                                                                                  |
| Please forward this DIA to the Secretary of the Equality Sub Committee for Quality Assurance <span style="float: right;">Date</span>                                                                                                                                                                                                                                                                    |      |                                                                                  |
| This policy/ recommendation has been satisfactorily Diversity Impact Assessed                                                                                                                                                                                                                                                                                                                           | Y    | N                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                         |      | If NO, give reasons                                                              |
| Quality Assured By                                                                                                                                                                                                                                                                                                                                                                                      | Date | <b>Chairman/General Secretary</b> <span style="float: right;"><b>Date</b></span> |