

**GWENT POLICE AUTHORITY
GENDER EQUALITY SCHEME FOR
2007 – 2010**

(Draft)

(For consultation between 2 April 2007 – 12 April 2007)

Please send any comments by

Writing to: Gwent Police Authority,
Police Headquarters,
Croesyceiliog,
Cwmbran,
Torfaen.
NP44 2XJ

By phone: 01633 643001

By fax: 01633 643095

By email: policeauthority@gwent.pnn.police.uk

Copies of this Scheme are also available electronically on our website at
www.gwentpa.police.uk

Please note the final version of this Scheme will be translated into Welsh and published in a bilingual format

Forward by Chairman

Welcome to the Gwent Police Authority Gender Equality Scheme (GES).

We believe that our duty to develop this scheme gives us an ideal opportunity to examine, bring together, and prioritise issues that are important to everyone.

We seek to achieve a diverse authority that is representative of our community and to ensure that we treat everyone equally with regard to the services we provide.

The task of eliminating discrimination and promoting equal opportunity has been a continuing theme for the Police Authority for some time. We still remain fully committed to the theme and recognize that there are equality issues that effect people's lives that can not be addressed by a 'one size fits all' approach.

We are pleased with the progress we have made to date in identifying the equality issues that apply to the service we provide but acknowledge that there is still more to be done.

It is important to us that residents, members, volunteers, staff and partners are involved in developing this scheme with us so that it has a positive impact on our relationship with the community we serve.

We will regularly monitor, review and develop the scheme based upon our vision core activities, community feedback, best practice and legislation. By progressing our actions in the plan in this way we are confident that we will continue to positively promote gender equality for the people of Gwent.

Chairman Gwent Police Authority

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Availability of This Scheme in Other Formats

This Scheme is available in a range of alternative formats upon request by contacting the Gwent Police Authority:

You can order copies of the Scheme by . . .

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Acknowledgements

The Gwent Police Authority is grateful for the assistance of all those individuals and organisations who have been involved in our consultation used to develop this first Scheme. Their input, advice and support has been invaluable.

This Gender Equality Scheme has been developed in collaboration with:

- Dyfed Powys Police and Dyfed Powys Police Authority;
 - Gwent Police;
 - North Wales Police and North Wales Police Authority; and
 - South Wales Police and South Wales Police Authority.
-
- Our members, volunteers, force stakeholders and employees,
 - The general public of Gwent.

How to respond to this Scheme

You can comment on this Scheme by . . .

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Or by completing the online comments form available on our website at

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Position Statement

It should be noted that the specific duties for Wales have yet to be finalised. The Welsh Assembly Government will be drafting the specific duties for Wales once a Transfer of Functions Order has been made. The implementation date for the specific duties in Wales is unlikely to be before April 2008.

EOC Wales and the Welsh Assembly Government are advising public authorities in Wales to:

- Develop a gender equality scheme outlining their gender equality objectives and the action that is being taken to achieve them in the interests of clarity and transparency.
- Prioritise action to address the most significant gender inequalities within their remit and take actions that are likely to deliver the best gender equality outcomes.

We have therefore produced this scheme with this best advice in mind.

Furthermore, our function of monitoring the Gwent Police Force for compliance against their equality duties will continue to be carried out via our already established monitoring procedures.

This document therefore focuses solely on how the Gwent Police Authority will develop, action and monitor their Gender Equality Scheme.

Further information on how we currently monitor all Force activity can be obtained by contacting the Police Authority. See page 6 for details on how to contact us.

1. Introduction

1.1 The Gwent Police Authority

The Gwent Police Authority (the Authority) is established under Section 3 of the Police Act 1996 and comprises the local government administrative areas of the County of Monmouthshire, the County Boroughs of Blaenau Gwent, Caerphilly, and Torfaen and the City of Newport.

The core statutory functions of the Authority are:

- To secure an effective and efficient police service in the Gwent Police area.
- To ensure it secures continuous improvement in the way in which policing is provided in the Gwent Police area.
- To make arrangement for obtaining the views of local people about the policing of their area through consultation and specifically about Anti Social Behaviour
- The engagement and co-operation of local people in preventing crime
- Determining the local priorities for policing by engaging with the community
- Co-operating with other 'responsible bodies' in formulating and implementing community safety partnership strategies
- Publication of the 3 year Corporate Strategy and Annual Policing Plan
- Appointment of Senior Officers
- Investigating complaints of Senior Officers, monitoring the workings of the police complaints and discipline procedures
- Agreeing the police budget and setting the precept
- Maintains an effective Custody Visitor Scheme
- Appointing Independent and Lay Justice members to serve on the Police Authority
- Appoint Police Authority staff

The Authority comprises 17 members, 9 being members of the relevant councils in the Gwent area, 5 Independent Members and 3 Lay Justice Members selected from communities in Gwent in accordance with provisions contained within the Police Act 1996. The secretariat is made up of 7 members of staff who also support 34 volunteers of the Custody Visiting and Animal Welfare schemes.

The Authority makes decisions either at meetings of the full Police Authority or through a number of committees each of which has delegated powers, which enables it to make decisions on behalf of the full Authority. All meetings are held in public except where the subject matter means the Authority has to do so confidentially.

The Authority has established a committee structure that ensures that it is best placed to deal with the challenges it faces. The following committees are in place, each committee comprising 7 members of the Authority (unless otherwise stated):

- Professional Standards,
- Audit and Resources,
- Corporate Planning and Performance
- Best Value
- Community Safety and Engagement
- Selection Panel
- Appeals Panel (3 Members)
- Diversity and Human Resources

The Authority is also required to have an Ethical Standards Committee, which comprises 2 members of the Authority and 3 Independent members.

The Authority gauges public perception, in relation to its core functions, by consulting with the communities of Gwent through a number of methods as outlined in the our Engagement and Consultation Strategies. A copy of the Strategies are available on the Police Authority website or by contacting the Police Authority office.

1.2 Our Vision and Core Activity

Our vision is to make Gwent the safest place to live, work and visit.

To support our vision, the Gwent Police mission is;

- To deliver safer communities in Gwent, through people who are engaged, informed and reassured.

We will aim to achieve this by increasing public confidence and satisfaction in the delivery of police services and reducing overall crime.

We realise that the diversity of the population of Gwent is one of the County's greatest strengths. Recognising this, we are committed to treating everybody fairly and equitably, respecting and valuing diversity.

It is our aim to continue to improve our functions and activities where we can and to listen to the people of Gwent when they tell us we need to do things differently or better.

1.3 Achieving Gender Equality through Action

Gwent in Numbers

- Of the county's population of 552,428 there is a gender split between females and males of 52% and 48% respectively.
- There are more females over the age of 75 (64%) than males (36%).
- 46% of economically active individuals aged between 16 – 75 are female and 54% are male.
- In the Gwent area, women tend to occupy administrative, secretarial, sales, customer services and personal services occupations, whilst men are typically employed in skilled trades, process, plant and machine operative roles.
- Two thirds (66%) of management and senior roles in Gwent are occupied by men and just a third are taken up by women.
- Females make up 91% of lone parent households in the Gwent Area. Of these, nearly a quarter (24%) are involved in part time work whilst 18% are currently employed full time.
- Of those in receipt of benefits 51% are male and 49% female.
- 24.4% of Police Officers are female and 75.6% male (as at 31st January 2007).
- The majority (61.2%) of Police Staff employed by Gwent Police are female.
- 12% of serving Police Authority Members are female and 88% male. The majority of Police Authority Secretariat are female (75%)
- 29% of Custody Visitors and a third (33%) of Animal Welfare Visitors are female volunteers.

Equality and diversity are seen as central to the operation of all the Police Authority functions. In order to ensure that our activities are equally accessible to women and men the Authority will continue to:

- Monitor the satisfaction and take up levels of our activity by gender
- Assess whether there is an adverse impact by gender in the provision of a service or planned service

- Take positive action to address any inequality, disadvantage or discrimination
- Encourage women and/or men to engage in our activity where evidence shows that either gender has a low level of involvement with any particular function, activity or service.

As stated in our Position Statement earlier, our function of monitoring the Gwent Police Force for compliance against their equality duties will continue to be carried out via our already established monitoring procedures. Whilst this scheme will focus solely on how we will develop, action and monitor our Gender Equality duties we will also continue to;

- Hold the Force to account for the effectiveness of its employment policies, practices and procedures and to monitor data relevant to this.
- Hold the Force to account for the effectiveness of its Gender Equality Scheme.
- Hold the Force to account for the implementation of the Human resources Plan.
- Monitor the achievements of equal opportunities within the Authority and the Force particularly through the scrutiny of recruitment, retention and promotion policies and data.
- Monitor sickness absence and medical retirements of Force personnel.
- Liaise with local representative groups to increase co-operation and decrease duplication on diversity and equal opportunity issues.

1.4 How the Gender Equality Scheme is linked to our Core Functions.

In essence, this document is a progression of what we are already doing to promote equality for people as part of our functional role, service delivery and employment practice, and what we plan to do in the future to develop this further.

Ensuring all people have full access to all our services clearly links to our Vision and core functions. The actions detailed in the Action Plan, which forms part of this GES, are consistent with our overall Aims.

1.5 Introduction to the Gender Equality Duty

The new legal Duty, introduced on the Equality Act 2006, places a requirement on public bodies to be proactive and to promote gender equality within their service delivery and employment. It is recognised that public

authorities can make an enormous contribution towards removing the barriers to equal opportunities that exist in society.

The legislation outlines both a General Duty and Specific Duties. However, it should be noted that the Specific Duties for Wales have yet to be finalised.

As a result, the EOC Wales and the Welsh Assembly Government are advising public authorities in Wales to:

- Develop a gender equality scheme outlining their gender equality objectives and the action that is being taken to achieve them in the interests of clarity and transparency.
- Prioritise action to address the most significant gender inequalities within their remit and take actions that are likely to deliver the best gender equality outcomes.

It is with this best advice in mind that we have developed this scheme to prioritise and address the most significant issues identified so that we can continue to proactively promote gender equality within our areas of activity and employment.

1.6 The General Duty

The Equality Act of 2006 amends the Sex Discrimination Act 1975 to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:

- To eliminate unlawful discrimination and harassment
- To promote equality of opportunity between men and women

This is known as the 'general duty' and comes into effect on 6 April 2007. The duty applies to all public authorities, including Gwent Police Authority in respect of all of our functions, which means it applies to (a) policy making; (b) service delivery; (c) employment matters; (d) any statutory discretion and decision-making (e) any services and functions which are contracted out.

Due regard, proportionality and relevance – Gwent Police Authority are expected to give 'due regard' to the need to eliminate unlawful discrimination and harassment and to promote equality of opportunity between men and women in all of our functions.

Due regard comprises of two linked elements of: **proportionality** and **relevance**. The weight, which Gwent Police Authority gives to gender equality, should be proportionate to its relevance to a particular function. The greater the relevance of a function to gender equality, the greater regard which should be paid to it.

1.7 The Specific Duties

In addition, public bodies in England are required to comply with the following Specific Duties, which are:

- To produce and publish a Gender Equality Scheme (GES) identifying Gender Equality goals and actions to meet those goals
- To actively promote Gender Equality, not just avoid discrimination
- To consult with employees and stakeholders in the development of the GES
- In formulating its overall gender equality objectives, consider the need to have objectives to address the causes of any gender pay gap
- To ensure that the scheme sets out the actions the authority has taken or intends to take to ensure implementation of the scheme objectives
- To gather information on the effect of its policies and practices on men and women, in employment, services and performance of its Core Delivery functions
- To take into account any information it has gathered or considers relevant as to how its policies and practices affect gender equality in the workplace and in the delivery of its services can be improved
- To use the information to review the implementation of the scheme objectives
- To assess the impact of its current and future policies and practices on gender equality for example carrying out a Gender Impact Assessments.
- To develop, publish and regularly review an equal pay policy, including measures to address promotion, development and occupational segregation
- Monitor and review the scheme's progress. The scheme will need to be reviewed every three years.
- To publish an annual report on progress with the Action Plan.
- To conduct and publish gender impact assessments of all legislation and major policy developments and publish their criteria for conducting such assessments

1.8 Activities to date that support the Police Authority duties

Gwent Police Authority is committed to ensuring that there is fair and equal access to all services provided by both the Authority and the Gwent Police Force. To that end, a number of initiatives have been undertaken to allow easier access and to identify and address obstacles as applicable. Listed below are some examples highlighting work that has already been undertaken;

- The Police Authority and Force have recently agreed and signed up to Joint Consultation and Engagement Strategies so that they can engage and communicate with the people of Gwent in a more joined up way.
- Recent restructuring of Police Authority Committees to ensure wider scope for dealing with HR and Diversity issues together.
- The Police Authority have recently appointed a Lead Member of Diversity to 'Champion' the equalities agenda both internally and externally on behalf of the Police Authority
- Gwent Police Authority have a working framework to encourage all employees to think creatively about how a more flexible way of working may enhance service delivery and improve their home life. This would appeal to employees, members and volunteers with care responsibilities.
- We have reviewed our approach to involving and engaging all local people in our work and have developed a Consultation Programme to raise standards and guide work in this area. The outcomes of the annual programme will be used to inform the Local Policing Plan.
- Recent research has shown that women are under represented in the work of the Police Authority. An action plan is being developed to identify barriers and reduce them so that women might become more involved in the future.

2. How we have developed the scheme

To achieve positive outcomes that will make an impact, Gwent Police Authority's approach to equality and diversity has to be sustainable and part of a wider cultural change across the organisation. In order to measure activity, policies and practices for positive or adverse impact, the Authority requires reliable monitoring for all its activities and employment practices.

Delivering the Police Authority's vision requires a robust organisational arrangement, which allows the Authority to review, develop and monitor progress of this scheme in a timely and effective way. To achieve this, we

have initiated a number of activities to inform the progress of the scheme, such as:

- The Authority's Diversity and Human Resources Committee set up a Task and Finish Group to produce a Gender Equality Scheme (GES). A draft Scheme was therefore produced together with an Action Plan, which incorporates all the future work planned by the Authority to promote gender equality.
- Separate questionnaires were sent out to all members, employees and volunteers of Gwent Police Authority. (See 2.2 below)
- Staff members were also invited to participate in a joint exercise carried out by the Force who distributed a questionnaire to all staff and convened staff focus groups to examine issues raised via the questionnaire.
- A general invitation to be involved was also sent out to the people of Gwent via the Police Authority website.
- A copy of the draft GES was sent to those groups and employees who wanted to be involved for their comment and feedback. (A list of those groups and people who were involved, and who were happy to have their names appear, is included on page 6).
- The draft was also sent to staff group representatives of the Force such as the Gwent Black Police Association, Gwent Police Disability Network, Gwent Police Gay Support Network, Gwent Police Women's Association, the Independent Advisory Group, the Police Federation and UNISON. It was also made available on the Authority's Intranet and Internet site, to enable as wide a consultation as possible with the people of Gwent and our employees.

The views and feedback from these groups have been incorporated, where applicable, into the Scheme. Section 7 of this document shows how we plan to monitor and review the GES.

2.1 The Specific Duties

Our current position in relation to the Specific Duties is;

We have considered the Specific Duties that apply in England and have assessed our current position with regard to their requirement. Whilst waiting further guidance from the Welsh Assembly Government, we propose to progress the activities identified as part of this scheme, where applicable, by incorporating activity within our Action Plan. A listing of our current position relating to the Specific Duties is attached at Annex A.

2.2 Internal Consultation undertaken to inform production of the Scheme

Gwent Police Authority currently consists of 17 members and 34 volunteers who are supported by 7 secretariat staff. The gender split of Gwent Police Authority is shown in the table below.

Table 1: Gender Split of Police Authority.

	Male Count	%	Female Count	%	Total
Members	14	82.4	3	17.6	17
Volunteers	26	76.5	8	23.5	34
Secretariat	2	28.6	5	71.4	7
TOTAL	42	72.4	16	27.6	58

All members, volunteers and secretariat staff were issued with a questionnaire concerning gender equality issues.

- A total of 9 questionnaires were returned by members equating to a response rate of 53%.
- A total of 21 questionnaires were returned by volunteers equating to a response rate of 62%.
- A total of 7 questionnaires were returned by staff equating to a response rate of 100%.

The full findings of this consultation exercise are available on the Police Authority website or can be received upon request by contacting the Police Authority

2.3 Findings

Our Gender Equality Scheme is based on a number of core areas, which have been identified as a result of the research and consultation work that we have carried out to date.

Our findings have been used to formulate our objectives for the action plan to the scheme (See Annex B) which will be used to build on current standards and to manage our scheme as it continues to evolve.

Our scheme objectives are to;

- Monitor our scheme against the required duties to ensure the Gender Equality Objectives are implemented and progressed.
- Continue to consult and communicate with all stakeholders in relation to the impact and effect of the scheme.
- Continue to work with stakeholders to identify barriers to participation in Police Authority activity and seek ways of addressing them.
- Provide ongoing training for staff, members and volunteers as applicable.

3 Delivering the Scheme

3.1 Equal Pay

It is strongly suggested that action(s) to close the pay gap between women and men are a priority within the Gender Equality Objectives.

The Sex Discrimination Act prohibits discrimination in non-contractual pay and benefits such as discretionary bonuses in employment.

Sex discrimination related to contractual pay and benefits is dealt with under the Equal Pay Act, which 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 pay is the same, where the man and the women are doing the same or broadly similar work; work that has been rated as equivalent under an analytical job evaluation study; work that is of equal value.

Recent consideration has been given to addressing any identified gender pay gap. The Police Authority uses the Force PILAT process as part of the overall evaluation of posts. To date there is no evidence to suggest a gender imbalance in relation to pay amongst staff, members or volunteers. We will continue to monitor the situation and take appropriate action where applicable.

3.2 Transsexual Staff

The Gender Equality Duty also applies to transsexual people (meaning those who are intending to undergo, are undergoing or have undergone gender reassignment). Good practice would ensure that all policies and initiatives provide protection for those identifying as transgender as well.

In line with good practice, Gwent Police Authority will also have due regard to the need to eliminate gender reassignment discrimination and harassment

when discharging our gender equality duty, in relation to the provision of goods and services before we are legally required to do so when the Sex Discrimination Act is extended in December 2007.

3.3 The Role of Members

All Members have a responsibility to lead and promote equality and diversity issues. In addition the Lead Member for Diversity has a responsibility for all Equality issues.

3.4 The Role of the Diversity and Human Resources Committee

The Authority's Diversity & Human Resources Committee are guiding the GES development.

The aim of the committee is to embed gender equality within the Authority's commitment to value diversity and to ensure that the Gwent Police Force does the same.

The Diversity and Human Resources Committee has the responsibility for examining all aspects of diversity relating to race, gender, disability and equality. It is also responsible for the development of the Authority's Gender Equality Scheme and monitors and challenges the Force on the development and application of their Scheme. It exercises its powers under a delegated power scheme on behalf of the Police Authority and reports to the full Authority every two months.

Their core function is to lead, co-ordinate and monitor, at a strategic level, the equality agenda of the Authority and the Force, on behalf of the Police Authority.

3.5 Monitoring on Gender

Gwent Police Authority will review the Gender Equality Scheme and report on progress on an annual basis and monitor progress on the Action Plan every 6 months. We will increase our monitoring of Force gender to the same level as ethnicity and ask them to publish the following information on an annual basis.

1. number of employees in post
2. applicants for employment
3. applicants for training

4. number of employees involved in grievance procedures
5. number of employees subject to disciplinary procedures
6. number of employees who cease employment
7. top 5% of earners
8. applicants by gender and sexual orientation

3.6 Consultation & Communication

Gwent Police Authority is committed to extending consultation beyond the statutory requirements that are placed upon us. We want to ensure that residents of Gwent, our service users and all other interested parties have the opportunity to be involved in the planning, prioritising and monitoring of the police service we provide. Gwent Police Authority is committed to effective communication and building positive relationships with people from all parts of the community.

We are constantly working to 'raise the profile' of the Police Authority in Gwent to ensure that everyone knows what role we play in ensuring an effective and efficient police service is provided and how people can comment to us on the service they receive.

We consult with the public about a wide range of policies, plans, budgets and proposals. Details of our Consultation Programme and information about the details and outcomes of participation exercises can be viewed on the Police Authority website.

Members and staff are trained to ensure that consultation / participation exercises are conducted to a high standard and the differing needs of the participants are taken into account.

We are happy to provide information in different languages and formats on request.

3.7 Joining the Authority Consultation Database

If you are interested in finding out more about the work the Authority is doing, or you would like to be involved in future work and / or consultation on gender equality then please contact the Authority and your details will be added to the stakeholder database. Please see page 6 for contact details.

3.8 Proportionality, Effectiveness, Involvement and Transparency

The Gender Equality Statutory Code of Practice sets out four guiding principles of proportionality, effectiveness, involvement and transparency in relation to delivering the Gender Equality duty. To provide for this;

- The Authority will treat gender equality in **proportion** to its relevance to any particular function, which might mean that greater consideration is given to functions, policies and procedures judged to have most effect on gender generally.
- The Authority will set effective actions to attain achievable outcomes to ensure that the Gender Equality Scheme is **effective**.
- The Authority will proactively seek to **involve** people with a vested interest via consultation, both internally and externally, in all aspects of the Gender Equality Scheme to ensure an informed approach to its implementation.
- The Authority will ensure **transparency** by keeping the community fully informed as to what actions are planned and have been taken in relation to Gender Equality and the reasons for these actions.

The details of how the Authority will follow these principles and how they link to the objectives forms the main focus for the Gender Equality Scheme Action Plan, which is at Annex B to this Scheme.

4. Procurement

Procurement is the process by which Gwent Police Authority enters into a contract with an external contractor to carry out works or provide goods or services. The term encompasses the full range of public authority contracts, including private finance initiative (PFI) projects and public private partnerships.

The gender equality duty applies to those functions, which are carried out through procurement as well as those, which are carried out directly by Gwent Police Authority itself.

Where a contractor is carrying out a public function on behalf of the Authority, the legal liability for the gender duty in relation to those functions remains with the Authority. Gwent Police Authority have built the relevant gender equality considerations into the procurement processes to ensure that all of our functions meet the legal requirements regardless of who is carrying them out

5. Assessing Impact

An Equality Impact Assessment is a way of deciding whether an existing or proposed policy, procedure, practice or service does (or may) have an “adverse impact” on some sections of society. The “adverse impact” may often be the result of not taking into account the needs of; women or men, black and ethnic minority groups, disabled people, people’s religion or belief, sexual orientation or age.

Since 2005 Gwent Police Authority continues to carry out a programme of Equalities Impact Needs Assessments (EINA’s) for our functions, policies and procedures, including new ones. Members and staff have received appropriate training to enable them to carry out the assessments to ensure that they do not include words or potential outcomes that could adversely affect equality under Race and Culture, Faith and Belief, Disability, Gender and Sexual Orientation and Age. This covers all types of Authority business including functions, strategies, procedures, programmes, initiatives and codes of practice, as they are developed, and over time, will encompass all other existing functions, policies and procedures. We also monitor Gwent Police Force for compliance against this requirement.

The Authority’s approach to Gender equality issues is that they will be considered alongside other equality issues when equality impact assessments are carried out.

All of our Impact Assessments take account of all information that is readily available and relevant. Where existing information is either not available or considered insufficient to conduct a proper impact assessment then alternative methods of obtaining such information are explored.

The results of the impact assessments will be used to review and amend existing policies and procedures in order to mitigate any adverse impact and in order to better promote gender equality. Where new policies are being developed, the results of any appropriate impact assessments will be used to inform and assist their production.

The impact assessment template, attached at Appendix C, is a standard template used to assess all policies for impact. This template will be used to assess all Police Authority functions, policies and procedures for impact in relation to the gender equality.

5.1 The Impact Assessment process - Screening

The adopted process is in two parts and involves an initial screening exercise followed, if necessary, by a full impact assessment.

In the initial screening exercise, all policies and procedures are to be categorised for likely impact under 1 of the following headings. These headings are to be used as a common way of “scoring” at the initial screening stage.

1. **High Impact** on gender equality. Requires disability impact assessment including external and internal consultation.
2. **Medium Impact** on gender equality. Requires disability impact assessment with internal consultation.
3. **Low Impact** on gender equality. Does not require gender equality impact assessment. However, policy owners must monitor policies for impact on different groups.

As part of the screening exercise, policies and procedures will initially be assessed by the Chief Executive and Clerk to the Police Authority (**CEX**) in liaison with the relevant lead officer from the Secretariat.

As a part of this screening assessment, the **CEX** shall then decide whether a policy or procedure should be forwarded to service users or employees for their views.

An Internal Task and Finish Group (**T&F**), comprising members of the Authority’s Diversity & Human Resources Committee (**D & HR**) (and others as applicable) will be formed who will form the prime consultative group for screening purposes.

We will utilise the joint Police Authority and Force Consultation Programme, already established, to provide a platform to consult on likely impacts of any proposed policies and procedures. This will include consultation with relevant organisations, groups or individuals that might be directly effected.

Further to this, we will use the widest possible range of data sources to assess and monitor the impact of our functions, policies and procedures and those of the Gwent Police Force.

All data will be collated and reported to the Police Authority Diversity and Human Resources Committee for consideration and action as applicable.

The details relating to each policy and procedure will be forwarded in the required format suitable for each individual consultee.

As part of the monitoring process, a record of all decisions by all people consulted will be kept.

If a full impact assessment is not deemed to be necessary, then a monitoring process shall be set up to ensure that this is the case when the policy or procedure is enacted.

If at any stage in the screening process, a policy or procedure is identified as being of a category 1 or 2, then the screening process shall terminate and a full impact assessment called for.

5.2 Full Impact Assessments

Before commencement of a full impact assessment, the pro-forma entitled "Detailed Impact Assessment" shall be completed. This form will then be updated as the impact assessment proceeds and as relevant data is collected. All copies of the Detailed Impact Assessment pro-forma will be kept by the **CEX** until the exercise has been completed.

During the data gathering exercise, differentiation between the effects of policies and procedures on gender related issues shall be made.

All policies and procedures for which a full impact assessment is deemed necessary shall be forwarded to **T&F** for comment and suggestion.

The consultation and data analysis processes already established by the Authority will be used to assess and consult on the likely impact of any policy and procedure whether in place or proposed. As part of each impact assessment, the Authority will consult with relevant organisations and other effected groups or individuals.

All comments and suggestions relating to each policy and procedure shall be forwarded to the relevant officer for decision as to the appropriate way forward. That officer's recommendations shall be forwarded to the **T&F** for approval. The final copy of the full impact assessment shall be updated to

reflect the approved way forward and appropriate monitoring system to be established.

The appropriate monitoring system adopted for each policy and procedure shall be decided by the **CEX** in discussion with the **D & HR**

Feedback on all approved actions shall be made to the full Authority at the next available meeting.

5.3 Impact Assessment Timescale

The Authority's impact assessment work is split into short term and long term priorities.

In the short-term we will develop guidance for assessing impact of policies in relation to gender equality and provide training to members and staff on impact assessments. All new policies will be impact assessed to take gender equality into account with immediate effect. By 2009 all existing policies will be retrospectively assessed for impact and redeveloped as necessary. The Authority will report back to the Diversity and Human Resources Committee on its ongoing work on impact assessments annually.

As a longer-term priority for 2007/8 the Authority will look to develop a single policy for impact assessing policies along all diversity and equality strands and to develop revised guidance and training to support this development. This will form an integral part of the future development of a single equality and diversity action plan which the Authority plan to develop.

6. Communicating the Results of Assessments, Consultation and Monitoring

Gwent Police Authority will ensure annual public access to the following information:-

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

Upon request the information will also be made available in a range of alternative formats.

We are committed to ensuring information is fully accessible to the whole Community. We therefore, continually seek to ensure that any barriers to effective communication and consultation are removed. Where necessary, further systems will be put in place to ensure information is available in accessible and timely formats, including translating written information as considered appropriate.

7. How we will review our Action Plan and monitor the Scheme

The Police Authority Diversity and Human Resources Committee has overall responsibility to collate and report on the scheme's progress and on reviewing and updating the Action Plan. They will report progress to the Full Authority annually.

The Action Plan will be reviewed annually on an interim basis with a full review being carried out every 3 years. The report relating to that will be published on our website.

8. Comments and Complaints

We will take all complaints seriously and will not tolerate any form of discriminatory behaviour.

The Members' Code of Conduct and Standards Committee deals with complaints about the conduct of members.

Members of the public who feel that they have experienced discrimination in the way the Police Authority has treated them may make a complaint through the Chief Executive and Clerk to the Police Authority. Contact details are shown on page 6. Alternatively, you can get further information explaining how to make a complaint by contacting the Ombudsman via;

Public Services Ombudsman for Wales

1 Ffordd yr Hen Gae

Pencoed, CF35 5LJ

Telephone: 01656 641150

Fax: 01656 641199

Email: ask@ombudsman-wales.org.uk or www.ombudsman-wales.org

We monitor complaints as another way of gathering information to see whether we are meeting our equality duties.

Specific Duties Current Position Statement.

- To produce and publish a Gender Equality Scheme (GES) identifying Gender Equality goals and actions to meet those goals.

Current Position: This will be achieved by the due date.

Action: Continue to monitor the scheme and the action plan via the Diversity and HR committee (D&HR).

- To actively promote Gender Equality, not just avoid discrimination

Current Position: The Police Authority is an equal opportunities employer and endeavours to promote equality in all its dealings with the Community in Gwent.

Action: Task & Finish group to review of all current and Impact Assess all new functions, policies and procedures. Report to the Diversity & Human resources Committee as appropriate.

- To consult with employees and stakeholders in the development of the GES.

Current Position: This has been completed and evidenced in this scheme under 'how we have developed our scheme'.

Action: Continue to involve employees and stakeholders as part of the review mechanism of the scheme.

- In formulating its overall gender equality objectives, consider the need to have objectives to address the causes of any gender pay gap

Current Position: The Police Authority use the Force PILAT process as part of the overall evaluation of posts. To date there is no evidence to suggest a gender imbalance in relation to pay.

Action: Monitor. If pay gap arises appropriate action to be taken.

- To ensure that the scheme sets out the actions the authority has taken or intends to take to ensure implementation of the scheme objectives.

Current Position: An Action Plan will be developed as part of the scheme.

Action: To develop an action plan that sets out intentions to implement the scheme. This will be achieved by monitoring implementation via the DHR committee.

- To gather information on the effect of its policies and practices on men and women, in employment, services and performance of its Core Delivery functions.

Current Position: The Police Authorities core functions are set out in statute (Police Act 1996 and Police and Justice Act 2006). The only service (delivery) we provide is via consultation with the community. We currently monitor for gender etc at all our consultation events as part of the adopted Consultation Programme.

Action: Continue with evaluation monitoring in relation to consultation function and employment function.

- To take into account any information it has gathered or considers relevant as to how its policies and practices affect gender equality in the workplace and in the delivery of its services can be improved

Current Position: This is done as part of ongoing consultation programme as applicable.

Action: Impact assess all new policies, procedures and functions.

- To use the information to review the implementation of the scheme objectives.

Current Position: N/A

Action: Forms part of scheme review process.

- To assess the impact of its current and future policies and practices on gender equality.

Current Position: N/A

Action: Forms part of scheme review process

- To develop, publish and regularly review an equal pay policy, including measures to address promotion, development and occupational segregation.

Current Position: Police Authority staff pay, terms and conditions are provided by the Force in line with the recommendations in the Police Staff Council (PCS) handbook and local conditions of service are agreed with union representation.

The Force operates the PSC recommended job evaluation scheme. This is an equal value based scheme and complies with equal pay procedures and policy.

Action: We will continue to monitor the outcomes of the scheme process.

- Monitor and review the scheme's progress. The scheme will need to be reviewed every three years.

Current Position; The scheme sets out the review process.

Action: Ensure action plan highlights annual reviews with major review in three years.

- To publish an annual report on progress with the Action Plan.

Current Position; How this will be achieved is contained within the body of the GES document.

Action: Publish annual report to the D&HR to be available on the Police Authority website.

- To conduct and publish gender impact assessments of all legislation and major policy developments and publish their criteria for conducting such assessments.

- Current Position; This will form part of the scheme but will be proportionate to the core work of the Authority.

Action: As required.

GWENT POLICE AUTHORITY - GENDER EQUALITY SCHEME- ACTION PLAN

Green- Work completed or on schedule. Amber – Work in progress. Red –Target missed or not yet started

	Objectives	Action	Target date - Progress	Outcomes	Owner(s)
1.	To implement, progress & monitor Gender Equality Scheme (GES) against the required duties				
		1a. Develop GES and associated Action Plan	Ongoing from Jan 2007 Deadline 30 th April 07	Produce Scheme that meets the statutory requirements of the legislation and an action plan that progresses the GES agenda.	Chief Executive (CEX) D & HR (Committee) Community Engagement Manager (CEM)
		1b. Report to D & HR consultation, plan details and progress	April 2007	6 monthly reports in relation to 2007 Consultation programme.	CEX
		1c. Feedback Consultation to Draft GES	April 2007	6 monthly reports in relation to 2007 Consultation programme.	CEX CEM

		1d. Publication of GES	Deadline 30 th April 2007	Produce Scheme that meets the statutory requirements of the legislation and an action plan that progresses the GES	CEX CEM
		1e. Publish Scheme on Police Authority website	30 th April 2007	Ensure widest distribution of Scheme document.	CEX SPM
		1f. Commence screening process and Impact Assessment of current policies and procedures.	Commence May 2007 Finalise by 2010	Ensure that existing and new policies and procedures are impact assessed	CEX SPM D & HR
		1g. Feedback on GES developments into Local Policing Plan and Summary production processes.	September 2007	Ensure that the GES and action plan is available to a wide audience.	CEX CEM RO
		1h. Report to Police Authority on progress of Scheme as part of committee reporting mechanisms.	Process already in place.	Ensure members are updated regularly. T&F to report 6 monthly to Police Authority on progress against Scheme Action Plan.	CEX RO
		1i. Identify members responsibilities in relation to the GES	April 2007	Include in Annual training programme in place.	SPO

		1j. Annual review of Police Authority training and guidance on Impact Assessments of policies in relation to GES	March 2008	To ensure members and officers are updated of equality requirements	CEX D & HR SPM
		1k. Review scheme Action Plan objectives on a regular basis	Ongoing process	Action holders to report on progress Monthly review of Action Plan objectives to be carried out by action holders. Biannual progress review to be conducted by D&HR Lead Updated Action Plan produced	CEX, D&HR, Action Holders CEM

		<p>1l. Legal Requirement under the Gender Equality Duty to annually review the GES and revise after 3 years.</p>	<p>Ongoing April 08 April 09 Apr 10</p>	<p>Undertake an annual review of the GES (including Action Plan) and report on progress. To produce an interim report each year and carry out a full review after 3 years (2010), producing a revised GES.</p> <p>To ensure the GES is kept up to date and reflects both internal and external feedback Consultation with representative groups and individuals (including employees) who wish to be involved.</p> <p>Review of GES</p> <p>Publication of an Annual Report that includes progress and revision of the GES</p>	<p>CEX, D&HR, CEM, SPO, RO</p>
		<p>1m. Identify 'Gender Champion' within PA</p>	<p>May 2007</p>	<p>Appoint Lead Member as 'Gender Champion' for PA.</p>	<p>D & HR</p>

		1n. Continue to monitor Force activity for relevance to Gender equality in line with the requirements of the Force Gender Equality Scheme	Ongoing process. Forms part of current reporting mechanism for monitoring all Force activity by the Police Authority.	Establish whether the Force are meeting their statutory duties	PA D & HR CEX Chief Constable (CC)
2.	Continue to consult and communicate widely to identify impact and effect of the GES.				
		2a Raise public awareness of the GES	Ongoing from March 2007		
		2b. Continue to forge links and consult with staff, members, volunteers and public to identify emerging issues for further action/solutions.	Ongoing from January 2007 Annual assessment	Continue to improve profile of PA and role of the GES. Forms part of Annual Consultation Programme.	CEM Members

		2c. Monitor relevant data necessary for longer term impacts to be assessed	Annual reporting on critical policies. Ongoing process	Data to be monitored in a consistent manner	RO
		2d. Carry out audit of Gender awareness raising related activity carried out by members and staff and identify areas for development	November 2007	Identify any gender duty requirements or adverse impacts as a result of gender equality.	CEX D & HR SPM RO
		2e. To identify arrangements for publishing results of assessments, consultations and monitoring	Ongoing Process	Results are published using a variety of media and formats: internet, intranet, special reports and newsletters Publicly available record of progress	CEX, D&HR, SPO, RO
		2f. Continue to work with the Force to promote diversity within the Force and the Authority.	Ongoing Process	Identify ways of promoting diversity	CEX, Force

3.	Identify barriers to participation in PA activity and seek ways of addressing them				
		3a. Consideration of PA Membership and recruitment processes in relation to gender equality requirements.		<p>Endeavour to have a membership and volunteer base that is equal to the demographic profile of the PA area.</p> <p>To be considered as part of all recruitment processes.</p>	<p>CEX Research Officer (RO) SPO</p>
		3b. To identify barriers to access to involvement and employment. (where applicable)	Ongoing	<p>Continue existing work to develop new initiatives through continued consultation and scrutiny mechanisms</p> <p>Improvement and further development of statistical workforce profile information.</p> <p>Publish statistical results in performance reviews such as Local Policing Plans and Summaries</p>	<p>SPO</p> <p>RO</p> <p>RO</p>

		3c. PA to demonstrate consistently that it values equality in its member, volunteer and staff recruitment processes.	Ongoing	<p>Seek equal participation rates in all PA activities.</p> <p>Work needs to be progressed on marketing women's and men's capability to deal professionally with the full range of tasks undertaken by the PA.</p> <p>Work with the media to raise awareness of the role of PA Members and volunteers.</p>	CEX, D&HR,
		3d. PA to ensure equal representation of men and women in all levels of PA activity	Ongoing	<p>To increase the number of females in PA activity areas.</p> <p>Conduct review into under representation of women in PA activity.</p> <p>Greater emphasis must be placed on the skills and competencies that the member / volunteer has and are required for the role they aspire to.</p>	<p>CEX, D&HR,</p> <p>SPO</p> <p>SPO</p>

		3e. Where Work Life Balance (WLB) issues and negative attitudes interfere with recruitment to some roles, those roles should be examined together with their working practices, and in consultation, changes made to those practices perceived to be blocking involvement.	Ongoing from Jan 07	Links to 3a,b,c,d. above Ongoing Monitoring.	CEX, D&HR, SPO
		3f. Continue to monitor The Gender Equality requirement to ensure that all employees, (members and volunteers) receive equal pay for equal work.	Ongoing		CEX, D&HR,
		3g. Develop an understanding of the competing demands in achieving a work/life balance and a successful career	Ongoing	Links to 3a,b,c,d, e. above	CEX, D & HR

4.	Provide training to staff, members and volunteers as applicable.				
		4a.To incorporate the requirements of the Gender Equality Scheme into all current training programmes	Ongoing	<p>Ensure trainers (external and internal) include where appropriate Gender Awareness training</p> <p>Monitor training programmes</p> <p>Training reflects the requirements of the GES.</p> <p>Annual statistics for Gender related training of members, staff & volunteers produced</p>	SPO
		4b. Work should be done with newly appointed members, volunteers and staff to ensure they are equipped to deal positively with equality related issues.	Ongoing		CEX, D&HR,

		4c.To ensure that PA representatives have the relevant information about the Scheme commensurate with their post requirements.	Ongoing	<p>Cascade information and arrange appropriate training</p> <p>To raise awareness of the Gender Discrimination Act requirements</p>	SPO, members, All
		4d. All representatives need to be aware of the Gender Equality Duty to ensure gender equality is recognised and promoted in their service areas.	Ongoing from Apr 07	<p>To ensure all reps are aware of the Gender Equality Duty and their responsibilities under that duty and to understand how it impacts upon their work and service delivery.</p> <p>Development of briefing sessions for reps will form part of Member, staff and volunteers Development Programme.</p>	CEX, D&HR, SPO

		4e. To ensure that training remains relevant and of a high standard	Annual assessment and reporting	<p>Training continues to meet the needs of staff, members and volunteers and remains of a high standard.</p> <p>Develop a robust evaluation system for use within PA</p>	SPO
		4f. Continual update and dissemination of guidelines on new gender equality legislation	Ongoing	<p>Increased awareness among all employees of legislative requirements. Staff made aware when new legislation is passed, via staff meetings/briefings</p> <p>Compilation of existing information available and production of up-to-date guidelines made available to all members, staff etc.</p>	CEX, D&HR,
5.	Develop single equalities policy for the Police Authority				

		5a. Develop single policy for impact assessments of policies to encompass all diversity and equality strands together with related guidance and training for members and staff.	December 2008 Member training completed Jan 2007.	To ensure a standardised approach to all of the equality strands.	CEX CEM SPM

During the next two years the Authority should consider the following actions as part of the natural progression of the scheme:

Year 2 (2008) Does the existing Action Plan cover each of the year 2 activities?

- To review the action plan and Gender Equality Scheme as part of the annual process
- Further monitoring of relevant functions — i.e. those assessed as being a medium-term priority
- To review and extend the Authorities consultation strategy to ensure Gender Equality requirements are met
- To review the monitoring system for internal and external complaints and publicise it
- To review existing monitoring data and its value to the Gender equality agenda
- To assess existing arrangements for providing information in alternative formats
- To implement / continue the training plan for Police Authority members and staff
- To prepare a report for inclusion in their Annual Policing and Best Value Performance plan and Annual Report

Year 3 (2009) included for info only.

- To complete monitoring of relevant functions — i.e. those assessed as being a low priority
- To continue implementation of training plan
- To develop consultation techniques — review the list of groups consulted and consider adding new groups if necessary
- To develop monitoring techniques
- To review targets and performance indicators for implementation of scheme
- To prepare a report for inclusion in Annual Policing and Best Value Performance plan and Annual Report
- To assess and review achievements over the three years
- To consider how to incorporate the lessons learnt into the culture of the Authority and the way in which it works

GWENT POLICE AUTHORITY INITIAL EQUALITY IMPACT ASSESSMENT PRO FORMA

Section		Officer responsible for the Assessment				
Name of Policy to be assessed		Date of Assessment	Is this a new or existing policy?			
1.	Briefly describe the aims, objectives and purpose of the policy					
2.	Are there any associated objectives of the policy? Please explain					
3.	Who is intended to benefit from this policy, and in what way?					
4.	What outcomes are wanted from this policy?					
5.	What factors/forces could contribute/detract from the outcomes?					
6.	Who are the main stakeholders in relation to the policy?					
7.	Who implements the policy, and who is responsible for the policy?					
8.	Are there concerns that the policy could have a differential impact on racial groups?			Y	N	Please explain
	What existing evidence (either presumed or otherwise) do you have for this?					
9.	Are there concerns that the policy could have a differential impact due to gender?			Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?					
10.	Are there concerns that the policy could have a differential impact due to disability?			Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?					

11.	Are there concerns that the policy could have a differential impact due to sexual orientation?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
12.	Are there concerns that the policy could have a differential impact due to their age?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
13.	Are there concerns that the policy could have a differential impact due to their religious belief?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
14.	Are there concerns that the policy could have a differential impact due to them having dependants/caring responsibilities?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
15.	Are there concerns that the policy could have a differential impact due to them having an offending past?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
16.	Are there concerns that the policy could have a differential impact due to them being transgendered or transsexual?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
17.	Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy?	Y	N	Please explain

18.	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (questions 8-16) on a separate piece of paper
19.	Is there enough evidence to proceed to a full EIA?	Y	N	

Signed: (Completing Officer) Date:

Signed: (Head of Section) Date: