

DYFED POWYS POLICE AUTHORITY
DISABILITY EQUALITY SCHEME

CONFIRMED BY THE AUTHORITY ON
THE 18TH DECEMBER 2006



Mr. K.B. Reeves
Clerk to the Dyfed Powys Police Authority
P.O. Box 99
Llangunnor
Carmarthen
SA31 2PF

Mrs. K. Bateman
Lead Member for Diversity
Dyfed Powys Police Authority
P.O. Box 99
Llangunnor
Carmarthen
SA31 2PF

DYFED POWYS POLICE AUTHORITY
DISABILITY EQUALITY SCHEME

<u>Contents</u>	<u>Page</u>
Joint Foreword by the Chair of the Authority and the Authority's Lead Member on Diversity	3
1. About the Dyfed Powys Police Authority	4
2. What is the Disability Equality Duty?	5
3. Executive Summary	6
4. Involvement of Disabled Communities	7
5. Dyfed Powys Police Authority's Role and Disability	10
6. Impact Assessment	18
7. Doing the Duty – Where do we go from here?	20

Appendices

<i>Appendix A Definition of Disability</i>	21
<i>Appendix B Action Plan</i>	25
<i>Appendix C Disability Focus Group - Terms of Reference</i>	31
<i>Appendix D Staff and Member Monitoring Form</i>	32
<i>Appendix E Committees held by the Police Authority</i>	34

DYFED POWYS POLICE AUTHORITY
DISABILITY EQUALITY SCHEME
JOINT FOREWORD BY THE CHAIR OF THE AUTHORITY
AND THE LEAD MEMBER FOR DIVERSITY

We would like to introduce the Dyfed Powys Police Authority Disability Equality Scheme.

This Scheme forms part of the Authority's general commitment to equal opportunities in respect of everybody who comes into contact with it to ensure that they are not discriminated against because of their race, gender, age, faith, sexual orientation, language or disability.

The Scheme sets out our Authority's duty in complying with the Disability Discrimination Act but more importantly is a document which, with your involvement, will help us to meet not only the letter, but also the spirit, of the law and ensure that disabled persons are not discriminated against in their dealings with the Authority.

If you would like to be involved in the ongoing development of the Scheme or if you have any comments or observations on the Scheme then please contact us at:-

Councillor Don Evans
Chair of the Dyfed Powys Police Authority
Police Headquarters
P.O. Box 99
Llangun nor
Carmarthen
SA31 2PF

Mrs. Kara Bateman
Lead Member for Diversity
Dyfed Powys Police Authority
Police Headquarters
P.O. Box 99
Llangunnor
Carmarthen
SA31 2PF

Telephone number: 01267 226-440 Facsimile number: 01267
226-448 e-mail address: [police.authority@dyfed-
powys.pnn.police.uk](mailto:police.authority@dyfed-powys.pnn.police.uk)

1. About Dyfed Powys Police Authority

What does the Dyfed Powys Police Authority Do?

The Authority is an independent public body made up of local people. It exists to make sure that Dyfed Powys Police Force provides an effective and efficient service and that they are accountable for the policing services they provide.

The Authority's role is to set the strategic direction for the Police Force, act as a watchdog and hold the Chief Constable to account on behalf of the local community.

There are 19 Members of the Authority – 10 County Councillors, 6 Independent Members and 3 Magistrates.

The Authority's principal responsibilities are to:

- Publish an annual Policing Plan, containing both national and local policing objectives, performance measures and targets to assess performance against these objectives, and the financial resources available to them;
- Publish an Annual Report after the end of each financial year detailing the Force performance against the Policing Plan;
- Consult with local communities about policing in the area, to identify policing priorities;
- Determine the annual budget;
- Appoint the Chief Constable, Deputy Chief Constable and Assistant Chief Constable(s);
- Monitor the way in which the Force deals with complaints from the general public;
- Consider complaints in respect of officers at the rank of Assistant Chief Constable and above;
- Secure Best Value – a continuous improvement in the way services are provided having regard to economy, efficiency, effectiveness and quality; and
- Appoint and support Independent Custody Visitors.

There are also 6 members of staff employed on both a full time or part time basis who support the Members of the Police Authority in their work.

The Authority's Officers

- The Clerk (who is also the Authority's Monitoring Officer)
- Treasurer (who is also the Authority's Chief Financial Officer)
- Assistant Clerk (who is also the Deputy Monitoring Officer)
- Committee and Members' Services Officer
- Two Clerk Typists

2. What is the Duty?

General Duty

The Disability Discrimination Act 2005 places a Disability Equality Duty on all public bodies. Dyfed Powys Police Authority is required to take a pro-active approach to mainstream disability equality into its decisions and activities. The Authority must have regard to the following general duties:

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

Specific Duty

As part of its specific duties under the disability discrimination legislation the Authority is required to write and publish this document, its Disability Equality Scheme. The Scheme sets out a practical framework of how the Authority is working to end discrimination on the basis of disability and how we will meet all aspects of the general duties. The Act defines various disabilities and these are shown in Appendix A.

An integral part of the Disability Equality Scheme is its action plan. The Scheme itself sets out a framework of working practices and desired outcomes, with aims and ambitions for the future. It is a mission statement of the good practice and awareness that the Authority would like to achieve and also details the good practice achieved so far. The action plan at Appendix B is the key to achieving the ambitions set out in the Scheme. Successfully carrying out the tasks identified in the action plan is the reality of how the Authority will mainstream disability in its daily work and provide more satisfactory outcomes for disabled communities and staff alike.

In accordance with the legislation the Scheme and action plan have been written with the involvement of local disabled communities. Local disability Groups run and attended by direct stakeholders helped to inform both Scheme and action plan. The Authority is very grateful to all the Groups and individuals who assisted us in the involvement process. Involving the various disabled Groups and communities in the work of the Authority will continue long after this Scheme is first published.

The duty is ongoing, as is the Authority's commitment to mainstreaming diversity within its work.

3. Executive Overview

The Social Model of Disability

Dyfed Powys Police Authority upholds the social model of disability. We understand that many of the barriers faced by disabled communities are not necessarily a natural consequence of a physical impairment, but rather the result of how our society is structured. We acknowledge the physical and attitudinal barriers experienced by all sections of the disabled community and are striving to ensure that the Authority eliminates these barriers when carrying out its duties.

We will Focus on what people can do, rather than what they cannot do. In its treatment of both staff and the wider community we will endeavour to mainstream equality by ensuring the needs of disabled people are considered appropriately and proportionately in the Authority's day to day work.

Leadership

Responsibility for the implementation of this Scheme and Action Plan lies with the Authority with specific roles being given to the Lead Member for Diversity and the Clerk of the Police Authority. In order to truly influence the work of the Authority the Duty must be implemented from the top down – the most senior Members of the Organisation will lead to make the duty an integral part of Authority life.

We will also ensure the Force meets its duties in respect of disability. This will be done through the Authority's main working meetings (committee and panel meetings) and also through its Clerk who liaises closely with the Force and represents the Authority at various Force meetings.

Occasionally the work of other organisations impacts on us, for example the Association of Police Authorities, Local Authorities and the Independent Custody Visitors Association to name just a few. Where it comes to our attention that policy or practice in other organisations may have a negative impact on the Authority's ability to carry out its disability duties effectively, we will raise our concerns with the relevant organisation to request that practice, policy or process be reviewed. Details of any such requests and subsequent responses will be contained in the Action Plan contained in Appendix B.

Resources

In many instances our duties under the Disability Act will be able to be met by a change in the way the Authority runs to ensure that disabled people are not disadvantaged. Some instances, however, will require a level of funding to implement and the Authority intends to set aside in its budget a sum which in the first year of the Scheme will look to be used to meet the objectives set out in the Action Plan. It is intended that this allocation of funding will be reviewed annually by the Authority's Community Engagement and Finance Resources and Information Management Committees.

4. Involvement of Disabled Communities

The most important part of meeting the Disability Equality Duty is to ensure the involvement of disabled communities before and whilst writing the Scheme and then in the annual reviews of the Scheme and its Action Plan. Involvement goes far deeper than consultation, it is the active engagement of people with a disability; focussed, proportionate, influential and transparent.

It is recognised that the involvement of disabled people, staff and Members of the Authority is critical to the success of this Disability Equality Scheme and, therefore, this will be an ongoing activity.

In the development of this the first Disability Equality Scheme the Authority, Dyfed Powys Police Force and Carmarthenshire and Ceredigion County Councils came together to ask Members of the public who are disabled, or care for a disabled person to assist in informing the preparation of the Scheme.

The partnership designed a Disability Equality Survey, to determine whether the services provided by the partnership currently meet disabled people's needs. The survey also aimed to identify areas in which service provision need to improve.

In order to gather as much information as possible, approximately 5,000 questionnaires were sent out to a target audience within the counties of Carmarthenshire and Ceredigion. Individuals were identified with the assistance of the Social Services and Education departments of both Carmarthenshire and Ceredigion County Councils. It is felt that through this joint approach we would be able to maximise the return on the questionnaires.

It is recognised that disabled people in Powys and Pembrokeshire were not involved in this consultation but the Authority considered that the results of the survey would show a fair representation of the views of disabled people across the whole of the Authority's area. It is the Authority's intention to widen the involvement to include disabled people in Powys and Pembrokeshire and the Action Plan reflects this.

The questionnaire was launched via a press release in all local papers and radio stations, which invited Members of the public to contact the organisations should they wish to assist with the development of the Disability Equality Scheme. To encourage participation, the questionnaire was also posted on the websites of the four participating organisations.

A total of 1,359 Members of the public completed and returned the Disability Equality Scheme survey – an estimated return rate of 27%. The information gathered from the quantitative approach will be followed up with Focus Groups using structured questionnaire and internal Focus Groups with staff and staff representatives. The Focus Groups will focus upon the key themes raised by the survey, including communication, access and employment.

Community Consultation and a Focus Group will be established or extended to continue the dialogue with our disabled communities, and these are being coordinated by the Clerk to the Authority.

The Focus Groups whose terms of reference are set out in Appendix C, will provide us with a real opportunity to engage with disabled people at local level. Before this, the majority of our contacts came as a result of our questionnaires and individual requests and/or complaints.

During each Focus Group, time will be devoted to raising awareness about the service provided by the Authority.

The comments received from consultation will be directly fed back into the further development of this Scheme.

Members of the public are invited to take part in any consultation work organised by the Authority. Please get in touch with the Police Authority Secretariat by telephone, e-mail or in writing, providing your contact details and the type and method of consultation you are interested in. The views that you provide are vital in improving the quality of service that the Authority delivers and building upon the successes that have been achieved in the past.

The Authority also joined with the Dyfed Powys Police Force, Welsh Ambulance Trust, NHS Trust, Carmarthen and Ceredigion Local Health Boards, Carmarthenshire, Ceredigion and Mid Wales and Velindre NHS Trusts and Carmarthen and Ceredigion County Councils in an event held at the Nantyci Showground in Carmarthen where disabled people and representatives from disabled Groups joined with the Authorities in discussions centred around the needs of disabled people. The results of the feedback from the discussions have been incorporated within the Action Plan.

The Authority recognises that with an Authority land area of 10,975 sq kilometres (over half the land mass of Wales) the scale of the task to travel around speaking to small Groups to seek their views on the Authority's work will be difficult. However, we are also mindful that there is no deadline for obtaining the involvement of people with disabilities. Our work in this area will be ongoing on a permanent basis. The publication of this Scheme does not mark the end of the involvement process, it simply reflects our initial findings and points the way forward for our Action Plan.

The Action Plan at Appendix B highlights the issues raised at the involvement sessions and details the remedial action that will be taken by Dyfed Powys Police Authority to address any imbalance in the service given.

This Scheme is a live document and will be periodically revisited to ensure that the Authority is not only complying with its obligations under the Act but perhaps more importantly ensuring that disabled people are not disadvantaged in their dealings with the Authority.

Evolving Engagement

The Authority will endeavour to cultivate and develop relationships already established between the Authority and the various Groups who were involved helping us to create this Scheme. The Authority also intends to widen the net to include more Groups, organisations and individuals across its area.

The Authority will implement Focus Group training. We anticipate that in the future we will make much wider use of Focus Groups as the programme of involvement with disabled communities develops.

We also hope to expand the use of partnership working in the future.

5. How Does Disability fit into the work of the Police Authority?

The Authority has two very clear roles. Firstly in relation to managing its own operations i.e. recruiting staff, Members and volunteers, setting the precept, consulting with the community and approving the annual policing plan. Secondly, in relation to its scrutiny role, the Authority must satisfy itself that the Force is meeting its duties. The Authority must ensure its own compliance with the disability legislation and through its monitoring role must satisfy itself that the Force are taking all necessary and proportionate steps to meet its legal responsibilities in this area. This chapter provides details of these two roles and how disability is incorporated into the Authority's work.

Police Authority

People and Employment

Dyfed Powys Police Authority employs 6 staff (on a full time and part time basis), has 19 Members, 35 Lay Custody Visitors, 6 Animal Welfare Visitors as well as other Lay Members on the various Advisory and Focus Groups. The Authority will monitor its employment procedures and practice.

Who we will monitor

We will monitor the Authority's staff and similar arrangements will be made regarding the following Groups:

- Members of the Authority
- Independent Custody Visitors
- Independent Animal Visitors
- Members of Selection Panels for appointing Members to the Authority
- Independent Members of the Public on the Ethical Standards Committee
- Independent Members of the Public who have been appointed to sit on Misconduct Panels
- Independent Members of the Public on the Authority's various Advisory and Focus Groups

Staff Recruitment

The majority of new and vacant posts are advertised in Welsh and English in the local press throughout Dyfed Powys, on local radio, on the Authority's web site and in Job Centres. The Authority is also looking to place advertisements in the talking newspapers circulating in the Authority's area. We will explore options for widening the advertisement of vacancies in order to bring them to the attention of potential applicants who may have a disability.

Details of the Authority's Employment Monitoring Systems

A copy of the monitoring form used in monitoring appointments is included in (Appendix D). This information is not used as part of the selection process but to help the Clerk monitor and deal appropriately with short-listed candidates who may have a disability.

The Authority will also monitor:

- The make up of its employees
- Promotions
- Applications for Training
- Participation in Training

This information is reported to the Finance Resources and Information Management Committee.

Publicising the data

The results of this monitoring will not be published but may be made available on request on a case-by-case basis. This is due to such small numbers being involved that it would be easy to identify individuals from the monitoring information (for example in the case where someone was unsuccessful with an application for promotion). We have reluctantly concluded that it would not be appropriate to make this information public.

Consultation with staff

As part of its responsibility to meet the Disability Duty the Police Authority has conducted interviews with its staff to get their personal opinions on how disability is or should be incorporated into their daily work. This has enabled us to consider issues such as where more training is required, where existing equipment may need updating or new systems provided.

The Authority's Members

The composition of the Authority's Members is monitored by the Clerk (this includes recording information about disability and/or long term sickness). This information is not recorded publicly unless the individual concerned authorises it. Where authorisation has been given, the information can be found on the Authority's website. A policy of equal opportunities is firmly supported by the Authority and the Authority welcomes applications (from eligible persons irrespective of their gender, ethnic origin, religious belief, sexual orientation, disability or other factors).

County Councillor Members

Under the Police Act 1996, Councillor Members are appointed by a Joint Committee made up of persons appointed by the precepting Councils from among their own Members.

The Authority has no control over who is selected. However, the Clerk advises the Joint Committee of the current composition of the Authority.

The Joint Committee's role is to ensure that the political balance of the County Councils across the Authority as a whole is maintained in the selection of Councillor Members of the Authority.

Having determined the political balance it is then for the political Groups within each Council to nominate a Councillor to serve on the Authority. The political Groups that make the selection are bound by their own party rules. The Joint Committee then endorses the choice of Councillor.

Independent Members

There are 6 Independent Members of the Authority. They are appointed for a period of 4 years in the following way:

- Advertisements are placed in the local press. Press releases are put in local newspapers, leaflets are placed in public areas e.g. libraries, churches, etc.
- Candidates can apply using a method of their choice.
- Candidates are long-listed by a Selection Panel. The Selection Panel comprises a Member of the Authority, a Member appointed by the Home Office and a third Independent person who is appointed by agreement of the other two Members.
- Candidates on the long-list are interviewed by the Selection Panel and a list of names is sent to the Home Office. This list comprises four times the number of names as there are vacancies on the Authority. Details of the existing Membership of the Authority are sent to the Home Office together with details of the listed candidates.
- The Home Office returns a short-list to the Authority having halved the original list in a way which it considers necessary in order to reflect the composition of the local community.
- Candidates on the revised shortlist are interviewed by the County Councillor and Lay Justice Members of the Authority.

Whilst data is currently obtained on the disability status of applicants, this is not currently analysed. When future vacancies occur the Clerk will report to the Authority on the number of applicants by reference to disability who

- Apply
- Are included on the list for an initial interview
- Are included on the long-list which is sent to the Home Office
- Are included on the short-list which is returned by the Home Office
- Are appointed

In the event of any apparent inequality in relation to disability the Authority will discuss the matter with the Focus Group to gain advice on how such disparity may be avoided in the future. If short-listing by the Home Office has contributed to the inequality the Authority will discuss the matter with the Home Office.

It should be noted that on occasion some individuals do not feel comfortable to reveal that they have a disability. Whilst the Authority encourages applicants to provide this information it is up to the individual as to whether he/she provides the information. We will consult our involvement Groups to advise on how we can best encourage individuals to provide us with full information. Nonetheless the Authority appreciates that the information it gathers on disability may not always be accurate.

Lay Justice (Magistrate) Members

There are 3 Lay Justice Members of the Authority. Lay Justice Members (formerly known as Magistrate Members) are now appointed in the following way:

- Applications from lay justices are invited.
- Applications are assessed by a Selection Panel comprising of a Member of the Authority, a Member appointed by the Home Office and a third Independent person who is appointed by agreement of the other two Members. Reduction interviews may occur at this point.
- The Selection Panel draws up a short-list with twice the number of names as positions available.
- Candidates on the shortlist are interviewed by the County Councillor and Independent Members of the Authority

It should be noted that from April 2008 there will no longer be a separate category of lay justice Members of the Authority. Current information is that there will be a single category of 9 Independent Members who will be appointed in accordance with the structure given above.

Independent Custody Visitors

Independent Custody Visitors are independent members of the public who are selected and appointed by the Police Authority to visit Police Stations unannounced in their area to check on the welfare and conditions of people detained in custody.

The recruitment is based on a clear job description as well as person specification, setting out the qualities required to carry out the role effectively. Recruitment is open, non-discriminatory and well publicised. Selections are made on the basis of a standard application form. Applicants are interviewed by representatives of the Police Authority with the final decision being made by the Police authority. Every Custody Visitor upon appointment, signs a memorandum of understanding with the Authority to abide by the national code of practice for custody visiting.

Animal Welfare Lay Visitors

The Animal Welfare Lay Visitor Scheme was set up in 2002 in response to the Association of Police Officers' Police Dog Strategy. The Scheme enables appointed

members from the local community, accompanied by professionals from animal welfare organisations such as the RSPCA, Dogs Trust and Animal Health Inspectors from the Local Authorities, to observe and report upon the condition under which police dogs are housed, trained, transported and deployed.

Recruitment is open, non-discriminatory and well publicised. Selection are made on the basis of a standard application form. Applicants are interviewed by representatives of the Police Authority with the final decision being made by the Police Authority.

Ethical Standards Committee

The Police Authority has a statutory duty to establish a Standards Committee which promotes good conduct amongst Members of the Authority, arranges appropriate training and deals with complaints concerning the conduct of Members.

The Committee is made up of Members of the Authority and Members of the Public who have been appointed as Independent Members of the Standards Committee and is chaired by an Independent Standards Committee Member.

Independent Members of Misconduct Panels

The Authority has a duty to appoint Members of the public to sit on Misconduct Panels which are held when police officers are accused of serious disciplinary offences.

Meetings of the Police Authority

Committees and Panels

A great deal of the Authority's work is done through its Committee meetings (a full list of these is provided at Appendix E). These are, for the most part, public meetings where Members set and monitor the Authorities objectives, receive reports and updates from the Force regarding all different aspects of policing and are able to question and hold the Force to account about their work. Attendance at such meetings is crucial to the operation of the Authority as a monitoring body.

These meetings are normally held at Police Headquarters in Carmarthen. Responsibility for the Police Headquarters building, along with all other police property, lies with the Chief Constable. This means that the Chief Constable must ensure that access is compliant with the Building Regulations.

At Police Authority meetings consideration is given, on an individual basis, to meet the requirements of anyone who attends who has a disability. For example a British Sign Language (BSL) interpreter can be provided for deaf attendees providing notice is given of attendance (n.b. all attendees at Police Authority meetings who require specific facilities or translation services are required to give notice of attendance beforehand so they can be properly facilitated).

Reports provided to these meetings will, in future, be required to give a short briefing on how the issues raised impact on any of the strands of diversity, including disability.

Community Fora

These meetings are held at different venues in each County Council's area which make up the Police Authority's geographical jurisdiction. When organising a meeting the Authority ensures that the needs of disabled access are considered. This begins with advertising the meeting in an appropriate way. The Authority considers physical access to the building, toilets, refreshments and parking as well as access to the subject matter of the meeting itself such as by provision of BSL interpreters.

Training of Members, Staff and Volunteers

All staff and Members have received some form of diversity training. However, meeting the Disability Duty has highlighted that both groups would benefit from more specialised training in regard to different types of disability. The Authority is in the process of developing a diversity training package that includes receiving specific training from disability trainers. Where appropriate and relevant, volunteers will also be given this training.

It is expected that this package will be rolled out after April 2007, following the new round of appointments of Independent and Lay Justice Members to the Authority.

Dyfed Powys Police Force

Police Officers are Officers of the Crown. The Chief, Deputy and Assistant Chief Constables are appointed and if necessary disciplined, by the Authority. The remainder of Police Officers are appointed and disciplined by the Chief Constable.

Police Staff are employed by the Authority. However, under the provisions of the Police Act 1996, Police Staff fall under the direction and control of the Chief Constable who appoints and disciplines them.

Policies and procedures relating to the employment and management of Police Officers and Police Staff are prepared by the Chief Constable in consultation with the appropriate employee representatives.

The Dyfed Powys Police Force has prepared a Disability Equality Scheme to show how it intends to carry out its duties under the disability legislation. The Force also has a duty to monitor its employment procedures and practice. The Authority has an overreaching duty to monitor the performance of the Force, including how it implements and manages the Disability Equality Duty.

Monitoring the Dyfed Powys Police Force

The Dyfed Powys Police Force's Disability Equality Scheme is separate to that of the Authority.

The Authority will require the Chief Constable to report to the quarterly meetings of the Community Engagement Committee on the Force's progress in implementing the Disability Equality Scheme and Action Plan.

The Authority's Clerk works closely with the Police Force's Diversity Team. Information sharing and co-operation helps to prioritise the importance of diversity on the police agenda. Furthermore, maintaining a close working relationship in this

area assists in the monitoring process and enables the Authority to ensure the compliance of the Force at a grass roots level.

Equality and Service Delivery Management Group

The Force's Equality and Service Delivery Management Group is chaired by the Deputy Chief Constable. The Authority is represented on the Group by the Lead Members for Equality and Diversity, the Lead Member for Human Resources and Training and the Clerk of the Authority. This assists the Authority in monitoring how the Force is complying with its statutory duties. In the event of an Authority Member/Officer having any concerns, he/she can take appropriate action by discussing the concern with the Lead Member for Equality and Diversity and the Clerk.

Recruitment

The Lead Member for Human Resources and Training is familiar with the Force's recruitment policies and practices. These practices are, inter alia, designed to identify potential new recruits who may hold unacceptable opinions. As part of the Authority's scrutiny role the Lead Member for Human Resources and Training attends interviews of new recruits on an occasional basis.

The Lead Member then reports any findings to the Finance Resources and Information Management Committee. In the event of any concerns, the Committee will ask the Chief Constable for a formal report.

Complaints against the Police Force

Formal complaints by Members of the Public against Officers of the Force below the rank of Chief Constable are dealt with by the Chief Constable and monitored by the Authority's Professional Standards Committee. The complaints are broken down into different categories, and the Committee is able to observe trends. If these give rise to concern the Committee will ask the Chief Constable for a formal report on how he intends to remedy the situation. Formal complaints concerning the conduct of Officers of the rank of Assistant Chief Constable and above are dealt with by the Committee.

Employment of Police Officers and Police Staff

Police Officers and Police Staff come under the direction and control of the Chief Constable. Nevertheless, in pursuance of its duty to monitor the Police Force, the Authority will ask the Chief Constable to submit a quarterly report to the Authority detailing, with the staffing of the Force including reference to disability, as follows:-

- The number of Officers and Police Staff in post (disabled and non disabled)
- The number of applicants for employment, training and promotion
- The number who receive training
- The number who benefit or suffer detriment as a result of the Force's performance assessment procedure

- The number who are involved in grievance procedures
- The number who are the subject of disciplinary procedures
- The number who cease employment with the Force

In the event of any disproportionality, the Committee will seek the Chief Constable's views and ask him to provide an explanation of the disproportionality. The report is provided to the Finance Resources and Information Management Committee and is available to the public in the published minutes.

Currently the Force is reviewing the way in which it obtains information on staff relating to disability. The Authority is aware that many staff with a disability are reluctant to disclose this, for fear of adverse treatment by colleagues or management. The Authority is monitoring how the Force are addressing this issue to encourage staff that disclosing a disability can be beneficial rather than detrimental.

Training of Police Officers and Police Staff

The Authority will request that the Chief Constable submit reports to the quarterly meetings of the Finance Resources and Information Management Committee on arrangements for training Police Officers and Police Staff in Diversity matters.

The Authority will monitor how the new training programme will be rolled out in 2007 and beyond. The Authority will use its network of disabled Groups to discuss the effectiveness of this training programme.

Force Performance

The Authority will continue to monitor the performance of the Police Force via the Chief Constable's reports to the Authority and its Committees.

6. Impact Assessment

Assessing the impact of our functions and policies on the promotion of disability equality

The next stage is to

- Appoint Lay Members from disabled people to form the Authority's Disability Focus Group.
- Ensure that proper and appropriate training is available to Members, Officers and Staff.
- Undertake an assessment of the impact of our Functions and Policies.
- Prepare an Impact Assessments programme.
- Undertake Impact Assessments.
- Advise on appropriate action to be taken in the light of the results of the impact assessments.
- Follow the timetable for undertaking these actions as set out in the Action Plan (Appendix B). All the Authority's functions and policies will be reviewed.

The purpose of the Action Plan is to identify functions and policies that need to be refined to better meet the needs of the diverse Disabled Groups within the Community.

Disability Focus Group

The Authority is in the process of establishing a Diversity Focus Group. This Group will comprise up to 6 disabled Members of the general public.

The Group will look at the Authority's functions and consider the way in which the Authority goes about its work. It will look at how the Authority monitors the Force and holds it accountable. It will also review how the Authority goes about setting targets for the Force and ensures that they are met satisfactorily. The Group will consider the processes currently in place for the Authority to carry out its work and judge whether or not there could be a negative impact on the Disability Equality Duty as a result of the way in which the Authority is doing its job.

The Group will comprise:

- 3 Members of the Authority (including the Lead Member for Equality and Diversity Disability and the Lead member for Human Resources and Training)
- Up to 6 Disabled Members of the public drawn from the Authority's area
- The Clerk (or his representative)

- A representative of the Police Force (as necessary)

The terms of reference for the Disability Focus Group include:

- Assisting to prioritise the functions and policies of the Authority
- Advising the Authority as necessary on areas of disability
- Considering complaints

More detailed terms of reference of the Disability Focus Group are set out in Appendix C.

The Group will also advise the Authority on appropriate action which needs to be taken in the light of impact assessments.

Doing the Duty – Where do we go from here?

So this is the start. This Scheme has set out many of the targets that Dyfed Powys Police Authority will be striving to achieve over the next three years. It outlines our commitment to disability equality within the Organisation and gives us a frame of reference to monitor our employment and community duties in the context of disability.

The Action Plan details the steps we will be taking to ensure the Authority's compliance with the Duty. Although the Scheme will be reviewed and updated in 2009, the Action Plan will develop and evolve through our impact assessment process and as a result will be regularly updated.

Dyfed Powys Police Authority is reliant on continued input and support from community groups and individuals to carry out its role effectively. We intend to nurture the relationships we have begun to build with our local groups and would like to further increase their number to gain a more comprehensive picture of how we can and should deliver our service to people in the community who have disabilities.

Dyfed Powys Police Authority would welcome any feedback about this Scheme and accompanying Action Plan. If you wish to receive this document in an alternative format please contact:

Mr. K.B. Reeves
Clerk to the Dyfed Powys Police Authority
P.O. Box 99
Llangunnor
Carmarthen
SA31 2PF

Telephone number: 01267 226-440

Facsimile number: 01267 226-448

e-mail address: police.authority@dyfedpowys.pnn.police.uk

APPENDIX A

The Disability Discrimination Act DEFINITION OF DISABILITY

What the Act means by disability

Disability is defined as

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Explanations of:

Impairment

The definition covers physical and mental impairments. These include:

- Physical impairments affecting the senses, such as sight and hearing
- Mental impairments including learning disabilities and mental illness (if it is recognised by a respected body of medical opinion)

Substantial

For an effect to be substantial, it must be more than minor.

The following examples that are likely to be considered substantial:

- Inability to see moving traffic clearly enough to cross a road safely
- Inability to turn taps or knobs
- Inability to remember and relay a simple message correctly

Long-term

These are effects that

- Have lasted at least 12 months

Or

- Are likely to last at least 12 months

Or

- Are likely to last for the rest of the life of the person affected

Long-term effects include those which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12-month period following the first occurrence.

Day-to-day activities

Day-to-day activities are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories

- Mobility – moving from place to place
- Manual dexterity – for example, use of the hands
- Physical co-ordination
- Continence
- The ability to lift, carry or move ordinary objects
- Speech, hearing or eyesight
- Memory, or ability to concentrate, learn or understand
- Being able to recognise physical danger

The Government has issued guidance, under the Act, about whether an impairment has a substantial or long-term effect. This guidance does not in itself impose legal obligations on an employer or service provider, but a tribunal or court must when considering a complaint about discrimination take into account any of the guidance which appears to be relevant.

Particular cases or conditions:

Severe disfigurements

The Act's definition treats severe disfigurements as disabilities, although they have no effect on a person's ability to carry out normal day-to-day activities.

If, however, the disfigurement consists of a tattoo which has not been removed, non-medical body piercing, or an object attached through such a piercing, regulations have the effect of ensuring that this would not be treated as a disability.

Impairments helped by treatment or artificial aids.

Medication or equipment (such as an artificial limb) which helps an impairment, is not taken into account when considering whether an impairment has a substantial effect.

For example, a person who wears a hearing aid to improve their hearing is considered to have the hearing loss that would exist without the use of the aid. An exception is when people wear glasses or contact lenses – it is the effect on the person's vision, while wearing their glasses or contact lenses, that is considered.

If, however, the treatment is likely to cure the impairment, this should be taken into account in assessing whether the impairment is long-term.

Progressive conditions

The Act covers progressive conditions where impairments are likely to become substantial. Examples of progressive conditions include

- Cancer
- HIV infection
- Multiple sclerosis

- Muscular dystrophy
- Diabetes

The Act covers people with these conditions from the moment that there is a noticeable effect on normal day-to-day activities, however slight.

For example, a person with multiple sclerosis would be covered from the time they first developed symptoms that affect their ability to carry out normal day-to-day activities. They would not be covered just because the illness had been diagnosed.

Genetic predispositions

The Act does not cover people with a gene that causes a disability unless they develop the disability. For example, people with the gene that causes Huntington's chorea are not covered if they do not have the condition. People are covered as soon as the first effects on normal day-to-day activities appear.

Past disabilities

The definition covers people who have had a disability in the past. If a person once had a disability which is covered by the Act, they are still protected if they have recovered. This applies even if they recovered before the Act came into force.

Registered disabled people

Any person registered as a disabled person under the Disabled Persons (Employment) Act 1944, or the Disabled Persons (Employment) Act (Northern Ireland) 1945, on both

- 12 January 1995 when the legislation was first introduced into Parliament
- and the date when the employment rights start is covered by the Act for three years

is treated as having a disability, for the purpose of the Act, for three years from the latter date. They do not have to prove they meet the new definition of disability for this three-year period.

Babies and children under the age of six

It must be difficult to see the effects of an impairment on a baby or young child and thus determine if he or she is disabled. However, a young child with an impairment will be treated as disabled under the Act if someone over the age of six with such an impairment would normally be covered by the Act.

Impairments which are excluded

The following conditions are not to be treated as impairments for the purposes of the Act.

- Addiction to or dependency on alcohol, nicotine or any other substance (unless the addiction resulted from the substance being medically prescribed).

- Seasonal allergic rhinitis (e.g. hay fever) except where it aggravates the effect of another condition.
- A tendency to set fires.
- A tendency to steal.
- A tendency to physical or sexual abuse of others.
- Exhibitionism.
- Voyeurism.

DYFED POWYS POLICE AUTHORITY

Disability Equality Scheme 2008 – 2009 Action Plan

OBJECTIVE: Increase Awareness of Disability Issues within the Authority				
ACTION	OUTCOME	RESPONSIBILITY	TIMESCALE	PROGRESS
All Members, Staff and Volunteers to receive information to provide them with the knowledge and understanding required in respect of equality and diversity issues, including diversity equality, in the context of their individual roles	To ensure Members, Staff and Volunteers understand the Disability Equality Scheme and are equipped to deal positively with equality related issues	Assistant Chief Executive	Ongoing	
Revise the induction pack and programme for all new Members, Staff and Volunteers, to include information on equality awareness	To ensure all new Members, Staff and Volunteers have a minimum level of understanding of equality awareness upon commencement with the Police Authority	Chief Executive	June 2008	
Continual update and dissemination of guidelines on new disability equality legislation, via Staff meetings/briefings	Increased awareness among all employees of legislative requirements	Chief Executive	Ongoing	
Monitor Force activity in respect of their Disability Equality Scheme	Determine the extent to which the Force is meeting its statutory duties and addressing identified actions	Community Engagement Committee	Quarterly updates to be received, with a full report annually	

OBJECTIVE: Promote Disability Equality

ACTION	OUTCOME	RESPONSIBILITY	TIMESCALE	PROGRESS
Review of the Authority's website to improve the accessibility of the website	To ensure the Authority's website is fit for purpose and accessible to a range of users	Assistant Chief Executive and the Members' Services Officer	August 2008	
Develop a list of accessible venues suitable for holding meetings, conferences, etc. across the Dyfed Powys area	To ensure the Authority utilises venues which are widely accessible	The Secretariats' Personal Assistants	April 2008	
Extend advertising for vacancies of Members, Staff and Volunteers in a range of media formats	To ensure information in respect of vacancies within the Authority is widely accessible	Chief Executive	Ongoing	

OBJECTIVE: Evaluation of Policies and Procedures to determine whether they have an adverse effect on disability related issues

ACTION	OUTCOME	RESPONSIBILITY	TIMESCALE	PROGRESS
Undertake a programme of Impact Assessments in accordance with agreed processes and procedures	To ensure that the Authority's policies and procedures are fit for purpose and any possibility of negative impacts are reduced	Assistant Chief Executive	Ongoing	
Monitor progress in respect of Impact Assessments of Force policies and procedures	Ensure that Force policies and procedures are fit for purpose	Community Engagement Committee	Ongoing	

OBJECTIVE: To ensure partnership working				
ACTION	OUTCOME	RESPONSIBILITY	TIMESCALE	PROGRESS
To explore options and establish partnerships with the voluntary sector	To encourage greater participation by disabled persons in shaping the Authority's service provision	Assistant Chief Executive	Ongoing	
Continue to work collaboratively with other Police Authorities and Forces in Wales	To meet the shared visions that "The Police Service in Wales will work with our communities to deliver a safer Wales, treating our residents and visitors with courtesy and respect"	Assistant Chief Executive and the Community Engagement Committee	Ongoing	

DISABILITY FOCUS GROUP

TERMS OF REFERENCE

1. To bring together key functions and interested parties of Dyfed Powys Police to understand and manage disability as it affects Dyfed Powys Police and the individual
2. Provide a focus on disability as it affects the entirety of Dyfed Powys Police
3. Gain common understanding of how disability equality affects Dyfed Powys Police and what constitutes best practice
4. To provide a Lead to move beyond compliance with the Disability Discrimination Act into mainstreaming disability equality into the way in which Dyfed Powys Police operates
5. Develop the diversity equality scheme
6. To review all policies in place within the Authority to ensure that disabled people are not disadvantaged
7. Identify external benchmarks which can be used to compare performance

APPENDIX D

DYFED POWYS POLICE AUTHORITY MONITORING QUESTIONNAIRE

Dyfed Powys Police Authority is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other irrelevant factor. We therefore ask you to complete this questionnaire to enable us to monitor the effectiveness and fairness of our policy and processes.

This information is for statistical monitoring purposes only. IT WILL NOT FORM PART OF THE SELECTION PROCESS.

Ref. No.

a) GENDER (tick one box)

Male	Female
-------------	---------------

b) ETHNIC GROUP (tick one box)

Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>
	Please specify:	
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other Black background	
	Please specify:	
Chinese or other Ethnic Group	Chinese	<input type="checkbox"/>
	Any other background	<input type="checkbox"/>
	Please specify:	
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Any other Mixed background	<input type="checkbox"/>

	Please specify:	
White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Any other White background	<input type="checkbox"/>
	Please specify:	

d. **DISABILITY**

Do you consider yourself to have a disability YES <input type="checkbox"/> NO <input type="checkbox"/>

Please describe your disability so that the Police Authority can make appropriate provision
--

--

THANK YOU FOR COMPLETING AND RETURNING THESE FORMS

Dyfed-Powys Police Authority Committee Structure

