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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME 2007–10**



***'Embracing Equality,
Improving Confidence'***

BRITISH TRANSPORT POLICE (BTP)

DRAFT

Combined Equality Scheme

(Disability, Gender and Race)

2007–10

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COMBINED EQUALITY SCHEME (DISABILITY, GENDER AND RACE) 2007 - 2010**



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If you would like to see this document in another format or language, please contact us at the following address:

British Transport Police
Diversity Unit
25 Camden Rd
London NW1 9LN

Alternatively, you can call on 0207 830 6750
e-mail: **fhq-btp-diversity-team@btp.pnn.police.uk**

If you would like to see a summary of this document in another language, please phone the number or contact us at the address above.



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Foreword from the Chief Constable

I am pleased to present British Transport Police's (BTP's) Combined Equality Scheme (Disability, Gender and Race) 2007–10. The scheme demonstrates our commitment to promoting equality and diversity in the workplace, and will also play an important part in the work undertaken by BTP to increase public confidence and improve the services we provide to diverse communities.

In taking a combined approach to our legal duties under the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006, we recognise that there are differences in the requirements of the equality duties laid down in each of the Acts, but at the same time we build on the similarities to provide a unified scheme.

We promote diversity not just because we are obliged by legislation to do so, but also because it makes good business sense. When we recruit, retain and advance a workforce from diverse backgrounds we offer a better service to all communities. When we demonstrate that we are a positive working environment for all people, we become a desirable place to work.

When our communities see a police force that reflects themselves, they have greater trust and confidence that we will understand their needs and offer the services they demand and deserve. This assists us in keeping the railways safer and in providing an excellent policing service to all.

This scheme and the three-year action plan will see BTP moving positively towards equality, and will be robustly monitored through BTP's Diversity Unit.

**Ian Johnston
Chief Constable
British Transport Police**

Page	Contents
	Executive Summary
	Part 1
	<ul style="list-style-type: none"> • Introduction
	<ul style="list-style-type: none"> • Introduction to British Transport Police
	<ul style="list-style-type: none"> • BTP Vision and Values
	BTP Commitment to Diversity
	<ul style="list-style-type: none"> • Combined Equality Scheme (Disability, Gender and Race)
	Part 2
	Equality Impact Assessments

	<ul style="list-style-type: none"> • Service Delivery
	<ul style="list-style-type: none"> • Employment
	<ul style="list-style-type: none"> • Procurement
	<ul style="list-style-type: none"> • Communication and Marketing
	Appendices
	Appendix A – Action Plans
	Appendix B – Impact Assessment Template and Guidance
	Appendix C – Abbreviations and Definitions
	Appendix D – Race Policies and Functions List



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Executive Summary

British Transport Police (BTP) is required to have a Race Equality Scheme 2005–08, a Disability Equality Scheme 2006–09, and, as of 30 April 2007, a Gender Equality Scheme 2007–10. This document consolidates the three into one Combined Equality Scheme (Disability, Gender and Race).

The Race Relations (Amendment) Act 2000 (RRAA), the Disability Discrimination Act 2005 (DDA) and the Equality Act 2006 (which covers gender equality) require us to publish the above schemes, in order to set out how we plan to meet the general and specific duties laid down in the Acts. In short, the general duty means that, in carrying out our functions, we should have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different groups

This scheme includes details of our action plans and monitoring arrangements, and of how we have involved people in the formulation of this scheme.

This means that BTP must adopt a proactive and positive approach and embed equality in our decision making, our activities and our services. Alongside separate action plans for disability, gender and race, using feedback and research conducted both internally and externally, we have developed a combined action plan. The Action Plans are categorised as follows:

- Leadership and Accountability **(LA)**
- Service Delivery **(SD)**
- Recruitment, Retention and Progression **(RRP)**
- Community Engagement **(CE)**
- Policy and Impact Assessment **(PIA)**
- Communication and Marketing **(CM)**
- Procurement **(P)**

This work has been undertaken by the BTP Diversity Unit. We will keep the community informed through annual progress updates for each of the strands of diversity, and these will be available on our internet site, www.btp.police.uk It is intended to be a 'living document': suggestions and input are welcome and can be sent to:

fhq-btp-diversity-team@btp.pnn.police.uk

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



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Part 1

Introduction

Why have a combined equality approach?

We have taken advantage of the similar timeframes for developing our disability and gender equality schemes to take a combined approach.

Public authorities such as BTP are required under their disability, gender and race equality duties to have 'due regard' to the need to eliminate discrimination and promote equality. There are many similarities in the requirements under each of these equality duties; for example, common duties to assess and consult on the impact of proposed policies, to monitor existing policies and to monitor key employment processes. However, we have also recognised the key differences in specific equality requirements. For instance, there is a requirement under the race equality duty to promote good race relations; the disability equality duty contains the requirement to treat disabled people more favourably if necessary, and also a requirement to involve disabled people in developing the scheme; while there is a requirement to promote positive attitudes towards the gender equality duty in order to address the causes of any gender pay gap. The various equality commissions currently have the role of enforcing the duties, but from October 2007 this role will rest with the Commission for Equality and Human Rights (CEHR).

How we will ensure that we comply fully with the disability equality duty

In developing this Combined Equality Scheme, BTP is mindful of the need to demonstrate how we have complied with the individual duties in a realistic and discernible way. With regard to the disability equality duty, we have done this by:

- Formally involving disabled people in the development of the Disability Equality Scheme, by establishing a Disability Equality Support Association (DESA) for our staff
- Ensuring compliance with the Disability Rights Commission (DRC) code of practice on the duty to promote disability equality

How we will ensure that we comply fully with the race equality duty

This element of the scheme meets the race equality duty by:



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

- Ensuring compliance with the Commission for Racial Equality's (CRE) statutory code of practice on the duty to promote race equality
- Ensuring compliance with the CRE's template for assessing Race Equality Schemes

We will begin to develop the race element of the Combined Equality Scheme in time for its review date in May 2008, and will produce a new scheme for 2008–11 by that date. In the meantime, the existing RES and action plan have been incorporated into this scheme. The action plan has been incorporated into both the combined action plan and the race action plan.

How we will ensure that we comply fully with the gender equality duty

We will ensure that we comply with the gender equality duty by:

- Ensuring compliance with the Equal Opportunities Commission's (EOC) Gender Equality Code of Practice
- Fulfilling our specific duty requirement to conduct an equal pay review

Why have a combined approach, and not a full 'Single' Equality Scheme, incorporating sexual orientation, age and faith, too?

This Combined Equality Scheme is the first stage towards developing a Single Equality Scheme. BTP intends to have a fully integrated Single Equality Scheme by May 2008, when we conduct our Race Equality Scheme review.

We recognise the developing legal obligations in respect of religion or belief, sexuality and gender identity, and age. While there are no current statutory equality duties as regards these three strands, there may be in the future.

This Equality Scheme will first address the three statutory strands of disability, gender and race, and then, from May 2008, address the three non-statutory elements of religion or belief, sexuality and gender identity, and age. This will allow a pragmatic course of action and effective monitoring of the combined approach before we move to a fully integrated scheme.

We will also be able to monitor both national best practice and guidance on requirements for including the non-statutory duties before we do include them, thus ensuring that we have the most relevant, appropriate and effective document possible.

Timescales for the Combined Equality Scheme

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DRAFT COMBINED EQUALITY SCHEME
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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

BTP's second Race Equality Scheme runs from 2005 to 2008, when it comes up for review. The disability equality duty requires a scheme to run for three years from December 2006, and the Equality Act requires a Gender Equality Scheme from April 2007, which would also need to be reviewed after three years.

The first report on this Scheme will be provided in April 2008. This means the first reporting year for Disability will be between December 2006 and April 2008, for Gender between April 2007 and April 2008, and for Race between May 2007 and April 2008.

In order to ensure compliance across all three areas, this scheme will run from April 2007 to 2010. It will, however, be reviewed and updated in 2008, in particular the aspect of race equality.



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Introduction to British Transport Police

British Transport Police (BTP) is the national police force responsible for:

- The national rail network in England, Scotland and Wales
- The London Underground
- Docklands Light Railway
- Some other light rail systems around the country, including the Tyne and Wear Metro, the Midland Metro tram system and the Croydon Tramlink

Crime on public transport has an impact on all members of the community, and BTP deals with the full range of crime and disorder on the rail and underground systems.

Who are our community?

- People who use the rail and underground systems
- People who work on the rail and underground systems
- People who own and run businesses on railway premises

Although BTP does not police a resident population, we are charged with protecting the safety of millions of passengers daily, as well as over 100,000 rail staff. BTP consists of seven territorial command units, known as 'areas', and the Force Headquarters is located at Camden, in London.

Employment profile

As of early February 2007, BTP had a total of 4,473 employees: 2,805 police officers, 1,105 police staff and 260 police community support officers (PCSOs), plus 243 Special Constables. The tables on page xxx [to be filled in after typesetting] show both the ethnicity and the gender split of the BTP workforce for police officers, police staff and PCSOs.

BTP Vision and Values

Our vision

Our vision is to provide policing excellence on Britain's railways.

This means taking a professional approach to all that we do, and continually striving to provide the best possible service to our railway community and the travelling public.



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Our mission

Our mission is to work in partnership with others to help build a safe railway environment that is free from disruption and the fear of crime.

We will achieve this by:

- Being dedicated to the specialist needs of our railway community
- Ensuring that our staff are well trained and supported to enable us to deliver the highest possible quality of service
- Improving our systems and structure to increase our effectiveness at all levels
- Improving flows of information to our community about our aims and achievements
- Providing value for money in all that we do

Our values

We promote equal opportunities by:

- Treating everyone fairly, with respect and dignity
- Eliminating all forms of harassment, bullying and victimisation
- Providing an inclusive, supportive work environment so that staff of all backgrounds can achieve their best; taking positive action where necessary

We value diversity by:

- Valuing differences between people and communities, and respecting diverse lifestyles
- Reaching out to, communicating and consulting with communities, so we can better understand and meet their needs
- Winning the trust and co-operation of those we serve, so they can help us achieve our objectives
- Developing a workforce that reflects the diverse communities we serve

We ensure integrity through:

- Openness
- Honesty
- Maintaining the highest professional standards

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

BTP Commitment to Diversity

Diversity objectives

BTP has a Diversity Strategy covering age, disability, faith and religion, gender, race, and sexual orientation, which sets out the force's corporate diversity vision, as well as its strategic priorities. BTP's vision is that 'who we are and what we do meets the needs of all our communities'. Our mission is 'to inform and focus our activity by building an effective, inclusive workforce that listens to and reflects our communities and provides a policing service which delivers a safe railway environment that is free from disruption and fear of crime'.

As a means of achieving the diversity mission, we have identified seven strategic priority areas:

1. Organisational culture
2. Communication
3. Recruitment, retention and progression
4. Community engagement
5. Leadership and accountability
6. Legislation
7. How we will be accountable

Diversity champions

BTP's diversity champion for external issues is Assistant Chief Constable (ACC) Operations, while the champion for internal matters is the Human Resources (HR) Director. The implementation of this Combined Equality Scheme (Disability, Gender and Race) is led by the HR Director.

Diversity Action Group

The Diversity Action Group (DAG) is responsible for leading on all diversity issues. It monitors the Equality Scheme and the Diversity Strategy via standing items on the agenda. DAG is chaired by the Deputy Chief Constable and attended by heads of department and colleagues, area representatives and other relevant individuals, support groups and staff associations.

Area Diversity Action Groups

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 – 2010**



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Each BTP area has an Area Diversity Action Group (ADAG), which selects a champion from the group to attend the BTP DAG. The ADAG has specific responsibilities for developing and monitoring actions undertaken locally, and acts on behalf of the BTP DAG in implementing initiatives and actions. ADAG implements the diversity and equality agenda on a local level.

Combined Equality Scheme (Disability, Gender and Race) Steering Group

This group, chaired by the HR Director, has been established to ensure that the requirements of legislation are effectively implemented across BTP departments and areas, and the action plan monitored on a more regular and involved basis than DAG, which has a strategic oversight role, can manage. It will also inform the development and implementation of this Combined Equality Scheme and future reviews.

How is diversity factored into policing objectives and implemented?

BTP's Strategic Plan 2005–08 sets out our medium-term goals over the three-year period. The Strategic Plan takes account of national priorities, as well as the local railway community, including the travelling public. In brief, it has the following priorities:

- Reducing crime by working with partners
- Investigating crime to increase detections and bring offenders to justice
- Promoting public safety and assurance
- Responding to incidents involving our community and the travelling public in a locally appropriate way

In addition, BTP has a Policing Plan 2007–2008. So that BTP further reflects the community it serves, this plan contains targets to ensure that:

- The number of BME officers is no less than 6.4% of total police officer strength.
- The number of female officers is no less than 17.5% of total police officer strength.
- 5.9% of police officers promoted being from a BME background
- 18% of police officers being promoted being female

In addition, combating hate crime is a national objective for BTP and all Areas are required to have targets within their Area Policing Plans. These targets will be agreed locally, after consultation with key stakeholders.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

The Policing Plan is monitored at the Force Management Team meeting on a monthly basis.

Police Authority Monitoring

The Authority has the delegated responsibility for ensuring an efficient and effective policing service for the railways. In discharging this duty the Authority receives and monitors performance information from the Force relating to the following;

- Recruitment, retention and progression of officers and police staff, including a break down of figures by gender and ethnicity
- Grievances again broken down by gender and ethnicity
- Complaints from the public including the gender and ethnicity of the complainant and the person complained about
- Quality of Service Commitment data indicating levels of victim satisfaction by gender and ethnicity of respondent
- Data relating to the Force's Stop & Account and Stop & Search activities. This data includes information about the age, gender and ethnicity of the person who has been stopped, the reason for the stop and the outcome of the stop.



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme (Disability, Gender and Race)

Legislation (Disability, Gender, Race)

Disability

The **disability general duty** requires public authorities to have due regard to the need to:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment

The specific duty regulations state that public authorities should have published a Disability Equality Scheme by December 2006, demonstrating how the authority intends to fulfil its general and specific duties.

The scheme should include a statement of:

- The way in which disabled people have been involved in the development of the scheme
- The authority's methods for impact assessment
- Steps that the authority will take towards fulfilling its general duty (the 'action plan')
- The authority's arrangements for gathering information in relation to employment, and, where appropriate, its delivery of education and its functions
- The authority's arrangements for putting the information gathered to use, in particular in reviewing the effectiveness of its action plan and in preparing subsequent Disability Equality Schemes

A public authority must, within three years of the scheme being published, take the steps set out in the authority's action plan (unless it is unreasonable or impracticable for it to do so) and put into effect the arrangements for gathering and making use of information.

A public authority must publish a report containing a summary of the steps taken under the action plan, the results of the authority's information gathering and the use to which it has put the information.

Gender

The **gender general duty** requires a public authority to give due regard to the need to:

- Eliminate unlawful sex discrimination
- Promote equality of opportunity between women and men

The specific duties laid upon a public authority are:

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

Race

The **race general duty** requires a public authority, in carrying out its functions, to have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between persons of different racial groups

The specific duty to publish a Race Equality Scheme incorporates the other specific duties set out in the Race Relations (Amendment) Act. These are:



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

- To list the functions and policies that are relevant to the performance of the general duty to promote race equality
- To set out arrangements for:
 - Assessing and consulting on the likely impact of proposed policies on the promotion of race equality
 - Monitoring policies for any adverse impact on the promotion of race equality
 - Publishing the results of any assessments, consultation and monitoring carried out to identify any adverse impact on race equality
 - Making sure the public have access to information and services provided
 - Training staff in connection with the general duty to promote race equality
 - Fulfilling the specific duties on employment



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Involvement

Disability

Engaging with people with disabilities is a crucial part of getting disability equality right, particularly when groups and individuals are involved on a local level.

In the development of the Disability Equality Scheme, people with disabilities were involved from the early stages to ensure that priorities, barriers and unsatisfactory outcomes were identified and could influence the scheme and action plan. This took the form of workshops, both internal and external, as well as a mix of e-mail, website and intranet advertising to ensure a wide range of views were represented. Where appropriate, involvement was specifically directed at organisations and individuals who represented the disabled travelling public.

Involvement at the internal level was achieved with the support of the Disability Equality Support Association (DESA), BTP's internal support association for people with disabilities. People with disabilities, those with caring responsibilities, and those involved in voluntary groups were invited to take part in a workshop to:

- Identify barriers and solutions for employees with disabilities and people with caring responsibilities
- Prioritise areas for improvement
- Help establish a BTP Vision Statement for Disabilities

A summary of involvement results can be obtained by contacting the Diversity Team e-mail: fhq-btp-diversity-team@btp.pnn.police.uk

Gender

BTP engaged with men and women to help establish priorities and objectives for the Gender Equality Scheme and action plan.

We conducted workshop consultation and involvement with staff to determine priorities for women and men who work for BTP. The results of this feedback have been factored into this Scheme. Externally, we examined key performance information from our Quality of Service Online Survey to determine priorities for women using our services.

We will engage on an ongoing basis internally, through our Women's Strategic Forum, and externally, through monitoring of the Quality of Service Commitment Surveys.

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BRITISH TRANSPORT POLICE
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(DISABILITY, GENDER AND RACE) 2007 – 2010**



**NOT PROTECTIVELY MARKED
BRITISH TRANSPORT POLICE
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(DISABILITY, GENDER AND RACE) 2007 - 2010**

A summary of involvement results can be obtained by contacting the Diversity Team e-mail: fhq-btp-diversity-team@btp.pnn.police.uk

Race

The RES 2005–08 was the subject of extensive consultation, including an event hosted by the Hounslow Race Equality Council. BTP's Support Association for Minority Ethnic Staff (SAME) was involved in the review, and consultation also included community groups and relevant BTP staff.

In reviewing the Race element of the Combined Equality Scheme for 2008, we will again ensure extensive involvement and consultation to determine priorities. To be involved in this review, please contact us on the e-mail address above.

Equality Impact Assessments

What is an impact assessment?

An impact assessment is the mechanism by which BTP identifies, assesses and modifies policies according to an assessment of their impact on individuals or communities on the basis of their disability, gender, race, faith, sexual orientation or age.

Why do we do it?

The purpose of impact assessment is both to ensure that BTP's decisions and activities do not disadvantage people, and also to identify where they might better promote equality of opportunity.

How does BTP do it?

This process is overseen by the Strategic Development Department although individual policy owners also have responsibility for ensuring the impact assessments are completed.

BTP screens policies and procedures for their impact on individuals and for their diversity implications for communities, using a policy screening panel that meets whenever required. The screening panel assesses the policies for their relevance to the equality duties, and grades them 'high', 'medium' and 'low' accordingly. This grading determines the level of impact assessment required; for example, a full impact assessment will be conducted on all policies graded 'high'.

Consultation/involvement

The level of consultation (internal or external, methodology) is determined by the grading given the policy, as outlined above. All policies are sent to internal support groups such as SAME, DESA and WSF, and their feedback may influence further consultation. All policies graded high will be subject to external consultation. Policy authors are advised that it is beneficial to involve and consider those who might have an interest in the policy at an early stage so they can be more involved in the formulation.

Gathering information and monitoring

Effective information gathering and monitoring ensures that any adverse impact is identified and mitigated at the earliest opportunity, or some justification recorded in the impact assessment report. Policy owners are advised at the policy screening panel meeting of various sources of information they can utilise,



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

and this is factored into the impact assessment, particularly for high and medium-impact policies. This information will be utilised in policy development and, wherever necessary, will influence changes to policy across all BTP business areas – particularly if adverse impact is identified.

Monitoring allows the policy owner to assess:

- Compliance with the policy
- Effectiveness of the policy in achieving desired outcomes
- Potential risks arising from the implementation of the policy
- Levels of satisfaction with the policy
- How particular groups may be affected by the policy

Publishing impact assessment reports

BTP recognises that there is value in publishing the results of impact assessments and also that, by doing so, we will increase public confidence in our commitment to equality.

Impact assessment reports for high and medium impact graded policies are published on the BTP intranet and public website, alongside the policy, as part of our Freedom of Information Publication Scheme. For low impact policies we publish a partial report showing the recorded decision and reason for the decision and consultation done.

All policies and procedures are published internally on the BTP intranet policy database, and staff are alerted to new policies and procedures through the weekly General Orders, Strategic Level meetings, the News and Notices page on the intranet and via direct communication to key relevant staff.



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Service Delivery

BTP strives to forge dynamic working partnerships with every community we serve, while recognising and respecting their diversity.

We achieve this by:

- Interacting positively with stakeholders and communities at every opportunity
- Providing equality of access to police services
- Ensuring police powers are used fairly and proportionately

We also adhere to the Home Office's Quality of Service Commitment, which outlines the level of service our community should expect from us, in terms of:

- Ease of contacting us
- Our provision of a professional and high-quality service
- How initial enquiries are dealt with
- How you are kept informed
- Victims of crime
- Showing how your voice matters
- Complaints

The commitment is monitored by our Planning and Performance Unit at Force Headquarters.

Community engagement

BTP engagement is conducted at both force-wide and local level within communities. It is the aim of our community engagement initiatives that all members of the community, should have the same opportunity to engage with us, and that any barriers to that engagement should be addressed. We currently engage in the following ways:

- Community engagement forums
- Postal surveys
- Attendance at community events
- Independent advisory network
- Independent custody visitors
- Citizens' panels
- Hate crime via the BTP True Visions internet site
- Focus groups

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

BTP will ensure that all engagement and involvement initiatives are focused, transparent, proportionate, accessible and influential.

Contacting us

Increased access to our information and services can help promote equality across all of the strands. We recognise the need to have a fully inclusive communications strategy for the release of information to the public, in order to ensure that all communities understand our messages.

Members of the public can contact BTP in the following ways:

Emergency	999
Free Phone	0800 40 50 40 (non emergency)
Post	Force Headquarters 25 Camden Rd London NW1 9LN
Web	www.btp.police.uk
Crimestoppers	0800 555 111 to report a crime anonymously
Recruitment	www.btprecruitment.com
Information requests	FOI Officer Force Headquarters 25 Camden Rd London NW1 9LN
Diversity information	fhq-btp-diversity-team@btp.pnn.police.uk

BTP has seven area headquarters – three in London, and one each in Birmingham, Leeds, Glasgow and Manchester; as well as the overall Force Headquarters in Camden, London.

BTP has a free phone number above to handle non-emergency and emergency calls. Calls to this national 0800 number are directed to the nearest area control

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



**NOT PROTECTIVELY MARKED
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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

room, apart from mobile calls, which primarily default to the London control room. Emergency 999 calls from the public will always go to the local police force, where an emergency police response is sought. Local forces will then contact BTP whenever it is appropriate to do so. For a full list of area telephone and address details, please visit our website at www.btp.police.uk/contact.htm. This also directs people to the online reporting facility for non-urgent crime and hate-crime reporting.

BTP intends to take a common sense approach and work within the principles of best value in providing information. We endeavour to offer the opportunity for information to be made available in other formats on request, including various languages and accessible formats.

BTP is currently investigating what improvements to the internet and intranet need to be made to ensure compliance with disability equality legislation.

BTP is also investigating Tynetalk as a service to be linked to the main BTP 0800 number to improve accessibility for deaf people and people who have hearing impairments.

We use Language Line, a professional external translation service, which allows prompt telephone contact with interpreters who are skilled in a wide range of languages. This service is used in custody facilities in particular, where contact details for translation services are provided. We also take steps to inform people from minority ethnic communities, refugees and asylum seekers of our services.

Disability

Access to buildings

Access audits

BTP sets out its commitment to the provision of suitable access for people with disabilities in the Disability Discrimination Act policy on estates. The Estates Department conducted an access audit in 2004–05 to establish how compliant our public-facing facilities are.

Of BTP's 59 properties with public access, 43 have had recommended work completed and 67.14 per cent now comply with the above standard. Those remaining are all in the Scottish area and these works will be carried out in 2007.

Assessment of building compliance was based on the premise that, where it has not (so far) been possible to carry out physical adaptation work, 'reasonable alternatives' are available for dealing with visitors.

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The access audit covered a checklist of physical works and estimated costs, and reasonable adjustments and reasonable alternative arrangements for:

- Physical disabilities (e.g. wheelchair access, automatic doors, disabled toilet access, lifts, hand rails)
- Visual disabilities (e.g. alternative formats, portable customer care kits, signage, lighting)
- Hearing disabilities (e.g. induction loops, signage)
- Custody (wheelchair accessibility in cells, interview rooms, fingerprint rooms and medical examination rooms; evacuation procedures, signage; accessibility of bathroom facilities; ramps, hand rails)

Any areas where there is no defined public access (such as offices) are addressed in the light of the specific disabilities that need to be catered for. Where such access cannot be achieved, 'reasonable alternatives' will be provided. We will ensure these provisions take account of the Jobcentre Plus Two Tick scheme, Commitment 3: 'To make every effort when employees become disabled to make sure they stay in employment.'

As a public authority, BTP must demonstrate a proactive attitude towards embracing the general duty to promote disability equality. In line with this, and with regard to new buildings, BTP ensures disability is factored into the planning processes by complying with Part M of the Building Regulations, which requires that the physical works be carried out as part of the development.

We are also in the process of ensuring all estates projects, including relocations, new buildings and renovations, are subject to equality impact assessments, taking into account disability and other diversity considerations.

Plans for future improvements

BTP's regional estates surveyors will be visiting areas throughout 2007 to ensure that provisions made in line with the above access audit are still functional and compliant – for example, that hearing loops are still in place and staff are adequately trained in their use. Wherever gaps are identified, plans for replacement equipment, training and improvements will be put in place.

Access surveys completed at premises in Scotland will be assessed, and the work carried out, as appropriate, through early 2007.

In terms of custody, surveyors will continue to ensure BTP's six custody facilities (in Birmingham, Manchester, Liverpool, Glasgow, and in London, at Ebury Bridge and near Tottenham Court Road underground station) comply and will assess the results.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

Regional estates surveyors will also, with the assistance of the areas, establish a benchmark for what reasonable alternative arrangements for wheelchair use are in place in all publicly accessible premises, in order to ensure that these are appropriate.

Funding has been allocated in the 2007–08 capital budget for additional DDA compliance work. Needs across areas' public-facing facilities will be assessed for them to gain access to these funds, although some money has been earmarked for an access ramp at Tadworth training school.

Gender

Priorities for women as customers have been identified through looking at research data figures from BTP's Online Survey 2007. The main areas of concern are antisocial behaviour in general but more specifically theft, alcohol, and football related crime. Terrorism also rated highly as a source of concern.

Women surveyed tend to use the train services primarily for commuting and business travel. Research in general terms indicates that women have a greater fear of crime than men, although the evidence suggests that men are more likely to be the victims in most crime categories.

According to the 2007 Online Survey results, concerns for women tend to centre around fear of physical and verbal abuse, particularly anti-social behaviour, including the impact of travelling football fans and the effects of alcohol. A high proportion of women feel their gender alone presents a cause for concern whilst travelling on the railways.

The ability to contact a police officer easily and to have a highly visible police service is a crucial part of increasing public confidence in our services. It is recognised that BTP needs to raise its profile in order to demonstrate its commitment to diverse communities, including women, men and transgender communities. Women are less likely than men to know that BTP exists as a specialist police force for the railways. This was highlighted by the 2005 BTP online survey.

This information is fed directly to Area Commanders highlighting the key issues for their Area with recommendations for improvements to the delivery of policing services and to assist with formulating local priorities.

Race

Race-motivated hate crime

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

We recognise the value of obtaining the views of diverse communities, particularly those that have been the victims of crime.

In addition, combating hate crime is a national objective for BTP and all Areas are required to have targets within their Area Policing Plans. These targets will be agreed locally, after consultation with key stakeholders for the 2007 – 2008 Policing Plan.

The hate crime target is monitored by BTP monthly through the Force Management Information document by senior officers.

Stop and search

Stop and Search has been an area of community concern particularly amongst faith and race communities especially in light of the London bombings of July 2005. To ensure our Stop and Search activity is fair and proportionate we monitor through the, Stop, Account and Search Strategy Group, which is chaired by the Operations Superintendent and attended by race and faith community representatives, and the BTP Authority, which also scrutinises .Stop and Search figures quarterly. BTP monitors stop and search policy both through statistics, and through more qualitative ways such as focus groups, community engagement seminars and questionnaires.

Welsh Language Act

The Welsh Language Act 1993 sets in place the requirement for public bodies in Wales to treat English and Welsh equally. The Act required that each public body prepares a Welsh Language Scheme and that each Scheme has the approval of the Welsh Language Board.

British Transport Police Force's original Welsh language Scheme received the approval of the Welsh language Board under section 14(1) of the Act on 24th July 1998. The Scheme is being rewritten currently, in April 2007.

BTP has adopted the principle that in the conduct of public business and the administration of justice in Wales it will treat the English and Welsh languages on a basis of equality. The Welsh Language Scheme sets out how the BTP will give effect to that principle when providing services to the public in Wales.

The Scheme is monitored for effectiveness by the Deputy Chief Constable.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

Race equality review

BTP will investigate other priority areas for diverse communities as part of research for the 2008–11 Combined Equality Scheme review for race.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

When Things Go Wrong

Complaints

Police officers are expected to listen and respond to concerns and complaints from members of the public. Depending on the type of complaint it may be directed to the British Transport Police, the British Transport Police Authority, the Independent Police Complaints Commission, or the Police Complaints Commission for Scotland.

In the case of complaints made, we must ensure that we can demonstrate accountability and that we are open to public scrutiny. We need to ensure that we are responsive to the needs of the complainant. If you are dissatisfied with the service you receive, this dissatisfaction may be about:

- The direction and control of a police force, for example a particular policy or the allocation of resources, or
- The inappropriate conduct of any individual serving with the police, or
- A failure to deliver services in accordance with the Victims' Code.

If a complaint concerns the direction and control of the force it can be reported to BTP or British Transport Police Authority. We will:

- Record, investigate and respond as appropriate
- Be as open and transparent as possible without compromising our policing tactics
- Set local standards for the timeliness of our response, the information to be supplied and the opportunity available to seek further information if the person is not content with the initial response
- Use this information to inform the development of future local policy and practice
- Use this information to increase our understanding of how the public wish to be treated

Contact BTP or the BTP Authority on:

British Transport Police
Professional Standards Department
25 Camden Rd

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(DISABILITY, GENDER AND RACE) 2007 - 2010**

London
NW1 9LN

British Transport Police Authority
The Forum, 5th Floor North
74–80 Camden St
London
NW1 0EG

If the complaint concerns the inappropriate conduct of any individual serving with the police it can be reported to BTP, the Police Complaints Commissioner for Scotland (PCCS), or the Independent Police Complaints Commission (IPCC).

The PCCS oversees the complaints system in Scotland in relation to non-criminal complaints. The IPCC is the organisation that oversees the system for dealing with a complaint about inappropriate conduct. The role of the IPCC is to ensure that complaints are handled in an open, efficient and fair way.

In relation to a complaint about inappropriate conduct, we will:

- Whenever possible and with agreement, attempt local resolution
- Investigate the complaint appropriately
- Adhere to the values and guidance of the Independent Police Complaints Commission
- Learn any lessons as a result of the complaint

If a complaint is about failure to deliver services in the Victims' Code, it should be reported to the force. If the person is not satisfied with the response given, they have a right of further complaint to the Parliamentary Commissioner for Administration whose job is to enforce the Code.

In the case of any complaint made to us British Transport Police will:

- Demonstrate police accountability
- Operate to improve standards
- Be responsive to the needs of the complainant
- Be just and proportionate
- Be timely and effective
- Be open to public scrutiny and sensitive to the public interest
- Increase public confidence in our ability to deal effectively with genuine concerns and complaints

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

We will keep these service standards under review and in laying out our commitments to provide quality services, we aim to develop greater understanding and reassurance so that the public can have complete confidence in their police service.

If your complaint is to do with the Combined Equality Scheme (Disability, Gender and Race) you can forward your concerns, in the first instance, to:

BTP Diversity Unit
25 Camden Rd
London
NW1 9LN

Alternatively, you can address your complaints to the relevant equality body. Prior to October 2007, you can report concerns to the individual equality body, or after this date to the Commission for Equality and Human Rights (CEHR), details as below:

Disability	Disability Rights Commission DRC Helpline FREEPOST MID02164 Stratford Upon Avon CV37 9BR www.drc-gb.org Tel: 0845 7622 633 Minicom: 084576226
Gender	Equal Opportunities Commission 36 Broadway London SW1H 0BH www.eoc.org.uk Tel: 0207 222 1110 Fax: 0207 222 2771
Race	Commission for Racial Equality St Dunstan's House 201–211 Borough High St London SE1 1GZ info@cre.gov.uk

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 – 2010**



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

	Tel: 0207 939 0000 Fax: 0207 939 0001
CEHR	Kingsgate House 66–74 Victoria St London SW1E 6SW www.cehr.org.uk

Grievances

BTP has a detailed grievance procedure that is available to any police staff member or police officer who feels they need it. The aim of the procedure is to ensure resolution at the earliest possible stage. BTP has a mediation policy that is in the process of being approved, and BTP has trained relevant individuals in mediation, including members from BTP support groups.

Representatives from the support groups are also to receive first-contact support group training in May 2007, which aims to give support group members the skills to help resolve issues at the earliest possible stage.

In addition, BTP has Safecall, a confidential line for reporting wrongdoing, as another avenue for staff with concerns.



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Employment

BTP seeks to be an employer of choice by recruiting, retaining and advancing the careers of officers and staff from diverse backgrounds, to reflect the community we police, and therefore the better to serve it.

Gender and Ethnicity

Employment profile

As of early February 2007, BTP had a total of 4473 employees: 2,805 police officers, 1,105 police staff, and 260 police community support officers (PCSO), plus 243 Special Constables. The tables below show both the ethnicity and the gender split of the BTP workforce for police officers, police staff and PCSOs.

POLICE OFFICERS by rank as at 10/02/07

Ethnicity	Headcounts						Percentages					
	PC	Sgt	Insp./ Chief Insp.	Super./ Chief Super.	ACPO		PC	Sgt	Insp./ Chief Insp.	Super./ Chief Super.	ACPO	
White	1995	395	201	29	5	2625	71.1	14.1	7.2	1.0	0.2	93.6
Mixed	42	1	2	0	0	45	1.5	0.0	0.1	0.0	0.0	1.6
Asian	45	2	2	0	0	49	1.6	0.1	0.1	0.0	0.0	1.7
Black	51	5	4	0	0	60	1.8	0.2	0.1	0.0	0.0	2.1
Chinese	3	0	1	0	0	4	0.1	0.0	0.0	0.0	0.0	0.1
Other	16	2	3	1	0	22	0.6	0.1	0.1	0.0	0.0	0.8
Total	2152	405	213	30	5	2805	76.7	14.4	7.6	1.1	0.2	100.0

Gender	Headcounts						Percentages					
	PC	Sgt	Insp./ Chief Insp.	Super./ Chief Super.	ACPO		PC	Sgt	Insp./ Chief Insp.	Super./ Chief Super.	ACPO	
Male	1759	363	190	29	5	2346	62.7	12.9	6.8	1.0	0.2	83.6
Female	393	42	23	1	0	459	14.0	1.5	0.8	0.0	0.0	16.4
Total	2152	405	213	30	5	2805	76.7	14.4	7.6	1.1	0.2	100.0

The percentage of ethnic minority (to 5 + 1 ethnicity code) police officers is 6.3 per cent, or 180 officers. BTP has 459 female officers, or 16.4 per cent of our total workforce. Representation for both women and black and minority ethnic (BME) officers is highest at the level of police constable, and work is being undertaken in the Diversity Unit and across the Force to stimulate progression to higher ranks.



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

PCSOs as at 10/02/07

Ethnicity	Headcount	%
White	185	71.2
Mixed	15	5.8
Asian	30	11.5
Black	25	9.6
Chinese	0	0.0
Other	5	1.9
Total	260	100.0

Gender	Headcount	%
Male	178	68.5
Female	82	31.5
Total	260	100

BTP has 260 PCSOs in total: 68.5 per cent are male and 31.5 per cent female. Some 71.2 per cent are from a white background, and 28.8 per cent are from ethnic minority backgrounds. While BTP is 10.5 per cent short of the national average for female PCSOs (42 per cent), the figure of 28.8 per cent BME officers considerably exceeds the national 2005/06 average of 15 per cent.

POLICE STAFF by grade as at 10/02/07

Ethnicity	Headcount					Percentage				
	PSG1-4	MS1-6	EG1-5	Other		PSG1-4	MS1-6	EG1-5	Other	
White	548	274	13	37	872	49.4	24.7	1.2	3.3	78.6
Mixed	17	4	0	1	22	1.5	0.4	0	0.1	2.0
Asian	38	24	0	0	62	3.4	2.2	0	0	5.6
Black	59	18	0	2	79	5.3	1.6	0	0.2	7.1
Chinese	3	1	0	0	4	0.3	0.1	0	0	0.4
Other	48	22	0	0	70	4.3	2.0	0	0	6.3
Total	713	343	13	40	1109	64.3	30.9	1.2	3.6	100

Gender	Headcount					Percentage				
	PSG1-4	MS1-6	EG1-5	Other		PSG1-4	MS1-6	EG1-5	Other	
Male	258	190	6	22	476	23.3	17.1	0.5	2.0	42.9
Female	455	153	7	18	633	41.0	13.8	0.6	1.6	57.1
Total	713	343	13	40	1109	64.3	30.9	1.2	3.6	100

Some 57 per cent of BTP's police staff are female (633 people); 21.4 per cent of police staff are from a BME background. The majority of these are in the PSG (clerical) and MS (management) grades. Positive action initiatives aimed at the career progression of police officers have also included police staff roles, where



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

appropriate, to aid staff progression and recognise these important employees within BTP.

Disability

Employment profile

BTP recognises the improvements needed for monitoring staff with disabilities, both in terms of providing a positive environment to promote disclosure of disabilities, and recording and reporting on our personnel information system, NSPIS HR. The 2005 staff survey found that 5 per cent of respondents said 'yes' to the question 'do you have any disability, illness or infirmity that affects your everyday life or the work that you do?' This compares with 4.7 per cent in the 2003 Cultural Audit.

Positive action

BTP is working towards greater representation across gender, disability and race through positive action for recruitment, retention and progression. In terms of recruitment, BTP has a positive action co-ordinator, a positive action media plan, and a positive action calendar, which takes account of a broad spectrum of diversity implications to ensure a fair and proportionate approach. Areas and Force Headquarters regularly attend community and faith events to raise BTP's profile and aid successful community engagement.

Positive action events surrounding retention and progression are becoming increasingly popular as a way of ensuring that we stimulate a greater diversity throughout the rank and grade structure, particularly at the top. The Diversity Unit works with areas and departments to hold specialist post and career roadshows to highlight to groups the benefits of various career paths within BTP. These sessions also include application and interview advice elements.

Monitoring for equality

BTP is working towards putting in place system and process improvements to ensure we adhere to the employment monitoring requirements of the race, gender and disability duties. The Diversity Unit and HR e-processes team are working together to ensure more comprehensive monitoring of staff throughout the entire employment lifecycle. This is essential when assessing how fair and effective we are at key stages of employment, such as training and promotion. BTP has seen significant improvements to its HR systems, including the development of our personnel database, NSPIS HR.

How do we monitor?

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(DISABILITY, GENDER AND RACE) 2007 – 2010**



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

BTP is required by law to collect and publish the following information annually, across race, gender and disability:

- Staff in post (both police officer and police staff)
- Applications for employment
- Applications for training and training provision
- Promotions
- Police development review (PDR)
- Staff involved in grievances
- Staff subject to disciplinary proceedings
- Staff who cease employment
- Flexible working

BTP has a standard diversity monitoring form, which aids us in collecting the above information. However, where information is not collected or analysed in the above areas, BTP is investigating ways of ensuring that collection and analysis are carried out.

Disability

All application forms for both police staff and police officers are sent out with a separate generic diversity monitoring form, which includes a question on disability, broken down by impairment type. The Human Resources Planning and Resources Department at Force Headquarters owns this data.

Where an applicant indicates on the Diversity Monitoring Form that they have a disability, work is underway to capture this information on NSPIS HR, thus ensuring that the organisation has the capability to analyse the information and provide management information where it is available.

However, we recognise that employees who fall into the definition of having a disability may not wish to disclose the fact. Accordingly, data surrounding disability and employment will be sparse until enough work has been done to build the confidence of staff and officers who have a disability but do not wish to tell us about it.

BTP will work with the Disability Equality Support Association (DESA) to identify and implement the steps we need to take to meet the employment monitoring duty in full.

BTP Diversity and HR Planning and Resources are working together to look at other methods of improvement, including diversity audits of existing staff and specific NSPIS HR system improvements.

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 – 2010**



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Training

BTP's strategic intention for training

People are BTP's greatest asset and, in providing fair and equitable opportunities for training, we demonstrate how people from all backgrounds are valued. We ensure that diversity is embedded within the following training packages:

- Student Officer Programme (Initial Police Learning and Development programme)
- PCSO training
- Leadership Programme:
 - Level 1 - Initial Supervisors
 - Level 2 - Core Leadership Development Programme
 - Level 3 - Senior Leadership Development Programme
 - Positive Action leadership programme (for BME staff)
 - Springboard and Ackroyd training (for women officers and staff)

All operational training includes examples of policing a diverse culture i.e., officer protection training, and senior management and awareness training.

Diversity training

BTP's Learning and Development Department is reviewing BTP's diversity training programme throughout 2007, and disability, race and gender equality, as well as age, faith and religion, and sexual orientation, will be fully embedded in the training programmes devised.

The Diversity Awareness programme's aims and objectives will conform to the Police Race and Diversity Learning and Development Programme (PRDLDP) accreditation standards, and will also take account of the local and national developments.

The Diversity Awareness programme will be in two parts: a workbook, a one-day workshop linked. The Equality Scheme, and any specific training required, will be identified and implemented.

This programme is aimed at all police officers and staff and it will start from June 2007. This will be supported by a continuous poster campaign to market diversity awareness in the workplace.

Steps Being Taken

Disability

Employers' Forum on Disability – Disability Standard

BTP is part of the Employers' Forum on Disability and has completed the 2005 Disability Standard, which benchmarks an organisation's performance on disability equality across a variety of criteria and analyses the results. The standard provides an individual diagnostic report on the organisation's performance, noting areas of strength and weakness, highlighting areas of legal risk and risk to its reputation, and suggesting priority actions for the next two years. It also benchmarks the organisation against other bodies. BTP has now signed up to the 2007 Disability Standard and will complete the benchmarking exercise in March/April 2007.

Reasonable adjustments

BTP areas and departments have experience in making reasonable adjustments both at the pre-employment stage and for current employees. BTP recognises that greater training is needed to improve this area, in order to ensure that line managers and relevant HR departments are aware of, and know what constitutes, reasonable adjustments. BTP will streamline this process to ensure that all relevant departments work together when making reasonable adjustments, and to ensure that information and guidance are filtered down to line managers. In terms of getting best value from support agencies and organisations such as the Disability Rights Commission (DRC), Access to Work and the Shaw Trust, a more cohesive, formal relationship is needed and will be investigated.

Two-tick symbol

BTP utilises the Two Tick Scheme. This means it has gained recognition from Jobcentre Plus for agreeing to take action to meet the five commitments listed below. This means we operate the interview guarantee scheme for people with disabilities. We are one of many employers throughout Great Britain to use the two-tick disability symbol, thus demonstrating that we are positive about disabled people. The symbol will be displayed on relevant promotional material, such as recruitment advertisements, to communicate BTP's commitment to disability equality.

- Commitment 1** To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

- Commitment 2** To ensure there is a mechanism in place to discuss with disabled employees at any time, but at least once a year, what we can do to make sure they can develop and use their abilities.
- Commitment 3** To make every effort when employees become disabled to make sure they stay in employment.
- Commitment 4** To take action to ensure that all employees develop the appropriate level of disability awareness needed to make our commitments work.
- Commitment 5** Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

Access to Work

Access to Work (AtW) offers practical advice and help in a flexible way to people with disabilities and employers. Their support and advice can be tailored to suit the needs of an individual in a particular job. AtW does not replace the normal responsibilities of the employer to implement health and safety regulations; nor does it replace the responsibilities set out under the Disability Discrimination Act.

As well as giving advice and information to disabled people and employers, Jobcentre Plus pays a grant, through AtW, towards any extra employment costs that result from a person's disability.

Health and safety provisions

Disability is factored into health and safety across the following areas, improvements for which have, in turn, been included in the disability action plan:

- Personal emergency evacuation plans
- Management logs
- Display screen equipment
- Induction training

Disability Equality Support Association (DESA)

DESA aims to support all employees (police officers and police staff) who are disabled or who experience a condition that impacts on their ability to carry out day-to-day activities, particularly as it affects them in relation to their working environment. It also aims to support those who care for dependants with disabilities.



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

For more information e-mail desa@btp.pnn.police.uk.

Gender

Women's Strategic Forum

The Women's Strategic Forum (WSF) aims to raise the awareness and understanding of issues affecting all women within BTP, recognise potential and build confidence through personal development. For more information email wsf@btp.pnn.police.uk.

Equal pay audit

In order to recruit, retain and promote the best staff, and to ensure they feel valued for what they do, BTP recognises that it is essential to pay people fairly and equitably.

It is a specific duty under gender equality legislation to consider the need to include objectives to address the causes of any gender pay gap.

BTP will conduct an equal pay review over 2007, and scoping work has already begun. The review will identify and inform us of the possible risks, as well as of our responsibilities relating to equal pay. It will also help us to ensure we have pay structures that are fair and therefore greatly reduce the likelihood of pay gaps between jobs of equal value.

Gender Agenda 2

In 2001, the British Association for Women in Policing (BAWP) was actively involved in a partnership of organisations that led to the development of the Gender Agenda, a manifesto and action plan designed to highlight the working environment experienced by women officers in the police service. The five long-term aims of the Gender Agenda are:

- For the service to demonstrate consistently that it values women in policing
- To achieve a gender, ethnicity and sexual orientation balance across the rank structure and specialisms
- To have a woman's voice in influential policy forums focusing on both internal and external service delivery
- To develop an understanding of the competing demands in achieving a work/life balance and a successful police career
- To have a working environment and equipment of the right quality and standards to enable women officers to do their job professionally

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 – 2010**



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

It then clearly and succinctly outlines the case for the agenda, giving the service an updated version of the strategy: Gender Agenda 2 was published in October 2006. It is our intention to include the Gender Agenda 2 strategy as part of our Gender Equality Scheme action plan. A copy of Gender Agenda 2 is available at www.bawp.org

BTP has produced a response to the Gender Agenda 2 document to ensure that its five-point plan is relevant to the force. This document will be monitored by the Diversity Team for effectiveness, while links to BAWP will be maintained through the WSF.

Transgender

BTP has guidance available to staff on transgender issues. BTP is also working to produce a standard operating procedure (SOP) for ensuring that people from the transgender and transsexual communities feel welcomed and valued as potential or existing employees. The procedure will also ensure that staff undergoing gender reassignment are treated fairly and are offered support and understanding during all stages of their recruitment and employment. Information and guidance will be provided around Gender Recognition Certificates (GRCs), the process that must be undergone to receive a GRC and what this means to BTP as an employer. It will provide information and guidance to managers and staff on the experiences and preferences of transgender and transsexual people, along with practical advice on handling particular situations, so as to preserve people's dignity and right to privacy.

The formulation of this policy has been included in the gender action plan of this document and will be monitored for progress through the Diversity Action Group, as will the progress of the SOP.

Flexible working

BTP introduced an all-inclusive flexible working procedure in June 2006 which will be reviewed in 2007, as well as annually after that. The procedure goes beyond the statutory rights and opens up flexible working to all employees, both male and female.

As a good employer among police forces, BTP must respond positively to government initiatives designed to encourage flexible working. Our procedure on flexible working must not only comply with the law, but must also strive to be recognised as good practice.

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All reasonable efforts are made to accommodate flexible working within BTP. This is because it is recognised and stated in the policy that: 'At BTP, we will start from the position that flexible working is part of BTP's future and that variations to our traditional way of working can generally be accommodated, subject to the overriding need for efficient policing.'

For the future, in order to ensure that the flexible working procedure is meeting its aims, all requests for flexible working, and their outcomes, will be entered into the HR people management system. Information generated will be used to assess the policy's effect and to inform future reviews.

Support and advice for carers

BTP has a number of policies in place to support carers, including:

- A flexible working policy
- Maternity and family friendly policy (currently under review)
- Child care benefit scheme (salary sacrifice scheme)

We will ensure that these policies and procedures are fairly promoted and offered to all staff, both male and female.

BTP has a draft Maternity and Family Friendly policy which covers guidance and information for both new mothers and fathers.

BTP is currently in the process of developing a maternity pack to support families, with particular reference to maternity issues that affect both staff and line managers. It will include support for staff and line managers in aiding a smooth return to work by people coming back after parental leave, particularly new mothers. Support could, for example, be in the area of nursing and breastfeeding provisions. It will include practical advice and guidance on flexible working, risk assessments, and information on points of contact. The pack is being developed by the Women's Strategic Forum and the Mums-to-Be Network, with the support of the Diversity Unit and the London Underground Area.

Race

Support Association for Minority Ethnic Staff (SAME)

The support network for minority ethnic staff in British Transport Police started after a group of minority ethnic staff met at a seminar in April 2000 and agreed that a formal support network was required. They believed there was a need to:

- Help educate staff

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(DISABILITY, GENDER AND RACE) 2007 - 2010**

- Provide a national perspective
- Aid policy making
- Bring issues of concern before other groups (e.g. Federation)

They also felt a support network might militate against litigation.

For more information e-mail **same@btp.pnn.police.uk**.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

Procurement

Current situation and plans for improvement

BTP recognises that, when we engage contractors to provide goods or services, we need to ensure this is done in compliance with equality legislation.

Purchase order contract terms and conditions have been amended to take account of equality legislation, and have been published on the BTP website.

Appropriate guidance will be incorporated into procurement procedures for the issue, receipt and evaluation of tenders, to ensure compliance with the statutory duties in relation to buying in goods and services.

Plans will be put in place to ensure equality is factored into the award and tender process for contracts over £50,000. This will include ensuring that our system for procuring goods and services identifies those who support equality and diversity requirements.

BTP will ensure that relevant policy material demonstrating BTP's commitment to equality is made available to suppliers of high-risk/high-value work (over £50,000).

Proposals for improvement

Proposals for improvement are detailed in the action plan of this document at Appendix A under 'Procurement'.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

Communication and Marketing

Communication strategy

In order to ensure that we communicate effectively with a wide range of communities, and have an inclusive approach to our communication and marketing, BTP will develop a communication strategy that will cover all the strands of diversity. It will ensure that BTP offers information, where appropriate, in a variety of formats, including accessible formats and various languages. A best-value approach will be adopted in terms of providing information in various formats upon request.

We are addressing barriers to the issues both of how diverse communities get in touch with us, and how we reach out to them by reviewing access arrangements across key access functions, such as internet, press and media releases, and the use of alternative formats. The diversity communication strategy will incorporate the following elements:

- Medium/media to be used
- The audience (including use of various languages, formats, etc)
- Timing of release (ensuring cultural considerations incorporated)
- Publicity
- Internet access
- Legal considerations (RRAA, DDA, Sex Discrimination Act (SDA))

Disability

To help ensure all reports are written in plain English, and force publications take account of disability equality considerations, a review of BTP's style guide and potential re-branding is planned and should be completed within the next six months. This will, in particular, consider DDA requirements and ensure compliance.



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

Evaluation and review

In line with the specific duty requirements under each of the strands BTP will annually publish a report outlining:

- Steps taken to fulfil the equalities duties
- Progress on the action plan, including steps taken for improvement
- The results of information gathering carried out; what evidence has been obtained and what it indicates
- What BTP has done and intends to do with information gathered
- The actions that will be taken as a result of what the information indicates

The first such report will be in April 2008.

APPENDIX A
BTP Equality Scheme Combined Action Plan

Action Plan Areas

- Leadership and Accountability **(LA)**
- Service Delivery **(SD)**
- Recruitment, Retention and Progression **(RRP)**
- Community Engagement **(CE)**
- Policy and Impact Assessment **(PIA)**
- Communication and Marketing **(CM)**
- Procurement **(P)**

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To ensure compliance with legislative obligations in developing and implementing relevant equality schemes	LA01	Ensure the Combined Equality Scheme reflects each of the individual strands of diversity's specific and general duties, including separate action plans	Apr. 07	HR Director
	LA02	Provision of action plan quarterly updates to Diversity Action Group and annual updates for race, gender and disability	Ongoing	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	LA03	Ensure all schemes are reviewed in their entirety on a three-yearly basis	Ongoing	HR Director
	LA04	Develop Equality Scheme framework for areas to work towards delivering locally	Sep. 07	HR Director
	LA05	Implement and monitor, at both force and area level, the Area Equality Scheme delivery plans covering all strands of diversity	Apr. 08	HR Director
	LA06	Ensure Equality Scheme is communicated internally to BTP, both force-wide and to areas, and externally, to interested community groups	Jul. 07	HR Director
	LA07	Establish and maintain an Equality Scheme Steering Group, including support groups, heads of department and named diversity champions to monitor action plan and review scheme development	Jun. 07 and ongoing	HR Director
	LA08	Ensure schemes are provided in accessible formats upon request, and a summary is available in various languages	Apr. 07	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To ensure adequate resources are identified and implemented to achieve diversity objectives	LA09	Ensure adequate resources are provided at force level to implement diversity at budget and business planning stages	Ongoing	Chief Constable
	LA10	Ensure adequate resources are provided at area level to implement diversity at budget and business planning stages	Ongoing	Chief Constable
	LA11	Ensure adequate budgets for consultation and community engagement with both statutory and non-statutory partners to contribute to the development of citizen-focused policing	Ongoing	Chief Constable Area Commanders
	LA12	Ensure support groups – SAME, DESA, AMP, CPA, LINK and WSF – receive adequate funding and support to fulfil their stated aims, including service level agreements with policy on duty time allowances	May 07 and ongoing	HR Director
To ensure BTP takes a corporate and strategic approach to diversity	LA13	Implement and monitor, both at the force and area level, a diversity strategy, ensuring that areas in particular have implementation plans for the diversity strategy	Jan. 08	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	LA14	Assessment and Inspection Unit to ensure monitoring of diversity strategy, and Equality Scheme incorporated into area inspection process	Jan. 08	HR Director
	LA15	Ensure that risks identified from provisions of the race, gender or disability are fed into the strategic risk register and departmental/project risk registers	Ongoing	HR Director
	LA16	Investigate and implement equality impact assessments for force projects, particularly estates and IT projects, for impact on disability, race and gender	Aug. 07	HR Director
	LA17	Ensure that managers demonstrate how they meet the general duties through performance appraisal, including specific measurable targets related to equality schemes. Where appropriate, these targets should be linked to performance related pay	May 08	HR Director
	LA18	Ensure that performance reviews effectively assess individuals' competence in relation to equality and diversity, and identify training needs	Ongoing	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	LA19	Capture and progress cross-strand issues on an ongoing basis through the provision of a support group forum for all BTP support groups	Ongoing	HR Director
To ensure we embrace diversity in the services we deliver to communities and individuals				
	SD01	Ensure disability, race and gender requirements are factored into the Neighbourhood Policing toolkit and strategy		Assistant Chief Constable (Operations)
	SD02	Review the number, type and outcome of complaints from our diverse communities, incorporating their race, gender and disability	Jan. 08	Deputy Chief Constable
	SD03	Ensure that processes are in place for community impact assessments to be carried out and documented where relevant	Ongoing	Assistant Chief Constable (Operations)
	SD04	Ensure BTP Stop and Search policy is reviewed yearly through the Stop, Account and Search Strategy Group	Ongoing	Assistant Chief Constable (Operations)
	SD05	Community Engagement and Partnership Unit to ensure community involvement and consultation on stop and search policy.	Ongoing	Assistant Chief Constable (Operations)

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	SD06	To review current performance management arrangements and embed monitoring of equality and diversity issues within mainstream mechanisms	May-08	Deputy Chief Constable Andrew Trotter Assistant Chief Constable (Operations) Alan Pacey HR Director Linda Scott ACC Crime Paul Robb
To create an inclusive culture that values the diverse skills, knowledge and background of all members of the BTP	RRP01	Regularly assess the number of complaints regarding disability, race and gender harassment and discrimination and their outcomes to inform future policy and practice	Ongoing	Deputy Chief Constable
	RRP02	Evaluate effectiveness of confidential reporting mechanisms available to prospective current and former employees	Ongoing	Deputy Chief Constable , HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	RRP03	Analyse the reasons for rejecting candidates from diverse backgrounds (gender, race and disability) for promotion for evidence of any deliberate or unintentional bias	Nov. 07	HR Director
	RRP04	Ensure that Carefirst, BTP's advice and counselling service, is promoted effectively, particularly to employees from diverse backgrounds (race, gender and disability)	Ongoing	HR Director
	RRP05	Carry out a review of diversity training, and make any necessary changes	Jun. 07	HR Director
	RRP06	Ensure that standard diversity training complies with PRDLDP and covers legislation, Information on challenging assumptions and behaviour, the business and ethical case for diversity, and BTP's policy expectations. This training to cover all employees, including temporary and voluntary staff.	Jun. 07	HR Director
	RRP07	Ensure that BTP reviews what specific diversity training for strand-specific elements – race, gender or disability – is needed by, for example, front-line officers or recruitment staff, and that it is implemented	Jun. 07	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	RRP08	Ensure diversity and equality are embedded into all BTP training programmes, from design and content to delivery and evaluation.	Ongoing	HR Director
	RRP09	Consider commissioning guest speakers and contributors to diversity training from diverse backgrounds, including disabled people, women and BME individuals	Jun. 07	HR Director
	RRP10	Ensure the format of standard training programmes are reviewed and then monitored for barriers to people with disabilities, women and BME staff	Jul. 08	HR Director
	RRP11	Ensure development opportunities are effectively marketed and offered to disabled staff, women and BME staff, including CLDP and HPDS (or equivalent)	Mar. 08	HR Director
	RRP12	Ensure diverse community organisations are used in the student officer programme's community placement scheme	Ongoing	HR Director
	RRP13	Ensure the staff survey includes questions on disability, race and gender, and is able to analyse the experience of those staff affected	May 07	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	RRP14	Publish information encouraging staff to challenge inappropriate behaviour and on the support BTP can offer	Ongoing	Deputy Chief Constable
	RRP15	Ensure staff associations (Police Federation, Transport Salaried Staff Association (TSSA), Superintendents' Association) are trained and educated in diversity issues	Apr. 08	HR Director t
	RRP16	Ensure staff associations (Police Federation, TSSA, Superintendents' Association) are consulted on diversity issues	Apr. 08	HR Director
	RRP17	Devise and implement an internal hate crime policy with appropriate procedures and support structures	May 08	Assistant Chief Constable (Crime)
To become an employer of choice, enabling staff to reach their full potential, to add value to the service and to feel encouraged to stay	RRP18	Undertake targeted initiatives (positive action/community engagement) to attract people with disabilities, women and BME individuals to apply for jobs with BTP, and monitor their effectiveness in increasing representation	Jul. 08	HR Director
	RRP19	Comply with and adhere to national guidelines on the employment monitoring duty for disability, race and gender	Ongoing	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

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	RRP20	Employment monitoring information (disability, race and gender) to be made publicly and internally available annually, and monitored for disproportionality	Mar. 08	HR Director
	RRP21	Where relevant monitoring information is not available, or systems are not able to collect, collate or analyse information, put in place measures for improvement	May 08	HR Director
	RRP22	Conduct research and review the exit interview SOP to ensure that it captures accurate information about why people from diverse backgrounds (disability, race, gender) leave BTP	Jun. 07	HR Director
	RRP23	Establish a mechanism to feed results of exit interviews into retention action planning	Jun. 07	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To forge dynamic working partnerships with every community we serve, recognising and respecting their diversity	CE01	Ensure that the National Independent Advisory Group (NIAG) is consulted on any policies graded as of 'high' relevance to equality duties, as well as specific service-delivery issues	July. 07	Deputy Chief Constable, Assistant Chief Constable (Crime) Assistant Chief Constable (Operations), HR Director Finance and Corporate Services Director ACC (Scotland and Operational Support)
	CE02	Ensure people from a range of communities are represented on the NIAG	July. 07	Assistant Chief Constable (Operations)
	CE03	Ensure that equality considerations are taken on board when carrying out customer satisfaction surveys	Jun. 07	Deputy Chief Constable

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	CE04	Ensure community engagement mechanisms within the Community Engagement and Partnership Unit take account of race, disability and gender	Ongoing	Assistant Chief Constable (Operations)
	CE05	Ensure area community engagement mechanisms take account of disability, gender and race	Ongoing	Area Commanders
To create a comprehensive framework for measuring accountability by collecting and analysing data regarding diversity issues	PIA01	Ensure that all strands of diversity, including disability, gender and race equality, are included in the initial policy screening panel and impact assessment process	Dec. 06	Deputy Chief Constable

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

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	PIA02	Ensure that the backlog of existing policies is reviewed for relevance to the disability, gender and race duties, graded 'high', 'medium' or 'low', and published accordingly	June. 07	Deputy Chief Constable, Assistant Chief Constable (Crime) Assistant Chief Constable (Operations), HR Director Finance and Corporate Services Director ACC (Scotland and Operational Support)
	PIA03	Ensure that policies are consulted on appropriately, including support groups viewing all relevant BTP policies and procedures, both those that are new and those up for review, for their impact on equality; external consultation should be included where necessary	Ongoing	Deputy Chief Constable , Assistant Chief Constable (Crime) Assistant Chief Constable (Operations) , HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	PIA04	Ensure that new and reviewed policies are graded for their relevance to the equality duties and, where required, equality impact assessments are carried out to relevant deadlines	Ongoing	Deputy Chief Constable Assistant Chief Constable (Crime) Assistant Chief Constable (Operations) HR Director
To ensure we communicate appropriately with all our staff and communities	CM01	Develop an external communication strategy across all diversity strands, incorporating good practice for communicating with diverse communities, including provision of various forms of contact, accessible formats and various languages	Dec. 07	Deputy Chief Constable
	CM02	Develop an internal communication strategy across all diversity strands to promote BTP as a diverse employer	Dec. 07	Deputy Chief Constable
	CM03	Ensure BTP publications and published materials are offered in alternative formats and languages, where possible	Ongoing	Deputy Chief Constable
To ensure equality and fairness in procurement procedures	P1	Review the current procurement process and ensure that our terms and conditions reflect 2005 legislation	Jun. 07	Finance and Corporate Services Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Combined Equality Scheme Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	P2	Ensure that the criteria for awarding contracts of large value incorporate a weighted criterion for disability, race and gender equality	Dec. 07	Finance and Corporate Services Director
	P3	Incorporate appropriate guidance on equalities legislation into relevant procurement procedures	Jun. 07	Finance and Corporate Services Director
	P4	Relevant policy material should be made available to successful contractors/service providers for large-value contracts	Apr. 08	Finance and Corporate Services Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
To ensure compliance with legislative obligations in developing and implementing relevant equality schemes	D-LA01	Production of DES and action plan	Dec. 06	HR Director
	D-LA02	Ensure that there is a consistent approach across BTP to the way areas and departments fund reasonable adjustments and investigate a force-wide contingency budget for reasonable adjustments	Jun. 07	HR Director
	D-LA03	Establish a vision statement for disability equality, with clear goals and outcomes	Dec. 07	HR Director
To ensure we embrace diversity in the services we deliver to communities and individuals	D-SD01	Consult with a view to signing up to the True Visions disability hate crime packs	May 07	Assistant Chief Constable (Crime)
	D-SD02	Ensure that a flagging/tagging system for the reporting of disablist incidents of hate crime is in place	Dec. 06	Assistant Chief Constable (Crime)
	D-SD03	Establish and maintain an up-to-date action plan to support relevant changes to estates, transport and buildings that are necessary to meet the requirements of the DDA	Jun. 07	Finance and Corporate Services Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-SD04	Conduct an audit of publicly accessible premises to ensure continued DDA compliance in line with 2004 access audit, and implement recommended changes or improvements	Dec. 07	Finance and Corporate Services Director
	D-SD05	Assess building compliance of BTP's custody facilities, make recommendations for improvements, and implement recommendations where possible	Dec. 07	Finance and Corporate Services Director
	D-SD06	Assess provisions for reasonable alternative arrangements to ensure these are appropriate, and compile a central list	Dec. 07	Finance and Corporate Services Director
	D-SD07	Ensure the remaining survey results for the Scottish area access audit are implemented	Dec. 07	Finance and Corporate Services Director
	D-SD08	Ensure formalisation and adherence to DDA policy for estates	Jan. 08	Finance and Corporate Services Director
	D-SD09	Provide a disabled access ramp at Tadworth training school	Apr. 08	Finance and Corporate Services Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-SD10	Develop and maintain a management plan for buildings to ensure access to them and related facilities are used effectively, including in emergencies	Aug. 08	Finance and Corporate Services Director
BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-SD11	Set up a pilot project in the London areas for Police Link Officers for Deaf People to train selected police officers and police staff in stage 1 British Sign Language (BSL) and review pilot after 12 months.	Apr. 08	HR Director
	D-SD12	Review procedures in respect of disability for emergency planning purposes, and identify training needs for BTP officers to ensure there is an improved service to the disabled community	Sep. 07	Assistant Chief Constable (Scotland and Operational Support)
	D-SD13	Give consideration, and make recommendations, as to the best means of accessible communication mechanisms at the MICC and area control room facilities	Apr. 07	Assistant Chief Constable (Operations)
To become an employer of choice, enabling staff to reach their full potential, to add value to the service and to feel	D-RRP01	Investigate Essex Police Reasonable Adjustment Forum to assess its viability as a function for BTP	June 07	HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
encouraged to stay				
	D-RRP02	Review officers and staff on restricted duties to ensure best and most appropriate use is made of their skills	Jun. 07	HR Director
BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-RRP03	Establish a register of reasonable adjustments, encapsulating past reasonable adjustments made across BTP, lessons learned and best practice, and ensure it is communicated to relevant individuals (HR managers, area HR managers, occupational health, welfare, health and safety)	May 07	HR Director
	D-RRP04	Provide management, particularly HR managers, occupational health advisers, welfare and line managers, with support and advice to enable better management of disability and reasonable adjustments by communicating reasonable adjustment policy	Jan. 08	HR Director
	D-RRP05	Ensure that a central resource of information and guidance on disabilities is developed and provided for staff on the Diversity Unit intranet site	Jan. 08	HR Director

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BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-RRP06	Establish internal briefing processes to ensure all relevant practitioners (estates, recruitment, policy, line managers, health and safety, welfare, HR) are aware of requirements under the DDA and, more specifically, under the DES	Jan. 08	HR Director Linda Scott
BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-RRP07	Sign up to the 2007 Employers' Forum Disability Standard, complete the standard benchmarking report, and monitor the results	May. 07 and ongoing	HR Director
	D-RRP08	Ensure required standards for the disability two-tick symbol are met on an ongoing basis	Ongoing	HR Director
	D-RRP09	Ensure policy or guidance is produced to make sure staff are aware of how to take steps to support and make adjustments for disabled employees	Jan. 08	HR Director
	D-RRP10	Carry out a force-wide audit of personal emergency evacuation plans (PEEPs) to ascertain compliance with regulations	Mar. 07	HR Director
	D-RRP11	Complete the review and publication of new management logs	Jan. 07	HR Director

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BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
	D-RRP12	Review all induction training for health and safety considerations	Dec. 07	HR Director
	D-RRP13	Investigate the training in display screen equipment	Dec. 07	HR Director
	D-RRP14	Review the capability of BTP's personnel computer system, (NSPIS HR) to capture disability information; implement improvements	May 08	HR Director
BTP Equality Scheme Disability Action Plan				
Objective	Reference	Action(s)	Timescale	Accountability
To forge dynamic working partnerships with every community we serve, recognising and respecting their diversity	D-CE01	Conduct an externally focused survey, in conjunction with the police authority, of disabled people to gather information across service-delivery functions	Dec. 07	HR Director
To ensure that we communicate effectively and appropriately to staff and communities, in line with our corporate diversity vision	D-CM01	Ensure BTP style guide is reviewed for its compliance with DDA	Oct. 07	Deputy Chief Constable
	D-CM02	Ensure all information that needs to be communicated to the public is written in straightforward English and is available in	Ongoing	Deputy Chief Constable

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(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Disability Action Plan Objective	Reference	Action(s)	Timescale	Accountability
		alternative formats on request		

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DRAFT COMBINED EQUALITY SCHEME
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BTP Equality Scheme Gender Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To ensure compliance with legislative obligations in developing and implementing relevant equality schemes	G-LA02	Production of Gender Equality Scheme 2007–10	Apr. 07	HR Director
To create an inclusive culture that values the diverse skills, knowledge and background of all members of the BTP	G-RRP01	Develop policy and procedures to prevent harassment and discrimination of transgender staff and members of the public	Jul. 07	HR Director
To become an employer of choice, enabling staff to reach their full potential, to add value to the service and to feel encouraged to stay	G-RRP02	Ensure BTP has targets for the level of women officers and staff in BTP employment, and police officers promoted, and that these are monitored	Ongoing	HR Director
	G-RRP03	Ensure maternity and family friendly policy is reviewed, consulted on and monitored effectively	Apr. 07	HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Gender Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	G-RRP04	Ensure flexible working policy is reviewed, consulted on and effectively implemented and monitored, so that women and men with family and caring commitments are able to balance these with work, and receive training, development and promotion, including part-time staff	July 07	HR Director
	G-RRP05	Address issues regarding uniform and equipment, ensuring female and male staff are supported in being able to perform their roles effectively and safely	July 07	Assistant Chief Constable (Scotland and Operational Support)
	G-RRP06	Implement the Gender Agenda 2 as relevant to BTP	Ongoing	HR Director
	G-RRP07	Provide information to the force on the implications of health issues facing mature women and men	Ongoing	HR Director
	G-RRP08	Conduct an equal pay review and implement the findings	Dec 07	HR Director
	G-RRP09	Provide an information pack for staff and line managers on maternity	Ongoing	HR Director

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Gender Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To ensure that we communicate effectively and appropriately to staff and communities in line with our corporate diversity vision	G-CM01	Promote and market women and their contribution to the force	Ongoing	Deputy Chief Constable
	G-CM02	Ensure the role of police staff members, particularly female staff roles, are positively marketed	Ongoing	Deputy Chief Constable
To ensure we embrace diversity in the services we deliver to communities and individuals	G-SD01	Review BTP's domestic violence policy on a yearly basis	Ongoing	Assistant Chief Constable (Crime)
	G-SD02	Ensure that Gender issues are appropriately represented on BTP's National Independent Advisory Group (NIAG).	July 07	ACC (Operations)

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Race Action Plan Objective	Reference	Action(s)	Timescale	Accountability
To ensure compliance with legislative obligations in developing and implementing relevant equality schemes	LA03	Produce Race Equality Scheme 2008–11	May 08	HR Director
To create an inclusive culture that values the diverse skills, knowledge and background of all members of the BTP	R-RRP01	Develop an achievable positive action strategy with reference to the Home Office's Breaking Through strategy	May 08	HR Director
	R-RRP02	Update force guidance on Independent Police Complaints Commission regulations on investigating allegations of racially discriminatory behaviour, and ensure that guidance is followed	May 07	Deputy Chief Constable
	R-RRP03	Identify the concerns of BME staff in relation complaints and grievance procedures, and implement a strategy to raise trust and confidence in these procedures	May 08	Deputy Chief Constable
	R-RRP04	Raise awareness of the Learning the Lessons from Employment Tribunals guidance among managers and other relevant staff	Ongoing	HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Race Action Plan Objective	Reference	Action(s)	Timescale	Accountability
BTP Equality Scheme Race Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	R-RRP05	Implement the recommendations within the Breaking Through action plan for improving recruitment from BME communities	May 08	HR Director
	R-RRP06	Monitor, review and address any disproportionality in the number and ethnicity of probationary officers required to resign/dismissed during their probationary period or discharged under Regulation 13	Ongoing	HR Director
	R-RRP07	Monitor progress against the Home Secretary's race equality employment targets, as set out under the Dismantling Barriers initiative	Ongoing	HR Director
	R-RRP08	Ensure that resources are in place to meet the spiritual needs of all employees	May 09	HR Director
	R-RRP09	Ensure the force has targets for the level of BME officers and staff in BTP employment, and in specialist posts, and that these are monitored	Ongoing	HR Director

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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

BTP Equality Scheme Race Action Plan Objective	Reference	Action(s)	Timescale	Accountability
	R-RRP10	Join Race for Opportunity and complete its benchmarking exercise	May 07	HR Director

APPENDIX B

EQUALITY IMPACT ASSESSMENT TEMPLATE

Overview

POLICY ASSESSMENT FORM

SECTION A – Initial Assessment

1 Policy/Standard Operating Procedure (SOP) Title

2 What is the purpose of the policy and procedures? Why do we need a policy?

3 Who or what body has asked for a policy?

4 What evidence exists to show that a problem exists which requires a policy/SOP? What potential risks are there in not having this policy?

5 How does the policy fit in with BTP objectives (Policing Plan/Strategic Plan)?

6 Who will it affect and in what way?

7 What policies, procedures or guidance already currently exist and what BTP policies are relevant / linked to this?

8 Identify the key elements of the policy/SOP

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010
SECTION B – Drafting of Policy/SOP

9 Please outline who and how you have consulted and/or plan to consult.

10 Does the policy have a part in:

- a) Eliminating unlawful discrimination?
- b) Promoting equality of opportunity and positive attitudes?
- c) Promoting and encouraging good relations between people of different groups?

11 If no, please provide a brief explanation why.

12 Overall assessment of policy for Equality Impact Assessment purposes and explanation.

13 Please identify and list the potential risks

- a) inherent in the policy
- b) if the policy is not adhered to or implemented correctly

Please give a risk rating for each of these and describe how these risks could be mitigated.

14 State how this policy will be monitored and reviewed for

- a) compliance
- b) effectiveness
- c) satisfaction
- d) impact on communities.

Who will be responsible for this monitoring?

15 State how this policy will be implemented and communicated.

16 Does this policy have any Human Rights Act implications?

17 Does this policy have any Freedom of Information Act implications?

18 Does this policy have any financial/resource implications?

19 Does this policy have any Data Protection Act implications?



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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

20 Does this policy have any Health & Safety implications?

21 Does this policy have any Welsh Language Act implications?

22 Does this policy have any other legislative implications?

Owner:	Signature:
Department:	_____
	Date:

Contact details for further information:	

Policy start date (mm/yy):

Policy review date (mm/yy):



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(DISABILITY, GENDER AND RACE) 2007 - 2010**

TO BE COMPLETED BY POLICY CO-ORDINATION UNIT AND CHIEF OFFICER:

Policy Co-ordination Unit Reviewer name:

Signature:

Date:

Chief Officer Portfolio:

Signature:

Date:

Please return to the Policy Co-ordinator

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(DISABILITY, GENDER AND RACE) 2007 – 2010**

GUIDANCE NOTES

- 1 The title should be clear, unambiguous and unique.

- 2 The owner and panel should be able to clearly and concisely state the realistic intended, outcome of the policy/SOPs. It is very important to understand the meaning of a policy. British Transport Police (BTP) policies comprise of a policy statement. This is usually a 2-3 page brief statement of BTP's direction in delivering the aims contained in the Vision Statement which encapsulate the aspirations of the BTP in achieving its high level organisational goals.

The policy statement is made available to the public on the BTP website. SOPs would be the specific instructions and procedures which implement the directives included in the policy.

- 5 The policy and procedure should support the BTP Policing Plan/Strategic Plan and Crime/Operational Objectives. If it clearly cannot be linked to either of these the author should question the need for the policy and SOP.

- 7 There may be an existing policy that partially or totally covers the aim of the new policy. SPPCU will be able to assist with this check, but it would be beneficial for the author to carry out some initial checks. Please provide details of other BTP policies associated/linked with this policy. This is particularly important to ensure there will be no contradiction with or duplication of existing policies and to inform the reader of other policies to be aware of.

- 8** The owner and panel must identify and summarise the key elements of the policy and SOPs. This will make it easier to identify groups or individuals that can assist in drafting the policy and SOPs.
- 10** BTP has specific duties under the Disability Discrimination Act 2005 and the Race Relations Amendment Act 2000 to ensure we have a mechanism for assessing the impact of all policies and procedures. The purpose of this is both to ensure that BTP's decisions and activities do not disadvantage people of different groups, and also to identify where the policy or procedure might better promote equality of opportunity. Where a negative impact is identified, or missed opportunity to achieve a more positive impact is identified, this indicates that BTP should have due regard to the need to amend the policy or procedure. A similar duty for the Gender Equality Duty will be in place from April 2007.
- Please consider potential impact on those who the policy is intended to affect and their backgrounds (e.g. race, ethnicity, gender, disability, sexual orientation, age, learning difficulties, faith, religion, and economic/social status). It is beneficial to involve those who might have an interest in the policy into the process at an early stage. Consideration should be given to both internal (including staff associations and support networks) and external individuals and organisations. Early consultation may change the focus of the policy to reduce changes at a later stage.
- 11** It is necessary to record the reasons for not undertaking an equality impact assessment.
- 12** This is where the decision taken is recorded. The policy will be graded high, medium or low. This is a subjective decision taken by the policy panel based upon the previous questions and the panel's interpretation of the contents of the draft policy and procedures.

High priority policies:

A policy/SOP will be classified high priority if it applies to all parts of the Race Equality and Disability Equality Duty and/or there is sufficient evidence that some groups are or could be differently affected and/or the policy is likely to raise public concern about potentially discriminatory practices. The policy/SOP should be reviewed every year. An equality impact assessment form must be completed for high priority policies.

Medium priority policies:

Medium priority policies/SOPs will need a full impact assessment but the time taken on consultation and amount of evidence collected should be proportionately less. The policy/SOP should be reviewed every two years. If this assessment is not sufficient, please use the equality impact assessment form to record all consultation and outcomes of assessment.

Low priority policies/policies not relevant to the duty:

Internal consultation is sufficient for low priority policies. The policy/SOP should however be monitored for any changes. It should be reviewed every three years.

- 13 Please refer to the Risk Management Policy ([D50039](#)) for guidance on identifying and rating risks. This section will be addressed at the Policy Assessment meeting by 'brainstorming' potential risks and then rating them.
- 14 A monitoring plan will depend on the level of impact / risk of the policy and will consider possible indicators and auditing methods to check whether the policy is being complied with in the correct manner.

Monitoring allows you to test:

- Compliance with the policy
- Effectiveness of the policy in achieving desired outcomes
- Potential risks arising from the implementation of the policy
- Levels of satisfaction with the policy
- How particular groups may be affected by the policy.

Be proportionate:

- The amount of time and effort spent monitoring a policy should be proportionate to the impact of the policy.

Please seek advice from the Strategic Planning and Policy Co-ordination Unit (SPPCU). Please consult the Performance & Monitoring Unit, Community and Race Relations and Quality of Service Research (SPPCU).

- 15** Newly developed policies need an implementation plan. Reviewed policies will need one if there have been significant changes to the policy/procedure or if problems with compliance have been identified with the review.

The implementation plan should consider training and development needs, staffing requirements, actions to mitigate risks, etc.

A communication strategy (considering different ways to publicise and market the policy – including who the target audience is and how long any promotional campaign will last).



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BRITISH TRANSPORT POLICE
DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

16-22 Please seek advice from the policy co-ordinator with regard to who to consult on these considerations.

Please note this document will be made available to the public alongside the policy as part of the Equality Impact Assessment.

Appendix C – Glossary of abbreviations and terms

Abbreviations

Abbreviation	Meaning
ACC	Assistant Chief Constable
ACPO	Association of Chief Police Officers
ADAG	Area Diversity Action Group
AMP	Association of Muslim Police
AMT	Area Management Team
AtW	Access to Work
BME	Black and Minority Ethnic
BTP	British Transport Police
BTPA	British Transport Police Authority
CC	Chief Constable
CEHR	Commission for Equality and Human Rights
CEPU	Community Engagement and Partnership Unit
CES	Combined Equality Scheme
COG	Chief Officer Group
CPA	Christian Police Association
CRE	Commission for Racial Equality
DAG	Diversity Action Group
DCC	Deputy Chief Constable
DDA	Disability Discrimination Act
DESA	Disability Equality Support Association
DRC	Disability Rights Commission
EA	Equality Act 2006
EOC	Equal Opportunities Commission
EqPA	Equal Pay Act
FMT	Force Management Team
HMIC	Her Majesty's Inspectorate of Constabulary
IAG	Independent Advisory Group
IAN	Independent Advisory Network
PCSO	Police Community Support Officer
PDR	Performance Development Review
PRDLDP	Police Race and Diversity Learning and Development Programme
RRAA	Race Relations (Amendment) Act
SAME	Support Association for Minority Ethnic Staff
SDA	Sex Discrimination Act
SOP	Standard Operating Procedure
WFA	Work and Families Act 2006
WSF	Women's Strategic Forum

Terms

Disability (DRC definition)

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

Discrimination

Treating a person differently from others because she/he is a member of a particular group.

Gender

Gender is a term used to identify the expected social roles attached to being a man or a woman. Taking a 'gender perspective' means looking separately at the different needs and experiences of men and boys and women and girls.

Gender dysphoria

This is where a person experiences conflict between their physical sex and their mental gender. It is a recognised medical condition that responds well to appropriate medical interventions.

Gender reassignment

Gender reassignment is a process of medical treatment to enable transsexual people to alter their bodies to match their gender.

Institutional racism

The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. This can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance and racist stereotyping that disadvantages minority ethnic people.

Prejudice

An unfavourable opinion or feeling formed beforehand without informed knowledge or reason.

Social model of disability

The poverty, disadvantage and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but

stems rather from attitudinal and environmental barriers. This is known as the 'social model of disability', and it provides a basis for the successful implementation of the duty to promote disability equality.

Racism

Includes attitudes, beliefs and prejudice, within a philosophy of race superiority (the view that one race is superior to another race). When this becomes systemised within society and affects institutional practice (e.g. law, media, education) we use the term racism.

Reasonable adjustments

Reasonable adjustments are changes to physical premises or working practices that remove the disadvantage they present to a person with a disability.

Transgender

Transgender is an umbrella term covering a number of concepts relating to a person's gender, including transexualism, transvestism, transsexual and intersex.

Transexualism

Transexualism is a need to live and be accepted as a member of the opposite sex. This is usually accompanied by a sense of discomfort or inappropriateness of one's anatomic sex and a desire to have hormonal treatment along with surgery to make the body as congruent as possible with the opposite sex.

Transvestism

Transvestism is when individuals clothe themselves in other garments, usually associated with the opposite sex; this may not impact on their sexual orientation.

Appendix D – Race Policies and Functions List

The specific duty to publish a Race Equality Scheme incorporates the other specific duties set out in the Act. These are:

- to list the functions and policies that are relevant to the performance of the general duty to promote race equality

Relevant functions defined by ACPO (Dec. 2004)	BTP corresponding functional responsibility	BTP portfolio holder
Business services	Finance and corporate services	Director of Finance and Corporate Services
Community engagement	Community Engagement and Partnership Unit	Assistant Chief Constable (Operations)
Crime investigation	Crime	Assistant Chief Constable (Crime)
Crime recording	Performance monitoring	Deputy Chief Constable
Custody	Operations	Assistant Chief Constable (Operations)
Human resources	Human Resources	HR Director
Operational policing	Operations	Assistant Chief Constable (Operations)
Partnership working	Community Engagement and Partnership Unit	Assistant Chief Constable (Operations)
Professional standards	Professional standards	Deputy Chief Constable
Resource allocation	Planning and Resources	HR Director
Victim and witness care	Crime	Chief Constable (Crime)

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010**

NB We have policy lists prioritised for gender and disability, and these are available separately on our website: www.btp.police.uk

Table 1: High relevance to the general duty – functions and policies scoring 5–6 points that will be reviewed during 2005/06

Department	Function	Policy and practices
Administration and Finance	Information technology	Internet and electronic mail
Crime	Family liaison	Family liaison officers
Crime	Crime investigation	Hate crime
Human Resources	Resources and Planning	Vacancy selection
Human Resources	Career development	Acting ranks
Human Resources	Career development	Career development policy
Human Resources	Diversity Unit	Equal opportunities policy
Human Resources	Diversity Unit	Equal opportunities statement
Human Resources	Employee Relations	Conditions of service
Human Resources	Health and safety	Personal protective equipment
Human Resources	Training	Training
Human Resources	Recruitment	Police staff
Human Resources	Recruitment	Police officers
Human Resources	Recruitment	Special constables
Media and Customer Relations	Media	Release of information to the media
Operations	Complementary policing	Custodian helmets
Operations	Operational policing	ASBOs
Operations	Custody	Language Line
Operations	Custody	Translators
Operations	Stop and search	Stop and search policy
Operations	Stop and search	Stop and search guidance
Operations	Stop and search	HM Customs and Excise

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Scientific Support	Scenes of crime officer (SOCO)	SOCO assistant selection
Scottish Area	Custody	Care of prisoners
Scottish Area	Child protection	Child protection (Scotland)

Table 2: Medium relevance to the general duty – functions and policies scoring 3–4 points that will be reviewed during 2006/07

Department	Function	Policy and practices
Professional Standards	Professional standards	Recording and investigating complaints
Crime	Crime investigation	Foreign national offenders
Deputy Chief Constable (DCC)	Homicide	BTP protocols
DCC	Homicide	BTP protocols (Scotland)
Operations	Missing persons	Missing persons
Operations	Victim and witness support	BTP interpreters and translations
Crime	Investigation	Domestic Violence
Federation	Welfare fund	Welfare fund
Operations	Operational policing	Lay visitors
Operations	Disposal	Cautions, reprimands
Crime	Disposal	Gravity factors
Human Resources	Staff appraisal	Personal development review
Human Resources	Career development	Tutor constables
Human Resources	Career development	Entry into OSPRE (Objective Structured Performance-Related Examination)
Human Resources	Employee relations	Grievance procedure
Human Resources	Human resources	Dress and appearance
Human Resources	Personnel	Charitable events
Operations	Complementary policing	Truancy sweeps
Policy Unit	Monitoring of strategic plans	Policy documents

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DRAFT COMBINED EQUALITY SCHEME
(DISABILITY, GENDER AND RACE) 2007 - 2010

Table 3: Low relevance to the general duty – functions and policies scoring 1–2 points that will be reviewed during 2007/08

Department	Function	Policy and practices
Crime Reduction	Crime reduction	Crime reduction officers
DCC	Crime recording	Ethnicity
Crime	Bail	Street bail
Human Resources	Health and safety	HIV/blood-borne viruses
Human Resources	Professional Standards Department	Confidential phone reporting
Human Resources	Employee relations	Voluntary transfer
Human Resources	Health and safety	First aid
Human Resources	Health and safety	First Aid Procedures
Human Resources	Health and safety	Defibrillator Training
Human Resources	Health and safety	
Human Resources	Health and safety	Accident forms
Human Resources	Employee Relations	Exit interviews
Human Resources	Recruitment	Minimum height
Strategic Development	Good practice scheme	Good practice scheme
Finance and Corporate Services	Procurement	Procurement
Scientific Support	Fingerprints	Completion of NAFIS (National Automated Fingerprint Identification System) form