

**ACTION PLAN VERSION 2 – JULY 2003**  
**Race Relations (Amendment) Act 2000**  
**This Action Plan will be the subject of regular progress updates.**

**1. Publish a Race Equality Scheme**

<b>Action Ref.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Progress/Comment at May 2002</b>	<b>Progress/Comment at May 2003</b>
1.1	Identify initial steps necessary for the Suffolk Constabulary to comply with the General Duty.	CRR Steering Group	31/12/04	<ul style="list-style-type: none"> <li>▪ Within policy and service delivery it is necessary to meet all three parts of the General Duty. The following four steps will be considered:               <ul style="list-style-type: none"> <li>▪ Identify which functions are relevant to race equality;</li> <li>▪ Prioritise these functions;</li> <li>▪ Assess all relevant functions and policies for their impact on race equality;</li> <li>▪ Consider and make changes to policies, where necessary to meet the General Duty.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ A Policy Review Team is to be formed to carry out this role.</li> </ul>

**2. Assess which functions and policies, including proposed policies are relevant to the General Duty.** (Public Authorities must list in their Race Equality Scheme, the functions and policies, including proposed policies, which are relevant to their performance of the General Duty to promote race equality. They should review this list at least every three years).

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
2.1	Identify all policies, guidelines, standing orders and working practices throughout the Suffolk Constabulary.	Corporate Development Information Security Officer	31/12/04	▪ -	▪ Because of the many diverse methods by which Suffolk Constabulary records and communicates policies and working practices this work is still to be completed.
2.2	Identify those functions and policies relevant to the General Duty.	CRR Steering Group	31/12/04	<ul style="list-style-type: none"> <li>▪ Policies should be prioritised according to their relevance. Any policies, which are people-focused in either employment or service delivery are likely to be particularly relevant.</li> <li>▪ A function or policy will be relevant if it has or could have, implications of any kind and therefore all policies should be reviewed.</li> <li>▪ Consider and make changes to the relevant policies, if necessary, to meet the General Duty. This will take place over the three year period commencing with those which are highest priority.</li> <li>▪ Once a Review has been carried out, this shall be reviewed at least every three years.</li> </ul>	▪ It is intended that the 32 areas highlighted within the RES will be prioritised for Policy Review, but all policy documents should be reviewed.
2.3	Approve a template for the reviewing of policies.	CRR Steering Group	31/08/03	▪	▪ A joint template for the review of policy has been developed by the Suffolk Constabulary and Police Authority.
2.4	Identify a system for subsequent reviews of policies for continued compliance.	CRR Steering Group	31/03/04	▪ All policies should be reviewed on a 3 year cycle.	▪ A Policy Team is to be created to progress this Action.
2.5	Identify a system for ensuring new policies take account of RR(A)A .	CRR Steering Group	31/03/04	▪ The auditing of new policies for compliance will need to be ensured.	▪ A Policy Team is to be created to progress this Action.

3. Set out arrangements for assessing and consulting on the General Duty impact.

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
3.1	Clarify the extent of Assessing and Consulting required.	DCC	01/03/04	<ul style="list-style-type: none"> <li>▪ Assessment of the potential effects of policies must occur before such policies are adopted. Under the duty we will need to ask people who are likely to be affected by the policy, what the proposals will mean for race equality.</li> <li>▪ There needs to be external consultation.</li> <li>▪ There needs to be internal consultation, in particular with minority ethnic personnel.</li> <li>▪ The Constabulary will need to identify groups that have not been previously consulted, eg: Asylum Seekers, Travellers, Self-Help Groups and Minority Ethnic Students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Deputy Chief Constable is to appoint personnel to carry out this function with regards to the Race Relations Amendment Act, in association with the Constabulary Consultation Manager.</li> </ul>
3.2	Publish arrangements for assessing and consulting on General Duty impact.	CRR Steering Group	01/03/04	<ul style="list-style-type: none"> <li>▪ Ensure that the Force Consultation Strategy addresses the requirements of the RR(A)A.</li> <li>▪ Collection and analysis of relevant ethnic data to assist in the assessment and consultation on the General Duty impact of proposed policies.</li> <li>▪ Consult with people who are likely to be affected by the proposed policies.</li> <li>▪ Reviewing and revising the proposed policies in the light of assessment and consultation.</li> <li>▪ Consultation should include surveys, focus groups, public meetings and Local Strategic Partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As above.</li> </ul>

4. Arrangements for monitoring for any adverse impact.

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
4.1	Identify current position.	ACC	31/03/04	<ul style="list-style-type: none"> <li>▪ Section 95 statistics gather data for: Stop &amp; Searches Arrests Cautions, Reprimands and Final Warnings Police Complaints Police Personnel Deaths in Custody Homicide</li> <li>▪ Home Office has target date of 01/04/02 for monitoring using the 16+1 Census categories.</li> <li>▪ ACPO voluntarily extended ethnicity monitoring by April 2002 to: HORT/1 Forms Vehicle Defect Rectification Forms Endorsable Fixed Penalty Tickets Negative Breath Tests</li> <li>▪ The ACPO work on ethnicity and descriptive monitoring which builds on Section 95, recommends extending to Racist Incidents.</li> <li>▪ Crime Victim Surveys for racially motivated crime.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 95 statistics are regularly reviewed by the Force Information Officer and presented to the Police Authority by Chief Officers.</li> <li>▪ 16+1 Census categories have been adopted by the Constabulary. A Crime Victim Survey has been completed in respect of racist incidents.</li> </ul>
4.2	Clarify extent of monitoring required.	ACC	31/03/04	<ul style="list-style-type: none"> <li>▪ This relates specifically to the functions and policies that are deemed to be relevant: Family Liaison Witness Protection Protection of Suspects Victim Support Crime Reduction and Prevention Consultation Employment issues Stop and Search</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Deputy Chief Constable is to appoint a team to carry out this function with regards to the Race Relations Amendment Act,</li> </ul>

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				Search Warrants Arrests Bail Detention Forced entry Road Traffic Stops Cautions v Charges – analysis of data Response times Clear ups Deaths in Custody Investigation Drink drive enforcement Drug testing/samples Immigration removals Firearms deployment Operations – deployment of resources Deployment of BCU resources Complaints and Discipline – service delivery Civil Litigation Use of Prevention of Terrorism legislation Surveys of community perceptions of policing Surveys of satisfaction Reports of racist incidents and outcomes Scenes of Crime	
4.3	Identify a corporate monitoring procedure.	CRR Steering Group	31/03/04	<ul style="list-style-type: none"> <li>▪ See 5.1</li> <li>▪ Monitoring by racial group should test:               <ol style="list-style-type: none"> <li>1. Participation and the under or over representation of different racial groups.</li> <li>2. Satisfaction levels within the service.</li> <li>3. How effectively a service is delivered to different communities.</li> <li>4. How services are provided, eg</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>▪ To be progressed following the development of the Policy Team.</li> </ul>

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				language/ cultural needs.	

**5. Arrangements for publishing.**

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
5.1	Publish Policy Reviews and Suffolk Constabulary policies	Superintendent Corporate Development	Commencing July 2003	▪	▪ This work is being progressed in accordance with the Race Relations (Amendment) Act and the Freedom of Information Act. The information will be published on the Suffolk Constabulary web-site, 'Our Policies' section.

**6. Arrangements for ensuring minority ethnic groups have access to information and services.**

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
6.1	Distribution of information	Inspector Community Relations	31.3.04	▪	<ul style="list-style-type: none"> <li>▪ A leaflet entitled, 'A Fairer Suffolk' has been developed by the Suffolk Joint Diversity Working Group to publicise the RESs of the various partner agencies.</li> <li>▪ The RES and subsequent Reviews will be distributed to the various partner organisations included within the strategy document.</li> <li>▪ Policy Reviews and policies will be available on the Constabulary web-site</li> </ul>

**7. Arrangements for training on issues relevant to the duty to promote race equality.**

<b>Action Ref.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Progress/Comment at May 2002</b>	<b>Progress/Comment at May 2003</b>
7.1	Identify existing training given on the promotion of race equality.	Training Manager	31/03/03	-	<ul style="list-style-type: none"> <li>Identified as CRR programme/probationer training routes</li> </ul>
7.2	Identify the training required to raise personnel awareness of the General Duty.	CRR Steering Group	31/03/04	-	<ul style="list-style-type: none"> <li>Included within probationer and CRR training and a 'golden thread' throughout all other training.</li> </ul>
7.3	Identify awareness training options and any necessary variations required through a Training Needs Analysis according to rank/grade/role.	Training Manager	Ongoing	-	<ul style="list-style-type: none"> <li>Ongoing CRR programme is meeting this and being extended to specials. Probationer input is being enhanced.</li> </ul>
7.4	Identify any need for frequency of training, ie refresher or new personnel training.	Training Manager	31/03/04	-	<ul style="list-style-type: none"> <li>Will be addressed on completion of main CRR and stop &amp; search programmes</li> </ul>
7.5	Implementation of awareness training.	Training Manager	31/03/04	-	<ul style="list-style-type: none"> <li>Ongoing CRR programme is meeting this and being extended to specials. Probationer input is being enhanced.</li> </ul>
7.6	Training to be provided for those involved with the auditing of policies/practices.	CRR Steering Group	31/03/04	-	<ul style="list-style-type: none"> <li>Guidance anticipated from the CRE during latter part of 2003.</li> </ul>

**8. Ethnic monitoring of the Constabulary's staff.**

<b>Action Ref.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Progress/Comment at May 2002</b>	<b>Progress/Comment at May 2003</b>
8.1	Review monitoring processes	Head of HR	31/3/03		<ul style="list-style-type: none"> <li>The review process has been completed, but the process is on going and will be further developed by the following post holders.</li> </ul>
8.2	Appoint Personnel Advisor (Diversity)	Head of HR	01/8/03		<ul style="list-style-type: none"> <li>To be appointed</li> </ul>
8.3	Appoint Assistant Personnel Advisor (Recruitment)	Head of HR	01/8/03		<ul style="list-style-type: none"> <li>To be appointed</li> </ul>

**9. Ethnic monitoring and analysis of grievances, training, dismissals and other reasons for leaving.**

<b>Action Ref.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Progress/Comment at May 2002</b>	<b>Progress/Comment at May 2003</b>
9.1	Review current position of data monitored and analysed for performance appraisals.	Development Inspector	31/03/04	-	<ul style="list-style-type: none"> <li>It should be noted that there is currently a moratorium on the completion of P.D.R's until April 2004. There has been set up a database to capture information relating to minority ethnic staff regarding the date of the P.D.R, grades awarded and any comments made.</li> </ul>
9.2	Review current position of data monitored and analysed for training.	Development Inspector	31/03/04	-	<ul style="list-style-type: none"> <li>Because of the current moratorium on P.D.R's, this is a difficult area to quantify. With the launch of a new PDR embracing the National Competency Framework the intention will be too much more clinically identify training needs.</li> </ul>
9.3	Identify gaps in data monitoring and/or analysis.	Development Inspector	31/03/04	-	<ul style="list-style-type: none"> <li>With the advent of the National Competency Framework, this will provide much more meaningful management information. However, it will be imperative to have an I.T software solution to effectively interrogate the information.</li> </ul>
9.4	Ensure gaps in data monitoring and/or analysis are incorporated.	Development Inspector	31/03/04	-	<ul style="list-style-type: none"> <li>This is very much dependent on the above and will be progressed by the NCF project board. The proposed purchase of NSPIS HR maybe a solution to this.</li> </ul>

**10. Annual publishing of the results of monitoring.**

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
10.1	Clarify the intended extent of the publication required.	Director of Corporate Development	31/12/04	-	<ul style="list-style-type: none"> <li>Publication will be carried out in accordance with the related project under the Freedom of Information Act.</li> </ul>
10.2	Identify different options for publishing the results as necessary.	Director of Corporate Development	31/12/04	-	<ul style="list-style-type: none"> <li>As above.</li> </ul>
10.3	Annual publication of results	Director of Corporate Development	31/12/04	-	<ul style="list-style-type: none"> <li>As above.</li> </ul>

**11. Multi-Agency Partnerships.**

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
11.1	Identify the compatibility between the Race Equality Schemes of other Public Authorities involved in multi-agency work with our Constabulary.	CRR Steering Group	31/03/04	<ul style="list-style-type: none"> <li>Draft Race Equality Scheme to be shared with other Public Authorities in order to quality assure compatibility through JDWG.</li> <li>The legislative requirements dictate the same objectives for all Public Authorities, which should ensure compatibility.</li> </ul>	<ul style="list-style-type: none"> <li>A review of Suffolk Constabulary RES and other criminal justice partners has been carried out by NACRO. There are some fundamental issues concerning the local nature of the Force Scheme and the country wide approach taken by many partner organisations and work is continuing.</li> </ul>
11.2	Ensure the amendment of the Force Information Exchange Protocol(s) to incorporate our obligations under the Race Equality Scheme.	Data Protection Manager	31/03/04	<ul style="list-style-type: none"> <li>An addendum to the Force Information Exchange Protocol(s) to be developed and incorporated.</li> </ul>	<ul style="list-style-type: none"> <li>This work is still on-going and is related to the review of the protocol template.</li> </ul>

## 12. Chief Constable's liability

Action Ref.	Action	Responsibility	Timescale	Progress/Comment at May 2002	Progress/Comment at May 2003
12.1	Review the Chief Constable's current position to ensure that he has taken reasonable steps to ensure that officers and staff under his direction and control do not racially discriminate.	ACC	01/02/02 Achieved	<ul style="list-style-type: none"> <li>▪ The CRR Strategy has five key elements:               <ol style="list-style-type: none"> <li>1. Prevention of racist and homophobic crime;</li> <li>2. Investigation;</li> <li>3. Training;</li> <li>4. Recruitment, retention and advancement;</li> <li>5. Fair policy and practice;</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>▪ The position has been reviewed, however this is an on going responsibility.</li> </ul>

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