



Single Equality Scheme 2010 - 2013

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Foreword by the Town Clerk

The City of London Corporation provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City of London and beyond. The City has existed for over 800 years and has served as a model for civic administration throughout the world. However, we are also keenly aware of the needs of today's diverse society and our Single Equality Scheme demonstrates how we are working towards meeting the differing needs of our service users. It also strengthens our commitment towards bringing equality to the lives of all those who live, work or visit the City of London and those who use our services beyond the City's boundaries.

We have always believed that legislation alone should not be the reason for seeking equality of opportunity in employment and service provision. The City will continue to deliver world class services and promoting equality of opportunity is critical to this.

Our scheme sets out both our general and specific duties under the Equality Act 2010. We view these duties as a welcome extension to the work we have already undertaken to involve people in the decisions we make which affect their everyday lives. We are pleased to be given the opportunity to implement strategies to improve our service provision and employment practices and to ensure they meet the needs of everyone who comes into contact with us.

I would like to thank everyone who has given their time and expertise to advise us in the production of this Scheme, and would also emphasise that this Scheme is not "set in stone" but will be reviewed in the light of feedback from stakeholders on an annual basis.

I am therefore delighted to be able to introduce and offer my full support to the Single Equality Scheme for the City of London.

Chris Duffield

Introduction

The City of London Corporation

The City of London Corporation provides a wide variety of services in and around the historic City of London. In addition to providing the full range of local government services for the City, its responsibilities also extend far beyond the [City boundaries](#) and it provides a host of additional facilities for the benefit of the nation. These include famous [Open Spaces](#) (such as [Epping Forest](#) and [Hampstead Heath](#)), the renowned [Barbican Arts Centre](#) and three of the nation's premier wholesale food markets. It is also the Port Health Authority for the Thames and the Police authority (with its own police force) for the City of London*.

*[The Single Equality Scheme for the City of London Police Authority can be found at Appendix F of this Scheme].

Popularly known as 'The Square Mile' or 'The City', the City of London is the heart of the world's financial and business industries, making a substantial contribution to the British economy and the employment market of south east England.

The City has approximately 9,000 residents (up from 7,186 at the 2001 Census) but these numbers increase during the working day to include 330,000 people who travel into the City for work. On top of that, 7 million people visit us every year to enjoy the many tourist attractions situated within the Square Mile.

Development of the Single Equality Scheme

INTRODUCTION

Legislative Background

1. The area of equalities has seen considerable change and development in recent years.
There are thirteen major pieces of legislation which have impacted on equalities, along with approximately 100 statutory instruments setting out rules and regulations and more than 3,000 pages of guidance and statutory codes of practice.

The key pieces of legislation are: -

- [the Equal Pay Act 1970](#) (pdf, 275kb)
- [the Sex Discrimination Act 1975](#) (pdf, 1.8mb)
- [the Race Relations Act 1976](#) (pdf, 1.2mb)
- [the Disability Discrimination Act 1995](#)
- [the Human Rights Act 1998](#)
- [the Race Relations \(Amendment\) Act 2000](#) (pdf, 124 kb)
- [the Employment Equality \(Religion or Belief\) Regulations 2003](#) (pdf, 138 kb)
- [the Employment Equality \(Sexual Orientation\) Regulations 2003](#) (pdf, 68 kb)
- [Gender Recognition Act 2004](#) (weblink)
- [the Disability Discrimination \(Amendment\) Act 2005](#) (pdf, 553kb)
- [the Employment Equality \(Age\) Regulations 2006](#) (pdf, 46kb)
- [the Equality Act 2006](#) (pdf, 393 kb)
- [Equality Act 2010](#) (weblink)

2. The Equality Act 2010 aims to strengthen and streamline equality Law while also: -

- extending the specific equality duties on public bodies beyond the existing requirements on disability, gender and race to also cover age, religious belief or non-belief and sexual orientation, defining them all as “protected characteristics”;
- introducing a number of specific “protected characteristics” (deriving from the equality strands) that cannot be used as a basis for discrimination in any sector:
 - marriage and civil partnership status
 - pregnancy and maternity status
 - gender re-assignment status.

The City's Response

3. The City produced its first Equality Scheme in 2001 and although this was primarily in response to the Race Relations (Amendment) Act 2000, it included from the very beginning actions across all equality "strands" (age, disability status, ethnicity and race, gender, religious belief or non-belief and sexual orientation - see below).

Following adoption of the Equality Standard for Local Government, the City produced its first comprehensive Corporate Equality Plan in 2004. However as a result of subsequent legislation, elements of this Plan concerning Disability and Gender Equality were incorporated into distinct Equality Schemes for these areas.

Feedback from stakeholders about these Schemes (e.g. Disability Access Group, consultation meetings) indicated that they wanted the City to identify a small number of equality objectives and actions that we would concentrate on achieving during the lifetime of the Scheme, rather than produce overly complicated Plans*.

The structure and content of this Scheme aims to meet these objectives.

** [For example, the Disability Access Group had previously asked that we ensure that all of our frontline staff understood how to effectively respond to the needs of disabled service users. We achieved this by introducing an appropriate training programme that was completed over the lifetime of our first Disability Equality Scheme].*

4. The implementation of the Equality Act 2010 has provided a clear need for us to draw together all "characteristics" of the equalities agenda again and re-incorporate our objectives around disability and gender issues into a unified Single Equality Scheme.

PUBLIC SECTOR EQUALITY DUTIES

5. The Equality Act (Part 11, Chapter 1, Paragraphs 149 – 150) extends the existing public sector equality duties to all six equality strands (and includes gender re-assignment, marital or civil partnership status and pregnancy and maternity as specific protected characteristics of an individual).

The public sector duties are expected to come into force on 1st April

2011 for English bodies following a consultation process in 2010.

GENERAL AND SPECIFIC DUTIES

6. The duties are made up of two elements, the 'general' duty and the 'specific' duties:
 - The **general duty** is the overall duty to:
 - o eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act;
 - o advance equality of opportunity between persons who share a "protected characteristic" and those who do not;
 - o foster good relations between those who share a "protected characteristic" and those who do not;It also includes giving **due regard** to the need to -
 - o remove or minimise disadvantages suffered by persons who share a characteristic that are connected to that characteristic;
 - o meet the needs of persons who share a characteristic that are different from those who do not share it;
 - o encourage persons who share a relevant characteristic to participate in public life where such participation is disproportionately low;
 - The **specific duties** are not objectives in themselves, but a means of meeting the general duty. The specific duties for English authorities are likely to require each organisation to:
 - o develop and publicly set out their equality objectives;
 - o set out the steps they will take to achieve these over the business cycle (likely to be three years)
 - o implement these steps unless it would be unreasonable and impractical to do so
 - o review, and update as necessary, the objectives every three years;
 - o to take reasonable steps to consult and involve: -
 - service users
 - employees and their trade unions

- others with an interest in how the organisation carries out its functions (including voluntary groups)
 - when setting their equality objectives, deciding what steps to take to achieve them and reviewing progress;
- o set objectives based on an evidence-based process of identifying the areas where organisations can have the most impact on equality, including
 - assessing which organisational functions are most relevant to the general Equality Duty
 - evidence gathering
 - consulting and involving as set out above while making clear reference to:
 - existing local, regional and national priorities such as Public Service Agreements (PSAs), Regional Strategies, Local Strategic Partnerships
 - national equality priorities set by Ministers using new powers under the Equality Bill;
- o undertake Equality Impact Assessments as part of our decision making process.

MEETING THE SPECIFIC DUTIES

7. Developing and implementing our Equality Objectives

Our equality objectives are based on:

- the results of consultation undertaken when developing our previous equality Schemes;
 - feedback from stakeholders on the effectiveness and outcomes from actions associated with our previous equality Schemes;
 - the results of new (and on-going) consultation and the active involvement of stakeholders, service users and their representatives in the development of equality objectives (see Appendix C for Consultation Plan details);
 - requirements of the Equality Framework and our local strategic partnership (The City Together) – see below.
8. Our equality objectives incorporate our stakeholders' expressed desire for:
- a small number of clearly identified and easily understood equality objectives and actions that we will concentrate on achieving during the lifetime of the Scheme;

- equality objectives and actions that will positively impact upon their lives;
- avoiding large numbers of complicated equality objectives and actions.

9. We will develop and implement a number of Corporate equality objectives and the appropriate actions to support their attainment. These will cover areas and issues common to the whole organisation (such as employment and procurement) and establish our priorities for the period of this Scheme.

Our Corporate equality objectives can be found at Appendix A.

10. Progress towards Corporate equality objectives will be reviewed on an annual basis by Chief Officers Group and appropriate Member Committees.

The Town Clerk has overall responsibility, in conjunction with Chief Officers, for ensuring the attainment of these objectives and the successful implementation of actions required to support them.

11. Our departments will develop a number of local, departmental equality objectives and appropriate actions to support our wider Corporate priorities.

Departmental equality objectives can be found at Appendix B1.

12. Each department is responsible for attaining its own equality objectives and successfully implementing the necessary actions to do this; departments will report progress against actions and targets to the Chief Officers Group and appropriate Member Committees on an annual basis.

Chief Officers have overall responsibility for ensuring the attainment of their department's objectives and the successful implementation of actions required to support them.

THE EQUALITY FRAMEWORK

13. The Equality Framework for Local Government has been designed to help support local authorities in their work on equalities.

The Framework identifies five key areas where local authorities will be expected to be able to demonstrate that their performance meets specific requirements. These are:

- **Knowing your communities / stakeholders and equality mapping;**
- **Place shaping, leadership, partnership and organisational commitment to equalities;**
- **Community engagement and satisfaction;**
- **Responsive services and customer care;**
- **A diverse workforce.**

The City has formally adopted the Equality Framework and has established a target date of 2012 for achieving “Excellent” status under the Framework. Our Corporate and departmental Equality Objectives will be reflected in the development of our action plans and outcomes for attainment of “Excellent” status under the Framework.

LOCAL STRATEGIC PARTNERSHIP

14. The City Together Strategy has been prepared by [The City Together](#) - the local strategic partnership - on behalf of all of the City’s communities. This Strategy is a shared focus for the future –helping to co-ordinate partners’ activities, make sure everyone is working towards the same objectives, and meeting the needs and aspirations of the City’s different communities.

The first Community Strategy was launched in 2004, however much of what was set out then has been achieved and new challenges have emerged, including the requirement to ensure new community strategies are sustainable. The new City Together Strategy’s vision is one which everyone who lives in, works in or visits the City can identify with:

The City Together Strategy’s objectives are grouped into five themes:

The City Together: The Heart of a World Class City which...

- is competitive and promotes opportunity
- supports our communities
- protects, promotes and enhances our environment
- is vibrant and culturally rich
- is safer and stronger

[Download the Summary here \(1mb\)](#)

[Download the Full Strategy here \(4mb\)](#)

Our Corporate and departmental Equality Objectives will support these objectives.

EQUALITY IMPACT ASSESSMENTS

15. The general duty requires public authorities, including the City of London, to mainstream equality into all decisions and activities. The specific duties include a duty to conduct impact assessments to ensure that due regard is given to equality in our decision making and our activities, and that these policies and decisions promote equality. The City of London has been working on equality impact assessments since 2002, when we were required to undertake race equality impact assessments. When we introduced this process we took the opportunity to develop a process that would consider all six equality “strands”. This process was reviewed as part of our Disability and Gender Equality Schemes and, partly as a result of this, we invested considerable resources in training staff on how and when to undertake an Equality Impact Assessment.
16. Equality Impact Assessments are a key tool to help us ensure that we prevent discrimination and mainstream equality into all of our functions and services. We are aiming to make Equality Impact Assessments a more useful tool for scrutiny purposes by simplifying external access to the documentation completed as part of the Equality Impact Assessment process (see Appendix A).

DEPARTMENTAL EQUALITY REPRESENTATIVES

17. Each of the City of London’s Departments has an Equalities Champion or team of Champions who have responsibility for driving through the equality agenda. Each Champion has been instrumental in developing relevant: -
- Equality Objectives and supporting actions for their department’s service delivery, procurement and policy areas;
 - action plans that incorporate departmental Equality Objectives into their departmental submissions for the Equality Framework.
- These contain commitments to review the services the department provides, in consultation with its user groups and the wider community, in order to identify needs that are not being met and any real or perceived barriers to service usage. In addition, there is a commitment to analyse the make-up of its workforce and develop strategies to ensure this move towards reflecting the diverse community it serves.

This document is available in alternative formats from

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The scheme can also be found on the City of London website – <http://www.cityoflondon.gov.uk>

APPENDIX A

CORPORATE EQUALITY OBJECTIVES

Over the lifetime of this Scheme we will focus on: -

1. Continuing our work around disability, gender and race equality;
2. Expanding our work to incorporate, where relevant, equality issues around age, belief or non-belief, sexual orientation;
3. Providing more opportunity for consultation, involvement and scrutiny of our work on equalities.

At the end of this Scheme's currency we will we have achieved positive progress in all service areas against the equality objectives / outcomes that we set (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

EMPLOYMENT

Access to Employment

The City of London believes that fair access to employment is a major factor in promoting equality. The City is aware of the comparative under-representation of disabled people, ethnic minorities and women in its senior management and has already investigated the structural factors and employment patterns which affect this. We also recognise that this issue is not confined to our own workforce, but is found within employment and other economic activity generally.

As an employer we endeavour to go further than just compliance with legislation and we strive to embed best practice into all aspects of our relationship with our employees. The focus of the City of London's strategy for promoting equality within its own employment will be to build on and consolidate work already undertaken. **Over the lifetime of this Scheme** we will focus on:

1. Attracting and retaining women, disabled people and ethnic minorities into areas of employment where they are under-represented;
2. Addressing the structural issues which lead to segregated employment patterns;
3. Ensuring fair access to opportunities for promotion.

The City of London undertakes monitoring by age, disability status, ethnicity, gender, religious belief or non-belief and sexual orientation of:

- recruitment .

In addition, we monitor by age, disability status, ethnicity, gender, and religious belief or non-belief:

- our workforce;
- employees subject to personnel procedures.

This information is already used to inform the development of policy and procedure, and is publicly reported on an annual basis.

In the next 18 months we will extend monitoring by sexual orientation to relevant areas.

Survey of employees

In 2009 we undertook a survey of employees to find out their views on working for the City including how they viewed equalities at the City.

Over **the lifetime of this Scheme** we will introduce practical policies to address the issues identified by our employees; we will use our monitoring systems to track the success of such policies in future years.

Training

The City of London currently provides: -

- Compulsory basic training for all employees on Equal Opportunities;
- Mainstreamed equality “elements” into relevant general training courses (e.g. Recruitment & Selection training)

Over **the lifetime of this Scheme** we will ensure that all training relating to equality is reviewed to ensure that it conforms to best practice and meets the needs of our stakeholders.

We will also ensure that all new employees working in front line areas continue to receive appropriate training in working with disabled service users

Over **the lifetime of this Scheme** we will continue to monitor access to training by our employees and the information we gather will be used to inform our learning and development policies.

The City of London offers a variety of work and training placements to young people and others under a number of schemes. Over **the lifetime of this Scheme** we will seek to encourage participants to consider a placement in areas that are “non traditional” areas for their ethnicity or

gender, in order to provide insight into possible areas of employment that they may not have considered.

Over **the lifetime of this Scheme** we will also seek to ensure that these schemes focus on providing economic opportunities for disadvantaged communities in the City and City Fringe boroughs.

Pay

The City of London has recently undertaken a Job Evaluation and Pay and Grading review. An external party reviewed the framework for this process and has confirmed that it was non-discriminatory.

Over **the lifetime of this Scheme** we will conduct an Equality Impact Assessment on the outcomes of this process and monitor its impact. We also expect that the initiatives that we plan to take regarding women in senior management will have a positive effect on narrowing any gender pay gap.

EQUALITY IMPACT ASSESSMENTS

The City's Equality Impact Assessment process has always included the six equality strands (or "characteristics").

It is one of our objectives to make Equality Impact Assessments a more useful tool for public scrutiny purposes. Therefore, in the **first 12 months of this Scheme** we will establish an easier and simpler way to gain external access to completed Equality Impact Assessments from our external website.

SERVICE DELIVERY

Planning and Delivery of our Services

The City of London monitors the satisfaction of our service users by relevant "strands" (or characteristics) to analyse results. Over **the lifetime of this Scheme** we will continue to: -

- Ensure that the results of such monitoring continue to inform the development of our services;
- Ensure that all new service delivery policies and procedures are subject to Equality Impact Assessments;
- Ensure that all contracted and commissioned services take full account of our duty to promote equality.

PROCUREMENT

The City of London already asks those tendering for the provision of goods and services; -

- If they have been the subject of an adverse court or employment tribunal decision under any equalities legislation;
- The reason for, and outline of, such adverse decision;
- What actions have been taken to remedy the reasons for such a decision.

Such information is weighted to help inform the selection process (i.e. has much greater weighting if the tender is for provision of personal services than for goods) and is then used to help determine the successful bidder.

However we are aware of both the specific needs that different people may have of personal services and the potential impact that procurement spend can have on promoting best practice amongst suppliers. Therefore, over **the lifetime of this Scheme** we will: -

- Ensure that the specifications for all tenders to deliver personal services include specific reference to relevant equality issues;
- Ensure that (within statutory limits) our procurement process promotes best practice on equality issues amongst suppliers of goods and services (e.g. best employment practice);
- Work with other organisations to ensure that procurement spend actively promotes equality, including equality of economic opportunity;
- Ensure our commissioned and procured services also deliver equality related objectives [e.g. suppliers actively promote equality in terms of their own workforce; contractors / suppliers / partners can demonstrate improved service outcomes for all sections of the community].

APPENDIX B

DEPARTMENTAL EQUALITY OBJECTIVES

Many departments have established distinct equality objectives that either support overall Corporate objectives, or refer specifically to provision of the services of their department.

Examples include: -

Central Criminal Courts

Over the lifetime of this Scheme we will: -

- aim to build equality objectives and targets into individual performance management appraisals;
- undertake focused local site user surveys to obtain feedback from visitors to the public galleries and use this information to inform our service provision and planning.

At the end of this Scheme's currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Chamberlain's Department

Over the lifetime of this Scheme we will focus on:

- participating in placements schemes such as the City of London Business Trainee Scheme each year to encourage participants to consider a placement in areas that are "non traditional" areas for their ethnicity, gender or background, in order to provide insight into possible areas of employment that they may not have considered;
- participating in Community Projects and local school visits to advise on Finance and IT careers;
- regularly reviewing our work force profile with the aim of exceeding the Corporate City of London average for our equalities target groups.

Our IS Department provides desktop training for all City of London Staff and some outside voluntary organisations. **Over the lifetime of this scheme we will continue to focus on:-**

- Providing fully accessible training for all;
- Reviewing feedback from "post training surveys" to ensure the content of courses meets the needs of our diverse customers;
- Review take up of courses to ensure equal access across all protected characteristics.

EQIA's will be completed for all new service delivery policies and procedures.

In the **first 6 months of this Scheme** Equality Impact Assessments will be completed for the three major reviews being undertaken which will change working practices for: -

- Information Services;
- Procurement and Procure to Pay (PP2P);
- Strategic Finance.

The aim of the Department is that the reviews will have a positive impact on our equality target groups.

At the end of this Scheme's currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Libraries, Archives & Guildhall Art Gallery

Over the lifetime of this scheme we will continue to focus on our departmental objective of engaging and empowering individuals and community groups by supporting and promoting learning, reading and literacy.

In order to do this we will: -

- ensure that we have facilitated at least 25 advisory surgeries under the Basic Skills programme **within the first 12 months** of this Scheme;
- provided three English for Speakers of Other Languages (ESOL) courses at Shoe Lane Library **within the first 12 months** of this Scheme;
- support development of computer literacy & promote use of electronic resources by offering at least 60 introductory IT sessions, 10 music online sessions, 30 business database sessions and 8 introduction to electronic resource sessions **within the first 12 months** of this Scheme;
- provide 250 story reading and rhyme-time sessions **over the lifetime of this scheme**;
- facilitate reading groups by holding at least 85 meetings **over the lifetime of this scheme**;
- complete the London World City 2012 project on youth engagement for the Roman Amphitheatre **within the first two years of this Scheme**;
- facilitate two major conferences in partnership with the Black Caribbean and the LGBT communities respectively, **within the first 12 months of this Scheme**.

At the end of this Scheme's currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Mansion House

Over the lifetime of this scheme we will actively encourage Mansion House staff to participate in volunteering opportunities that are specifically targeted at helping women, ideally from the ethnic minority communities, and will measure our progress by the number of staff engaged in these activities

Over the next twelve months we will seek to encourage a higher proportion of disabled visitors to participate in Mansion House tours. To facilitate this we will strengthen the advertisement of the existing disabled facilities via our web pages, and explore the logistics of offering tours for people with hearing impairment through the implementation of a portable induction loop system for guides.

At the end of this Scheme's currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Open Spaces

Over the lifetime of this scheme we will: -

- continue to promote a range of services to local schools and young people (including those with special needs) to encourage diverse use and interest in Open Spaces;
- develop new methods of encouraging more youth & ethnic minority involvement across the Spaces;
- ensure equality objectives and targets are incorporated into each site business plan and that these are considered by the relevant site Consultative Committee;
- continue to develop Community initiatives within the Square Mile & City fringes (including the delivery of two new play sites **in the first twelve months** of this Scheme)

At the end of this Scheme's currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Planning & Transportation

Consultations - **over the lifetime of this Scheme** we will ensure that all sections of the residential and business communities are consulted on the City's short, medium and long term objectives and provide relevant information for this to happen. We will ensure that meetings take place at appropriate times for the different needs of our communities (e.g. daytime and evening meetings) and that we provide facilities to everyone attending to participate.

Procurement - the City of London already asks those tendering for the provision of goods and services; -

- If they have been the subject of an adverse court or employment tribunal decision under any equalities legislation;
- The reason for, and outline of, such adverse decision;
- What actions have been taken to remedy the reasons for such a decision?

However we are aware that smaller companies used by the department may not have provided this information. Therefore, over **the lifetime of this Scheme** we will:

-

- Ensure that the all companies not on the corporate suppliers list provide specific information regarding relevant equality issues.
- Continue to ensure that the specifications for all tenders include specific reference to relevant equality issues and “protected characteristics”;

General Issues - **over the lifetime of this Scheme** we will ensure that

- we continue to offer at least 3 work experience placements per year to the local community;
- staff are encouraged to take part in volunteering opportunities within our neighbouring communities;
- the departmental equalities working party will continue to meet, review action plans, progress and objectives.

At the end of this Scheme’s currency we will we have achieved positive progress in all the key Corporate equality objectives / outcomes and the departmental equality objectives / outcomes outlined above (or will have analysed and understood why we have failed to make progress and have established a course of remedial action).

Remembrancer’s Department

Over the lifetime of this scheme: -

- we will ensure that the west door of the Guildhall is improved to offer better access to those with mobility problems;
- we will ensure that specific disability awareness training is given to our core group of event assistants.

APPENDIX C

CONSULTATION & IMPLEMENTATION TIMETABLE

August 2010 - Publication of Draft Scheme and commencement of public consultation period;

October 2010 - End of public consultation period;

November /

December 2010 - Approval of Final Scheme by Chief Officer's Group and relevant Committees;

December 2011 - Corporate review of progress by Chief Officer's Group and relevant Committees;

December 2012 - Corporate review of progress by Chief Officer's Group and relevant Committees;

Appendix D

City of London – Equal Opportunities in Employment Policy

Introduction

The City of London values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace.

Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

We will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, gender re-assignment status, marital or civil partnership status, nationality, pregnancy or maternity status, religious or philosophical belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City of London recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will:

- Communicate the policy to all employees;
- Provide appropriate training;
- Allocate clear responsibilities.

Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the City of London's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the Corporation's disciplinary procedure.

Recruitment and Selection

Equal opportunity starts here. We will:

- Consider candidates solely on merit, against carefully considered, justifiable job requirements;
- Ensure people involved in recruitment are trained appropriately;
- Make advertisements welcoming to all types of applicant;
- Avoid stereotypes that only certain groups of people are suitable for particular jobs.

Career Development and Training:

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will:

- Provide the support necessary to help employees realise their employment potential;
- Encourage employees to apply for jobs which suit their experience and skills.

Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental. We will:

- Ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution;
- Ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them.

Flexible Working

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will:

- Consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the Corporation.

Working Together

The City of London is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. We will:

- Ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- Monitor complaints to check that our policy and procedure is working.

Monitoring and review

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will:

- Statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving;

- Use the data collected to examine the success of this policy and to plan for the future;
- Consult appropriately on the effectiveness of our equal opportunities in employment policy.

Different Types of Discrimination

We recognise that discrimination can take different forms:-

Direct Discrimination

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

Indirect Discrimination

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of a job advert might discriminate against younger people or those who have spent time looking after small children. They may not have had the opportunity to be employed for the length of time specified.

Appendix E

City of London – Equal Opportunities in Service Delivery

Our commitment

The City of London provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City and beyond. We are committed to being proactive in providing services fairly to all our potential service users. Promoting equal opportunity for all is one of our core values.

Our policy is to treat all service users, and anyone else we come into contact with, equally and with dignity and respect. We will ensure that we do not unlawfully or unjustifiably discriminate on any grounds.

In partnership with our employees, our residential communities and stakeholders, we will work hard to meet our obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines

Services based on need

To make sure we have got it right we need to know the needs and requirements of the different groups of people we serve. We will take steps to learn about the people who make use of our services so we can tell whether we are reaching all sections of our community.

Assessing and monitoring the use and impact of our services

We will identify individuals and groups within our community whose needs are less well met by our services than other groups, through carrying out needs and requirements assessments.

We will monitor the take up of services so we can check that all parts of our community have access to our services, and that the use of our services is in line with what we know about needs among different groups. This will help us plan our services and target our resources effectively.

Consultation and review

We need to make sure we know people's views and experiences of our services and our policies. We will seek a wide range of opinions and views, through our formal and informal consultation arrangements, to help us to:

- Establish the needs and satisfaction levels of those using our services
- Take into account the needs of, and impact on, service users when new services are planned.
- Evaluate and review progress made against national and local service delivery equality performance indicators

We will endeavour to follow best practice and to learn from others and from our own best practice.

Information for everyone

Information is crucial to promoting equality of opportunity. Information on our services will be available in different formats and languages where this is needed to enable different groups to use our services.

Complaints and comments

We welcome comments and suggestions from our service users about the quality and flexibility of our services. The City of London has a comprehensive system for dealing with comments and complaints. All service users can make comments or initiate a complaint by contacting the [department](#) responsible for the service.

Responsibility for ensuring the Policy's success

Chief Officers will be responsible for equality action planning in their service areas. Members of the City of London Corporation and its Committees will oversee and ensure the implementation of this policy. Where appropriate, departments will report on their progress towards equality targets to relevant service committees.

All of our employees are required to support our equal opportunities policy in service delivery in spirit and in practice. Each employee has a legal duty not to discriminate against service users.

Our service users can help the successful operation of this policy by giving us regular informal and formal feedback on the services we provide.

Appendix F – The City of London Police Authority Scheme



City of London Corporation

Equality, Diversity and Human Rights Scheme

2010 – 2013

(Police Committee section)

I. INTRODUCTION

The City of London Corporation

The City of London Corporation is a uniquely diverse organisation with three main aims –

- to support and promote the City as the world leader in international finance and business services
- to provide high quality local services and policing for those working in, living in and visiting the Square Mile
- to provide valued services to London and the nation as a whole, including its role as one of the most significant arts sponsors in the UK and its support for the economic development of the surrounding boroughs.

The City Corporation is older than Parliament and its experience and tradition underpin its modern role as the provider of key services. Elected Members, headed by the Lord Mayor, operate on a non-party political basis.

The City has approximately 9,000 residents (up from 7,186 at the 2001 Census) but these numbers increase during the working day to include 330,000 people who travel into the City for work. On top of that 7 million people visit us every year to enjoy the many tourist attractions situated within the Square Mile.

The City of London Police

As the world leader in international finance and business services, the City of London has very particular policing requirements. The Force plays an important role in maintaining the confidence of the international financial community and is committed to deliver a first-class policing service to the City of London and the City's continued success.

The Force's priorities reflect the City's geographical and demographic characteristics together with national, strategic priorities laid down by the Government in the National Community Safety Plan and the Home Secretary's Policing Priorities. They are Economic Crime; Counter Terrorism – International and Domestic; Serious and Organised Crime; Protecting People; and, Citizen Focus.

The City's residential and business communities have benefited from quality policing focused on their local needs, in addition to delivering on national priorities. Frequent and regular consultation confirms that the City's communities endorse the force's priorities of

economic crime, protective services and citizen-focused policing.

In its strategy and priorities the Force recognises the benefit of working in close partnership with the Corporation itself, the Metropolitan Police Service, the British Transport Police and other partners, to provide a seamless policing service for London as a whole. Locally, it reflects those issues that are important to our communities and stakeholders.

The City of London Corporation works closely with the Force that brings benefits to both organisations. Recent work to mitigate the negative impact of the night-time economy demonstrated this ability to really make a difference to the City's communities. This includes the Safer City Partnership, the City's Community Safety Partnership (CSP).

The Police Authority for the City of London

The City of London Police Act 1839, which formally established the City of London Police, also gave the Court of Common Council of the City of London a number of duties and powers, among which, to appoint a Commissioner (s.3), levy rates to fund the force (s.58) and appoint a committee to carry out their powers under the Act (s.56).

The Court of Common Council has been defined as the police authority for the City of London Police Area in subsequent legislation, and most recently under s.101(1) of the Police Act 1996. Most duties and powers which apply to police authorities elsewhere will apply to City of London Corporation. The Common Council has delegated to its Police Committee all police authority functions with the exception of the appointment of Commissioner.

The Police Committee is currently made up of 17 Members. Fifteen of the members are Common Councilmen, thus ensuring a direct accountability to the electorate. The remaining two are independent persons drawn from the City community who are appointed through an open recruitment process. The Committee's membership is representative of the City's residents, businesses and the hundreds of thousands of people who come to work in the Square Mile every day.

PROMOTING EQUALITY – CASE STUDY

REVIEW OF THE COMMITTEE'S CONSTITUTION

In 2008, the Police Committee undertook a review of its constitution following the

introduction of changes to the composition of police authorities elsewhere.

The Police Committee appointed a Sub Committee to consider the matter in detail, which met on several occasions to discuss what direction we should take and how we wanted to approach any changes.

The Committee agreed to introducing external representation onto the Committee on the basis that this was not only what the Government was promoting in its reform of police authorities but also what has increasingly become the norm in modern corporate governance.

The changes were a major step in ensuring that the Police Committee was more representative the diverse communities it served by looking to include under-represented City communities. In addition, it sought to improve our position in this regard against police authorities elsewhere.

The Chairman of the Police Committee for 2009/10 was Simon Duckworth and the Deputy Chairman was Henry Pollard.

The Police Committee meets eight times a year to rigorously scrutinise the work of the City of London Police. Other City Corporation committees, such as the Finance Committee and Audit and Risk Management Sub Committee, complement this scrutiny function and secure value for money in all aspects of police work. But it is ultimately our local communities that decide how the Square Mile is policed; both the City Corporation and the City Police organise regular events to engage with residents and businesses in the City and obtain views on what our local policing priorities should be.

To achieve outcomes that matter to local people, the City Corporation is able to draw from expertise in the wide-ranging areas of services it provides and establish effective and strong partnership working, for example, through the Safer City Partnership, the City of London's Community Safety Partnership (CSP).

At a national level, the City Corporation plays an active role at the Association of Police Authorities (APA). We are a part of the group of authorities with a national role for policing – in our case, for Fraud –, part of the group of non-geographic authorities, and the City has represented that group on the APA Board since its restructure in 2008.

Duties and Powers of the City of London as a Police Authority

Our overarching responsibility as a police authority is to secure an efficient and effective police service and to hold the Commissioner of the City of London Police to account for the exercise of his functions. Some of the specific duties of the Police Committee include:-

- Determine the local priorities for policing
- Publish an annual policing plan which includes a Value for Money statement
- Agree and hold the police budget, and maintain accounts
- Decide the charges for the provision of special police services
- Agree annual performance targets
- To comply with any guidance issued by the Secretary of State
- To monitor any HMIC report on the Police Force.
- To investigate complaints about the conduct of ACPO officers
- To keep itself informed of the workings of the complaints and discipline procedures
- To have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters
- To pay out of the police fund, and damages or costs awarded against police in respect of torts
- To accept gifts or money and loans of other property, including commercial sponsorship
- Work with the City of London Corporation in formulating and implementing crime and disorder audits
- To exercise its functions with due regard to the need to do all that it reasonably can to prevent, crime and disorder in its area
- To comply with the requirements of the Freedom of Information Act 2000
- To maintain an effective Independent Custody Visitors Scheme
- To provide training and support for members and staff
- To consult local communities
- To scrutinise City of London Police in the implementation of its Single Equality Scheme

Discharging the Police Authority Function

The Town Clerk's office provides the administrative and executive functions of the City's police authority including co-ordination of the entire organisation's professional expertise and ensuring that the City fulfils its obligations in this regard.

Because delivering police authority function is one of the several responsibilities of the Corporation, it is possible to draw on a wide range of professional expertise on offer from the organisation as a whole. This includes some 25 to 30 posts, performing the following functions:-

Department

Function

Town Clerk's	Role of Chief Executive of the Police Authority, Strategic Leadership, Chairman's Support, Governance, Policy Support, Committee/Admin support (incl. ICV Panel), Business Support, Community Engagement, Performance Management
HR	Authority Staff Personnel Services, Recruitment, Diversity Advice
Safer City Partnership	Safer City Partnership
PRO	Press, marketing, branding, website maintenance
Chamberlain's	Role of Treasurer of the Police Authority, Finance support, Payroll, IT Systems and Support, Internal Audit , Procurement
City Surveyor's	Property / Accommodation advice
Remembrancer's	Parliamentary/ Legal Advice, Events Operations
Comptroller & Solicitor	City Role of Monitoring Officer of the Police Authority, legal advice, Professional Standards support

II. DEFINITIONS

1. Equality, Diversity and Human Rights

In 2007, the Government commissioned 'the Equalities Review' into the causes of persistent discrimination and inequality in British society. The Review set out a new definition of equality, which recognises different needs and identities and makes sure there is equal opportunity for people to take part in society:¹

“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish.

An equal society recognises people’s different needs, situations and goals and removes the barriers that limit what people can do and can be.”

Diversity is the term used to describe the uniqueness of each individual or group of people in the population. It encompasses such factors as age, gender, race, ethnicity, ability, belief or religion, sexual orientation, philosophy, etc. Human rights are the basic rights and freedoms that belong to every person in the world. Equality of all human beings is today widely recognised as a basic human right.

Promoting Diversity, Equality and Human Rights is not just the right or moral thing to do, it is essential for us to deliver sensitive policing service. For policing to be effective, the public must trust the police service and have confidence in the professionalism and expertise of the women and men who police their communities. It means treating everyone with fairness, respect and integrity and acknowledging that individuals have individual needs. This is central to delivering effective policing.

As pointed out by the recently published EDHR Strategy for the Police Service (2010 – 2013), equality and diversity help organisations to work more creatively and innovatively and improve their performance. A diverse workforce gives us access to a broad range of skills, experience, education and culture that maximises our ability to deliver a variety of local solutions to local challenges.

¹ Cabinet Office (2007), 'Fairness and Freedom: The Final Report of the Equalities Review'. Available from archive.cabinetoffice.gov.uk/equalitiesreview.

2. Legislative context

The area of equalities has seen considerable change and development in recent years. Currently, there are twelve major pieces of legislation which impact on equalities, along with approximately 100 statutory instruments setting out rules and regulations and more than 2,500 pages of guidance and statutory codes of practice. Some of the key pieces of legislation are: -

- [the Equal Pay Act 1970](#)
- [the Sex Discrimination Act 1975](#)
- [the Race Relations Act 1976](#)
- [the Disability Discrimination Act 1995](#)
- [the Human Rights Act 1998](#)
- [the Race Relations \(Amendment\) Act 2000](#)
- [the Employment Equality \(Religion or Belief\) Regulations 2003](#)
- [the Employment Equality \(Sexual Orientation\) Regulations 2003](#)
- [the Disability Discrimination \(Amendment\) Act 2005](#)
- [the Employment Equality \(Age\) Regulations 2006](#)
- [the Equality Act 2006](#)

Equality Act 2010

The Equality Act 2010, which received Royal Assent on 8 of April 2010, aims to strengthen and streamline equality law while also: -

- extending the specific equality duties on public bodies beyond the existing requirements of disability, gender (including issues around trans-gender persons) and race to also cover age, religious belief or non-belief and sexual orientation;
- introducing the concept of reducing inequality based on socio-economic status.

The calendar for implementation of the provisions of the Equality Act 2010 is as follows:-

- **October 2010:** Main provisions.
- **April 2011:** The integrated public sector Equality Duty, the Socio-economic Duty and dual discrimination protection.
- **2012:** The ban on age discrimination in provision of goods, facilities, services and public functions.
- **2013:** Private and voluntary sector gender pay transparency regulations (if required) and political parties publishing diversity data.

The 2010 Act – General and Specific Duties

The duties are made up of two elements, the ‘general’ duty and the ‘specific’ duties:-

- The **general duty** is the overall duty to eliminate discrimination and harassment and to promote equality;
- The **specific duties** are not objectives in themselves, but a means of meeting the general duty.

General duties

Currently, public bodies need to think about treating people of different **rac**es, **disabled people**, and **men and women** fairly and equally. The Equality Act is extending this duty to:-

- People of different ages – younger and older people.
- Lesbian, gay and bisexual people.
- People who have changed their sex or are in the process of doing so.
- People with a religion or belief, or people without a religion or belief.
- Pregnant women and women just after they have had a baby.

Tackling socio-economic disadvantage

Inequality and disadvantage are not only associated with issues such as gender, age, disability or ethnicity. Overarching and interwoven with these is the persistent inequality that results from someone’s family background or where they were born. The new duty set out in the Equality Act will require Government departments, local authorities and key health bodies to consider, in all the strategic decisions they make, how they will tackle the disadvantage some people face because of socio-economic disadvantage.

Specific Duties

The specific duties for English authorities require organisations to:-

- develop and publicly set out their equality objectives (in a scheme such as this);
- set out the steps they will take to achieve these over the business cycle (e.g. three years)
- implement these steps unless it would be unreasonable and impractical to do so
- review, and update as necessary, the objectives every three years;
- to take reasonable steps to consult and involve:

- service users
- employees and their trade unions
- others with an interest in how the organisation carries out its functions (including voluntary groups)

when setting their equality objectives, deciding what steps to take to achieve them and reviewing progress;

- set objectives based on an evidence-based process of identifying the areas where organisations can have the most impact on equality, including
 - assessing which organisational functions are most relevant to the general Equality Duty
 - evidence gathering
 - consulting and involving as set out above while making clear reference to
 - existing local, regional and national priorities such as Public Service Agreements (PSAs), Regional Strategies, Local Strategic Partnerships
 - national equality priorities set by Ministers using new powers under the Equality Bill;
- undertake Equality Impact Assessments as part of our decision making process.

PROMOTING EQUALITY – CASE STUDY

THE CITY CORPORATION’S POLICY RESPONSE TO EDHR

The City produced its first Equality Scheme in 2001 and although this was primarily in response to the Race Relations (Amendment) Act 2000, it included from the very beginning actions across all equality ‘strands’.

Following adoption of the Equality Standard for Local Government, the City produced its first comprehensive Corporate Equality Plan in 2004. However as a result of subsequent legislation elements of this Plan concerning Disability and Gender Equality were incorporated into distinct Equality Schemes for these areas.

The implementation of the Equality Act 2010 has provided a clear need for us to draw together all six strands of the equalities agenda and re-incorporate our objectives around disability and gender issues into a unified Single Equality Scheme.

The Police Committee, from its part, published two separate schemes to cover compliance with Race and Gender Equality legislation. The first Race Equality Scheme was published in May 2002 in accordance with the Race Relations (Amendment) Act 2000, and it was

reviewed in 2006. The Scheme was further reviewed in 2008 setting out the Committee's compliance with the general and specific duties under the Race Relations (Amendment) Act 2000. The Police Committee also published its first Disability Equality Scheme in January 2007, covering the period 2006-2009.

Impact Assessments

The general duty requires public authorities, like the City of London, to mainstream equality into all decisions and activities. The specific duties include a duty to conduct impact assessments to ensure that due regard is given to equality in our decision making and our activities, and that these policies and decisions promote equality.

The City of London has been working on equality impact assessments since 2002 when we were required to undertake race equality impact assessments. When we introduced this process we took the opportunity to develop a process that would consider all six equality "strands". This process was reviewed as part of our Disability and Gender Equality Schemes and, partly as a result of this review we invested considerable resources in training staff on how and when to undertake an Equality Impact Assessment.

An Equality Impact Assessment for the present EDHR scheme is attached at Appendix A.

III. THE POLICE COMMITTEE'S ROLE IN PROMOTING EQUALITY, DIVERSITY AND HUMAN RIGHTS

As the police authority for the City of London police area, the City of London has a duty to promote equality and prevent illegal discrimination and must make sure that its actions meet the requirements of the European Convention on Human Rights. The Police and Justice Act 2006 recognised the importance of equality and introduced a new duty for police authorities to “promote diversity within the police force maintained area and within the authority” (see note 20). This new duty supports existing equality duties and tackles the gap in laws in relation to promoting equality.

The City of London Corporation recognises that equality and respect for diversity and human rights in policing is essential to maintain high levels of public confidence. It also recognises the particular need for police service to be representative of the community it serves and that commitment to equality is key to achieving this.

Employment Targets

In accordance with the recommendations of the 1999 inquiry into the matters arising from the death of Stephen Lawrence, Police Authorities' policing plans must include targets for recruitment, progression and retention of black and visible minority ethnic (BVME). Police Authorities have an obligation to report progress to the Home Secretary annually and HM Inspectorate of Constabulary (HMIC) inspect and report on the progress made by Forces in meeting these targets.

In November 2008, the Policing Green Paper *“From the neighbourhood to the national: policing our communities together”* transferred the duty to set targets from the Home Secretary to Police Authorities themselves, thus enhancing the role which Police Authorities have in monitoring recruitment, progression and retention of BVME staff.

In November 2009, the following targets for black and visible minority ethnic police officer representation were set for the purposes of the 2009-2012 Policing plan:-

- 6.3% for 2010;
- 7.3% for 2010/2011; and
- 8.3% for 2011/2012.

The target is to be reviewed after every recruitment exercise and when the up to date census information is available.

The targets are not merely a figure. They are intended to drive improvement and the Force is required to demonstrate to the Police Committee that it has visibly changed its recruitment and promotion policies to strive to meet this targets.

It should also be mentioned that the Police Committee will ensure that the work to improvement police officer representation will not be limited to BVME, but also to the other strands of diversity which are covered by the Equality Act 2010 (see section on *legislative context* above)

(a)

(b) Complaints

The Police Committee has a duty to keep informed of the working of the complaints and discipline procedures at the Force, including direction and control matters. To discharge this duty, the Police Committee has delegated to the Professional Standards and Complaints Sub-Committee, the following responsibilities:-

- To oversee the handling of complaints and the maintenance of standards across the force, where necessary recommending changes in procedures and performance to the Police Committee;
- To monitor the Police Committee's work in respect of conduct and appeals proceedings;
- To monitor government, police authorities and other external agency's policies and actions relating to professional standards and advising the Police Committee or Commissioner as appropriate.

The Sub Committee also has the power to intervene where the response of the force to such a complaint appears to be unsatisfactory.²

Complaints about the Police Committee's role in relation to EDHR

In respect of complaints of the Authority, the Police Committee will receive and handle complaints in accordance with the City Corporation Complaints procedure. All service users are advised that if they have a complaint in relation to the Equality Scheme they can initiate a complaint by contacting the Clerk to the Police Committee:

Clerk to the Police Committee
City of London Corporation

² S6ZA of the Police Act 1996, as amended by the Police Authorities (Particular Functions and Transitional Provisions) (Amendment) Order 2010

Guildhall
London
EC2P 2EJ

Telephone 020 7606 3030 Ext 1406
E-mail: police.authority@cityoflondon.gov.uk

If the complaint cannot be resolved on the spot it will be acknowledged and investigated immediately. The Clerk will provide a written reply or progress report within two weeks.

If a complainant is dissatisfied with this response, they can complain to the Chairman of the Police Committee. This is best done formally by completing a complaint form, which is available to download from the City of London website (www.cityoflondon.gov.uk) or from the Clerk to the Police Committee. Assistance can be provided in completing the complaint if required.

The Chairman of the Police Committee will investigate the complaint and write to the complainant within two weeks with a reply or a progress report.

If still dissatisfied the complainant is advised to pursue the matter, by e-mailing or writing to the:

Town Clerk and Chief Executive
City of London
Guildhall
PO Box 270
London
EC2P 2EJ

The complainant is advised to outline the circumstances and details of the complaint and the action they wish to City of London to take. The Town Clerk and Chief Executive will acknowledge the letter immediately and carry out an independent investigation, after which he will respond as soon as possible.

IV. MEETING THE DUTIES IN RESPECT OF EQUALITY, DIVERSITY AND HUMAN RIGHTS

Special Interests Area Scheme

The Police Committee operates a Special Interest Areas (SIA) Scheme, the objective of which is to improve knowledge on the part of Members – about key areas of Force activities, and the Force – about the way in which the Committee/Corporation works.

The SIA Scheme aims to achieve this by the Committee allocating Members to various key areas, and by the Commissioner allocating 'Contact Officers' to the Members involved in the Scheme. It is also aimed at helping the Police Committee when Members are considering the various reports which come before each meeting.

Contact Officers are responsible for making the first contact with Members who, in turn, are asked to agree an initial appointment for a general discussion of the SIA. Thereafter, both parties are requested to keep in touch on a reasonably regular basis – say, quarterly (more often if you wish or feel it to be necessary). It is quite possible that, as a result of these discussions, Members could put forward suggestions for improving the way in which certain things are done in-Force – your business/professional skills could be a real benefit. Both Members and Contact Officers are encouraged to speak freely to each other.

A list of the specified SIAs is set out below, along with a brief explanation of the scope of the area and the name of the Member proposed to take over this area of work on behalf of the Committee (in brackets).

The Equality, Diversity and Human Rights Lead

As part of its Special Interests Area Scheme, the Police Committee appoints an Equality Diversity and Human Rights lead, whose role is:-

- To lead the Police Authority's work on Equality, Diversity and Human Rights agenda aimed at eliminating unlawful discrimination both internally within the City of London Police Authority and the City of London Police.
- To assist in ascertaining that the provision of policing services in the City of London is carried out with respect and dignity.
- To maintain a good working knowledge of relevant policies and practices and ensure they meet the requirements of all relevant legislation.
- To establish good working relationships of mutual trust and respect, with members of the Authority and the City of London Police.
- To represent the Authority, when nominated to do so by the Authority, at local, regional and/or national conferences/seminars/briefings, reflecting accurately the corporate views of the Authority where appropriate and reporting back to the Authority on relevant issues of interest/significance.
- To attend and actively participate in training /workshops relevant to the role of Police Authority member, as appropriate.
- To scrutinise rigorously, to challenge and monitor all aspects of EDHR issues.

The current EDHR Lead for the Police Committee is Alderman Alison Gowman. Her role is subject to re-appointment at the first meeting of each Committee year (May).

Equality, Diversity and Human Rights Advisor

The Police Committee is supported by the EDHR Advisor, who provides support as follows: -

- Appraise the Committee on the development of legislation and national strategies in respect of EDHR in the police service;
- Support the development and review of policies and strategies that ensure the Committee is compliant with EDHR legislation
- Provide advice and training for Members
- Provide support for the Committee at main meetings and sub-committee.
- Liase with EDHR Lead and Staff in the Town Clerk's Office who support the Police Authority function and raise issues affecting the City of London Police.

The current EDHR Advisor is Professor Olu Ogunsakin.

Standing Item on Equality, Diversity and Human Rights

There is a standing item on every Police Committee meeting agenda to consider matters relation to Equality, Diversity and Human Rights. It gives an opportunity for the Diversity Advisor to update the Committee on recent developments in this area of work.

V. SCRUTINISING THE FORCE'S POLICIES AND STRATEGIES

The City of London Police has an obligation to eliminate discrimination and to promote good relations with the population and the local communities it serves. The Police Committee's role is to ensure that the policies and strategies that have an impact on the service that the City of London Police provides meet those obligations.

A key role of the Police Committee is to identify what policies have an impact on EDHR, and to scrutinise the level to which these have been subject to an Equality Impact Assessment to reassure itself that the requirements have been met.

Some of the policies that are of particular concern to the Police Committee are:-

- Local Policing Plan;
- Stop/Search policy;
- The Force's Single Equalities Scheme
- Joint Community Engagement strategy
- other strategies, eg communication, etc.

What does the Police Committee want to see in these policies?

The Committee's expectation is that policies are developed to build better relationships; receive greater cooperation from the population and the local communities; achieve reduction in crime and promote trust and confidence. Specifically, the Committee is committed to the following:-

- **Local Policing Plan** - A local policing plan that takes into consideration the overarching objective of providing a form of policing that reflects the different needs of the communities we serve. This includes not just residents of the City of London but also of the people that work in and visit the City of London everyday. The local policing plan will take into consideration those issues that were perceived and adjudged through consultation which members of the public deem to be important to them.

- **Stop/Search policy** - A stop and search policy that reflects the need to be professional and considerate by treating everyone with respect and dignity. The fact that every stop and search incident is different, not just because of the reason for the stop but more importantly the fact that individuals may react differently depending on the situation.

- **The Force’s Single Equalities Scheme** – The Police Committee expects an equality scheme that spells out a commitment to make concrete steps to promote a more inclusive policing service in the City of London. In addition to this, the Committee will expect that the actions set out in the schedule are robust, ‘far-reaching’ and effective in improving confidence.

- **Joint Community Engagement strategy** – A strategy that understands that different groups require different methods of engagement. Engagement activities that reach out, with the ultimate aim to improve and sustain trust and confidence among all Communities of the City of London.

VI. CONSULTATION AND ENGAGEMENT

Engaging with the Community

The Police Committee firmly believes that Community Engagement improves and legitimises the decision-making process and that it should be at the core of its activities. The Police Committee has agreed to develop a Community Engagement Strategy jointly with the Police Force and one of the principles which support this will be to ensure that all approaches to consult, engage and communicate actively take into account the differing needs of diverse communities

This will translate into the following actions:-

- **Reaching out to under-represented groups** – The Police Committee will work closely with organisations like the Youth Forum to organise activities to **ensure that under-represented groups are able to discuss their concerns directly with Members of the Police Committee.**
- **Encouraging a frank discussion** – we will promote a ‘tell it how it is’ approach to engagement activities, especially those that involve hard-to-reach communities. We will bear in mind factors such as location of meetings, size of events, conventions, etc. to ensure that all participants feel free to express their views.

Access to Meetings

All members of the public are welcome to attend Police Committee meetings, which take place roughly every 6 weeks, in January, March, April, May, July, September, October and December. Start time is usually 11 am. The meeting dates are available from www.cityoflondon.gov.uk/policeauthority

The [agendas](#), [public minutes](#) and [reports](#) for all meetings of the Police Committee are also available on the website. In addition, paper copies can be obtained by contacting the Clerk on the details below. If any special requirements are required for a member of the public to attend the meeting, arrangements can be made by contacting the Clerk.

Clerk to the Police Committee
City of London Corporation
Guildhall
London
EC2P 2EJ

Telephone 020 7606 3030 Ext 1406
E-mail: police.authority@cityoflondon.gov.uk

VII. TRAINING

The City of London Corporation will seek to ensure that the Members and Officers involved in the police authority function are appropriately trained to meet the specific duties arising from equality legislation.

Staff involved in supporting the police authority function receive appropriate training through the delivery of the City of London Corporation's Learning and Development Programme. A workshop on Equality & Diversity is part of the Core Skills which all employees of the City of London Corporation must undertake within six months of the commencement of their employment.

Training needs for Members will be met through the delivery of a Member Development Plan which is currently in development. The object of this Plan is to ensure that Members receive relevant training that is tailored to the requirements of their function as Members of different Committees. The Police Committee will, therefore, see its own Development Plan to take account of the duties and obligations of its role as the police authority for the City of London.

3. Development of Police Committee training plan

Training needs analysis will be conducted to ascertain that relevant training is delivered to meet the needs of Members in their individual roles under the Special Interest Area Scheme.

In addition to this, there is a need for generic training on basic elements of Equality, Diversity and Human Rights issues which will enable them to carry out the function of monitoring the Force's adherence to EDHR legislation.

PROMOTING EQUALITY – CASE STUDY

DIVERSITY WORKSHOPS

In September 2007, the Police Committee held its first 'Diversity Workshop'. The objective of the workshop was to assist Committee Member explore critical issues relating to

'Leadership, Diversity and Accountability'.

More recently, Members of the Police Committee attended a second workshop with the following objectives in June 2009:-

- To increase knowledge and understanding of the general and specific duties placed on the Authority in relation to Race Relations (Amendment) Act 2000
- To increase knowledge and understanding of the general and specific duties placed on the Authority in relation to Disability Discrimination (Amendment) Act 2005
- To ensure that the Authority members are aware of their responsibilities concerning other diversity strands such as, gender, sexual orientation, faith and age.
- To ensure knowledge and understanding in relation to Impact Assessments of policies and functions of the Authority.

Training Plans

Future Equality, Diversity and Human Rights workshops will ensure that officers and those working on behalf of the Police Authority and its Members understand the implications for policy and decision making, which relates to Equality, Diversity and Human rights. Other areas the EDHR workshop will cover includes the following:

- Monitoring for adverse impact and publishing employment data relevant to equality
- How to scrutinise the COLP policies, processes, procedures and practices in relation to EDHR and its impact on the public.
- Different methods of interacting and engaging with the local communities for consultation and monitoring purposes.

VIII. FEEDBACK

If you have any comments specifically about this scheme and its contents, or any other aspect of Police Committee business, please contact the Clerk to the Police Committee:

Clerk to the Police Committee
City of London Corporation
Guildhall
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The City of London Police's Equality Scheme (2008-2011)

For copies of, or comments relating to this Scheme, please contact:

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(a) IX. STATISTICS

In terms of City residents, figures from the 2001 Census (the latest available) showed the composition for the population of the City of London as follows:-

White:	British	68.3%
	Irish	3.4%
	Other White	12.9%
Mixed:	White and Black Caribbean	0.5%
	White and Black African	0.2%
	White and Asian	0.8%
	Other Mixed	0.8%
Asian or Asian British:	Indian	2.2%
	Pakistani	0.3%
	Bangladeshi	3.8%
	Other Asian	0.5%
Black or Black British:	Caribbean	0.7%
	African	1.6%
	Other Black	0.2%
Chinese or other ethnic group:	Chinese	2.0%
	Other ethnic group	1.7%

The Ward of Portsoken on the East of the City contains the highest concentration of Bangladeshi, Pakistani and black residents (23.3%, 0.5% and 9.7% respectively) and also has one of the highest levels of deprivation in Greater London.

**Population Breakdown of City of London Police
and Neighbouring Boroughs**

4. Report Summary

Boroughs covered by Report: Camden, City of London, Hackney, Islington, Lambeth, Southwark, Tower Hamlets and Westminster.

(a) Population

(ii) Total Population of City of London	7,185
(iii) Total Population of all Neighbouring Boroughs	1,465,068
(iv) Total Population of all boroughs in scope of report	1,472,253

Diversity Category	Number of People	% of Total Population
Age Split		
Under 19	350,534	23.8%
Working Age (20-59)	921,436	62.5%
60 and over	200,283	13.6%
Gender Split		
Male	718,416	48.8%
Female	753,837	51.2%
Ethnicity Split		
Asian	157,969	10.7%
Black	245,616	16.7%
Chinese or Other	53,197	3.6%
Mixed	57,680	3.9%
White	957,791	65.1%
Economic Activity*		
Economically Active	731,414	62.2%
Economically Inactive	389,715	33.2%
Unemployed	52,459	4.5%

*Definitions for Economic Activity as follows:

Only people ages 16-74 are counted

Economically Active includes people in full or part time work, who are self-employed, full time students or people who are unemployed but looking for work.

Economically Inactive includes people who are retired, looking after home or family, students, permanently sick or disabled or inactive for other reasons.

Unemployed includes people who are long-term unemployed (who haven't worked since 1999 or earlier) and people who have never worked.

(v) Population Projections

City of London not covered in these projections. All other boroughs included as above.

(vi) **Expected Population in 2025** **1,850,100**

Increase from 2001 **+385,032 (26.2%)**

*Economic Activity Figures calculated by Race and Diversity Unit, by using the percentage of the total population from the 2001 census who are economically active in each borough, and applying this to the increased population projections over the next 25 years. This assumes that the unemployment level will remain the same until 2025, which is unlikely. However, these figures are designed to give an indication of potential workforce, rather than supplying exact numbers.

Diversity Category	Number of People	% of Total Population	% change from 2001 Census
Age Split			
Under 19	388,600	21.0%	-2.8%
Working Age (20-59)	1,208,700	65.3%	2.8%
60 and over	252,600	13.6%	0.0%

Religion of the Population of City of London and Neighbouring Boroughs

5. Report Summary

Boroughs covered by Report: Camden, City of London, Hackney, Islington, Lambeth, Southwark, Tower Hamlets and Westminster.

(a) Population

(ii)	Total Population of City of London	7,185
(iii)	Total Population of all Neighbouring Boroughs	1,465,068
(iv)	Total Population of all boroughs in scope of report	1,472,253

Diversity Category	Number of People	% of Total Population
Religion		
Buddhist	16,040	1.1%
Christian	769,864	52.3%
Hindu	17,621	1.2%
Jewish	35,742	2.4%
Muslim	189,329	12.9%
No religion	285,873	19.4%
Not stated	146,247	9.9%
Other religions	6,675	0.5%
Sikh	4,862	0.3%
Total	1,472,253	100.0%

APPENDIX A

Impact assessment in relation to the General duties

(This appendix relates only to the Police Committee duties – It does not set out how it will monitor the City of London Police RES or activities, for further information on this please refer to the City of London Police Equality Scheme 2008-2011).

Key questions to ask in assessing the relevance of functions				
Function	Is it relevant to the general duty?		What is the degree of relevance?	
	Who is affected by this function?	Is there evidence or reason to believe that some groups <i>could</i> be differently affected?	Which any of the three aspects does it relate to: Eliminating discrimination? Promoting equality of opportunity? Promoting good race relations?	Is there any public concern that the function are being operated in a discriminatory manner 0 – None 1 – A little 2 – Some 3 – A lot
Determine the local priorities for policing	City of London residents, businesses and visitors	Yes	All three.	2. More consultation needs to be conducted.
Publish an annual policing plan	City of London residents, businesses and visitors	Yes	All three.	0
Report back to the community at the end of the year	City of London residents, businesses	No	No	0
Recruit and dismiss the Commissioner	City of London residents, businesses and visitors	No	No	0

Agree and hold the Police Budget and maintain accounts	City of London residents, businesses and visitors	No	No	0
Decide the charges for the provision of special police services	City of London residents, businesses.	No	No	0
Agree annual performance targets	City of London residents, businesses.	No	No	0
To comply with any Code of Practice issued by the Secretary of State	City of London residents, businesses and visitors	No	No	0
To monitor any HMIC report on the Force.	City of London residents, businesses and visitors	Yes	All three	1
To investigate complaints about the conduct of ACPO Officers	City of London residents, businesses and visitors	Yes	All three	0
To keep itself informed of the workings of the complaints and discipline procedures	City of London residents, businesses and visitors	Yes	All three	1
To have due regard to any guidance issued by the Home Secretary on	City of London residents, businesses and visitors	Yes	All three	0

complaints or disciplinary matters				
To pay out of the Police Fund, any damages or costs awarded against police in respect of torts.	City of London residents, businesses and visitors	Yes	None	0
To accept gifts or, money and loans of other property, including commercial sponsorship	City of London residents, businesses.	No	No	0
Work with the City of London in formulating and implementing crime and disorder strategies	City of London residents, businesses.	No	No	0
To exercise its functions with due regards to need to do all that it reasonably can to prevent, crime and disorder in its area section 17	City of London residents, businesses and visitors	Yes	All three	0
To comply with the requirements of the Freedom of Information Act	City of London residents, businesses and visitors	Yes	All three	0

2000				
To maintain and effective independent Custody Visitor scheme	City of London residents, businesses and visitors	Yes	All three	0
To provide training and support for Members and staff	City of London residents, businesses and visitors	Yes	All three	0
To consult local communities	City of London residents, businesses.	Yes	All three	0

APPENDIX B

EDHR Scheme Action Plan

Action	(a) By Whom	When	Measure of Success
1. All Committee Members to be made aware of responsibilities with regard to the general duty.	EDHR Advisor	ongoing	Training provided, regular reports submitted
2. Police Committee to monitor progress made by the CoLP in achieving Recruitment Targets set by the Committee.	<i>i. Commissioner</i>	November 2010, 11, 12	Recruitment targets achieved. Report submitted to Police Committee.
3. Publish annual review of Equality Scheme	Clerk to the Police Committee	May 2011, 12, 13	Published annual review
4. Monitor progress made by the CoLP in implementing its Single Equality Scheme and consider reviews.	Commissioner	March 2011, 12, 13	Reports published.
5. Consider bespoke training for Committee members	Clerk to the Police Committee/ EDHR Advisor	Apr 08 Oct 08	Where appropriate bespoke training

and staff who have specialist responsibilities under this duty.			delivered.
6. Performance Standards and Complaints Sub-Committee to monitor usage of confidential reporting facility within CoLP	Sub-Committee	May 2011	Report submitted to Complaints Sub Committee.
7. Performance Standards and Complaints Sub-Committee to scrutinise grievances and employment tribunal cases.	Sub-Committee	May 2011	Report submitted to Police Committee for consideration by members after every employment tribunal outlining lessons learnt and any associated action plans addressing any changes in policy.
8. Member of Police Committee to attend Confidence and Equality Board and meet with	Police Committee lead for EDHR	Quarterly meetings	Attendance at meetings, Exception reports to Police Committee if

support networks to discuss equality issues where appropriate.			relevant issues need to be raised.
9. Monitor the level of involvement and influence staff support networks have in Force decision-making structures	Committee lead on EDHR / Commissioner	May 2011	Report to Committee on staff support networks and the role they play within the Force
10. Monitor delivery of Community Engagement Joint Strategy to ensure inclusive decision making	Committee lead on EDHR, Clerk and EDHR Advisor	May 2011	Representative and diverse input into how the committee conduct its business.