

TAYSIDE POLICE COMMUNITY ADVISERS: POLICY & TERMS OF REFERENCE

1. Policy on Community Advisers

Tayside Police is committed to promoting equality by proactively identifying and eliminating unlawful discrimination; promoting equality of opportunity; and promoting positive attitudes towards and good relations with and between different sections of the community.

Key to achieving the above aim is the sustained and well supported involvement of community advisers/critical friends reflecting the diversity of the community served by Tayside Police.

Community advisers provide an opportunity for the Force to consult with, and get feedback on, policies and procedures which may have an impact on them or their communities. This is particularly significant as Community Advisory Groups primarily provide a perspective from minority ethnic or other historically underrepresented / hard to reach or hear people in our society.

For all of the above reasons Tayside Police will support the development of appropriate Community Advisory Groups that will provide focused and meaningful community involvement at Force wide strategic level, divisional operational level and critical incident/ tactical level.

It should be recognised that whilst some people will be involved in these groups as individuals, others may represent a support organisation and provide a valuable consultative link between Tayside Police and their membership. Both of these elements will serve to provide a broader and more meaningful community perspective.

In order to ensure effective community involvement at different levels of decision-making, the following Community Advisory Groups will be established:

1.1 Strategic Community Advisory Group

This group will consider Force-wide strategy and policy issues. Membership will reflect all recognised aspects of diversity such as, age, disability, gender, race, religion or belief and sexual orientation. In order to maximise attendance, this group will meet four times a year with two meetings during office hours and two in the evenings. Meetings will be convened by the Deputy Chief Constable.

1.2 Divisional Community Advisory Groups

These groups will work with Divisional Commanders to consider local operational and service delivery issues. Membership will reflect the diversity of the local community. It is suggested that these groups meet at least twice a year. The Divisions will be responsible for administration and management of these groups.

1.3 Critical Incident Community Advisory Groups

Selected community advisers may be requested to work with Tayside Police during critical incidents and major investigations/operations to form a non-standing group to provide advice to Senior Investigating Officers or other relevant staff.

These advisers can be chosen from existing Community Advisory Groups or from the wider community. Meetings will be held strictly on needs basis, to be organised by the Division/Department requiring advice.

2. Role and Responsibilities

2.1 Members' Role and Person Specification

Strategic Community Advisory Group (SCAG): The purpose of establishing this particular group is to bring together members of Tayside's diverse communities as advisers with the aim of ensuring that the strategic vision, plans, policies and practices of the Force are responsive to the needs, and reasonable expectations of all sections of the communities it serves. As a member of this group you will consider Force-wide strategy and policy issues and be actively involved in the development and review of relevant strategic approaches.

Divisional Community Advisory Group (Div CAG): As a member of the Div CAG you are expected to provide your views on the proposed delivery of policing services within your locality, as presented by the senior police management team. You will be expected to act as a 'critical friend' and raise any relevant policing issues that you feel may affect individuals or groups within your locality.

2.2 Main Duties

Your main duties as a Tayside Police Community Adviser are:

- to attend meetings when possible, listen to proposed policing objectives and initiatives on strategic/local policing matters and comment/challenge and advise where appropriate;
- to bring to the Group, views and concerns of your community or membership, or your personal experience and knowledge of issues related to police policy and service delivery that may help to improve quality of service and promote equality of outcomes for all sections of the community served by Tayside Police; and
- to be involved in the development and review of force policy/strategy and contribute to the Equality Impact Assessment (EIA) process as and when required.

2.3 Person Specifications

As a Community Adviser, either as an individual or representing a body which has significant contact with the relevant community, you should have:

- Knowledge/experience of a 'customer' based understanding of public service delivery;
- A desire to shape and improve strategic/local policing services;
- An ability to work as an independent 'critical friend' in a challenging, constructive and respectful manner;
- The willingness and ability to devote some time to the issues developed by the Group; and
- Reside or work within Tayside (for Strategic CAG) or the relevant Tayside Police divisional area (for Divisional CAG).

3. Role of Community Advisers in Equality Impact Assessments

3.1 What is an Equality Impact Assessment (EIA)?

An Equality Impact Assessment is a way of systematically and thoroughly assessing and consulting on the positive, negative or differential effects that a policy (the term includes all police powers, functions, strategies, guidance, procedures & processes, transitory orders, operations, activities and decisions) may have on people because of their age, disability, sex, marital status, race, religion and belief or opinions, sexual orientation, language or social origin, or other personal attributes, including political opinions. In essence, it is a process of equality proofing that involves the integration of equality objectives into policy planning, implementation, evaluation and review, thereby helping Tayside Police to anticipate different needs and situations.

As such, the EIA process helps to identify **who** might be affected by a policy, **what needs** they may have and **what must be done** in order to ensure that Tayside Police meets its statutory duties in respect of equality and diversity issues. It is effectively a pre-emptive tool, which means that the **potential impact** on agreed equality objectives is assessed **before** the final decision on a given policy is taken, and the **actual effects** monitored after its implementation.

3.2 Why conduct an Equality Impact Assessment?

Tayside Police is committed to the provision of a quality service that is fair, accessible and meets the needs of all. As such, if something that Tayside Police does affects people within our communities and /or our staff in any way, we have a responsibility to make sure we know **how they are affected**, and **how that effect may differ** because they belong to a particular group in society or have a specific need. More than that, the Force has a statutory duty to actively promote equality.

Equality Impact Assessments are a requirement under the equalities legislation. A fuller explanation of the legislation and the general and specific duties that need to be met, and the arrangements for these can be found in the Force's various equality schemes which can be accessed on the force website under Equality and Diversity or requested from the Diversity Adviser.

In addition a Scottish Human Rights Commission (SHRC) was established in 2008 and requires public bodies to work actively towards the preservation and promotion of human rights issues related to policy areas that are devolved to Scotland.

Essentially, under current law, as a public body, Tayside Police has a **general duty**, when delivering its external and internal functions, to have due regard to the need to:

1. Eliminate unlawful discrimination;
2. Eliminate harassment;
3. Promote equality of opportunity;
4. Promote good community relations;
5. Promote positive attitudes towards disabled people;
6. Encourage involvement/participation of disabled people in the Force's decision-making processes;
7. Consider more favourable treatment of disabled people in certain circumstances; and
8. Protect and promote human rights

Specifically, in order to meet the above requirements, the law requires that we must:

- Assess and consult on the likely impact of our proposed policies, on the promotion of equality;
- Monitor our policies, for any adverse impact on the promotion of equality; and

- Publish the results of consultation and monitoring of such assessments.

3.3 Community Advisers in EIA process

Community Advisers have an important part to play in the assessment, consultation and monitoring stages of the process. This may include:

- **Involvement:** You may be asked to help develop a new policy or revise an existing one. This will require you to provide constructive feedback and suggestions for improvement to the lead officer responsible for that policy or initiative. Involvement at this initial stage enables you to shape the proposal in a way that allows for consideration of potential impact on your community due to their particular needs. You also have the opportunity to use your knowledge and expertise to help build in promotion of equality within the policy development process.
- **Consultation:** If you are not involved directly during the development stages, you may be consulted on the draft proposals. At this stage, you are expected to devote some time to consider what is being proposed, its potential effect on your and the wider community and provide constructive feedback regarding any risks posed to the promotion of equality. Take this chance to suggest changes that can be made in order to minimise any potential for negative or differential impact on any section of the community.
- **Monitoring:** Once the policy has been implemented, it needs to be monitored to ensure that it is producing the expected outcomes for the force and **equal** outcomes for Tayside's diverse communities and our staff.

As a Community Adviser, you are in a position to feedback to the force any actual or perceived effect of our policies and processes. This can be based on your own knowledge and experiences or of your community, extended family, friends etc. Sometimes anecdotal comments shared within communities can be a valuable indicator of how the effect of a particular policy or decision is perceived and the level of confidence felt in its delivery.

Tayside Police has a number of computer based monitoring systems in place to help record and analyse many different types of information. However, comments and suggestions for improvement that come directly from the people most affected by what the force does, still remain the most valuable pieces of information we gather and use to improve the promotion of equality in our internal and external functions.

Given all of the above, you can see why being a Tayside Police Community Adviser is much more than just attending a few meetings a year – it is an exciting and important role through which you can influence strategic thinking and local policing.

You have the power and the right to enable positive change so that everyone is treated fairly, equally and with respect and dignity.

3. Community Advisory Group/s Terms of Reference

3.1 Aim

The aim of the Community Advisory Groups (hereafter referred to as 'the Groups') is to work jointly with Tayside Police at strategic and Divisional level on force wide policy and local policing issues to develop and improve the quality of Tayside Police services so that they are fair and accessible to everyone living and working in Angus, Dundee and Perth & Kinross.

3.2 Objectives

In order to meet this overarching aim the Groups will help Tayside Police to identify the barriers, issues and concerns that may affect the traditionally underrepresented and hard to reach or hear communities due to their age, gender, disability, race, religion or belief or sexual orientation; and to help develop Strategic and local policing plans that will work towards:

- promoting equality of opportunity for all;
- promoting good relations between and positive attitudes towards people from diverse backgrounds;
- finding and removing any unlawful discrimination or harassment; and
- encouraging underrepresented communities to be a part of the Force decision-making processes.

3.3 Meetings

Strategic Community Advisory Group: The meetings will be administered/facilitated by the force Diversity Adviser and chaired by the Deputy Chief Constable or their nominee.

Divisional Community Advisory Groups: The meetings will be organised and chaired by divisional representatives of Chief Inspector rank or above.

The Groups will meet at least twice a year. In addition 'special meetings' may be held if and when required either in response to concerns from members or a particular incident or set of circumstances.

Tayside Police will arrange and manage the meetings. Notes or reports from the meetings will be shared with members of the appropriate Group/s. Any relevant emerging issues and concerns will also be reported to the Force Diversity Development Group for strategic considerations.

3.4 Membership

Membership is open to anyone who has the relevant knowledge, experience and/or expertise and who wishes to help Tayside Police in achieving the aims and objectives of the Group/s in accordance with force policy. The number of members will be at the discretion of the chairperson. In recognition of the fact that not all members may be able to attend every meeting a large pool of interested people will help to sustain meaningful meetings. This would also allow those who would like to be involved but not necessarily attend meetings to make a contribution informally. Minimum age will be 16 years. There will be no maximum age limits.

3.5 Provision of Information

Community Advisers may, if necessary be provided with information and statistics relating to force policies and policing activity. Where appropriate the chairperson will indicate the status of such information and when requested members will be expected to treat this information as confidential.

3.6 Ethics and Conduct

Tayside Police expects all Community Advisers to demonstrate high standards of personal behaviour at all times.

Every Community Adviser is encouraged to engage in debate on the challenging issues that may be raised. Critical views are welcomed and should be expressed in a constructive and respectful manner.

Members must not use their advisory status or relationship with Tayside Police for personal gain or reward.

The views expressed by individual members of the Community Advisory Groups on issues, whether in public or private shall not be intended to imply that they reflect the views or policies of Tayside Police or views of other members of the Group/s.

3.7 Suspension and Termination of Membership

Conduct that seeks to attack individuals or individual beliefs, preferences, affiliations or cultures, or likely to bring the Community Advisory Group/s or Tayside Police into disrepute, may lead to suspension of membership.

The Chairperson of the relevant Group will have the discretion to suspend or terminate the membership of an individual at any time. The member concerned will be informed of the reason for the decision. There will be no right of appeal.