



Northern Constabulary  
Single Equality Scheme Action Plan Report September 2010

EQUALITY STRAND	ACTION NUMBER	REC NO	RECOMMENDATION / AREA OF CONCERN	TARGET	MANAGEMENT AGREED ACTION - UPDATE	RESPONSIBLE OFFICER	LOCAL OFFICER	
All	Aim 1.1	Develop and implement corporate plan for Equality Impact Assessment of functions and policies						
All	Action 1.1 A	Set up short-life working group to progress EIA of Force policies and functions	Complete	Jan-10	Working group was established to take forward EIAs in September 2009. Membership comprises Policy and Coordination Unit and Human Resources Staff. This working group will continue to support the EIA implementation plan until it reaches completion. The working group also provides quarterly reports to the Equality and Diversity Progress Group. Equality Impact Assessment Implementation Plan completed and agreed by the Force Executive Unit on 19 January 2010. this plan is now being monitored via CPMG because it forms part of the ODO to reduce the number of FRDs and ensure all FRDs are complete with EIAs.	Head of Support Services	Head of Policy and Coordination Unit	
All	Action 1.1 B	Draw up an action plan on EIAs including prioritisation, timescales and action owners	Complete	Jan-10	On 1 and 2 December 2009 the short term working group met to conduct a prioritisation exercise on all 179 FRDs and to make recommendations on how the EIA process could link with the Force decision-making structure. The resulting action plan was developed into the Force EIA Implementation Plan.	Head of Support Services	Head of Policy and Coordination Unit	

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All	Action 1.1 C		Deliver training to key policy auditors on Equality Impact Assessment	Ongoing	Twice annually	In line with the EIA Implementation Plan, 3 initial EIA workshops have been completed for the period March-May 2010. 29 staff have participated in these workshops. This is in addition to the 11 staff who were trained earlier in 2008. <b>2 further initial workshops are being scheduled for November 2010 to carry the process forward with priority 2 documents being assessed.</b>	Head of Support Services  Strategic Diversity Advisor and Safer Communities Inspector
All	Action 1.1 D		Develop information sharing on consultation carried out across the Force, ACPOS and Community Planning Partners	Ongoing	Oct-10		Head of Support Services  Strategic Diversity Advisor and Safer Communities Inspector
All	Action 1.1 E		Monitor any adverse impact of our policies on diverse groups	Ongoing	quarterly	The Equality and Diversity Progress Group will receive written quarterly updates on all issues relating to EIAs as of August 2010. <b>Update paper attached for Equality &amp; Diversity progress group meeting on 16th September 2010.</b>	Head of Support Services  Members of the Equality and Diversity Progress Group
All	Action 1.1 F		All new and revised policies are supported by Equality Impact Assessments	Ongoing	quarterly	The decision-making process has been revised to include EIA compliance. Chairs of Force practitioner and service groups are responsible for this and performance will be monitored against the EIA Implementation Plan.	Head of Support Services  Director of Human Resources, Head of Operational Support, Head of Operations and Head of Support Services

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All	Action 1.1 G		Publish summary of equality impact assessments on Force website	Ongoing	quarterly	The Single Equality Scheme EIA appears on publications section of the Force website. Work is ongoing through the Website Working Group to establish a list of FRDs that can be made publicly available. Once this action and the EIAs are complete, the EIAs will also be published alongside the appropriate FRD.	Head of Support Services Local Policy Auditors
<b>Disability</b>	<b>Aim 1.2</b>	<b>1.2 Improve access to policing services</b>					
Disability	Action 1.2 A		Coordinate access to language and BSL interpreters and ensure staff are aware of codes of practice and Interpreting FRD	Ongoing	Mar-10	A list of out-of-hours BSL interpreters is now held and maintained by the FOC Inspector. Amendments and an EIA for the FRD still require to be submitted.	Head of Support Services Force Operations Centre Inspector
Disability	Action 1.2 B		Develop guidance on accessibility issues regarding the built environment	Ongoing	Feb-11		Head of Support Services Strategic Diversity Advisor
Disability	Action 1.2 C		Raise awareness of and launch the Autism Alert Card Scheme	Ongoing	Jul-10	The steering group met on Monday 17th May 2010. This was the first meeting in 2010. The group agreed the development plan and recognised that timescales for the launch were likely to be in the latter half of 2010/11. <b>There have been no meetings organised by the new Chair of the group as yet.</b>	Head of Support Services Strategic Diversity Advisor and Safer Communities Inspector
Disability	Action 1.2 D		Review Autism Alert Card Scheme	Ongoing	Jul-12		Head of Support Services Strategic Diversity Advisor and Safer Communities Inspector

GPMS Classification: NOT PROTECTIVELY MARKED

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Disability	Action 1.2 E		Publicise the Highland User Group Report on police services across the Divisions	Ongoing	April 2010, 2011 and 2012	This will be on the agenda at the next meeting of the Community Advisory Group on 24th August 2010	Head of Support Services Mental Health, Drugs and Alcohol Inspector
Disability	Action 1.2 F		Work collaboratively with HDF and the Deaf Communication Project (DCP) to develop a training session on the use of Hate-Free Highland	Ongoing	Jul-10	The Hate Free Highland subgroup met on 29 June 2010 and agreed that this awareness session will be delivered in the autumn once the group has secured the short-term contract for a Project Officer to support the development of training in alternative formats. The Strategic Diversity Advisor emailed the Highland Deaf Forum (30/06/10) to inform them of this progress and altered time scales. <b>This has yet to be organised by the group.</b>	Head of Support Services Strategic Diversity Advisor and Safer Communities Inspector
Disability	Action 1.2 G		Specific training for all call handlers in the use of plain English and deaf culture	Ongoing	Mar-11		Head of Support Services Strategic Diversity Advisor and Force Operations Centre Inspector
Disability	Action 1.2 H		Create a means to communicate a person's custody rights in BSL	Ongoing	Oct-10		Head of Support Services Strategic Diversity Advisor and Safer Communities Inspector
Disability	Action 1.2 I		To communicate feedback from Highland Deaf Forum to the ACPOS Disability Reference Group	Ongoing	Sep-10	EIA being conducted on a range of BSL communication methods by the ACPOS Disability Reference Group. The next meeting of this group is 28th July and 27th October 2010.	Head of Support Services Strategic Diversity Advisor
All	Aim 1.3		Continue partnership working	Ongoing			Head of Support Services

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All	Action 1.3 A		Ensure individuals and groups working towards the delivery of the SOA embed issues of Equality and Diversity in the work that they do	Ongoing	On request	To provide support to the Chief Constable as necessary	Head of Support Services	Head of Policy and Coordination Unit
<b>All</b>	<b>Aim 1.4</b>		<b>Develop a communications strategy for all equality and diversity related work</b>					
All	Action 1.4 A		Develop the Force website to include pages on equality and diversity	Ongoing	Oct-11		Head of Support Services	Strategic Diversity Advisor and Media Officer
All	Action 1.4 B		Create a quarterly news bulletin for staff on equality and diversity matters	Ongoing	Apr-10	Revised date of June 2011	Head of Policy and Coordination Unit	Strategic Diversity Advisor

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All	Aim 2.1	Develop the role of Community Advisory Group					
All	Action 2.1 A		Improve the analysis of the information received by diverse communities and the feedback communication mechanisms for actions taken by the Force	Ongoing	December 2010 and 2011	Head of Policy and Coordination Unit	Strategic Diversity Advisor and Policy Officer
All	Action 2.1 B		Develop representation from gypsy traveller community	Ongoing	Feb-10	<p>Safer Communities Inspector is progressing with Highland Council Gypsy/Traveller Liaison Officer and will bring recommendations to next Community Advisory Group on 24th August 2010. <b>Lyn Kilpatrick (Housing Officer with Highland Council with the remit for GT liaison) is now a member of the Strategic Community Advisory Group and attended her first meeting on the 24th August 2010. Work will continue to develop representation on Divisional Group(s) in due course.</b></p>	Head of Support Services Safer Communities Inspector
All	Action 2.1 C		Promote the activities of the Community Advisory Group members	Ongoing	as required	Information on the work of groups members is circulated by email on an as required basis	Head of Support Services Strategic Diversity Advisor
All	Action 2.1 D		Pilot an Operational Community Advisory Group in East Division	Ongoing	Feb-11	<p>East Division CAG established in Jan 2010. Two meetings have been held to date: 19 January 2010 and 13 May 2010. North and Central Division to follow by setting up similar groups in their areas throughout 2010. <b>Next meeting of the East Division group is now due, date to be confirmed as yet.</b></p>	Head of Operations Divisional Commanders

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All	Action 2.1 E	Review pilot of the Operational CAG and implement recommendations	Ongoing	Apr-11	See above	Head of Support Services	
All	Action 2.1 F	Arrange a rolling programme of briefings from various Service Units to the Strategic Community Advisory Group	Ongoing	Sep-10	<p>Presentation on what happens once someone makes a report to the police have happened East Division CAG 19th January 2010 and at the strategic group on 18<sup>th</sup> May.</p> <p><b>Inspector David Ogilvie gave a presentation to the May 2010 meeting of the SCAG on how the police progress their enquiries. Area PF Andrew Laing, COPFS, gave a presentation at the August meeting taking the process forward on what happens after the police processes are completed.</b></p>	Head of Support Services	Strategic Diversity Advisor
All	Action 2.1 G	Develop an equalities mystery shopper programme	Ongoing	Jul-11		Head of Support Services	Strategic Diversity Advisor
All	Action 2.1 H	Review membership of CAG	Ongoing	Jan-12		Head of Support Services	Strategic Diversity Advisor

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Age	Aim 2.2	<b>Engage positively with young people</b>					
Age	Action 2.2 A	Coordinate a range youth diversionary activities including Street Sports, Blue Light Discos, Lochaber Football Initiative, Operation Youth Advantage	Ongoing	Ongoing	New Youth Coordinators in place Feb 2010. <b>New Operation Rise Above the Rest</b> being piloted w/c 7th June 2010. <b>Operation Youth Advantage</b> has run twice in 2010 in April and July with a third one planned for October. The new <b>Operation Rise Above The Rest</b> ran its first course in June with 12 attendees (from 34 applicants). It was deemed a success and a second course is planned for October. <b>Twilight Basketball</b> is now winding up having been on every Friday in Inverness since January 2010. <b>Street Football</b> continues to be run by Action for Children in the mainland area of the Force as well as <b>Street Rugby</b> which is delivered across the entire Force area. There is a local initiative in Lochaber called the <b>Mallaig Football League</b> being run by a local officer.	Head of Support Services	Youth Development Officer
Age	Action 2.2 B	Support the Cadet Scheme	Ongoing	Ongoing	Suspended until further notice due to recruitment freeze. <b>New scheme planned for Sept 2011 (provisional based on budget settlement).</b>	Director of Human Resources	Learning and Development Advisor
All	Aim 2.3	<b>Equality grps &amp; individuals in community are regularly engaged with work of partnership &amp; supported with capacity building activities</b>					

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All	Action 2.3 A		Maintain involvement of equalities grps in strategic planning process of the Community Planning Partnerships (CPPE&D)	Ongoing	Ongoing	Highland CPPE&D will focus on Hate Free Highland as the maintain vehicle for community engagement from 2010 onwards	Community Planning Partnership Equality and Diversity Group Strategic Diversity Advisor	
All	Action 2.3 B		Develop relationships with island Community Planning Partnerships	Ongoing	Ongoing	Links established with all island authorities. Western Isles to take forward Hate Free Highland initiative in 2010/11	Head of Support Services Strategic Diversity Advisor and Western Isles Area Commander	
<b>Gender Identity</b>	<b>Aim 2.4</b>	<b>Take forward the actions from Trans-inclusive Policing event</b>						
Gender Identity	Action 2.4 A		Disseminate the final TIP report and DVD to relevant stakeholders	Ongoing	Dec-09	DVD produced and disseminated at ACPOS LGBT Reference Group on 15 April 2010 and to the Force Learning Unit. Event and DVD has been chosen as a good practice model by the Equality and Human Rights Commission which can be accessed at <a href="http://www.equalityhumanrights.com/uploaded_files/PSD/psd_trans_gui_dance.pdf">http://www.equalityhumanrights.com/uploaded_files/PSD/psd_trans_gui_dance.pdf</a>	Head of Support Services Strategic Diversity Advisor	
Gender Identity	Action 2.4 B		Provide an input to the ACPOS LGBT Conference at the Scottish Police College	Complete	Dec-09	Presentation given at the ACPOS LGBT Reference Group biennial conference at the Scottish Police college on 17th December 2009	Head of Support Services Strategic Diversity Advisor	

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<b>Gender</b>	<b>Aim 2.5</b>	<b>Violence Against Women</b>						
Gender	Action 2.5 A	Pilot Multi Agency Risk Assessment Conferencing in Central Division	Ongoing	Dec-09	Proposed Highland MARAC report has been prepared and is awaiting relevant statistics to inform the report. These are expected to be available by the 16th June. The report, which contains in the region of 17 recommendations/ considerations, will be submitted to the Executive on receipt of the relevant statistics. Action-Ongoing	Head of Operations	Chief Inspector Central Division	
Gender	Action 2.5 B	Implement the actions from the Highland Violence Against Women Strategy 2008-2011	Ongoing	2008-2011	Ongoing	Head of Operations	Public Protection Unit Inspector	
Gender	Action 2.5 C	Implement GIRFEC Pathfinder	Ongoing	2012		Head of Operations	Public Protection Unit/Divisional Commanders	
<b>Gender</b>	<b>Aim 3.1</b>	<b>Eliminate any unfair, unjust or unlawful practice that impacts on equal pay</b>						
Gender	Action 3.1 A	Ensure all jobs are evaluated against the recognised Hay System	Ongoing	Mar-11	Job Evaluation Scheme currently suspended during Efficiency Scrutiny. <b>Updated job evaluation FRD progressing through decision making process.</b>	Director of Human Resources		
Gender	Action 3.1 B	Report on progress towards achieving commitments of equal pay statement	Ongoing	Jun-10	Ongoing	Director of Human Resources	Director of Human Resources, Head of Operational Support, Head of Operations and Head of Support Services	

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All	Aim 3.2		Encourage applications from diverse communities for the roles of police constable, police staff, police cadet and special constable					
Disability	Action 3.2 A		Maintain the Double Tick Standard	Ongoing	Dec 2009 onwards	There is an ongoing commitment to this area of work	Director of Human Resources Deputy Director of Human Resources	
All	Action 3.2 B		Adopt new application form process	Complete	Oct 2010 onwards	Recruitment suspended until further notice.	Director of Human Resources	
All	Action 3.2 C		Revise Special Constable Recruitment Process	Complete	Apr-10	A revised process has been introduced to streamline the time taken to progress applications.	Director of Human Resources Human Resources Advisor	
All	Action 3.2 D		Update recruitment website and make targeted appeal to under-represented groups to apply	Ongoing	Dec-09	Recruitment suspended	Director of Human Resources Human Resources Advisor	
All	Aim 3.3		<b>Support staff from under-represented groups</b>					
Gender	Action 3.3 A		Continue to promote and encourage attendance at the Women's Development Forum activities	Ongoing	Dec 2009 onwards	An update on the Womens Development Forum is now a standing item on the E&D progress group	Director of Human Resources and Head of Support Services Chief Inspector Orkney Isles	
Gender	Action 3.3 B		Implement Gender Agenda 2	Ongoing	Dec 2009 onwards	The Force has recently appointed a Ch Inspector to represent the Force at the Womens Development Forum and through the Equality and Diversity progress group is reviewing progress against the Gender Agenda	Head of Support Services Director of Human Resources	

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Sexual Orientation	Action 3.3 C		Ensure support for the Force Gay Police Association Coordinator	Ongoing	Dec 2009 onwards	The GPA Coordinator continues to represent the Force at quarterly national meetings and on 12th February 2010 the Coordinator delivered an input to the Force's Level 1 Diversity course.	Head of Support Services and Divisional Commanders
Gender Identity	Action 3.3 D		Develop the role of Single Point of Contact for the National Trans Police Association	Ongoing	May-10	Action being carried forward to Jun 2011	Head of Support Services Strategic Diversity Advisor
Race/ethnicity	Action 3.3 E		Promote the activities of SEMPER Scotland	Ongoing	Dec 2009 onwards	The Force is committed to recruitment and development of under represented groups and has recently begun talks with the Muslim Police Association	Director of Human Resources Human Resources Advisor
Gender	Action 3.3 F		Encourage uptake of flexible working, career breaks, maternity leave and keeping in touch days	Ongoing	Dec 2009 onwards	Several applications have been made for flexible working and a number of staff are on career breaks. Keeping In Touch days are also now well established. The career break policy has also been updated to reflect time to train opportunities	Director of Human Resources Human Resources Advisor
All	Aim 3.4		Develop employment monitoring process to analyse trends and benchmark performance with other Forces	Ongoing		This will increase as more Forces adopt the SCoPE system	Director of Human Resources

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All	Action 3.4 A		Equality monitoring statistics in recruitment, retention and progression collected via SCOPE (personnel recording system) to be reported to the Equality and Diversity Progress Group	Complete	Jun-10	First quarterly report was presented to Policy Forum March 10 2010 and at the equality and Diversity Progress Group 26th February 2010 and 18th May 2010	Director of Human Resources Director of Human Resources	
Sexual Orientation	Action 3.4 B		Continue development of the Stonewall Workplace Equality Index	Ongoing	September 2009, 2010, 2011	Portfolio of evidence submitted in 2009. Awaiting informal feedback from Stonewall regarding results. Improved performance from 40 to 48 points (2008-2009). <b>2009-10 submission made Sept 2010. Outcome expected January 2011.</b>	Director of Human Resources Human Resources Advisor	
<b>All</b>	<b>Aim 3.5</b>	<b>Ensure that staff are trained in equality and diversity matters</b>						
All	Action 3.5 A		Provide induction, mediation and grievance skills training to line managers	Complete	annually	A new Force Grievance policy has been introduced and information about mediation placed on the Force intranet for all staff. Training is now being updated in this area.	Head of Support Services Head of Learning	
All	Action 3.5 B		Provide Continuing Professional Development options for Force Diversity Officers	Ongoing	annually	Options for CPD are currently available via the Scottish Police College and locally available training is highlighte din the Force Information Bulletin.	Director of Human Resources and HEAD of Policy and Coordination Unit Strategic Diversity Advisor and Head of Learning	
All	Action 3.5 C		Conduct an audit of training needs for call handlers and reception desk staff	Ongoing	Mar-10	Initial feedback from Police HQ. Business Management Units to be approached for similar	Head of Support Services Strategic Diversity Advisor	

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All	Action 3.5 D		Feed in training issues identified by the Community Advisory Group and public engagement events to the Learning Unit	Ongoing	annually	Copies of minutes of the Community Advisory Group and Equality and Diversity Progress Group circulated to Diversity Trainers on 4 June 2010	Head of Policy and Coordination Unit Strategic Diversity Advisor	
Gender	Action 3.5 E		Deliver training on Sexual Offences and Child Protection to police officers/liaison officers	Ongoing	April, May 2010	Action complete for Sexual Offences Liaison Officers	Head of Operations Public Protection Unit, HQ	
All	Aim 4.1		<b>Use the results of monitoring hate incidents to influence practice effectively</b>	Ongoing			Head of Support Services	
All	Action 4.1 A		improve recording and monitoring of hate incidents by updating the hate incident recording form (OP51/12)	Ongoing	Jan-11	A new monitoring form to capture all forms of hate incident is being progressed by Safer Communities Inspector and FIMU. Extended to Jan 2011.	Head of Corporate Services Safer Communities Inspector	
All	Action 4.1 B		Monitor all hate incidents and crimes via the Force Tactical Tasking Meeting and the Community Planning Partnership Equality and Diversity Group	Ongoing	quarterly from Dec 2009 onwards	Complete from Community Planning side. Most recent meeting of the Community Planning Equality and Diversity Group was on 19th May 2010. Arrangements for tactical tasking process still to be completed	Head of Policy and Coordination Unit Strategic Diversity Advisor	
All	Action 4.1 C		Work with COPFS and the Scottish Courts Service to develop case studies of hate crimes	Ongoing	Aug-12	Area Procurator Fiscal became member of strategic CAG from Feb 2010. Quarterly review meetings held by Safer Communities Inspector and COPFS	Head of Policy and Coordination Unit Safer Communities Inspector and Strategic Diversity Advisor	
All	Aim 4.2		<b>Ensure that officers are fully trained in the prevention, reporting, recording and investigation of hate incidents and crimes</b>					

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All	Action 4.2 A		Develop guidance for police officers on the reporting, recording and investigation of hate crimes	Ongoing	Mar-10	Lord Advocate's Guidelines are now available and ACPOS Hate Crime Manual is in its 3 <sup>rd</sup> draft and out for final consultation. <b>New ACPO(S) Hate Crime manual being launched on 29th September in Edinburgh by the First Minister and CC Latimer in attendance.</b>	Head of Policy and Coordination Unit Safer Communities Inspector and Strategic Diversity Advisor	
Disability, Gender Identity, Sexual Orientation	Action 4.2 B		Make officers aware of the new Offences (Aggravated by Prejudice) (Scotland) Act 2009	Complete	Mar/Apr 2010	Lord Advocate's guidelines highlighted in the FIB issue 15/10 on 19 April 2010	Head of Policy and Coordination Unit Safer Communities Inspector	
All	Action 4.2 C		Develop the role of hate crime specialists within the three divisions	Ongoing	Sept 2010 onwards		Head of Support Services	
<b>All</b>	<b>Aim 4.3</b>	<b>Support the development of Hate-Free Highland</b>						
All	Action 4.3 A		Conduct a review of the effectiveness of Hate-Free Highland and implement required changes across the Force and the Highland Community Planning Partnership	Ongoing	Jan-10	Review meeting complete 7 December 2009. Development plan being progressed by Highland CPPE&D throughout 2010. Most recent meeting of the group held on 19th May 2010.	Head of Policy and Coordination Unit Strategic Diversity Advisor	
All	Action 4.3 B		Continue marketing and publicity of the website including development of positive case studies re speaking out	Ongoing	Ongoing	Case studies being written and to be delivered at Highland youth Voices conference 17-19 June 2010. Thereafter to appear on the website	Head of Policy and Coordination Unit Strategic Diversity Advisor	

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All	Action 4.3 C		Analyse and monitor the number of reports on the website via Diversity Progress Group and Community Advisory Group	Ongoing	Dec 2009 onwards	Standing agenda items at Equality and Diversity Progress Group on 26th Feb and 20th May 2010 and the Community Advisory Group on 25th May and 18th May	Head of Support Services Strategic Diversity Advisor
All	Action 4.3 D		Support third party reporting organisations via ongoing training and meetings	Ongoing	annually from Mar 2010	At the meeting on 19th May the Community Planning Equality and Diversity Group agreed to progress with the tendering process for a project manager. The scope of the tender includes coordinating training for third party reporting organisations. Further updates available next quarter.	Head of Policy and Coordination Unit Strategic Diversity Advisor

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All	Aim 4.4		Utilise good practice identified through ACPOS Equality and Diversity Business Area.				
All	Action 4.4 A		Attend regular meetings of the ACPOS Equality and Diversity Business Areas including Race and Asylum, LGBT, Disability, Religion and Faith, Gypsy Travellers and report quarterly	Ongoing	quarterly	Minutes from these groups are available on request to MBXdiversity@northern.pnn.police.uk	Head of Support Services
All	Action 4.4 B		Roll out the ACPOS Hate Crime Manual across the Force	Ongoing	Feb-10	3 <sup>rd</sup> draft is now out for final consultation with a deadline for comments of 11th June 2010. <b>New ACPO(S) Hate Crime manual being launched on 29th September in Edinburgh by the First Minister and CC Latimer in attendance.</b>	Head of Policy and Coordination Unit Safer Communities Inspector

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**Acronyms**

- ACPOS - Association of Chief Police Officers Scotland
- BSL - British Sign Language
- CAG - Community Advisory Group
- CPD - Continuing Professional Development
- CPPE&D - Community Planning Partnership Equality and Diversity Group
- COPFS - Crown Office and Procurator Fiscal Service
- EIA - Equality Impact ASsessment
- FIMU - Force Information Management Unit
- FRD - Force Reference Document
- FOC - Force Operations Centre
- GIRFEC - Getting It Right for Every Child
- LGBT - lesbian, gay, bisexual, transgender
- SCoPE - System to Coordinate Personnel and Establishment
- SEMPER - Supporting Ethnic Minority Personnel