

*'a platform for progress'*

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SCOTTISH

DEEA

**RACE EQUALITY SCHEME**

**REVIEW DATE**  
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**FOREWORD**

The Scottish Drug Enforcement Agency (SDEA) is committed to providing the highest quality of service in the investigation of serious organised crime in Scotland.

All our policies and services must reflect, and be sensitive to, diversity including gender, marital status, race, nationality, ethnic or national origins, culture, religion, sexual orientation, transgender status, age and family responsibilities. To this end we will take all steps within our power to eliminate discrimination and promote equality of opportunity and good relations between different groups.

Schedule 1 of the Race Relations (Amendment) Act 2000 places a statutory obligation on public authorities to publish a Race Equality Scheme. Whilst we are not listed explicitly among those bodies, we will comply with the letter and spirit of the legislation and the production of this Race Equality Scheme can be regarded as evidence of our resolve in this regard.

This Racial Equality Scheme is a '*living*' document, which will evolve and grow as the Agency itself develops.

**Graeme Pearson QPM MA  
DIRECTOR**

## **INTRODUCTION**

The SDEA is an organisation established and maintained by the Scottish Ministers under Section 36(1) of the Police (Scotland) Act 1967. The Agency was launched on 1 June 2000 and formally established on 1 April 2001 on the basis of a Collaborative Agreement of the eight Scottish Chief Constables and Conveners of the Police Authorities and Joint Police Boards in terms of Section 12(1) of the 1967 Act. The present Agreement is currently under review by the Association of Chief Police Officers in Scotland (ACPOS), Scottish Executive Justice Department (SEJD) and the Director, SDEA.

## **Functions**

Broadly speaking, our functions can be summarised in our recently agreed Mission Statement, the specific responsibilities of which are allocated to the Director.

## **Mission**

Our mission is supported by the following strategic aims:

- To support Scottish Police Forces and to lead in tackling serious organised crime as it affects more than one Police Force area including immigration and customs crime perpetrated by organised crime groups.
- To act, on request, in support of Scottish Police Forces in connection with terrorist investigations

## **Organisational Structure**

The SDEA is led by the Director who is assisted in the strategic and daily management of the Agency by an internal Policy Group, comprising the Deputy Director, Crime Co-ordinator, Head of Operations, Head of Intelligence, National Drugs Co-ordinator (NDC) and Business Support Manager.

Police Officers and Support Staff are seconded to the SDEA from Scottish Police Forces. All personnel (Police and Support Staff) seconded to the Agency (with the exception of the Director, who is seconded to Central Service within the meaning of Section 38 of the Police (Scotland) Act 1967) remain subject to the conditions of service, pay and allowances, grading and disciplinary arrangements of their seconding Home Force. The administration of such matters remains the responsibility of the sponsoring Scottish Chief Constable (in the case of Police Officers) or Police Authority / Joint Police Board (for Support Staff).

Police Officers are seconded to the SDEA for periods of tenure from 5 to 7 years, before returning to their Home Force. As for Support Officers, no fixed tenure periods apply and they are attached to the Agency for indefinite periods of time.

## **WHY HAVE A RACE EQUALITY SCHEME?**

This Race Equality Scheme is designed not only to assist us to meet the legal requirements that apply to race equality but also our moral obligations in this area. It will also be the principal means by which we will counter issues such as ‘*institutional racism*’, which in the Stephen Lawrence Inquiry Report was defined as,

*“The collective failure of an organisation to provide the appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racial stereotyping which disadvantage minority ethnic people”*

We will create and sustain a fair and supportive working environment, with equal access and opportunity for all, and in collaboration with Scottish Police Forces, will ensure that training and other appropriate forms of support are provided to enable our staff to make a positive contribution to good police race relations. In particular, all our staff are expected to:

- **Treat colleagues and members of the public appropriately and fairly.**
- **Identify and challenge racist language and behaviour.**
- **Identify and challenge policies, procedures and practice that are discriminatory or which disadvantage people from ethnic minorities.**
- **Accept diversity and recognise that treatment of individuals and groups must reflect the various needs that exist.**

The Race Equality Scheme complements both legislation and best practice frameworks.

### Legislation

- The Human Rights Act 1998
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975 & 1986
- Equal Pay Act 1970
- Disability Discrimination Act 1995

### Best Practice Framework

- Forums regarding Disability
- The Stephen Lawrence Inquiry: Home Office Action Plan

## **THE RACE EQUALITY SCHEME**

This Racial Equality Scheme describes how we intend to discharge the ‘*general duty*’ and the ‘*specific duties*’ deemed relevant to our policing functions.

The ‘*general duty*’ set out in section 71 (1) of the Act provides that we, in carrying out our functions, are required to take positive action to:

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

This ‘*general duty*’ applies to all relevant functions and all elements of the duty required to be achieved in order for the statutory obligation to be met. In addition, the Act also emphasises the need for race relations, equality and diversity issues to be mainstreamed within the organisation to ensure that the values associated with the ‘*general duty*’ are fully integrated within policy development and service delivery.

The Order creates two ‘*specific*’ duties; one related to Policy and Service Delivery and the other to Employment.

To meet these demands we have identified six objectives that will focus our efforts.

These are:

- **Objective 1– Identifying Policies and Functions relevant to Race Relations**
- **Objective 2– Assessing and consulting on the impact of our Policies**
- **Objective 3– Monitoring our Policies for any Adverse Impact**
- **Objective 4– Ensuring Public Access to our Information and Services**
- **Objective 5– Monitoring our Recruitment and Training**
- **Objective 6– Monitoring our Partnerships and Procurement Contracts**

### **Objective 1 – Identifying Policies and Functions relevant to Race Relations**

All our staff have a responsibility to ensure they treat colleagues and members of the public appropriately and fairly. Our policies and actions will reflect this, which will ensure that race equality and the elimination of discrimination, is mainstreamed into all of our business areas.

All our policies will be reviewed to ensure they comply with the ethos of good race relations.

Our policies will be assessed using the Audit Matrix developed by the Association of Chief Police Officers (Scotland) (ACPOS).

Assessment will be carried out on all new policies. Our current policies are reviewed annually and a full assessment will be carried out on existing policies as part of the review process. All assessments will be conducted in accordance with the guidance provided by the Commission for Racial Equality (CRE) and involved itemising every function and policy within the Agency and in each case asking the following questions:

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- Does the function/policy relate to?
  - Tackling Racial Discrimination
  - Promoting equality of opportunity
  - Promoting Good Race Relations
  
- What evidence or reason is there to believe that some racial groups could be differently affected? Which group(s)?
  
- How much evidence is there that functions/policies are affecting racial groups differentially?
  
- Is there any public concern that the functions/policies are being, or might be, operated in a discriminatory manner?

All departments and operational units of the Agency are involved in this process.

This process enables us to produce an Action Plan developed to address the issues identified.

This plan will complement and enhance the considerable amount of work already undertaken following publication of the Stephen Lawrence Inquiry Report (1999), the ACPO(S) Racial Diversity Strategy (2000) and the Race Relations (Amendment) Act 2000.

### **Objective 2 – Assessing and consulting on the impact of our Policies**

Impact assessment and consultation on proposed policies will be the responsibility of the policy or project sponsor; that is the officer or member of staff who has commissioned the task or is overseeing its completion.

Advice to assessors/responsible persons has been drafted in accordance with the guidance provided in the Commission for Race Equality's '*Guide for Scottish Public Authorities*' and all relevant policies will be endorsed in terms of the guidance.

At a strategic and tactical level, all relevant policies and projects commissioned by the Agency's Policy Group, which is chaired by the Director, will be assessed in terms of their likely impact, using the relevant guidance.

### **Objective 3 – Monitoring our Policies for any Adverse Impact**

The main responsibility for monitoring any adverse impact arising from our policies will fall to Departmental Heads, assisted by the Human Resource and Development Manager. In particular, they will:

- Establish and maintain links with Scottish Police Forces and partner agencies to encourage active dialogue and obtain impact information relating to service delivery issues. This will include verifying appropriate procedures are in place with regard to arrests, detentions and stop/searches carried out on behalf of the Agency to ensure that the Generic Arrest and Detention Policy of the Force concerned, complies with the Agencies expectations of service and RES in these areas.

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- Maintain active links with key internal groups, such as Policy Group, Branch Commanders, Training Sergeant and Corporate Support Unit to ensure continuous compliance with the ‘*general*’ and ‘*specific*’ duties. Policy Group will manage policies and procedures ensuring compliance with the general and specific duties.

Under the auspices of the Scheme, processes have and will be developed to monitor:

- The number of recorded complaints of racist behaviour made against our staff
- The number of recorded complaints of racist behaviour found to be substantiated against our staff
- The number of recorded complaints of racist behaviour where a Police Officer or a Support Officer seconded to the Agency was the victim
- The age, gender and ethnicity of offenders / suspects investigated by our staff
- All stops and stop/searches initiated by our officers.
- The number of arrests/detentions that generate complaints.

It is intended that this information will be published as part of our public performance-reporting scheme on a bi-annual basis. Where information is not published due to ongoing operational restrictions, then this will be scrutinised by the Service Authority to ensure compliance with RES. The Service Authority will thereafter liaise with CRE in this regard.

#### **Objective 4 – Ensuring Public Access to our Information and Services**

The results of assessments, consultation and monitoring activity will be published in our Annual Report and Website.

Care will be taken to ensure that whatever medium we use to publish the results of assessments, consultation and monitoring that the information is delivered in accessible and comprehensible formats.

As many of the mechanisms for assessment, consultation and monitoring are at relatively early stages of development, it is difficult at this point to set out in detail our publishing proposals.

Our basic standpoint in relation to non-tactical information about our functions and services, particularly those to which the ‘*general duty*’ applies, is that it should be provided to the public, in accessible formats.

Within the context of developing our Communication Strategy, a review of our publications will be carried out to determine translation requirements as expressed through public demand. The provision of appropriate translation and interpreting services is an important component of the public access strategy, particularly as Scotland is host to a growing number of new

communities. To meet these needs, we will make use of partnership arrangements with Scottish Police Forces to meet potential translation and interpreting needs (including audio tapes), in line with the Good Practice Guidelines produced by the Scottish Forum for Translating, Interpreting and Communication.

### **Objective 5 – Monitoring our Recruitment and Training**

In relation to employment, we are not the employers of personnel attached to the Agency. This responsibility rests with individual Scottish Chief Constables (for Police Officers) and Police Authority / Joint Police Board (for Support Staff). Police and Support Officers seconded to the Agency will have due regard to their respective Force Race Equality Schemes. This said, we will embrace the requirements as laid down in the Race Relations Act 1976, which outline the duty to monitor, by reference to racial groups, the numbers of staff in post, and applicants for employment, training and promotion.

The details that will be monitored will include:

- The numbers of staff from ethnic minorities seconded to the Agency, expressed as a percentage of total staff
- Supported applications received from ethnic minority candidates, in respect of secondment to the Agency, as a percentage of the total number of supported applications.
- Successful applications by ethnic minority candidates, in respect of secondment to the Agency, as a percentage of the total successful applications.
- Supported Training Needs for ethnic minority staff as a percentage of total supported Training Needs identified.
- Proportion of exit of secondment/employment of ethnic minority staff against proportion of exit of secondment/employment of all staff.
- Proportion of ethnic minority officers in each rank against proportion of all officers in that rank.
- Proportion of ethnic minority support staff at different levels against proportion of all support staff at that level.
- Percentage of staff trained to appropriate standard of Diversity Awareness in accordance with the National Equal Opportunities Training Strategy as a percentage of the SDEA establishment figure.
- Persons from ethnic minorities who are involved in grievance procedures.
- Disciplinary action taken in respect of racially motivated incidents and conduct.
- Persons from ethnic minorities (Police Officer and Police Staff) who cease employment or secondment prior to completion of tenure.

We have developed a Recruitment Plan in respect to organisational growth posts for the period 2004 to 2006. The Human Resources and Development Manager will manage the rollout of the Plan and the Policy Group will provide oversight at a strategic level.

Complaints and grievances initiated by members of staff from ethnic minorities and other relevant employment related matters are monitored by the Human Resource and Development Manager, as well as the relevant Home Force Personnel / Human Resources Department.

Scottish Police Forces and the Scottish Police College, who have all adopted the National Equal Opportunities Training Strategy (NEOTS), provide diversity training for our staff. Whilst home forces have a duty to deliver this training The Human Resource and Development Manager, and Training Sergeant at the SDEA will play a key role in the co-ordination of Diversity Training within the organisation ensuring all staff are trained to the appropriate level, including induction training and refresher training where appropriate.

### **Objective 6 – Monitoring our Partnerships and Procurement Contracts**

Where the general or specific duties are relevant to a function or service that we have contracted, or intend to contract out, we will include those duties as a condition of the contract.

As a condition of contract, we require all contractors to adhere to our Equal Opportunities and Race Relations policies and to outline in detail its own policies in these areas.

As a priority to be achieved in the Action Plan, we will audit and assess our partnerships to ensure that they operate in a manner consistent with our obligations under the Act. We will monitor detentions/ arrests undertaken on our behalf by Forces, requiring them to record information in respect of the provision of special dietary needs, translation services and spiritual guidance to ensure that the duty is being met in respect of RES.

We are committed to making a positive contribution to the development of joint protocols to achieve compliance and capacity building within partnerships so that the resources and skills needed to achieve our race equality aims are developed.

## REQUESTS FOR OTHER FORMATS / COMPLAINTS

Request for the Scheme in other formats and complaints in relation to this Scheme or individual staff members should be referred to:

**Human Resource and Development Manager  
Scottish Drug Enforcement Agency  
Osprey House  
Inchinnan Road  
Paisley  
PA3 2RE**

### Further Copies, alternative formats and additional languages

**If you require copies of items from this Scheme in another format or language, please contact the address given above.**

Bu projedeki konuları başka bir formatta ya da anadilinizde istiyorsanız, aşağıdaki adresle bağlantı kurunuz.

यदि आपको किसी अन्य रूप या भाषा में इस योजना की मदों की प्रतियों की आवश्यकता हो, तो कृपया नीचे दिए गए पते पर सम्पर्क करें।

اگر آپ کو اس اسکیم کے آئٹموں (شامل اشیاء) کی نقلیں کسی دیگر شکل، یا زبان میں چاہئیں، تو براہ مہربانی اوپر دیئے ہوئے پتے پر رابطہ کریں۔

如果您需要此項計劃內容的其它格式或語言的拷貝，請與上述地址聯繫。

إذا تطلبت نسخاً من المواد من البرنامج بصيغة، أو لغة أخرى، برجاء الإتصال بالعنوان المعطى أعلاه.

ਜੇ ਤੁਸੀਂ ਇਸ ਸਕੀਮ ਤੋਂ ਆਈਟਮਾਂ ਦੀਆਂ ਨਕਲਾਂ, ਕਿਸੇ ਹੋਰ ਫਾਰਮੈਟ ਜਾਂ ਭਾਸ਼ਾ 'ਚ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਉਪਰ ਦਿੱਤੇ ਪਤੇ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Если Вам нужны экземпляры позиций из данного плана в другом формате или на другом языке, пожалуйста, обратитесь по адресу, указанному выше.

اگر بہ کپی ہائی از مواردی از این طرح در فرمتی دیگر، و یا بہ زبانی دیگر احتیاج دارید، لطفاً با آدرس داده شدہ فوق تماس حاصل فرمائید۔

نہ گہر پیوستیت بہ چند کپیہ کی تری ہہر بابہ تیکی نہم بہر نامہیہ بہ فزوما یان زمانیکی تر ہہیہ، تکایہ پیوہندی بہم ناو نیشانہوہ بکہ کہ لہ خواریہوہ دہستہ بہر کراہ۔

Veillez nous contacter à l'adresse mentionnée ci-dessus en cas de besoin d'exemplaires d'articles de cette liste sous un autre format ou dans une autre langue.

**NOT PROTECTIVELY MARKED**

Persons wishing to make a complaint about the scheme also have the right to contact the Commission for Racial Equality directly:

**Commission for Racial Equality**  
**The Tun**  
**12 Jackson's entry**  
**Off Holyrood Road**  
**Edinburgh**  
**EH8 8PJ**                      **Tel: 0131 524 2000**

**SUMMARY OF USEFUL WEB SITES**

Scottish Drug Enforcement Agency <http://www.sdea.police.uk/>  
Scottish Executive [www.scotland.gov.uk](http://www.scotland.gov.uk)  
ACPOS [www.scottish.police.uk](http://www.scottish.police.uk)  
Commission for Racial Equality [www.cre.gov.uk](http://www.cre.gov.uk)  
Central Scotland Police [www.centalscotland.police.uk](http://www.centalscotland.police.uk)  
Dumfries and Galloway Constabulary [www.dumfriesandgalloway.police.uk](http://www.dumfriesandgalloway.police.uk)  
Fife Constabulary [www.fife.police.uk](http://www.fife.police.uk)  
Grampian Police [www.grampian.police.uk](http://www.grampian.police.uk)  
Lothian and Borders Police [www.lbp.police.uk](http://www.lbp.police.uk)  
Northern Constabulary [www.northern.police.uk](http://www.northern.police.uk)  
Strathclyde Police [www.strathclyde.police.uk](http://www.strathclyde.police.uk)  
Tayside Police [www.tayside.police.uk](http://www.tayside.police.uk)