

WILTSHIRE POLICE FORCE PROCEDURE



Equality, Diversity and Inclusion Incident Reporting and Management

Date of Publication: December 2021
Version: 1.0
Next Review Date: June 2022

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PROCEDURE OVERVIEW

Policing requires regulations and legislation. Equality, Diversity and Inclusion (EDI) can be impacted through several areas under Regulation and Legislation, and there are defined investigatory and recording requirements contained within those regulations and legislation.

Where an incident is reported or recorded and starts the investigative process there can be a delay before any outcomes are known or lessons learnt being implemented. This can leave a residual risk for the team, department, or Wiltshire Police where other incidents that could have been prevented by the application of control measures can occur.

The Equality, Diversity and Inclusion Incident Reporting and Management Procedure aims to receive and monitor Equality, Diversity and Inclusion incidents in order to understand the continuing risk, and provide recommendations and considerations as to how this can be mitigated in order to ensure Wiltshire Police meets its obligations.

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

Equality Act 2010
Police Conduct Regulations 2012
National Crime Recording Standard.
National Incident Recording standard
Wiltshire Police Hate Crime Procedure
Wiltshire Police Informal Resolution/Grievance Procedure
Wiltshire Police Critical Incident Policy
PSD/IOPC investigation standards
Victim's codes and Witness Charter
EDI Incident Assessment Template

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE

College of Policing [APP Professional Standards](#)

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING and REVIEW

This procedure will be reviewed in light of reported incidents, lessons learned or changes to changes to law, Force strategy or at such other times as may become necessary.

This document will be reviewed June 2022 and thereafter at the end of the Police and Crime Commissioners term.

WHO TO CONTACT ABOUT THIS PROCEDURE?

The Head of People Strategy & Policy and the Inspector Equality Diversity and Inclusion are responsible for this procedure. All queries relating to this procedure should be directed to the Equality Diversity and Inclusion Department or the Force Policy Officer.

INTRODUCTION

The [Public Sector Equality Duty](#) came into force in April 2011 (s.149 of the Equality Act 2010). Public authorities like Wiltshire Police are now required, in carrying out their functions, to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010 to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

To ensure transparency, and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require Wiltshire Police to publish information to demonstrate their compliance with the public sector equality duty.

Wiltshire Police recognises the importance of its duty under the Act and, in support of this duty to demonstrate compliance, has instigated this procedure to capture incidents where, although no complaint was received, there was potential to improve the provision of a fair employment for all, or where an incident is under investigation through another procedure or regulation and can be considered to be related to Equality Diversity or Inclusion lessons.

This document sets out the approach to the reporting, management and investigation of all corporate incidents (including actual and near misses) that occur within the organisation.

EDI Incidents relate to those that could by their nature have led to a potential civil claim or Litigation through the provisions of the Equality Act 2010.

This document does not seek to replace current processes where proceedings are underway, either through the Informal Resolution or Formal Resolution processes. Its intention is to capture the facts of the issue or concern, understand the implications, make recommendations, and through reflective practices retain the lessons learnt.

Incident management is a cyclical process that requires the identification and reporting of incidents, followed by investigation (if necessary), as well as remedial action and learning to mitigate the risk of recurrence. The reporting of all incidents (or the potential for incidents), no matter how trivial they may appear, will enable the EDI department to build a profile of risks to staff, the public, and to the business of the organisation.

PURPOSE

The purpose of this procedure is to:

- Ensure that robust incident reporting mechanisms are in place so that all EDI incidents are captured and managed in a systematic way. That mitigating action is taken, and lessons are learnt, shared and embedded.
- Ensure that any regulatory or procedural requirements in relation to incident reporting are fulfilled.
- Ensure that all staff have a clear understanding of their responsibilities.
- Ensure supervisors receive ongoing training and know who the contact with the reporting process. Early contact is key.
- PSD is a key department and must receive initial notification.

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- Encourage a reporting and questioning environment within Wiltshire Police which empowers staff to have the confidence to report incidents, and openly discuss working practices.

SCOPE

This procedure relates to all employees and appointees of Wiltshire Police, including others working within the organisation in a temporary capacity.

Wiltshire Police are committed to learning from all incidents and ensuring a fair organisation for its staff, visitors, and anyone else who may be affected by Wiltshire Police activities. This procedure is in place to support staff in the reporting of incidents without any fear of retribution.

Wiltshire Police accepts that incidents can sometimes occur due to human error and, under this procedure, blame will not be apportioned to any individual where this may be the case. However, this does not extend to incidents that have occurred because of misconduct or gross misconduct.

Incidents resulting from these circumstances will be dealt with in accordance with Wiltshire Police disciplinary policies and procedures.

This procedure does not supersede any other Policies Procedures or Regulations.

REPORTING INCIDENTS

This procedure deals with reporting of EDI incidents that could be classed as a near miss or lost opportunity. As such incident reporting may arrive from varied sources including, but not limited to, Police Federation, Trade Unions, Staff Support Networks, Human Resources, EDI and individual members of staff.

The reporting of incidents is an important means of providing information that allows Wiltshire Police to investigate such occurrences promptly and effectively and, where possible, to quickly apply control measures. This will help with the process of identifying the causes of such incidents, from which lessons can be learned and control measures put in place to reduce the risk of recurrence.

In order to facilitate the reporting of incidents Flags will be incorporated at key points:

1. Issue Resolution or Grievance.
2. Welfare support to officers and staff by Trade Unions and Police Federation.
3. Notification of Civil action in relation to an Employment Tribunal.
4. Anonymous reporting process.
5. Informal process from Staff Support Networks when they become aware.
6. PSD investigations and assessments.

INITIAL MANAGEMENT OF THE INCIDENT

All incidents reported will be considered by the EDI Inspector who will determine a graded response.

All incidents will be recorded onto the EDI Incident Assessment Template:

1. Where an incident has occurred in the past, consideration will be documented as to any lessons to be learnt and guidance that can be provided.
2. Where immediate remedial action can be taken in order to mitigate any ongoing risk, the EDI Inspector will inform the relevant department of their considerations and recommendations about the next part of the process.

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3. Should the EDI Inspector deem it necessary they will draw together an EDI Response Meeting (EDRM) where the incident can be discussed, more detailed considerations and recommendations can be formulated, and the reporting of lessons learnt can be subsequently documented and disseminated.
 4. At all times the EDI Inspector will consider whether the incident reported is of such nature that escalation to SLT or ELT is required.
 5. Recognising this is a victim or interested party focused procedure the EDI Inspector will ensure the actions contained in Regulations or legislation relating to victim contact and welfare are of core focus.
 6. Where appropriate EDI Inspector will update the Police Federation, Unison, and Staff Support Networks with the specifics of individual incidents.
 7. The EDI Inspector will hold a meeting on a monthly basis with Police Federation, Unison, and the Head of PSD. This will be to consider any concerns raised with ongoing cases, and to ensure they are deliberated for a collaborative approach to address the concerns.
 8. Weekly meetings to be held between PSD and the EDI lead to ensure that reported incidents are discussed in a constructive dialogue and the process have been followed correctly.
 9. At the closure of any incident or investigation the documentation will be compiled for any reflective practices on what happened and why; including a lessons learnt document to ensure actions are identified to prevent a recurrence. The documentation will be retained and embedded.
 10. The crime recording process within RMS Niche for staff complaints of a Hate Crime and Hate Incident are the same as they are for members of the public. This means that the victim code of practice must be followed and an owner assigned.

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Equality Diversity and Inclusion
Procedure Owner/Author: Suzie THOMPSON (Head of People Strategy & Policy)
Technical Author: Inspector Alan WEBB
Senior Officer: Director of People and Change

Revision History:

Revision Date	Version	Summary of Changes

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Force Policy Officer	23.12.2021	1.0
JNCC (Not required for all policies)	23.12.2021	1.0

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: <i>(state method here)</i>		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the procedure to the Force Policy Officer.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date:
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Consultation:

List below who you have consulted with on this procedure (incl. committees, groups, etc):

Name & Title	Date Consulted	Version

Implications of the Procedure:

Training Requirements

There are no training requirements for this Procedure.

IT Infrastructure

There is no IT Infrastructure impact.