

# NE POLICE FORCES

Cleveland Police  
Durham Constabulary  
Northumbria Police

## EQUALITY AND DIVERSITY IN THE PROCUREMENT PROCESS

**A Guide for Contractors and Suppliers**



# The North East Forces Overview

## **Cleveland Police**

The Cleveland Police area covers approximately 230 square miles. The Force is divided into four geographical areas:

- Middlesbrough
- Hartlepool
- Redcar & Cleveland
- Stockton.
- Cleveland Police Headquarters is located at Ladgate Lane, Middlesbrough

On the 1 October 2010, Cleveland Police outsourced its procurement function along with information technology, call handling, criminal justice and other business support functions to its private sector partner Steria under a ten year agreement.

## **Durham Constabulary**

Durham Constabulary polices the area of County Durham and Darlington Borough, which occupies an area of 860 square miles

The Force is divided into two areas, the North Area covers the six geographical neighbourhood policing areas of

- Seaham
- Peterlee
- Chester Le Street
- Durham
- Stanley
- Consett.

The South Area covers the six geographical localities of

- Darlington
- Newton Aycliffe
- Spennymoor
- Bishop Auckland
- Crook
- Barnard Castle.
- Durham Constabulary Headquarters is located at Aykley Heads in the centre of Durham

## **Northumbria Police**

Northumbria Police covers the counties of Northumberland and Tyne and Wear, covering 2000 square miles in the North East of England from the border with Scotland to north of Durham and from the Pennines across to the North East Coast. The Force is split into the following six geographical area commands.

- Northumberland Area Command.
  - Newcastle upon Tyne Area Command.
  - Gateshead Area Command.
  - North Tyneside Area Command.
  - South Tyneside Area Command.
  - Sunderland Area Command.
- Northumbria Police Headquarters is located in Ponteland, Newcastle upon Tyne

## North East Police Forces Equality Duty Guidance for Contractors and Suppliers

The three North East Forces are committed to providing an excellent service to our community as well as providing an equitable workplace for all staff. We are committed to ensuring diversity and equality underpins all aspects of what we do.

We are committed to ensuring that all members of staff provide a professional service to members of our respective communities. By recognising and valuing individual differences we will develop understanding and increase confidence amongst all groups both within our respective forces and in the community.

We aim to make our organisations reflect the diversity of background and cultures within which we operate. We shall ensure that not only our staff, but all members of the community with whom we come into contact are treated with respect and dignity and not subject to harassment, bullying, victimisation or unjustifiable discrimination.

All members of staff will demonstrate their commitment to these principles and will challenge unacceptable behaviour on the grounds of age, disability, gender, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, sexual orientation or any other unjustifiable reason.

In addition we consider it necessary for our Contractors and partners who intend to supply goods, works and services on our behalf to have a strong commitment to our diversity principles. It is also necessary for them to be able to demonstrate that steps have been taken to ensure good equality practice and that consideration has been given to provide equality of access to the goods, works and services provided.

# Equality Commitment

As part of the public equality duties placed on the North East Forces, a commitment to scrutinise equality across age, disability, gender, race, religion and belief and sexual orientation has been established. This in effect means we will :

- Eliminate unlawful discrimination and harassment on the grounds of age, disability, gender, gender re-assignment, race, religion and belief and sexual orientation.
- Promote equality of opportunity.
- Promote good relations and positive attitudes between people of different groups and communities.
- Take steps to meet disabled peoples needs even if this requires more favourable treatment.
- Encourage participation by disabled people in public life.

Further information on our respective Equality Schemes and our commitment to diversity can be found at the relevant police websites:

- [www.Cleveland.police.uk](http://www.Cleveland.police.uk)
- [www.Durham.police.uk](http://www.Durham.police.uk)
- [www.Northumbria.police.uk](http://www.Northumbria.police.uk)

## What Does this Mean for Contractors and Suppliers?

We expect that:

- All contracts are delivered in a way that is non discriminatory, and promotes equality of opportunity for staff, members of the community and partners.
- That goods, works and services provided by contractors and suppliers cater for all potential users. That where necessary reasonable adjustments are made to ensure access to disabled staff and members of the community.
- There is no difference in the satisfaction rate of users or staff from different communities.
- Contractors and suppliers understand the importance of good diversity practice within our forces and the role that plays in increasing community confidence.

# Required standards for different size contractors and suppliers:

The majority of current equality legislation is applied to all organisations. Although it is recognised that statutory bodies have additional responsibilities placed upon them, the North East Forces expect potential contractors and suppliers of goods, works and services to demonstrate a commitment to equality and diversity. It is however recognised that small businesses may not have the advanced policies that larger organisations do and therefore the following outlines the expectations of contractors and suppliers with differing numbers of employees

## **Less than 5 employees**

Contractors with fewer than 5 directly employed people must provide a written assurance that the appropriate commitment to diversity will be achieved. If following the award of the contract more than 5 people are employed, level 1 (defined below) must be achieved.

## **Level 1: 5 to 49 employees**

All contractors with between 5 and 49 employees must achieve criteria 1-4 listed below.

- 1 Provision of an equality/diversity policy in respect of age, disability, gender, gender reassignment, race, religion and belief and sexual orientation that covers the following as a minimum:
  - recruitment, selection, training, promotion, discipline and dismissal
  - commitment to eliminate discrimination, harassment and victimisation, making it clear that these are disciplinary offences within the organisation
  - identification of the senior position with responsibility for the policy and its effective implementation
  - how you communicate the policy to your staff, clients, users and customers
  - steps taken to monitor the equality/diversity policy.
- 2 Effective implementation of the policy in their recruitment practices, to include open recruitment methods such as the use of job centres, careers service, press advertisements or the internet.
- 3 Regular reviews of the equality/diversity policy.

- 4 Regular monitoring of applicants by disability, ethnicity and gender followed by regular analysis of the data.

### **Level 2: 50 or more employees**

All contractors with 50 or more employees must achieve the previous Level 1 and the additional criteria 5 -10 listed below.

- 5 Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline and dismissal of staff.
- 6 Provide general equality training for managers, as well as additional equality training for any staff responsible for recruitment and selection.
- 7 In addition to criterion 4 carry out monitoring on the number of employees by age, gender, disability and ethnicity by grade when:
  - in post
  - applying for posts
  - taking up training and development opportunities
  - promoted
  - transferred
  - disciplined and dismissed
  - raising grievances
  - leaving employment.
- 8 If monitoring reveals under-representation of the groups listed in level 7 above there is a necessity to take steps which could include positive action to address any inequality.
- 9 Regular reporting and consultation on equality and diversity issues within the workforce.
- 10 Mention in their recruitment advertisements and publicity literature that diversity and equalities practices are in place.

## **Questions for Contractors and Suppliers**

Information from contractors and suppliers to the following questions (and others) to a greater or lesser degree, dependant on the requirement, may be asked as part of, and at various stages, of any procurement process.

- Does your company/organisation have an equality/diversity policy or statement? If yes, please provide a copy.
- Please provide details of how your equality/ diversity policy is promoted and implemented.
- In the last three years, has any finding of unlawful discrimination i.e. age, disability, gender re-assignment, race, religion or belief, sex or sexual orientation discrimination been made against your organisation by any court of law or employment tribunal? If so please provide details.
- In the last three years has your company/ organisation been the subject of formal investigations by either the Commission for Racial Equality, the Disabilities Right Commission, the Equal Opportunities Commission or the Equality & Human Rights Commission ( or any equivalent bodies) on the grounds of alleged unlawful discrimination? If yes, please provide details. If no, do you actively observe the codes of practice and Acts of Parliament in relation to these bodies. If yes what actions have you taken following the investigation?
- If you are not currently subject to UK legislation, please supply details of your experience in working under equivalent legislation, which, in your country, is designed to eliminate discrimination, including age, disability, gender re-assignment, race, religion or belief, sex or sexual orientation discrimination and to promote equality of opportunity.
- Under the Equality Act 2010 and Equality & Human Rights Commission's Code of Practice in employment, the police have specific duties to ensure due regard is taken of the following:
  - a) eliminate unlawful discrimination and harassment on the grounds of race, gender and disability
  - b) promote equality of opportunity
  - c) promote good relations and positive attitudes between people of different groups and communities
  - d) encourage participation by disabled people in public life
  - e) take steps to meet disabled peoples needs even if this means more favourable treatment. Please can you indicate how your company/ organisation would seek to support the police in these duties?
  - f) take steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities

Please can you indicate how you will support the Police in these duties?

## If I am awarded the contract what might this mean?

In connection with issues of equality and diversity the police will, where appropriate pass on the public sector obligations from the equalities duties to the supplier/contractor.

This can mean ensuring the contract conditions are inserted that:

- are relevant to the performance of the contract and consistent with the achievement of value for money, whilst not imposing unnecessary burdens that would seriously deter small and medium sized enterprises from competing for contracts
- are compatible with the EU treaty principles
- clearly state that the contractor or supplier must not discriminate unlawfully under the current equalities legislation
- ensure appropriate standards of conduct/behaviour are met when undertaking the contract, this includes contact with police members of staff or when visiting police premises.

## Contract Monitoring and Contractor performance

If awarded business to supply the North East Forces, it is expected that the goods, works or services you will provide will be second to none.

This will include being conscious of your responsibility to comply with Equality & Diversity legislation and ensuring good standards of conduct/behaviour whilst on police premises or during contact with members of the public whilst undertaking services for the police.

In accordance with our own strict policies if we receive any complaints about any aspect of equality/diversity or how you are carrying out your duties under the legislation, we will pass them onto the relevant department or contact.

## Alternative Format

If you require a large print, a copy of the Equality Scheme or have any related questions to the information provided here, please contact the appropriate force contacts.

## Useful Contacts

<p><b>Cleveland Police Procurement Unit</b></p> <p><a href="http://www.cleveland.police.uk/about-us/Business-Opportunities.aspx">http://www.cleveland.police.uk/about-us/Business-Opportunities.aspx</a></p>	<p><b>Cleveland Police Equality &amp; Diversity Unit</b></p> <p><a href="http://www.cleveland.police.uk/about-us/Diversity-and-Equality.aspx">http://www.cleveland.police.uk/about-us/Diversity-and-Equality.aspx</a></p>
<p><b>Durham Constabulary Procurement Unit</b></p> <p>e-mail: <a href="mailto:procurement@durham.pnn.police.uk">procurement@durham.pnn.police.uk</a></p>	<p><b>Durham Constabulary Equality &amp; Diversity Unit</b> Diversity Unit, Public Justice &amp; Partnerships</p> <p><a href="http://www.durham.police.uk">www.durham.police.uk</a></p> <p><a href="http://www.durham.police.uk/diversity/index.php">http://www.durham.police.uk/diversity/index.php</a></p>
<p><b>Northumbria Police – Procurement Unit</b></p> <p><a href="http://www.northumbria.police.uk/about_us/procurement_and_partner_information/">http://www.northumbria.police.uk/about_us/procurement_and_partner_information/</a></p> <p><b>e-mail:</b> <a href="mailto:supplies@northumbria.police.uk">supplies@northumbria.police.uk</a></p>	<p><b>Northumbria Police – Policy &amp; Diversity Unit</b></p> <p><b>e-mail:</b> <a href="mailto:HRPolicy&amp;DiversityUnitMailbox@northumbria.pnn.police.uk">HRPolicy&amp;DiversityUnitMailbox@northumbria.pnn.police.uk</a></p>
<p><b>Equality &amp; Human Rights Commission</b></p> <p><b>e-mail:</b> <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a></p>	