

 Warwickshire POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	YES	

POLICY TITLE	Staff Support Networks
REFERENCE NUMBER	WP079
Version	1.0

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	DIVERSITY, EQUALITY AND INCLUSION

INITIAL IMPLEMENTATION DATE	17/11/2021
NEXT REVIEW DATE:	17/11/2024
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.pnn.police.uk

1.0 POLICY OUTLINE

2.0 PURPOSE OF POLICY

4.0 MEMBERSHIP AND MEETINGS

4.1 Dedicated time

5.0 FACILITIES

6.0 FINANCE

7.0 ACCOUNTABILITY AND REPORTING

8.0 DOCUMENT HISTORY

9.0 CONSULTATION

10.0 ASSESSMENT AND ANALYSIS

1.0 POLICY OUTLINE

This policy sets out the roles and responsibilities of a Staff Support Network and the responsibility Warwickshire Police holds towards the Staff Support Networks.

2.0 PURPOSE OF POLICY

The Staff Support Networks have a role to contribute to equality, diversity and inclusion in the organisation through their actions and contributions around each of the deliverables below:

- a. **Mediation and support:** Working to support police officers and members of staff and where appropriate mediating in discussions with the overall aim of ensuring all staff are motivated, valued and supported.
- b. **Promotion:** Promoting diversity across Warwickshire Police and acting as champions for diversity and inclusion. Promoting the needs of officers and members of staff within a protected characteristic. To generate initiatives to encourage, attract and promote diversity.
- c. **Critical Friendship:** Working with Warwickshire Police in terms of consultation around policies, procedures and practices within the force.
- d. **Ambassadors:** Reaching out to, and engaging with, potential future recruits into Warwickshire Police and engaging with community groups.
- e. **External Service Delivery:** Providing specialist knowledge and expertise to Warwickshire Police in its engagement with, and service delivery to members of the public.
- f. **Diversity and Inclusion Actions:** To support and progress as required actions identified with the Warwickshire Police Diversity and Inclusion Strategy. Provide support to the strategic Boards within Warwickshire Police.

3.0 MEMBERSHIP AND MEETINGS

Each Staff Support Network will establish their own constitution. The executive committee members of each Staff Support Network will be identified through their Annual General Meeting process.

3.0.1 The following offices should be included:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Communications link

3.0.2 A member is defined to be as per the constitution of each Staff Support Network.

- 3.0.3 All members may be granted reasonable duty time, with agreement of their line management, to attend meetings and Staff Support Network activities as deemed appropriate.
- 3.0.4 Where individuals experience difficulty in relation to reasonable requests to participate in network activities this should be raised with the network chair to progress. Any issues that cannot be resolved by the network chair should be escalated to the Director of Enabling Services.
- 3.0.5 Travel to and from meetings must be in accordance with the principles set out in the [Warwickshire Police Travel & Subsistence Policy](#).

3.1 Dedicated time

Executive Members of the Staff Support Networks are entitled to paid duty time of up to 16 hours per month for the purposes of:

- a. meeting the identified deliverables outlined above,

and
- b. For the purposes of attending National or Regional events/conferences that are appropriate for the furtherance of the deliverables.

- 3.1.1 Other members of the Staff Support Networks will be entitled to paid/duty time to participate in activities at the discretion of the Chair of Staff Support Network and in agreement with the individual's line manager.

- 3.1.2 Specific activities for which time away from normal duties would be granted include:

- a. attending Diversity and Inclusion Board meetings to represent their network;
- b. supporting positive action initiatives in relation to recruitment, mentoring individuals with protected characteristics and participating in interviews;
- c. organising internal events to support Network members, increase membership and raise awareness of diversity issues;
- d. providing specialist knowledge and expertise to the development of Force policies and procedures;
- e. attendance at National or Regional events to keep up to date with diversity and inclusion issues and share best practice with the Forces.

4.0 FACILITIES

Warwickshire Police will, within reason, provide the following facilities to the Executive Committee members for the purpose of activities related to the Support network:

- a. Use of Warwickshire Police premises for meetings
- b. Reasonable use of internal and external telephones for Staff Support Network business.
- c. Reasonable photocopying and printing facilities for Staff Support Network business.
- d. Use of designated notice boards

- e. Use of force vehicles to attend local and national events and meetings, in line with the Travel and subsistence policy.

5.0 FINANCE

Any requests for funding must be made to the Director of Enabling Services.

6.0 ACCOUNTABILITY AND REPORTING

Each Staff Support Network will be accountable through the Diversity and Inclusion Board.

- 6.2 The Chair of each Staff Support Network will be the nominated representative on the Diversity and Inclusion Board. On occasions where this is not possible, the vice Chair will represent.
- 6.3 Each Staff Support Network will, on a 12 monthly basis, produce an action plan to be presented to the Diversity and Inclusion Board for inclusion in the Warwickshire Police Diversity and Inclusion Strategy
- 6.4 Updates relating to Staff Support Network meetings to be produced and forwarded to the Diversity and Inclusion Board for information.
- 6.5 Members of Staff Support Networks should not be considered sole representatives of an under-represented group or community or of a particular protected characteristic, and wider consultation should be considered where appropriate.

7.0 DOCUMENT HISTORY

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
16/09/21	Sgt 1819 Kate Wallace	New policy for Warwickshire Police	JNCC OCT 21 Exec Nov 21

<i>Head of Dep't/ Staff Officer Consulted</i>	<i>Date Communication Sent</i>
<i>Head of Enabling services</i>	<i>14/09/2021</i>

8.0 CONSULTATION

- 8.1 This policy has been submitted to the Warwickshire Police Joint Negotiating and Consultative Committee following consultation with representatives from:
- a. UNISON
 - b. Police Federation
 - c. Superintendents Association
 - d. Equality and Diversity Advisor
 - e. Internal Staff Support Networks
- 8.2 Following approval from JNCC, this policy has been submitted to Warwickshire Police Executive Board for feedback and signoff prior to publication on the force intranet and internet site.

9.0 ASSESSMENT AND ANALYSIS

The Equality Impact Analysis (EIA), Health & Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.