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Disability Independent Advisory Group: application pack

Thank you for your interest in applying to become a member of the Disability Independent Advisory Group.

This application pack contains the following information:

1. Disability Independent Advisory Group: introduction and information on the group's aims & work
2. DIAG's Working Policies and Procedures
3. DIAG Role description and person specification
4. How to apply to become a member of the Disability Independent Advisory group

This application pack also comes in an Easy Read version click here:

Easy Read - Word version: [Disability Independent Advisory Group Application Pack – EASY READ – WORD version](#)

Easy Read - PDF version: [Disability Independent Advisory Group Application Pack – EASY READ – PDF version](#)

1. Disability Independent Advisory Group: introduction and information on the group

Background information on Independent Advisory groups

After the Stephen Lawrence Enquiry, the Metropolitan Police Service (MPS) recognised the need for community advice and insight in their work with diverse communities in London.

Independent Advisory groups were set up in response, to improve engagement, advice and insight with key marginalised and under-represented community groups.

The role of an IAG is to help the MPS build insight into the needs, wants and assets of the groups who are under-represented in MPS's normal decision making processes. The MPS use this insight to shape their service for the benefit of all our communities and to engender trust and confidence.

More information on IAG's can be found here:

http://www.college.police.uk/What-we-do/Support/Equality/Documents/Independent_advisory_groups_advice_2015.pdf and <http://library.college.police.uk/docs/appref/independent-advisory-groups-iag-guidance-revised-september-2011.pdf>

The Disability Independent Advisory Group (DIAG)

Attempts had been made in the past to set up a Disability Independent Advisory Group (DIAG) which did not meet but managed work online via email. This was not a sustainable way of working so a new DIAG, that will meet face to face with members and police officers, is being set up to more effectively advise the MPS.

Anne Novis, a disabled campaigner on disability hate crime related issues, who was involved in the previous DIAG and who is currently advising the MPS, will be the interim Chair of the new DIAG until the group elects a new Chair.

Although we will be administratively and financially supported by the MPS, our Disability Independent Advisors will be volunteers independent of the police and our advice will be robust and challenging.

The DIAG will strive to maintain a membership that reflects the diversity of Deaf and Disabled people in London. The group will have ten Advisor members.

Our Aims

The DIAG will aim to work with the MPS to bring about better policing for Deaf and Disabled people's communities in London. This means a police service that is suited to and responsive to the needs of Deaf and Disabled people.

We aim to make sure that Deaf and Disabled people's issues remain on the agenda of all aspects of the work of MPS, from everyday policing to strategic policymaking.

We aim to enable the MPS to reduce the incidence of hate crimes, minimise community tensions, protect people at risk in our diverse community and become more accessible and aware of issues affecting Deaf and Disabled Londoners.

Through our work, we aim to help the MPS build trust and confidence in the police from all sections of the Deaf and Disabled people's community.

Our Work

We will provide advice and insight from a community perspective on issues that have a direct or indirect impact on Deaf and Disabled people's communities in London. Our work will range from the long-term challenges of hate crime reporting to immediate advice on critical incidents such as murders.

We will receive requests for advice and assign the most appropriate advisors to each request. A report on such activities will come back to the DIAG.

Our meetings will be held every two months. The timing of these meetings will be arranged by the group. Sub groups may be formed as needed, such as on Disability Hate Crime which is currently an active group that will become a sub group of the DIAG once it is set up.

In addition to regular meetings, much of our work will be done by email.

We provide advice to all levels of the MPS.

Critical Incidents Advice

We will deploy DIAG advisors to provide advice on Deaf and Disabled people's related critical incidents (generally murders or attempted murders). Our advisors can attend Gold Groups. These are MPS strategy groups that direct resources for the investigation and determine strategies for community and media engagement. DIAG advisors will assist with our community-specific knowledge. We will also be able to help the MPS assess the community impact of the critical incident.

At the end of the process, we will highlight lessons to be learnt.

MPS Hate Crime Strategy

The Hate Crime Diamond Group was set up in 2015 by the MPS to develop strategies to tackle hate crime in London. The group is chaired by Commander Dave Stringer and has input from a variety of anti-hate-crime practitioners. Anne Novis currently attends the Diamond group and has a leading role in the Disability Hate Crime Working Group responsible for scoping out and prioritising work for the MPS to combat.

An initial objective of the new DIAG will be to ensure more DIAG members, alongside the current Interim Chair Anne Novis, can attend Diamond group meetings.

2. DIAG's Working Policies and Procedures

The Disability Independent Advisory group (DIAG) will follow some basic policies. We include some of these here so that you may understand the nature of the Group and our position on certain matters. We hope this can help you make an informed choice about joining the Group.

On Equality and Diversity

DIAG is committed to the principle and practice of ensuring equality for all in a diverse and multicultural society.

We respect and value the diversity of our society and are committed to increasing understanding of Deaf and Disabled people's needs and reducing the marginalisation and discrimination Deaf and Disabled people experience and the community tensions this causes.

We strive to improve the understanding of diversity issues both in the MPS and within the DIAG. This includes intersectional issues that affect Deaf and Disabled people's communities, such as race, faith, age, class gender and sexuality.

We recognise that inequality in all aspects of our society, including inequality arising from power relationships, can lead to discrimination, hate, abuse and violence. We will therefore strive within the work of our group to eliminate inequalities.

We also recognise the complex and often inter-related barriers in society that exclude, disadvantage and discriminate against Deaf and Disabled people. We are committed to striving to remove these barriers within the MPS and the DIAG by raising awareness and understanding of Deaf and Disability equality & access issues, by working to ensure all access needs of DIAG members are met and by ensuring the work of the DIAG is carried out in an accessible and inclusive way.

Each member of the DIAG is expected to respect and to work on all aspects of community diversity, whether or not it is part of their direct experience. For instance, a Deaf BSL user member must consider, raise issues and advocate on behalf of Disabled people. Similarly, a Disabled member must be prepared to consider, raise issues and advocate on behalf of Deaf people where appropriate.

Commitment to The Disability Independent Advisory group

Members of the DIAG are expected to attend our full DIAG meetings. These take place once every two months. More than three consecutive absences without apologies would lead to a review of the membership of the individual in our group by the Chairs and Vice-Chairs of the Group.

Code of behaviour

1. Members of DIAG are expected in their work for the Group to adhere to the core values of our statement on Equality and Diversity (see above) and to the 7 Nolan principles of public life. Failure to do so may result in disciplinary action. Minor breaches of this policy such as choosing not to intervene on a contentious equality issue would not result in disciplinary action. However complaints of offensive behaviour will be investigated in accordance with the disciplinary code.
2. Members must not intentionally perform actions that would potentially impede the course of justice. Members are not permitted to release confidential information provided by the Metropolitan Police, such as details of an ongoing or past investigation of a critical incident.
3. Members of the group are not permitted to intentionally make any potentially damaging disclosure relating to the internal matters of the group to others outside the group except where necessary in the public interest or in the interest of our community or with the approval of the group or its constituent parts.

Unacceptable behaviour includes the disclosure of internal arguments and the release of private contact details without the consent of the persons concerned. This includes discussion with individuals outside the group, with the press or on social media.

4. The full DIAG meeting or the Chair / Co-Chairs must approve communications to the media or organisations and individuals on behalf of the DIAG save under the duress of exceptional circumstances. A Chair/ Co-Chair may not write on behalf of the group except in consultation with one of the other Co-Chair or Vice Chairs. Other members of the group shall retain copies of all communications for inspection. Communications must be reported back to the DIAG.

Conflicts of Interest

We recognise that the work of the DIAG may overlap with a member's professional activities outside the Advisory Group. This may give rise to a potential conflict of interest. This does not necessarily preclude work for the DIAG. However, this should be declared and the DIAG can discuss mechanisms to prevent actual conflict of interest. If this is not possible, then the member must preclude themselves from any discussions on the matter.

1. A potential conflict of interest should be declared if the financial interest of a member or a member's employer is affected by the actions of the group. For example, the group may be discussing training provisions in the MPS. A member may be part of a training company that intend to bid for this work.

2. A conflict of interest should be declared if a member's work for the DIAG creates potential overlap with other activities of the member. For instance a member of the DIAG may meet with victims or witnesses of crimes at social venues or may have connections to victims or witnesses through family or social connections. A potential conflict of interest arises if the member is providing advice to the MPS on the incidents concerned.

The DIAG may decide to develop additional core policies and procedures to guide DIAG members.

3. DIAG Role description and person specification

The role of a member of the Disability Independent Advisory Group (DIAG) to the Metropolitan Police is on a voluntary basis.

Purpose of the role

To work co-operatively within the Disability Independent Advisory Group (DIAG) as follows:

1. Advise the Metropolitan Police Service (MPS) on policing matters that have an impact on Deaf and Disabled people's communities.
2. Listen to, reflect and advocate for the diverse experience of Deaf and Disabled people's communities.
3. Take responsibility for learning from the knowledge and experience of others and applying your own knowledge and experience to making a strategic contribution to the policing of Deaf and Disabled people's communities in London.
4. Work constructively as part of a team to advise the police and other agencies.

Main Duties

1. To attend regular meetings of the DIAG and any sub-groups to which you might be appointed.
2. To participate actively in the work of the group, including reading DIAG meeting papers, proactively bringing issues of concern to meetings, questioning and challenging where appropriate.
3. To participate with the group in assessing and prioritising the work it undertakes.
4. To be prepared to work on issues that could include (but are not limited to):
 - Reviewing and improving the investigation and prevention of disability hate crime
 - Working towards an inclusive police service
 - Assisting the MPS in critical incidents
 - Improving trust and confidence of Deaf and Disabled people's communities in the MPS
 - Hate Crime Liaison Officers

- Providing advice on victim, family & witness liaison & support
- Policing of Deaf and Disabled people's protests & events
- Domestic violence
- Police training
- Firearms

5. To undertake and contribute to research and the production of written reports.

6. To keep up to date with the concerns of the wider Deaf and Disabled people's community relating to the police.

7. To keep up to date with the external context, for example political changes, which may affect the work of the DIAG.

Person Specification

We are looking to recruit Deaf or Disabled people to the DIAG who can demonstrate the followings skills, knowledge and experience:

Essential skills, knowledge and experience

1. Self-identified Deaf or Disabled person.
2. Knowledge and commitment to the Social Model of Disability and the Cultural Model of Deafness.
3. Commitment to equalities and diversity in their widest sense.
4. Knowledge of Deaf and Disabled people's communities.
5. Knowledge of equalities and diversity as they impact on people more widely than their impairments or identity (i.e. multiple discrimination / intersectionality).
6. Contemporary experience, interest and knowledge of police issues.
7. Willingness to work constructively with both the police and the DIAG.
8. Willingness to attend regularly the meetings of the whole DIAG and any sub- groups you are appointed to (i.e. attendance at a minimum of 75% of meetings).
9. Commitment to the aims and values of the DIAG and the following Seven Nolan Principles of Public Life:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty

Leadership

10. Openness to research, learn and expand your knowledge regarding relevant issues.
11. Ability to work and communicate in an accessible and inclusive way with diverse groups of people.
12. Ability to express your views confidently and assertively to a wide range of people, from police constables to senior management in the Metropolitan Police.
13. Live, work, study, socialise or access services in Greater London.
14. A desire and commitment to advocate for Deaf and Disabled peoples issues as prioritised by DIAG, including those that may be outside of your own expertise.
15. Access to email and willingness to check email regularly.

Desirable skills, knowledge and experience

1. Willingness to attend critical incidents at short notice and during unsocial hours

4. How to apply to become a member of the Disability Independent Advisory group

There is no application form for this role instead to apply you will need to send us:

- a “DIAG Application information and supporting statement” and;
- an optional completed “Recruitment Equal opportunities monitoring form” available as part of this application pack on the Inclusion London website [DIAG Recruitment Equal Opportunities Monitoring form.doc](#)

We will then assess all applications and invite short-listed candidates who can show they meet the person specification criteria for interview.

Before you complete and send your “DIAG Application information and supporting statement” please read all the information in this DIAG application pack and the following guidance notes. We hope you find them helpful.

DIAG Application information and supporting statement

You need to include the following information in your supporting statement making sure your statement is no longer than 1,200 words in total:

1. Personal details

Include your name, address and your preferred way for us to contact you e.g. telephone number or email address.

2. Why you are interested in becoming a member of the DIAG

3. How you meet the person specification criteria detailed in the role description.

This is the most important part of your application and your opportunity to demonstrate why you are a suitable candidate for DIAG membership and how you meet each of the person specification criteria. Please relate your skills, knowledge and experience to each of the person specification criteria as fully as possible.

It is recommended that you address each criterion in the person specification point by point, providing examples of your work, skills, experience and knowledge where possible. Take into consideration any paid or unpaid work you have done in the past and any work you are doing now. Do not forget to include any relevant voluntary or community work, leisure interests, and relevant non work experience, including skills acquired in running a home and/or organising a family, if this has been a major part of your experience.

4. Access needs

Please detail any access arrangements you will need in place if you are invited to interview.

Equal Opportunities Monitoring Form

Monitoring the diversity of our applicants is an essential part of DIAG's commitment to Equalities and Diversity. Completing the form is not mandatory but it will help us. It is entirely confidential and will be separated from supporting statement and will not be made available to those involved in shortlisting or the selection process, or for any purpose other than monitoring and statistical reporting.

Personal Data

We will process the data you give us solely for recruitment to DIAG purposes only and will not share it with anyone else. We will store and process your data in accordance with GDPR (data protection law.) You can send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies, restrict our processing of your data, or lodge a complaint about the way we handled your data.

We will keep personal and sensitive data on unsuccessful DIAG candidates for three months. When that period is over we will delete your data. We will retain data on successful DIAG candidates during their DIAG membership and for 7 years afterwards.

Return your DIAG Application information and supporting statement and optional recruitment monitoring form by email to: tracey.lazard@inclusionlondon.org.uk

Closing date for applications: **5pm Tuesday 30 October 2018**
Interviews will take place in central London on: **14, 15 and 16 November 2018**

Candidates invited to interview will be informed by:
2 November 2018