Staff Networks Policy

Policy Number	358
Policy Owner	Everyone Matters Team
Version	1.0
Last Review Date	December 2020
Next Review Date	December 2022
Date of approval	December 2020
Protective Marking	Official

This document has been assessed for:	
Compliance with Legislation	☒
Equality Impact Assessment	☒
Freedom of Information issues	☒
Human Rights compliance	☒
Health and Safety	☒
Risk Management	☒

1. Policy statement

Cleveland Police is committed to being diverse, inclusive and representative of the communities it serves and will work in partnership with staff networks to support staff by eliminating all forms of discrimination and encouraging staff to prosper by valuing difference in the workplace.

Staff Networks provide a valuable facility by working with Cleveland Police sharing knowledge and expertise; contributing to the formulation of policy and business change; improving awareness across the protected characteristics; and working in an advisory capacity on internal and external issues.

This policy must be applied fairly, equally, and consistently to all employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Principles

General

Cleveland Police recognises staff networks that have been formally constituted and have:
- An elected chairperson;
- A minimum of three executive members with a maximum of six; and
- Written terms of reference

Staff Networks

Staff networks are identified as networks that represent individuals who are underrepresented within the organisation and who may identify with protected characteristics linked to the Equality Act 2010. Staff networks play an integral part in Cleveland Police decision making and influence cultural change.

We also have staff networks who do not directly represent individuals who are underrepresented, however they bring together individuals who share the same interests and allows for good networking opportunities between colleagues across the organisation.

Cleveland Police will provide duty time for executive members of staff networks to undertake staff network duties and their members.

3. Responsibilities

Executive Members

Executive members may consist of the following roles:

- Chairperson
- Vice Chair
- Secretary
- Communications / Memberships officer
- Officer without portfolio

An executive committee will be elected for a 24 month period through an election process managed by the Everyone Matters team. The role of the executive committee is to undertake the work of the staff network in between meetings and represent the staff network within and outside of Cleveland Police.

Executive members are responsible for:

- Providing support and signposting to their members.
- Maintaining membership details and sending correspondence to members in lie with GDPR.
- Ensuring that their members do not act in an advisory capacity on formal processes concerning their members or provide counselling to individuals.
- Providing advice to Cleveland Police in terms of external community issues.
- Ensuring the network SharePoint is up to date, including details of how to join the network and who their executive members are.
- Participating in equality and diversity initiatives to support Cleveland Police in achieving its equality objectives and supporting positive action initiatives undertaken within districts and departments.
- Seeking advice from the appropriate equality lead in relation to projects or initiatives that require an Equality Impact Assessment.
- Seeking support from the Everyone Matters team on travel and accommodation arrangements for attendance at external events before they can be taken in duty time.
- Seeking prior approval from their line manager for duty time.
- Adhering to Cleveland Police's financial procedures.

Chair of the Network

The chair of the network is responsible for:

- Signing the Terms of Reference on behalf of the staff network.
- Chair meetings or delegate to another individual if not available.
- Ensuring that the duty time of all executive members is recorded each month and can be made available if requested for audit purposes.

- Identifying and notifying potential areas of risk relating to equality and diversity to Cleveland Police through HR business partners and/or the EM management team
- Participating in an advisory capacity in the Everyone Matters Equality, Diversity & Inclusion Board.
- Liaising with the trade unions and other staff associations to share knowledge, referrals and support.
- Liaising with HR regarding matters relating to formal processes concerning their members.
- Keeping all members aware of significant changes taking place within the organisation.
- Coordinating a limited number of social events for members of the network.

Line Managers

Line Managers are responsible for:

- Approving requests for duty time. Requests for duty time to undertake staff network activities must be approved where possible. The decision to approve or reject a request will be influenced by:

  o The demands of duty;
  o A demonstrable benefit to the force;
  o The relevance of the work to force objectives and priorities;
  o Whether the work has been directed by the force for staff network members.

Staff Network Members

Staff network members are responsible for:

- Seeking prior approval from their line manager for duty time.
- Recording any duty time spent on staff network activities.

Human Resources

Human Resources are responsible for:

- Providing a HR point of contact for each network.
- Providing HR support and guidance to network members sign posted by network leads.
- Engaging networks in relevant policy or product development.

Everyone Matters EDI Team

Everyone Matters EDI Team are responsible for:

- Approving expenditure in conjunction with Cleveland Police Chief Finance Officer where necessary.
- Arranging travel and accommodation that is linked to the role of the network when required.
- Communicating with the staff networks on policy and other issues that may impact their members
- If required, mediate and support members if conflict arises between members.

Executive Leadership Team

The Executive Leadership Team are responsible for providing an executive team point of contact for each networks that will:

- Support and develop the network Chairs
- Provide insight from the networks back into the Executive Leadership Team
- Allows escalation of serious issues to gain leadership buy in for resolutions

4. Duty Time

Frequency of meetings

Core Staff Networks will meet bi-monthly and the locations of the meetings can be moved around the geographical area of Cleveland Police to enable individuals to attend. It is recognised that no one location is suitable for the whole group and the Community Safety Hub provides the most central location for ad-hoc events.

Where it is known in advance that less than four members of the staff network can attend a meeting, this can be cancelled at the discretion of the chairperson. This is to ensure any decisions made are from a representative sample of the network.

Executive Members

Executive staff network members will be provided with **220 hours** of annual duty time to undertake staff network duties. There may be a need to increase the hours depending on individual staff network activity. The chairperson of each staff network must keep a record of time spent by each executive member to undertake network duties and update the EDI Team on a quarterly basis.

Staff Network Members

Members of the staff networks who are not executive members will be given reasonable duty time to attend meetings including the attendance at the Annual General Meeting of the relevant staff network.

Work directed by Cleveland Police

Where Cleveland Police requests a staff network member or an executive member to undertake work on behalf of the force, the amount of duty to be given for a specific project will be agreed between the line manager of the member and the staff network in question.

Meetings outside normal working hours

Staff Network members will be credited for meetings on a rest day if the meeting is: a bi-monthly core staff network meeting; prompted by Cleveland Police or an urgent situation meeting. Credit will only be given up to the usual finish time.

Annual General Meeting (AGM)

One of the staff network meetings will be an annual general meeting to:

- Agree list of executive members and elect
- Review terms of reference
- Plan the annual work programme
- Present the annual report from the chair of the network

5. Elections

All staff networks will operate as a democratic process and will elect in their executive members. An online election process will take place every 12-24 months and result announcements will be held during the Annual General Meeting (AGM) of the relevant staff network.

The election process will be managed by the Everyone Matters EDI Team to ensure consistency and objectivity of the overall process. Should an executive member resign before the end of their term the EDI team will support the network to appoint an acting representative and trigger an election.

Nominations

Nomination forms to stand in the elections can be submitted by members of the staff network only. This will be completed electronically via the Everyone Matters EDI SharePoint site. A nomination form can be submitted for any executive roles within a staff network.

Voting

To be able to vote in the election process, you must be a member of the relevant staff network prior to the voting window opening. The voting window will be open for two weeks and will take place electronically via SmartSurvey which will be hosted on the Everyone Matters EDI SharePoint site.

Election Process Chart

```
┌──────────────────────────┐        ┌──────────────────────────────┐
│  End of 24 month tenure   │        │  Network Executive Team      │
│                           │        │  identify need to hold       │
│                           │        │  election                    │
└──────────────────────────┘        └──────────────────────────────┘
                    │                          │
                    └──────────┬───────────────┘
                               ▼
                    ╱────────────────────╲
                   ╱   Election triggered  ╲
                    ╲────────────────────╱
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Everyone Matters Team notified  │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Everyone Matters Team call out  │
              │  for applicants                  │
              │  (2 week window to apply)        │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Candidate voting survey is      │
              │  shared with all staff or        │
              │  members*                        │
              │  (2 week window to vote)         │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Voting closes                   │
              │  Everyone Matters Team notify    │
              │  outbound Network Executive Team │
              │  and candidates                  │
              │  (within 2 working days)         │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Everyone Matters Team ensures   │
              │  that all staff are notified of  │
              │  the new Network Executive Team  │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Outbound Network Executive Team │
              │  and Everyone Matters Team       │
              │  support new team transition     │
              │  period                          │
              └─────────────────────────────────┘
```

*Some of our networks are open networks, all staff will be able to vote for the Network Executive team despite membership status at the time of voting. By voting, you join the network and will be added to the network's membership list. Other networks are closed networks to ensure privacy and confidentiality, only existing members will be able to vote for a closed network's team.

6. Budget

Centralised

A centralised budget will be made available for all staff networks. The budget amount will be managed and subject to an annual review by the Everyone Matters EDI Team in conjunction with Cleveland Police Chief Finance Officer. Executive members of the staff network can access the budget by making requests to the Everyone Matters EDI team who will then process this via the Self Service Oracle system and raise Purchase Orders.

Known Annual Expenditure

Staff networks should submit where possible any known expenses for the forthcoming year to the Everyone Matters EDI team before the start of the financial year. This should include:

- Amount requested
- Reason for request; and
- Details of any proposed purchases

However, it is expected that staff networks may not be able to forecast all requests for budget before the start of the financial year and therefore will still be able to make requests for budget to the Everyone Matters EDI team as and when required.

All staff networks will use the centralised budget to provide refreshments for staff network meetings.

Business Case

Staff Networks may submit a business case for additional funding if the centralised budget managed by the Everyone Matters EDI team has been reached for the financial year or if the budget requested is a substantial amount. This can be done by completing the Business Case and Funding Request form which can be found on the Corporate Services site here. This form should be submitted via the Corporate Services Mailbox.

All Staff Networks must follow Cleveland Police's financial procedures in terms of expenditure.

The approval of funding bids will be made by the Cleveland Police Chief Finance Officer.

7. Confidentiality

At no point is anyone under any obligation to declare any information about themselves to staff networks that they do not wish to share.

All staff networks will operate a safe space approach to meetings and treat all staff network members with dignity and respect.

To assist with confidentiality, records will be kept of attendees at each staff network meeting, but names will not be included on notes or minutes that are circulated outside of the group.

It is important to ensure that all information is handled in the strictest confidence and in accordance with the organisation's data protection policy.

Members can request for their data to be removed from any database or circulation list by contacting any one of the executive members of the staff network.

All members can also confidentially speak to both the designated EDI team spoc and HR spoc to discuss any matters that they do not wish to discuss with the chair of the network. Any discussion made will be kept confidential and dealt with in the appropriate manner.

8. Compliance and monitoring

The Everyone Matters EDI Manager is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Everyone Matters EDI Manager will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

9. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	11/03/2020	New Policy to have process in place for development of staff networks	███████
0.2	12/03/2020	Updated election process	███████
0.3	13/08/2020	Updates to roles & responsibilities based on	███████

		feedback received	
0.4	10/9/2020	Policy submitted for consultation	████████
0.5	19/10/2020	Additions and clarifications following receipt of consultation notes	████████
1.0	26/1/2021	Policy approved at Executive Board Dec 2020 and published	████████