

## **Memorandum of Understanding between Nottinghamshire Police and Diversity Staff Support Associations (DSSA)**

### **Definition of a DSSA**

DSSA's are a group of people who are members of staff from an organisation representing a diverse or minority group for the purpose of:

- The bringing together of individuals to share personal experiences and provide support to each other.
- Signposting staff to police staff associations and unions who can provide advice on conditions of service and employment law for its members.
- Actively engaging in the role of a critical friend to the police service, providing constructive challenge and supporting the organisation in improving its representation at all levels and service delivery to both employees and communities of Nottinghamshire.

### **Part A**

#### **Roles and Responsibilities of DSSA's**

1. Provide support and advice to DSSA members and other staff requiring support (primary role)
2. Provide a document that clearly outlines the aims and objectives of the respective DSSA and how these will be delivered.
3. To act as a critical friend to trade unions and police staff associations – ensuring members are signposted to their services for professional advice, and also to encourage members to put themselves forward for positions, enabling police staff associations and unions to be more reflective of the workforce that they represent.
4. To provide a link between the local DSSA and the relevant national DSSA.
5. To provide the role of critical friend to the Force, including the provision of specialist guidance following critical incidents; providing constructive feedback on policies and procedures - see Part B (5); building relations between Nottinghamshire Police and communities (note: primary role of DSSAs is to support its members)
6. Assist the Force to deliver equality of opportunity in the recruitment, retention and progression of staff in respect of their DSSA.

### **Part B**

#### **Nottinghamshire Police Commit to Providing the Following Support to DSSA's:**

1. Shared access to a dedicated support group office (shared by all DSSA groups) which include network computers, printer and stationery supplies.

2. A base annual budget of £1000 to support the delivery of the group's aims and objectives as detailed in their annual business plan.
3. Shared rights with the other support groups to bid for additional funds (from a finite budget of £12,000) to resource larger initiatives. These will be submitted on a quarterly basis in writing to the DSSA Support Manager and assessed against their ability to deliver the DSSA business plans, aims and objectives.
4. The Force will allow one DSSA member up to 4 hours duty time per week to undertake work in connection with the Association. Other DSSA members will be allowed reasonable duty time up to a maximum of 4 hours per month to attend DSSA meetings and carry out other DSSA business as outlined in respective business plans.

In addition, any requests made by or on behalf of Nottinghamshire Police to the DSSA will be accompanied by a further allocation of time, for example, to attend force meetings, support positive action events or respond to consultation on policies and procedures.

The allocation of this time is to be agreed in consultation with the chair of the Association and the individuals' line manager. The use of this time should be recorded on a simple form and any relevant issues are to be discussed with the DSSA Support Manager at the HR & OD Department (see management of DSSA's).

Note:

- a) Time provided will always be considered in line with the demands of operational requirements.
  - b) Staff attending DSSA meetings whilst off duty are not allowed to claim back time as if they were on duty.
5. The following support in connection with DSSAs providing constructive critical friend feedback on policies and procedures :
    - A clearly identified single point of contact for policies and procedures requiring consultation (usually the author)
    - A realistic time frame for feedback (minimum of 3 weeks)
    - An Equality Assessment form which captures feedback and any changes made.
  6. Any requests by the DSSA to attend other events such as conferences, national meetings etc will be allocated further duty time if they have been agreed with the Chair of the DSSA in conjunction with the individual line manager and the DSSA Support Manager. All such requests will be considered in light of:
    - The benefit to the DSSA and its members or the force as outlined in PART A, of this Memorandum of Understanding (MOU)
    - Cost and impact to the organisation
    - Frequency of such requests
    - Any other factors considered relevant, for example, are there others already attending? Is there another way to obtain the same information?

Note: Where such attendance is authorised, it is a condition of such attendance that the attendees provides to the quarterly DSSA meeting a feedback report which details the key learning from the event. This report should include:

- How the event has benefited the individual/organisation
  - Any action which has been taken as a result
  - Any action which is required to be taken as a result
  - Key learning for the DSSA and the organisation
  - Any issues requiring clarification
7. The DSSA Support Manager will meet with the chair of each DSSA on a quarterly basis. The meetings will be timed in line with the EDHR Strategic Board meeting.

Part C

**Management of DSSA's**

1. DSSA's will appoint a chair to lead and manage the activities of their respective DSSA, and a treasurer to manage funds.
2. The Force will appoint a support manager based in the HR Department to act as a liaison and to have support management responsibility for DSSA issues.
3. DSSA Support Manager will:
  - Request verbal updates from chairs of DSSA's at regular meetings to monitor progress of the MOU and how they are delivering the aims and objectives. Minutes will be captured at these meetings.
  - Be the Single Point Of Contact (SPOC) for advice / guidance / support and any other DSSA enquiry.
  - Summarise records of all DSSAs (funding, time allocated etc) and present in a report to the DCC annually.

Part D

**Commitments made by DSSA to Nottinghamshire Police**

In recognition of the funding and resources made available by Nottinghamshire Police, the DSSA undertakes to provide the following:

- Regular meetings with the DSSA Support Manager to provide verbal updates on how it utilised its allocated time and how it will deliver the aims and objectives requested by the Force at Part A (2).

Signed on behalf of Nottinghamshire Police

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Date \_\_\_\_\_

Signed on behalf of DSSA

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Date \_\_\_\_\_