

# RACIAL INCIDENTS POLICY



## 1. INTRODUCTION

The effect of racial attacks, harassment and abuse can be particularly stressful and frightening for all members of the communities within Perth and Kinross. The MacPherson Report relating to the Stephen Lawrence Inquiry in London was published in 1999. It placed certain responsibilities on the Police in Criminal Investigations. It did not directly relate to Local Authorities but stated that there should be close co-operation between Police Services, local authorities and other agencies to ensure all information regarding racist incidents and crimes is shared and is readily available. It is therefore necessary for Perth and Kinross Council to establish a racial incident recording policy separate from their current procedure for recording complaints.

## 2. POLICY STATEMENT

Perth and Kinross Council is committed to taking all necessary steps to eliminate racist conduct throughout its Council area. It will actively promote good relations between all minority ethnic groups. This Policy is designed to ensure that complaints from the public are resolved quickly and that the public have a nominated Council Officer they can contact as and when they require to.

2.1 We aim to achieve this by:

- Appointing a council officer the responsibility for monitoring all Racial incidents.
- Appointing a monitoring officer within each service.
- Accepting the recognised definition of a racist incident.
- Having a structured reporting procedure within the council services.

- Raising the awareness of racial inequality throughout council services and with the public.
- Ensure continuity of service for victims.
- Enforcing the relevant legislation.
- Having a structured equal opportunities policy for all staff and public.
- Publish its policy on racism in various languages.
- Establishing links with minority ethnic groups.

### 3. DEFINITION OF A RACIAL INCIDENT

A racist incident is ***"any incident which is perceived to be racist by the victim or any other person"***: This definition is recommended by the MacPherson report and has been adopted by the Scottish Police Forces and many Scottish Councils.

Incidents may come to light in various ways:

- A member of staff witnesses an incident
- A victim discloses to a member of staff
- A member of staff is informed by someone else
- An incidental remark
- A complaint is made by an anxious parent or partner
- A phone call is made

### 4. PROCEDURE TO BE FOLLOWED

1. Where any incident is made known to a member of Council staff, that member of staff should complete a Racial Incident form (RI. 1, Appendix A) within 24 hours of the incident and submit this to their line manager. **It is important that reassurance is given to the victim/person reporting that this report is being taken seriously and they will receive support from the Council. The safety of the victim should be paramount.**
2. The Incident form should then be forwarded by their line manager to Service Monitoring Officer.
3. The Service Monitoring Officer should appoint a Contact Officer and Investigating Officer within their service. These maybe the same person.
4. Within two working days of the initial report the Contact Officer must send a proforma letter to complainer giving their details and a contact telephone number.

5. A copy of the original incident form should be forwarded to the Councils Monitoring officer.
6. A receipt will be returned to the Contact Officer detailing the unique reference number for that incident. This number should then be quoted on all correspondence.
7. 14 days after the initial complaint a Racial Incident (R11a Appendix B) update form should be submitted by the investigating officer giving an update on progress of the inquiry.
8. The inquiry should be complete within 28 days and the complainer should be informed personally by the contact officer of the result of the inquiry and what action is being taken. A final form (R11a, Appendix B) should be submitted at this time to the Council Monitoring Officer.
9. All action taken and any contact with the complainer should be detailed on a Service Log which should be retained by the Contact Officer within the Service. This log should be attached to the final update form (R11a, Appendix B) when it is submitted to the Council Monitoring Officer.
10. Where the Complainer is not satisfied with the result of the enquiry the Contact Officer should inform the Council Monitoring Officer who will review the case and contact the Complainer within 14 days informing them if any further action is to be taken.

This procedure is based on established good practice in other local authorities and Police Forces.

## 5. GUIDANCE ON COMPLETION OF THE RACIAL INCIDENT FORMS

It is the responsibility of the Service Monitoring officer to ensure that the deadlines are being complied with. The Council Monitoring Officer has a responsibility to review each case at 28 days after the initial report.

### RACIAL INCIDENT FORM

#### **Service Consecutive Number:**

Each Service should allocate a unique service number e.g. Strategic Policy SP 1/00. This would enable each service to accurately collate Racial Incident Statistics.

#### **Council Consecutive Number:**

In addition to the service Number the Council Monitoring officer should maintain a consecutive number for all services. This will enable accurate statistics to be collated for all Council services.

### A. INCIDENT

**Service** ...Strategic Policy

**Office...** 2 High Street, Perth

**Time and date of Report** .....

**Time and date of Incident** .....

**Location.** . . Where Incident Occurred.....

**B. ALLEGATION**

Please Tick

Abuse (Verbal/Written etc)		Fire raising	
Vandalism		Assault	
Theft		Other	
If Other Please Specify .....			
.....			

Have the Police been informed      YES / NO
If YES name of Officer dealing <b>(if unknown what Police Office was it reported to)</b> .....
If NO why not? <b>(Complainer may not wish the Police involved)</b> .....
.....

**C. COMPLAINER**

Surname.....	Male.....	Female.....
Forenames.....	Date of Birth.....	
Occupation. . . . .		
School .....(If applicable)		
Address		
.....		
.....		
Telephone Number .....		
Ethnic Appearance <b>(Person noting the complaints perception)</b>		
7 categories (To be added)		
Nationality <b>(Ask the complainer)</b> .....		

**D. SUMMARY**

**Circumstances**

**A detailed summary of the complaint. Use additional sheets if necessary.**

**Who perceives the incident to be racial? (Complainer, Third Party, Council Officer etc ).....**

**Reported by .....(Name of Council Officer noting the complaint)**

**E. INITIAL ACTION TAKEN**

**(it may be at this initial stage the person receiving the complaint may be able to deal with the incident there and then and successfully conclude the matter. Or to even just carry out some preliminary enquiries. If this is the case the action taken and conclusions should be detailed here)**

**Inquiry Complete Yes/No**  
**To be complete at the initial stage it may well be that the complaint has been resolved at this stage**

**F. LINE MANAGER / SERVICE MONITORING OFFICER**

**Comments: (The line manager could comment that a thorough initial enquiry has been carried out and is satisfied with the action taken. Alternatively they could comment further action required )**

**Inquiry Complete YES/NO (Line manager / Service Monitoring Officer)**

**Recommendation : (At this stage Line Manager / Service Monitoring Officer could state he/she was satisfied with enquiry and action taken and recommend no further action. Alternately the Line Manager could recommend further action. The Service Monitoring Officer would then allocate a Contact Officer / Investigating Officer)**

**Contact Officer ..... (nominated by Service Monitoring Officer)**

**Investigating Officer .....**



