



Middlesbrough Council

Monitoring of Hate Incidents Policy

Live from: November 2017

Live Until: November 2020

DOCUMENT CONTROL					
Version Date	Version Ref.	Revision History	Reviser	Approved By	Review Date
December 2010	1.0	First version	Ann-Marie Johnstone	Single Member	April 2014
December 2013	2.0	Second revision	Ann-Marie Johnstone	Deputy Mayor	April 2017
November 2017	3.0	Third revision	Ann-Marie Johnstone	Single Member	November 2020

INTRODUCTION

1. This policy sets out the Council's position in relation to the internal monitoring of 'hate incidents' either witnessed by or reported to staff. It also summarises the hate incident monitoring process put in place to ensure compliance with the policy. There are a number of Council policies in place that may be relevant when managing the consequences of hate incidents including the Disciplinary Policy, Dignity and respect at Work Policy, Grievance Policy, Whistleblowing Policy and the Corporate Complaints Policy.
2. The Police should always be notified immediately if it is suspected that a crime has been committed.

SCOPE

3. This policy applies to all Council staff. Schools are responsible for putting individual policies in place to address hate incidents. Companies delivering public functions on behalf of the Council must have policies in place to ensure they comply with the Public Sector Equality Duty. Members may also wish to use this mechanism to report incidents or they may wish to report concerns directly to the Monitoring Officer.

POLICY STATEMENT

4. The Council actively promotes good relations between all groups and is committed to taking all necessary steps to eliminate hate incidents within the town. It aims to achieve this by ensuring that all hate incidents witnessed by, or reported to, staff are properly recorded and dealt with appropriately.
5. The Equality Act 2010 requires that the Council is able to demonstrate it has due regard to the need to eliminate discrimination, harassment and victimisation by tackling prejudice against each of the characteristics that must be protected under the public sector single equality duty, namely:
 - Age
 - Disability
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
 - Gender reassignment
 - Pregnancy and maternity.

WHAT IS A HATE INCIDENT?

6. A hate incident is defined by the Association of Chief Police Officers as "any incident which may or may not constitute a criminal offence that is perceived by the victim, or any other person, as being motivated by prejudice or hate". It is wider than a hate crime, which is a criminal act that has been motivated by hate or prejudice. Hate incidents can take many forms, e.g. verbal abuse of a staff member that includes racist insults.

ROLES AND RESPONSIBILITIES

7. Staff are responsible for ensuring that they report any incident, which they may witness or experience, to ensure the Council is able to take appropriate action.
8. All staff must understand the Council's position on equality and diversity (this is signposted on the staff intranet page and with e-learning training). Behaviours and competencies expectations for all employees are set out within the Middlesbrough Employee Framework.

RECORDING AND FOLLOWING UP ARRANGEMENTS

9. Officers wishing to report a hate incident should contact the Corporate Strategy Team either by telephone (01642 729080) or email (annmarie_johnstone@middlesbrough.gov.uk). The information required when reporting an incident is detailed in the paper form attached at Appendix 1. The Council's policies including those set out in paragraph 1 will be applied as required. Information may be shared with partners, subject to data protection requirements.

REVIEW FREQUENCY

10. The policy will be reviewed every three years unless there is a change in legislation or there is concern that the policy is no longer fit for purpose, in which case it will be revised earlier.

CONTACTS FOR SUPPORT AND ADVICE

11. If you require further advice please contact the Corporate Strategy Team.

HATE INCIDENT REPORTING FORM

Incident reported by (provide name and job title):	
Time, date and location of incident:	
Victim name:	
Victim details (repeat as necessary where there is more than one victim):	
Is the incident classed as a bullying incident (see relevant HR policy where Council staff are involved).	
Is the incident part of a series?	
Has the incident been reported to the Police? ¹	

Additional details about the incident

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Nature of the incident (tick all that apply)

Assault / attack		Verbal abuse	
Graffiti		Threatening behaviour	
Arson		Written / printed material	
Malicious call		Criminal damage	
Internet / text bullying		Other (specify)	

Which of the protected characteristics was the incident believed to be relevant?

	Select all that apply	Where selected give provide relevant details
Gender		
Gender reassignment		
Ethnicity		
Age		
Religion or belief		
Sexual orientation		
Disability		
Pregnancy and maternity		

Perpetrator details (repeat section as necessary):

Identify (if known):	
Gender	
Ethnicity	
Age	
Religion or belief	
Sexual orientation	
Disability	

¹ As set out in the policy, incidents that are considered to meet the definition of a hate crime should also be recorded with the Police

Provide details of action taken afterwards, by whom and whether further action is required:²

Are there any concerns that the incident could impact on community cohesion / tensions?	
Has the incident been reported in the press?	
Is the victim happy for details of the incident to be shared with public sector partners including health, other local authorities and Police?	

Completed forms should be returned to the Corporate Strategy Team either by email (annmarie_johnstone@middlesbrough.gov.uk) or post to Corporate strategy Team, Performance and Policy, 2nd floor Civic Centre.

² Seek advice on completion of this section if required.