



**Application to  
the LGBT Advisory Group  
to  
the Metropolitan Police  
Service**

**Closing date for this recruitment  
round: 31 October 2011**

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This Application Pack is readily available on audiotape, in large print, on disk and by e-mail. Please ask for these versions if you prefer. If you would like the Pack in Braille, this will be done on request.

If you would prefer to have this information in any of these formats, please contact us. Contact details are on page 17.

You can also download the Application Pack by visiting the LGBT Advisory Group website at [www.lgbtag.org.uk](http://www.lgbtag.org.uk)

## **Introduction**

Thank you for your interest in joining the Lesbian Gay Bisexual and Transgender (LGBT) Advisory Group. This pack should include everything you need to be able to apply. On the following pages you'll find some information about the group, how it works and what it has achieved over the last ten years. You'll also find a job description and person specification laying out what we are looking for in new members. At the end is more information about the process and when you can expect to hear back from us, and you can also find copies of some of our key policies.

## **Background**

The LGBT Advisory group was formed after the bombing of the Admiral Duncan in 1999. The Advisory Group strives to maintain a membership which reflects the diversity of LGBT people in London. The group is financed and supported administratively by the Metropolitan Police Service (MPS) but nevertheless provides independent advice to the police which is often robust and challenging.

Our overall aim is 'Better Policing for LGBT People in London'. We do this partly by keeping LGBT issues on the agenda for the MPS, providing advice on LGBT related issues and LGBT critical incidents, murders for example.

The group has a membership of around 15 but could rise to about 20. Communication is mainly by e mail – but documents in hard copy or other formats are available.

Advisory Group meetings are held mid week at 6.30pm at New Scotland Yard approximately every 6 weeks. In addition the Critical Incident Sub Group and the Trans Sub Group meet at roughly the same frequency. Other meetings are held as necessary. Members may be asked to help with critical incidents as they arise.

## **What has happened since January 2000?**

These are some of the areas of work we are or have been involved in:

### Metropolitan Police LGBT Strategy Group

The group was formed in 2004 following the Murder of Jody Dubrowski on Clapham Common. The LGBT Advisory Group campaigned for the formation of the group to coordinate LGBT strategy across the 32 borough commands and central units. The LGBT Advisory Group has strong representation on the group which is also attended by the Crown Prosecution Service (CPS), Terence Higgins Trust, Gay Police Association, the Metropolitan Police and other relevant organisations.

### 'Stop Murder Music'

Following pioneering work by Outrage! the LGBT Advisory Group now works with the MPS to obtain advance information on proposed events by bands or other groups where homophobic or transphobic content may be used in the acts. In partnership with the police, we have developed a robust process for dealing with such events and are successful in either having them cancelled or performed without offensive content.

### Critical Incident Database

The Advisory Group maintains a database of LGBT related critical incidents, generally murders or attempted murders and we track each case from investigation through trial and sentencing. We request updates on unsolved cases periodically and are involved if cases are moved to the 'inactive' list.

We can ask for cases to be reviewed or reinvestigated and some successful prosecutions have resulted. We work with the CPS and prosecutors to ensure appropriate sentencing.

### Murder Review

The Advisory Group produced a 'Thematic Review of LGBT Related Murders' in 2007. The review looked at six investigations spanning the period 1990 to 2002 involving a total number of 10 victims. We

were looking for lessons to be learned and recommendations for best practice. The report made 22 recommendations all of which have been accepted by the MPS. The review material is currently being used by the National Policing Improvement Agency (NPIA) in national investigator training.

#### Briefing Notes for Investigators

Advisory group members attend 'Gold Groups', strategy groups to advise the police, in the event of an LGBT related critical incident. As a result of our participation members recognised the need for Senior Investigating Officers (SIO's) to have rapid access to key background information. The Advisory Group has produced briefing notes for SIOs on trans issues and HIV issues. Notes on same sex domestic violence and LGBT-related critical incidents are planned.

#### LGBT Liaison Officers

The Advisory Group advocates the provision of the LGBT Liaison Officers in every borough police command. There has been a slow but steady increase in provision but it is patchy and subject to change. The Advisory Group continues to campaign for LGBT Liaison Officers working effectively in every MPS borough with sufficient time and resources to enable them to carry out the role effectively.

#### Policing of Public Sex Environments.

Public sex environments involve potentially complex policing situations. Public perceptions and individual's rights within the law can involve fine judgements by the police. At the same time LGBT people are victims of crime in such environments and have a right to protection. The LGBT Advisory Group, working with the MPS has produced guidance on the policing of public sex environments which has now been adopted by the Association of Chief Police Officers (ACPO) for use nationally. We advise on specific situations as they arise.

#### Homophobic and Transphobic Crime Statistics.

We obtain monthly data direct from the MPS statistics branch on the number of Homophobic reported crimes and incidents. These are broken down by borough and the Advisory Group then circulates the

data widely to LGBT and other interested organisations. We are pleased that recently we have been able to obtain and circulate data on transphobic incidents too. The level of reporting remains stubbornly low for complex reasons and is an issue which needs more work.

### Drugs and Alcohol Report

Large numbers of calls to the London Ambulance Service from LGBT social venues and some deaths prompted the Advisory Group to undertake a survey into the use of drugs and alcohol in LGBT venues. The findings were made widely available, particularly to health agencies. Improvements at venues including the provision of paramedics, awareness messages and access to drinking water have led to some improvement. More work remains to be done in this area.

### Linking London Project

The group obtained funding from the Home Office, matched by the Metropolitan Police to fund a worker to help set up local LGBT forums. The project organised a number of well attended conferences and facilitated the formation of and supported a substantial number of local groups, especially in parts of the MPS area where the LGBT policing issues had been largely invisible.

### LGBT Perspective

LGBT Advisory Group members also serve on a number of Met Police committees and forums to give the LGBT perspective: The Custody Advisory Group, Call Centre Panel, The Family Liaison Officer Steering Group, HIV Advisory Panel, The Equality Scheme Advisory Board, The MPS Diversity Board. 'Prevent' Consultative Group.

## **Job description**

### Purpose of the role

To work co-operatively within the LGBT Advisory Group as follows:

1. Advise the Metropolitan Police Service in community-police matters
2. Listen to, reflect and advocate for the often diverse experience of the LGBT 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 the LGBT 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 Group and any sub-groups to which you might be appointed.
2. To actively participate in the work of the group, including 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 take responsibility for advancing specific issues which could include (but will not be limited to):
  - Reviewing and improving the investigation and prevention of homophobic hate crime.

- Working towards an anti-transphobic and anti-homophobic police service.
  - Assisting in critical incidents (murder, serious assault, repeat victimisation, domestic violence etc.).
  - Improving trust and confidence of LGBT community in the MPS.
  - LGBT Liaison Officers.
  - Victim, family & witness liaison & support.
  - Policing of the Pride March and Mardi Gras
  - Domestic violence
  - Public sex environments.
  - Licensing.
  - Obscene publications.
  - Police training.
  - Drugs and alcohol in the LGBT community
5. To contribute to the production of written reports when necessary.
  6. To undertake and contribute to research as and when necessary.
  7. To keep up to date with the concerns of the wider LGBT communities relating to the police.
  8. To keep up to date with the external context, for example political changes, which may affect the work of the LGBT Advisory Group.

## Person Specification

### Essential:

1. Self-identified lesbian, gay, bisexual or trans individual.
2. Commitment to equality and diversity in their widest senses.
3. Knowledge of the LGBT community.
4. Knowledge of equality and diversity as they impact on people more widely than their sexuality or gender identity (i.e. multiple discrimination).
5. Contemporary experience, interest and knowledge of police issues.
6. Willingness to work constructively with both the police and the Group.
7. Willingness to attend regularly the meetings (every 6 weeks) of the whole Group and any sub-groups you are appointed to (i.e. at least 75% of meetings).
8. Commitment to the values of the LGBT Advisory Group:
  - Transparency
  - Accountability
  - Diversity
  - Credibility
9. Openness to research, learn and expand your knowledge regarding relevant issues.
10. Ability to confidently and assertively express your views to those in positions of power.
11. Live, work, study, socialise or access services in Greater London.

12. Desire and commitment to advocate for LGBT issues as prioritised by the group, including those which may be outside of your own expertise.

Desirable:

1. Willingness to attend critical incidents at short notice and during unsocial hours
2. Access to email and willingness to check email regularly.
3. Ability to attend some meetings held during working hours.

## **How to apply**

### Accessible format options

This Application Pack is available in large print, on disk or by e-mail. Please ask for these versions if you prefer. If you would like the Pack in audiotape or Braille, this will be done on request.

If you would prefer to have this information in any of these formats, please contact a member of the MPS Diversity Directorate. Contact details are on page 17.

We can accept applications in standard and large print, Braille, audiotape and on disk. It is easier to read typed written applications, but if it is easier for you to use other formats or to do your application in handwriting, this is also acceptable. Please make your handwriting as clear as possible.

### Help with completing your application

Some people have difficulty completing application forms. Often people have the type of experience we seek but think it is not worth including in an application form. We want to ensure representation from all sections of the lesbian, gay, bisexual and trans communities, some of whom may also have faced a range of additional disadvantages.

Members of the LGBT Advisory Group have volunteered to talk to prospective applicants. Please make contact with them if you want to make an effective application. Their contact details can be found in the 'Further Information' section on page 17. Your enquiry will not be used as part of the selection process.

## Recruitment procedure

Your application will be considered by an independent recruitment panel, made up of one member of the LGBT Advisory Group, one police representative, and two independent members. The panel will consider all applications received, and score them against the person specification, and your answers in part three. Top scoring applicants will be invited to join the Advisory Group. The Panel will not have access to candidates' names and addresses.

Interviews may be conducted for borderline applicants or in case the recruitment round is over-subscribed.

## What happens next?

- The deadline for this round of applications is 31 October 2011
- We will acknowledge all applications by 7 November 2011
- We will contact all applicants, whether successful or unsuccessful by 21 November 2011

## For Information

There are currently two Group meetings schedule up to Christmas:

- 23 November 2011
- 14 December 2011

## Helping us to improve our recruitment

The LGBT Advisory Group is committed to making this application process as accessible and appropriate to all sections of the LGBT Advisory Group as possible. We would appreciate feedback on how you found the process, irrespective of whether or not your application is successful this time. Please let us know how it was for you.

# **LGBT AG Application Form**

## Part One - Contact Details

Please fill in the following sections with as much detail as possible. We need this information to enable the panel to select as inclusive and diverse a group of people as possible. Your personal details will not be given to the Recruitment Panel.

Name

Contact Address

Contact Telephone

(Please include any numbers you can be reached on, for example home and mobile)

E-mail address

## Part Two – Monitoring Information

We ask these questions to monitor who we reach when recruiting new members, and to help us target communities where from whom we do not receive applications. These questions are optional and you do not have to answer them. The information on this page is separated from the application and not seen by the recruitment panel.

- How do you define your sexuality?
  
- What is your gender?
  
- Is your gender identity the same as the gender you were assigned with at birth?
  
- What is your ethnic origin?
  
- What is your age?
  1. Do you belong to any faith groups?  
If yes, which?
  
- Do you consider yourself to be a disabled person?  
If yes, please tell us about any ways in which we can assist you in fully participating in our work:

## Part Three - Your Statement

Please answer the following two questions and provide the following statement, either in print, Braille or audiotape.

1. Please tell us why you want to join the LGBT Advisory Group and how you might contribute:

2. Please tell us about your commitment to, and understanding of equalities and diversity, and how this would impact on your role on the LGBT AG:

3. Please provide a Statement that addresses your experience related to each of the elements contained in the Person Specification. The statement should be a **maximum of 1500 words**.

## **Where to send your completed forms and get further information**

Please send your completed application form by email to:

[recruitment@lgbtag.org.uk](mailto:recruitment@lgbtag.org.uk)

If you would prefer to send your application via a different method, please contact Christopher Costigan: [chrisc@lgbtag.org.uk](mailto:chrisc@lgbtag.org.uk)

Applications will be sent unseen to the Recruitment Panel.

Please do not hesitate to contact us if you require further information or need help with completing your application.

**Christopher Costigan, Chair**

**Email:** [chrisc@lgbtag.org.uk](mailto:chrisc@lgbtag.org.uk)

**Sue Sander, LGBT AG Member**

**Email:** [sues@lgbtag.org.uk](mailto:sues@lgbtag.org.uk)

## **Our working policies and procedures**

The LGBT Advisory Group has agreed policies and procedures since it was formed in January 2000. We think it is reasonable to include some of these with the Recruitment Pack so you may understand the nature of the Group and our position on certain matters important to the LGBT community. The policies and procedures can help you make an informed choice about joining the Group.

### On Equality and Diversity

The LGBT Advisory Group will work in the interests of our diverse community, recognising that inequality based upon power is damaging to LGBT people and the community. We will therefore strive within the work of our group to eliminate inequalities and abuse in sexual and other relationships based upon power. Each member of the LGBT Advisory Group will be expected to represent all aspects of community diversity whether or not it is part of their direct experience. For instance, a lesbian LGBT Advisory Group member must consider, raise issues and advocate on behalf of trans male-to-female people and a non-disabled member must consider, raise issues and advocate on behalf of disabled LGBT people where appropriate.

### Disciplinary Code

1. Existing and future members of the Advisory Group are expected to adhere to the spirit and the letter of the Position Statement and to maintain high standards in understanding and delivering diversity on behalf of the group. Failure to do so may result in disciplinary action being invoked under the Group's disciplinary code. 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 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 the interest of our community or with the approval of the group or its constituent parts. For example, to give addresses or other contact details without the consent of the persons concerned, the disclosure of internal arguments, or information that may impede the course of justice is unacceptable.
3. A conflict of interests may arise where a member's financial interest is affected by the actions of the group, for example where training contracts are being discussed. Members affected in this way are required to declare an interest and exclude themselves from any discussion about contracts for training if they intend to bid for that particular work.
4. Members are required to ensure that when making claims for attendance they do so only for meetings and expenses approved by the group in advance or with the agreement of the Co-Chairs.
5. The full conference, sub-groups or the Co-Chairs must approve communications to the media or organisations and individuals on behalf of the Advisory Group, save under the duress of exceptional circumstances. A Co-Chair may not write on behalf of the group except with the agreement of the other Co-Chair. Other members of the group shall retain copies of all communications for inspection. Communications must be reported back to the LGBT Advisory Group.