



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

**Closing Date for  
this Recruitment Round:  
To be announced**

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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 13.

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

## **OPENING STATEMENT AND INTRODUCTION**

The Lesbian, Gay, Bisexual and Transgender Advisory Group (LGBT AG) devised this recruitment pack so that the group can broaden representation of the LGBT community in an important partnership forum with the Metropolitan Police Service (MPS). The purpose of the pack and process is to recruit to the LGBT AG, a community-led group that is representative and accountable and works co-operatively with the community and the police. The recruitment of new members of the LGBT AG is determined by a panel of independent LGBT individuals who are not participating as candidates, together with representatives from the police, who will assess each application. Recruitment decisions are based solely on the criteria outlined in this pack. The recruitment panel has expertise and experience in recruitment and equal opportunities.

The Advisory Groups on race and LGBT issues have a key role to play in advising the MPS on its Diversity Programme. The Independent Advisory Group (IAG) was established in January 1999 to deal with race issues. The LGBT AG was established in January 2000. The MPS accept lay involvement and advice as an integral part of 21st century policing of the capital. The Advisory Groups represent the most significant consultation mechanisms the police have ever had with the LGBT and minority ethnic communities of London.

This is your chance to make a positive contribution to the LGBT community in the context of policing. It is a unique opportunity to ensure that LGBT diversity and policy needs are addressed, and that liaison and trust continues to be built between the police and LGBT communities, especially in areas where police service delivery is not as good as it should be.

Membership of the LGBT Advisory Group is on a voluntary basis. However, the MPS will refund expenses and consider reasonable compensation to individuals and organisations for their time. The MPS has a commitment to meeting the access requirements of people with disabilities, including the translation of documents, etc.

## **BACKGROUND**

Following the nail bombs in April 1999, the MPS invited the most affected communities to several briefings and a special conference on 12th May, 'The MPS and Partners Against Hate Crime'. At this time the communities showed great energy, commitment and a willingness to engage the police in constructive dialogue. The process has been invaluable for the police. One of the most significant and tangible outcomes was the planning of strategic partnership and dialogue mechanisms between the MPS and the LGBT community.

Members of the LGBT community, the London Lesbian & Gay Policing Initiative, a member of the IAG, members of the MPS Racial & Violent Crime Task Force and Community Safety Directorate (now Diversity Directorate) undertook this planning. The outcome was a determination on both the police and community sides to build a robust and effective partnership that has the resilience to engage in policy development and routine operational policing.

## **WHAT HAS HAPPENED SINCE JANUARY 2000?**

### **Our Diversity**

All members of the LGBT AG have completed application forms and were selected against the criteria in the person specification.

In 2005, the LGBT AG has 24 community representatives who reflect a good range of LGBT community diversity. We are still seeking further representatives because we are keen to ensure that our group includes all sections of our community. We want to recruit other LGBT people from across our diverse community who can add a voice to our work so that when we speak to the police on issues that affect our community we do so accurately.

We have made some progress since January 2000 when 19 people were recruited to the LGBT AG. Then the lesbian and gay community were represented, with a small proportion of lesbians. The original group also included some representation from African, Caribbean, Asian, Irish and Jewish communities and some disabled lesbians and gay men. Further rounds of recruitment replaced those who left and addressed some gaps in community diversity, including recruiting trans women.

We are now looking for additional community representatives and we want to see increased representation of African-Caribbean gay or bisexual men, Asian women, deaf gay men, LGBT people with learning difficulties, lesbians, transgender people (especially female to male), bisexual men and bisexual women, and younger LGBT people.

## **Our Work**

Since January 2000, we have represented the LGBT community on a wide range of policing issues. This includes

- Attending pre-trial briefings on the fascist nail bomber, David Copeland
- Drafting the LGBT section of the MPS Policing Diversity Handbook, issued to every MPS officer.
- Drafting the LGBT section of the MPS Domestic Violence Strategy, 'Enough is Enough'.
- Establishing a policy for the MPS on dealing sensitively with transgender people
- Training over 700 MPS Family Liaison Officers to deal sensitively with the LGBT community
- Advising on Critical Incidents that affect LGBT individuals and the community.
- Participating in Murder Reviews.
- Helping to establish LGBT Liaison Officers (LGBT LOs) in police stations across London.
- Drafting the recruitment process of LGBT LOs and assisting actual recruitment.
- Briefing the MPS on dealing sensitively to MPS LGBT personnel issues.
- Organising LGBT community consultation events
- Working with multi-agencies to organise the Broken Rainbow Conference on LGBT domestic violence
- Working on ways to support our community to report Hate Crimes, either directly to the police or to other agencies.
- Advised on the policing of the Pride March and Mardi Gras.

Being a member of the LGBT AG means taking on some demanding work. We have a very ambitious work programme and advisory role with the MPS. We have made an excellent beginning. We know our work will expand once we are fully representative of the diverse lesbian, gay, bisexual and transgender community.

**We look forward to having you on board.**

**Thank you for showing an interest!**

## **JOB DESCRIPTION**

### **Purpose of Role**

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

- Advise the Metropolitan Police Service in community-police matters
- Listen to, reflecting and advocate the often diverse experience of the LGBT communities
- Contribute your particular experience to the wider Group
- Work constructively as part of a team to advise the police and other agencies

### **Main Duties**

- 1) To attend regularly meetings of the Group and any sub-groups to which you might be appointed.
- 2) To bring your personal experience and knowledge to the Group.
- 3) To access and prioritise the issues the Group needs to deal with.
- 4) To be prepared to work on issues that could include:
  - Reviewing and improving the investigation and prevention of homophobic hate crime.
  - Creating an anti-homophobic police service.
  - Assisting in critical incidents (murder, serious assault, repeat victimisation, etc.).
  - Improving trust and confidence of LGBT community in the MPS.
  - External and statutory matters impacting on the LGBT community.
- 5) To work on a range of community-police issues which includes:
  - Policing Pride March and Mardi Gras.

- Victim, family & witness liaison & support.
  - Domestic violence, public sex environments.
  - Licensing.
  - Obscene publications.
- 6) To maintain appropriate and accountable links with the relevant community and/or groups you may represent.
  - 7) To attend, organise and participate in the proposed community consultation meetings.
  - 8) To contribute to the production of written reports when necessary.
  - 9) To undertake and contribute to research as and when necessary.

## **PERSON SPECIFICATION**

Applications are invited from LGBT individuals. Membership of particular groups and organisations may be relevant to the particular contribution you can make, but it is not essential.

### **Essentials:**

- 1) Self-identified lesbian, gay, bisexual or transgender individual.
- 2) Knowledge of and commitment to equalities and diversity.
- 3) Knowledge of the LGBT community.
- 4) Knowledge of other minority communities.
- 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 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

### **Desirables:**

- 1) Involvement in LGBT community
- 2) Working or residing in London

- 3) Desire and commitment to advocate for LGBT issues (e.g. sex workers)
- 4) Willingness to attend critical incidents at short notice and during unsocial hours

## **HOW TO APPLY**

### **Accessible format options**

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 a member of the MPS Diversity Directorate. Contact details are on page 13.

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 no problem for us. 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 transgender community some of whom may also have faced a range of additional disadvantages.

Members of the LGBT AG 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 13. The LGBT AG has no involvement in the actual recruitment process and your enquiry will not be used as part of the selection process.

## **OUR WORKING POLICIES AND PROCEDURES**

The LGBT AG 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 AG 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 AG 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 AG member must consider, raise issues and advocate on behalf of transgender MTF 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 AG, 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 AG.

## **WHERE TO SEND YOUR COMPLETED FORMS AND GET FURTHER INFORMATION**

Please send your completed application form by post, fax or email to:

**LGBT Advisory Group  
Recruitment Round  
27 Old Gloucester St  
London WC1N 3XX**

Tel: 07952 970813  
Fax: 0870 706 1956  
E-mail: [recruitment@lgbtag.org.uk](mailto:recruitment@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.**

### **Bob Hodgson, Co-Chair**

Tel: 07952 970813  
Email: [BobH@lgbtag.org.uk](mailto:BobH@lgbtag.org.uk)

### **Rachael Hopkins, Co-Chair**

Tel: 07952 970813  
Email: [RachaelH@lgbtag.org.uk](mailto:RachaelH@lgbtag.org.uk)

# **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/E-mail address  
(Please include main contact no., fax, mobile, pager, text, minicom, etc.).

## Part Two - Personal Information

How do you define your sexuality?

What is your gender?

What is your ethnic origin?

What is your age?

Do you belong to any faith groups?

Yes

No

If yes, which?

Do you consider yourself to be a disabled person?

Yes

No

If yes, what are the barriers you face?

## **Part Three - Your Statement and Group Representation**

1. Please provide a Statement either in print, Braille or audiotape that addresses your experience related to each of the elements contained in the Person Specification and demonstrates your willingness to meet the demands of the Job Description. Your Statement should also indicate what you might contribute to the Group. The statement should be a **maximum of three sides of A4 paper or not more than 1500 words**.
2. If you are representing a group or organisation, please provide details of the group and confirmation that you are the official representative of the group.

### **Recruitment Procedure**

The LGBT AG, which has advised the MPS on the recruitment process, has identified several individuals to make up a Recruitment Panel. The Panel will consider the applications received. The Panel will not have access to candidates' names and addresses.

The Recruitment Panel will meet once to select the applications.

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

### **HELPING US TO IMPROVE OUR RECRUITMENT**

The LGBT AG is committed to making this application process as accessible and appropriate to all sections of the LGBT AG 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!

We are really looking forward to receiving your application. The very best of luck!