



STAFFORDSHIRE
POLICE

Trans Guidance

Offering support to trans & non-binary staff, their colleagues and families in Staffordshire Police.

Commitment to Trans Equality

Staffordshire Police is committed to promoting equality, diversity and good relations in everything it does – as a community leader and law enforcement agency, as a provider and commissioner of services, and as an employer. Staffordshire Police is committed to equality of opportunity for trans and non-binary people throughout recruitment and employment, including supporting trans employees and officers who are intending to undergo, are undergoing or who have undergone a transitioning process.

Staffordshire Police will not tolerate discrimination, victimisation or harassment on the basis of a person's gender identity, gender expression or trans status. Staffordshire Police seeks to provide a supportive environment for trans and non-binary officers and staff and to create a culture and environment where anyone who identifies as trans is able to thrive and reach their full potential.

The purpose of this guidance is to provide staff and officers of Staffordshire Police with practical information on workplace support.

Definitions

While there is no agreed definition of transgender, trans or non-binary, it is generally used as an umbrella term to describe:

- anyone whose gender identity (including their gender expression) does not fully correspond with the sex they were assigned at birth. This is inclusive of
- trans women (people who were assigned male at birth but who identify as a woman)
- trans men (people who were assigned female at birth but who identify as men)
- non-binary people (who do not identify solely as men or women; instead their gender identity as between or beyond the man/woman binary or they have no gender)

'Transitioning' is a term used to describe the steps a trans person may take to live in the gender with which they identify. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. A medical intervention is not a pre-requisite and necessary step for transition. Transitioning also might involve things like telling friends, dressing differently and changing official documents.

Staffordshire Police recognises there is no right or wrong way to transition and is committed to supporting each individual in their decisions.

Please see the glossary (appendix 1) for further information.

Employees who are transitioning at work

If a staff member or officer states they are intending to transition at work, their line manager, in conjunction with other appropriate colleagues, should aim to make this process as smooth as possible. Managers should be aware that it can be an extremely difficult step for someone to approach their manager about transitioning. They are likely to worry about the response.

Staffordshire Police is committed to giving reassurance that anyone who identifies as trans will be supported and respected. The transition process will be led by the individual concerned.

Telling colleagues

The manager and officer or staff member will discuss the individual's preferences in relation to informing others, including other managers, colleagues, service users and other relevant contacts. They will agree whether the employee will do this, whether they would prefer the manager or a work

colleague to do this, or a mixture of these options. They will also get express written agreement from the employee about when and how this will happen, including the details of the message and who it will be shared with. This must be a confidential record of agreed actions. Levels of disclosure may vary in detail for different types of contacts and will be agreed in advance under the direction of the individual.

Uniforms and dress codes

If a uniform is in place for the role, managers will ensure that the trans employee has access to the uniform that is most appropriate at all times. Some trans employees may need access to both male and female uniforms. Managers will be flexible, and will support the preferences of the trans person wherever possible. Trans staff will be required to comply with uniform and PPE requirements but will have the right to comply with any dress codes in a way that reflects their gender identity and gender expression. Best practice would be to de-gender the names given to uniform items where at all possible, which will also enable non-binary officers and staff have access to appropriate uniform.

Changing facilities, toilets and other single sex facilities

All staff are entitled to use single sex facilities that best align with their gender identity in which they are working. For officers, staff or guests who do not identify as either male or female including non-binary people, this will mean gender-neutral/non-gendered facilities such as toilets and changing rooms will need to be provided, or accessible facilities, or using a combination of different facilities. However, trans person will never be required to use accessible toilets unless they wish to do so.

Updating records

It is the responsibility of the line manager of a trans, non-binary officer or staff to ensure all electronic records will be updated in a timely manner, to coincide with the date on which the workplace transition begins. If a name change takes place then care will be taken to ensure records do not link back to the former name - this may entail creating a whole new email address rather than simply changing the name on the existing one, for instance. The manager and employee will work together to ensure that nothing is missed.

New security passes with the correct name and a new photograph will be issued. Re-issuing of uniform and equipment as well as any other expenses incurred will be without any replacement cost to the individual.

Paper records will be updated where possible. Those which cannot be updated – for instance, paper copies of references relating to the employee's recruitment – will be stored in a secure place, and clearly marked as only to be looked at by a person in a named role.

Biometric Data

For many roles in policing a staff member or officer will be required to provide a DNA sample for elimination purposes. From the sample a DNA profile is recorded for that individual. It is widely understood that DNA profiles also give an indication of a person's genetic gender so this may be of concern for a Trans person.

Once obtained the DNA profile will be held on the Contamination Elimination Database (CED) the Police Elimination Database (PED) and Staff Elimination Database (SED). The CED records no name or gender details so there are no specific considerations with regards to the CED for a Trans person. Name and gender records do exist on the PED, with the content of these fields being that which was originally detailed by the individual when they gave the DNA sample unless subsequently amended. There is a process for amending the details on the PED so that the name and gender records can be changed. For further details on the process, the Forensic Services Manager can be contacted in confidence or the National Service Team can be contacted direct by emailing NDNAD_service_team@NDNA.PNN.POLICE.UK

For the purpose of administering records retained on the PED, only staff with appropriate access/security clearance levels can act as the processor and can only access a record on receiving specific instructions from the owning authority, such access would be for the purpose of amending the record, checking specified PED profiles against a specified crime scene sample profile, and migration of the record to the CED.

Staffordshire Police maintains a Staff Elimination DNA Database (SED). The DNA profile on the SED is kept on a completely separate spreadsheet to the name. The only identifying marker on each being a barcode. The only time the DNA profile is cross-referenced with the name is in the event of a match. Again,

the Forensic Services Manager can be contacted directly to make any changes required to the recorded data and this will be done confidentially.

Searches

The National Police Chiefs Council encourages forces to put in place operational guidance allowing 5 trans members of the police, should they wish to do so, to conduct same sex searches without seeking any proof as to their legal sex status (e.g. through a GRC or birth certificate).

- Staffordshire Police allow individual trans officers or police staff to choose to be exempt from conducting such searches and have discreet processes in place to allow them to do this; this may be in the form of a suitable adjustment in relation to the potential for psychological harm from negative encounters with detainees.
- A professional discussion should take place between a trans individual and their manager that considers the risks to the individual and the organisation, based upon the likelihood of challenge from a detainee. It is acknowledged that this is a sensitive issue that could be difficult to broach and manage. It may be that inclusion in training for searching and leadership events can facilitate the learning and understanding with more specific training for managers.
- Putting in place education initiatives for managers and staff to compliment operational guidance.
- A professional discussion between non-binary staff and managers in order to agree the gender that they may search.

Public facing roles

There is no reason why a staff member or officer who is transitioning should not continue in a public facing role. However, some people might prefer a period of redeployment during transition, or as a permanent change. Managers and HR will work with the trans person to find a solution that meets the needs of both the employee and the service.

Attendance at appointments and time needed for treatment

Paid special leave will be given in order for employees to attend transition-related appointments and treatment. These absences will not be counted in relation to absence monitoring, included in absences for references, taken into

consideration for performance monitoring or, for instance, during redundancy procedures.

In addition, trans staff are entitled to the same sickness absence and pay as any other staff. Many people have to travel a long distance for appointments, and these may be given at short notice. People may need reduced hours or duties, or other changes to usual working arrangements, for a temporary period following some treatments. Managers will be as flexible as possible to accommodate this.

Support plan or checklist

The trans employee and their manager might find it helpful to put in place a support plan, or to agree a checklist to clarify the actions that will be taken over the course of the employee's transition, dates by which these will be done, and the person who will take responsibility. Please see appendix 2 for an example which can be modified to suit the individual's needs.

Discrimination and abuse

Staffordshire Police has a zero-tolerance approach towards discrimination and harassment including that based on gender identity, gender expression or gender history. Inappropriate behaviour or language may constitute discrimination, harassment, bullying or victimisation. For example, persistently miss-gendering an individual or 'deadnaming' them (using a previous name). In some instances, it may constitute a criminal offence. Discrimination including harassment, and victimisation are covered by the Equality Act 2010. Managers are responsible for taking timely action where misconduct occurs on the grounds of an employee's gender identity, in line with force policy. This will be monitored and followed up.

Support for trans officers and staff, their colleagues or those who work for Staffordshire Police who are relatives of a trans person can be found through a number of support associations. Occupational Health, Staffordshire Police LGBT Network, Unison, the National LGBT+ Police Network and the Police Federation can all be contacted to offer support. Contact details can be found through the intranet and contact with these groups can be made during work time or whilst away from work.

Legal protection for trans people

Gender Recognition Act 2004

The Gender Recognition Act (GRA) enables people aged over eighteen to gain full legal recognition for the gender in which they live. Applications are considered by the Gender Recognition Panel. Once a person receives a Gender Recognition Certificate (GRC), they are legally of that gender for every purpose and have all the rights and responsibilities associated with that gender except under exemptions described in the Equality Act that 'must be a proportionate means to achieve a legitimate aim'.

Employment rights do not depend on whether a person has a Gender Recognition Certificate. It is a long and personal and costly process that; of which non-binary people do not have an entitlement. Employers should not ask for a person's GRC and it cannot be a pre-condition for transitioning at work.

The Gender Recognition Act gives anyone applying for or holding a Gender Recognition Certificate particular privacy rights. It is a criminal offence to pass on information acquired 'in the course of official duties' about someone's gender recognition, without the consent of the individual affected. 'Official duties' include employment, trade union representation or supply of business or professional services.

Equality Act 2010

The Equality Act 2010 (England, Scotland and Wales) protects against discrimination because of gender reassignment* in employment and service delivery. It bans direct and indirect discrimination and victimisation. There is similar protection in Northern Ireland under the Sex Discrimination (Gender Reassignment) Regulations (NI) 1999.

The Act makes clear it is not necessary for people to have any medical diagnosis or treatment to gain this protection; it is a personal process of moving away from the gender assigned at birth to their chosen gender. People discriminated against because they are wrongly perceived to be trans, or who are discriminated against because of their association with trans people or issues, are also protected.

* This a legal term that is regarded by many as outdated and often contested terms such as transitioning, trans status and gender identity are the more preferred terminology.

Genuine Occupational Requirements

In the vast majority of cases, the gender of a worker is of no relevance to their ability to do a particular job. However, the Equality Act 2010 does allow for an exception where being of a particular sex is an 'occupational requirement' of that post. If this is the case for an employee transitioning within Staffordshire Police, they will be redeployed into a suitable alternative position without being disadvantaged.

Recruitment

People who have already transitioned prior to joining Staffordshire Police have no obligation to disclose their gender history. Job applicants and interviewees will not be asked about being trans during the recruitment process – it is not a relevant criterion in selection. Neither is there any obligation for a trans person to disclose this as a condition of employment. If they choose to disclose, this is not in itself a reason for not offering employment, and non-disclosure or subsequent disclosure will never be used as grounds for dismissal. Anyone who becomes aware an applicant is trans will maintain full confidentiality in relation to this.

References

When Staffordshire Police requests a reference for employment, we will make the request using the prospective employee's correct name and gender since transitioning. We will not mention previous names or gender identity, unless specifically asked to do so (in writing) by the trans person.

Where a reference request is received for an existing employee who has transitioned, Staffordshire Police will respond using the employee's current name and gender only in the reference.

Disclosure on sickness absence will not include time taken off for medical appointments related to transition. This information is strictly confidential and managers must be very careful of any record keeping in this regard.

Vetting

Any appointment within Staffordshire Police requires proportionate vetting checks, which may include criminal record and credit reference checks, we will highlight to all applicants the confidential procedure available to trans people. The vetting department will require details of a person's previous name and gender identity and this will be made explicit on vetting forms. The holding of a GRC will not negate the need of Staffordshire Police to fully vet the background of a staff member or officer in line with their role requirements. When vetting is requested the individual should contact the Head of Vetting in the first instance who will guide them through the process and identify a single point of contact within the department. All records will be dealt with confidentially. All records, checks and outcomes will remain confidential with regards to any previous name or gender identity that is disclosed during the process. The privacy rights afforded by s22 of the Gender Recognition Act will be observed at all times.

Qualification certificates

Staffordshire Police recognises it can be difficult and expensive for a trans person to change their qualification certificates. If these are in a former name then where possible a record will be made that the certification has been seen, but a copy will not be taken. If it is absolutely necessary for Staffordshire Police to store a copy, they will be stored securely and only accessed by named persons. Certificates will only be requested after a job offer has been made.

Professional registration

If the employee's job involves professional registration, Staffordshire Police will liaise with the professional body to check whether they have a specific, confidential process for gender transition. If so the process for that body will be followed with the agreement of the trans person. If not, then the line manager will discuss the best way forward with the individual.

Pensions and national insurance

Where pensions, national insurance contributions or other benefits are dependent on legal sex, trans people will be advised of the different implications of whether they do or do not have a Gender Recognition Certificate. <https://www.gov.uk/government/publications/gender-recognition-certificates-t455>

Medical records

Any applicant who is intending to, are undergoing or has undergone treatment for gender dysphoria will not be treated differently from any other applicant. Medical records will only be requested by Staffordshire Police Occupational Health Department, where there is explicit agreement in writing from the staff member or officer. All medical records will be treated confidentially and no details will be shared without the agreement of the individual and again this will be recorded in writing regarding what information will be made available.

Other Employers and Partners

There are a number of other organisations that employ staff that work on Staffordshire Police premises or areas of work where existing employees may have their employment transferred to another employer (TUPE Transfer). All people working on Staffordshire Police premises will be expected to abide by the ethos and protections of this guidance and the law. During negotiations regarding TUPE transfers, it will be expected any future employer should offer terms and protections for trans staff which at least match or exceed those in this guidance.

Trans staff who work within partner agency locations or who are seconded to other employers, shall also have the full protection offered by Staffordshire Police as outlined in this guidance and should expect the same levels of dignity, respect and opportunity as they would receive within Staffordshire Police workplaces.

Roles and responsibilities

Employee

- Engaging with managers and HR around the logistics of transitioning in the workplace
- Reporting any instances of harassment, victimisation or discrimination

Manager

- Ensuring that colleagues are informed about the employee's transition in a manner that best suits the trans staff member or officer.
- Maintaining confidentiality at all times
- Thoroughly investigating any instances of harassment, victimisation or discrimination or reporting these incidents to a more senior person who

will act to investigate as appropriate. The more senior person will be agreed with the trans employee or officer

- Supporting the employee in any way that is necessary and appropriate

HR

- Ensuring this guidance is followed at all times unless a variation is requested by the trans officer or staff member.
- Maintaining confidentiality, including securing paper and electronic documents and files IT Department (Boeing) / Support Services

IT department (Boeing) / Support services

- Changing names, titles and pronouns on email and other systems
- Issuing updated security passes and ID badges Learning and development

Learning and development

- Providing trans equality training as a general part of the equality and diversity training programme

Trade unions and Staff Associations

- Supporting the employee if they experience harassment, victimisation or discrimination.
- Discussing and agreeing any changes to this guidance.

Support for employees with a family member who is transitioning

If an employee is supporting a family member who is transitioning, they may need to take time off to attend appointments and treatment or give assistance following surgical procedures. Some of these may be at short notice, and may involve travelling a long distance. Managers will be as flexible as possible to accommodate this.

Promotion of trans equality

As well as ensuring that trans staff are fully supported, Staffordshire Police will demonstrate our commitment to trans equality in the following ways:

- Ensuring all training courses that are delivered are fully inclusive of trans individuals – this includes both face-to-face training and e-learning.
- Marking important dates for the trans community, such as Trans Day of Visibility (31st March) and Transgender Day of Remembrance (20th November).

- Including gender diverse people in publicity and marketing materials (those who have transitioned don't always continue to identify as trans).
- Ensuring all forms and surveys are inclusive of trans people, including non-binary people for both staff and clients.
- Including trans equality as a core part of the organisation's equality agenda and objectives.
- Investigating fully all complaints of harassment, victimisation or discrimination on the grounds of gender identity, gender history, trans status or gender expression.
- Monitoring the implementation of this guidance.

Appendix 1 – Glossary

- **Gender identity:** a person's deeply felt internal and individual experience of gender, which may or may not correspond to the sex assigned to them at birth
- **Gender expression:** a person's external gender-related behaviour and appearance, including clothing
- **Transgender or trans person:** a person whose gender identity does not conform to the sex they were assigned at birth. These are inclusive, umbrella terms, including people who describe themselves as transsexual, cross dressing people, and people who have a more complex sense of their own gender than either 100% female or 100% male
- **Gender binary:** the classification of sex and gender into two distinct and disconnected forms of masculine and feminine
- **Gender variance:** gender expression that does not match society's norms of female and male
- **Non-binary person:** a person who does not identify as solely male or female. They may identify as both, neither or something entirely different
- **Gender fluid:** having a gender identity which varies over time
- **Transsexual person:** legal/medical term for someone who lives (or wishes to live) permanently in the 'opposite' gender to that assigned at birth
- **Gender incongruence:** medical term for deep-rooted and serious discomfort or distress because of a mismatch between a person's biological sex and gender identity; overwhelming desire to live in a different gender to that assigned at birth

- **Gender reassignment:** process of transitioning from the gender assigned at birth to another gender. This may (or may not) involve medical and surgical procedures.
- **Gender Recognition Certificate:** issued by the Gender Recognition Panel – signifies full legal rights in acquired gender and allows the issuing of a replacement birth certificate.
- **Ally:** a cisgender person who supports members of the Trans community.
- **Ace:** umbrella term used to describe a variation in levels of romantic and/or sexual attraction, including a lack of attraction. Ace people may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, aromatic, demis and grey-As.
- **Bi:** umbrella term used to describe a romantic and/or sexual orientation towards more than one gender. Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and other non-monosexual identities.
- **Biphobia:** fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.
- **Cisgender or Cis:** someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.
- **Coming out:** when a person first tells someone/others about their identity as or trans.
- **Deadnaming:** calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.
- **Gender:** often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.
- **Gender dysphoria** Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.
- **Gender expression** How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not confirm to societal expectations of gender may not, however, identify as trans.

- **Gender identity** A person's innate sense of their own gender, whether male, female or something else (see nonbinary below), which may or may not correspond to the sex assigned at birth.
- **Gender reassignment** Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and Trans Advisory Groups feels should be reviewed.
- **Gender Recognition Certificate (GRC)** This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.
- **Gillick competence:** term used in medical law to decide whether a child (under 16 years of age) is able to consent to their own medical treatment, without the need for parental permission or knowledge.
- **Heterosexual / straight** Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.
- **Homosexual** This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.
- **Homophobia** The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.
- **Intersex** A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.
- **LGBT** the acronym for lesbian, gay, bi and trans.
- **Lesbian** Refers to a woman who has a romantic and/or sexual orientation towards women.
- **Non-binary:** umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and

can include people who identify with some aspects of binary identities, while others reject them entirely.

- **Outed:** when a trans person's gender history is disclosed to someone else without their consent.
- **Person with a trans history:** someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.
- **Pan:** refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender.
- **Passing:** if someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.
- **Pronoun:** words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/there and ze/zir.
- **Queer:** term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.
- **Questioning:** process of exploring your own sexual orientation and/or gender identity.
- **Sex:** assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.
- **Sexual orientation** A person's romantic and/or sexual attraction to another person.
- **Trans:** umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gendervariant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.
- **Transgender man:** A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man

- **Transgender woman:** A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman.
- **Transitioning:** steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.
- **Transphobia:** The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.
- **Transsexual:** This was used in the past as a more medical term (similar to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

Appendix 2 – Support plan

Are there any temporary or permanent changes / reasonable adjustments to the role which should be considered to support the employee? Considerations should include security aspects such as lone working, night working.
Is any time off required? If so how will this be managed? Consider flexible working methods, if appropriate)
What will the employee's title and name be? What pronouns will be used? When will they start using these? Will there be any phasing?
Are there any dress codes to be considered? Are new uniforms needed?
If applicable, how will single sex working requirements be managed?
When and how should colleagues be informed of the transition?
Is there any guidance material which the employee wishes to share with managers and colleagues?
Should the employee encounter unacceptable behaviour towards them (colleagues or service users) who should this be reported to?
Are there any other actions not covered by above?
Is there an agreed date for when this action plan will be disposed of in accordance with the requirements of the Data Protection Act 1998?
Actions agreed
Date of next meeting

Who needs to know?

	Who will tell them?	When?	Date completed
Senior Manager			
HR Representative			
Line manager			
Team members			
Other colleagues			
Others (specify)			

Changes to records

	Who will tell them?	When?	Date completed
HR Records			
Name badge			
IT systems including email			
Website			
Voicemail			
Internet/intranet address entry			
Federation / Union membership			
Pension scheme			
Certificates/awards			
Personal file and related data			
Other:			

Details of meetings

Date	Comments	Actions	Date of next meeting

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